TRADITIONAL PROGRAM 4 SEMESTERS

Note: Separate applications are available for transfer students and for those who wish to enter the Nursing Career Ladder Pathway (LPNs and Oklahoma Licensed Paramedics). The Baccalaureate to Associate Degree Nursing Accelerated Pathway (for individuals who have a baccalaureate or higher degrees in a discipline other than nursing) also has a separate application. Students enrolled in Nursing Process I during the fall 2015 semester will not be eligible to apply for the spring 2016 class. Such students will need to sit out at least one semester and will not be eligible to reenter the program until at least fall 2016. Such students must complete and resubmit all required documents for future application submissions and will not be guaranteed readmission.

Applicants not selected for spring 2016 must complete and resubmit all required documents for future application submissions. Any change of address must be submitted, in writing, to the Health Program Selection Committee via the Office of Recruitment and Admissions. Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted. Official transcripts must be submitted with the nursing application even if the transcripts are already on file at OCCC. Questions regarding the application or selection process for the nursing program should be directed to the Office of Recruitment and Admissions, (405) 682-7513. Questions regarding the nursing program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

Please note:

1. All students admitted to the program will be required to complete an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Clinical agencies require this information of all students who utilize their facilities to satisfy the clinical components of their curriculum. Information regarding this requirement will be forwarded to those students selected for admission.

2. Applicants for Oklahoma licensure as a Registered Nurse must meet all state and federal requirements. Questions regarding these requirements should be directed to the nursing program, (405) 682-7507. Applicants may also obtain information on the Oklahoma Board of Nursing website, www.ok.gov/nursing.

3. All students will be required to pass a randomly administered drug test.

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

1. Admission to Oklahoma City Community College (Prior to the nursing application deadline)
   Criteria for admission to Oklahoma City Community College may be found in the College Catalog. Students who have been admitted or enrolled in classes at OCCC within the last five years will not need to reapply for admission.

2. Proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
   All applicants must provide a printed receipt of payment of the nonrefundable $20.00 Selective Admissions Application Fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or by issuing for cash or check payments made at the OCCC Bursar Office. The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee. Applicants must provide PROOF OF PAYMENT ONLY when they submit their application. Applicants are cautioned NOT to mail cash or check payments with their application as they will be automatically rejected as “incomplete”. (Effective for programs with deadlines AFTER July 1, 2015)

3. Completion of prerequisite courses: (These courses must be completed with a grade of “C” or higher by the start of NUR 1519)
   ENGL 1113 English Composition I; PSY 1113 Introduction to Psychology; BIO 1023 Introduction To Nutrition; BIO 1314 Human Anatomy & Physiology I; CHEM 1123 Survey of General, Organic, and Biochemistry AND CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry OR CHEM 1115 General Chemistry I. (Students who have not yet completed these course must provide proof of enrollment in the course(s) by the application deadline)

4. College Retention Grade Point Average (GPA) . . . . . . . . Minimum 2.5000
   The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog. Students who wish to request academic forgiveness must submit a petition to the Office of Records and Graduation Services prior to the application deadline. Any student who has requested academic forgiveness must submit a letter with the nursing application to inform the selection committee that the request has been made. Graduate credit may be included in the retention GPA used for admission to the nursing program. Graduate credit will only be included if a written request is submitted with the nursing application.

   If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED Transcript Reflecting Average Score of 530 may be utilized. The High School Graduation GPA or GED Average Score may NOT be used if a College Retention GPA as specified is lower than 2.5.

5. Standard COMPASS Reading placement test score . . . . . . Minimum 86
   OR
   CPT ACCUPLACER Reading placement test score . . . . . . Minimum 77
   Standard COMPASS or ACCUPLACER scores will only be accepted if the test was taken on or after March 2, 2013. Students who wish to raise their standard COMPASS or ACCUPLACER reading score should visit with an advisor from the Office of Academic Advising about retesting guidelines. COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.
PREFERENCE POINTS

Once the basic application requirements are met, applicants may improve their opportunity for selection by earning preference points. A maximum of 24 total preference points may be awarded from three categories:

I. ACHIEVEMENT – 11 POINTS POSSIBLE

College Degree (maximum of 2 points) Points Awarded for Highest Degree Earned ONLY

Degree must be earned by the application deadline
Associate Degree---AA, AS, AAS Degree .................................................................1
Bachelor’s Degree and Above ..................................................................................2

GPA (maximum of 3 points)

College Retention GPA
GPA
College Retention GPA must include a minimum of 12 college credit
hours in 1000-level or above science, math, social science, or
English courses, excluding credit awarded by advanced standing. If the applicant
has not completed 12 college credit hours as designated, a high school graduation
GPA may be used.

OR

High School Graduating GPA
If the applicant has attempted or completed 12 college credit hours,
a high school graduation GPA cannot be used.

