

CAMBRIDGE • COON RAPIDS

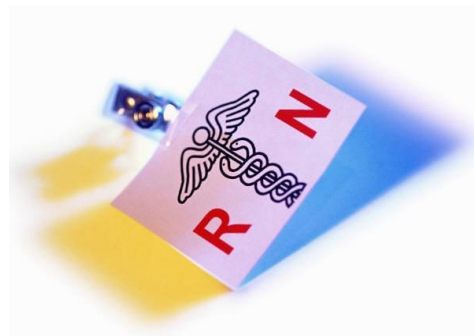
**AnokaRamsey**  
Community College

# Nursing Program

General Information Packet

for the

Associate in Science Degree



Updated February 2009

**ANOKA-RAMSEY COMMUNITY COLLEGE  
NURSING PROGRAM**

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**The information contained in this booklet is subject to change. Please refer to the Nursing web site for the most complete up-to-date information.**

This document can be made available in different formats upon request. Please call Access Services at 763-433-1350 or 1-763-433-1450 (TTY/TDD)

# INTRODUCTION

## GENERAL INFORMATION

Thank you for requesting information about the Anoka-Ramsey Community College Nursing Program. This booklet is designed to offer you information on when and how to apply for the nursing program and answer general questions prospective students often ask.

The Associate Degree Nursing Program at Anoka-Ramsey Community College is approved by the Minnesota Board of Nursing and accredited by the National League of Nursing Accrediting Commission, 61 Broadway, New York, New York 10006, (212) 363-5555.

The College is comprised of the Cambridge Campus in Cambridge, Minnesota and the Coon Rapids Campus in Coon Rapids, Minnesota. The College offers a Two-Year Track option and an LPN Mobility option on both Campuses. General education courses and/or assessment testing can be taken at either location.

When admission to the nursing program is desired, students should attend a required nursing information session prior to submitting an application. Nursing program applications are submitted directly to the Records Office on either campus and are a separate application from the general college application.

## WHOM DO I CONTACT FOR FURTHER INFORMATION?

### CAMBRIDGE CAMPUS

**Counseling Office** - College Center ..... (763) 433-1830  
*This is the first place to contact with questions about the nursing program, the admission process and the transfer process.*

**Financial Aid Office** – College Center, D216 ..... (763) 433-1500

**Nursing Program Secretary** ..... (763) 433-1125  
*Provides support to students after acceptance into the program.*

### COON RAPIDS CAMPUS

**Counseling / Advising Office** ..... (763) 433-1230  
*This is the first place to contact with questions about the nursing program, the admission process and the transfer process.*

**Financial Aid Office** – College Services Lower Level..... (763) 433-1500

**Nursing Program Secretary** ..... (763) 433-1125  
*Provides support to students after acceptance into the program.*

# **ANOKA-RAMSEY COMMUNITY COLLEGE NURSING PROGRAM**

## **PROGRAM PURPOSE**

The ARCC Nursing Program is designed to prepare nurses to deliver nursing care in a variety of settings. The graduating nurse will be able to provide nursing care in the hospital, long-term care, clinics, and other health related facilities.

Upon completion of the nursing program, an Associate of Science Degree is awarded by the college. Nursing graduates will be eligible to apply to take the National Council Licensing Exam-RN (NCLEX-RN) following graduation.

## **NURSING PROGRAM ESSENTIALS**

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Essential functions include: use of senses, speech, reading, writing, physical ability, coordination, stamina, ability to problem solve, and emotional stability. Students who may not be able to perform activities typical to nursing education programs should meet with the Access Services advisor to determine if accommodations are available.

It should be noted that basic computer skills are necessary in the nursing profession.

## **JOB PLACEMENT**

According to the Bureau of Labor Statistics, more than a million new and replacement nurses will be needed between 2006 and 2014. Analysts project more than 700,000 new RN positions will be created through 2014, accounting for two-fifths of all new jobs in the health care sector and one-third of all new jobs among all occupations. Ninety-eight percent of the 2007 graduates who responded to our graduate survey reported having jobs as registered nurses. The graduates are working in a variety of settings including hospitals, long-term care facilities, clinics, and home health care.

