January 10, 2012

Dear Prospective Nursing Student,

We thank you for your interest in IVCC’s nursing program. We are in the process of revising our admissions criteria and we hope that these materials will assist you in understanding the new process and the timeline in which we will implement these changes. We strongly encourage you to attend a nursing information session and meet with your IVCC counselor in order to better understand the process.

This new formula for admission is based on three components: Pre-nursing assessment scores, core course grade points, and core course completion. We have developed a nursing calculator, available online at www.ivcc.edu/nursingcalculator to assist you in estimating your score for nursing admission. Please note that this online calculator is only an estimate and the final, official scores will be calculated by the Admissions Office.

Additional requirements that have changed with the new formula include increased requirements for math and reading, a proof of residency requirement, and a limit on the number of withdrawals and retakes for the core courses. The impact these changes will have on admission should be discussed with your counselor.

We have provided additional information at www.ivcc.edu/admissions/nursing and we welcome your attendance at our nursing information sessions. Dates, locations and times are found at www.ivcc.edu/admissions/nursing.

Sincerely,

Bonnie Bennett-Campbell

Director of Nursing

Updated 3/20/12
NURSING WORKSHEET
NEW FORMULA EFFECTIVE FALL 2012 ADMISSION

The IVCC Counseling staff strongly recommends that students interested in Nursing see a Counselor each semester to plan course work and admission to the program. We also strongly recommend attending a Nursing Orientation Session prior to starting coursework at IVCC. Session dates may be found on the following website: www.ivcc.edu/admissions/nursing_admissions.html and the information sessions are also available on-line.

**PLACEMENT TESTING** - is to be completed no later than the Spring semester prior to taking the first NUR course.

- ENG 0900 (or equivalency if required)
- MTH 0906 (or equivalency if required)
- RED 1008

**CORE COURSES**
Used for calculation in the admission formula

<table>
<thead>
<tr>
<th>RN/ADN</th>
<th>LPN</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1007 (summer &amp; fall only)</td>
<td>BIO 1200</td>
</tr>
<tr>
<td>BIO 1008 (spring only)</td>
<td>ALH 1002</td>
</tr>
<tr>
<td>BIO 1009</td>
<td>ALH 1200</td>
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<td>ALH 1000</td>
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<tr>
<td>ALH 1002</td>
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**Additional recommended General Education course work (required to earn the degree/certificate)**

<table>
<thead>
<tr>
<th>RN/ADN</th>
<th>LPN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1001</td>
<td>ENG 1001</td>
</tr>
<tr>
<td>ENG 1002</td>
<td>ALH 1202 (Recommended, not required)</td>
</tr>
<tr>
<td>ALH 1202 (Recommended, not required)</td>
<td>PSY 1000</td>
</tr>
<tr>
<td>SOC 1000</td>
<td></td>
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<tr>
<td>PSY 1000</td>
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</tbody>
</table>

**SFC 1000 (Strategies for College)**

- Recommended completion of SFC 1000 with a grade of “C” or better

**CNA) CERTIFIED NURSES AIDE**

- CNA completion is required for admission to the LPN and RN/ADN program and is to be completed no later than the Spring Semester prior to taking the first NUR course.
- CNA must be earned within the last 3 years or 1020 hours worked as a CNA in the last 3 years.
- The CNA course number is ALH 1214, it is 8 credit hours and costs approximately $768.16 in 2011 plus textbooks.
- The CNA course is offered twice a semester in an 8 week format and/or evenings and weekends in an 8 or 16 week format. It is also offered in the summer.

**LETTER OF INTENT (Applying to the Program)**

- Complete the letter of intent form in Admissions between Feb. 16 – Mar. 15 for the following Fall. Students can apply for both programs.
- Students must provide proof of residency at the time of submitting the Letter of Intent.
- The acceptance, standby, or denial letter will be mailed to the applicant in May.
- Students on the standby list for the traditional formula will automatically be scored for the new formula in May.

