

PROGRAM DESCRIPTION

The Nursing Career Ladder Curriculum (NCLC) is designed to improve nursing career mobility and provide seamless progression from Practical Nursing (PN) to Associate Degree Nursing (ADN) education. The NCLC contains both the PN and the ADN Programs. Following successful completion of the PN program requirements, students may apply for licensure as a Licensed Practical Nurse (LPN) and have the option of continuing into the ADN program without further application or admission requirements. The Nursing Career Ladder Curriculum (NCLC) is rigorous and challenging. It requires a high level of student commitment and mastery of content in many academic areas. Important information about the Nursing Career Ladder Curriculum:

- One-hundred-twenty (120) students are admitted in the fall semester.
- Nursing courses are offered primarily during the day/afternoon at the Livonia campus. First year or PN courses are scheduled into one 15 week fall semester, two 7 week winter sessions, one 7 week spring session, and one 4 week summer session (this course is optional for ADN students). To complete the ADN Program, the second year courses are scheduled into four 7 week sessions.
- In addition to lecture and laboratory, clinical practice is required. Students must meet requirements as designated by the department, college, and clinical facilities.
- Upon successful completion of the PN program, graduates may apply for licensure as a Licensed Practical Nurse (LPN).
- Upon successful completion of the ADN program, graduates may apply for licensure as a Registered Nurse (RN).
- The PN and ADN programs are approved by the Michigan Board of Nursing and have received National League for Nursing Accrediting Commission, Inc. (NLNAC) Candidacy Status.

APPLICATION REQUIREMENTS

The Nursing Career Ladder Curriculum Program (NCLC) requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

1. Apply to Schoolcraft College	Apply to Schoolcraft College on-line at www.Schoolcraft.edu .
2. Transcripts	Submit high school & <u>official undergraduate</u> college transcripts from <u>all</u> schools previously attended. College transcripts must be sent directly from the issuing college or university to Schoolcraft College.
3. Verify Transcripts	Contact the Admissions and Enrollment Center at 734-462-4426 to confirm that all official college transcripts have been received.
4. Counseling and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted ACT scores that are less than three years old to Admissions and Enrollment Center may also be exempt from assessment testing. Contact the Counseling Center at 734-462-4429 to make an appointment.
5. Biology & Chemistry Proficiency	Complete two semesters of high school level courses in Biology and Chemistry with a <u>2.0/C</u> or better in all courses during both semesters. High school transcripts must be submitted to the Admissions and Enrollment Center as proof of completion. - or - Complete Biology 050 and Chemistry 051 with a grade of <u>2.0/C</u> or better in both courses.
6. Anatomy and Physiology College Prerequisite Coursework	Complete BIOL 236 <i>Human Anatomy & Physiology</i> with a grade of <u>3.0/B</u> or better. - or - BIOL 237 <i>Principles of Human Anatomy & Physiology 1</i> with a grade of <u>3.0/B</u> or better. Students choosing the BIOL 237 option must also successfully complete BIOL 238 <i>Principles of Human Anatomy & Physiology 2</i> with a grade of <u>3.0/B</u> or better, before starting the nursing program. (BIOL 237-238 sequence is recommended for students planning to pursue a BSN in the future.) Time Limits: All <i>Anatomy & Physiology</i> courses must be completed within 5 years of application to the NCLC.
7. Admissions Exam	Achieve the minimal score on the TEAS (Test of Essential Academic Skills) at Schoolcraft College within <u>two attempts</u> (Transfer scores will be accepted if passed on first attempt with minimum scores and if transfer exam was online TEAS Version V). Test scores are valid for 5 years. Minimum scores required are: Composite: 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science.
8. Cumulative GPA	Attain a 2.5 or better cumulative grade point average for all supportive and prerequisite courses.
9. Apply to NCLC Program	Submit the attached "Nursing Career Ladder Curriculum" Application to the Admissions and Enrollment Center with appropriate signatures.