## **EDUCATIONAL MOBILITY**

Anoka-Ramsey Community College offers two programs leading to an associate of science degree in nursing. The Two-Year Track option, offered on both the Cambridge and Coon Rapids campuses, is designed for students with no previous nursing experience. The LPN Mobility option, offered on the Coon Rapids campus only, is designed for LPNs seeking to become registered nurses. Both programs prepare students for beginning professional nursing practice.

Our graduates should plan on continuing their education to earn a baccalaureate degree and/or master's degree in nursing. In general, baccalaureate education provides the RN with more in-depth nursing theory and practice pertaining to leadership, management, community, public health, and physical assessment. Both public and private colleges and universities offer baccalaureate completion programs for registered nurses. Each nursing baccalaureate program has its own requirements for program courses as well as general education. It is advisable to contact the college or university that you are interested in to secure accurate information on program requirements. To facilitate transfer from one level of education to another, Minnesota State Colleges and Universities have developed a nursing articulation agreement.

## **OBTAINING REGISTERED NURSING LICENSURE**

After satisfactorily completing the Associate Degree Nursing Program degree requirements, qualified students are eligible to apply for the Registered Nurse National Council Licensing Exam (NCLEX-RN). After passing the RN exam, students can apply for licensure in all states. There is a cost associated with this examination and a fee from the Minnesota Board of Nursing.

Anoka-Ramsey Community College has demonstrated a high level of passing on the NCLEX-RN Examination.

If you have any legal or medical questions regarding your potential for meeting the Board of Nursing requirements for licensure or your potential to practice professional nursing, contact the Minnesota Board of Nursing directly by dialing 612-617-2270 or via Internet at <http://www.nursingboard.state.mn.us>.

## **CLINICAL EXPERIENCE**

During each semester of the nursing program students are assigned specific experiences in various health care institutions and community agencies. Each nursing student must follow the specific regulations and rules of each institution and agency. **All institutions and agencies require nursing students to pass a criminal background check.** Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program will result in expulsion from the program.

Nursing students are *not* eligible for workers' compensation because they are *not* employees of the college nor are they employees of the healthcare institutions or community agencies.

Professional student liability insurance is required, provided through a group policy payable to the college on the first and third semester tuition.

Nursing students are responsible for their own healthcare costs incurred as a nursing student.

## **TWO-YEAR TRACK OPTION ADMISSION CRITERIA**

Applicants must meet the following criteria before applying for admission to the Two-Year Track Nursing program.

**Initial step: Certificate of Attendance at a required Nursing Information Session.**

Attendance at a nursing program information session is required. Appointments may be scheduled from the nursing program website or call 763-433-1240 (Coon Rapids) or 763-433-1840 (Cambridge.) Original certificate dated no earlier than 12 months prior to application period must be included with the application.

**1. Must be a high school graduate (or GED). Minimum cumulative GPA of 2.75 in high school or college.**

- Applicants being admitted based on college GPA must have completed at least 9 semester (or quarter equivalent) credits from courses that are general education requirements for the AS degree in nursing (see guide sheet) and/or Chemistry or Biology courses that meet the science admission criteria.
- Use of high school GPA is limited to two years following high school graduation.
- High school seniors applying prior to graduation must submit a letter from their high school indicating academic progress toward graduation in the spring.
- Cumulative GPA will be calculated using transcripts from all accredited colleges attended.
- Applicants on academic suspension will not be eligible for admission. If academic suspension occurs after the student is admitted and is not lifted before the first semester of nursing, the student will not be eligible to start the program.
- Eligible students must have passed the required science courses (Chemistry 1020 and Biology 1106, 2113 or 2114) or equivalents within two attempts 7 years prior to the program start date, with a grade of C or better. Grades of W, D, F and NC (non-credit) are considered non-passing grades and may make the student ineligible to apply.
- NC grades on college level courses will be recomputed as Fs for cumulative GPA calculations.
- A grade of D will not satisfy admission and graduation requirements for the Nursing Program.

