

August 13, 2018

Admission to Nursing Program for GENERIC OPTION January 2019

**Please Read the Complete Document Carefully before completing
and submitting your application!**

Dear Applicant:

Thank you for your interest in the nursing program at Polk State College. This packet contains vital information and instructions that you must implement completely to be eligible for consideration for the Polk State College Nursing Program, Generic Option. Failure to complete the requirements will make you ineligible for consideration.

The application for admission to the program is available online. It must be completed in its entirety and submitted by the midnight on **Saturday September 15, 2018**. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE. It is your responsibility to ensure that all required documents are provided by the deadline in order to have a complete application. All applications will be considered equally regardless of when submitted during the application window so there is no rush to try to do everything on the first day.

Official transcripts from all schools attended since completing high school must be received by the Registrar's Office by this same deadline, preferably earlier. This includes any trade schools you may have attended, even if you are not transferring credit from that school. Grades from one institution which show on the transcript of another institution are not acceptable for transfer without an official transcript from the institution where you earned the credit. You should go into your Passport account and check your Polk transcript to verify that all coursework completed is showing, including transfer credits. It can take several weeks for transcripts to be evaluated and if you have not yet requested transcripts to be sent to Polk, they are not likely to be received and evaluated in time to qualify for this admission cycle. Although you may have requested a transcript, it does not mean that we have received it so check your Passport account to verify that the transcript has been received and is under review.

Minimum requirements which must be met at the time of application to be eligible for admission include a score of at least 70 on the ATITEAS, a grade of at least a C on program required courses completed, and at least a 2.5 overall cumulative GPA. If you have not met the minimum requirements at the time of application, your application will not be accepted. TEAS scores received after the application is submitted cannot be considered. Likewise grades in courses completed after the application is submitted cannot be considered. NOTE: You must have taken the TEAS test after August 31, 2016 in order to have taken the current ATITEAS version. Scores from a TEAS-V or earlier version of the TEAS are not acceptable.

The selection process uses a points system based on the results of the TEAS test and GPA in both program courses and GPA overall at the time of application. Additional points are awarded for a previous college degree if the degree is posted to your Polk transcript. To receive the maximum possible points you can earn, it is essential that you submit a complete application and that you have official transcripts on file showing all course work completed. The formula used to rank applicants is: TEAS Score + 5X Overall Cumulative GPA as noted on the Polk transcript + 5x GPA of any program-required courses completed at time of application and posted to Polk transcript + prior degree points if applicable (2 for AA/AS; 4 for baccalaureate; 6 for master's or above; points based on highest degree posted to Polk transcript).

Applicants need to be aware that due to specific contract requirements of the clinical agencies used by the nursing program, students are required to submit national background checks, fingerprinting, and drug screening done by the college-approved vendor, a physical exam, and designated immunizations as part of the admission and retention process. These are not required until you receive notice of acceptance; therefore, do not include any documents related to these requirements with the application. If accepted for admission, the acceptance packet will include the deadline by which these documents must be submitted and failure to complete all requirements by the published deadline will void an acceptance for admission even if you have started the nursing classes. Applicants with specific conviction

histories or positive drug screenings may be denied admission. **If you are accepted for admission and have any criminal charges on your record, you must meet with the Director of Nursing to determine your eligibility for clinical placement and to finalize your acceptance.** Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per department policy and may result in dismissal.

The next communication you should expect will be from the Department of Nursing in the form of a letter notifying you of your status regarding acceptance into the program. It is anticipated that notices of acceptance or denial for admission will likely be mailed by October 5, 2018. These notices will be mailed to the address of record in your College files so it is important that you keep your records updated with current information. If you have not heard from the Department of Nursing regarding your application by the 12th of October, contact the department administrative assistant Denise at 863-297-1039. If you are offered a seat in the class but we do not hear from you, there is no guarantee that you can be accepted for this admission cycle.

Please contact the Director of Nursing at ahutcherson@polk.edu if you have questions.

CLASS MEETINGS

Please mark your calendar that there will be a mandatory class meeting on Friday, October 19, 2018 for students accepted for admission **AND** for those notified of being an alternate. The meeting is scheduled for 9:00 am to 4:00 p.m. in WST 126 (Student Center) on the Winter Haven campus. Acceptance for admission may be voided if a student does not attend this meeting. Students are not to cut class to attend the meeting so if you are enrolled in a Friday class, notify the program director Dr. Hutcherson (ahutcherson@polk.edu) prior to the meeting and alternative arrangements will be made.

At the meeting, we will go over the documents needed to verify your compliance with clinical requirements and to finalize your acceptance. Be aware that the items needed for compliance will cost you approximately \$200. You do not pay this money to us but you will need a credit card to process the orders to obtain the necessary documents. There will be information in the acceptance packet on how to order the documents and we will go over those instructions at the class meeting. This does not include the additional expenses of a physical exam and the immunizations that you need to finalize compliance with the requirements.

Also mark your calendar that there will be another class meeting on Thursday, January 3, 2019 from 8:00 to 4:00 in WLR108 only for those accepted for admission.

CLASS SCHEDULE AND GENERAL INFORMATION

Before you apply, you want to consider if you are ready for the program at this time. Do you have family and work obligations arranged so as to allow you the time needed for class and study? The class time is not the issue as much as the time outside of class for study and practice in the lab. Nursing classes are going to be more demanding than any of the classes you have had to this point. If you have not completed A&P II, you are strongly encouraged to wait before applying. Otherwise you will be taking Nursing 1, Pharmacology, and A&P II at the same time, which is 17 credits, and you must remain in all three to remain enrolled in the program. That is more than most students can handle and do well. Students who have attempted this in the past have commonly suffered in all three.

You will have Nursing 1 class all day 8:00 to 4:00 on Tuesday and half-day on Thursday, which may be morning or afternoon, depending on what section you register for. You will also have Pharmacology on Thursday morning or afternoon, opposite of your nursing class. Between Nursing 1 and Pharmacology, you will be in class on Thursday all day 8:00 to 5:00. You will also have an 8 ½ hour clinical day which may be day shift (usually 6:30 am to 3:00pm) or an afternoon/evening shift (generally 1:30 or 2:00 pm start and ending around 10:00 or 10:30 pm). You will not know your clinical day or location until later.

The clinical day may be any day other than Tuesday or Thursday, including weekends, as scheduled. There are five hospitals in Polk County and we may use all five of them as well as out-of-county hospitals in Sebring and Wauchula so you will need reliable transportation. There is no guarantee for a specific clinical day or location. In addition, you must spend a minimum of two hours each week in the skills lab practicing skills. The more you practice, the better you will do. You can do these hours any time other than a class day, thus Monday, Wednesday, Friday, or Saturday.

The classes will require access to a computer with a reliable Internet connection. If you do not have a computer at home or a reliable Internet, you will need to plan additional hours on campus or public library or some other location to be able to complete required online activities. The first term will be expensive because you will be buying several textbooks which you will use throughout the program. In addition to tuition and fees of about \$1800, it will be about \$800 for texts plus the cost of uniforms, stethoscope, clinical shoes, etc. Do not assume you will get financial aid, even if you received aid for pre-requisite classes. Start early to look at financial options and know that you are prepared financially to start the program.

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment.
For additional information, visit polk.edu/equity.