



*The Center for Allied Health
and Nursing*

El Centro College

Associate Degree Nursing at Methodist Health System

Fall 2018 Application

El Centro College in cooperation with Methodist Health System offers the Associate Degree Nursing program to Methodist Health System employees at member hospitals throughout the Dallas-Fort Worth area via a distance learning opportunity. The 60-credit hour curriculum leads to an Associate of Applied Science Degree. The program is accredited by the Accreditation Commission for Education in Nursing (Address: 3343 Peachtree Road, Suite 850, Atlanta, GA 30326; Telephone: 404-975-5000; Fax: 404-975-5020; Email: info@acenursing.org; Website: www.acenursing.org;) and the Texas Board of Nursing (Address: 333 Guadalupe St., Suite 3-460, Austin, TX 78701-3944; Telephone: 512-305-7400; Fax: 512-305-7401; Email: webmaster@bon.texas.gov; Website: www.bon.texas.gov).

NOTE: An FBI background check and fingerprinting is required for registration and formal entrance to the program and is conducted after a student has applied and been accepted to the program.

Acceptance to the El Centro College Associate Degree Nursing program at Methodist Health System is by a **competitive ranking process for selection based on a point's award system for designated criteria and meeting specific eligibility guidelines as determined by Methodist Health System (MHS)**. MHS current sponsors tuition, fees, and electronic textbooks for students. The student must sign a contract stating they will work for MHS for 36 months and in that timeframe complete an RN-BSN.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understood the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by El Centro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION ELIGIBILITY GUIDELINES

To be considered for the El Centro College Associate Degree Nursing program at Methodist Health System, an employee must first meet the following criteria:

- Must be employed by Methodist Health System for a minimum of 6 months or a volunteer for a minimum of 6 months, plus 100 hours of volunteer time completed consistently prior to application or be an immediate family member (spouse, child, parent or sibling) of a Methodist Health System employee.
- Have had no formal disciplinary actions in the last 6 months.

In addition, the employee must complete the following steps for application as determined by the El Centro College Associate Degree Nursing program:

- Application and current admission to a Dallas County Community college.
- Viewing the MHS online information.

- Completion of the three primary prerequisite courses (BIOL 2401, ENGL 1301, and PSYC 2301) with a minimum cumulative grade point average (GPA) of 2.5 on those courses with a minimum grade of “C” in each course.
- Completion of all secondary prerequisite courses (BIOL 2402, BIOL 2420 or BIOL 2421, and PSYC 2314) with a minimum grade of “C” in each course.
- Completion of designated sections of the HESI A² Test with a minimum score of 80% on each of the required sections.
- Submission of complete application materials to the El Centro College Health Occupations Admissions Office as outlined in this information packet.

APPLICATION PROCEDURE

A. General Admission Requirements to the College

Applicants to the Associate Degree Nursing program must meet college admission requirements for El Centro College as outlined in the official college catalog at <https://www.ElCentroCollege.edu/apply-reg>. Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

All students applying or enrolled at a Dallas County Community college are required to submit their Social Security number to the Registrar’s Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar’s Office. For more information, consult a Registrar/Admissions Office at any Dallas County Community college.

Official College Transcripts

Prior to application to a health occupations program, potential applicants must have submitted to the Registrar/Admissions Office at one of the seven Dallas County Community colleges **official transcripts from all colleges and universities the applicant has attended whether or not the coursework is relevant to the program application**. The transcripts must be current with the **print date no earlier than three years** prior to the applicant’s anticipated admission to a health occupations program. If the official transcripts have not been submitted, the individual’s application to a health occupations program will be voided.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program. **NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.**

B. Online Program Information Sessions

Potential applicants are required to view an Associate Degree Nursing program information session where the program, application procedures, and acceptance policies are discussed in detail in order to receive application forms.

The MHS online information sessions for potential applicants to the El Centro College Associate Degree Nursing program at MHS are available at the link below:

<http://www.ElCentroCollege.edu/Health-Sessions>

C. Program Prerequisite Courses

Applicants must complete the following three primary prerequisite courses with a minimum cumulative grade point average of 2.5 or higher on these specific courses with a minimum grade of "C" in each course in order to submit an application to the nursing program:

	<u>Credit Hrs.</u>
BIOL 2401* Anatomy & Physiology I	4
ENGL 1301 Composition I	3
PSYC 2301 Introduction to Psychology	<u>3</u>
	10

In addition, applicants to the El Centro College Associate Degree Nursing program at Methodist Health System must have completed the secondary prerequisite courses listed below with a minimum grade of "C" or higher prior to applying to the program:

	<u>Credit Hrs.</u>
BIOL 2402* Anatomy & Physiology II	4
BIOL 2420* General Microbiology OR	4
BIOL 2421* Microbiology	
PSYC 2314 Developmental Psychology	<u>3</u>
	11

* **IMPORTANT NOTE:** BIOL 2401 and BIOL 2402 are now the required prerequisite courses for anatomy/physiology. BIOL 1406 is the required prerequisite for enrollment into BIOL 2401. A CLEP test is also available for BIOL 1406. BIOL 2401, BIOL 2402, and BIOL 2420 or BIOL 2421 must be completed less than 5 years prior to a student's anticipated program start date. For example, if the course is completed in fall 2013, it is still valid for application to the program which begins fall 2018. If completed in summer 2013 or before, it will exceed the five year time limit before the start date of the program.

