The Nursing Program at Delaware County Community College (DCCC) is a special admission program with limited seating. The process for applying to the College’s Nursing Program is called, “petitioning.” The process of petitioning requires the candidate to fulfill all entrance requirements as detailed within the Nursing Program Entrance Requirements Packet prior to submitting their petition.

While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all the admission criteria does not guarantee acceptance into the program. Responsibility for correctly completing the nursing program petitioning process lies with the applicant. Failure to complete all requirements as detailed in the Nursing Program Entrance Requirements Packet will result in an incomplete petition. Incomplete petitions must be corrected prior to July 09, 2020, at 12 o’clock noon to be considered for a seat in the program or assignment to the wait list.

Admission requirements for the program are subject to change each year. This packet outlines the entrance requirements for the year noted above. All applicants to the program are required to meet the requirements for the year in which they submit their petition, including those who have previously applied to or who are currently enrolled at Delaware County Community College taking general education and/or pre-requisite courses.

Nursing Information Sessions are offered often to assist students with the petitioning process. It is strongly recommended that all nursing candidates participate a Nursing Information Session. How to register for a session is listed in the box below:

**VIRTUAL Nursing Information Sessions**

Attending a VIRTUAL Information Session via Zoom invite is highly recommended in order to learn more about the curriculum and the special admission requirements. TEAS test preparation is discussed at each session. Be sure to read the entire packet prior to the session.

VIRTUAL INFO SESSIONS DATES AND TIMES CAN BE FOUND ON THIS WEBSITE LINK:

www.dccc.edu/nursing-info-sessions

Registration is required VIA THE LINK ABOVE to participate in the Session!

(Revised: April 17, 2020)
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 (DCCC) has articulation agreements with several area colleges that provide DCCC nursing graduates facilitated transfer into RN-BSN programs. Graduates who matriculate into these RN-BSN programs typically complete the BSN in one year of full-time study at the transfer institution after graduation from DCCC. There are also two concurrent enrollment options with 4-year BSN programs available for students to pursue both the associate degree in nursing and RN-BSN coursework at the same time. The concurrent degree programs provide qualified DCCC nursing students the opportunity to complete the BSN in an abbreviated timeframe at a reduced cost.

   Students are encouraged to work with a Transfer Adviser through the Career & Counseling Office on the campus where they take their classes as early as their first semester at DCCC to learn about these articulation agreements with our 4-year partners.

3. Admission into Delaware County Community College’s nursing program is selective. Not all candidates who petition and meet the qualifications can be accommodated due to limited seating for the program. (See #5 below.)

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

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

6. 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 out of three possible attempts in a testing cycle will be used in the selection process. For more information on the TEAS and dates associated with the TEAS testing cycle see page 10, item #2. When choosing candidates for the program, additional consideration will be given to those candidates who have received a grade of a “B” or better on their first attempt in the science courses required for the program. Additionally,

7. 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.

8. At times, the College enters into partnerships with specific hospitals. The guidelines for admission to sections under contract with area hospitals 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.

9. **Students who have a criminal conviction** should carefully review the Criminal Conviction statement on page 14 before proceeding with the petitioning process.
ADVANCED PLACEMENT OPTION — LPN, MEDIC, recent successful RN courses

LPN licensure, recent RN courses, or equivalent military training may qualify a student for advanced placement into the program. Students seeking advanced placement should contact Assessment Services at 610-359-5322 or assess@dccc.edu directly for information and evaluation of eligibility for advanced placement. If approved, the candidate will work with the Assessment Services office to complete admission requirements for advanced placement into the program. If advanced placement is not granted, candidates will follow the traditional route entrance requirements as detailed in this Admission Entrance Requirements Packet.

CREDIT FOR PRIOR LEARNING

Students may be eligible to receive or earn credit for knowledge acquired through life and work experiences that are closely related to the learning objective of the College’s credit courses. This knowledge may have come through on-the-job experiences, professional workshops, non-credit classes, business or technical schools, personal study or other pursuits.

- Portfolio Development
- College Level Examination Program (CLEP)
- Credit by Examination
- Credit for Military Training Schools
- Transfer Credits from Other Colleges
- Advanced Placement

Students interested in pursuing credit for prior learning options should contact Assessment Services at: assess@dccc.edu
The nursing program at Delaware County Community College has a unique, two-part application process that is required for all nursing candidates. In order to be considered for admission into the nursing program, applicants must complete the items listed in PART 1/General Admission first.

Once the PART 1/General Admission process is complete, a candidate would proceed and complete PART 2/Special Admission and petition for the College’s nursing program. Be certain to distinguish between general admission and special admission. Both application processes must be completed correctly in order for a candidate’s nursing petition to be considered.

Both PART 1/General Admission and PART 2/Special Admission items must be completed before a candidate can submit a petition for consideration. Please note that personal letters of recommendation and character references are not considered toward admission. Important information related with the petitioning process and associated timeframes are provided on page 5.

**PART 1**  
**General Admission**

General Admission is the first step required for consideration into the College’s nursing program. This process will provide students with acceptance to the College and access to register for non-clinical classes, but not to the actual clinical portion of the nursing program.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application the intention to apply to the College’s nursing program by choosing HSTN (pre-nursing) as a major code. Designation as a pre-nursing student does not guarantee nor imply special consideration for acceptance into the actual nursing program. See Requirement #1, page 7.


3. Transfer previously earned college credits into Delaware County Community College. See Requirement #3, page 8.


7. Participate in a NURSING INFORMATION SESSION to learn more about the program and the requirements needed to complete the petitioning process. Dates, times and locations are listed in the box on the front page of this packet.

**PART 2**  
**Special Admission**

Upon completion of the general admission process, candidates can begin the second part of the process: submission of their nursing petition. Each candidate is required to complete all requirements to be considered for the program. Opening and closing deadlines apply. See page 5.

1. Verify that the College has received the required high school documentation. See Requirement #4, page 9-How to Verify.

2. Take the Test of Essential Academic Skills/TEAS between the TEAS Testing dates allowed for the entrance year selected. See Requirement #7, pages 10 & 11.

3. Obtain and electronically store all three clearances on Castle Branch. Photocopies of all three required clearances must also be submitted at the time of petitioning. See Requirement #8, pages 12 through 14.

