The Nursing Program at Delaware County Community College is available to both U.S. Citizens and permanent residents who reside in Delaware and Chester Counties, as well as those that live out-of-county and out-of-state.

The Nursing Program at Delaware County Community College is a special admission program. Applicants interested in this program must meet requirements beyond those for general admission to the College. Acceptance to the Nursing Program requires a separate application process called “petitioning.” Candidates who reside in Delaware and Chester counties are encouraged to petition during the priority petitioning period as outlined on page three (3). General admission to the College does not guarantee a seat in the Nursing Program.

Admission requirements for the program are subject to change each year. This packet outlines the entrance requirements for the Fall 2016 program only. All applicants to the program must meet the admission requirements for the year in which they choose to enter the program, including those students who have previously applied to the program or who are currently enrolled at the College.

Students choosing to petition to the Nursing Program must complete all requirements detailed in the packet before they submit a petition. Incomplete petitions, those missing or submitted with incomplete requirements, will not be considered for a seat in the program until all requirements are properly fulfilled and submitted. A seat will not be held pending completion of the requirements.

Nursing INFORMATION Sessions are offered monthly to assist students with the petitioning process. It is strongly recommended that all nursing candidates attend a Nursing INFORMATION Session. Nursing Information Session dates, times, and locations are listed in the box below.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>6/16/2015</td>
<td>6PM</td>
<td>Pennock’s Bridge (West Grove, PA) Room B137</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7/7/2015</td>
<td>6PM</td>
<td>Southeast Center (Sharon Hill, PA) Café</td>
</tr>
<tr>
<td>Monday</td>
<td>7/17/2015</td>
<td>11AM</td>
<td>Upper Darby Center, (Upper Darby, PA) Room 123</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8/11/2015</td>
<td>6PM</td>
<td>Chester County Hospital Campus (W. Chester, PA) - Rhoads Edu. Bldg.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9/15/2015</td>
<td>6PM</td>
<td>Marple Campus (Media, PA) – Academic Building/Room 2246</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10/20/2015</td>
<td>6PM</td>
<td>Chester County Hospital Campus (W. Chester, PA) - Rhoads Edu. Bldg.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11/24/2015</td>
<td>6PM</td>
<td>Southeast Center (Sharon Hill, PA) Café</td>
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<tr>
<td>Tuesday</td>
<td>12/15/2015</td>
<td>6PM</td>
<td>Chester County Hospital Campus (W. Chester, PA) - Rhoads Edu. Bldg.</td>
</tr>
</tbody>
</table>

For additional information sessions scheduled after the dates above please visit the College’s Calendar & Events: www.dccc.edu
1. Upon successful completion of the curriculum, students receive an associate in applied science (AAS) degree and are eligible to sit for the state licensure examination (NCLEX-RN) to become a registered nurse.

2. Delaware County Community College has articulated agreements with area colleges for graduates of our Nursing Program. In many cases the student only needs about one (1) more year of full-time study to earn a Bachelor of Science in Nursing (BSN) at the transfer institution. Students are encouraged to work with a Transfer Advisor through the Career & Counseling Office (610-359-5324) as early as their first semester with us to learn about these articulation agreements with our 4-year partners.

3. Admission into Delaware County Community College’s Nursing program is selective. Not everyone who petitions and meets the qualifications can be accommodated due to limited seating for the program.

4. Students are awarded seats in the program via the admission criteria outlined in this packet. Review the contents of this packet thoroughly and attend a Nursing Information Session to learn about the curriculum, requirements for admission, and TEAS preparation. Information Session dates are listed on page one (1) and posted on the Calendar & Events page of the website: http://www.dccc.edu/events

5. Preference is given to residents from sponsoring school districts. At present, sponsoring school districts are: Chester-Upland, Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford-Swarthmore (Rutledge and Swarthmore residents only), and William Penn.

6. Nursing clinical (NUS 110) begins every fall semester. The semester sequence, once accepted into the program, is fall/spring, fall/spring. No summer clinical course work is scheduled. However, students are free to take elective courses during the summer semesters.

7. Both DAY and EVENING/WEEKEND (E/W) programs are offered. For NUS 110 (Fundamentals of Nursing) there is a maximum of 96 seats for the DAY Program and 32 seats for the E/W Program at the Marple Campus location. The Chester County Hospital location has 32 seats each in both the DAY and E/W Programs. Total seats for each section are based on the number of clinical positions available to students of the College at the area hospitals.

8. The Nursing Admissions Committee will make final selection after careful evaluation of an applicant’s demonstrated ability and potential for success. The Committee relies on the scores the applicant achieves on the Test of Essential Academic Skills (TEAS) as a predictor of success within the program and on the RN licensure exam. A student’s highest scores from a single test will be used in the selection process. For more information on the TEAS see pages 7 and 8.

9. At times, the College enters into partnerships with specific hospitals. The guidelines for admission to these sections may vary and will be made available as agreements are finalized. Partnership announcements will be posted in the Admissions Office and in the Allied Health, Emergency Services and Nursing Department.

10. Students who have a criminal conviction should carefully review the Criminal Conviction statement on page 10 before proceeding with the petitioning process.