**2. Chemistry 1020 Interpretive Chemistry, or equivalent, taken within seven (7) years prior to the program start date, with a minimum grade of C.**

**3. Biology 1106 Principles of Biology, Biology 2113 Human Anatomy and Physiology I, or equivalents, taken within seven (7) years prior to the program start date, with a minimum grade of C.**

Biology 1106 and Chemistry 1020 test-outs are also available to meet these admission requirements. These two courses are prerequisites for Anatomy and Physiology. (See Testing Center)

**4. Composite score of 19 or above on the ACT Exam.**

Students may register for the ACT exam at [www.act.org](http://www.act.org). Written portion is not required. Applicants who have completed a baccalaureate degree or above are exempt from this requirement. NOTE: If the exam was taken more than once, please request ACT to send the highest score.

**5. Certificate of Attendance at a required ARCC Nursing Information Session.**

Must be dated within the 12-month period prior to application.

**6. Minimum rubric score of 6.0 must be achieved to be considered for acceptance into the program.**

No petitions will be accepted during the final two weeks of each application period. Petitions must be processed and recorded to be considered.

*Requirements of this program are subject to change without notice. Changes will be posted on the nursing program website.*

## LPN MOBILITY OPTION ADMISSION CRITERIA

Applicants must meet the following criteria before applying for admission to the LPN Mobility program.

**Initial step: Certificate of Attendance at a required Nursing Information Session.**

Attendance at a nursing program information session is required. Appointments may be scheduled from the nursing program website or call 763-433-1240 (Coon Rapids) or 763-433-1840 (Cambridge.) Original certificate dated no earlier than 12 months prior to application period must be included with the application.

**1. Graduation from a state-approved Practical Nursing Program.**

An official final transcript reflecting practical nursing degree must be submitted with the application.

**2. Minimum cumulative GPA of 2.75.**

- Cumulative GPA will be calculated from courses taken at all accredited colleges attended.
- Applicants on academic suspension will not be eligible for admission. If academic suspension occurs after the student is admitted and is not lifted before the first semester of nursing, the student will not be eligible to start the program.
- Students who have not passed required science courses (Chemistry and Anatomy & Physiology) with two attempts 7 years prior to the program start date, with a grade of C or better, are ineligible to apply. Grades of W, D, F and NC are counted as non-passing grades and may make the student ineligible to apply.
- NC grades on college-level courses will be recomputed as Fs for cumulative GPA calculations.
- A grade of D will not satisfy admission and graduation requirements for the Nursing Program.

**3. Graduation from a practical nursing program within two years from program start date or the equivalent of six months full-time recent work experience as a LPN (must be verified by letter from employer.)** Sample letter format is available on the nursing program webpage.

**4. Current State Board of Nursing LPN license in good standing.**

Copy of card with effective dates and license number must be included with program application.

**5. Chemistry 1020 Interpretive Chemistry, or equivalent, taken within seven (7) years prior to the program start date, with a minimum grade of C.**

**6. Anatomy and Physiology I (ARCC Biology 2113) taken within seven (7) years prior to the program start date, with a minimum grade of C.**

Biology 1106 and chemistry 1020 test-outs are also available to meet these admission requirements. These two courses are prerequisites for Anatomy and Physiology. (See Testing Center)

**NOTE:** Biology 2114 Human Anatomy and Physiology II, or equivalent, must be successfully completed prior to or concurrently with the first semester of the program.

**7. Composite score of 19 or above on the ACT Exam.**

Students may register for the ACT exam at [www.act.org](http://www.act.org). Written portion is not required. Applicants who have completed a baccalaureate degree in another field are exempt. If you have taken the ACT more than once, please request ACT to send the highest score.

**8. Certificate of Attendance at a required ARCC Nursing Information Session.**

Must be dated within the 12-month period prior to application.

**9. Minimum rubric score of 6.0 must be achieved to be considered for acceptance into the program.**

No petitions will be accepted during the final two weeks of each application period. Petitions must be processed and recorded to be considered

*Requirements of this program are subject to change without notice. Changes will be posted on the nursing program website.*

# NURSING PROGRAM COURSE REQUIREMENTS

**Associate in Science Degree consists of 64 credits – 30 general education and 34 program core**

## **GENERAL EDUCATION/MNTC REQUIREMENTS** - 30 credits

Complete a minimum of 28 credits from the Minnesota Transfer Curriculum including the following:

ENGL 1121 College Writing and Critical Reading (4 credits)