4. Maintain a DCCC overall minimum GPA of a 2.5 or higher from the time of petitioning through entrance into the first clinical nursing course. See Requirement #9, page 14.


6. Provide proof of residency via a valid, current, legible photocopy from the approved list of documents. See Requirement #11, page 15.

7. Submit your petition form and all required photocopied documents via email to: petitioning@dccc.edu See Requirement #12, page 15.
PETITIONING DATES AND DEADLINES

PRIORITY PETITIONING - Priority seating consideration for residents of Delaware & Chester County only.

Candidates for this petitioning period must meet the following criteria at the time of petitioning in order to submit a petition during this special priority seating period:

1. Live in either Delaware or Chester Counties.
2. All five (5) pre-requisite courses complete and/or transferred into DCCC by the date of petitioning. Please note that BIO 150 and NURS 102 require a minimum grade of a “C” or better. Anatomy & Physiology I (BIO 150) must be dated Summer I, 2015, or later to be considered valid.
3. Passing TEAS test (Version VI) on file at DCCC by the date of petitioning meeting all minimum score requirements as detailed in Requirement #7.
4. All 12 requirements properly completed at the time of petitioning as detailed in the Fall 2020 Nursing Program Entrance Requirements Packet.

PRIORITY PETITIONING

OPENS: Monday, July 29, 2019, at 9 a.m.
CLOSES: Friday, September 27, 2019, at 12 Noon

All requirements as detailed in the Fall 2020 Admission Procedures packet must be completed no later than 12 o’clock noon on Friday, September 27, 2019, to be evaluated for a seat during the Priority Petitioning Period.

Priority Petitioning seating consideration candidates will be evaluated for a seat in the program based on the strength of their single best TEAS Test out of three possible attempts for tests taken after January 1, 2019. See Requirement #7. Seats are awarded according to a ranking system using the candidate’s highest single TEAS test. The only testing attempts that will be considered for priority petitioning are those that have been taken by the September 27, 2019, 12 Noon deadline.

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 position on the temporary wait list. (See WAIT LISTED STUDENTS – next page.)

It is important to note, a candidate must continue to maintain their required 2.5 GPA, Good Code of Conduct standing as well as a continued negative criminal background record with no subsequent convictions after being awarded a seat in the program or the offer of admission to the program will be revoked.

REGULAR PETITIONING – Open to candidates regardless of residency.

Candidates for Regular Petitioning must meet the following criteria:

1. All five (5) pre-requisite courses complete and/or transferred into DCCC by the date of petitioning. Please note that BIO 150 and NURS 102 require a minimum grade of a “C” or better. Anatomy & Physiology I (BIO 150) must be dated Summer I, 2015, or later to be considered valid.
2. Passing TEAS test (Version VI) on file at DCCC by the date of petitioning meeting all minimum score requirements as detailed in Requirement #7.
3. All 12 requirements properly completed at the time of petitioning as detailed in the Fall 2020 Nursing Program Entrance Requirements Packet.

REGULAR PETITIONING

OPENS: Monday, October 7, 2019, at 9 a.m.
CLOSES: Thursday, July 9, 2020, at 12 Noon

Regular petitioning candidates will be considered for a seat in the program based on the strength of their single best TEAS test out of three possible attempts over the TEAS Testing Period of January 1, 2019, through July 9, 2020. See Requirement #7. Seats are awarded according to a ranking system using the candidate’s highest single TEAS test. Once a candidate has submitted their petition, subsequent TEAS attempts will not be considered. Please note, that preference will be given to students who reside in a sponsoring school district. 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. (See WAIT LISTED STUDENTS – next page.)

It is important to note, a candidate must continue to maintain their required 2.5 GPA, Good Code of Conduct standing as well as a continued negative criminal background record with no subsequent convictions after being awarded a seat in the program or the offer of admission to the program will be revoked.
PROVISIONAL SEATING PETITIONING - Open to all candidates regardless of residency and to those candidates who can complete the needed pre-requisites on or before July 9, 2020, which reflects the new COVID 19 extension date.

Any candidate who has not yet completed the five (5) required pre-requisite courses, but will be able to earn and/or transfer courses into DCCC no later than July 9, 2020, (the new COVID extended deadline) is eligible to petition during the Provisional Seating Petitioning consideration period. Candidates for this cohort must meet the following criteria:

1. All five (5) pre-requisite courses completed and/or transferred into DCCC by July 9, 2020 (the new COVID extended deadline). Please note that BIO 150 and NURS 102 require a minimum grade of a “C” or better. Anatomy & Physiology I (BIO 150) must be dated Summer I, 2015, or later to be considered valid.
2. Passing TEAS test (Version VI) on file at DCCC by the date of petitioning meeting all minimum score requirements as detailed in Requirement #7.
3. All 12 requirements properly completed at the time of petitioning as detailed in the Fall 2020 Nursing Program Entrance Requirements Packet.

PROVISIONAL SEATING PETITIONING
OPENS: Monday, April 6, 2020, at 9 a.m.
CLOSES: Thursday, July 9, 2020, at 12 Noon

Provisional Seating consideration candidates will be considered for a seat in the program, if any remain available, based on the strength of their single best TEAS Test out of three possible attempts over a testing period (see Requirement #7). Seats are awarded according to a ranking system using the candidate’s highest single TEAS test. Preference consideration will be given to students who 1) reside in a sponsoring school districts, 2) those that have already completed all five pre-requisite courses, and 3) the date their petition was submitted.

All offers of acceptance into the program for students in this cohort are “conditional” based upon the candidate’s successful completion of the required five (5) prerequisite courses. These courses must be successfully completed no later than July 9, 2020, (the new COVID extended deadline) or the offer of “conditional admission” or a position on the wait list (see WAIT LISTED STUDENTS below) will be revoked. It is important to note, 10-week Summer I and Summer II sessions conclude past this deadline and courses taken during this time frame will not be completed in time to meet program requirements and deadline.

The prerequisite courses needed to enter NUS 110 are: English Composition I (ENG 100), General Psychology (PSY 140), Anatomy & Physiology I (BIO 150), Introduction to Probability & Statistics (MATH 121), and Nursing Mathematics: Dosage Calculation & Drug Preparation (NUS 102).