11. LPN licensure, recent RN courses, paramedic or equivalent military training may qualify a student for advanced placement into the program. Contact Assessment Services at 610-359-5322 for information.
**Priority Petitioning for Residents of Delaware & Chester Counties**
Candidates that reside in Delaware or Chester Counties are encouraged to petition during the priority petitioning period for priority seating consideration. Priority Petitioners must choose the program location based on their residency and petition to the program located in the county where they live. For example, a Delaware County resident would petition for a seat at the Marple Campus which is in Delaware County, while a Chester County resident would petition for a seat at the Chester County Hospital location in Chester County.

**The Fall 2016 Priority Petitioning Period**
- Opens: Monday, August 10, 2015 at 9 A.M.
- Closes: Friday, October 23, 2015 at 12 Noon

All requirements as detailed in the Admission Guidelines must be completed by no later than 12 o’clock noon on Friday, October 23, 2015 to be considered for priority seating.

Priority petitioning candidates will be considered for a seat in the program based on the strength of their Test of Essential Academic Skills (TEAS) scores. Seats for this qualifying cohort will be awarded according to a ranking system. Each priority petitioner’s best TEAS scores will be used from a single test out of three possible attempts.

If there are more qualifying candidates than available seats within this cohort, once all the seats are filled, remaining qualified candidates will be offered a seat on the temporary wait list.

**Post Priority Petitioning**
For the entrance year Fall 2016, the College will consider candidates for the Nursing Program who reside outside Delaware and Chester Counties, PA, including those that live out of state. Candidates who reside out-of-county/state and those Delaware and Chester County residents who did not meet the priority petitioning period deadline may submit petitions beginning:
- Monday, October 26, 2015 at 9 a.m.
- Final Deadline for All Petitioners: July 15, 2016 at 12 Noon

Post priority candidates must petition to the campus program that is closest to where they reside. For example, a resident of Philadelphia County would petition for a seat at the Marple Campus, while a candidate from Lancaster County would petition for a seat at the Chester County Hospital location.

All requirements must be completed prior to petitioning to be considered for a seat in the program. Students in this cohort will be considered for a seat on a first come, first qualified basis, once all the priority petitioners have been reviewed and seats awarded to those that qualify. If all seats in the program are filled, the qualifying candidate in this cohort will be placed on the temporary wait list in the order in which their petition was received and deemed qualifying.

**Wait Listed Students**
The wait list is maintained until the end of July each year when it is dissolved. Students on the wait list are not carried over from year-to-year. Any candidate who is not awarded a seat by the end of July may re-petition again for a future entrance year, yet is required to meet any new admission criteria as published for that future entrance year’s Admissions packet. A seat on the wait list does not guarantee a seat in the program.
REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages must be completed before the student is eligible to submit their petition. Only those petitions with all requirements completed will be considered.

#1 APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College application for admission. Acceptance to the College does not guarantee acceptance into the Nursing program. Current students, those enrolled or registered for classes, do not need to apply to the College again.

If you previously enrolled at the College and stopped attending for one year or longer, you must submit another “paper” application and check the box indicating that you are applying for readmission.

#2 DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

All candidates must demonstrate college readiness by either 1) submitting official score reports with minimum scores achieved on either the SAT or ACT tests, (see minimum score requirements below), or 2) transferring previously earned English Composition I and/or a college level math from another college, or 3) take the College’s Placement Test and place college level or successfully complete all remedial/developmental courses prior to entering NUS 110.

Review the options below and proceed with the appropriate option(s) needed to meet this requirement:

WAIVE THE PLACEMENT TEST:

1. SAT OR ACT scores may be used for placement in math and/or English courses. Students should have their official scores sent to Assessment Services at Delaware County Community College. The school code for the SAT is 2125. The school code for the ACT is 3542. Scores must be current within 5 years of the student starting classes at the College. To waive the placement test, students must receive the following minimum scores:

   English/Reading = SAT Verbal: 500; ACT Verbal: 18
   Mathematics = SAT Math: 500; ACT Math: 20

2. Transfer Credits Earned: You may waive all or part of the placement test if you have successfully completed English Composition I and/or a college level math with a grade of "C" or better and have transferred those courses into Delaware County Community College. The process to transfer courses may take 4-8 weeks, please plan accordingly in order to make petitioning deadlines. See Requirement #3 listed on page 5 for directions on how to transfer college credits into Delaware County Community College.

TAKE THE PLACEMENT TEST:

Delaware County Community College’s full-scale placement test(s) are required for any student who has not completed a college-level math and/or English Composition I with a grade of “C” or better, or for those students who have not met the SAT or ACT minimum scores. Directions on how to schedule the placement test are outlined in the student’s Welcome Packet.

Placement testing should be scheduled as soon as possible after receipt of the Welcome Packet. You may schedule the test by contacting Assessment Services: 610-359-5322 or schedule an appointment yourself through your student portal on delaGATE.
#3: TRANSFER COLLEGE CREDITS EARNED

If applicable, submit official transcript(s) from each college and/or university attended. Send all official, final, sealed envelopes containing the document(s) to: Delaware County Community College
901 South Media Line Road
Media, PA 19063
Attn: Admissions Office

Next, complete a Petition for Transfer of Credit form available from Assessment Services, Room 4260, Marple Campus. Forms are also available from the College’s website at: https://www.dccc.edu/petitionfortransfercredit

The process to transfer courses may take 4-8 weeks, please plan accordingly in order to meet petitioning deadlines. You will receive written notification from Assessment Services after the evaluation is completed. Evaluations/transfers will not be conducted until this form is received.

