



Columbia Gorge Community College

Associate of Applied Science Degree in Nursing

2018-19 PROGRAM RE-ENTRY ADMISSIONS PACKET

Application deadlines by term of entry:

<u>Term of Entry</u>	<u>Application Acceptance Period</u>
Fall 2018	9:00 a.m. on July 17, 2018 to 5:30 p.m. on July 31, 2018
Winter 2019	9:00 a.m. on November 6, 2018 to 5:30 p.m. on November 20, 2018
Spring 2019	9:00 a.m. on January 22, 2019 to 5:30 p.m. on February 5, 2019

Columbia Gorge Community College

The Dalles Campus • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
Hood River-Indian Creek Campus • 1730 College Way • Hood River, OR 97031 • 541-308-8211

Thank you for your interest in the community-based Associate Degree Career Ladder Nursing Program at Columbia Gorge Community College. Read all the information provided to you in this packet thoroughly. If you have any questions or need assistance, please call Student Services at 541-506-6011.

Re-Entry

The re-entry application is designed for students previously enrolled in the CGCC Nursing Program. The applicant must have successfully completed NUR110. A student has two attempts to successfully complete the program: (1) Initial admission and (2) re-entry or applying a second time. In the case of extenuating circumstances, such as a major health issue or other catastrophic event, this second attempt ruling may be appealed to the Director of Nursing & Health Occupations. The decision of approval or denial by the Director is final. Applicants must apply for Re-entry for the term which they did not successfully complete, except in the case of NUR 212, where the term of Re-entry is NUR 211.

Enrollment for Re-Entry is limited and applicants are admitted only if:

- space is available in the specified term;
- sufficient staff and clinical placements are available;
- admission requirements in effect for the year they are re-applying have been met.

Applications will be evaluated and points will be awarded based on the “Criteria for Prioritization” listed below and point totals in the following categories: grades, completed college classes, licensure and work experience in a health care setting, residency, and if appropriate, the Kaplan PN Readiness test scores. Following the application evaluation, applicants will be required to complete competency testing in selected nursing skills. There may be a fee for this process. The outcome of this process will determine your final acceptance into the Program.

It is the applicant’s responsibility to see that all official transcripts are on file at CGCC, and that all necessary paperwork is turned in by the appropriate deadline.

Re-entry Admission Requirements

To qualify for Re-entry, applicants must have the following:

1. Completion of the specified requirements on your Re-Entry Agreement Form (if applicable).
2. Completion with a “C” or better of all required nursing and general education classes scheduled in the program prior to exit from program.
3. A \$50.00 non-refundable application fee.

Criteria for Prioritization of Requests for Re-entry

Students who have been previously dismissed from the CGCC Nursing Program or any other health related program from CGCC or another college or university may be denied admission. The Director, in consultation with Nursing Program faculty, will consider the application and the decision of approval or denial by the Director is final. Students who withdrew or were dismissed for substance abuse or failure to follow other CGCC or program policies are not eligible to apply. CGCC reserves the right to deny admission to any applicant to the Nursing Program whose background poses a threat to the college, nursing profession, and /or health care community. Re-entry applicants, if accepted, must meet any criteria set forth in their reentry agreement, and must reenter all nursing courses in the specified term.

Prioritization of requests and determination of acceptance will occur on a quarterly basis during the academic year. Re-entry applicants must meet any criteria set forth in their Re-entry Agreement. Applications for Re-entry will be prioritized in five categories (of descending priority) for available positions. Priority within each category will be based on grade point average in the nursing classes.

1. Returning students who possess a valid Re-entry agreement and left or withdrew from the CGCC Nursing Program within the previous one year and were in good standing. Good standing means theory grade at or above 75% and passing clinical at the time of exit from the program.
2. Returning students who possess a valid Re-entry agreement and left or withdrew from the CGCC Nursing Program within the previous one year and who were failing or had failed nursing theory or clinical, but not both, in their previous enrollment.
3. Returning students who left the CGCC nursing program within the previous one to three years and were in good standing at the time they left or withdrew. Good standing means theory grade at or above 75% and passing clinical at the time of exit from the program.

4. Returning students who have been gone from the Program over one year, who were failing or had failed nursing theory or clinical, but not both, in their previous enrollment OR Returning students who left the CGCC nursing program greater than three years ago and were in good standing at the time they left or withdrew.
5. Returning students who have been gone from the Program over one year who were failing or had failed both nursing theory and clinical in their previous enrollment.

Determining Term of Entry/Available Positions

To determine your appropriate term of entry, and status of available positions for that term, schedule an appointment with the Director of Nursing & Health Occupations at 541-506-6140.

