

Columbia Gorge Community College

Associate of Applied Science Degree in Nursing

2012 -13 ADVANCE PLACEMENT ADMISSIONS PACKET

Application deadlines by term of entry:

Term of Entry

Entry for Fall 2012 – Second year only

Entry for Winter 2013 – First year only

Entry for Spring 2013 – First year only

Application Acceptance Period

8:30 a.m. on June 25, 2012 to 4:30 p.m. on July 9, 2012

8:30 a.m. on October 29, 2012 to 4:30 p.m. on November 13, 2012

8:30 a.m. on January 28, 2013 to 4:30 p.m. on February 11, 2013

Columbia Gorge Community College

The Dalles Campus • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
Hood River-Indian Creek Campus • 1730 College Way • Hood River, OR 97031 • 541-308-8211

Thank you for your interest in the community-based Associate Degree Career Ladder Nursing Program at Columbia Gorge Community College. Read all the information provided to you in this packet thoroughly. If you have any questions or need assistance, please call Student Services at 541-506-6011.

Advance Placement

If you are a licensed practical nurse (LPN) or have been previously enrolled in a nursing program at CGCC or another college, you may be considered for Advance Placement. Advance Placement is admission to the nursing program at any point beyond the first quarter (NUR 110). The last term you may apply for Advance Placement admission is fall term of the second year of the program. **Note:** If you were enrolled in the CGCC Nursing Program within the last year, and you have a signed Re-entry Agreement, you are eligible for re-entry admission and you must submit the re-entry admission packet by the stated deadline.

Advanced Placement admission to the nursing program is on a space available basis. Placement opportunities are evaluated on a quarter-to-quarter basis by the Admissions Committee; their decision is based on faculty, clinical placement availability, and budget.

To be considered for admission to the nursing program, you must meet the requirements in effect for the year you are applying. If there is space available and you have met the application and deadline requirements, your application will be evaluated and points will be awarded in the following categories: grades, completed college classes, work experience in a health care setting, residency, and if appropriate, the LPN STEP test scores. Acceptance into the program will be determined by the "Criteria for Prioritization" listed below and your total points.

Following the evaluation of your application, you will be required to complete competency testing in selected nursing skills. There may be a fee for this process. The outcome of this process will determine your final **acceptance** into the program. Competencies, together with transcripts, syllabi and LPN STEP scores (if appropriate) will be used to determine your exact **placement** in the program.

Criteria for Prioritization of Requests for Advance Placement or Re-entry

Students who have been previously dismissed from the CGCC Nursing Program or any other health related program from CGCC or another college or university may be denied admission into the program.

When considering any request/application for reentry or advanced placement into the CGCC Nursing Program, the Nursing Program Admissions Committee will prioritize the request for entry into the available spaces based on the prioritizing criteria. Prioritization of requests and acceptance will occur on a quarterly basis during the academic year.

Applications for reentry or advanced placement will be prioritized in four categories (of descending priority) for available positions:

1. Returning students who left the CGCC nursing program in good standing within the previous year. Good standing means theory grade at or above 77% and passing clinical at the time of exit from the program. Priority within this category will be based on grade point average in the nursing classes.
2. Re-entry (within one year) of students who withdrew or failed nursing theory or clinical, but not both, in their previous enrollment. Priority within this category will be based on grade point average in the nursing classes. Re-entry applicants, if accepted, must meet any criteria set forth in their reentry agreement, and must reenter all nursing courses in the specified term.
3. Advance Placement students who desire to complete the AAS degree in nursing. Priority within this category will be based on selection criteria in the Advanced Placement Application.
 - a. Advanced Placement students who left their previous nursing program and were passing in both clinical and theory. This must be reflected on their college transcripts and verified in writing by their former school of nursing.
 - b. Further priority within this category will be based first on the number of nursing courses completed equivalent to the CGCC Program (as determined by faculty review) and then by grade point average in their nursing classes.

4. Re-entry (within one year) and Advanced Placement students who withdrew or were dismissed due to failing both clinical and theory. Priority within this category will be based on grade point average in the nursing classes. Applicants, if accepted, must meet any criteria set forth in their reentry agreement, and must reenter all nursing courses in the specified term.

Re-entry and Advanced Placement students (within one year) who withdrew or were dismissed for substance abuse or failure to follow other CGCC or program policies are not eligible to apply. CGCC reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the college, nursing profession, and /or health care community.

Advance Placement Admission Requirements

To qualify for Advanced Placement, you must have completed the following requirements:

1. A minimum of 24 college credits with a cumulative GPA of 3.0 or higher for all college level credits
2. Completion of the following classes within three years (four years for students entering second year) of the application deadline with a grade of "C" or higher
 - WR 121 (English Composition)- Completion of WR 121 or higher level writing course for which WR 121 is a prerequisite must be graded and transcribed. If the writing prerequisite course is older than 3 academic years, the applicant must place into WR 121 on the placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
 - MTH 95 (Intermediate Algebra) - Completion of MTH 95 or higher level math course for which MTH 95 is a prerequisite must be graded and transcribed. If the math prerequisite course is older than 3 academic years, the applicant must place into MTH 111 on a placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
3. Completion of the following classes within five years of the application deadline with a "C" or higher
 - BI 231 (Anatomy & Physiology)
 - CH 104 (General Chemistry)

Note: You may be exempt from the five year time frame for BI 231 and CH 104 if you score above 66% overall on the LPN STEP Exam.
4. All required nursing and general education classes scheduled in the program prior to the point in which entry is sought. Please refer to the CGCC catalog for current Nursing Program curriculum.
5. Standardized tests or challenge exams to determine the appropriate point of entry may be required. An LPN STEP Exam is required for all Advance Placement students applying for entry to fall term of second year. Applicant is responsible for all fees associated with this exam.
6. A completed Advanced Placement Application packet and any relevant documentation.
7. A letter of reference from the Director of the applicant's previous program. This letter must verify attendance dates and the standing of the applicant in theory and clinical at time of departure from the nursing program. If any of this information is not available, the letter must indicate as such.
8. A \$50.00 non-refundable application fee.

LPN STEP Exam

If you completed your previous nursing coursework at CGCC more than two years prior to the proposed point of entry, or if you completed your previous nursing coursework at another college more than one year prior to the proposed point of entry, you will be required to take the LPN STEP Exam, and your score will be used to determine your placement in the program. Contact Student Services at 541-506-6011 to schedule this test. There will be a \$50.00 fee.

An overall score in the 60th percentile or higher is required for entry into the second year. If you score below the 60th percentile, you may be considered for admission in to an appropriate point in the first year.

No Advance Placement applicants are admitted to the nursing program beyond NUR 210, but you may be admitted to an earlier term in the program based on transcript evaluation or test results.

If you demonstrate a weakness on the LPN STEP Exam, you may be required to complete instructional modules or focused clinical experience prior to being accepted for Advanced Placement into the nursing program.

Determining Term of Entry/Available Positions

To determine your appropriate term of entry and if there are any positions available for that term, schedule an appointment with the Nursing Advisor through the Student Services office at 541-506-6011. Bring copies of transcripts along with a detailed course description of all relevant courses to this appointment. After your term of entry has been decided, determine your application deadline.

Application Deadlines by Term of Entry

Term of Entry

Application Acceptance Period

Entry for Fall 2012 – Second year only	8:30 a.m. on June 25, 2012 to 4:30 p.m. on July 9, 2012
Entry for Winter 2013 – First year only	8:30 a.m. on October 29, 2012 to 4:30 p.m. on November 13, 2012
Entry for Spring 2013 – First year only	8:30 a.m. on January 28, 2013 to 4:30 p.m. on February 11, 2013

An application submitted after the published application deadline will only be considered if there are unfilled positions in the nursing program, and the application is submitted at least two weeks prior to the term in which admission is sought.

