NURSING TRANSFER PROGRAM CHECKLIST

The following checklists are provided to ensure completion of all necessary steps for the application for the Associate Degree Nursing Program (ADN).

Office of Admissions & Records:
For more information see the Vernon College (VC) Catalog/Admission Procedures

☐  College Application Form: (http://www.vernoncollege.edu/Applying-To-VC)
☐  Official Transcripts: from the high school of graduation or GED, colleges, or university attended

Associate Degree Nursing Department:
For more information visit the ADN Home Page:
http://www.vernoncollege.edu/associate-degree-nursing-home

Thank you for your interest in our ADN Program at Vernon College. Please continue to use the VC website and Associate Degree Nursing home page as important communication tools regarding the ADN Program. The Associate Degree Nursing Transfer Program is designed for the student who was unsuccessful in previous attempts in a nursing program outside VC and requests credit for successfully complete nursing courses. The curriculum involves 2-3 days a week each semester for classroom, lab, and/or clinical experience. See ADN Student Handbook for further details.

Selection of nursing students is based on the number of applicants, the Vernon College ADN Program Admission Point System, GPA in nursing course previously completed, and receipt of application paperwork in the ADN Department by the application deadline. Because the selection date is dependent upon many variables, the selection date may vary each semester.

☐  Online Nursing Application: will be posted in early June for the Fall semester and in early October for the Spring semester with General Instructions for submission. All applicants are required to have a Vernon College e-mail address by the application deadline. To activate/setup your Vernon College E-mail account: http://www.vernoncollege.edu/student-email. It is the applicant’s responsibility to ensure that the application is filled out in its entirety. The ADN Department will e-mail all students a notification letter of their individual program status. Students who are not selected into ADN Program this year or who decline a position must re-apply to be considered for the next Nursing Transfer Program cohort.

The deadline for application, testing, and other documentation:
Fall - July 20th
Spring - November 20th

☐  Transcripts: An official copy of transcript(s) from the high school of graduation, colleges, or universities attended must be on file in the Office of Admissions for the ADN Department to evaluate. Listed below are the 26 hours of essential prerequisites* and the general education courses required for the ADN Program. * A grade of C or higher must be achieved for admission. The essential prerequisites must be completed prior to enrollment in the first semester of the ADN Program. If a student does not have the basic computer literacy skills, it is highly recommended that he/she complete basic computer course, COSC 1301. Potential ADN students will be required to maintain cumulative 2.75 or higher GPA on the following 26 hours of essential prerequisites and general education courses:

* 4 hours BIOL 2401 Anatomy & Physiology I *
* 4 hours BIOL 2402 Anatomy & Physiology II *
* 3 hours PSYC 2301 General Psychology
* 3 hours MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I
* 3 hours PSYC 2314 Lifespan Growth and Development
* 3 hours RNSG 1311 Pathophysiology (both A&P I must be taken prior to enrollment) *
3 hours ENGL 1301 Composition I
3 hours Humanities/Fine Arts Elective:
(Select One: DRAM 1310, ARTS 1301, ENGL 2322, 2323, 2327, 2328, 2332, 2333, HIST 2311, 2312, or MUSI 1306)
Any nursing courses taken 3 years or more prior to entering the VC ADN Program, will not be valid and will have to be retaken for credit. If RNSG 1311 Nursing Pathophysiology was taken 3 years or more prior to entering the ADN Program, it will not be valid for acceptance in the program or graduation.

- **Test Scores**: All applicants are required to take HESI A2 entrance exam at Vernon College. HESI A2 entrance exam must be retaken yearly. This exam is used for evaluation and ranking purposes. Required passing score is 78. Students are required to provide the ADN Department with a copy of their exam scores within 5 business days. The exam will be offered early November through March 1st. Please contact the Testing Center on the Vernon or Wichita Falls campus to schedule an appointment for testing. The telephone numbers are: Vernon Campus: 940-552-6291, ext. 2317, Wichita Falls Campus: 940-696-8752, ext. 3278. After taking the exam the student can go to the following website [https://evolve.elsevier.com/productPages/s_872.html](https://evolve.elsevier.com/productPages/s_872.html) for free remediation. When the Evolve account is created, you will be asked for an email address. Evolve will email you login and password information for access to the site. You must use this information to access remediation. The exam may only be taken twice per year.