GPA
3.75-4.00..........................2
3.50-3.74.........................1

OR

GED Score
GED score will only be used in a case where no high school graduation or college
retention GPA exists.

GED Score
670+.................................3
610-660...........................2
550-600..........................1

Science Courses (maximum of 6 points and 3 courses) 2 points per class for a grade of A; 1 point per class for a grade of B
High school lab science (1 Unit) or college-level science courses (3 credit hours or more)

NOTE: High school lab science courses will NOT be applicable if at least one college-level science course has been attempted or completed.

II. POTENTIAL – 10 POINTS POSSIBLE

(Note: CPT ACCUPLACER, COMPASS, CPM-IV, and TEAS scores must be no older than two years from the date this application first becomes available (March 2, 2013). ACT scores must be no older than five years from the date this application first becomes available (March 2, 2010). Accuplacer reading scores may be listed on your score sheet as “Reading Comprehension” and Accuplacer writing scores may be listed as “Sentence Skills.” Compass writing scores may be listed as “English.”

Reading (Maximum 2 points) (Note: While ACT scores may be used to earn preference points, ALL applicants must take either the COMPASS or ACCUPLACER reading test to meet the basic application reading requirement explained on page 1.)

Test MINIMUM SCORE POINTS
CPT ACCUPLACER Reading................................................................. 91........................2
or, Standard COMPASS Reading.........................................................92........................2
or, ACT Reading.................................................................................23........................2

Writing/English (Maximum 2 points)

Test MINIMUM SCORE POINTS
CPT ACCUPLACER Writing .................................................................96........................2
or, Standard COMPASS Writing..........................................................91........................2
or, ACT English..................................................................................22........................2

Mathematics (Maximum 2 points)

Test MINIMUM SCORE POINTS
ACT Mathematics ..................................................................................19........................2
or, CPM-IV.........................................................................................70........................2

(Note: The CPM-IV and ACT are the only mathematics tests accepted for preference points. The CPM-IV is a mathematics test exclusive to OCCC. Please check with an advisor if you are unsure if you have taken the CPM-IV test. The CPM-IV will be listed as either Test D or Math Assessment 4 on your score sheet. Successful completion of the CPM-IV course or any other mathematics course will NOT be accepted in place of the CPM-IV test.)
III. EXPERIENCE/CERTIFICATION – 3 POINTS POSSIBLE

OFFICIAL DOCUMENTATION REQUIRED

<table>
<thead>
<tr>
<th>Experience/Certification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN Licensure</td>
<td>3</td>
</tr>
<tr>
<td>Paramedic Licensure</td>
<td>2</td>
</tr>
<tr>
<td>Emergency Medical Technician (EMT)</td>
<td>1</td>
</tr>
</tbody>
</table>

OVERALL TOTAL POINTS POSSIBLE: 24

APPLICATION PROCEDURE

To insure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with Claire Echols, Academic Advising Coordinator for health professions at (405) 682-1611 ex. 7729. Each applicant must submit a completed application including the following documents and verification of all requested preference points to the Office of Recruitment and Admissions no later than NOON (12 p.m.) September 4, 2015. Students are strongly encouraged to bring their applications to OCCC and submit them in person, but those who need to mail their applications are encouraged to first contact the Office of Recruitment and Admissions at (405) 682-7538.

Documents required to apply to the nursing program:

1. An Oklahoma City Community College Application for Admission. (Applicants already admitted to OCCC will not need to submit a new admissions application unless it has been more than five years since they were last admitted or enrolled.)
2. A completed and signed application for the Spring 2016 traditional nursing program.
3. A printed receipt of payment of the Selective Admissions Application fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
4. An official high school transcript reflecting date of graduation; official GED transcript; or official college transcript(s) from all colleges/universities attended. College transcripts must be submitted with the nursing application even if they have previously been submitted to OCCC. Transcripts from all colleges attended must be submitted even if all credits earned are listed on one transcript. Each applicant must also submit an official OCCC transcript with his or her nursing application. If you are currently enrolled in a prerequisite course that must be completed prior to the start of NUR 1519, you must be enrolled in the prerequisite class prior to the application deadline and submit a transcript that reflects those courses.
5. An official report of the Standard COMPASS or CPT Reading placement test score. (Note: The reading test score is the only test score that is required for all applicants, but any test scores being used for preference points should also be submitted with the application.)

SELECTION PROCEDURE

1. Applications on file by NOON (12 p.m.) September 4, 2015 with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the application deadline. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the nursing application.
2. If applicants have identical preference point totals, individuals will be ranked according to high school grade point average or college retention grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria in items 1-4 of the Basic Application Requirements are met. Documentation for preference points must be submitted with the application. Applications will be considered incomplete if ALL college/university transcripts, including an OCCC transcript, are not submitted with the application.
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.
6. The Office of Recruitment and Admissions make the final determination regarding applicant ranking and preference point calculations. Students who disagree with either the ranking or preference points calculations must completed the Admissions Decision Appeal available in the Office of Recruitment and Admissions.