**PRE-NURSING ASSESSMENT**

- All students must take the selected pre-nursing assessment in April.
- Students are required to pay for the test and provide the receipt to the Assessment Center at the time of testing.
- Students are only allowed one attempt for this test. These scores are valid for one year.

*Students are encouraged to use the nursing calculator at www.ivcc.edu/nursingcalculator to assist in estimating admissions scores.

Updated 3/20/12
NEW FORMULA
APPLICATION, SELECTION AND ADMISSION FOR
A.A.S. (RN/ADN) & PRACTICAL NURSING (LPN)

1.0 ADMISSIONS REQUIREMENTS
1.1 High School, GED, and College Documentation

1.1A Students must be a High School graduate or have GED certificate. High School, College or GED transcripts must be official (no photo copies) and must be submitted prior to review of application according to the stated deadlines.

1.2 Core Classes and Additional Course Requirements

1.2A All Pre Nursing and Nursing classes must be completed with a grade of “C” or better.

1.2B Grade points and completion points will be calculated for any of the core classes (BIO 1007, BIO 1008, BIO 1009, ALH 1002 and ALH 1000) that are completed at the time of evaluation.

1.2C Grades below a C will not be counted for points in the admissions criteria. Students are limited to two attempts at any of the courses utilized for the nursing formula. The most recent grade will be used. Withdrawals are included as an attempt.

1.2D In a situation where a student has withdrawn and/or received a grade of D or F in each of the two attempts within the seven year timeframe, the student will not be able to use the grade points or completion points for the formula. The student must still successfully complete the courses with a grade of C or better if they are admitted to the program.

1.2E Effective Fall 2013, LPN core courses will be the same as the RN/ADN core courses.

1.3 Course Time Limitations

1.3A BIO 1007, BIO 1008, BIO 1200, BIO 1009, ALH 1200, ALH 1002, and ALH 1000 as applicable, must have been completed by Spring 2005 or after (seven years from the time of evaluation for Fall 2012 admissions). Older courses must be repeated by the semester listed in the nursing program outline/guide sheet.

1.3B Students who have completed these courses before Spring 2005 (seven years from the time of evaluation for Fall 2012 admissions), with a grade of "C" or above, are required to repeat the course for credit.

1.3C Students will not be allowed to audit any pre-nursing or nursing courses. If courses are outdated, they must be taken for credit.

1.4 Certification as a Nurse Assistant

1.4A Students must present proof of current certification as a nurse aide in Illinois or any state that reciprocates with Illinois.

1.4B Student must work a minimum of 1,020 hours in the last three years as a CNA, unless the CNA certificate has been earned within the past three years. This must be verified in documents turned into the Admissions Office from an employer(s). These hours must verify performance of 21
basic CNA skills. In situations where 21 basic CNA skills are not evident, a job description or further documentation may be required.

1.4C Students may be conditionally accepted into the Nursing Program if they are enrolled in a CNA Program, which will be completed by the end of the Spring semester immediately preceding the Fall semester of entry into nursing. (For example, if you have been accepted into the Nursing program for Fall 2012 you must complete a CNA training program by the end of the Spring semester of 2012).

1.5 SFC 1000 Strategies for College
1.5A SFC 1000, Strategies for College, is strongly recommended for admission to the RN/ADN & LPN Nursing Programs.

1.6 Placement Testing and Remediation
1.6A Students planning to enter the nursing program must take the required college placement tests in Reading, English and Mathematics. Transfer students presenting acceptable evidence of prior testing or completion of acceptable course work at another college or university may not be required to take placement tests.

Any developmental English, Reading or Mathematics course required must be completed by the end of the spring semester preceding admission to the program. (EX: If you apply for the Fall 2012 nursing program – you will be evaluated in May of 2012. You therefore have to have your remediation done by May 2012). Students needing remediation in Mathematics must successfully complete or test out of MTH 0906. Students must also complete or test out of RED 1008.