It is also important to note, a candidate must continue to maintain their required 2.5 GPA, good Code of Conduct standing, as well as continued negative background clearance reports with no subsequent arrests or convictions after being awarded a seat or the offer of admission to the program will be revoked. (See Requirement #8, page 12-14.)

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 position on the temporary wait list. (See WAIT LISTED STUDENTS - below.)

FINAL DEADLINE
The final deadline to submit a petition to the Fall 2020 nursing program is Thursday, July 9, 2020, 12 Noon. No petitions will be accepted beyond this date and time.

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. Candidates on the wait list will be considered for a seat based on the strength of their single best TEAS test. The candidate with the highest overall TEAS Test scores will be offered the open seat when it becomes available. Preference consideration when offering an open seat will be given to wait listed candidates who 1) reside in a sponsoring school districts, 2) those that have already completed all five pre-requisite courses, and 3) the date their petition was submitted.

Any candidate who is not awarded a seat by the end of July when the wait list is dissolved may re-petition for a future entrance year. These candidates will be required to meet any new admission criteria as published in the new entrance year’s Nursing Program Entrance Packet. Being assigned to the wait list does not guarantee a seat in the program.
PART 1: GENERAL ADMISSION REQUIREMENTS

All twelve (12) admission requirements listed on the following pages, including taking and passing the TEAS, must be completed before a candidate is eligible to submit a petition. Only those petitions with all 12 requirements completed will be considered for a seat in the program.

#1 APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College application for admission. Current students, those enrolled or currently 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 application and indicate that you are applying for readmission. It is important to note that general acceptance to the College does not guarantee acceptance into this special admission program. COVID19 UPDATE: Please submit an electronic application only: https://www.dccc.edu/admissions-financial-aid/admissions/how-apply

#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.

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

OPTION #1: 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 Reading: 18
   Mathematics = SAT Math: 530 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 previously earned credits can take 4-8 weeks; please plan accordingly in order to meet the petitioning deadlines. See Requirement #3 listed on page eight (8) for directions on how to transfer college credits into Delaware County Community College.

OPTION #2: TAKE THE PLACEMENT TEST

Delaware County Community College’s full-scale placement test is 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 upon acceptance to the College through the general enrollment process.

Placement testing should be scheduled as soon as possible after receipt of the Welcome Packet. PLEASE NOTE: That the COVID 19 outbreak has disrupted normal Placement Testing operations. Please email the Assessment Services Office at: testingcenter@dccc.edu for updated information on how to take the Placement Test.
#3: TRANSFER COLLEGE CREDITS EARNED

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

Once evaluated and transferred into DCCC, evaluated credits will appear on the student’s Degree Works page marked with a “T” indicating that the course(s) were accepted in transfer. **The process to transfer courses may take 4-8 weeks; please plan accordingly in order to meet petitioning deadlines.** The final deadline to transfer credits into DCCC is **July 9, 2020** (the new COVID extended deadline).

**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](http://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 the preceding page on how to schedule a Placement Test.

**COVID UPDATE:** Due to the COVID-19 outbreak and the subsequent governmental order to temporarily close the College, copies of transcripts sent via U.S. Mail are not being processed at this time. It is recommended that you order your transcripts to be sent via “electronic transfer.” (Note: This process is not an email, but a special document transfer process that your sending institution may offer.)

#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 a 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 on the next page to verify that this required document is on file with the College to ensure 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 on the next page.

**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-to-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](http://www.naces.org). (See the College’s mailing address on next page.)
DIRECTIONS: WHERE TO SEND YOUR HIGH SCHOOL TRANSCRIPTS

Have your official, final, transcripts or international evaluations sent to:
Delaware County Community College
901 South Media Line Road
Media, PA  19063
Attn: Admissions Office

IMPORTANT INFORMATION: Due to the COVID-19 outbreak and the subsequent governmental order to temporarily close the College, copies of transcripts sent via U.S. Mail are not being processed at this time. It is recommended that you order your transcripts to be sent via “electronic transfer.” (Note: This process is not an email, but a special document transfer process that your sending institution may offer.)

DIRECTIONS: VERIFY THAT YOUR HIGH SCHOOL TRANSCRIPT IS PROPERLY ON FILE

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. Do not telephone the College for this information, instead please email the address above with the information listed below:

1. Your full name as indicated by your permanent records at the College
2. Maiden name, if applicable
3. Date of Birth
4. DCCC Student ID Number (P#)
5. 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: http://www.dccc.edu/admissions-financial-aid/financial-aid/application-process

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 or email finaid@dccc.edu

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

With the help of an advisor, candidates should register for the pre-requisite and non-clinical nursing courses required to begin the program. It is highly recommended that all of the non-clinical courses be completed prior to entering the program. This academic plan will best prepare the candidates for academic success. A list of all non-clinical courses are listed on page 18. A Student Registration Session (SRS) will be scheduled for students at the conclusion of the Placement Test. New students that do not require a placement test can review directions on how to schedule a SRS in their Welcome Packet. Current students should schedule an advising appointment with an advisor each semester to be sure they are on track with the courses needed for the program.

For students petitioning during the Provisional Petitioning Period (see page 5) the offer of admission into the program will be revoked if the student does not successfully pass the required NUS 110 pre-requisites by July 9, 2020, (new COVID extended deadline). It is important to note, the 10-week Summer I and Summer II sessions conclude past this deadline and courses taken during this timeframe will not be completed in time to meet program requirements and deadline noted above. The new extended date allows time for candidates transferring these courses in from other institutions time to do so.

All candidates, those awarded a seat and those on the wait list, must maintain an overall minimum DCCC GPA of a 2.5 and earn a minimum grade of a “C” or better in Anatomy and Physiology I & II (BIO 150 & BIO 151) and Nursing Mathematics: Dosage Calculation & Drug Preparation (NUS 102) to maintain their status or the offer of admission or their position on the wait list will be revoked.

To search for available classes, please visit www.dccc.edu/spring. For more information or assistance with advising and registering for classes, please contact register@dccc.edu with any questions or registration needs.
#7: TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

Studies have shown that scores on the TEAS 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 recommends, though does not require, that students complete all necessary remediation course work before attempting the TEAS. In addition, taking as many of the non-clinical general education and/or pre-requisite courses, like anatomy & physiology and mathematics will better prepare a testing candidate for the rigors of the TEAS test.