Term of Entry

Application Acceptance Period

Fall 2018

9:00 a.m. on July 17, 2018 to 5:30 p.m. on July 31, 2018

Winter 2019

9:00 a.m. on November 6, 2018 to 5:30 p.m. on November 20, 2018

Spring 2019

9:00 a.m. on January 22, 2019 to 5:30 p.m. on February 5, 2019

An application submitted after the published application deadline will only be considered if there are unfilled positions in the nursing program, and the application is submitted at least one month prior to the term in which admission is sought.

Submitting Your Application

All required forms and documentation must be submitted together as one complete packet to Student Services by the appropriate deadline.

- Completed Re-Entry Eligibility Determination form
- Completed Nursing Program Re-entry Application
- Re-Entry Application Checklist form
- Declaration of Residency form with documentation
- Employer Verification (if applicable)

Note to CGCC Re-Entry Applicants Enrolled in Classes at Other Colleges: If you are currently enrolled in classes at another college, and your grades will not be entered on your transcript by the application deadline, you may request that the registrar of that school send your grades in a signed and sealed envelope to the CGCC Student Services Office. No determination of admission will be made until the CGCC Admissions Office has received official transcripts.

Evaluating Your Application

If the above Prioritization of Requests system does not distinguish between two or more students, the following point system will be used. Any materials submitted after the application deadline will not be considered.

1. **Cumulative College Grade Point Average (GPA):** **Max. 24 pts.**
You will receive points for your current college GPA, provided it is 3.0 or higher.
2. **Nursing Course GPA:** **Max. 24 pts.**
A nursing course GPA is used to calculate points. Points are calculated in the same manner as the college GPA. Courses with a grade of Pass are not used to calculate the nursing course GPA.
3. **Nursing Program General Education Courses Completed:** **Max. 21 pts.**
You will receive points for courses required for graduation from the nursing program that are completed with a "C" grade or higher prior to application deadline. A specific number of points are awarded for each course or its equivalent. If coursework is completed at another institution, you must provide an official transcript with your application, and an evaluation will be done to determine if these courses meet program requirements. You may also be asked to provide descriptions and/or course content guides for the courses you wish to transfer.

4. Licensure and Work Experience in Health Care:**Max. 11 pts.**

If you have a current, valid and unencumbered license as a practical nurse that can be verified, you will be awarded five (5) points. You may be awarded points if you have practiced direct human patient care within the last five years. (3 to 6 months = 1 point; 6-12 months = 3 points; over 12 months = 6 points). Note: no points will be given for employment that has not been verified. Please provide a letter from each employer (supervisor) documenting your schedule, dates of employment, and your role in direct human patient care.

5. Residency:**Max. 3 pts.**

Residency points will be awarded to the following:

1. Applicants who reside in Hood River, Sherman, or Wasco counties in Oregon and Klickitat and Skamania Counties in Washington.
2. Other residents who have completed 30 credits or more at CGCC including prerequisite courses and other supporting coursework.

Applicants must reside in the above-mentioned for ninety (90) days PRIOR TO APPLICATION.

6. Kaplan PN Readiness Scores (For Applicants to NUR 210 or NUR 211):**Max. 10 pts.**

Applicants who score at the national norm or higher for each component of the Exam will receive the maximum number of points. For each component which the applicant does not score at the national norm or higher, 2 points will be subtracted from the maximum number of points. Applicants not scoring at the national norm in 5 or more categories will receive "0" points.

Notification of Admission

To be considered for admission to the nursing program, you must meet the requirements in effect the year you are applying. In case of a tie when scoring is completed, preference will first be given to veterans or spouse of a veteran. If there is still a tie, CGCC district residents will receive preference; followed by residents of Gilliam, Sherman, and Wheeler Counties, Oregon, and Klickitat and Skamania counties, Washington; prerequisite GPA; and lottery. Notification of acceptance or denial of admission will be by letter. All applicants are notified of their status after which they will have a limited time to appeal. To appeal, a student must meet with the Director of Advising within 1 week of receiving a denial letter. The appeal window will close two weeks following the date the denial letter was sent.

Financial Aid and Scholarship Information

If you have not already done so, it is very important that you file your 2018-19 FAFSA (Free Application for Federal Student Aid) as soon as possible. File online at www.fafsa.ed.gov and use CGCC's school code (041519) when filing.

