

CLATSOP COMMUNITY COLLEGE  
Nursing Program Information &  
Application Packet

Re-Entry and  
Advanced Placement



1653 Jerome Avenue  
Astoria, Oregon 97103  
[www.clatsopcc.edu](http://www.clatsopcc.edu)



# CLATSOP COMMUNITY COLLEGE

## OFFICE OF ADMISSIONS

503-338-2411 ~ [admissions@clatsopcc.edu](mailto:admissions@clatsopcc.edu)

Thank you for your interest in Clatsop Community College's Nursing Program. This packet has been prepared to help you understand the application and selection process. Please read all of the information carefully. We look forward to hearing from you!

Nurses at all levels need to be caring and relate well to people of different backgrounds and cultures. As a nurse, you need to be able to adapt to change, think critically, and respond during crises. Personal integrity and ethical behavior are essential for nurses. The nursing program is academically and physically rigorous. As a nursing student, you need to be able to grasp scientific concepts, set up and answer basic math and algebra problems, and communicate well verbally and in writing. You need to be able to remain on your feet for extended periods, lift up to 40 pounds, hear heart and breath sounds and use a telephone, read fine print, and identify skin tones such as pale, ashen, grey, or bluish.

**ASSOCIATE DEGREE NURSING (ADN-RN program):** After successfully completing the two-year ADN program, you will receive an Associate of Applied Science Degree and can take the licensing exam for registered nursing (RN). Registered nurses are caring and use knowledge, skills, and problem-solving abilities to help individuals, families, and groups with health needs. RNs plan, care, and work with people to help them become healthier or to regain health after illness or surgery. Nurses teach health practices to clients and other health care providers, and frequently supervise the work of nursing assistants and practical nurses. RNs also administer medications and perform treatments for patients. Nurses work in a variety of settings, including hospitals and long-term care, schools, industry, clinics, and patients' homes.

## APPLYING TO THE NURSING PROGRAM

Admission into the nursing program at any point beyond the first term is considered reentry or advanced placement status. Reentry or advanced placement status will be determined by the nursing faculty. Reentry or advanced placement admission is based on a space available basis as determined by the nursing faculty.

- **RE-ENTRY** – Re-Entry is defined as re-entering nursing classes within one year (two years if enrolled in Tillamook section) of first exit from the Clatsop Community College Nursing Program at any point beyond the first term of nursing classes. If you qualify for re-entry you will be given preference over advanced placement (see below) applicants. If there are more re-entry applicants than spaces available applicants will be ranked according to a point scale. Spaces will be offered to applicants according to ranking until all spaces have been filled. Reentry students must have completed all degree requirements up to the point of entry.
- **ADVANCED PLACEMENT** – Advanced Placement is defined as admission into the Clatsop Community College Nursing Program at any point beyond the first term of the program. If there are more advanced placement applicants than spaces available applicants will be ranked according to the point scale. Spaces will be offered to applicants according to ranking until all spaces have been filled. Advanced placement students must take a standardized test to determine point of entry. In addition, advanced placement students meet the minimum requirements of entry into the nursing program as well as have completed all degree requirements up to the point of entry. There is a fee for this test.

*It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Questions or complaints should be directed to the Affirmative Action/Gender Equity Officer in Patriot Hall 225 (503 338-2450; TDD 503 325-2468). The Section 504 Coordinator is located in P330 (503 338-2474).*

# APPLYING FOR RE-ENTRY

To determine your appropriate term of entry and the status of available positions for that term, schedule an appointment with the Director of Health Occupations. After you know your appropriate term of entry, determine your application deadline date in the section, "Application Dates by Term of Re-Entry" below.

If you were previously enrolled in the CCC Nursing program and successfully completed NUR 101, you have one opportunity to re-enter the program without competing against other advanced placement applicants, provided space is available in the program.

You must submit a Re-Entry Agreement form signed by the Director of Health Occupations and a transcript showing that all required nursing degree classes scheduled in the program prior to the point at which re-entry must be completed with a C grade or higher.

# APPLYING FOR ADVANCED PLACEMENT

To apply for advanced placement you must complete all required nursing degree classes scheduled in the program prior to the point at which admission is sought. (See the college catalogue at [www.clatsopcc.edu](http://www.clatsopcc.edu) for course descriptions and the sequence of courses). Standardized tests to determine the appropriate point of entry will be required. The following requirements must also be met.