1.6B If the student is transferring from another institution and has taken ENG Comp I (ENG 1001 or the equivalent) with a grade of “C” or better, he/she does not have to take the English and Reading placement tests.

1.7 Pre-nursing assessment
1.7A As part of the admissions process, students will be required to take a pre-nursing assessment. Students applying under the new formula will take this assessment in April.

1.7B Information for this testing will be provided to the student when they file the letter of intent.

1.7C Students are responsible for paying for this pre-nursing assessment. A receipt for payment must be presented when taking the exam.

1.7D Students are allowed one opportunity to take the test per year.

1.8 Selection Formula
1.8A Admission is competitive and selective.
1.8B Applicants are ranked according to point totals, highest to lowest, utilizing an objective formula approved by the Nursing Department. Formula is explained in the Admissions Packet and at Nursing Information Sessions.

1.8C Applicants meeting admission requirements are ranked from the top applicant (highest points earned) down.

1.8D The predetermined number of students will be admitted into the RN/ADN and LPN programs based on the formula scores. Students not accepted for admission will be maintained on a stand-by list that will be effective until May.

1.8E Stand-by lists do not carry over from year-to-year; applicants not able to be admitted in a given year must re-apply for the following year, and must compete with all the other applicants for admission that year.

1.8F During the transition of the formula (Fall 2012 and Fall 2013 Admission), a predetermined number of students will be admitted at the end of February using the traditional formula. All students on the waiting list for that group will automatically be scored with the new formula. The remaining qualified applicants on the “stand by list” will be admitted if openings arise. Once all candidates are scored with the new formula in May, this will become the official stand-by list.

1.8G In order to assist students on the standby list in transitioning into the program should openings arise, the Director of Nursing reserves the right to allow the top 5 students on each list to attend orientation and participate in other entrance activities. Only students who participate in these activities will be allowed to enter the program should openings arise. This is not a guarantee of entrance into the program.

1.9 Residency

1.9A Preference is given to those applicants who are legal residents of IVCC district #513. Residency is defined as living in Illinois Valley Community College School District for 30 days prior to submitting your Letter of Intent. Proof of residency must be provided at the time of filing the Letter of Intent.

1.9B Students should be able to provide one or more of the following as proof of residency:

- Voter registration in District 513
- Evidence of tax, utility or rent receipts in District 513
- Driver's license and/or vehicle registration showing an address in District 513
- Other documents which can help verify residency in District 513

A student who resides with his or her parents or guardian in Community College District 513 is a resident student.

1.9C IVCC currently has dual admissions agreements with Illinois Central College and Sauk Valley Community College for students attending or paying taxes to Midland School District, Fielderest School District, Henry-Senachwine School District, and Bureau Valley School District. This agreement allows students to attend either Community College at in-district tuition rates. Students will be coded as out-of-district and may be asked to prove residency with the Cashier to receive the in-district rate.

Important note: This does not imply residency for the purpose of admissions into limited admissions programs such as nursing. Students who reside out of the district and within these
dual admissions areas are still considered out-of-district for the nursing program and will be admitted only after all qualified in-district applicants have been admitted.

1.9C If student works full time (30 hours or more per week) at an in district health care provider, they will be considered district residents. Students must provide written documentation from the employer and must maintain this employment until the start of the nursing program.

1.9D Students are required to maintain residency throughout the program. In situations where the Nursing Department or Admissions Office has reason to believe that a person has moved out of the district or falsified residency, enrollment in the nursing program may be subject to review and possible dismissal from the program.

1.9E In such instances, non-residents will be considered for admission only after all qualified and eligible district residents have been offered admission. This will apply in all cases of non-residents, regardless of qualifications or ranking.

2.0 APPLICATION PROCEDURE

2.0 Letter of Intent

2.0A New students, those who have never before attended IVCC, must file the New Student Enrollment Form (Application For Admission) and Letter of Intent; All applicants must file the Letter of Intent in the Admissions Office between February 16 and March 15 prior to the fall semester they expect to enroll in the first Nursing course (NUR prefix).