PSYC 1110 General Psychology (4 credits)

PSYC 2215 Child and Adolescent Development (3 credits)

SOC 1111 General Sociology (3 credits)

SPCH 1110 Intro to Speech Communication **OR** SPCH 2220 Interpersonal Communications (3 credits)

BIOL 2113 Anatomy and Physiology I (4 credits) *Must not be earlier than 7 years prior to program start*

BIOL 2114 Anatomy and Physiology II (4 credits) *Must not be earlier than 7 years prior to program start*

Humanities/Fine Arts Elective from the Minnesota Transfer Curriculum (3 credits)

Select any HPER course(s) totaling at least 2 credits

## **PROGRAM CORE REQUIREMENTS** - 34 Credits (Must be taken in the sequence listed)

### **Two-Year Track Option**

NURS 1180 Health Assessment, 3 cr

NURS 1181 Foundations of Holistic Nursing, 3 cr

NURS 1182 Nursing Interventions I, 2 cr

NURS 1280 Pathophysiologic Phenomena for Nurses I, 2 cr

NURS 1281 Holistic Nursing Care I, 3 cr

NURS 1282 Nursing Interventions II, 3 cr

NURS 2380 Pathophysiologic Phenomena for Nurses II, 2 cr

NURS 2381 Holistic Nursing Care of Special Populations, 3 cr

NURS 2382 Nursing Interventions III, 3 cr

NURS 2480 Pathophysiologic Phenomena for Nursing III, 2 cr

NURS 2481 Holistic Nursing Care II, 3 cr

NURS 2482 Nursing Interventions IV, 3 cr

NURS 2483 Professional Nursing: Integration of Principles and Practice, 2 cr (currently under review)

### **LPN Mobility Option**

NURS 1153 LPN Transition to RN, 4 cr (currently under revision)

NURS 2380 Pathophysiologic Phenomena for Nurses II, 2 cr

NURS 2381 Holistic Nursing Care of Special Populations, 3 cr

NURS 2382 Nursing Interventions III, 3 cr

NURS 2480 Pathophysiologic Phenomena for Nursing III, 2 cr

NURS 2481 Holistic Nursing Care II, 3 cr

NURS 2482 Nursing Interventions IV, 3 cr

NURS 2483 Professional Nursing: Integration of Principles and Practice, 2 cr (currently under review)

LPN Advanced Standing Credits (12 credits)

**Program Note:** Students who fail to meet the sequence requirements, prerequisites, corequisites, and academic achievement levels will be dropped from the program. All credits earned/applied toward the degree must be reflected in GPA.

### **AS Degree Notes:**

1. A minimum grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
2. A minimum grade of C and an evaluation of “safe” in clinical practice must be earned in all Program Core requirements.
3. A grade of C must be earned in all of the general education courses, however physical education courses may be taken on a Pass basis.
4. All Program Core requirements must be completed at ARCC.
5. A minimum of 34 semester credits numbered 1000 or above with a minimum of 20 semester credits taken at ARCC is required for graduation.

You are encouraged to contact a counselor or an advisor at 763.433.1830 (Cambridge campus) or 763.433.1230 (Coon Rapids Campus) for course planning assistance and information about transfer credit evaluation.

**NOTE:** The requirements of this program are subject to change without notice. Students should refer to the current catalog to determine the limits to earn a degree.

# ADMISSION PROCEDURE

## Application to the Nursing Program

Application to the Nursing Program is a separate application within the college and attendance at a Nursing Program information session is required. Application should be made *only after completion of all admission criteria*. Incomplete applications will not be accepted. Courses still in progress or absence of required documentation such as official transcripts (see page 10 for definition of an official transcript) from high school or other colleges attended render a file incomplete. A grade of D will not satisfy admission and graduation requirements for the Nursing Program. Students with a previous college degree are not required to submit a high school transcript. For all other students, a high school transcript must be attached. An application will be returned if the file is incomplete.

Students who are *new to the college* must complete a college application form. The college application form is available at [www.anokaramsey.edu](http://www.anokaramsey.edu) or in the Records office. Upon receipt of the admission form and application fee, students sign up for assessment testing in math, reading, and English (unless previous college coursework shows these courses) and a college orientation session. Assessment tests determine skill level for appropriate placement in general college courses.