INTERNATIONAL CREDENTIALS: If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a course-by-course evaluation report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org

Please note, English courses from foreign countries are not eligible for transfer to the College, therefore these students must take the English and reading portions of the Placement Test (see page 4 on how to schedule). A Petition for Transfer of Credit form is also required (see link to form and directions above).

#4: HIGH SCHOOL CREDENTIALS

Submit a sealed, official, final document indicating successful high school graduation or its equivalency. This step must be completed by all candidates regardless of post-secondary educational experience(s). If you have been a student at the College in the past, please take note that the paper-copy of your high school transcript may no longer be on file if you have had a gap in your enrollment with the College for a year or longer. Follow the directions below to verify that this required document is on file with the College to assure that you have met this requirement. If you are in doubt about this document being on file, we recommend that you have it sent again and follow through with a verification request to the Admissions Office as noted below. This step must be completed prior to petitioning.

CHOOSE THE SCENARIO APPROPRIATE FOR YOU and follow the directions accordingly:

1. **HIGH SCHOOL TRANSCRIPT**
   Contact the Guidance Department of the high school where you graduated. Request an official and final transcript to be sent directly to the College. (See the College’s mailing address on next page.)

2. **GED TRANSCRIPT**
   Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE’s offer a “Transcript Request Form” that can be accessed by using the “SEARCH BOX” on their website. IMPORTANT NOTE: An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma are not acceptable documents. You must order a separate, official copy of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement. (See the College’s mailing address on next page.)

3. **INTERNATIONAL DOCUMENTATION**
   If you attended high school outside the United States, you must submit a document by document evaluation report that indicates you earned credentials equivalent to a U.S. high school diploma. This document must come from an approved credentialing evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. (See the College’s mailing address on next page.)
Send all official and final transcripts/international evaluations to:

Delaware County Community College
901 South Media Line Road
Media, PA  19063
Attn:  Admissions Office

Verify that your official, final, high school transcript is properly on file with the College. To verify the receipt of this required document by the College please email the Admissions Office (admiss@dccc.edu) with the information below.

- Your full name as indicated by your permanent records at the College
- Maiden name, if applicable
- Date of Birth
- DCCC Student ID Number (P#)
- Name of school or agency

#5: APPLY FOR FINANCIAL AID (FAFSA)

This step is highly recommended, yet not an admission requirement. One of the keys to success in college is having a plan to pay for your education. Applying for financial aid is easy when you follow the step-by-step guide offered on the College’s website at:


Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid call the College at 610-359-5330.

#6: REGISTER FOR GENERAL EDUCATION COURSES (Non-clinical)

With the help of an advisor, register for the pre-requisite and non-clinical nursing courses required to begin the program. Students accepted into the Nursing Program must successfully complete five (5) prerequisite courses required for the first nursing course, Fundamentals of Nursing (NUS 110), by the conclusion of the Summer I semester prior to entering the program in the Fall.

All offers of acceptance into the program will be made on a “conditional” basis determinant upon the candidate’s successful completion of the following courses by the end of the Summer I semester prior to entering NUS 110: English Composition I (ENG 100), General Psychology (PSY 140), Anatomy & Physiology I (BIO 150), Introduction to Statistics (MATH 121), and Nursing Mathematics: Dosage Calculation & Drug Preparation (NUS 102).

Completion of the five (5) courses listed is not required at the time of petitioning, but each must be successfully completed by the end of the Summer I semester prior to entering NUS 110. The offer of admission into the program will be revoked if the student does not successfully pass the required NUS 110 pre-requisites by the conclusion of the Summer I semester prior to taking NUS 110 in the Fall. Students must maintain an overall minimum 2.5 GPA as well as a minimum grade of a “C” or better in Anatomy and Physiology I & II (BIO 150 & BIO 151) to maintain their awarded seat in the program. If a student fails to meet this criteria, the offer of admission into the program will be revoked and the student will not be permitted to register for, or begin, NUS 110.

It is highly recommended that all of the non-clinical courses be completed prior to entering the program, not just the five (5) pre-requisites. This academic plan will best prepare the candidates for academic success. A list of all non-clinical courses are listed on page 13. New students to Delaware County Community College will receive information about attending a College Planning Session where they will meet with an advisor to choose a schedule of appropriate course work. This appointment will be scheduled immediately following the Placement Test. Students continuing at the College may see their advisor for assistance in scheduling classes.
Studies have shown that scores on this test are a predictor of success in the Nursing program and for passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Consequently, the College relies on the TEAS scores when determining an applicant’s potential for success both in the program and on the NCLEX-RN exam.