1. Applicants must achieve all of the following minimum Adjusted Individual Scores (AIS) from a single testing session:
   - Composite: 59%
   - Reading: 69%
   - Science: 59%
   - Mathematics: 60%
   - English Language and Usage: 59%

2. Candidates for the Fall 2020 program may take the TEAS a total of three times (3) between the dates of January 1, 2019 and July 9, 2020. Once a candidate has reached the three time maximum within this TEAS Testing Period for entrance Fall 2020, no other TEAS testing attempt(s) will be considered. Therefore, candidates should carefully prepare to take the TEAS. (See “How to Prepare for the TEAS” located on the next page.) If a candidate takes the TEAS more than three times within the allotted TEAS testing period, only the first three attempts will be considered for entrance into the Fall 2020 Nursing program.

3. Applicants who do not meet all the minimum scores listed above from a single testing session out of three (3) possible attempts during the TEAS Testing Period will not be considered for the program, even if all the other requirements are completed. A student’s highest scores from a single test out of a possible three (3) attempts 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 score.
   - Preference will then be given to the applicant with the highest AIS-Reading score.
   - Preference will then be given to the applicant with the highest AIS-Science score.
   - Preference will then be given to the applicant with the highest AIS-Mathematics score.
   - Preference will then be given to the applicant with the highest AIS-English and Language Usage score.

4. There is no required wait time between testing, but research shows that remediation and studying of weak content areas is a best practice. Keep in mind, students will be charged a fee each time they take the TEAS. See page 11 for current fee charges.

5. The test lasts approximately 3.5 hours. Each of the four sections has its own time limit. The test is administered on the Marple, Downingtown, and Exton campuses throughout the entire year. The schedule is posted on the ATI Testing website. (See page 11, “How to Schedule the TEAS.”)

6. A basic 4-function calculator is imbedded in the math section of the test for student use.

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 with passing TEAS scores outside the priority petitioning period will be considered as either a Regular or Provisional petitioner depending on the date they submit their petition.

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.
1. The **ATI TEAS Study Manual Sixth Edition** is available for purchase through ATI Testing at [www.atitesting.com](http://www.atitesting.com). The Delaware County Community College Bookstore also carries the Study Manual for purchase. Limited copies are 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** and study resources are available at [www.atitesting.com](http://www.atitesting.com) for a fee. Note, practice exam scores are not considered valid scores for admission into the program.

3. At times, the College’s Community Education & Training Department offers TEAS Test Preparation Courses. For information and registration please call: 610-359-5025.

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

**IMPORTANT NOTICE:** All ATI TEAS exams administered at all the College’s campuses and centers have been suspended due to coronavirus limitations. It is anticipated that ATI TEAS testing will resume the week of May 11, 2020, and be administered online through remote proctoring. You can email the Testing Center to learn about the technology you will need to take this remote test: testingcenter@dccc.edu Please note, the fee for this test may increase to cover the costs of remote proctoring services.

Delaware County Community College is a TEAS testing site. Candidates to the program must register, pay, and schedule TEAS testing through ATI Testing, the creators of the TEAS.

Testing fees are **non-refundable** and registrations with ATI are final. The cost of each TEAS test is $92.00. Students may reschedule **only once** per test through the College’s Assessment Services office. To reschedule a test, please make your request by submitting the copy of the testing receipt to the Assessment Services office at: assess@dccc.edu. The Assessment Services office will then contact you to reschedule a date/time.

The TEAS is offered all year at various Delaware County Community College campuses: Marple, Downingtown, and Exton.

**HOW TO SCHEDULE:**

1. Go to [www.atitesting.com](http://www.atitesting.com)
2. Create an Account or Sign-In if you are a previous user.
3. Register for the TEAS – Use the drop down menus to choose Delaware County Community College.
4. Choose your testing day, time, and campus location from the available offerings.
5. Check out and pay.
6. Print your confirmation and testing details.
7. Bring your confirmation with you on testing day along with a current, photo ID.

**NOTE:** If at any time you have trouble navigating the process, please call ATI directly at: **(800) 667-7531**

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**DIRECTIONS: TRANSFERRING TEAS SCORES TAKEN AT ANOTHER TESTING SITE**

TEAS scores taken at another testing site other than Delaware County Community College may be used to petition for the program, but candidates must order and pay for their official score reports to be sent to DCCC’s Assessment Services through ATI Testing. **Student copies will NOT be accepted.** 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) on the process for ordering TEAS test reports for tests taken at other testing sites.
Castle Branch has been contracted by the College to assist students in obtaining and storing required background clearances. Petitioning students are required to create a Castle Branch account, called myCB/CP, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is $39.00 payable to Castle Branch. The fee includes the cost for the Statewide Criminal PA Report which will automatically be posted on the student’s myCB/CP account. Once the order has been placed, students may use their 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. **Statewide Criminal PA Report** (included with the $39.00 fee)
3. **Child Abuse History Clearance** – (see page 13).

All clearances must be dated **January 1, 2019, or after**, to be eligible for the Fall 2020 program. Clearances must be completed by the student and sent to, stored, and approved by Castle Branch before submitting a petition to the program. Plan accordingly to meet deadlines as it can take several weeks for clearances to be processed by government agencies.

**IMPORTANT NOTE:** Due to the COVID 19 outbreak securing of clearances maybe delayed as you attempt to work with the Department of Human Services for processing your fingerprints and other required documentation.

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**DIRECTIONS: SECURING AND STORING CLEARANCES WITH CASTLE BRANCH**

1. Go to: [www.castlebranch.com](http://www.castlebranch.com)
2. Click the blue box “Place Order” at the top right-hand side of the landing page.
3. Enter DD61a in the Package Code box.
4. Click “SUBMIT”
5. Review the contents on this page, check off the boxes required to proceed and click: “CONTINUE”
6. Fill out all the required fields to set up your account.

**IMPORTANT NOTE:** If you set up an account previously with Castle Branch and need to post updated clearances for a new entrance year, contact Castle Branch’s Customer Service Department for assistance: 888-914-7279.