**1. GPA REQUIREMENT: You must meet one of the following criteria.**

- A minimum of 24 college credits with a cumulative 2.5 GPA for all college credits earned.
- **OR** You may choose to use only those college credits you earned after August 1, 1998 if you have earned a minimum of 24 credits. All of those credits must have a cumulative GPA of 2.5.

**PLEASE NOTE: If you choose to use only those college credits that you have earned after August 1, 1998, any nursing degree requirements completed prior to August 1, 1998 will not be applied to your degree requirements. You must meet those requirements to graduate.**

- **OR** A high school diploma with a 2.5 GPA.\*
- **OR** A GED certificate with a minimum overall average score of 460 (or prior to 2001, an overall average score of 46).\*

\* If you have at least 24 college credits, your GPA will be computed using your college credits, not your high school credits, or your GED score.

**2. WRITING REQUIREMENT: You must meet one of the following criteria.**

- Completion of WR 121 English Composition or higher completed with a grade of C or above.
- **OR Demonstrated** readiness for WR 121 by a minimum score of 45 on the ASSET Writing Placement Test or 77 on the COMPASS Writing Placement Test.

**3. READING REQUIREMENT: You must meet this requirement.**

- Minimum score of 42 on the ASSET Reading Placement Test or 81 on the COMPASS Reading Placement Test.

**THE FOLLOWING REQUIREMENTS MUST BE COMPLETED AFTER AUGUST 1, 1998.**

**4. MATH REQUIREMENT: You must meet one of the following criteria.**

- MTH 95 Intermediate Algebra or MTH 111 College Algebra or a course for which MTH 111 is a prerequisite completed with a grade of C or above.
- **OR Demonstrated** readiness for MTH 111 College Algebra or higher demonstrated by a minimum score of 34 on the ASSET College Algebra Test or 36 on the COMPASS College Algebra Test.

*Continued on next page*

5. **CHEMISTRY REQUIREMENT: You must meet one of the following criteria.**
  - One year of high school chemistry with lab with a grade of C or above.
  - **OR** CH 104 and CH 105 Introductory Chemistry or the equivalent as determined by the Clatsop Community College Registrar's Office completed with a grade of C or above.
6. **ANATOMY AND PHYSIOLOGY REQUIREMENT: You must meet this requirement.**
  - Completion of BI 231, BI 232 and BI 234 or the equivalent as determined by the Clatsop Community College Registrar's Office completed with a grade of C or above.

## SUBMITTING YOUR APPLICATION

All required forms must be submitted AS ONE COMPLETE PACKET by the due date.

TERM OF ENTRY	APPLICATION DEADLINE
Winter term 2005	November 19, 2004
Spring term, 2005	February 18, 2005
Summer term, 2005	May 20, 2005
Fall term, 2005	August 19, 2005

Applications submitted after the published application deadline will only be considered if a) there are unfilled positions in the nursing program, and b) there is adequate time to evaluate your application and for you to complete standardized testing and any entry requirements. In the event that a position becomes available after the published application deadlines, the Admissions Office will make an effort to contact you to determine if you wish to be considered at that time.

It is your responsibility to submit the necessary and appropriate documents. If you are currently an admitted degree seeking Clatsop student, you must request copies from the Registrar's office of all applicable documents from your Clatsop academic file. You are encouraged to retain a copy of all application documents you submit.

If you are not a current Clatsop student you must submit the Clatsop Application for Admission and \$15 admission fee. All applicants must submit the following: application packet checklist, eligibility determination form, official transcripts, ASSET or COMPASS score report, verification form, residency form and documentation if applicable, and the employer form if applicable.

You may bring your application packet to the Admissions Office in Towler Hall, Room 200 or mail it to:  
**Clatsop Community College, Nursing Admissions, 1653 Jerome Avenue, Astoria, OR 97103.**

Students who have financial aid questions are encouraged to contact Clatsop's Financial Aid Office at 503-338-2322 or [financial\\_aid@clatsopcc.edu](mailto:financial_aid@clatsopcc.edu).

*Any applicant requiring reasonable accommodations for the application should contact the Human Resources Office.*

# EVALUATING YOUR NURSING APPLICATION

If the number of applicants exceeds the number of available positions in the nursing program, your application will be evaluated using the weighted point scale below. Any materials submitted or received after the application deadline will not be used to award points.

## 1. Cumulative GPA:

**Maximum points = 24**

The points you will receive for your cumulative GPA will be based on the choice you made to meet the minimum requirements.