The Nursing Admissions Committee also recommends, though does not require, that students **complete all necessary remediation course work before attempting the TEAS.**

1. Only results from the TEAS Version-V will be considered.
2. Applicants must achieve all of the following minimum Adjusted Individual Scores (AIS) from a single testing session:
   1. Composite: 55%
   2. Reading: 69%
   3. Science: 45%
   4. Mathematics: 60%
   5. English Language and Usage: 46%
3. Applicants who do not meet **all the minimum scores listed above** from a single testing session will not be considered for the program, even if all the other requirements are completed. **A student’s highest scores from a single test will be used in the selection process.** Scores from more than one test will not be split or mixed.

   The Nursing Admissions Committee will use the following criteria **when ranking priority petitioning candidates:**
   - Preference will first be given to the applicant with the highest AIS-Composite Total score.
   - If AIS- Total scores are equal, preference will be given to the applicant with the highest AIS- Reading score.
   - If AIS- Reading scores are equal, preference will then be given to the applicant with the highest AIS- Science score.
   - If AIS- Science scores are equal, preference will then be given to the applicant with the highest AIS- Mathematics score.
   - If AIS - Mathematics scores are equal, preference will then be given to the applicant with the highest AIS-English and Language Usage score.
4. You may take this test a total of 3 times only (NOT 3x’s a year). Only your first three chronological test scores, regardless of where the TEAS was taken will be considered. There must be six weeks between test dates to allow for sufficient re-test preparation. If you have not achieved the minimum scores required by the third test, you will not be considered for admission to the nursing program.
5. The test lasts approximately 3.5 hours. Each of the four sections has its own time limit. The test is administered both at the Marple and Downingtown Campuses throughout the entire year.
6. Calculator usage is not permitted during the test.
7. You will receive your TEAS results immediately upon completion of the test. A separate score report will not be mailed to you. The College will receive and record your TEAS results electronically.
8. Tests **taken after the priority petitioning deadline** will not be considered among the priority consideration rankings. Instead, any candidate who submits a completed petition outside the priority petitioning period, as a post priority petitioner, will be awarded a seat or a position on the wait list on a first come, first qualified basis, upon successfully meeting the minimum scores listed above.
9. Delaware County Community College will only offer a computerized version of the TEAS to students interested in applying to our Nursing program. If you have a documented learning disability, please contact the Office of Disability Services (610-325-2748) for further instruction.
**DIRECTIONS: HOW TO PREPARE FOR THE TEAS**

It is recommended, though not required, that students complete **all necessary remediation course work** before attempting the TEAS test. In addition, taking as many of the non-clinical general education and NUS 110 pre-requisite courses will better prepare a testing candidate for the rigors of the TEAS test.

1. A test preparation book, the TEAS Study Manual Version V, is available for purchase in the Delaware County Community College Bookstore and online at [www.atitesting.com](http://www.atitesting.com). Limited copies are also available for review in the Learning Commons for students with a valid College student ID card and proof of registration for the test.

2. Online practice exams (Version V) are also available at [www.atitesting.com](http://www.atitesting.com) for a fee. Practice exam scores are not considered valid scores for admission into the Nursing program.

3. TEAS test Preparation Courses are offered through the College’s Community Education & Training Department at various times throughout the year. For information and registration please call: 610-359-7344.

4. A Mathematical Reasoning course is offered through the College’s Community Education & Training Department. This course is a GE prep-course, but the content covers the similar content testing on the TEAS. For information please call: 610-359-5025.

**DIRECTIONS: HOW TO SCHEDULE THE TEAS TEST**

In order to schedule the TEAS, you must first have a current Delaware County Community College application (including the one-time application fee of $25.00) on file with the Records Office and all balances due to the College must be paid prior to paying and registering for the test.

TEAS tests are offered **all year long** and are generally offered at the Marple Campus on **Tuesdays, Wednesdays, and Thursdays** at three different times each day: Morning at 10 a.m., Afternoon at 1:30 p.m., & Early Evening at 5:00 p.m.). Downingtown Campus also offers TEAS testing, but the testing schedule varies at this site.

1. Test registration is scheduled in-person at the Admissions Office/Marple Campus, Founder’s Hall, Room 3500.
2. Testing times & test scheduling are not offered over the telephone or via email.
3. Students must obtain a “payment form” from the Admissions Office Receptionist/Marple Campus.
4. The testing fee must be paid at the time of registration. The cost of the test is currently $50.00 per test, but will increase to $60.00 per test starting July 1, 2015. Payment methods include: cash, personal check, money orders, and most major credit cards.
5. The Admissions Receptionist will assist you with choosing a testing location, date and time, based on availability.
6. Testing is offered at both the Marple and Downingtown Campuses **ALL** year round.

**DIRECTIONS: TRANSFERRING TEAS SCORES FROM ANOTHER TESTING SITE**

TEAS scores taken elsewhere may be used to petition for the program if you have not yet completed three attempts. TEAS scores taken elsewhere must be **sent officially from ATI, (creator of the TEAS) to the College’s Assessment Services**. **Student copies will NOT be accepted.** Scores must be received by Assessment Services before the priority deadline as listed on the front of this packet to be considered for the priority petitioning ranking. Please note, a student’s petition will not be considered until the official test results have been received and recorded by Assessment Services. You may contact ATI Testing via their website: [www.atitesting.com](http://www.atitesting.com)
#8: OBTAIN BACKGROUND CLEARANCES

Certified Background has been contracted by the College to assist students in obtaining and storing their required background clearances. Petitioning students are required to create a CertifiedProfile account, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is $25.00 payable to Certified Background. The fee includes the cost for the PA Criminal History Report which will automatically be posted on your CertifiedProfile. Once you have placed your order, you may use your login to access additional features including document storage, portfolio builders and reference tools.