Note to CGCC Advanced Placement Applicants Enrolled in Classes at Other Colleges: If you are currently enrolled in classes at another college, and your grades will not be entered on your transcript by the application deadline, you may request that the registrar of that school send your grades in a signed and sealed envelope to the CGCC Student Services office. No determination of admission will be made until the CGCC Admissions Office has received the official transcripts.

Submitting Your Application

All required forms and documentation must be submitted as one complete packet to Student Services by the application dates listed.

- CGCC Admissions Form (Required even if you are a current CGCC student.)
- All Official college transcripts
- Completed Nursing Program Application
- Declaration of Residency form with documentation
- Eligibility Determination form
- Employment verification as an LPN if applicable
- Copy of LPN License, if applicable
- Advanced Placement Application Checklist
- Letter of Reference from Director of applicant's previous program.

Evaluating Your Application

If you meet the minimum admission requirements, your application will be awarded points in the following categories: Nursing Program general education courses completed with a “C” or higher, licensure and work experience in health care, and interview. Any materials submitted after the application deadline will not be considered.

1. Nursing Program General Education Courses Completed with a “C” or Higher: Max. 21 pts.

You will receive points for courses required for graduation from the nursing program that are completed with a “C” grade or higher prior to the application deadline. A specific number of points are awarded for each course or its equivalent. You can receive points for courses completed at another institution, provided that an official transcript is included with your application and the Registrar at CGCC accepts the course as meeting a nursing program requirement. Points are not awarded for prerequisite courses.

COURSE DESCRIPTION	POINTS
BI 232 Anatomy & Physiology II	4
BI 233 Anatomy & Physiology III	4
BI 234 Microbiology	4
PSY 201 General Psychology, Part 1	3
PSY 215 Human Development	3
Social Science Elective	1
Sociology Elective	1
Art/Humanities/Communication Elective	1

2. Licensure and Work Experience in Health Care: Max. 11 pts.

Points will be awarded as follows (Note: no points will be given for employment that has not been verified.):

Licensure: If you have a current, valid and unencumbered license as a practical nurse that can be verified, you will receive **5 points**.

Work Experience:

3 to 6 months of direct human patient care within the last 5 years you will receive **1 point**.

6 to 12 months of direct human patient care within the last 5 years you will receive **3 points**.

12 months of direct human patient care within the last 5 years you will receive **6 points**.

3. Residency

Points for residency will be awarded as follows:

CGCC District and Klickitat County, WA	20 points
Out of District students who have completed at least 30 credit hours at CGCC, including prerequisite courses and other supporting coursework	15 points
Other Oregon	10 points
Other Washington	5 points
Other States	0 points

You must reside in the above-mentioned for ninety (90) days PRIOR TO APPLICATION in order to be considered a resident.

Notification of Admission

All applicants are notified of their point totals, after which they will have a limited time to dispute their point totals.

NOTE: In case of a tie when scoring is completed, preference will first be given to veterans or spouse of a veteran. If there is still a tie, CGCC district residents will receive preference, followed by residents of Klickitat County, Washington.

Additional Requirements Prior to First Day of Class

Students selected for admission to the nursing program must meet the following requirements prior to the first day of class. Students unable to provide documentation of the requirements listed below before the specified deadline forfeit their position in the nursing program.

- Immunization validation for measles¹, mumps, rubella, tetanus, diphtheria, varicella (chicken pox) and pertussis.
- First 2 doses of Hepatitis B series or provide proof of positive titer.²
- Physical exam with evidence of good physical health, forms will be provided by the nursing office.
- Tuberculin skin test (opportunity will be provided by nursing staff)
- Pass a drug screen (form and appointment to be provided by nursing office)
- A criminal history background check and sex offender check (form for authorization provided by nursing office). *If you have been convicted of a felony, please be advised that this conviction may prevent your placement in clinical training and/or from obtaining a license to practice within the field. If you believe your past history may interfere with one of the aforementioned things, you should contact the appropriate state board or the program director. If you have questions about disqualifying crimes, please visit www.osbn.state.or.us. **A felony conviction and/or a positive drug test may be cause for dismissal from the Nursing program.***
- Current CPR level C (healthcare provider) certification that will not expire while the student is in the program.

¹This requirement may be waived only if the student is able to verify having had the disease or a positive measles titer.

²Students with a valid medical contraindication or religious objection to receiving the hepatitis B immunization must sign a waiver of their right to protection from this disease.

Financial Aid and Scholarship Information

If you have not already done so, it is very important that you file your 2012-13 FAFSA (Free Application for Federal Student Aid) as soon as possible. File online at www.fafsa.ed.gov and use CGCC's school code (041519) when filing.

The Columbia Gorge Community College Foundation offers quarterly and yearly tuition scholarships. These forms are available online at <http://www.cgcc.cc.or.us/financialaid/Scholarships.cfm> or by contacting the Student Services Office at 541-506-6011 or 541-308-8211. If you have any questions concerning financial aid, please call our financial aid representatives at 541-506-6021 or 541-308-8211.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Disabilities Resources Advisor at 541-506-6046 for information. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

**CGCC reserves the right to modify/change elements of the admission selection process on an annual basis.

Columbia Gorge Community College has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not accreditation nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Until separate accreditation is granted, CGCC will continue to deliver college credit instruction, certificates and degrees through its contract with Portland Community College (PCC). PCC is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institution, subject to the specific policies of those institutions.

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

Employment: Robb Van Cleave, Chief Talent and Strategy Officer, Office: Building 2, Room 2.422, Phone: 541-506-6151

Educational Program: Dr. Susan J. Wolff, Chief Academic Officer, Office: Building 2, Room 2.103, Phone: 541-506-6031

Student Programs, Activities, & Services: Karen Carter, Chief Student Services Officer, Office: Building 3, Room 3.223, Phone: 541-506-6013

2012-13 Application for Columbia Gorge Community College Nursing Program

Date: _____ Term: _____

Social Security Number: _____ Gender: Female Male

Name: _____
Last First MI

Former name(s): _____

Address: _____ City/State/Zip: _____

How long at current address: _____ yrs. Phone number(s): _____
Day Evening

Previous address if you have lived at current address less than 90 days: _____

Email Address: _____

Work Experience in Health Care (direct human patient care)

Employer	City	State	Employment Dates

Columbia Gorge Community College reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the college, nursing profession, and/or health care community.

1. Have you ever been charged or convicted of a misdemeanor or felony? Yes No
2. Have you ever been found guilty, except for insanity mental disease defect, etc., or not guilty by reasons of insanity, mental disease, defect, etc. in any proceedings in which you were charged with a misdemeanor or felony? Yes No
3. Have you ever been dismissed from employment for cause? Yes No
4. Have you ever been dismissed from any college or university, including nursing school? Yes No

If the answer to any of the above questions is "Yes," on a separate sheet of paper please indicate the crime or dismissal involved, any sentence imposed, and the year(s), state, and country in which the legal proceedings took place.

Should the answer to any of the above questions become "Yes" between submission of this application and an accepted applicant's enrollment at Columbia Gorge Community College, the individual before enrollment must inform the Chief Student Services Officer.

I certify that the information is true and that this application has been completed without evasion or misrepresentation. If it is found to be otherwise, I understand it is cause for rejection or dismissal. You have my permission to consult my employer and/or educational institution as listed.	
_____ APPLICANT'S SIGNATURE	_____ DATE

A \$50.00 non-refundable fee must accompany application.