If completed before Fall 2015, SCIT 1407 – Applied Anatomy & Physiology I and SCIT 1408 – Applied Anatomy & Physiology II will be accepted for the BIOL 2401 and BIOL 2402 prerequisites up to the five year time limit for the courses.

ATTENTION

Although math has been removed as a prerequisite course, applicants must still meet Texas Success Initiative requirements in math in order to apply to the program. This may involve assessment testing and developmental math courses. See an academic advisor for guidance and more information regarding TSI requirements.

D. Evaluation of Previous Coursework

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community colleges, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office three to six months prior to the application deadline for their program of choice. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement purposes.

Educational Plans are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an “as you wait” basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience well in advance of anticipated application to the program.

The El Centro College Health Occupations Admissions Office and the Health and Legal Studies Division reserves the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form under the “Resources for Potential Applicants” link at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

Five-Year Time Limit on Science coursework

All science coursework which appears in a health occupations program curriculum either as a prerequisite or a support course (e.g. anatomy/physiology, chemistry, physics, and microbiology) must have been completed less than five years prior to the anticipated program start date of a Health Occupations program. For example, a BIOL 2401 course completed in Fall 2013 would be valid only up to application for a program which begins in Fall 2018. If completed in Summer 2013, it would exceed the five year time limit prior to the program start date and be invalid.

A student may petition for a waiver of the time limit through the Health Occupations Admissions Office under one of the following considerations:

1. The student has **current work** experience in a healthcare setting utilizing their related science knowledge.
2. The student has successfully completed **advanced courses** in a related science area with a grade of “C” or higher.
3. The student’s first course of the two course anatomy/physiology sequence (BIOL 2401) has exceeded the five year time limit but the second course of the sequence (BIOL 2402) is within the five year time limit prior to the anticipated program start date.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

NOTE: In order for a science course taken at other colleges to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is found under the “Resources for Potential Applicants” link at:

<http://www.EICentroCollege.edu/HealthOccAdmissions>.

Coursework from Foreign Universities

Only courses such as college algebra, anatomy/physiology, and microbiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit.

More information regarding the evaluation of foreign coursework for transfer credit is found under the “Resources for Potential Applicants” link at:

<http://www.EICentroCollege.edu/HealthOccAdmissions>.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 is acceptable if the credit appears on a college transcript as ENGL 1301 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Associate Degree Nursing program may present credit by exam, CLEP, or “AP” credit for only one of the three prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found under the “Resources for Potential Applicants” link at:

<http://www.EICentroCollege.edu/HealthOccAdmissions>.

E. HESI A² Test – New Minimum Scores Required

The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the primary and secondary prerequisites courses, applicants to the Associate Degree Nursing program must also earn **a minimum score of 80 or higher** on the following sections of the HESI A² test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology.** Students must also complete the Learning Styles and Personality Profile sections and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded.

HESI A² scores are considered in the point’s award ranking process. Scores on the math and anatomy/physiology sections are considered separately. Scores on the Reading Comprehension, Grammar, and Vocabulary/General Knowledge are combined and the average score (referred to as the “English” score in the sample ranking table on page 11) is considered for points.

The following is an example of points awarded for a sample applicant's HESI A² scores:

<u>HESI A² section</u>	<u>Score</u>	<u>Points Awarded</u>
Math	94	5
Anatomy/Physiology	96	7
Grammar	88	
Vocabulary/General Knowledge	92	
Reading Comprehension	<u>87.23</u>	
	$267.23 \div 3 = \mathbf{89.08}$ ("English" score)	3

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing to the application filing deadline date.
- Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro and Northlake Colleges. The approximate cost of the HESI test at El Centro College is \$38.00.
- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their nursing application materials.**
- HESI A² testing appointments at El Centro College fill quickly. Applicants are encouraged to schedule their HESI A² several weeks prior to an applicant filing deadline.
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at El Centro and Northlake Colleges. A **HESI A² Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A² test for application to the Associate Degree Nursing Program.** If the applicant desires to retake the HESI A², **ALL FIVE SECTIONS** must be retaken. Only one score sheet should be submitted with scores of 80 or higher on each of the five required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be the scores of record. It is not necessary to repeat the Learning Styles and Personality Profile sections on retests. The printout of these sections can be submitted from one testing attempt.
- Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity.