A total of three (3) background clearances are required to properly petition to the program. Additional clearances may be required for out-of-state candidates.

1. **PA Criminal History Report** (included with the $25.00 fee)
2. **Federal Criminal History (FBI) Report** – (Cogent)
3. **PA Child Abuse History Clearance**

All clearances must be dated **January 1, 2015, or after**, to be eligible for the fall 2016 program. Clearances must be completed, sent to, and stored on the student’s CertifiedProfile account before submitting a petition to the program. Plan accordingly to meet deadlines, as it can take several weeks for your clearances to be processed by the state/federal agencies.

DIRECTIONS: SECURING AND STORING CLEARANCES WITH CERTIFIED BACKGROUND

1. Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com)
2. Enter package code: **DD61a** in the red box that states: PLACE ORDER
3. Click “GO”
4. You will then be directed to set up your **CertifiedProfile** account.

**Payment Information** - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

**ORDER SUMMARY**

**Required Personal Information** - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

**PA Criminal History Report** – Your personal information submitted to Certified Background will be used to automatically run your PA Criminal History Report. The fee for this service is included in your set-up fee of $25.00 and CB will post the results in your CertifiedProfile.

**Fingerprinting (Cogent)** - The online order process will guide you through the steps to complete Cogent Fingerprints through the Department of Human Services. Please Note: You will be required to pay a separate fee for your Cogent Fingerprints ($27.50).

**PA Child Abuse Clearance** - The online order process will guide you through the steps to complete a Child Abuse Clearance through the Department of Human Services. Please Note: You will be required to pay a separate fee for your Child Abuse Clearance ($10).

**POST YOUR RESULTS**

Check your criminal history reports for accuracy prior to posting onto your CertifiedProfile account. Upload your documents to your account via the directions received from Certified Background when the account was initially set up.

If you set up an account previously with Certified Background and now need to post updated clearances, contact the Customer Service Department at Certified Background for assistance on this process: 888-914-7279.

**VIEW YOUR FILES**

You will be notified by Certified Background if there is any missing information needed to process your order. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. Remember, all clearances must be completed, sent, and stored by Certified Background, before you may submit your petition.

If you need assistance with any of the above processes, please contact Certified Background: 888-914-7279 or email: cpservicedesk@certifiedprofile.com
Criminal Convictions

Explanation of Criminal Background Check Policy
The College is not a healthcare provider and does not have a healthcare facility. Therefore, independent, third party, healthcare facilities offer the clinical experiences required for completion of the nursing program. These healthcare facilities often do not allow a student who has been convicted of an offense that involved specific criminal charges to take part in clinical experiences at their facility. Because the clinical is a requirement of the program, such students may not be able to complete all aspects of the program. If a student would be unable to complete their studies due to their criminal conviction record, they will not be accepted into the Nursing program. After submitting/uploading the required documentation to certifiedbackground.com, the background check may be flagged if there are any arrests, charges, convictions, dismissals, etc.

Submitting Additional Documentation
Students may be required to submit additional documentation indicating that there was no conviction from the arrest or that the charges were dismissed before a final acceptance decision is made. This additional paperwork should come directly from the locale where the charges/arrest was made. Other documents which may be requested may include any court documents with the final decision on the case. Since the process of gathering additional legal paperwork can take time and petitioning to the program has firm deadlines, it is recommended that students in this situation plan accordingly when gathering needed paperwork to meet the deadlines. If the student has summary offenses or misdemeanors in the CC3900 series, CC 5902B or CS 13 A series, the student must ensure the information is disclosed. Additionally, if the student has misdemeanors, any felony convictions, or any pending charges, the student must obtain an original copy of the court records showing how the case was concluded by the court system. **No decision will be made without court documentation.** Additional information can be found on the college’s website: [http://tinyurl.com/criminal-offense](http://tinyurl.com/criminal-offense)

Pennsylvania State Board of Nursing
Under Pennsylvania law, the State Board of Nursing may not issue a license to an applicant who has been convicted of a felonious act prohibited by the Controlled Substance, Drug, Device and Cosmetic Act, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless 10 years have elapsed since the date of conviction and the applicant can demonstrate that he/she has made significant progress in personal rehabilitation.

In addition, any criminal background may result in the finding of impaired moral character by the Board such that a license may be denied. The determination of whether such conduct constitutes poor moral character is a discretionary matter for the Board of Nursing (717-783-7142) and done on a case by case basis.

Medical Clearances and Drug Screening for Clinical Learning Experiences
The clinical facilities where students obtain their clinical learning experiences require all students to obtain a drug screening, a medical clearance, and proof of immunizations for **all students** prior to entering the clinical facility. If awarded a seat in the program, students will receive more detailed information regarding these requirements needed and are **due the summer before starting then nursing program. Students are required to pay Certified Background an additional storage charge of these medical documents for clearance to enter a clinical facility.** Again, more information about the medical clearances will be given to accepted students at their mandatory nursing college planning session which takes place in the Spring Semester before starting their nursing program courses.