APPLICATION PROCESS

- The order of acceptance of qualified applicants is based on the date the College receives a valid Nursing Career Ladder Curriculum Program application. Applications are received and processed on an on-going basis.
For the purpose of fairness, applications received at the end of each semester will be held for three business days after final grades are available and then will be dated received.
- In the event that more than one qualified student applies on the same day, the order of acceptance will be based on the student's cumulative grade point average at Schoolcraft College and then residency if needed.
- When the maximum number of qualified applicants has been accepted students will be considered for acceptance into the next available semester.
- Applications received from non-qualified students are returned and may be resubmitted after the application requirements are complete.

SUPPORTING COURSES

In addition to Nursing courses, these supportive courses are part of the NCLC and must be successfully completed by all PN and ADN students. It is highly recommended to complete as many of these courses as possible prior to starting the NCLC.

- NURS 102 *Nursing Informatics* (semester prior to or during NURS 110 *Fundamentals of Nursing*)
- NURS 104 *Pharmacology* (semester prior to or during NURS 110 *Fundamentals of Nursing*)
- BIOL 114 *Basic Human Nutrition* (before or during NURS 110 *Fundamentals of Nursing*)
- PSYCH 201 *Introductory Psychology* (before or during NURS 110 *Fundamentals of Nursing*)
- PSYCH 239 *Abnormal Psychology* (prior to completion of 1st year)
- ENG 101 *English Composition 1* (prior to completion of 1st year)

ADN students must also complete:

- MATH 113 *Intermediate Algebra* (prior to program completion)
- ENG 102 *English Composition 2* (prior to program completion)
- HUM 106 *Introduction to Art and Music* or any other General Education Humanities Course (prior to completion of program)

REGISTRATION PROCEDURE

After acceptance into the program, NCLC students require official authorization to register for nursing courses. Students will receive required forms and procedures via US mail in the spring of program entry year. Additional detailed information is available from the Nursing Office (734-462-4400 ext. 5662) located in the Applied Science Building, Room 510. An authorization to register is only issued upon completion of the following requirements:

- Criminal History Check
- Medical Clearance
- Drug Screen
- Health Care Provider/Professional Rescuer BLC (CPR) course (Must be maintained throughout the NCLC)
- Maintain a cumulative grade point average of 2.5/C+ or better for all supportive courses.

Additional detailed information is available from the Nursing Office (734-462-4400 ext. 5662), located in the Applied Sciences Building, Room 510.

ESTIMATION OF TUITION AND FEES

	ESTIMATE OF TUITION AND FEES NURSING CAREER LADDER CURRICULUM			
	PN Program		ADN Program	
	Resident	Non-Resident	Resident	Non-Resident
Tuition	\$4,089.00	\$5,969.00	\$6,177.00	\$9,017.00
Registration Fees	\$160.00	\$160.00	\$200.00	\$200.00
Instructional/Equipment Fees	\$188.00	\$188.00	\$284.00	\$284.00
Service Fee	\$235.00	\$235.00	\$355.00	\$355.00
Course Fees	\$1,715.00	\$1,715.00	\$2,617.00	\$2,617.00
Additional Expenses (Approximate)				
Books	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
ACE Passport	\$50.00	\$50.00	\$100.00	\$100.00
Liability Insurance	\$20.00	\$20.00	\$40.00	\$40.00
Background Check	\$10.00	\$10.00	\$10.00	\$10.00
Uniform	\$140.00	\$140.00	\$140.00	\$140.00
Clinical Supplies (penlight, scissors, stethoscope)	\$30.00	\$30.00	\$30.00	\$30.00
Application fee for Licensure & NCLEX	\$317.00	\$317.00	\$317.00	\$317.00
Hepatitis B Vaccine (optional)	\$150.00	\$150.00	\$150.00	\$150.00
Graduation photo (optional) (\$25.00)	\$70.00	\$70.00	\$70.00	\$70.00
TOTAL	\$8,174.00	\$10,054.00	\$11,990.00	\$14,830.00

***Estimation of tuition and fees does not include the cost of textbooks**
The above figures are based on 2012-2013 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents.

NOTE Requirements for admission to the Nursing Career Ladder Curriculum are subject to change at any time.

Please contact the Admissions and Enrollment Center for updates of any applicable changes.

Phone: 734-462-4426 Fax: 734-462-4553

E-mail: admissions@schoolcraft.edu Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

Part C: PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.