A completed application for the **Two-Year Track Option** includes:

1. Completed college admission form (\$20.00 fee required for students new to ARCC only)
2. Official transcripts from high school and all colleges attended (See page 10 for official transcript definition)
3. Nursing Program Application form
4. Official ACT score or verification of baccalaureate degree (See page 10)
5. Original Certificate of Attendance at a required Information Session (See page 10)

A completed application for the **LPN Mobility Option** includes:

1. Completed college admission form (\$20.00 fee required for students new to ARCC only)
2. Official transcripts from all colleges attended (See page 10 for official transcript definition)
3. Nursing Program Application form
4. Official ACT score or verification of baccalaureate degree (See page 10)
5. Letter from employer on official company letterhead verifying recent work experience if PN degree was completed more than two year prior to program start date.
6. Copy of State Board of Nursing LPN license
7. Original Certificate of Attendance at a required Information Session (See page 10)

Official high school transcripts or credentials from foreign countries must be in English. College degrees from foreign countries must be evaluated by the Educational Credential Evaluators (ECE) or the World Education Services (WES) and a completed report from ECE or WES must accompany the application, and/or be on file with the college *at the time of application*. Students are encouraged to meet with the International Student Advisor for assistance.

Students must indicate previous admission to the program on the Nursing Program application form.

## Admission Procedure

Applications will be accepted only during the published application dates listed below. The application period will be extended if an insufficient number of qualified applications are received. Check our website regarding notification of an extended application period. Application forms will be available approximately four months prior to each application period. Notification will be approximately three months after the end of the application period.

--- Application period for fall-start 2-Yr Track (Coon Rapids) is January 2 through January 21

--- Application period for spring-start 2-Yr Track (Cambridge and Coon Rapids) is June 1 through June 21

--- Application period for 2010 spring-start Mobility (Coon Rapids) is September 1 through September 21, 2009

Students will be admitted according to admission ranking, based on points awarded for selection criteria, until the program is filled. All students must meet minimum criteria for admission.

Admission ranking will be determined by scoring on the following variables: cumulative GPA, ACT, completion of A & P I and A & P II, completion of general education credits for the A.S. in Nursing degree, repeated science courses, and previous enrollment at Anoka-Ramsey Community College. **Only courses that have been completed and awarded a grade by the time of application will be used to compute these scores.** See below for a sample scoring rubric.

Students applying for program admission for a second time within 6 months after an original application and who have met the minimum admission criteria but were not accepted into the program may not need to resubmit official transcripts or ACT results if official copies were submitted with the original nursing application.

- All grades, GPA and ACT scores will be used from the original application documentation.
- One updated transcript/ACT will be allowed if an official copy is attached to the new application.
- Students must sign-off on the back of the new application that the previous documentation should be used for admission purposes.

If more than one application period has passed, new transcripts/ACT must be submitted with a new application. For example, if a student applied to the nursing program for a Fall 2009 start with original documentation, new transcripts/ACT do not need to be resubmitted with the Spring 2010 application but would need to be resubmitted with a Fall 2010 or later application.

### Alternate List Procedure

A limited number of applicants will be placed on a ranked alternate list. Students placed on this list will be eligible for last-minute admission to the program if space becomes available prior to the beginning of the term. **ALL** students who wish to gain admission to future nursing classes must reapply, including those who were on the previous period's alternate list.

### Application Status Notification

All applicants will be notified by the Records office of acceptance or denial of admission approximately three months after the end of the application period. Students offered admission must respond within 10 days of notice to accept their seat in the program. Admitted students will be notified of the date and time for the required nursing student orientation.

### Admission Scoring Rubric

Students will be admitted according to admission ranking, based on points for selection criteria. All students must meet minimum criteria for admission.

A minimum rubric score of 6.0 must be achieved to qualify for admission. This score is based on the minimum GPA, ACT, ARCC resident credits and completion of at least 4 general education credits.