#9: MAINTAIN A MINIMUM OVERALL GPA = 2.5

At the time of petitioning and through the start of **NUS 110** students must meet and maintain an overall minimum grade point average (GPA) of a **2.5** or higher for all college course work completed at DCCC to be considered for a seat in the program or to be offered a position on the wait list. If your overall GPA falls below the minimum **2.5** requirement at any time, the offer of admission to the Nursing program or the position on the wait list will be revoked and you will not be permitted to register for, or begin, **NUS 110**.
#10: PROOF OF RESIDENCY

Provide proof of residency via a valid, current, legible photocopy of one (1) of the following items:

1. Permanent driver’s license or State ID-Temporary update cards & duplicate licenses are not acceptable.
2. Utility bill in your name. Gas, electric, water or sewer only; cell phone bills are not acceptable.
3. A current paycheck stub with your current address listed.
4. A current property tax bill in your name.

The above-named items are the ONLY acceptable forms of proof of residency. The address listed on the proof of residency submitted must match the 1) address listed on the Nursing program petition, 2) the address listed in the College’s database, and 3) the addresses submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.

#11: SUBMIT YOUR PETITION

Once all the requirements have been fulfilled, submit the items below, together and in-person, to the Admissions Office at the Marple Campus, 901 S. Media Line Road, Media, PA.

1. The Petition Form – last page of this packet
2. A photocopy of an approved Proof of Residency – (See item #10 above)
3. Photocopies of each of the clearances posted on your CertifiedProfile (FBI, PA Child Abuse & PA Criminal).

NOTIFICATION OF THE STATUS OF YOUR PETITION

1. The Admissions Office will notify petitioning candidates by U.S. mail regarding the status of their petitions. Priority petitioners will be notified no later than the end of January and post priority petitioners can take up to 6 weeks from the date that the petition was submitted. Please refrain from contacting the Admissions Department on the status of your petition unless your notification timeframe indicated above has passed.

2. If a petition is incomplete, the candidate will be notified via U.S. mail regarding the missing items/requirements. Any missing items must be submitted before a candidate can be considered for seat in the program, or a position on the wait list. Any requirements that are fulfilled after the priority petitioning deadline will be considered “post priority” and will be considered for a seat or a position on the wait list on a first come, first qualified basis.

3. All petitions received during the priority petitioning period will be ranked via the student’s highest single TEAS scores. Seats will be awarded to those students with the highest TEAS scores ranking with the overall composite score first, then reading, then science, then math, then English language & usage.

4. If offered a seat in the program, candidates are required to pay a $150.00 deposit by May 1, 2016. The $150.00 will hold a seat for the Fall 2016 program only. All previous balances due to the College must be paid in-full prior to submitting the $150.00 deposit. Deposit refunds will be issued only if the student: 1) remains enrolled in NUS 110 for the first three full weeks of the semester, and 2) does not have any outstanding balances due to the College at that time. If the student drops out of the program, at any time before the end of the third week, the deposit will not be refunded.

5. Students are not permitted to defer their enrollment into the Nursing Program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.
6. Students are required to petition again for admission into a future entrance year and meet any new admissions requirements if they:
   - Do not meet the admissions requirements for 2016, as outlined in the Fall 2016 Nursing Admission Procedures Packet.
   - Are wait listed and not offered a seat by mid-July 2016 when the wait list is dissolved.
   - Are unable to accept an offered seat for 2016. Students may not defer their nursing admission in any case.
   - Inform the Admissions Office they are no longer interested in enrolling for Fall 2016 and give up their seat or wait list position.
   - Drop out of the program after being assigned a seat in the class, but before the first day of class.
   - Fall below the minimum GPA requirement (2.5) and the seat was revoked.

7. It is the student’s responsibility to notify the Admissions Office and the Records Office of residency and phone number (day and evening) changes. Current contact information is paramount.

OTHER IMPORTANT INFORMATION

Changes in curriculum, clinical schedules and admission requirements for the Nursing program may occur between the time of application and the time of enrollment. Students are expected to meet any new requirements for the class in which they enroll.

Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment must be current within five (5) years of the date you begin your first clinical course (therefore, dated Fall 2011 or later).

Nursing students must achieve a grade of “C” or better in BIO 150 and BIO 151. Students enrolled in NUS 110 and BIO 151 concurrently who fail to achieve a “C” or better in BIO 151 will not be permitted to progress into the NUS 111.

Once accepted into the program, a required special College Planning Session and separate Orientation for admitted students will both be held in the Spring. During these sessions, students will participate in an advisement session, register for program course work, and learn about the program guidelines and requirements. Admitted students will be notified by U.S. mail regarding the dates for these two required sessions.

Accepted students to the program are required to purchase a second package from Certified Background. The package includes: 1) drug screening, 2) Nationwide Healthcare Fraud & Abuse scan, and 3) document management.

In addition to normal tuition, fees, and books, students are required to purchase uniforms, insurance and miscellaneous supplies.