- If you chose to use **ALL** of your college credits earned, your cumulative GPA will be computed using only those transcripts that you are using to meet your chemistry, anatomy and physiology, math, writing, and other nursing degree requirements. Please refer to the nursing degree requirements checklist on pages 12-13. If you chose to use **ONLY** those college credits earned after August 1, 1998, your cumulative GPA will be computed using all of the credits earned after August 1, 1998.
- Your high school GPA or GED scores will be used to award your points if you have earned less than 24 college credits.

## 2. Nursing program degree requirements completed with a grade of B or higher using the GPA option you chose:

**Maximum points = 20**

You will receive points for courses required for graduation from the nursing program that are completed with a B grade or higher prior to the application deadline. A specific number of points is awarded for each course or its equivalent. Points are not awarded CH 104 & 105 or its equivalent, nor are they awarded for courses that have not been completed by the application deadline.

## 3. ASSET or COMPASS reading placement test score:

**Maximum points = 5**

You will receive 5 points if your score on the ASSET reading placement test is 47 or higher and on the COMPASS if your score is 91 or higher.

## 4. Health care work experience:

**Maximum points = 6**

Points may be awarded if you have experience providing direct patient care as a CNA, EMT, dental or medical assistant, or in another health profession within the past seven (7) years verified by your supervisor or employer. Six (6) points are awarded for work experience that totals one (1) year or more full-time equivalent (2000 hours or more); four (4) points are awarded for six months to one year full-time equivalent (1040 to 1998 hours); two (2) points are awarded for three to six months full-time equivalent (530 to 1039 hours).

## 5. Residency:

**Maximum points = 5**

Residents of Clatsop County or Tillamook County receive 5 points in the appropriate pool as indicated on page 3. Residents of Columbia County, Oregon or Wahkiakum or Pacific Counties, Washington receive 3 points.

## 6. Earned Degrees:

**Maximum points = 10**

You will receive 4 points if you have an earned bachelor's degree and 6 points if you have an earned master's degree from a regionally accredited college or university. You must include an official sealed transcript from the college or university showing the degree you earned. **PLEASE NOTE:** If you choose to have your GPA computed using only those credits you earned after August 1, 1998 you will not be awarded points for degrees earned before August 1, 1998.

## 7. Standardized Test Score:

**Maximum points = 24**

Individual National Percentile Rank on Standardized Test

91-100% = 24 points; 81-90% = 18 points; 71-80% = 12 points; 60-70% = 6 points

NOTE: If the standardized test was taken while in a nursing program, the score obtained at that time will be used for point calculation.

# APPLICATION PACKET CHECKLIST

<b><u>THIS FORM MUST BE SUBMITTED WITH YOUR NURSING APPLICATION.</u></b>	<input type="checkbox"/> Re-entry <b>TERM</b> _____ <b>YEAR</b> _____	<input type="checkbox"/> Advanced Placement <b>TERM</b> _____ <b>YEAR</b> _____
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*Please indicate how you have met the following minimum program requirements.*

### GPA REQUIREMENT – CHOOSE ONLY ONE OPTION

- A minimum of 24 college credits with a cumulative 2.5 GPA for **ALL** college credits earned
- A minimum of 24 college credits with a cumulative 2.5 GPA for **ALL** college credits earned after 08-01-1998
- A high school diploma with a 2.5 GPA
- A GED certificate with a minimum overall average score of 460 (prior to 2001, a score of 46)

### WRITING REQUIREMENT

- WR 121 or higher completed with a grade of C or higher**  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_
- OR ASSET or COMPASS Writing Placement Evaluation**  
 ASSET Writing Skills Test Score \_\_\_\_\_ COMPASS Writing Skills Test Score \_\_\_\_\_

### READING REQUIREMENT

- ASSET or COMPASS Reading Placement Evaluation**  
 ASSET Reading Skills Test Score \_\_\_\_\_ COMPASS Reading Skills Test Score \_\_\_\_\_

### MATH REQUIREMENT

- MTH 95 Intermediate Algebra or MTH 111 College Algebra or a course for which MTH 111 is a prerequisite completed with a grade of C or higher.**  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_
- OR ASSET or COMPASS Math Placement Evaluation**  
 ASSET Math Skills Test Score \_\_\_\_\_ COMPASS Math Skills Test Score \_\_\_\_\_