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Columbia Gorge Community College is an equal opportunity educator and employer

**Columbia Gorge Community College
Nursing Program Advance Placement
ELIGIBILITY DETERMINATION FORM**

Name _____ Date _____

Please check one and complete all information requested:

I withdrew from the Columbia Gorge Community College nursing program _____ / _____.
Term *Year*

I was enrolled in the Nursing program at _____
Name of Institution
I received my LPN license on _____.
MM/DD/YY

I was enrolled in the Nursing program at _____
Name of Institution
I withdrew from that program _____ / _____ for the following reason:
Term *Year*

Please consider my application for Advance Placement to the Nursing Program for _____ / _____.
Term *Year*

Health Care Work Experience (direct human patient care only):

Place of employment

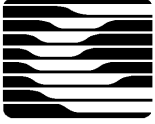
Dates of employment

Place of employment

Dates of employment

Place of employment

Dates of employment



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MEMO TO: Employers and Former Employers of Prospective Nursing Student
FROM: CGCC Nursing Admissions
RE: Employer Verification of Health Care Work Experience

Your current or former employee is requesting verification of employment because he/she is interested in applying to the Columbia Gorge Community College Associate of Applied Science of Nursing Program. Our selection process for re-entry and advance placement requires employment verification from the applicant's present and former employer(s). Please send the following verification information to: Nursing Admissions, Columbia Gorge Community College, Student Services, 400 East Scenic Drive, The Dalles, OR 97058.

TO BE FILLED OUT BY THE APPLICANT

1. EMPLOYEE INFORMATION

Student Name _____ Social Security Number _____

Name at time of employment, if different from above _____

Health Care Facility Name and Address: _____

Dates of Employment _____

I authorize my employer to release the information requested below. _____
Employee Signature

TO BE FILLED OUT BY THE EMPLOYER

2. Employer Verification

Applicant's job title _____

Number of months employed _____ Percent of full-time or average hours per week _____

Name and title of supervisor _____

Supervisor's phone number _____

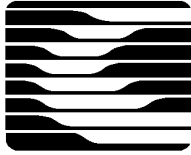
Please attach a job description (if one is not available, please describe duties and responsibilities): _____

Additional Comments: _____

I certify that this information is true and correct to the best of my knowledge.

Employer Signature

Date



Columbia Gorge Community College Nursing Program Advance Placement Application Checklist

Partially completed packets will not be accepted by the CGCC Student Services Office. A complete Advance Placement Nursing Application Packet consists of the following items:

- CGCC Admissions Form (Required even if you are a current CGCC student.)
- Nursing Program Application
- Official** unopened transcripts from all accredited colleges or universities which contain courses required by the nursing program must be on file at CGCC by the application deadline. CGCC students who have taken classes at Portland Community College (PCC) since summer 2005 must request an official transcript from PCC. A transcript of your CGCC classes will be produced by Student Services and placed in your application packet.
- Placement test results if MTH 95 and/or WR 121 is/are older than 3 academic years. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
- Declaration of Residency and supporting documentation
- Eligibility Determination form
- Copy of LPN License, if applicable
- LPN Employment Verification, if applicable
- Letter of reference from Director of applicant's previous program
- \$50.00 non-refundable application fee. Attach receipt or check to application packet.

Use this check sheet to indicate you have completed all the requirements for consideration into the nursing program. REMEMBER THAT IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE APPLICATION PACKET IS COMPLETE.

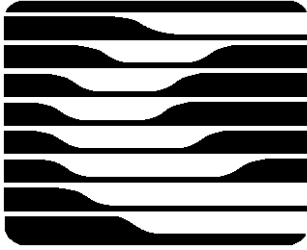
I certify that I have read and fully understand the 2012-2013 CGCC Nursing Program information packet.

Print Name

Signature

Date

➡ THIS FORM MUST BE INCLUDED IN APPLICATION PACKET



Columbia Gorge Community College

Associate of Applied Science Degree in Nursing

2012-13 PROGRAM ADMISSION PACKET

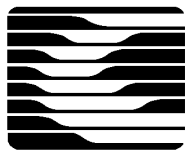
Mark your calendar for the following important dates:

**Application Deadline:
Thursday, March 15, 2012 at 3:00pm**

Mandatory Activities:
April 19-20, 2012 essays
May 3 -4, 2012 Interviews
June 7, 2012 cohort and waitlist meeting

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Columbia Gorge Community College 2012-13 Nursing Admissions Packet

Thank you for your interest in the Columbia Gorge Community College (CGCC) Nursing program.

CGCC's Nursing program is a career ladder program offering a Practical Nursing Certificate (48 credit hours) and an Associate of Applied Science Degree in Nursing (98 credit hours). The Nursing program is both exciting and challenging; designed to prepare graduates for a career that is professionally and personally fulfilling. The Nursing faculty and program advisors are committed to helping students succeed.

Nursing is a demanding field and admission to nursing programs is a competitive process. We strongly encourage you to prepare well by attending one of the nursing information sessions, meet with an advisor to help you with your educational plan, read through the application materials thoroughly, and talk to nurses in various healthcare settings. Success in the program requires a strong commitment and may pose unique personal as well as academic challenges. The Nursing program is full-time and requires significant study time; it is difficult for students to work significant non-school work hours. *A student who has successfully completed NUR 110 and subsequently fails or withdraws from a course later in the program is not eligible to apply for admission to NUR 110 as that course has already been completed.*

Information Sessions

Information session presentations are now available anytime on our website, www.cgcc.cc.or.us

Admission Requirements

Applicants to the Nursing program must meet the following requirements:

- Completion of all program prerequisites and supporting coursework with a letter grade of "C" or better. The required prerequisites must be completed within the past five years. (See Required Prerequisites section of this packet.)
- Submission of official (unopened) college transcripts for all courses that are to be considered in the awarding of points demonstrating a cumulative GPA of 3.00 or greater. A transcript for all classes taken at CGCC will be produced by Student Services and placed in your application packet; however, you must indicate CGCC on the application form as one of the colleges attended. If you are a CGCC student and have taken classes at Portland Community College (PCC) since summer 2005, you must request an official transcript from PCC.
- Completion of all required forms, including CGCC Admissions form. A checklist of required documents is provided as part of the application packet.

Note: It is very important to meet with an advisor in planning for application to the program to ensure all requirements are completed by the application deadline.

Required Prerequisites

All program prerequisites must be completed with a letter grade of "C" or better. The required prerequisites must have been completed within the five years prior to the application deadline and no later than the end of winter term 2012. Applicants may submit a request to waive the time-frame (available in this packet). **If your writing and/or math were taken prior to winter 2007, you must submit a placement test showing placement into WR 121 and MTH 111.** For repeated courses, only the first two attempts will be considered and the most recent grade will be used.

- **BI 231 (Anatomy and Physiology)**—BI 231 must be completed with a grade "C" or better by the end of winter term prior to application. The entire sequence of anatomy and physiology is required for the nursing program.
- **CH 104 (Fundamentals of Chemistry)**—CH 104 must be completed with a grade "C" or better by the end of winter term prior to application. (General principles of chemistry, including atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws are covered).

- **MTH 95 (Intermediate Algebra)**—Completion of MTH 95 or higher level math course for which MTH 95 is a prerequisite must be graded and transcribed. If the math prerequisite course was taken prior to winter 2007, the applicant must place into MTH 111 on a placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.
- **WR 121 (English Composition)**—Completion of WR 121 or higher level writing course for which WR 121 is a prerequisite must be graded and transcribed. If the writing prerequisite course was taken prior to winter 2007, the applicant must place into WR 121 on the placement test. Placement test results must be submitted with the application packet. CGCC accepts COMPASS, ASSET and ACUPLACER placement results.

Basic Computer Literacy

The Nursing program does not require a computer science prerequisite, however, success in a nursing program requires that students be computer literate, including at least word processing, use of spreadsheets and web searches. Students with no computer experience should discuss with an advisor ways to remediate this competency prior to entering the nursing program.

Application and Admission Process

- Applicants will submit a complete application packet including official transcripts through fall 2011, all required forms and a \$50.00 non-refundable Nursing application processing fee to the Student Services Office by the **application deadline of 3:00 p.m., March 15, 2012.**

Official transcripts with prerequisites and supporting coursework taken winter term 2012 must be received by CGCC no later than April 6, 2012. Official transcripts will not be accepted after April 6, 2012. If official transcripts recording winter 2012 grades are not received by April 6, 2012, the application will be considered incomplete. Only complete applications will be considered for admission.