- **Criminal Background Check**: Admission to the ADN Program is conditional based on a DPS/FBI clear criminal background check (CBC), which is mandated by the Texas Board of Nursing (BON). Previous blue card or declaratory letters are not valid and the CBC process will be repeated. This becomes especially important if you know there have been issues in the past and your background check may be positive. The review of a person’s positive background may take months, if not longer, which may hinder your admission or progression in the ADN Program.

Following application submission, a student applicant roster will be sent to the BON. Once the roster has been reviewed by the BON, applicants will be place in one of the following categories:

1) **Clear** - the BON has notified the ADN Department that an applicant has a completed and cleared (negative) background check, the applicant will receive a blue card in the mail from the BON. The student will provide a copy of the blue card to the ADN Department. It is very important that the student keep the original blue card for their own personal records.

2) **Fingerprinting with Fast Pass** - the BON has notified the ADN Department that an applicant will need to complete the fingerprinting process (FASTPASS). The applicant will receive an email notice from the ADN Department regarding the requirement to complete this process.

   If the applicant has a completed and cleared (negative) background check, the applicant will receive a blue card in the mail from the BON. The student will provide a copy of the blue card to the ADN Department. It is very important that the student keep the original blue card for their own personal records.

   If the applicant has a positive background check, the BON will notify the applicant that a petition for a “Declaratory Order” must be submitted. If the nature of the issue can be resolved within the delegated authority of the Operations Department at the BON, there will be no charge. If the nature of the criminal issue is beyond the delegated authority of the Operations Department, it must be transferred to the Enforcement Department for review. These applicants will be required to pay the $150 review fee for the investigation.

3) **Declaratory Order** - the BON has notified the ADN Department that you are in the process of completing a declaratory order. Once the declaratory order is complete the student will receive an application for licensure by examination letter in the mail from the BON. The student will provide a copy of this letter to the ADN Department. It is very important that the student keep the original letter for their own personal records.
Declaratory Order Information: Applicants who have a positive criminal history in any of the following will be required to go through the DO process.

- been convicted of a misdemeanor
- been convicted of a felony
- pled nolo contendere, no contest, or guilty
- received deferred adjudication
- been placed on community supervision or court-ordered probation, whether or not adjudicated guilty
- been sentenced to serve jail or prison time? court-ordered confinement
- been granted pre-trial diversion
- been arrested or have any pending criminal charges
- been cited or charged with any violation of the law
- been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action (You may only exclude Class C misdemeanor traffic violations.)

Petition for DO application is found on the BON web page: http://www.bon.texas.gov/forms_declaratory_order.asp

If your background is under review by the BON and you have not received the required documentation before the first day of class, you may start “conditionally” as long as proof of fingerprinting has been provided.

- **Health Record**: All students accepted to the ADN Program will be required to follow the ADN Health Record requirements which includes: current health insurance, a completed ADN Physical Form, the Tetanus/Diphtheria, Measles, Mumps, Rubella, Varicella, Tuberculosis, influenza, and Hepatitis B Series vaccines, and a current CPR card. All health record information is required to be submitted on the date of Pre-program Orientation. More information about the pre-program orientation will be provided in the status letter.

- **Other Documentation**: Students with previous military service and/or certification or licensure in a health care field will be required to provide documentation confirming their service, certification, or licensure. Additional documentation of practice hours will be required by deadline.

- **Educational Sheet**: includes a list of all colleges attended, any nursing courses taken, the semester the courses were taken, and the grades of each nursing course.

- **Explanation & Application Letter**: a letter that lists all nursing courses withdrawn from or failed. Please explain the reason for being unsuccessful in the nursing program and why you feel you can be successful at this time (be specific).