### CHEMISTRY REQUIREMENT

- CH 104 and CH 105 or equivalent or higher completed with a grade of C or higher**  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_
- OR High School Chemistry with Lab with a grade of C or higher**  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_

### ANATOMY & PHYSIOLOGY REQUIREMENT

- BI 231 and BI 232 or equivalent or higher completed with a grade of C or higher**  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_  
 Course Number \_\_\_\_\_ College \_\_\_\_\_ Term \_\_\_\_\_ Grade \_\_\_\_\_

**I have included the following items with my application for the nursing program.**

- Application for Admission and \$15 admission fee (Does not apply to current degree-seeking Clatsop students.)
- Official high school and/or college transcripts or GED certificate
- Completed Re-entry agreement
- ASSET or COMPASS score report
- Verification of Program and Licensure Requirements
- Declaration of Residency form and documentation, if applicable
- Employer Verification, if applicable

Signature \_\_\_\_\_ Date \_\_\_\_\_

# VERIFICATION OF PROGRAM AND LICENSURE REQUIREMENTS

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, parental or marital status, religion, national origin, age, sexual orientation, or disability in any education programs, activities, or employment. Questions or complaints should be directed to the Affirmative Action Officer in Patriot Hall 225, 503-338-2450; TDD 503-325-2902. Admission to the Nursing Program is limited by such factors as class size and academic prerequisites.

As a student in the Nursing Program, you are expected to meet minimum performance standards for nursing, including but not limited to the following standards.

- Ability to grasp scientific concepts, set up and answer basic math and algebra problems
- Critical thinking sufficient for clinical judgement
- Verbal and written communication sufficient to effectively interact with clients, peers, and others
- Ability to move from room to room, maneuver in small spaces, remain on feet for extended periods of time, and lift up to 40 pounds
- Gross and fine motor skills sufficient to provide safe and effective nursing care
- Hearing sufficient to monitor and assess clients, e.g., hear heart and breath sounds and use a telephone
- Visual acuity and color discrimination sufficient to read fine print, to observe and assess clients, e.g., identify skin tones such as pale, ashen, grey, or bluish and to interpret diagnostic tests such as glucose test strips
- Tactile ability sufficient for physical assessment, e.g., palpate peripheral pulses

In addition, students are advised of the following Oregon State Board of Nursing (OSBN) rules concerning Application for Licensure by Examination (RN or LPN):

If the applicant has a physical or mental condition that could affect her/his ability to practice nursing safely, a physical or mental assessment may be required. The assessment will assist in the determination as to whether or not the applicant's physical or mental health is adequate to serve the public safely.

An applicant who has been arrested, charged or convicted of any criminal offense will be evaluated and a determination will then be made as to whether the arrest, charge, or conviction bears a demonstrable relationship to the practice of nursing.

Examples of crimes for which an individual will be denied licensure include:

- Crimes against another person such as murder, manslaughter, assault, rape, sexual abuse, child abandonment or neglect.
- Conviction within seven years for a crime against property such as first degree offenses including burglary, arson, criminal mischief, robbery, or forgery.
- An extended history of arrests and convictions demonstrating habitual disregard for societal rules.

A criminal record and a drug screen check may be conducted prior to a required clinical experience. A criminal record or a positive drug screen detected in this manner will preclude your ability to complete the required clinical experience and will result in dismissal from the program. In addition, a criminal record will be conducted when you apply for licensure.

**The College is not responsible for a student's physical, mental, emotional health, or ability to qualify for licensure.**

\*\*\*\*\*

I have read the above statements, and I verify that I am physically, mentally, and emotionally capable of meeting the performance standards for nursing and that I do not have a criminal record that would exclude me from clinical experience and for nursing licensure in the State of Oregon. **Please submit this form with your application.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# DECLARATION OF RESIDENCY FOR NURSING APPLICANTS

*For permanent residents of Clatsop, Columbia, Tillamook County, Oregon  
or Pacific or Wahkiakum County, Washington*

**Do not submit residency documentation if you are not a resident of one of the above counties.**

Residency points are granted to those who have maintained a permanent residence in Clatsop, Columbia, Tillamook County, Oregon or Pacific or Wahkiakum County, Washington for at least ninety continuous days prior to the application deadline. You must submit documentation that includes your physical address -- not a post office box. Accepted records include:

- copies of checking or savings account records from a local bank or savings institution,
- copies of employment records from a local firm,
- copies of billing statements from a local utility company, or
- copies of rental receipts.