More information on the HESI A² and the process for scheduling a testing appointment to take the HESI A² at El Centro College is available at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>

F. Castle Branch

Applicants to health occupations programs are required to have a current physical examination, specific immunizations, a tuberculosis screening, and certification in Basic Life Support (“BLS” formerly known as Healthcare Provider level) CPR. The El Centro College Health/Legal Studies Division utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are complete. See the “Immunization Requirements” guidelines at the following link:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical. For more information, **see item 7 on page 12 of this packet.**

G. Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must submit specific application materials to the El Centro College Health Occupations Admissions Office and specific application materials to the Methodist Health System Education Office. Please refer to the following guidelines and insure that the appropriate application materials are submitted to the correct location.

Application Materials Submitted to the El Centro College Health Occupations Admissions Office

Applicants must submit a **complete application packet** to the Health Occupations Admissions Office at El Centro College on or before the application filing deadline. *Incomplete packets will be returned to the applicant.*

Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the drop box adjacent to the office door. Mailed application packets must be postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the college is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office ***in person by 5:00 p.m. the next regular business day.***

**To submit your application by mail,
address your envelope to:**

MHS Nursing
Health Occupations Admissions Office
El Centro College
801 Main Street
Dallas, Texas 75202-3604

**To submit your application in person,
bring your envelope to:**

MHS Nursing
Health Occupations Admissions Office Room P-101
Center for Allied Health & Nursing
(Paramount Building)
301 North Market Street
Dallas TX 75202

The Associate Degree Nursing program application packet submitted to the El Centro College Health Occupations Admissions Office must include the following items to be considered complete and valid:

1. A completed Associate Degree Nursing Program at MHS **Application form** and the initialed and signed **Statement of Students' Responsibility form** (both included in this information packet).
2. The **HESI A² score sheet** indicating achievement of a **minimum score of 80 or higher on each of the five required sections and the Personality Profile and Learning Style results.**

NOTE: Applicants are solely responsible for ensuring that their current official transcripts from **ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES (excluding Dallas County Community colleges)** are submitted to a Registrar/Admissions Office at a Dallas County Community colleges prior to applying to an El Centro College health occupations program. Official transcripts must have a print date no earlier than three years of anticipated program start date to a health occupations program.

Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet and to Castle Branch.

ONCE AN APPLICATION PACKET IS SUBMITTED TO THE HEALTH OCCUPATIONS ADMISSIONS OFFICE, IT CANNOT BE RETRIEVED BY THE APPLICANT UNTIL AFTER THE FILING PERIOD ENDS.

Documentation Submitted to Methodist Health System

Photocopies of all documentation listed in Section F, items 1-2 above which were sent to the El Centro College Health Occupations Admissions Office must also be submitted to the Methodist Dallas Medical Center Department of Education office:

1. Profile Form (found in this packet)
2. HESI A² score sheet
3. Photocopy of Physical Exam form, immunization records and BLS CPR card which have been submitted to Castle Branch. (See section F, page 7 for details.)

Submit the above documentation to the following contact person at Methodist Health System:

Kimm Wright, MSN, RNC-OB, C-EFM
Clinical Faculty/Clinical Education Specialist II
ECC/MHS ADN Nursing Program
Methodist Health System
Department of Education
1441 N. Beckley Ave.
Dallas TX 75203

H. Application Filing Period

There are two application filing periods per year for the Associate Degree Nursing program at Methodist Health System:

Official application filing period for Fall semester (late August) admission only:

**November 1 – January 31
Notification letters are mailed to students by April 30th.**

Official application filing period for Spring semester (mid-January) admission:

**May 1 – July 15
Notification letters are mailed to students by October 15th.**

IMPORTANT NOTE: Late applications are no longer considered for the Associate Degree Nursing Program.

I. Initial Ranking Procedure

Applicants are ranked for acceptance selection via a point award system*. Point award totals for applicants may range from a minimum of 6 points to a maximum of 50 points on the designated criteria below:

<u>POINT AWARD CRITERIA</u>	<u>POTENTIAL POINTS PER CRITERIA</u>
Primary Prerequisite Course Cumulative GPA (2.5 minimum required)	5 points
2.50 – 2.99 = 3 points	
3.00 – 3.49 = 4 points	
3.50 – 4.00 = 5 points	
Support Courses completed with a minimum grade of “C” **	4 points
1 – 4 credit hours = 2 point	
5 – 9 credit hours = 3 points	
10 – 14 credit hours = 4 points	
HESI A² Test – Points awarded for each of the following sections: Math, Anatomy/Physiology, and combined “English” sections:	21 points
80 – 84 = 1 point	
85 – 89 = 3 points	
90 – 95 = 5 points	
96 – 100 = 7 points	
Optional Pharmacology and Pathophysiology courses + Completed with a minimum grade of “C”	6 points
RNSG 1301 or HPRS 2300 = 3 points	
RNSG 1311 or HPRS 2201 = 3 points	
Coursework toward various RN to BSN transition programs - 1 point per course++	14 points
ARTS 1301 - Art Appreciation	HIST 1301 - US History I
BIOL 1322 - Nutrition	HIST 1302 - US History II
CHEM 1411# - Chemistry I	MATH 1314/1414 - College Algebra
ENGL 1302 - Composition II	MATH 1342/2342 - Statistics
ENGL 2311 - Technical Writing	SOCI 1301 - Intro to Sociology
GOVT 2301/2305 - Government I	SPCH 1311/1321 - Speech
GOVT 2302 /2306 - Government II	2000 or above ENGL literature course
MAXIMUM TOTAL POINTS	50 points

* In the event of two or more applicants with the same point award total, the cumulative score on all five required sections of the HESI A² will be used to break the tie.