- After the application deadline, admissions staff will evaluate each application for completeness and eligibility.
- All applicants will be assigned a secured cgcc email account. A letter will be sent to your physical address providing you with directions to access this account for future correspondence.
- Applications will be evaluated using a weighted point scale based on completed coursework and residency. The top 60 scoring applicants will be invited to schedule a proctored essay. After essay scores are added to the total score, the recalculated top 40 scoring applicants will move on to an interview process.
- Up to twenty four (24) students will be accepted. A maximum of ten (10) alternates will also be chosen. In case of a tie when scoring is completed, preference will first be given to veterans or spouse of a veteran. If there is still a tie, CGCC district residents will receive preference, followed by residents of Klickitat County, Washington, prerequisite GPA, and lottery.
- Residency points will be awarded in the following order of priority:
 1. Applicants who reside in Wasco and Hood River counties in Oregon and Klickitat County in Washington.
 2. Out of district residents who have completed 30 credits or more at CGCC including prerequisite courses and other supporting coursework.
 3. Residents in all other Oregon counties.
 4. Residents in all other Washington counties.
 Applicants must reside in the above-mentioned for ninety (90) days PRIOR TO APPLICATION.
- Each applicant will be notified in writing of his/her admissions status no later than May 18, 2012. Waitlisted applicants will be notified of their admissions status as space becomes available.

Admissions Point System

The following courses are awarded points in the application process to the Nursing program. It is strongly advised that students preparing for application complete as many of the supporting courses as possible. This will benefit applicants in two ways: it will allow them to receive points in the application process for the completed courses and it will allow them to reduce the amount of credits taken each term while in the program. For repeated courses, only the first two attempts will be considered and the most recent grade will be used.

Eligible applicants will be assessed according to the following point system:

Courses	Point Values
1. Prerequisites: Points will be awarded for the exact prerequisite course or its equivalent. 300 and 400 level courses will not be used to meet prerequisites unless they are equivalent to the required prerequisites.	
BI 231, CH 104, MTH 95, WR 121	A=4, B=3, C=2 points
2. Supporting: These courses are required for the LPN certificate and the Associate of Applied Science Degree in Nursing.	
BI 232, 233, 234	A=4, B=3, C=2 points
3. Completion of BI 231, 232, & 233	
	5 points
4. Recommended (OPTIONAL): These courses have been identified as enhancing the knowledge base as it relates to the topics within the Nursing program. These courses are optional but will be awarded points in the application process if passed with a grade of "C" or better.	
CH 105, CH 106, FN 225, MP 111	A=4, B=3, C=2 points
5. General Education Courses Required for the LPN Certificate and Associate of Applied Science Degree in Nursing	
PSY 201, PSY 215, Social Science elective, Sociology elective, Arts and Humanities elective	A=3, B=2, C=1 points
6. Essay: The top scoring 60 applicants will be invited to schedule a proctored essay. (April 19 th or 20 th)	
	10 points maximum
7. Interview: After adding the essay scores to overall score, the top scoring 40 applicants will move on to the interview process (May 3 rd or 4 th)	
	10 points maximum
8. Residency: Points for residency will be awarded as follows:	
CGCC District and Klickitat County, WA	20 points
Out of District students who have completed at least 30 credit hours at CGCC, including prerequisite courses and other supporting coursework	15 points
Other Oregon	10 points
Other Washington	5 points
Other States	0 points
9. Reapplication	
	3 points

Upon Acceptance

Applicants will receive acceptance packets the week of May 14, 2012. Upon notification of admission or waitlist, students must indicate in writing by the stated deadline their intention to enroll, or their position will be given to the next person on the waitlist. Students accepted into the CGCC Nursing Program fall 2012 will be required to pay a **\$100 non-refundable** deposit and submit proof of payment along with their acceptance form by Thursday, May 31, 2012 to hold their place in the program. This deposit will be applied toward fall 2012 tuition.

The following is a list of key things that will be required by the nursing department after acceptance into the program:

- All forms, requirements and further information will be provided during a mandatory meeting, June 7, 2012 for all accepted students and waitlisted students.
- Admitted and waitlisted students must complete Nursing 60 with a "C" grade or better. Nursing 60 is offered summer term 2012.
- Immunization validation for measles¹, mumps, rubella, tetanus, diphtheria, varicella (chicken pox) and pertussis.
- First 2 doses of Hepatitis B series or provide proof of positive titer.²
- Physical exam with evidence of good physical health, forms will be provided by the nursing office.
- Tuberculin skin test (opportunity will be provided by nursing staff)
- Pass a drug screen (form and appointment to be provided by nursing office)
- A criminal history background check and sex offender check (form for authorization provided by nursing office). *If you have been convicted of a felony, please be advised that this conviction may prevent your placement in clinical training and/or from obtaining a license to practice within the field. If you believe your past history may interfere with one of the aforementioned things, you should contact the appropriate state board or the program director. If you have questions about disqualifying crimes, please visit www.osbn.state.or.us. A felony conviction and/or a positive drug test may be cause for dismissal from the Nursing program.*
- Current CPR level C (healthcare provider) certification that will not expire while the student is in the program.

Students unable to provide documentation of the requirements listed above before the specified deadline forfeit their position in the Nursing program.

¹This requirement may be waived only if the student is able to verify having had the disease or a positive measles titer.

²Students with a valid medical contraindication or religious objection to receiving the hepatitis B immunization must sign a waiver of their right to protection from this disease.

Nursing Program Curriculum

Summer Term:

NUR 60 Nursing Success Strategies 3 credits
(NUR 60 is a prerequisite course taken in the summer term following acceptance to the Nursing program)

Year One

Fall Term

NUR 110 Nursing 1 9 credits
PSY 201 Intro to Psychology, Part 1 4 credits
13 credits

Winter Term

BI 232 Human Anatomy & Physiology 4 credits
NUR 111 Nursing 2 9 credits
PSY 215 Human Development 4 credits
17 credits

Spring Term

BI 233 Human Anatomy and Physiology 4 credits
NUR 112 Nursing 3 9 credits
BI 234 Microbiology 5 credits
18 credits

Year Two

Fall Term

NUR 210 Nursing 4 9 credits
Social Science Elective 4 credits
General Education Elective 4 credits
17 credits

Winter Term

NUR 211 Nursing 5 9 credits
Sociology Elective 4 credits
General Education Elective 4 credits
17 credits

Spring Term

NUR 212 Nursing 6 8 credits
Humanities/Fine Arts/Communication Elective 4 credits
General Education Elective 4 credits
16 credits

NOTICE: Clinicals may be held in the following sites or locations: The Dalles, Hood River, Goldendale, White Salmon and CGCC Rural Clinical Simulation Center. Students are responsible for transportation.

Anticipated Cost of Nursing Program

Year One

Tuition and service fee for NUR 60, 110, 111, 112 (30 credits)	\$2,820.
Tuition and service fee for 21 additional required credits ¹	\$1,974.
Textbooks (estimate = \$964 -\$1345)	\$1,345.
Lab Fees (includes syllabi) (estimate)	\$1,800.
Stethoscope (\$55, \$79, \$99 or \$150)	\$ 150.
Uniform (One set: Pants, Top & Lab Coat) (estimate)	\$ 180.
TOTAL FIRST YEAR COSTS	\$8,269.

Year Two

Tuition and service fee for NUR 210, 211, 212 (26 credits)	\$2,444.
Tuition and service fee for 24 additional required credits ²	\$2,256.
Textbooks (estimate)	\$ 332.
Lab Fees (includes syllabi) (estimate)	\$1,800.
TOTAL SECOND YEAR COSTS	\$6,832.

COMBINED FIRST AND SECOND YEAR COSTS **\$15,101.**

¹BI 232, BI 233, BI 234, PSY 201, PSY 215

²Two social science electives, two general education electives, one sociology elective, and one communication elective.