2.0B Letter of Intent Forms are date-stamped as received in the Admissions Office. The date a student’s Letter of Intent is submitted is one fact that may be used to determine admission if a tie should occur among two or more students in the admission scoring.

2.0C No Letter of Intent Form will be accepted outside of the parameters specified in 2.0A.

2.0D A Letter of Intent can be submitted for the RN/ADN program or the LPN program or both. Students must indicate their preference on the Letter of Intent.

2.1 Pre-Evaluation Notification

2.1A After March 15, status letters will be sent to all applicants advising them as to what materials (if any) are needed to complete the admission file.

2.1B Applicants will be given until March 30 to submit all required materials.

2.1C Required materials include:

New Student Enrollment Form  
Letter of Intent  
High School Transcript for High School graduates (official)*  
GED Score Report for GED certificate holders (official)*  
Transcripts from all colleges attended (official)*  
Indication of courses in progress (high school seniors)

Updated 3/20/12
Proof of CNA Certification (current CNA students must provide proof of enrollment. In-progress CNA course must be completed by the end of the Spring Semester, immediately preceding the Fall Semester for which you are applying for admission).

*no faxes or photocopies will be accepted

2.1D Students will be notified by the end of May of their status based on the admissions formula. (During the transition of the formula, Fall 2012 and Fall 2013 Admission, all candidates not admitted using the traditional formula are scored with the new formula in May, this will become the official stand-by list.)

2.1E Upon notification of admission to the program, students are required to respond to the Admissions Office to formally accept their position in the program within the required timeframe.

2.1F Students are required to meet with a counselor at the point of admission to determine any coursework that will need to be completed to earn the RN/ADN degree or the LPN certificate. Failure to do so may result in a delay of graduation and certification testing.

3.0 TRANSFER OF NURSING CREDITS FROM OTHER COLLEGES/SCHOOLS

3.0A Form for admission to the LPN or RN/ADN Program must be submitted to the Director of Nursing.

3.0B Official transcripts from all previously attended colleges/schools must be sent to the Admissions Office.

3.0C Nursing credits will be evaluated on a course-by-course basis. Please submit course syllabi from previous nursing program. This is the original syllabi not just catalog description.

3.0D All other credits are subject to Illinois Valley Community College transfer policy.

3.0E Students who have not been enrolled in a nursing program for more than two years must enroll in all of IVCC’s nursing courses. No transfer credit will be granted.

3.0F A letter of reference from your previous nursing program director must be submitted to the Director of Nursing before admission to IVCC’s nursing program.

3.0G To graduate from IVCC, the student has to have at least one fourth of the total credits from IVCC. (10 CH for LPN, 17 CH for RN/ADN)

3.0H A student may not transfer to IVCC’s Nursing Program after two (2) academic failures/withdrawals or after 1 clinical failure associated with patient safety infringements in their previous nursing program.

4.0 ADVANCED PLACEMENT CRITERIA for Licensed Practical Nurse

4.0A Licensed Practical Nurse must submit the Advance Placement Request Form to the Nursing Office (A214) for admission to the Associate Degree Nursing Program by October of the year prior to intended admission. (Example: submit the Form to the Director of Nursing by October 15, 2011, if you wish to enter the program in August 2012).

4.1 Qualifications necessary to come into the Associate Degree Nursing Program as Advanced Placement.
4.1A Must be a graduate of a state approved Practical Nurse Program with at least one year of work experience as a LPN and Licensed in the state of Illinois as a Licensed Practical Nurse.

4.1B Transcripts from Practical Nursing School if other than IVCC must be sent to IVCC Admissions and Records Office

4.1C Meet the required minimum cumulative GPA of 2.5 for admission to the second year of the RN/ADN Nursing Program. When there are more qualified applicants than space available, applicants will be ranked according to GPA. Cumulative GPA is taken from the spring semester prior to the fall entry. In cases where a student has graduated with an associates degree, GPA of previous nursing and required courses. (ENG1, ENG2, ALH1000, ALH 1002, PSY, SOC, BIO1007, BIO1008, BIO1009) will be used in calculating GPA.