** Applicants to the Associate Degree Nursing program at Methodist Health System (MHS) facilities must have completed 11 credit hours of the general education support courses BIOL 2402, BIOL 2420 or BIOL 2421, and PSYC 2314) as secondary prerequisites in order to apply to the program.

+ Pharmacology and Pathophysiology courses are not required in the curriculum; however, extra points will be awarded if one or both of those courses have been completed.

++ Points will be awarded for these courses only if the course numbers match exactly on an official transcript or on an El Centro College advising report as evaluated by the Transcript Evaluation Center. This consideration does not guarantee transferability of the courses toward any RN-BSN transition program.

CHEM 1411 is subject to the five year time limit on science coursework; no waiver is considered.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF POINT AWARD RANKING PROCESS

	Cumulative GPA on 3 Prerequisite Courses (Max. 5 pts.)	Support Course Credit Hours (Max. 4 pts.)	Completed RNSG 1301/HPRS 2300 (Pharmacology) RNSG 1311/HPRS 2201 (Pathophysiology) (Max. 6 pts.)	HESI A ² Scores on English*, Math, and Anatomy/Physiology sections (Max. 21 pts.)	Other Courses toward BSN Articulation programs (Max. 14 pts.)	Total Points (Max. 50 pts.)	Cumulative Score on all five required sections of HESI A ² (tiebreaker)
Applicant #1	3.80 = 5 pts.	14 cr hrs = 4 pts.	RNSG 1301 = 3 pts. HPRS 2201 = 3 pts.	English 97.26 = 7 pts. Math 98 = 7 pts. A/P 96 = 7 pts. TOTAL HESI PTS. 21 pts.	14 courses from the list on page 8	50	455.26
Applicant #2	3.60 = 5 pts.	14 cr hrs = 4 pts.	RNSG 1311 = 3 pts.	English 96.89 = 7 pts. Math 98 = 7 pts. A/P 95 = 5 pts. TOTAL HESI PTS. 19 pts.	12 courses	43	458.89
Applicant #3	4.00 = 5 pts.	14 cr hrs = 4 pts.	None	English 96.74 = 7 pts. Math 99 = 7 pts. A/P 97 = 7 pts. TOTAL HESI PTS. 21 pts.	10 courses	40	451.74
Applicant #4	3.40 = 4 pts.	9 cr hrs = 3 pts.	HPRS 2300 = 3 pts.	English 98.74 = 7 pts. Math 92 = 5 pts. A/P 98 = 7 pts. TOTAL HESI PTS. 19 pts.	8 courses	37	468.74
Applicant #5	3.87 = 5 pts.	14 cr hrs = 4 pts.	None	English 96.89 = 7 pts. Math 95 = 5 pts. A/P 92 = 5 pts. TOTAL HESI PTS. 17 pts.	10 courses	36	436.89
Applicant #6	2.93 = 3 pts.	11 cr hrs = 4 pts.	RNSG 1301 = 3 pts.	English 93.26 = 5 pts. Math 98 = 7 pts. A/P 96 = 7 pts. TOTAL HESI PTS. 19 pts.	7 courses	36	422.26
Applicant #7	4.00 = 5 pts.	4 cr hrs = 2 pts.	HPRS 2300 = 3 pts.	English 89.26 = 3 pts. Math 88 = 3 pts. A/P 95 = 5 pts. TOTAL HESI PTS. 11 pts.	9 courses	30	415.26

* "English" score is derived from averaging the Reading Comprehension, Grammar, and Vocabulary/General Knowledge sections of the HESI A². Scores are not rounded.

The shaded columns reflect the total point award calculation and the final tie breaker which is the combined scores on the five required sections of the HESI A². **You will note that no single ranking criterion determines competitiveness in the applicant pool.** All five ranking criteria (cumulative prerequisite course GPA, support course credit hours completed, optional pharmacology and pathophysiology courses completed, the three designated HESI A² scores, and additional courses toward BSN articulation programs) factor into the point award ranking process.

For example, Applicant #1 has a cumulative HESI A² score of 455.26 on all five sections combined, had a 3.80 prerequisite GPA, completed all 14 credit hours of the support courses from the Associate Degree Nursing curriculum with a "C" or better in each, completed both the pharmacology and pathophysiology courses, and completed all 14 additional courses toward BSN articulation programs for a maximum point total of 50. The final point totals for Applicants #5 and #6 are also tied at 36 each; however Applicant #5 has a higher cumulative HESI A² score than Applicant #6 which breaks the tie between them.

Therefore, if there were only six spaces in the Associate Degree Nursing program, Applicants 1-6 would be accepted to the program.