**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 additional turn-around-time.

**CLEARANCES NEEDED**

- **Statewide Criminal PA Report** – This report will be run by Castle Branch and stored in your myCB/CP account. You will need to go into your account and print out a copy to submit with your petition.
- **Fingerprinting (IdentoGO/IDEMIA)** – To secure this report, follow the directions on the following page. Castle Branch will email you directions as well. This report must be ordered through the Department of Human Services. Please note, you will be required to pay a separate fee for your fingerprints.
- **Child Abuse Clearance** - To secure this report, follow the directions on the following page. Castle Branch will email you directions as well. This report must be ordered through the Department of Human Services. Please note, you will be required to pay a separate fee for your Child Abuse Clearance.

**POST YOUR RESULTS**

Check all criminal history reports for accuracy prior to uploading to your Castle Branch account. Upload your documents to your account via the directions received from Castle Branch.

**VIEW YOUR RESULTS**

You will be notified by Castle Branch 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. Your clearances are not complete until they are approved by Castle Branch. This process can take **3 to five business days once you upload the documents**. Once approved, you may petition if all other requirements are fulfilled. If you need assistance with any of the above processes, please contact Castle Branch at 888-914-7279 or email: cpservicedesk@certifiedprofile.com
<table>
<thead>
<tr>
<th>FBI Report</th>
<th>Child Abuse Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Average time to obtain:</strong> 2-3 weeks (may take longer)</td>
<td><strong>Average time to obtain:</strong> On-line ordering will take 2-3 weeks to get results back. Paper submissions could take longer.</td>
</tr>
</tbody>
</table>

**How to obtain:**
- Go to the IdentoGO/IDEMIA website at [https://www.identogo.com/locations/pennsylvania](https://www.identogo.com/locations/pennsylvania)
- Scroll down and choose “Digital Fingerprinting”
- Enter the “Service Code” provided by Castle Branch
- Follow the directions to complete your registration.
- For Reason Fingerprinted select: EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN
- Results will be returned to you via U.S. Postal Service, use your current, legal address.
- Once the final FBI report is mailed back to you via the U.S. Postal Service, open the letter and check for accuracy.
- Upload this document to your Castle Branch account.
- All Rap Sheet reports (if applicable) must be posted as well to fulfill this requirement.

**How to obtain:** ON-LINE SUBMISSION:
- This document is required even if you have never lived in Pennsylvania
- Go To: [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
- First Time User Click On: CREATE INDIVIDUAL ACCOUNT
- Review the Welcome page and click: NEXT
- Follow the directions on the website to complete your clearance submission.
- Use your current, legal address.
- Under Purpose of Certification check off: An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service.
- All information must be completed in full. They will ask for all previous names, addresses and household members since 1975. This information must be provided to the best of your knowledge and belief.
- Your results are available electronically and you may print them out upon completion.
- Upload this document into your Castle Branch account. (See directions on how to set up a Castle Branch account on page 12.)
- All Rap Sheet reports, if applicable, must be posted with Castle Branch to fulfill this requirement.

**SUBMITTING VIA U.S. MAIL:** Candidates can submit a paper-copy of the PA Criminal Form instead, by connecting to the link below and following the directions. Results will take longer when using this hardcopy form as results must be processed manually: [http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)

**What it looks like:**

- [Image of FBI Report]
- [Image of Child Abuse Clearance]

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**PAGE 13**
The College is not a healthcare provider and does not have a healthcare facility. Therefore, independent, third party, healthcare providers offer the clinical experiences required for completion of the nursing program. These healthcare providers will not allow a student who has been convicted of any offense that involved criminal charges to take part in clinical experiences at their facility. Because the clinical studies portion is a requirement of the nursing curriculum, students with a positive criminal background check 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.

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.

Due to the serious potential negative ramifications of a positive criminal background check on admission/progression in the nursing program, eligibility to qualify for licensure as a Registered Nurse, and future employment in healthcare, applicants with charges and/or convictions on the criminal background check are strongly encouraged to have these offenses legally expunged from their record. The expungement process typically takes 6 months or longer so applicants are strongly encouraged to begin the process well in advance of application and/or planned matriculation admission to the Nursing program.

NOTE: Once awarded a seat in the program, due to health care providers’ policies, the College requires a drug screening for all newly accepted students prior to beginning their clinical experiences. If you are awarded a seat in the program, you will receive more detailed information on this requirement at a special Nursing Student Registration Session (SRS) usually held in March.

#9: MAINTAIN A MINIMUM OVERALL GPA = 2.5

At the time of petitioning and through the start of NUS 110 students must 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 assigned to the wait list. If the student’s 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 they will not be permitted to register for, or begin, NUS 110.

#10: CODE OF CONDUCT

Be in compliance and in good standing with the College’s Code of Conduct as defined in the Student Handbook. Students must be in good disciplinary standing with the College to be considered a candidate for the program. Students who have outstanding sanctions or violations filed with the Office of Student Affairs will not be admitted to the program. If your standing at the College falls below good standing at any time after you are admitted to the program, or are assigned to the wait list, your offer will be revoked and you will not be permitted to register for or begin NUS 110. A copy of the Student Handbook can be downloaded from: http://www.dccc.edu/studenthandbook
Choose one (1) of the approved documents below and submit a photocopy of that document when petitioning to the program to show proof of your current, legal address:

1. Permanent driver’s license or State ID (Note: Temporary update cards & duplicate licenses are not acceptable.)
2. Utility bill with your name listed on the bill. Gas, electric, water or sewer only; cell phone bills are not acceptable.

The above-named documents are the ONLY acceptable forms of proof of residency that will be accepted by the College. The address listed on the proof of residency submitted must match: 1) address listed on the program petitioning form, 2) the address listed in the College’s database, and 3) the address submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.

Upon completion of all requirements, submit the items below via email upload to: petitioning@dccc.edu

The items to submit at the time of petitioning are listed below. All other requirements must be completed, stored, and approved by the College or Castle Branch prior to this final step.

1. The Petition Form – page 24 of this packet
3. Photocopies of all three clearances posted with Castle Branch -
NOTIFICATION OF THE STATUS OF YOUR PETITION

1. The Admissions Office will notify petitioning candidates via email regarding the status of their petition. Priority petitioners will be notified no later than the end of January and both General and Provisional petition reviews can take up to 8 weeks or more from the date the petition was submitted. Please refrain from contacting the Admissions Department during this review period to check on the standing of your petition.