Minimum Scores:	ASSET	ACT	Accuplacer
Sentence Skills	46+	18+	71 +
Reading Comprehension	42+	18+	75 +
Arithmetic	53+	19+	75/78 +

Student:	Test Score or Course	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met minimum English score or ⇒	<input type="checkbox"/> has successfully completed ENG 055 with a <u>2.0/C</u> or better		
<input type="checkbox"/> has met minimum reading score or ⇒	<input type="checkbox"/> has successfully completed COLLS 053 with a <u>2.0/C</u> or better		
<input type="checkbox"/> has met minimum math score or ⇒	<input type="checkbox"/> has successfully completed MTH 053 with a <u>2.0/C</u> or better		

Part D: CHEM 051 or equivalent. Complete a one year (two semesters) high school level chemistry course with a grade of 2.0/C or better in each semester. You may complete an equivalent college course with a 2.0/C or better to satisfy this requirement.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed two semesters of high school chemistry (2.0/C or better) (verified by transcript) or ⇒ <input type="checkbox"/> has successfully completed CHEM 051 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part E: BIOL 236 or 237 Complete one semester of Human Anatomy and Physiology with a grade of 3.0/B or better. You may complete an equivalent college course to satisfy this requirement. All Anatomy & Physiology courses must be completed within 5 years of application to the NCLC.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed BIOL 236 (3.0/B or better) or ⇒ <input type="checkbox"/> has successfully completed BIOL 237 (3.0 or better) (If BIOL 237 is a qualifying class, BIOL 238 must be completed prior to beginning the program.) or ⇒		

Part F: ADMISSIONS EXAM Achieve the following minimum TEAS Online Version V Scores **WITHIN TWO (2) ATTEMPTS**: Composite: 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science. For application purposes, TEAS Scores are valid for 5 years.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has achieved the minimum scores on the TEAS Online Version V within 2 attempts		

Part G: CUMULATIVE COLLEGE GPA Attain a 2.5 or better cumulative grade point average for all supportive and prerequisite courses.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has a 2.5 or better cumulative grade point average for all supportive and prerequisite courses.		

Section III: Application to be signed by student



Applicant Signature

Date

RETURN TO: Admissions and Enrollment Center, McDowell Center
 Schoolcraft College
 18600 Haggerty Road
 Livonia, MI 48152-2696
 Phone: 734-462-4426
 Fax: 734-462-4553

DATE RECEIVED:

ADMISSION EXAM: Test of Essential Academic Skills (TEAS)

GENERAL INFO: *It is highly recommended you meet with counseling prior to taking the TEAS exam.*

- The TEAS online version V is a multiple-choice exam.
- The TEAS exam may only be taken a maximum of two times. Results are valid for 5 years. Transfer scores will be accepted if passed on first attempt with minimum scores and if transfer exam was online TEAS Version V.
- For positive identification, a driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 222) on the date of the test.
- **You need to create an account with ATI Testing by establishing a username and password. You must bring your username and password on your test day.** See instructions on page 7 to create your account.

COST: A \$55.00 non-refundable and non-transferable fee must be paid to register to take the TEAS at Schoolcraft College. Fees are subject to change.

TEAS PREPARATION: A TEAS study manual for preparation is available for purchase in the Schoolcraft College Bookstore or can be purchased online at www.atitesting.com. An online practice test can also be purchased from the ATI testing website. A TEAS Preparation Workshop is also offered through Schoolcraft College Continuing Education. Please contact 734-462-4448 for more information.

MINIMAL SCORES: The required minimal scores for acceptance to the NCLC program at Schoolcraft College are:
Composite 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science.

- Minimal scores must be achieved within 2 attempts. Individual test results will be available online at www.ATITesting.com. Students will not receive a letter stating if they passed or failed as students can access their own results online and compare them with the minimum scores listed. See below for retaking the TEAS exam.

RETKING THE TEAS EXAM: Students who score below the minimum TEAS scores **must meet with a counselor** and may need to take the Accuplacer (CPT) test for placement advisement. Students scoring below the Nursing Program level on the CPT will be required to utilize support services and/or complete courses as recommended. Upon completion of the required follow-up, the student will be given approval to retake the TEAS.

- **Only one retake score** will be accepted for the Nursing Program. Students must meet with counseling to determine the best options for student prior to repeating the exam. Repeat exams must be taken at Schoolcraft College.

