VC RE-ENTRY PROGRAM CHECKLIST

Thank you for your interest in the Associate Degree Nursing Program (ADN) at Vernon College. Please use the VC Website and ADN Home Page as important communication tools for the ADN Program. The VC Re-entry Programs are designed for the student who was unsuccessful in previous attempts of the VC ADN Program and requests credit for successfully completed RNSG courses. The curriculum involves 2-3 days a week each semester for classroom, lab, and/or clinical experience.

The ADN Program requires 20 semester credit hours (SCH) of general education, 6 SCH of related requirements, and 34 SCH of nursing (RNSG) for the LVN-RN Transition Program (see catalog for degree requirements). The general education and related requirement courses 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 20 semester credit hours (SCH) of general education and 6 SCH of related requirements:

* 4 hours BIOL 2401 Anatomy & Physiology I with lab (Prerequisite to A&P II & Pathophysiology) *
* 4 hours BIOL 2402 Anatomy & Physiology II with lab *
* 3 hours PSYC 2301 General Psychology
* 3 hours MATH 1314 College Algebra or MATH 1332 Contemporary Mathematics I or MATH 1342 Elementary Statistical Methods
* 3 hours PSYC 2314 Lifespan Growth and Development
* 3 hours RNSG 1311 Pathophysiology *
3 hours ENGL 1301 Composition I
3 hours Language Philosophy, and Culture or Creative Arts Elective:
(Select One: ARTS 1301, DRAM 1310, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, or MUSI 1306)

*A grade of C or higher must be achieved for admission consideration
GPA calculations used on the Vernon College ADN Program Admission Point System are based solely on the preceding required prerequisite courses. Courses not required for admission to the ADN Program will not be used to calculate the GPA.

Credit may be given for any RNSG courses successfully completed in the previous attempt in the VC ADN Program. Any nursing courses taken 3 years or more prior to re-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 re-entering the ADN Program, it will not be valid for acceptance in the program or graduation.

THE DEADLINE FOR APPLICATION, TESTING, AND DOCUMENTATION SUBMISSION IS
FALL: JULY 20TH
SPRING: NOVEMBER 20TH

Selection of nursing students is based on the number of applicants, the Vernon College ADN Program Admission Point System, GPA in RNSG courses previously completed, available classroom/clinical space, receipt of application paperwork in the ADN Department by the application deadline, and other factors (see the ADN Student Handbook). Because the selection date is dependent upon many variables, the selection date may vary each semester.
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
http://www.vernoncollege.edu/admissions-home

☐ **College Application Form:** update if necessary. http://www.vernoncollege.edu/Applying-To-VC

☐ **Official Transcripts:** An official copy of transcript(s) from the high school of graduation or GED and all colleges or universities attended must be on file in the Office of Admissions for the ADN Department to evaluate.

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

☐ **Licensure:** All LVN-RN Transition students will be required show documentation of current LVN/LPN nursing licensure. **Students are required to upload a copy of the LVN/LPN license with their nursing application if applicable.**

☐ **Entrance Exam Scores (HESI A2):**
**Students are required to take the entrance exam during the current testing period:**
- Fall: October to July 20th
- Spring: October to November 20th

This exam is used for evaluation and ranking purposes. The recommended passing composite score is 78. The HESI A2 entrance exam must be taken yearly. The entrance exam may only be taken twice per year during the current testing period. Exam scores received outside current testing period are no longer valid. The entrance exam will cover Math, Reading Comprehension, and Anatomy/Physiology. **Students are required to upload a copy of the test score with their nursing application.**

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 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 following the exam.

☐ **Documentation Requirements:** Students are required to upload a copy of all documentation with their nursing application prior to submission (where applicable).
- HESI A2 Exam Score
- Proof of valid certificate or licensure (in healthcare field) if applicable
- Verification of Documented Practice Hours Form (posted on the ADN Home Page)
- Transcript identifying post-secondary degree/certificate completion
- Proof of military service and/or spouse

☐ **Online Nursing Application:** will be posted by late November 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 and all documentation is uploaded.** The ADN Department will e-mail all students a notification letter identifying their program status after the selection date. Students who are not selected into ADN Program
this year or who decline a position must re-apply to be considered for the next VC Re-entry Program cohort.

**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). This becomes especially important if you know there have been legal issues in the past and your background check may be positive. The review of a positive background may take months, which may prevent admission to program. 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. 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 placed 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** - the BON has notified the ADN Department that an applicant needs to complete the fingerprinting process (TX Service Code Form). 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: convicted of a misdemeanor; convicted of a felony; pled nolo contendere, no contest, or guilty; received deferred adjudication; placed on community supervision or court-ordered probation, whether or not adjudicated guilty; sentenced to serve jail or prison time; court-ordered confinement; been granted pre-trial diversion; arrested or have any pending criminal charges; cited or charged with any violation of the law; 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 webpage: [http://www.bon.texas.gov/forms_declaratory_order.asp](http://www.bon.texas.gov/forms_declaratory_order.asp)

**Upload the following documents with the online nursing application:**

- **Educational Sheet**: a list of 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).
**Other Required Documentation:** All students accepted to the program are required to provide the nursing department with the following:

- **Health Record:**
  - Current BLS/BCLS CPR Card for health care providers
  - Current health insurance documentation
  - Completed ADN Physical Form (chiropractor physicals will not be accepted)
  - Confirmation of current tetanus/diphtheria, measles, mumps, rubella, varicella, tuberculosis, influenza, and hepatitis B series vaccines

- **Confirmation of Clear Criminal Background Check:**
  - Copy of blue card or
  - Copy of application for licensure by examination letter (declaratory order)