Applicants may improve their points ranking by: 1) repeating one or more of the three prerequisite courses to earn a higher prerequisite GPA (the last grade earned will be the grade of record); 2) completing additional general education support courses; 3) completing the pharmacology and pathophysiology courses; 4) repeating the HESI A² to earn a higher score in each section and subsequently additional points (all five sections of the HESI A² must be repeated in a retesting attempt); or 5) completing one or more of the additional courses toward BSN articulation programs. **NOTE:** The decision to repeat a completed course (any prerequisite or general education support course completed with a grade of “C” or higher) in order to improve an applicant’s competitiveness in the ranking process rests solely with the applicant. The last grade earned will be the grade of record.

J. *Review of Ranked Applicants and Final Selection by Methodist Health System*

The El Centro College Health Occupations Admissions Office generates a ranked list of applicants received during an official filing period and forwards the list to Methodist Health System for further screening. (See Section H for ranking procedure.) The Methodist Health System screening process may include a personal interview with the Methodist Health facility and review of an individual’s work record with the facility in addition to other criteria.

Methodist Health System will then make the final selection for the nursing class from the ranked list of applicants and forward the names of those individuals to the El Centro College Health Occupations Admissions Office which notifies the students of acceptance to the program. Individuals who are not accepted also receive a notification letter.

Notification Letters

A student who applies during an official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their intent to accept a space in the class.

NOTE: Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet during the next filing period to be considered for the next admission opportunity.

Program information packets are revised September 1st of each year and also at other times throughout the academic year as needed. Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the Education Department at your Methodist Health System facility.

Visit the Associate Degree Nursing Program webpage:
<http://www.ElCentroCollege.edu/Nursing>

Health Occupations webpage:
<http://www.ElCentroCollege.edu/HealthCareers>

Health Occupations Admissions Office webpage:
<http://www.ElCentroCollege.edu/HealthOccAdmissions>

Methodist Health Systems webpage:
<http://www.MethodistHealthSystem.org/ElCentro>

Like us on Facebook:
<https://www.facebook.com/groups/ECC.AlliedHealthandNursing/>

CURRICULUM OVERVIEW – ASSOCIATE DEGREE NURSING PROGRAM – 2015-2016

<u>Prerequisites to Program Admission</u>			Lec	Lab	Ext	Cont	Cr
			Hrs	Hrs	Hrs	Hrs	Hrs
BIOL	2401*	Human Anatomy & Physiology I	3	3	0	96	4
ENGL	1301	Composition I	3	0	0	48	3
PSYC	2301	Introduction to Psychology	3	0	0	48	3
			<u>9</u>	<u>3</u>	<u>0</u>	<u>192</u>	<u>10</u>
<u>SEMESTER I – First Year</u>							
RNSG	1216	Professional Nursing Competencies	0	8	0	128	2
RNSG	1128	Introduction to Health Care Concepts	1	0	0	16	1
RNSG	1430	Health Care Concepts I	4	0	0	64	4
RNSG	1125	Professional Nursing Concepts I	1	0	0	16	1
RNSG	1161	Clinical I	0	0	4	64	1
BIOL	2402*	Anatomy and Physiology II	3	3	0	96	4
			<u>9</u>	<u>11</u>	<u>4</u>	<u>384</u>	<u>13</u>
<u>SEMESTER II – First Year</u>							
RNSG	1533	Health Care Concepts II	5	0	0	80	5
RNSG	1126	Professional Nursing Concepts II	1	0	0	16	1
RNSG	2362	Clinical II	0	0	12	192	3
BIOL	2420*	General Microbiology OR					
BIOL	2421*	Microbiology	3	4	0	112	4
PSYC	2314	Developmental Psychology	3	0	0	48	3
			<u>12</u>	<u>4</u>	<u>12</u>	<u>448</u>	<u>16</u>
<u>SEMESTER III – Second Year</u>							
RNSG	1538	Health Concepts III	5	0	0	80	5
RNSG	1137	Professional Nursing Concepts III	1	0	0	16	1
RNSG	2363	Clinical III	0	0	12	192	3
Elective **		Humanities area	3	0	0	48	3
			<u>9</u>	<u>0</u>	<u>12</u>	<u>336</u>	<u>12</u>
<u>SEMESTER IV – Second Year</u>							
RNSG	2539 +	Health Concepts IV	5	0	0	80	5
RNSG	2138 +	Professional Nursing Concepts IV	1	0	0	32	1
RNSG	2360	Clinical IV	0	0	12	192	3
			<u>6</u>	<u>0</u>	<u>12</u>	<u>304</u>	<u>9</u>
TOTAL PROGRAM HOURS =						1664	60

The above curriculum outline is the official Associate Degree Nursing Curriculum.

* Science courses (BIOL 2401, BIOL 2402, BIOL 2420 or BIOL 2421) must be completed less than five years prior to the anticipated program start date.