Additional testing fees for achievement tests will be added to your tuition bill each semester. Information regarding these fees will be discussed at the mandatory Nursing College Planning Session which will be held in the Spring.

If you fail or withdraw from Fundamentals of Nursing (NUS 110) once the Fall term begins, you must petition for readmission through the Allied Health, Emergency Services, and Nursing Division. See the current Delaware County Community College catalog for more information or contact the Allied Health, Emergency Services & Nursing Division at 610-359-5353.
# Nursing Program

## Pre-Requisites Courses (14 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121 – Introduction to Probability and Statistics or BUS 220 - Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100 – Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 140 – General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 150 – Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>NUS 102 – Nursing Mathematics</td>
<td>1</td>
</tr>
</tbody>
</table>

## First Semester Courses (15 credits)

- NUS 110 – Nursing Concepts and Practice I…8
- BIO 151 – Human Anatomy and Physiology II…4
- PSY 210 – Lifespan Human Development…3

## Second Semester Courses (16 credits)

- NUS 111 – Nursing Concepts and Practice II…………10
- NUS 221 – Pharmacology for Healthcare…………………3
  Choose one from the following electives: ………………3
  *Humanities elective designated to meet the Global Understanding College Learning Goal

## Third Semester Courses (13 credits)

- NUS 210 – Nursing Concepts and Practice III…………10
  Choose one from the following electives…………………3
  *Communications elective to meet the Oral Communication College Learning Goal

## Fourth Semester Courses (13 credits)

- NUS 211 – Nursing Concepts and Practice IV………….10
- SOC 110 – Introduction to Sociology…………………..3

## Program Electives (optional)

- NUS 220 – Clinical Enhancement Skills……………………………………….3
- NUS 222 – Holistic Advanced Physical Assessment and Pathophysiology………3

*Denotes: Student selects a specific course  
**Total Credits: 71**

## Suggested Nursing Program Curricular Sequence:

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must successfully complete the following courses prior to NUS 110 at DCCC:</td>
<td></td>
<td></td>
<td></td>
<td>1. NUS 211</td>
</tr>
<tr>
<td>MAT 121</td>
<td></td>
<td></td>
<td></td>
<td>Pre-requisites: NUS 210</td>
</tr>
<tr>
<td>ENG 100</td>
<td></td>
<td></td>
<td></td>
<td>Co-requisites: none</td>
</tr>
<tr>
<td>PSY 140</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 150</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUS 102</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 14 credits</strong></td>
<td><strong>Total-15 credits</strong></td>
<td><strong>Total- 16 credits</strong></td>
<td><strong>Total 13 credits</strong></td>
<td><strong>Total 13 credits</strong></td>
</tr>
</tbody>
</table>

1. **NUS 110**  
   Pre-requisites: MAT 121, ENG 100, PSY 140, BIO 150, NUS 102  
   Co-requisites: BIO 151 and PSY 210  
   Students will be enrolled in the following courses if not taken prior to this semester:

2. **BIO 151**  
3. **PSY 210**

1. **NUS 111**  
   Pre-requisites: NUS 110, BIO 151, PSY 210  
   Co-requisites: NUS 221  
   Students will be enrolled in the following courses if not taken prior to this semester:

2. **NUS 221**:  
   prerequisite: NUS 110

3. **Select one elective:**  
   (HUM 160, HUM 180, HIS 150 or HIS 160)

1. **NUS 210**  
   Pre-requisites: NUS 111, NUS 221  
   Co-requisites: none  
   Students will be enrolled in the following course if not taken prior to this semester:

2. **COMM 111**

1. **NUS 211**  
   Pre-requisites: NUS 210  
   Co-requisites: none  
   Students will be enrolled in the following course if not taken prior to this semester:

2. **SOC 110**
SAMPLE COURSE SCHEDULE

NURSING 110-Fundamentals of Nursing - 1st Semester Only

The schedule posted below is a sample schedule and is subject to change, at any time, based upon clinical/class availability and scheduling. Students may be scheduled anytime between 6:45 a.m. and 10:45 p.m. on a clinical day. Please note that these schedules only reflect nursing class dates and times; they do not include class dates and times for any needed general education courses. Due to the nature of the classroom and Sim Lab availability needed for the program, as well as scheduling classrooms and clinical learning experiences, students should make themselves available between the hours of 6:45 a.m and 10:45 p.m. while in the nursing program. This will enable students to be flexible if there are schedule changes.

Day Program  Sections 01, 02, 03- MARPLE DAY
Sections 97, 98- CHESTER COUNTY HOSPITAL DAY

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| **CLINICAL DAY***  
All Sections  
6 hours  
(May be scheduled anytime between 6:45 a.m. and 10 p.m.) | **CLASS**  
Sec 01 8:30 – 11a  
Sec 02 12-2:30p  
Sec 03 3-5:30p  
Sec 97 8:30-11a  
Sec 98 12-2:30p | | **SIMULATION**  
All Sections  
8:30 – 11a  
**CLASS**  
All Sections  
12:10p - 2:10p | **CLASS**  
All Sections  
10:10a-12:10p |