Scoring Rubric	Example
Cumulative GPA: point-for-point	3.25 (GPA of 3.25)
ACT composite score: score divided by 10 NOTE: <i>Applicants with a previous baccalaureate degree or higher will automatically be awarded 2.5 points. Evidence of a score greater than 25 may be submitted to receive a higher score.</i>	2.3 (ACT score of 23)
Anatomy & Physiology I completed: .5 points	.5 (A & P I completed)
Anatomy & Physiology II completed: .5 points	.5 (A & P II completed)
# of 30 General education credits completed (# of general education credits divided by 10)	2.4 (24 cr. of gen eds completed)
Repeats of required science courses within past 7 years (Chemistry 1020, Biology 1106, 2113 or 2114): subtract one point for each D, F	.0 (no repeated science course)
ARCC student with 12 earned credits - add one point	1.0 (14 resident ARCC cr.)
<b>ADMISSION SCORE</b>	<b>9.95</b>

# CLINICAL REQUIREMENTS FOLLOWING ADMISSION TO THE NURSING PROGRAM

ARCC nursing students must maintain specific requirements to ensure personal and patient health and safety. Students who do not maintain the requirements will not be allowed to attend clinical and will be exited from the program.

1. **Nursing Assistant, Registered or test-out (Two-Year Track students only.)**

A photocopy of a document verifying current nursing assistant registry must be submitted. Students not currently registered, but with previous nursing assistant training, may choose to test out of the NA, R exam. A listing of schools that offer the NA, R test-out may be obtained from the Career Program Advisor, Counseling Center and on the nursing website. Proof of listing on the registry must be submitted at the required nursing student orientation to maintain a place in the nursing program. Certification does not need to be maintained while in the program.

2. **Personal Health Exam**

Students will be provided a Health Examination form after acceptance to the program. The completed form must be returned at the required nursing student orientation.

3. **Individual professional student liability insurance**

Each nursing student must carry professional student liability insurance while enrolled in the nursing program. This insurance is provided through the college and is charged one time each year on the program's first and third semester tuition.

4. **Criminal background check**

Students must complete and pass a criminal background check annually while in the nursing program. The form will be completed on-line at the nursing orientation and mid-way through the program. Students not completing the background check when directed will be exited from the program.

5. **Health Care Professional CPR certification**

Health Care Professional CPR certification is required prior to and throughout the nursing program. Students must submit proof of certification at the required nursing student orientation and upon re-certification while in the program. The only acceptable certification is the BLS for Healthcare Providers from the American Heart Association. **On-line certifications will not be accepted.** ARCC offers re-certification classes every semester.

6. **Math competence**

Nursing students must demonstrate competence in mathematical problems related to drug dosages. Competence can be demonstrated by:

1. Taking the Nursing Math Test-out with a score of 90% or higher OR
2. Completing the course, Math 0110, with a letter grade of A.

If you choose to take the Nursing Math Test-out, you may schedule the test by calling 763-433-1240 on the Coon Rapids Campus or 763-433-1990 on the Cambridge Campus. Students who desire to take the Nursing Math Test-out and have not completed it prior to the nursing student orientation will be required to take it at that time. Students not passing the test-out must register and pass Math 0110 the first semester of the program.

The college math assessment test is required prior to taking any mathematics course. The prerequisite for Math 0110 is a grade of C or better in Math 0100 (transfer course that is equivalent or higher) or a score on the ARCC Math Placement Test that would allow you to register for Math 0200 or higher. Please take the assessment test well in advance of your planned registration in the course.

## NURSING PROGRAM DEFINITIONS

**Nursing Program Application:** A separate application form is required for nursing program admission. A college application form must be submitted at the same time if not previously an ARCC student.

**Accredited/Non-accredited Institutions:** Accredited colleges are degree-granting colleges accredited by one of the regional associations of colleges and schools, or by a comparable international college or university. Regional accreditation for this policy is defined as the accreditation conferred by The Higher Learning Commission: a Commission of the North Central Association of Colleges and Schools in the central U.S., and by parallel accrediting agencies in other regions of the U.S. Courses taken at regionally accredited institutions are accepted for transfer. Courses taken at non-accredited institutions are not accepted for transfer. Non-accredited institution transcripts do not need to be submitted with the nursing application (institutions such as beauty schools, etc.)

**Criminal Background Check:** A national requirement by all healthcare facilities for individuals providing direct patient care. Any concerns with this process will be handled on an individual basis by the Department of Human Services.