Miscellaneous Items: Watch with second hand and white shoes (no open heels or exposed toes)

Financial Aid and Scholarship Information

Financial aid assistance is available by contacting the Financial Aid office, at 541-506-6021 or financialaid@cgcc.cc.or.us.

Tuition Scholarships are offered yearly and quarterly by the Columbia Gorge Community College Foundation. Applications are available online at <http://www.cgcc.cc.or.us/financialaid/Scholarships.cfm> or by contacting the Student Services Office at 541-506-6011 or 541-308-8211.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Advisor, Disability Resources @ 506-6046 for information. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

Columbia Gorge Community College has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not accreditation nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Until separate accreditation is granted, CGCC will continue to deliver college credit instruction, certificates and degrees through its contract with Portland Community College (PCC). PCC is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institution, subject to the specific policies of those institutions.

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

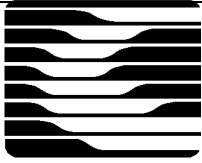
Persons having questions about equal opportunity and nondiscrimination should contact:

Employment: Robb Van Cleave, Chief Talent and Strategy Officer, Office: Building 2, Room 2.422, Phone: 541-506-6151

Educational Program: Dr. Susan J. Wolff, Chief Academic Officer, Office: Building 2, Room 2.103, Phone: 541-506-6031

Student Programs, Activities, & Services: Karen Carter, Chief Student Services Officer, Office: Building 3, Room 3.223, Phone: 541-506-6013

**CGCC reserves the right to modify/change elements of the admission selection process on an annual basis.



Columbia Gorge Community College Nursing Program Application Checklist

Applications must be turned in no later than 3:00 p.m. on Thursday, March 15, 2012. **Partially completed packets will not be accepted by the CGCC Student Services Office.** A complete Nursing Application Packet consists of the following items:

- CGCC Admissions Form (Required even if you are a current CGCC student.)
- Application for the Nursing Program.
- Declaration of Residency and supporting evidence.
- \$50.00 non-refundable application fee. Attach receipt or check to application packet.
- Official** unopened transcripts from all accredited colleges or universities which contain courses required by the nursing program must be on file at CGCC by the application deadline. CGCC students who have taken classes at Portland Community College (PCC) since summer 2005 must request an official transcript from PCC. A transcript of your CGCC classes will be produced by Student Services and placed in your application packet.

The following required prerequisite classes must have been completed with a "C" grade or higher within the five years prior to the application deadline and no later than winter term 2012.

- MTH 95 or higher**
- WR 121, 122, or 123**
- CH 104
- BI 231

*NOTE: If your Math 95 and/or Writing 121 was taken prior to winter 2007, you must take the Compass placement test and place into **Math 111 and/or Writing 121**. Test scores must be submitted with your application.

- Compass Test: Submit test results if Math 95 and/or WR 121 was taken prior to winter 2007.

Use this check sheet to indicate you have completed all the requirements for consideration into the nursing program. REMEMBER THAT IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE APPLICATION PACKET IS COMPLETE.

I certify that I have read and fully understand the 2012-2013 CGCC Nursing Program admissions packet.

Print Name

Signature

Date



THIS FORM MUST BE INCLUDED IN APPLICATION PACKET



**Columbia
Gorge
Community
College**

The Dalles Campus
400 East Scenic Drive
The Dalles, OR 97058
Phone: 541-506-6011
Fax: 541-298-3104

Hood River—Indian Creek Campus
1730 College Way
Hood River, OR 97031
Phone: 541-308-8211
Fax: 541-308-8202

Admissions Form

Date: _____ 20____ Term: Fall Winter Spring Summer

Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Please read the statement in the class schedule which describes how your number will be used. Providing your social security number means that you consent to use of the number in the manner described.

Social Security Number: _____ - _____ - _____ Birth date: _____ Gender: Female Male
MM/DD/YY

Name: _____
Last First MI

Mailing Address: _____

City _____ State _____ Zip _____ County _____

Telephone Number (s): Day _____ Evening _____

E- Mail Address _____

US Citizen? Yes No **Permanent Resident Immigrant?** Yes No **Oregon resident for past 90 days?** Yes No

Ethnicity: Hispanic/Latino: Yes No Not Reported

Race: American Indian/Native Alaskan Asian Black or African American Native Hawaiian or Other Pacific Islander
 White Decline to Respond

Are you a veteran of the US Armed Forces? Yes No

Current Employment Status: Full time Part time (fewer than 35 hrs/wk) Not employed

Is this your first time taking classes for college credit? Yes No

High School Information:

High School _____ City/State _____ Date Last Attended _____
(YYYY)

Received diploma Obtained GED Still in High School

Education/training beyond high school:

None Some college courses Other (short term training, etc.) Certificate from community college
 Associate Degree Bachelors Degree Masters Degree PhD or Professional (MD, LLD, etc.)

College/University _____ State _____ Graduation Date _____

What is your educational goal at CGCC?

Earn a degree or certificate Complete a high school diploma or GED No formal award – just take classes Undecided

What is your main reason for attending CGCC?

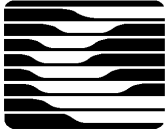
<input type="checkbox"/> Explore an educational opportunity	<input type="checkbox"/> Explore a new career area
<input type="checkbox"/> Finish high school/GED	<input type="checkbox"/> Improve reading, writing, or math skills
<input type="checkbox"/> Job skills improvement	<input type="checkbox"/> Learn English
<input type="checkbox"/> Personal interest/enrichment	<input type="checkbox"/> Skills to get a job
<input type="checkbox"/> Start on a bachelors degree	<input type="checkbox"/> Undecided

Do you plan to transfer? Yes No

If yes, to where do you plan to transfer? Another two-year college A four-year university Other

Educational major Nursing

Columbia Gorge Community College is an equal opportunity educator and employer



Columbia Gorge Community College 2012-13 Nursing Program Application

Social Security Number: _____

Gender: Female Male

Name: _____
Last First MI

Former names: _____

Address: _____ City/State/Zip: _____

How long at current address: _____ years Email: _____

Phone number(s): _____
Day Evening Cell

Previous Address if you have lived at current address less than 90 days: _____

Are you a veteran or spouse of a veteran? Yes (Please submit proof of veteran status with application) No

High School Attended: _____
High School Name City State Year Graduated

Colleges or Universities Attended:

Name of school	City, State	Yr. Attended	Currently enrolled Winter 2012	Credits	Degree
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Columbia Gorge Community College reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the college, nursing profession, and/or health care community.

1. Have you ever been charged or convicted of a misdemeanor or felony? Yes No
2. Have you ever been found guilty, except for insanity mental disease defect, etc., or not guilty by reasons of insanity, mental disease, defect, etc., in any proceedings in which you were charged with a misdemeanor or felony? Yes No
3. Have you ever been dismissed from employment for cause? Yes No
4. Have you ever been dismissed from any college or university, including nursing school? Yes No

If the answer to any of the above questions is "Yes," on a separate sheet of paper please indicate the crime or dismissal involved, any sentence imposed, and the year(s), state, and country in which the legal proceedings took place. Should the answer to any of the above questions become "Yes" between submission of this application and an accepted applicant's enrollment at Columbia Gorge Community College, the individual before enrollment must inform the Chief Student Services Officer.

I certify that the information is true and that this application has been completed without evasion or misrepresentation. If it is found to be otherwise, I understand it is cause for rejection or dismissal. You have my permission to consult my employer and/or educational institution as listed.

Applicant's Signature

Date

A \$50.00 non-refundable fee must accompany application.

Declaration of Residency

Associate of Applied Science Degree in Nursing For permanent residents of Oregon and Washington

In order to establish residency preference, nursing program applicants must have maintained permanent residence in Oregon or Washington. A resident is defined as someone who established residency 90 continuous days immediately preceding the application date. Permanent residence is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time. Complete the residency information below and provide at least one document from **Category 1** AND one document from **Category 2** to prove your residency status.