** Humanities elective must be chosen from the Humanity, Creativity and Aesthetic Experience section of the general Associate Degree of Arts/Sciences degree plan. See the current El Centro College catalog for a full list of accepted courses. **Suggested courses include: ARTS 1301, DANC 2303, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, PHIL 1304, selected ENGL literature courses at the 2000 level or higher, sophomore level foreign languages such as SPAN 2311.**

+ **RNSG 2539 – Health Concepts IV, RNSG 2138 – Professional Nursing Concepts IV, and an Exit Program Competency Exam represent the Capstone experience for the Associate Degree Nursing Program.**

A minimum grade of “C” is required in all courses. Support courses may be completed **before but not after** semester indicated.

GENERAL INFORMATION

1. The El Centro College Associate Degree Nursing Program at Methodist Health System accepts two classes per year in the Fall and Spring semesters. Each class is composed of approximately 10 students each semester. The El Centro College Health & Legal Studies Division and Methodist Health System reserve the right to make changes in program enrollment capacity. **Methodist Health System is solely responsible for assigning accepted students to a specific Methodist Health System facility for their clinical experience.**
2. The Associate Degree Nursing program is completed in four, 16-week academic semesters. Each course involves 16-20 hours per week of class, lab, and clinical experience with an additional 2-3 hours of studying and preparation time for each hour of class and clinical experience. Clinical experiences in area hospitals are determined by a lottery system and may involve both daytime and evening hours. The high demand on a student's time will not allow for full-time employment while enrolled in the nursing program.
3. Students enrolled in the Associate Degree Nursing program must be physically able to care for patients that will involve lifting an adult patient of average size, moving, bathing, and transferring patients into and out of bed. Students will be on their feet for at least eight hours each clinical day. Students must be able to read fine print for medication administration purposes and be able to hear heart and breath sounds. Manual dexterity is required for skills such as starting IV's, administering injections, etc. In the event that a student has a medical condition which may compromise their ability to care for patients, a medical release from their physician may be required. Students will be exposed to infectious diseases.
4. Students must comply with class and clinical attendance requirements according to nursing student handbook guidelines which are published annually. Students who are absent from clinical for physical or mental illness, surgery or pregnancy reasons must present a written release from a physician before being allowed to return to the clinical setting. Students who are anticipating surgery or delivery of a baby during an academic semester are advised to wait until the following semester to apply to the nursing program.
5. Applicants to the health occupations programs at El Centro College must submit physical examination and immunization documentation to Castle Branch no later than the program application deadline. To download the physical form and immunization requirements, see the "Immunization Requirements" link at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.
6. All nursing applicants must be certified in Basic Life Support ("BLS" formerly known as "Healthcare Provider" level) cardiopulmonary resuscitation (CPR) as designated by the American Heart Association and a photocopy of the front and back of the card must be submitted to Castle Branch no later than the program application deadline. The CPR certification must not expire prior to the anticipated program start date and must not expire during a semester when enrolled in the program. CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc. **Totally online CPR certification classes including those offered by the American Red Cross are not valid for application to health occupations programs.**
7. Proof of current personal healthcare insurance coverage is required for all health occupations students. **If documentation of coverage is not submitted to Castle Branch with immunization records, proof of coverage must be submitted by the first day of the semester if a student is accepted to the program.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility for the entire program. Information on college student policies and rates can be found at <https://www.healthcare.gov/>. The National Student Nurses'

Association also partners with United Healthcare which offers a student policy for their members. See the following link for more information: <https://www.uhcsr.com/NSNA>

8. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College Multicultural Center Office (Room A-140, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. A Social Security number is required to be sponsored by MHS for the nursing program.
9. Many of the nursing prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.smartermeasure.com/> and log in as a New User. The current User Name is **choose el centro** and the Password is **student**.
10. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$86.00) for these screenings. **This procedure is conducted after a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health/Legal Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.

More information regarding the Criminal Background Check and Drug Screening procedure is found under the "Resources for Potential Applicants" link at:
<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

11. Students are responsible for their own transportation arrangements to the college and to their assigned health care facilities for clinical experience.
12. Students who are enrolled at El Centro College in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available at the Cashier's office two weeks after the semester begins.
13. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping

more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

<https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=ECC>

14. Students are required to answer certain questions on the Texas Board of Nursing application for Registration by Examination to become licensed as a Registered Nurse. These questions are in regard to criminal convictions, mental illness or chemical dependency, or prior disciplinary action by a licensing authority for nurses. Students answering “yes” to those questions must submit the required documents with an explanation to the Texas Board of Nursing at least eighteen (18) months prior to graduation. The Texas Board of Nursing will consider these documents and reach a decision regarding eligibility to write the licensing examination. An applicant may request a Declaratory Order (a decision by the Texas Board of Nursing regarding an applicant’s eligibility to take the licensing exam) prior to entering a program of nursing. More information on this issue is found on the Texas Board of Nursing website at www.bon.texas.gov. For further information, contact Ms. Joan Becker, Director of Nursing at 972-860-5098.
15. El Centro College charges a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes credit courses taken at any of the Dallas County Community colleges since Fall 2002. Developmental courses are not included in the Third Attempt Policy. For more information regarding the “Third Attempt” policy, please visit the following website:

https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/Third_Attempt.cfm?loc=ECC

16. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins.