**Cumulative Grade point average (GPA):** The average of all courses from all accredited institutions as determined by ARCC's Records department. Instructions on how to calculate a cumulative GPA are provided at the mandatory ARCC Nursing Information Sessions.

**Final Transcripts:** Transcripts that reflect completed, graded coursework. Courses that are in-progress will not be used in determining the general education portion on the scoring rubric.

**International Transcript Evaluations:** Official international transcripts must be evaluated through either ECE (Educational Credential Evaluators) or WES (World Education Services). ECE and WES evaluate how education in other countries compares to U.S. education. For more information go to [www.ece.org](http://www.ece.org) or [www.wes.org](http://www.wes.org).

**Nursing Information Session:** Required session for application to the Nursing Program where the current requirements and procedures are reviewed. Certificate of Attendance must be dated no earlier than 12 months prior to the application period. No sessions will be offered during the last two weeks of every application period.

**Nursing Program Orientation:** A specific session for students admitted into the nursing program. This is a mandatory meeting. Students new to ARCC will need to attend both the general college orientation and the nursing orientation.

**Official Transcripts:** Official transcripts must be sent with your application in the original, sealed, unopened sending institution envelope.

**Rubric:** A scoring device used to determine admission eligibility and rank for the nursing program. See an example of the scoring rubric on page 8.

# COMMONLY ASKED QUESTIONS

## WHAT FINANCIAL ASSISTANCE PROGRAMS ARE AVAILABLE TO ME?

Financial aid is available to nursing students on the same basis as all other students at Anoka-Ramsey Community College. In addition, there are some specific scholarships and grants available to students enrolled in the nursing program. Information is available in the Financial Aid Office or the Foundation Office.

## CAN I WORK WHILE ATTENDING CLASSES IN THE NURSING PROGRAM?

The nursing program recommends that students reduce their work schedule to half-time or less during the sequence of nursing core program courses. It is the responsibility of the student to schedule work hours well ahead so as not to conflict with semester nursing schedules. Especially important is avoiding scheduling employment hours and/or classes on the evening prior to the clinical experience. Preparation for clinical experience is mandatory. **No special consideration will be given to students who have work/school time conflicts.**

## WHAT IS THE SCHEDULE FOR NURSING CLASSES, LABS AND CLINICALS?

For the first-year courses, there are lectures, on-campus labs, and clinical experiences at a health care facility each week. In the on-campus lab, the student learns nursing theory and skills, practices each procedure, and completes a performance evaluation before going to the health care facility. In addition to scheduled classes, there are required videotapes and practice sessions in the nursing lab. Students may be required to go to their clinical site the evening before to obtain data about their patient to prepare for the next day.

The transition course for LPN Mobility students consists of a combination of on-line and on-campus theory and lab.

The second-year nursing courses are composed of lectures, on-campus labs and clinical experiences at a health care facility each week. As in the first year, preparation for the clinical lab is required. Some sites require attending the evening before to receive your patient assignment information. Instructors assign the health care facility clinical sites. Clinical courses may be scheduled either days and/or evenings.

*Nursing electives are offered each semester. The faculty recommends taking as many electives as possible, as they provide a more in-depth study of areas for which there is not sufficient time in the regular curriculum.*

Visit our website at [http://webs.anokaramsey.edu/nursing\\_program](http://webs.anokaramsey.edu/nursing_program) and view our FAQ sheet for additional answers to your questions.

## HOW IS CREDIT AWARDED IN THE NURSING COURSES?

The following formula is used to determine nursing course credits:

- 1 hour of lecture = 1 credit
- 2 hours of application skill lab = 1 credit
- 3 hours of lab/clinical = 1 credit

## WHICH CLINICAL FACILITIES ARE USED DURING THE PROGRAM?

Anoka-Metro Treatment Center	GracePointe Crossing Gables West	St. Paul Children's Hospital
Cambridge Medical Center	Mercy Hospital	Unity Hospital
Camilia Rose Convalescent Center	Park River Estates Care Center	
GracePointe Crossing Gables East	St. Cloud Hospital	

Additional clinical sites may be scheduled for the preceptorship experiences.