ALL DOCUMENTS MUST BE SUBMITTED TOGETHER. DO NOT SUBMIT DOCUMENTS SEPARATELY.

DO NOT SUBMIT DOCUMENTS TO ANY OFFICE OTHER THAN THE OFFICE OF RECRUITMENT AND ADMISSIONS.
TRADITIONAL NURSING APPLICATION CHECKLIST

THE FOLLOWING CHECKLIST IS PROVIDED FOR THE APPLICANT’S CONVENIENCE AND IS NOT AN OFFICIAL APPLICATION EVALUATION. APPLICANTS WILL BE NOTIFIED BY EMAIL OF THEIR APPLICATION STATUS.

1. ARE YOU CURRENTLY ADMITTED TO OKLAHOMA CITY COMMUNITY COLLEGE?
   □ YES □ NO

2. HAVE YOU OBTAINED A VALID RECEIPT OF PAYMENT OF THE SELECTIVE ADMISSIONS APPLICATION FEE AS EXPLAINED IN #2 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES □ NO

3. HAVE YOU COMPLETED OR ARE YOU CURRENTLY ENROLLED IN THE PREREQUISITE CLASSES THAT ARE DETAILED IN #3 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES □ NO

4. DO YOU HAVE A QUALIFYING GPA AS EXPLAINED IN #4 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES □ NO

5. HAVE YOU TAKEN THE CPT READING PLACEMENT TEST OR COMPASS READING TEST AND MET THE MINIMUM SCORE AS EXPLAINED IN #5 OF THE BASIC APPLICATION REQUIREMENTS? (Note: Official copies of your test scores must be submitted with your application)
   □ YES □ NO

6. HAVE YOU OBTAINED OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES OR UNIVERSITIES ATTENDED? (Note: Official transcripts must be submitted with the nursing application even if the transcripts have previously been submitted to OCCC.)
   □ YES □ NO

7. HAVE YOU OBTAINED AN OFFICIAL COPY OF YOUR OCCC TRANSCRIPT?
   □ YES □ NO

NOTE: If you answered “no” to any of these questions, your application may be considered incomplete, and you may not be admitted to the Spring 2016 Traditional Nursing Program. If you answered “yes” to all questions, you will have met all basic application requirements, and your preference points will then be tallied. Preference points will only be tallied when documentation for the points is submitted with the nursing application. Test scores must be submitted with the nursing application. To receive documentation for test scores on file at OCCC, please visit the Testing & Assessment office.
DEADLINE: September 4, 2015 – NOON

Name ____________________________ ID# ____________________________

Last Name ___________ First Name ___________ Middle Initial ___________ Maiden Name ____________________________

Address __________________________________________________________

Street ___________________ City ______________ State ______________ Zip ______________

E-mail ____________________________________________________________ Phone ( ) ____________________________

High School of Graduation __________________________ Year __________ GED Certificate: □ Yes □ No Year __________

Have you applied for Academic Forgiveness or Reprieve □ Yes □ No If yes, approximately when did you apply? __________

What is your anticipated number of Preference Points? __________________________ pts

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):

________________________________________________________________________

Dates __________________________

________________________________________________________________________

Dates __________________________

________________________________________________________________________

Dates __________________________

The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.

Are you an LPN who wishes to apply to the traditional nursing program? Yes____ No___

Are you a Licensed Practical Nurse (LPN) in the state of Oklahoma? Yes____ No____

Are you an Advanced Unlicensed Assistant (AUA) in the state of Oklahoma? Yes____ No___

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREfully AND INITIAL BELOW EACH STATEMENT

I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted. Initial: __________

I understand that I must submit a valid printed receipt of payment of the nonrefundable $20.00 Selective Admissions Application fee. Initial: __________

I understand that I must submit OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that all applicants who have earned credits at OCCC must submit an official OCCC transcript with this nursing application. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this nursing application. Initial: __________

I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission. Initial: __________

I understand that official eligibility for this program is determined in the Office of Recruitment & Admissions and applications should not be submitted to any office other than the Office of Recruitment & Admissions. I understand that nursing applications are not to be submitted to the Nursing Department or Division of Health Professions. Initial: __________

I understand the deadline for this application is NOON (12 p.m.) September 4, 2015. Initial: __________

Applicant’s signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the Traditional Nursing Program.

Applicant’s Signature: ____________________________ Date: __________ Application Received By: ____________________________ Date: __________

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE OFFICE OF RECRUITMENT & ADMISSIONS.