The Columbia Gorge Community College Foundation offers quarterly and yearly tuition scholarships. These forms are available online at <http://cgcc.edu/financial-aid/scholarships> or by contacting the Student Services Office at 541-506-6011 or 541-308-8211. If you have any questions concerning financial aid, please contact the financial aid office by email at financialaid@cgcc.edu or by phone at 541-506-6021.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Student Support Services Coordinator at 541-506-6046 for information. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

****CGCC reserves the right to modify/change elements of the admission selection process on an annual basis.**

Equal Opportunity

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no unlawful discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the following:

Mailing Address for All Equal Opportunity Contacts

Columbia Gorge Community College
ATTN: (fill in appropriate name from below)
400 East Scenic Drive
The Dalles, OR 97058

Employment

Courtney Judah, Human Resources Coordinator
Office: Rm 2.422 Phone: 541-506-6151

Civil Rights; Student Programs, Activities, and Services
Dr. Eric Studebaker, Chief Student Services Officer
Office: Rm 3.223 Phone: 541-506-6010

Educational Programs; Title II Coordinator
Lori Ufford, Chief Academic Officer
Office: Rm 2.108 Phone: 541-506-6031

Title IX Coordinator
Mike Taphouse, Director of Advising and Career Services
Office: Rm 3.224 Phone: 541-506-6026

Section 504 Coordinator
Shayna Dahl, Student Support Services Coordinator
Office: Rm 3.227 Phone: 541-506-6046

Columbia Gorge Community College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

CGCC Nursing Program Re-Entry Applicant Point Sheet

If you meet the minimum admission requirements, your application will be awarded points in the following categories: college GPA, nursing course GPA, Nursing Program general education courses completed with a C or higher, and licensure and work experience in health care.

- Cumulative College Grade Point Average GPA:** A maximum of 24 points will be awarded. If transcripts from more than one college are submitted, your cumulative GPA will be figured for all credit courses. Your cumulative college GPA must be 3.0 or higher to apply.

GPA	POINTS
3.70 – 4.00	24
3.60	22
3.50	20
3.40	19
3.30	18
3.20	17
3.10	16
3.00	15

NOTE: Students who have interrupted their college education for two or more years before returning to college, AND have earned 24 or more graded college credits since returning, may have the earlier courses excused from their college GPA. If the earlier courses were completed within five years of application deadline, they may still be used to meet the required prerequisites. **YOU MUST SUBMIT A WRITTEN REQUEST WITH YOUR APPLICATION PACKET TO GET THESE COURSES EXCUSED FROM YOUR GPA.** It is your responsibility to determine if it is in your best interest to do so.

- Nursing Course GPA:** A maximum of 24 points will be awarded for your nursing course GPA. See chart above for point distribution.
- Nursing Program General Education Courses Completed with a “C” or Higher:**
You will receive a maximum of 21 points for completion of the following courses completed with a C or higher that are required for graduation from the nursing program.

<i>COURSE DESCRIPTION</i>	<i>POINTS</i>
BI 232 Anatomy & Physiology	4
BI 233 Anatomy & Physiology	4
BI 234 Microbiology	4
PSY 201 General Psychology	3
PSY 215 Human Development	3
Social Science Elective	1
Sociology Elective	1
Art/Humanities/Communication Elective	1

- Licensure and Work Experience in Health Care** **Max. 11 pts.**
Licensure: If you have a current, valid and unencumbered license as a practical nurse that can be verified, you will receive **5 points**.
Work Experience:
 If you have 3 to 6 months of direct human patient care within the last 5 years you will receive **1 point**.
 If you have 6 to 12 months of direct human patient care within the last 5 years you will receive **3 points**.
 If you have over 12 months of direct human patient care within the last 5 years you will receive **6 points**.
- Residency:** 3 points for residency will be awarded to the following:
 - Applicants who reside in Sherman, Hood River, and Wasco counties in Oregon and Klickitat and Skamania counties in Washington.
 - Out of district residents who have completed 30 credits or more at CGCC including prerequisite courses and other supporting coursework.
 Applicants must reside in the above-mentioned for ninety (90) days **PRIOR TO APPLICATION**.
- Kaplan PN Readiness Scores (For Applicants to NUR 210 or NUR 211):** **Max. 10 pts.**
 Applicants who score at the national norm or higher for each component of the Exam will receive the maximum number of points. For each component which the applicant does not score at the national norm or higher, 2 points will be subtracted from the maximum number of points. Applicants not scoring at the national norm in 5 or more categories will receive “0” points.

CGCC Nursing Program Re-entry Application Declaration of Residency

For permanent residents of Oregon and Washington

In order to establish residency preference, nursing program applicants must have maintained permanent residence in Oregon or Washington. A resident is defined as someone who lived in Oregon or Washington for 90 continuous days immediately prior to the application date. Permanent residence is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time.