Category 1. (One of the following)

- ◆ Rent or Mortgage receipts with your resident address and dates of occupancy for the period of time in question (rental agreements are not acceptable).
- ◆ Notarized affidavit substantiating your permanent residency for the period of time in question.
- ◆ Documents proving you own Oregon or Washington property and that this property is your primary residence.
- ◆ Utility statements (water, power, cell phone) showing resident address for 90 continuous days immediately preceding the application date.

Category 2. (One of below)

- ◆ Oregon or Washington Driver's License
- ◆ Oregon or Washington Vehicle Registration with your resident address.
- ◆ Oregon or Washington State Income Tax return (for previous year) with resident address.
- ◆ Verification of local bank account showing resident address.
- ◆ Oregon or Washington Voter Registration.
- ◆ Valid Oregon or Washington Hunting/Fishing license.

ALL documents must be dated and must contain your name and permanent address establishing your permanent residence for the period of time in question. The address on these documents must agree with the permanent address establishing your permanent residence for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

Complete the Information Below

Name _____ Phone _____

Please list all addresses you have lived at for the time period involved.

Street _____ City _____ State _____ Zip _____

Street _____ City _____ State _____ Zip _____

Street _____ City _____ State _____ Zip _____

List the two documents you are submitting to verify your permanent address.

Category 1 _____ Category 2 _____

I certify by my signature that the above information is a true and accurate statement of my residency.

Signature _____ Date _____

AFFIDAVIT OF RESIDENCY IN OREGON OR WASHINGTON

STATE OF OREGON)
STATE OF WASHINGTON)
) s.s.

COUNTY OF)

I _____, being first duly sworn, state the following:
(Name of landlord certifying residency – please print)

_____ has lived at
(Student’s name and Social Security Number)

(Street Address) (City) (State)

since _____.
(Date first at above address)

By affixing signature, I hereby affirm that this information is accurate and correct. I further state that my statement is not for any fraudulent purpose.

(Signature of landlord certifying residency) (Date)

NOTARIZATION:

Subscribed and sworn before me this _____ day of _____ 20____

Notary Public for the State of Oregon

My Commission Expires: _____

Notary Public for the State of Washington

My Commission Expires: _____



Columbia Gorge Community College

400 E. Scenic Dr., The Dalles, OR 97058
(541) 296-6182

REQUEST FOR PREREQUISITE TIME-FRAME EXTENSION

Associate of Applied Science Degree in Nursing

The following documents need to be submitted with this form:

- An official transcript indicating course completion or degree, and a copy of placement test as necessary.
- Submit a letter stating why a time-frame extension request would be appropriate.

We will consider your request to waive the time-frame for the following classes:

BI 231 (Anatomy and Physiology, 4 quarter credits), Requires you hold a Bachelor's degree or higher in a biological science.

CH 104 (General Chemistry)-Requires a Bachelor's degree or higher in Chemistry.

Name _____
Address _____

Date _____
Phone _____

Requesting time-frame extension for:

	List the college/university where taken	Date Taken	Quarter credits	Semester Credits	Grade
BI 231					
CH 104					

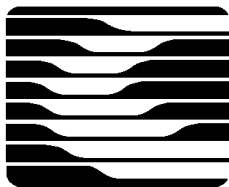
All time-frame extension requests will be evaluated by the Nursing Admissions Committee on an individual basis. You will be notified by mail within 30 days from receipt of request form and documentation. *We strongly encourage you to submit request as early as possible relative to the admission deadline.* Extensions are only valid for the school year in which submitted.

For Office Use Only

Date Request Received _____

Meeting Date _____

Request Approved Request Denied (reason) _____



Columbia Gorge Community College

Associate of Applied Science Degree in Nursing

2012-13 PROGRAM RE-ENTRY ADMISSIONS PACKET

Application deadlines by term of entry:

Term of Entry

Application Acceptance Period

Fall 2012

8:30 a.m. on June 25, 2012 to 4:30 p.m. on July 9, 2012

Winter 2013

8:30 a.m. on October 29, 2012 to 4:30 p.m. on November 13, 2012

Spring 2013

8:30 a.m. on January 28, 2013 to 4:30 p.m. on February 11, 2013

Columbia Gorge Community College

The Dalles Campus • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
Hood River-Indian Creek Campus • 1730 College Way • Hood River, OR 97031 • 541-308-8211

Thank you for your interest in the community-based Associate Degree Career Ladder Nursing Program at Columbia Gorge Community College. Read all the information provided to you in this packet thoroughly. If you have any questions or need assistance, please call Student Services at 541-506-6011.

Re-Entry

If you were previously enrolled in the CGCC Nursing Program and possess a Re-Entry Agreement Form appropriately signed by the Director of Nursing at the time you left the program, you have one year to re-enter the nursing program from the time of exit providing you meet the specified term of re-entry and there is space available. If it has been over a year since you were in the nursing program, you must apply using Advanced Placement criteria.

Enrollment for Re-Entry is limited and candidates are admitted only when space is available in the appropriate term. To be considered for admission to the nursing program, you must meet the requirements in effect for the year you are applying. If there is space available and you have met the application and deadline requirements, your application will be evaluated and points will be awarded in the following categories: grades, completed college classes, work experience in a health care setting, residency, and if appropriate, the LPN STEP test scores. Acceptance into the program will be determined based on the "Criteria for Prioritization" listed below and your point totals. Following the evaluation of your application, you will be required to complete competency testing in selected nursing skills. There may be a fee for this process. The outcome of this process will determine your final acceptance into the program.

It is your responsibility to see that all official transcripts are on file at CGCC, and that all necessary paperwork is turned in by the appropriate deadline.

Additional Requirements Prior to First Day of Class

- Immunization validation for measles¹, mumps, rubella, tetanus, diphtheria, varicella (chicken pox) and pertussis.
- First 2 doses of Hepatitis B series or provide proof of positive titer.²
- Physical exam with evidence of good physical health, forms will be provided by the nursing office.
- Tuberculin skin test (opportunity will be provided by nursing staff)
- Pass a drug screen (form and appointment to be provided by nursing office)
- A criminal history background check and sex offender check (form for authorization provided by nursing office). *If you have been convicted of a felony, please be advised that this conviction may prevent your placement in clinical training and/or from obtaining a license to practice within the field. If you believe your past history may interfere with one of the aforementioned things, you should contact the appropriate state board or the program director. If you have questions about disqualifying crimes, please visit www.osbn.state.or.us. **A felony conviction and/or a positive drug test may be cause for dismissal from the Nursing program.***
- Current CPR level C (healthcare provider) certification that will not expire while the student is in the program.

¹This requirement may be waived only if the student is able to verify having had the disease or a positive measles titer.

²Students with a valid medical contraindication or religious objection to receiving the hepatitis B immunization must sign a waiver of their right to protection from this disease.

Criteria for Prioritization of Requests for Reentry or Advanced Placement

Students who have been previously dismissed from the CGCC Nursing Program or any other health related program from CGCC or another college or university may be denied admission into the program.

When considering any request/application for reentry or advanced placement into the CGCC Nursing Program, the Nursing Program Admissions Committee will prioritize the request for entry into the available spaces based on the prioritizing criteria. Prioritization of requests and acceptance will occur on a quarterly basis during the academic year.

Applications for reentry or advanced placement will be prioritized in four categories (of descending priority) for available positions:

1. Returning students who left the CGCC nursing program in good standing within the previous year. Good standing means theory grade at or above 77% and passing clinical at the time of exit from the program. Priority within this category will be based on grade point average in the nursing classes.
2. Re-entry (within one year) of students who withdrew or failed nursing theory or clinical, but not both, in their previous enrollment. Priority within this category will be based on grade point average in the nursing classes. Re-entry applicants, if accepted, must meet any criteria set forth in their reentry agreement, and must reenter all nursing courses in the specified term.
3. Advance Placement students who desire to complete the AAS degree in nursing. Priority within this category will be based on selection criteria in the Advanced Placement Application.