QUESTIONS: For more information call the Nursing Office at 734-462-4400 ext. 5662.

TEAS REGISTRATION:

1. Complete the registration form and return it with a **\$55.00 check or money order payable to Schoolcraft College**. Seating is limited; refer to www.schoolcraft.edu/assessment/nursing.asp for date availability.
2. Your TEAS registration fee is non-refundable and non-transferable.
3. Your driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 222).
4. You are required to create an ATI account. **Your ATI account information is necessary to sit for the TEAS exam. You will not be permitted to sit for the exam without it.** See instructions on page 7 to create your account.

How to Create an Account with ATI Testing

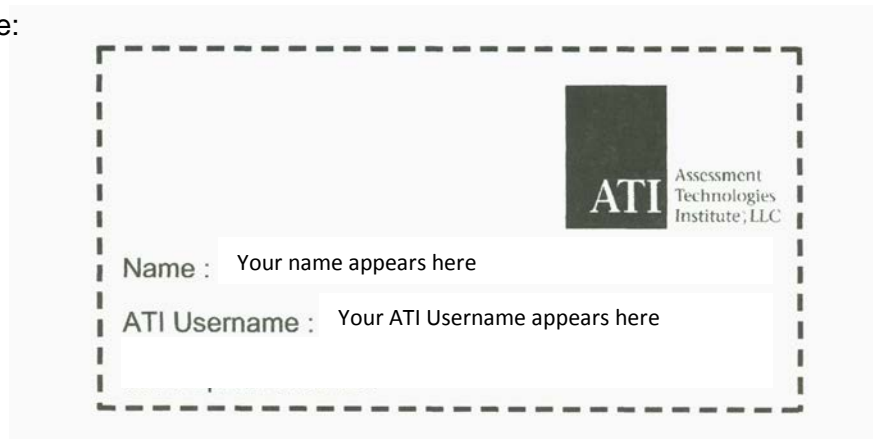
In order to take the TEAS Test you must create an account with ATI Testing and bring your ATI username and password with you on your testing day. Instructions are as follows. (Note: if you already created a User Account when taking the *TEAS practice test* with ATI, do NOT create a second account number.

How to establish your personal username and password with ATI:

1. Go online and access the ATI website, www.atitesting.com On the left hand side of the page enter a username and password for yourself. (**Write them down; you will need them later.**)
2. Click on **Sign in**.
3. Complete the User Information Page – personal, password retrieval, institution and home information.
4. Click **register** at the bottom of the page.
5. Print out the square with your name and ATI username.

You cannot test without your Username and Password.

It will look like this sample:



Bring your **ATI Username and Password** to the TEAS Test at Schoolcraft College.

When you want to get **back into** the ATI site to print out your username go to www.atitesting.com Enter the username and password you have established. Individual test scores will be available online at www.atitesting.com.

Please retain your username and password. If you are admitted to the nursing program, this login will continue to be your personal identifier with ATI.

Test of Essential Academic Skills (TEAS) Registration Form

Student # _____

Name _____

Address _____
Number/Street City State/Zip code

Phone (_____) _____
Area code

Email _____

SELECT A TEST DATE:

TEAS Testing Schedule

DATE	TIME	LOCATION
<input type="checkbox"/> July 6, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> August 3, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> September 7, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> October 5, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> November 2, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> January 11, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> February 1, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> March 1, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> April 5, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> June 7, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> July 12, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> August 2, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> September 6, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> October 4, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> November 1, 2013	9:00am-12:30pm	MC 222

Are you a Schoolcraft College student? Select one: YES _____ NO _____

Have you taken the NET or TEAS test before? Select one: YES _____ NO _____

If yes, I verify that I have met with a counselor and completed recommendations before this retake.

Select one: YES _____ NO _____

- I have included the \$55.00 non-refundable and non-transferable check or money order payable to **Schoolcraft College**. Payment must be included with this registration form. Fees are subject to change.

I understand I will not be able to take the TEAS test on test day without my USER NAME AND PASSWORD. I must also bring a photo ID.

Signature _____

Date _____

Return this completed form and payment to:
Schoolcraft College
Testing Center
18600 Haggerty Rd.
Livonia, MI 48152