2. If a petition is incomplete, the candidate will be notified via email regarding the missing items/requirements. Any missing items must be submitted before a candidate can be considered for a seat in the program, or be assigned to the wait list.

3. All petitions received will be ranked via the student’s highest single TEAS scores out of a total of three (3) maximum attempts: Priority Petitioning testing dates are from January 1, 2019, to September 27, 2020; Regular & Provisional Petition testing dates are from January 1, 2019, to July 9, 2020. Seats will be awarded to students with the highest scores. The overall composite score is ranked first, then the reading score, then science, then math, and finally English language & usage.

4. Provisional Seating consideration candidates will be considered for a seat in the program, if any remain available, based on the strength of their single best TEAS Test out of three possible attempts over a testing period (see Requirement #7). Seats are awarded according to a ranking system using the candidate’s highest single TEAS test. Preference consideration will be given to students who 1) reside in a sponsoring school districts, 2) those that have already completed all five pre-requisite courses, and 3) the date their petition was submitted.

5. If offered a seat in the program, candidates are required to pay a $150.00 deposit by May 1, 2020. The $150.00 will hold a seat for the Fall 2020 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.

6. 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.

7. 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 2020, as outlined in the Fall 2020 Nursing Admission Packet.
   - Are wait listed and not offered a seat by the end of July 2020 when the wait list is dissolved.
   - Are unable to accept an offered seat for 2020. Students may not defer their nursing admission in any case.
   - Inform the Admissions Office they are declining their seat or wait list position for Fall 2020.
   - 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.

8. 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.

Sample class/clinical schedules provided on pages 19-22 are for general reference only and may be modified at any time at the discretion of the academic program and/or scheduling requirements of clinical affiliating agencies.

- It should be noted that although students select a primary campus location and a preference for Day or Evening/Weekend scheduling options, it must be understood that the dynamic nature of nursing education may necessitate deviation from the sample schedules provided, and one must be able to adjust personal and professional responsibilities accordingly.
- Students may occasionally be required to attend class or clinical activities on alternate days/times at alternate sites throughout the course of an academic year.
- Students may be assigned a day and/or evening clinical rotations that may occur during the week or on weekends.
  - Clinical schedules typically consist of two 6-hour clinical shifts/week or one 12-hour shift per week between the hours of 6:30 AM and 10:30 PM.
  - Accommodations will not be made for clinical assignments based upon a student’s personal schedule except in extreme extenuating circumstances. (Extenuating circumstances DO NOT include, childcare, transportation, care of family members and work schedules). Flexibility and contingency plans to meet alternate scheduling requirements is the responsibility of each individual student.

Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment in NUS 110 for Fall 2020 must be dated Summer I, 2015, or later to be considered current. Courses taken before this deadline will need to be repeated. The College will not accept transfer of any anatomy & physiology courses that contain a virtual lab.

Nursing students must achieve a grade of “C” or better in BIO 150, BIO 151 & NUS 102. 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. It is also important to note, when choosing candidates for the program, additional consideration will be given to those candidates who have received a grade of a “B” or better in the program sciences on their first attempt.

Once accepted into the program, a required special Student Registration Session (SRS) and separate Orientation for admitted students will both be held in the Spring or will be scheduled by the Nursing Department if the candidate is accepted after the Spring meeting. 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. COVID UPDATE: Once accepted you will be invited to participate in an on-line Orientation class.

Accepted students to the program are required to purchase a second package from Castle Branch. 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 Student Registration Session (SRS) 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 Curricular Sequence

**Pre-Requisites Courses (14 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>Introduction to Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 140</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 150</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>NUS 102</td>
<td>Nursing Mathematics: Dosage Calculation &amp; Drug Prep.</td>
<td>1</td>
</tr>
</tbody>
</table>

**(FALL) First Semester Courses (15 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS 110</td>
<td>Nursing Concepts and Practice I</td>
<td>8</td>
</tr>
<tr>
<td>BIO 151</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Lifespan Human Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**(SPRING) Second Semester Courses (16 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS 111</td>
<td>Nursing Concepts and Practice II</td>
<td>10</td>
</tr>
<tr>
<td>NUS 221</td>
<td>Pharmacology for Healthcare</td>
<td>3</td>
</tr>
<tr>
<td><em>Open Elective</em></td>
<td>(Consider a course that will transfer into a bachelor degree program – See a Transfer Adviser for info.)</td>
<td>3</td>
</tr>
</tbody>
</table>

**(FALL) Third Semester Courses (13 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS 210</td>
<td>Nursing Concepts and Practice III</td>
<td>10</td>
</tr>
<tr>
<td>Communications Elective*</td>
<td>(Any oral communication designated communication course  - See advisor for approved list)</td>
<td>3</td>
</tr>
</tbody>
</table>

**(SPRING) Fourth Semester Courses (13 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS 211</td>
<td>Nursing Concepts and Practice IV</td>
<td>10</td>
</tr>
<tr>
<td>SOC 110</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Electives (optional)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS 220</td>
<td>Clinical Enhancement Skills</td>
<td>3</td>
</tr>
<tr>
<td>NUS 222</td>
<td>Holistic Advanced Physical Assessment and Pathophysiology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Denotes: Student selects a specific course

**Total Credits:** 71
DCCC Nursing Program – Marple Campus  
DAY  Sections 01, 02, 03  
SAMPLE Class and Clinical Sequencing*