4.1D LPN’s requesting Advance Placement must have all the prerequisites completed by the end of Spring Semester prior to fall entry.

4.1E Graduates of IVCC’s Practical Nurse Program who meet the in-district qualifications will be given priority consideration for advance placement admission. IVCC in-district residents who are not IVCC LPN graduates will be given secondary priority. Out of district students are eligible for admission, but have the lowest priority.

4.1F Applicants must complete required college testing, program testing and required courses, if needed, prior to admission.

4.1G Prior to entering the second year Nursing courses, all students must have met the following requirements within the appropriate time frame: ALH 1000; ALH 1002; BIO 1007 & BIO 1008; BIO 1009; PSY 1000; ENG 1001; NUR 1230; and NUR 1210 if applicable. All of these courses must be completed with a grade of “C” or better. All required course work must be completed by the end of the Spring Semester prior to the Fall Semester Entry date.

4.1H Course Time Limitations

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 1002</td>
<td>Human Growth &amp; Development</td>
</tr>
<tr>
<td>BIO 1007, 1008</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>BIO 1009</td>
<td>Microbiology</td>
</tr>
<tr>
<td>ALH 1000</td>
<td>Introduction to Nutrition</td>
</tr>
<tr>
<td>NUR 1210</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>NUR 1230</td>
<td>Introduction to Registered Nursing For the Practical Nurse</td>
</tr>
<tr>
<td></td>
<td>ANY Second Year Nursing Class</td>
</tr>
</tbody>
</table>

4.1I To be considered for admission ALL the necessary course work (4.1G) needs to be completed by the end of the Spring Semester prior to Fall Semester entry.

4.1J Applicants must provide evidence of LPN work experience of 1,020 hours within the past two (2) years.

4.1K Students admitted to the LPN program must follow the Advance Placement Guidelines for admission to the RN/ADN program.
4.2 After admission to the RN/ADN Program, the following must be completed:

4.2A Licensed Practical Nurses will submit a copy of current Illinois LPN license.

4.2B Letter of recommendation from LPN’s immediate supervisor. This letter must be on official employer letterhead. If NCLEX–PN eligible, a copy of transcripts with program completion date and a letter from the Director of Nursing must be submitted.

4.2C Must complete the Mid-Curriculum exam with a score of 800. This exam is at the expense of the student. If a score of 800 is not achieved, the student must complete remediation in the designated weak areas utilizing a prescribed plan that will be given to the student.

4.2D For students needing remediation under section 4.2C, successful completion of a nursing bridge course, NUR 1230 with a “C” or above, (if applicable) prior to entering the first nursing course. If more than 3 years have elapsed since LPN graduation, or the student is not an IVCC graduate, this course must be taken. The format of NUR 1230 is 8(eight) weeks in length and must be successfully completed by the end of the Spring Semester prior to Fall entry.

4.2E The applicant must present a current CPR card (CPR for the Professional Rescuer or Healthcare Provider) prior to admission to the first Nursing course with a clinical component.

4.3 Official transcripts of all previous nursing coursework must be submitted to the Office of Admissions and Records for articulation of previous nursing course credits.

4.3A Nursing credits will be evaluated on a course-by-course basis. You may be required to provide an original copy of a course syllabus in order to facilitate this articulation review.

5.0 CAREER LADDER STUDENTS/ADVANCED PLACEMENT

5.0A Any student admitted to the LPN Program is not guaranteed admission to the RN/ADN Program.

5.0B All students must meet all admission criteria for the RN/ADN Program.

5.0C Admission is based on space availability. Employed Licensed Practical Nurses will take priority over new graduates for admission. In-district students will have priority.

5.0D If there are more applicants than openings, applicants will be ranked by GPA as outlined above.

5.0E Notification of admission for RN/ADN program will be completed by June 15 for fall admission.

Updated 3/20/12