Complete the residency information below and provide documents from **Category 1 AND Category 2** to prove your residency status. **ALL documents must be dated and must contain your name and permanent address establishing your permanent residence for three consecutive months prior to submission of the Nursing application. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.**

CATEGORY 1	CATEGORY 2
<ul style="list-style-type: none"> • Pick one document type from the list below. • Provide 3 copies of that document - one for each of the 3 months prior to the date you apply. <p>Example: If you apply in March, you must provide copies of the document for December, January, & February.</p>	<ul style="list-style-type: none"> • One copy of any of the documents listed below for a total of one document for this category.
Rent or Mortgage receipts with your resident address and dates of occupancy (rental agreements are not acceptable).	Oregon or Washington Driver's License
Utility statements (water, power, home phone, cell phone) showing resident address.	Oregon or Washington Vehicle Registration with your resident address.
Local bank account statements showing resident address	Oregon or Washington State Income Tax return (for previous year) with resident address
Credit card statements showing resident address	Oregon or Washington Voter Registration.
Documents proving you own Oregon or Washington property and that this property is your primary residence	Valid Oregon or Washington Hunting/Fishing license.

Complete the Information Below

Name _____ Phone _____

Please list all addresses you have lived at for the time period involved.

Street _____ City _____ State _____ Zip _____

Street _____ City _____ State _____ Zip _____

List the type of document you are submitting for each category to verify your permanent address.

Category 1 _____
 1 copy for each month Month 1 Month 2 Month 3

Category 2 _____
 1 copy

I certify by my signature that the above information is a true and accurate statement of my residency.

Signature _____ Date _____

Columbia Gorge Community College Nursing Program Re-Entry ELIGIBILITY DETERMINATION FORM

Name _____

Date _____

Please check all that apply and complete all information requested:

- I left the Columbia Gorge Community College nursing program _____ / _____.
Term *Year*

- At the time I left the CGCC Nursing Program, I was passing both theory and clinical.
- At the time I left the CGCC Nursing Program, I was failing either theory or clinical, not both.
- I received my LPN license on _____.
MM/DD/YY

- I am applying to Re-Enter the Nursing Program for _____ / _____.
Term *Year*

Health Care Work Experience (direct human patient care only):

Place of employment

Dates of employment

Place of employment

Dates of employment

Place of employment

Dates of employment

MEMO

TO: Employers and Former Employers of Prospective Nursing Student
FROM: Columbia Gorge Community College Nursing Admissions
RE: Employer Verification of Health Care Work Experience

Your current or former employee is requesting verification of employment because he/she is interested in applying to the Columbia Gorge Community College Nursing Program. Our selection process for re-entry requires employment verification from the applicant's present and former employer(s). Please send the following verification information to: Student Services, Columbia Gorge Community College, 400 East Scenic Drive, The Dalles, OR 97058.

TO BE FILLED OUT BY THE APPLICANT
<p>1. EMPLOYEE INFORMATION</p> <p>Student Name _____ Social Security Number _____</p> <p>Name at time of employment, if different from above _____</p> <p>Health Care Facility Name and Address: _____</p> <p>_____</p> <p>Dates of Employment _____</p> <p><i>I authorize my employer to release the information requested below.</i> _____</p> <p style="text-align: right;"><i>Employee Signature</i></p>

TO BE FILLED OUT BY THE EMPLOYER

2. Employer Verification

Applicant's job title _____

Number of months employed _____ Percent of full-time or average hours per week _____

Name and title of supervisor _____

Supervisor's phone number _____

Please attach a job description (if one is not available, please describe duties and responsibilities): _____

Additional Comments: _____

I certify that this information is true and correct to the best of my knowledge.

Employer Signature

Date



Columbia Gorge Community College

2018-19 Nursing Program Re-Entry Checklist

Partially completed packets will not be accepted by the CGCC Student Services Office.

A complete Re-Entry Nursing Application Packet consists of the following items:

- Nursing Program Application
- Official** unopened transcripts from all accredited colleges or universities which contain courses required by the nursing program must be on file at CGCC by the application deadline. A transcript of your CGCC classes will be produced by Student Services and placed in your application packet. CGCC students who have taken classes at Portland Community College (PCC) since fall 2013 must request an official transcript from PCC.
- Declaration of Residency and supporting documentation
- Re-Entry Eligibility Determination form
- Employment Verification, if applicable
- \$50.00 non-refundable application fee. Attach receipt or check to application packet.

Use this check sheet to indicate you have completed all the requirements for consideration into the nursing program. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THEIR APPLICATION PACKET IS COMPLETE PRIOR TO SUBMISSION.

I certify that I have read and fully understand the 2018-2019 CGCC Nursing Program Re-entry admissions packet.

Signature

Date

Printed Name

➔ THIS FORM MUST BE SUBMITTED WITH APPLICATION