An applicant may submit separate application materials to the El Centro College Associate Degree Nursing program at MHS and to the traditional Associate Degree Nursing program during the same application filing period. A qualified applicant would be considered initially for the MHS program. If not selected for the MHS program, the applicant may still be considered in the traditional applicant pool.

17. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at <http://www.dcccd.edu/PC/FA>. If a student in the Associate Degree Nursing program at MHS qualifies for a Pell Grant, those funds will be applied to the student’s account first and MHS will sponsor any remaining balance. The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact the Health and Legal Studies Division at 972-860-5095 for more information.

18. The El Centro College Associate Degree Nursing program has partnered with the University of Texas at Arlington nursing program to provide a seamless transition for graduates who plan to pursue a Bachelor’s Degree in Nursing (BSN). A student accepted into the El Centro Associate Degree Nursing program who expresses interest in the **UTA Professional Nursing Pathways RN to BSN transition program** is automatically accepted into the UTA program providing they

complete the general courses required by UTA and have graduated from the El Centro nursing program. These general courses include such classes as additional English composition and literature courses, history, government, statistics, etc.

The El Centro College Associate Degree Nursing program has also collaborated with BSN nursing programs at several Texas universities including Texas Tech University, Texas Woman's University, Midwestern State University, the University of Houston, and the University of Texas at Tyler to form the Consortium for Advancement of Baccalaureate Nursing Education in Texas (CABNET) for RN to BSN articulation programs. Students in the El Centro Associate Degree Nursing program will graduate as "core complete with 54 credits hours plus nursing credits. Completion of the El Centro 60 credit hour nursing program coupled with 60 additional credits in a BSN program will result in a true 120 credit hour Bachelor Degree in Nursing. All RN to BSN articulation programs included in the CABNET are online, have no local residency requirement, and offer automatic acceptance to El Centro College nursing graduates.

For more information on the UTA Pathways program and other RN to BSN programs, please see the following link:

https://dcccblackboard.com/webapps/blackboard/content/listContent.jsp?course_id= 15563 1&content_id= 2549173 1

19. Please contact the education office at your Methodist Health System facility or the individuals below for assistance (physical addresses):

Kimm Wright, MSN, RNC-OB, C-EFM
Clinical Faculty/Education Specialist II
ECC/MHS AD Nursing Program
Methodist Health System
1441 N. Beckley Ave.
Dallas, TX 75203
Email: kimmwright@mhd.com
Telephone: 214-947-1564

Jesse Elizardo, MHS Nursing Admissions
Health Occupations Admissions Office
Room P-101
El Centro College/Paramount
301 North Market Street
Dallas, TX 75202
Email: jelizardo@dccc.edu
Telephone: 972-860-5007

Joan Becker, M.A., R.N.
Director of Nursing
Room P-715
El Centro College/Paramount
301 North Market Street
Dallas, TX 75202
Email: JBecker@dccc.edu
Telephone: 972-860-5098

The official mailing address for all application materials is:

MHS Nursing
Health Occupations
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Official transcripts should be mailed to:

Registrar
El Centro College
801 Main Street
Dallas, TX 75202-3604

EScript transcripts should be sent directly to:

Registrar-ECC@dccc.edu

ESTIMATED EXPENSES FOR THE ASSOCIATE DEGREE NURSING PROGRAM AT MHS *

	Dallas County <u>Resident</u>	Out of County <u>Resident</u>	Out of State/ <u>Country Resident</u>
Primary Prerequisite Courses Tuition (10 cr. hrs.)	\$ 590.00	\$ 1,110.00	\$ 1,740.00
Secondary Prerequisite Course Tuition (11 cr. hrs.)	649.00	1,221.00	1,914.00
Textbooks, Lab Manuals	1,217.95	1,217.95	1,217.95
Physical Exam and Immunizations **	225.00	225.00	225.00
CPR Certification	65.00	65.00	65.00
Castle Branch	25.00	25.00	25.00
HESI A ² Entrance Test	<u>37.00</u>	<u>37.00</u>	<u>37.00</u>
Total	\$ 2,808.95	\$ 3,900.95	\$ 5,223.95
SEMESTER I			
Tuition (Nursing courses – 9 cr. hrs.)	\$ 531.00	\$ 999.00	\$ 1,566.00
Nursing Textbooks – Electronic only +	1,742.51	1,742.51	1,742.51
Nurse Pac (Skills Lab practice materials)	250.00	250.00	250.00
Exam Soft	27.50	27.50	27.50
HESI Final Exam	55.00	55.00	55.00
Professional Liability Insurance++	11.70	11.70	11.70
Board of Nurse Examiners screening fee	100.00	100.00	100.00
Background Check/Drug Screen	86.00	86.00	86.00
Uniforms (approximate cost of 2 sets/lab coat)	250.00	250.00	250.00
Name Tag (2)	20.00	20.00	20.00
Shoes (approximate cost)	60.00	60.00	60.00
Stethoscope (approximate cost)	35.00	35.00	35.00
Bandage scissors (approximate cost)	8.00	8.00	8.00
Watch with second hand (approximate cost)	<u>40.00</u>	<u>40.00</u>	<u>40.00</u>
Total	\$ 3,216.71	\$ 3,684.71	\$ 4,251.71
SEMESTER II			
Tuition (Nursing courses – 9 cr. hrs.)	\$ 531.00	\$ 999.00	\$ 1,566.00
Exam Soft	27.50	27.50	27.50
HESI Mid-Curr. Testing Fees	<u>55.00</u>	<u>55.00</u>	<u>55.00</u>
Total	\$ 613.50	\$ 1,081.50	\$ 1,648.50
SEMESTER III			
Tuition (Nursing & humanities elec.-12 cr. hrs.)	\$ 708.00	\$ 1,332.00	\$ 2,088.00
Elective Course Textbook	90.00	90.00	90.00
Exam Soft	27.50	27.50	27.50
HESI Final Exam	55.00	55.00	55.00
Professional Liability Insurance++	<u>11.70</u>	<u>11.70</u>	<u>11.70</u>
Total	\$ 912.20	\$ 1,536.20	\$ 2,292.20
SEMESTER IV			
Tuition (Nursing – 9 cr. hrs.)	\$ 531.00	\$ 999.00	\$ 1,566.00
Exam Soft	27.50	27.50	27.50
HESI Comprehensive Final	47.00	47.00	47.00
NCLEX review	275.00	275.00	275.00
Pearson Vue NCLEX	200.00	200.00	200.00
NCLEX-RN License Fee	<u>139.00</u>	<u>139.00</u>	<u>139.00</u>
Total	\$ 1,219.50	\$ 1,687.50	\$ 2,254.50
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 8,771.86	\$ 11,891.86	\$ 15,671.86

* Tuition and other fees are subject to change. Please refer to current catalog for tuition table. Tuition above is current for January 2015.

** Estimated cost of physical exam and immunizations.

+ Hard copies of nursing textbooks are also available at an additional cost.

++ Liability insurance is assessed each fall at \$11.70 to cover fall and spring semesters. Fee is prorated to \$8.00 for spring entry.

See Accounting Office for Tuition Payment Plan option. Other costs to consider: Transportation and Parking Fees to El Centro and hospital clinical sites.

NURSING APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application.

1. Obtain a nursing program information packet and attend an information session at a Methodist Health System site.
2. View the MHS online information session.
3. Complete an application for college admission and see an academic counselor as needed for TSI counseling, placement testing, etc.: complete any developmental courses as may be prescribed from test scores.
4. Submit official transcripts from all previously attended colleges and universities to El Centro College Registrar's Office or the Registrar/Admissions Office at any other Dallas County Community college.
5. If needed, request Educational Plan/transfer evaluation of course work taken at other colleges that applies to Associate Degree Nursing curriculum with Health Occupations Admissions Office.
6. Complete the following primary prerequisite courses:
 ENGL 1301 PSYC 2301 BIOL 2401
 In addition, complete the following secondary prerequisite courses:
 BIOL 2402 BIOL 2420 or BIOL 2421 PSYC 2314
7. Complete the humanities elective prior to application submission as time allows:
 Humanities elective _____
8. Complete the HESI A², scoring a minimum of 80% on all required sections of the test.
9. If time allows prior to an application filing deadline, complete the optional pharmacology and pathophysiology courses and other courses which apply to BSN Articulation programs. (See list of courses on page 10 of this packet).
10. See a physician or healthcare clinic for a physical examination and obtain all required immunizations, and TB screening; obtain BLS CPR training.
11. Submit physical exam form, immunization and TB screening documentation with photocopy of front and back of CPR card Castle Branch prior to the application filing deadline.
12. **Compile the following materials as your complete nursing application packet and submit to the Health Occupations Admissions Office at El Centro College** (see Section G on pages 7-8 of this information packet for details and mailing address):
 Completed nursing application form (from this information packet).
 Signed Statement of Students' Responsibility form (from this information packet).
 Official HESI A² score sheet indicating minimum scores of 80 on the five required sections of the test **and** the Personality Profile and Learning Styles section results.
 Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms that have been granted to the student.
13. Send photocopies of all **items listed below to Kimm Wright at Methodist Health System** (mailing address on page 9):
 Completed Profile form (from this information packet)
 Official HESI A² score sheet indicating minimum scores of 80% on the five required sections of the test **and** the Personality Profile and Learning Styles section results.
 Physical Examination form/immunization documentation with CPR card photocopy attached.
 Documentation of personal healthcare insurance coverage such as a photocopied insurance card
14. Methodist Health System will make the final selection for the nursing class and notification letters will be mailed from the El Centro College Health Occupations Admissions Office.