<table>
<thead>
<tr>
<th>Nursing Courses</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| Nursing 110     | Clinical*  
                 6:45 AM-1 PM | Conceptual Sim Lab  
                 01  8:30-11 AM  
                 02  11:1-30 PM  
                 03  2-4:30 PM | Open Sim Lab  
                 10:00AM-12:00PM | *Class 01, 02, 03  
                 9:10 – 11:05 AM | *Class 01, 02, 03  
                 9:10 – 11:05 AM  
                 Open Sim Lab  
                 12PM-2:00PM |
| Nursing 111     | Clinical*  
                 6:45 AM-1 PM |       |           |          |        |
| (Spring)        |       | Clinical*  
                 6:45 AM-1 PM | Open Sim Lab  
                 10:00AM-12:00PM | *Class 01, 02, 03  
                 9:10-11:05 AM | *Class 01, 02, 03  
                 9:10-11:05 AM  
                 Open Sim Lab  
                 12PM-2:00PM |
| Nursing 210     | *Class  
                 Sec 01, 02  
                 10:10AM – 12:10PM  
                 Sec 03  
                 12:20 PM -2:20PM | *Class  
                 Sec 01, 02  
                 10:10AM – 12:10PM  
                 Sec 03  
                 12:20 PM -2:20PM |       | Clinical*  
                 6:45 AM-1:00 PM | Clinical*  
                 6:45 AM-1:00 PM |
| (Fall)          |       |       |           |          |        |
| Nursing 211     | Class  
                 Sec 01, 02  
                 10:10AM – 12:10PM  
                 Sec 03  
                 12:20 PM -2:20PM | Class  
                 Sec 01, 02  
                 10:10AM – 12:10PM  
                 Sec 03  
                 12:20 PM -2:20PM |       | Clinical*  
                 6:45 AM-1:00 PM | Clinical*  
                 6:45 am-1:00 pm |
| (Spring)        |       |       |           |          |        |

* NOTE: Please be aware that this sample schedule is provided for general reference only. Class/clinical schedules may be modified at the discretion of the academic program and/or scheduling requirements of clinical affiliating agencies (Refer to page 17 for more detail).
## DCCC Nursing Program – MARPLE CAMPUS
### Evening/Weekend   Section 51
### SAMPLE Class and Clinical Sequencing*

<table>
<thead>
<tr>
<th>Nursing Courses</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 110 (Fall)</td>
<td>Conceptual Sim Lab Sec. 51 6-8:30 PM*</td>
<td>Open Sim Lab 5:00-7:00 pm</td>
<td>*Class 6-8 PM Sec. 51</td>
<td>*Class 6-8 PM Sec. 51</td>
<td>Clinical* 6:45 am-1:00 pm Every Other Weekend</td>
<td></td>
<td>Clinical* 6:45 am-1:00 pm Every Other Weekend</td>
</tr>
<tr>
<td>Nursing 111 (Spring)</td>
<td></td>
<td>Open Sim Lab 5:00-7:00 pm Every Other Tuesday</td>
<td>*Class 6-8 PM Sec. 51</td>
<td>*Class 6-8 PM Sec. 51</td>
<td></td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
</tr>
<tr>
<td>Nursing 210 (Fall)</td>
<td>*Class 6 pm-8 pm Sec. 51</td>
<td>*Class 6-8 PM Sec. 51</td>
<td>Schedule by Appointment ONLY</td>
<td></td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
<td></td>
</tr>
<tr>
<td>Nursing 211 (Spring)</td>
<td>*Class 6 pm-8 pm Sec. 51</td>
<td>*Class 6-8 PM Sec. 51</td>
<td>Schedule by Appointment ONLY</td>
<td></td>
<td></td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
</tr>
</tbody>
</table>

*NOTE: Please be aware that this sample schedule is provided for general reference only. Class/clinical schedules may be modified at the discretion of the academic program and/or scheduling requirements of clinical affiliating agencies (Refer to page 17 for more detail).*

---

PAGE 20
<table>
<thead>
<tr>
<th>Nursing Courses</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 110 (Fall)</td>
<td><strong>Clinical</strong>&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45 AM-1 PM</td>
<td>Conceptual Sim Lab&lt;br&gt;Section 97&lt;br&gt;8:30AM – 11 AM&lt;br&gt;Section 98&lt;br&gt;12- 2:30 PM</td>
<td></td>
<td>*Class Section 97 &amp; 98&lt;br&gt;9:00 – 11:00 AM&lt;br&gt;Open Sim Lab&lt;br&gt;12:00PM – 2:00PM</td>
<td>*Class Section 97 &amp; 98&lt;br&gt;9:00AM – 11:00 AM</td>
</tr>
<tr>
<td>Nursing 111 (Spring)</td>
<td><strong>Clinical</strong>&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45 AM-1 PM</td>
<td><strong>Clinical</strong>&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45 AM-1 PM</td>
<td></td>
<td>*Class Section 97 &amp; 98&lt;br&gt;9:00-11:00 AM&lt;br&gt;Open Sim Lab&lt;br&gt;12-2 PM&lt;br&gt;Every Other Thursday</td>
<td>*Class Section 97 &amp; 98&lt;br&gt;9:00AM- 11:00 AM</td>
</tr>
<tr>
<td>Nursing 210 (Fall)</td>
<td>*Class&lt;br&gt;Section 97 &amp; 98&lt;br&gt;9:00AM-11:00AM</td>
<td>*Class&lt;br&gt;Section 97 &amp; 98&lt;br&gt;9:00AM-11:00AM</td>
<td></td>
<td>Clinical*&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45AM-1:00PM</td>
<td>Clinical*&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45AM-1:00PM</td>
</tr>
<tr>
<td>Nursing 211 (Spring)</td>
<td>*Class&lt;br&gt;Section 97 &amp; 98&lt;br&gt;9:00AM-11:00AM</td>
<td>*Class&lt;br&gt;Section 97 &amp; 98&lt;br&gt;9:00AM-11:00AM</td>
<td></td>
<td>Clinical*&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45AM-1:00PM</td>
<td>Clinical*&lt;br&gt;Section 97 &amp; 98&lt;br&gt;6:45AM-1:00PM</td>
</tr>
</tbody>
</table>