Evening/Weekend Program  Section 51- MARPLE EVENING/WEEKEND
Sections 95, 96 - CHESTER COUNTY HOSPITAL EVENING/WEEKEND

| Monday | Tuesday | Wednesday | Thursday | Friday | **CLINICAL DAYS**  
Saturday  
(Every other weekend during 1st Semester) | **CLINICAL DAY***  
6 hours  
All Sections  
6pm-8pm |
|--------|---------|-----------|----------|--------|-----------------|------------------|
| **SIMULATION**  
All Sections  
6:30 pm-9 pm | **CLASS**  
All Sections  
6pm- 8pm | **CLASS**  
All Sections  
6pm -8pm | **SIMULATION**  
Sec 51 8pm-10:30pm  
Sec 95 8pm-10:30pm | **SIMULATION**  
Sec 96 8pm -10:30pm | **CLINICAL DAY***  
6 hours  
All Sections  
(May be scheduled anytime between 6:45 a.m. and 10 p.m.) | **CLINICAL DAY***  
6 hours  
All Sections  
(May be scheduled anytime between 6:45 a.m. and 10 p.m.) |
Checklist of Requirements Needed to Petition

1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year. (See page 4.)
2. Demonstrate “College Readiness” (See page 4.)
3. If applicable, transfer previously earned college credits into the College. (See page 5.)
4. Send high school transcript/GED documentation to the College. (See page 5.)
5. Verify that the high school transcript is on file with the College. (See page 6)
6. Apply for Financial Aid. (See page 6.)
7. Register for NUS 110 pre-requisite courses with the help of an advisor. (See page 6)
8. Successfully pass the TEAS (See page 7 & 8.)
9. Secure & store background clearances with Certified Background. (See pages 9 & 10.)
10. Maintain a minimum (2.5 GPA) at the College at all times. (See page 10.)
11. Photocopy an approved Proof of Residency for petitioning file. (See page 11.)
12. Make photocopies of all pertinent documents for your personal records.
13. Submit the following supporting documents in-person when petitioning.
   1. Nursing Program petition with an original signature (See page 16.)
   2. Valid, current, legible photocopy of proof of residence (See page 11.)
   3. Photocopies of all three clearances: FBI, PA Criminal, & PA Child Abuse (See pages 9 & 10.)

The Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326 (Phone 404-975-5000, Website: www.acenursing.org). It is also approved by the Pennsylvania State Board of Nurse Examiners, PO Box 2649, Harrisburg, PA 17105-2649 (phone: 717-783-7142, website: www.dos.state.pa.us).

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Betty Brown, associate dean for student success (bbrown1@dccc.edu) 610-359-5320; and/or Connie McCalla, vice president of human resources and Title IX Coordinator, (cmcalla@dccc.edu), 610-359-5094. TTY for the hearing impaired: 610-359-5020. Inquiries related to accessibility services for students should be directed to the office of disability services, (abinder@dccc.edu), 610-359-5229.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.
Applicants **will only be offered** an available seat in the program, or a position on the wait list, once all admission requirements have been completed and submitted. Please submit the materials listed below **together and in-person** to the address listed above. **What to submit in-person:**

1. Nursing Program petition with an original signature.
2. Valid, current, legible photocopy of proof of residence.
3. Photocopies of all three clearances (FBI, PA Criminal, & PA Child Abuse) posted with Certified Background.

**Student ID # (or Social Security Number)** P00

**Legal Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Maiden Name:**

<table>
<thead>
<tr>
<th>Last</th>
</tr>
</thead>
</table>

**Legal Address:**

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

**Primary Contact Telephone #:** ___________________________  **Alternative Phone:** ___________________________

**Email:** ____________________________________________

1. **Choose a county program.** Priority petitioners must petition in the county were they reside. Post priority petitioners petition for the campus closest to where they reside.
   - [ ] Marple Campus
   - [ ] Chester County Hospital Campus

2. **Choose a schedule.** Please check only one (1) box:
   - [ ] Day
   - [ ] Evening / Weekend
   - [ ] Prefer Evening / Weekend, but will take day

3. **Please indicate:**
   - [ ] Current High School Student
   - [ ] High school graduate
   - [ ] GED certification
   - [ ] International Evaluation

4. **I submitted a petition to the Nursing Program previously.**
   - [ ] No
   - [ ] Yes - indicate year: _______

(This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)

**Signature of Petitioner** ___________________________  **Date** ___________________________
The Pennsylvania State Board of Nursing

Delaware County Community College received initial program approval from the Pennsylvania State Board of Nursing in 1968. Full approval is based on pass rates for first-time takers of the National Council Licensure Examination (NCLEX-RN) which need to be 80% or higher. In December 2014, the nursing program was placed on provisional program approval based on a pass rate of 76.16% for first-time takers of the National Council Licensure Examination (NCLEX-RN). This provisional program approval is effective for one year until the 2014-2015 results are reported. Provisional program approval does not negatively impact instruction or clinical placements. It provides an opportunity for faculty to review admission criteria, curriculum, and assessment processes.

Accreditation Commission for Education in Nursing (ACEN)

Delaware County Community College’s Associate Degree Nursing Program is also fully accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The next ACEN site visit is scheduled for Spring 2017.

Please contact the Interim Dean of Allied Health, Emergency Services, and Nursing Division if you have questions at 610-359-5285.