- a. Advanced Placement students who left their previous nursing program and were passing in both clinical and theory. This must be reflected on their college transcripts and verified in writing by their former school of nursing.
 - b. Further priority within this category will be based first on the number of nursing courses completed equivalent to the CGCC Program (as determined by faculty review) and then by grade point average in their nursing classes.
4. Re-entry (within one year) and Advanced Placement students who withdrew or were dismissed due to failing both clinical and theory. Priority within this category will be based on grade point average in the nursing classes. Applicants, if accepted, must meet any criteria set forth in their reentry agreement, and must reenter all nursing courses in the specified term.

Re-entry and Advanced Placement students (within one year) who withdrew or were dismissed for substance abuse or failure to follow other CGCC or program policies are not eligible to apply. CGCC reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the college, nursing profession, and /or health care community.

Re-entry Admission Requirements

To qualify for Re-entry, you must have the following:

1. Completion of the specified requirements on your Re-Entry Agreement Form.
2. Completion with a "C" or better of all required nursing and general education classes scheduled in the program prior to exit from program.
3. A \$50.00 non-refundable application fee.

Determining Term of Entry/Available Positions

To determine your appropriate term of entry, and status of available positions for that term, schedule an appointment with the Nursing Director at 541-506-6140. After term of entry has been decided, determine your application deadline.

Application Deadlines by Term of Entry

<u>Term of Entry</u>	<u>Application Acceptance Period</u>
Fall 2012	8:30 a.m. on June 25, 2012 to 4:30 p.m. on July 9, 2012
Winter 2013	8:30 a.m. on October 29, 2012 to 4:30 p.m. on November 13, 2012
Spring 2013	8:30 a.m. on January 28, 2013 to 4:30 p.m. on February 11, 2013

An application submitted after the published application deadline will only be considered if there are unfilled positions in the nursing program, and the application is submitted at least two weeks prior to the term in which admission is sought.

Note to CGCC Re-Entry Applicants Enrolled in Classes at Other Colleges: If you are currently enrolled in classes at another college, and your grades will not be entered on your transcript by the application deadline, you may request that the registrar of that school send your grades in a signed and sealed envelope to the CGCC Student Services Office. No determination of admission will be made until the CGCC Admissions Office has received official transcripts.

Submitting Your Application

All required forms and documentation must be submitted together as one complete packet to Student Services by the appropriate deadline.

- Completed Re-Entry Eligibility Determination form
- Completed Nursing Program Application
- Re-Entry Application Checklist form
- Declaration of Residency form with documentation
- Employer Verification (if applicable)

Evaluating Your Application

Re-Entry applicants will be evaluated using the point scale below. Any materials submitted after the application deadline will not be considered.

- 1. Cumulative College Grade Point Average (GPA):** **Max. 24 pts.**
You will receive points for your current college GPA, provided it is 3.0 or higher.
- 2. Nursing Course GPA:** **Max. 24 pts.**
A nursing course GPA is used to calculate points. Points are calculated in the same manner as the college GPA. Courses with a grade of Pass are not used to calculate the nursing course GPA.
- 3. Nursing Program General Education Courses Completed:** **Max. 21 pts.**
You will receive points for courses required for graduation from the nursing program that are completed with a "C" grade or higher prior to application deadline. A specific number of points are awarded for each course or its equivalent. If coursework is completed at another institution, you must provide an official transcript with your application, and an evaluation will be done to determine if these courses meet program requirements. You may also be asked to provide descriptions and/or course content guides for the courses you wish to transfer.
- 4. Licensure and Work Experience in Health Care:** **Max. 11 pts.**
If you have a current, valid and unencumbered license as a practical nurse that can be verified, you will be awarded five (5) points. You may be awarded points if you have practiced direct human patient care within the last five years. (3 to 6 months = 1 point; 6-12 months = 3 points; over 12 months = 6 points). Note: no points will be given for employment that has not been verified. Please provide a letter from each employer (supervisor) documenting your schedule, dates of employment, and your role in direct human patient care.
- 5. Residency:** **Max. 30 pts.**
First priority consideration will be given to qualified applicants who reside in the CGCC District in Oregon and Klickitat County in Washington. Second priority consideration will be given to residents in all other Oregon counties. Third priority will be given to residents in all other Washington counties. You must reside in the above-mentioned counties ninety (90) days PRIOR TO APPLICATION in order to be considered a resident of said county. Points for residency will be awarded as follows:

CGCC District residents and Klickitat County residents	30 points
Other Oregon residents	20 points
Other Washington residents	10 points

Notification of Admission

To be considered for admission to the nursing program, you must meet the requirements in effect the year you are applying. If there is space available and you have met the application and deadline requirements, your application will be evaluated and points will be awarded in the following categories: grades, completed college classes, work experience in a health care setting, and if appropriate, the LPN STEP Exam. Acceptance into the program will be determined based on the "Criteria for Prioritization" table on page two and your total points. Students who have been previously dismissed from the CGCC Nursing Program or any other health related program from CGCC or another college or university may be denied admission into the program. All applicants are notified of their point totals, after which they will have a limited time to dispute their point total. In the case of a tie, CGCC District residents will receive preference over other applicants, followed by applicants from Klickitat County in Washington.

Financial Aid and Scholarship Information

If you have not already done so, it is very important that you file your 2012-13 FAFSA (Free Application for Federal Student Aid) as soon as possible. File online at www.fafsa.ed.gov and use CGCC's school code (041519) when filing.

The Columbia Gorge Community College Foundation offers quarterly and yearly tuition scholarships. These forms are available online at <http://www.cgcc.cc.or.us/financialaid/Scholarships.cfm> or by contacting the Student Services Office at 541-506-6011 or 541-308-8211. If you have any questions concerning financial aid, please call our financial aid representatives at 541-506-6021 or 541-308-8211.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Disabilities Resources Advisor at 541-506-6046 for information. Students must provide

documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services.

**CGCC reserves the right to modify/change elements of the admission selection process on an annual basis.

Columbia Gorge Community College has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not accreditation nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Until separate accreditation is granted, CGCC will continue to deliver college credit instruction, certificates and degrees through its contract with Portland Community College (PCC). PCC is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institution, subject to the specific policies of those institutions.

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

Employment: Robb Van Cleave, Chief Talent and Strategy Officer, Office: Building 2, Room 2.422, Phone: 541-506-6151

Educational Program: Dr. Susan J. Wolff, Chief Academic Officer, Office: Building 2, Room 2.103, Phone: 541-506-6031

Student Programs, Activities, & Services: Karen Carter, Chief Student Services Officer, Office: Building 3, Room 3.223, Phone: 541-506-6013

Re-Entry Applicant Point Sheet

If you meet the minimum admission requirements, your application will be awarded points in the following categories: college GPA, Nursing course GPA, Nursing Program general education courses completed with a C or higher, and licensure and work experience in health care.

- 1. Cumulative College Grade Point Average GPA:** A maximum of 24 points will be awarded. If transcripts from more than one college are submitted, your cumulative GPA will be figured for all credit courses. Your cumulative college GPA must be 3.0 or higher to apply.

GPA	POINTS
4.00	24
3.90	24
3.80	24
3.70	24
3.60	22
3.50	20
3.40	19
3.30	18
3.20	17
3.10	16
3.00	15

NOTE: Students who have interrupted their college education for two or more years before returning to college, AND have earned 24 or more graded college credits since returning, may have the earlier courses excused from their college GPA. If the earlier courses were completed within five years of application deadline, they may still be used to meet the required prerequisites. **YOU MUST SUBMIT A WRITTEN REQUEST WITH YOUR APPLICATION PACKET TO GET THESE COURSES EXCUSED FROM YOUR GPA.** It is your responsibility to determine if it is in your best interest to do so.