*NOTE: Please be aware that this sample schedule is provided for general reference only. Class/clinical schedules may be modified at the discretion of the academic program and/or scheduling requirements of clinical affiliating agencies (Refer to page 17 for more detail).
<table>
<thead>
<tr>
<th>Nursing Courses</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 110</td>
<td>Conceptual Sim Lab Sec. 95 6-8:30 PM*</td>
<td>Conceptual Sim Lab Sec. 96 6-8:30 PM*</td>
<td>*Class 6-8 PM Sec. 95 &amp; 96</td>
<td>*Class 6-8 PM Sec. 95 &amp; 96 OPEN SIM LAB 4-6:00 PM</td>
<td>Clinical* 6:45 am-1:00 pm Every Other Weekend</td>
<td>Clinical* 6:45 am-1:00 pm Every Other Weekend</td>
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<tr>
<td>(Fall)</td>
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<tr>
<td>Nursing 111</td>
<td></td>
<td>Open Sim Lab 5:00-7:00 pm Every Other Tuesday</td>
<td>*Class 6-8 PM Sec. 95 &amp; 96</td>
<td>*Class 6-8 PM Sec. 95 &amp; 96</td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
<td>Clinical* 6:45 am-1:00 pm Every Weekend</td>
<td></td>
</tr>
<tr>
<td>(Spring)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Nursing 210</td>
<td>*Class 6 pm-8 pm Sec. 95 &amp; 96</td>
<td>*Class 6 pm-8 pm Sec. 95 &amp; 96</td>
<td>Schedule by Appointment ONLY</td>
<td>Clinical* 6:30 am -10:00 pm Every Weekend</td>
<td>Clinical* 6:30 am -10:00 pm Every Weekend</td>
<td></td>
<td></td>
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<tr>
<td>(Fall)</td>
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<td>Nursing 211</td>
<td>*Class 6 pm-8 pm Sec. 95 &amp; 96</td>
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</tbody>
</table>

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Nursing Program Approval and Accreditation
The Pennsylvania State Board of Nursing

Delaware County Community College has been approved by the Pennsylvania State Board of Nursing since 1968. Full approval is based on pass rates for first-time takers of the National Council Licensure Examination (NCLEX-RN). The PA State Board of Nursing requires that all nursing programs maintain an 80% or higher overall pass rate for first time examinees. While DCCC nursing graduates have consistently been above the 80% benchmark, we have been notified that in 2019 our pass rate dropped to 75.52% which has resulted in the program being placed on provisional status for a period of one year until the 2019-2020 results are reported. We anticipate that this is a temporary situation and anticipate returning to full approval status at that time.

It should be noted that provisional program approval does not negatively impact instruction, clinical placements or the ability of graduates to qualify to sit for the NCLEX-RN licensure examination. Rather, it provides an opportunity for faculty to review admission criteria, curriculum, assessment processes, academic supports and related policies that will enable graduates to successfully pass the NCLEX-RN examination on the first attempt and expeditiously transition to professional nursing careers.

Commonwealth of Pennsylvania Bureau of Professional and Occupational Affairs
State Board of Nursing P.O Box 2649
Harrisburg, PA 17105-2649
Phone: 717-783-7142
Fax: 717-783-0822
www.dos.state.pa.us/nurs

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 most recent reaccreditation visit occurred in 2017 and resulted in full approval until Spring 2025.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE. Suite 850
Atlanta, GA 30326
Phone (404) 974-5000

Questions and requests for additional information should be directed to
Dr. Faye Meloy, Dean or Ms. Genny Cavanagh, Assistant Dean
Division of Allied Health, Emergency Services & Nursing - Phone 610-359-5181 or AHN@dccc.edu
### Checklist of Requirements Needed to Petition

<table>
<thead>
<tr>
<th></th>
<th>1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year.  (See page 7.)</th>
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<tbody>
<tr>
<td></td>
<td>2. Demonstrate College Readiness. (See page 7.)</td>
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<tr>
<td></td>
<td>3. If applicable, transfer previously earned college credits into the College. (See page 8.)</td>
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<td>4. Send high school transcript/GED or evaluated documentation to the College. (See page 8.)</td>
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<td></td>
<td>5. Verify that the high school transcript is on file with the College. (See page 9.)</td>
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<tr>
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<td>6. Apply for Financial Aid. (See page 9.)</td>
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<tr>
<td></td>
<td>7. Register for general education and pre-requisite courses with the help of an advisor. (See page 9.)</td>
</tr>
<tr>
<td></td>
<td>8. Successfully pass the TEAS test. (See pages 10 &amp; 11.)</td>
</tr>
<tr>
<td></td>
<td>9. Secure &amp; store background clearances with Castle Branch. Make photocopies to submit with your petition. (See pages 12 – 14.)</td>
</tr>
<tr>
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<td>10. Maintain a minimum (2.5 GPA) at the College at all times. (See page 14.)</td>
</tr>
<tr>
<td></td>
<td>11. Maintain a Good Code of Conduct standing at the College at all times. (See page 14.)</td>
</tr>
<tr>
<td></td>
<td>11. Photocopy an approved Proof of Residency for petitioning file. (See page 15.)</td>
</tr>
<tr>
<td></td>
<td>12. Make <strong>photocopies of all pertinent documents</strong> for your personal records.</td>
</tr>
<tr>
<td></td>
<td>13. Submit your petition. (See pages 15 &amp; 24.)</td>
</tr>
</tbody>
</table>

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 Title IX Coordinator: Kendrick Mickens, director of first year experiences (dmickens@dccc.edu), 610-359-5340. 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 be assigned to the wait list once all admission requirements have been completed and submitted. See page 15, Requirement #12, for specific directions regarding the required documents needed to properly petition.

This petitioning form and documents are to be emailed to: petitioning@dccc.edu

DCCC Student ID # P00

Legal Name: ___________________________ ___________________________ ___________________________
Last First Middle

Maiden Name (If applicable): ___________________________
Last

Legal Address: ____________________________________________
Street Address

City ___________________________ State ________________ ZIP ________________

Primary Contact Telephone #: ___________________________ Alternative Phone: ___________________________

Email: __________________________________________

1. I am petitioning as a:
☐ Priority Petitioner (Closes September 27, 2019. See page 5.)
☐ Regular Petitioner (Opens on Monday, October 7, 2019 and candidates must have all five (5) pre-requisites completed at the time of petitioning.)
☐ Provisional Petitioner (Opens Monday, April 6, 2020, and successfully completes all 5 pre-requisites by July 9, 2020, the new COVID extended deadline.)

2. Choose a preferred campus. Check off only one (1) box. Checking off more than one box or writing comments in the margin could slow down the review of your petition.
☐ Marple Campus (Delaware County)
☐ Exton Campus (Chester County)

3. Choose a schedule. Check off only one (1) box. Checking off more than one box or writing comments in the margin could slow down the review of your petition.
☐ Day
☐ Evening / Weekend
☐ Prefer Evening / Weekend, but will take day

4. I submitted a petition to the Nursing Program previously. (This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)
☐ No ☐ Yes - indicate year: _________

Signature of Petitioner ___________________________________________ Date ___________________________