Please attach the proof of residency documentation to this form.

My home address is:

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Street

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City & State Zip

I certify that I have continuously lived in \_\_\_\_\_ County for at least 90 days prior to today.

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.

**Please sign and date.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# CLATSOP COMMUNITY COLLEGE

1653 Jerome Avenue ~ Astoria, OR 97103 ~ 503-325-0910

## EMPLOYER VERIFICATION

A current or former employee is requesting verification of **direct patient care** employment because she/he is applying to the Clatsop Community College Nursing Program. Please send this verification form to:

**Clatsop Community College, Nursing Admissions Office, 1653 Jerome Avenue, Astoria, OR 97103.**

This form must reach the CCC Admissions Office by April 1, 2005. *Thank you for your cooperation!*

### TO BE FILLED OUT BY THE APPLICANT

#### EMPLOYEE INFORMATION

Name \_\_\_\_\_

Name at time of employment if different than above \_\_\_\_\_

Social Security # \_\_\_\_\_ Dates of employment \_\_\_\_\_

Health Care Facility name and address \_\_\_\_\_

\_\_\_\_\_

### TO BE FILLED OUT BY THE EMPLOYER

#### EMPLOYER VERIFICATION

Applicant's job title \_\_\_\_\_

Number of months employed \_\_\_\_\_ Average hours per week \_\_\_\_\_

Name and title of supervisor \_\_\_\_\_

Supervisor's phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Attach a job description (If a job description is not available, describe job duties/responsibilities)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

# IF YOU ARE SELECTED FOR ADMISSION TO THE PROGRAM

## REQUIRED ANATOMY AND PHYSIOLOGY COURSE

Those students selected for the program must complete BI 233 Human Anatomy and Physiology or the equivalent as determined by the Clatsop Community College Registrar's Office completed with a grade of C or above by the start of fall term 2005 AND must complete the required entry-level nursing skills course. Please be aware that BI 233 might not be offered summer term at Clatsop Community College.

## REQUIRED ENTRY-LEVEL NURSING SKILLS

- Satisfactory completion of NUR 50 at Clatsop Community College or an equivalent course as determined by the Clatsop Community College nursing faculty within one year prior to enrollment in the nursing program.
- **OR** Satisfactory completion of a State Board of Nursing approved nursing assistant course completed within one year prior to enrollment in the nursing program.
- **OR** A current CNA certificate.

## CLINICAL ROTATIONS

Students who are accepted for the program will be assigned to clinical rotations based on which campus they have been admitted to. Clinicals may be during the day, evening, or weekends. Theory classes will be held in Seaside for the first and last term of the program. During the other terms of the program all theory classes will have two different delivery modes, either face-to-face in a traditional classroom in Astoria or as online classes through the internet. Students can choose which delivery method they wish to participate in.

## IMMUNIZATIONS, TUBERCULOSIS SCREENING, AND CPR TRAINING

You must provide documentation of the following (or a signed medical or religious exemption\*) in order to participate in required clinical experiences. You must bring these records to the Nursing Program Orientation in September. Please call Audrey Knippa, Director of Health Occupations, at 503-338-2436 if you have questions.

### **MEASLES (rubeola)**

If you were born after January 1, 1957, you must provide documentation of:

- The dates after your first birthday that you received two doses of the measles vaccine with a minimum of 30 days between doses.
- **OR** the month and year you received a second dose after December 1, 1989
- **OR** a measles titer indicating immunity to the disease
- **OR** documentation by a health care professional of the disease.

### **HEPATITIS B**

Provide documentation of:

- Completion of the hepatitis B series (3 immunizations over a period of 6 months)
- **OR** at least two doses (1 month apart) of the hepatitis B vaccine
- **OR** a hepatitis B titer indicating immunity to the disease.

### **TUBERCULOSIS SCREENING**

Provide documentation of:

- A current annual negative tuberculosis skin test (PPD)
- If you have a positive skin test, a current annual negative chest X-ray.

### **CPR TRAINING**

Provide documentation of:

- A current annual American Heart Association (AHA) Health care provider CPR training (includes adult, infant, child and AED).

*\*Medical exemption means written documentation of the disease by a health care professional or a valid medical contraindication to the immunization. Religious exemption means you follow a religion that is opposed to immunizations.*

*You will not be allowed to participate in clinical experiences in some health care settings without appropriate measles immunization or documented immunity to the disease. This will affect your ability to meet course objectives and complete the course and program.*