- 2. Nursing Course GPA:** A maximum of 24 points will be awarded for your nursing course GPA. See chart above for point distribution.
- 3. Nursing Program General Education Courses Completed with a “C” or Higher:**
You will receive a maximum of 21 points for completion of the following courses completed with a C or higher that are required for graduation from the nursing program.

COURSE DESCRIPTION	POINTS
BI 232 Anatomy & Physiology	4
BI 233 Anatomy & Physiology	4
BI 234 Microbiology	4
PSY 201 General Psychology	3
PSY 215 Human Development	3
Social Science Elective	1
Sociology Elective	1
Art/Humanities/Communication Elective	1

- 4. Licensure and Work Experience in Health Care (11 points max.):**
Points will be awarded as follows:
Licensure: If you have a current, valid and unencumbered license as a practical nurse that can be verified, you will receive **5 points**.
Work Experience:
If you have 3 to 6 months of direct human patient care within the last 5 years you will receive **1 point**.
If you have 6 to 12 months of direct human patient care within the last 5 years you will receive **3 points**.
If you have over 12 months of direct human patient care within the last 5 years you will receive **6 points**.
- 5. Residency:** Points for residency will be awarded as follows:
- | | |
|--|-----------|
| CGCC District residents and Klickitat County residents | 30 points |
| Other Oregon residents | 20 points |
| Other Washington residents | 10 points |

2012-13 Columbia Gorge Community College Nursing Program Application

Date: _____ Term: _____

Social Security Number: _____ Gender: Female Male

Name: _____
Last First MI

Former name(s): _____

Address: _____ City/State/Zip: _____

How long at current address: ____ yrs. Phone number(s): _____
Day Evening

Previous address if you have lived at current address less than 90 days: _____

Email Address: _____

Work Experience in Health Care (direct human patient care)

Employer	City	State	Employment Dates

Columbia Gorge Community College reserves the right to deny admission to any applicant to the nursing program whose background poses a threat to the college, nursing profession, and/or health care community.

1. Have you ever been charged or convicted of a misdemeanor or felony? Yes No
2. Have you ever been found guilty, except for insanity mental disease defect, etc., or not guilty by reasons of insanity, mental disease, defect, etc. in any proceedings in which you were charged with a misdemeanor or felony? Yes No
3. Have you ever been dismissed from employment for cause? Yes No
4. Have you ever been dismissed from any college or university, including nursing school? Yes No

If the answer to any of the above questions is "Yes," on a separate sheet of paper please indicate the crime or dismissal involved, any sentence imposed, and the year(s), state, and country in which the legal proceedings took place.

Should the answer to any of the above questions become "Yes" between submission of this application and an accepted applicant's enrollment at Columbia Gorge Community College, the individual before enrollment must inform the Chief Student Services Officer.

I certify that the information is true and that this application has been completed without evasion or misrepresentation. If it is found to be otherwise, I understand it is cause for rejection or dismissal. You have my permission to consult my employer and/or educational institution as listed.

APPLICANT'S SIGNATURE

DATE

A \$50.00 non-refundable fee must accompany application

Columbia Gorge Community College

The Dalles Campus • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
Hood River-Indian Creek Campus • 1730 College Way • Hood River, OR 97031 • 541-308-8211
Columbia Gorge Community College is an equal opportunity educator and employer.

Declaration of Residency
Associate of Applied Science Degree in Nursing

For permanent residents of Oregon and Washington

In order to establish residency preference, nursing program applicants must have maintained permanent residence in Oregon or Washington for not less than ninety (90) continuous days immediately preceding the application date for the term in which the applicant is applying. Complete this form and attach to it the documentary evidence described below and turn in with application packet.

I, _____, certify that I have continuously lived in and maintained a residence in Oregon Washington in _____ County for ninety days prior to the application deadline date.

My Address is: _____
Street

City

State

Zip

Documentary Evidence of County Residence

Please submit one of the following sources of documentation to prove residency in above stated county for ninety days prior to the nursing application deadline for the term in which you are applying. For example, to show continuous residency for an June 25th deadline, records should include the months of March, April and May. Attach all records to this form. If necessary, more than one document may be used to establish the ninety-day requirement.

- Checking or savings account records from my bank listing my local address**
- Employment records listing my local address**
- Utility bills**
- Rental receipts**
- Other (Discuss with Student Services Office before using this option)**

Describe your reason for submitting documentation different from those listed above.

I understand that falsification of any of the above information will jeopardize my application and/or admission to the nursing program. I certify that all of the above information is complete and true.

Signature _____ Date _____

**Columbia Gorge Community College
Nursing Program Advanced Placement
ELIGIBILITY DETERMINATION FORM**

Name _____

Date _____

Please check one and complete all information requested:

I withdrew from the Columbia Gorge Community College nursing program _____ / _____.
Term *Year*

I was enrolled in the Nursing program at _____; I received my LPN
Name of Institution
license on _____.
MM/DD/YY

I was enrolled in the Nursing program at _____; I withdrew from that
Name of Institution

Program _____ / _____ for the following reason: _____
Term *Year*

Please consider my application for Advanced Placement to the Nursing Program for _____ / _____.
Term *Year*

Health Care Work Experience (direct human patient care only):

Place of employment

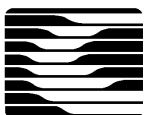
Dates of employment

Place of employment

Dates of employment

Place of employment

Dates of employment



Columbia Gorge Community College

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MEMO TO: Employers and Former Employers of Prospective Nursing Student
FROM: CGCC Nursing Admissions
RE: Employer Verification of Health Care Work Experience

Your current or former employee is requesting verification of employment because he/she is interested in applying to the Columbia Gorge Community College Associate of Applied Science of Nursing Program. Our selection process for re-entry and advanced placement requires employment verification from the applicant's present and former employer(s). Please send the following verification information to: Nursing Admissions, Columbia Gorge Community College, Student Services, 400 East Scenic Drive, The Dalles, OR 97058.

TO BE FILLED OUT BY THE APPLICANT

1. EMPLOYEE INFORMATION

Student Name _____ Social Security Number _____

Name at time of employment, if different from above _____

Health Care Facility Name and Address: _____

Dates of Employment _____

I authorize my employer to release the information requested below. _____

Employee Signature

TO BE FILLED OUT BY THE EMPLOYER

2. Employer Verification

Applicant's job title _____

Number of months employed _____ Percent of full-time or average hours per week _____

Name and title of supervisor _____

Supervisor's phone number _____

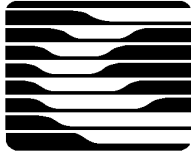
Please attach a job description (if one is not available, please describe duties and responsibilities): _____

Additional Comments: _____

I certify that this information is true and correct to the best of my knowledge.

Employer Signature

Date



Columbia Gorge Community College Nursing Program Re-Entry Application Checklist

Partially completed packets will not be accepted by the CGCC Student Services Office. A complete Re-Entry Nursing Application Packet consists of the following items:

- CGCC Admissions Form (Required even if you are a current CGCC student.)
- Nursing Program Application
- Official** unopened transcripts from all accredited colleges or universities which contain courses required by the nursing program must be on file at CGCC by the application deadline. CGCC students who have taken classes at Portland Community College (PCC) since summer 2005 must request an official transcript from PCC. A transcript of your CGCC classes will be produced by Student Services and placed in your application packet.
- Declaration of Residency and supporting documentation
- Re-Entry Eligibility Determination form
- Employment Verification, if applicable
- \$50.00 non-refundable application fee. Attach receipt or check to application packet.

Use this check sheet to indicate you have completed all the requirements for consideration into the nursing program. REMEMBER THAT IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE APPLICATION PACKET IS COMPLETE.

I certify that I have read and fully understand the 2012-2013 CGCC Nursing Program information packet.

Print Name

Signature

Date



THIS FORM MUST BE INCLUDED IN APPLICATION PACKET