



# Nursing Program

General Information Packet

for the

Associate in Science Degree



**ANOKA-RAMSEY COMMUNITY COLLEGE  
NURSING PROGRAM**

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**The information contained in this booklet is subject to change. Please refer to the Nursing web site for the most complete up-to-date information.**

This document can be made available in different formats upon request. Please call Access Services at 763-433-1350 or 1-763-433-1450 (TTY/TDD)

# INTRODUCTION

## GENERAL INFORMATION

Thank you for requesting information about the Anoka-Ramsey Community College Nursing Program. This booklet is designed to offer you information on when and how to apply for the nursing program and answer general questions prospective students often ask.

The Associate Degree Nursing Program at Anoka-Ramsey Community College is approved by the Minnesota Board of Nursing and accredited by the National League of Nursing Accrediting Commission, 61 Broadway, New York, New York 10006, (212) 363-5555.

Anoka-Ramsey Community College has two campuses; one in Cambridge, Minnesota and one in Coon Rapids, Minnesota. The College offers a Two-Year Track option and an LPN Mobility option on both campuses. General education courses and/or assessment testing can be taken at either location.

When admission to the nursing program is desired, students should review the on-line nursing information session on the nursing web page, or contact an advisor, prior to submitting an application. Nursing program applications are submitted directly to the Records Office on either campus and are a separate application from the general college application.

## WHOM DO I CONTACT FOR FURTHER INFORMATION?

### CAMBRIDGE CAMPUS

**Advising Services-** College Center .....(763) 433-1830  
*This is the first place to contact with questions about the nursing program, the admission process and the transfer process.*

**Financial Aid Office** – College Center, D216.....(763) 433-1500

**Nursing Program Data Manager**.....(763) 433-1476  
*Provides support to students after acceptance into the program.*

### COON RAPIDS CAMPUS

**Advising Services** – Educational Services.....(763) 433-1230  
*This is the first place to contact with questions about the nursing program, the admission process and the transfer process.*

**Financial Aid Office** – Educational Services .....(763) 433-1500

**Nursing Program Data Manager**.....(763) 433-1476  
*Provides support to students after acceptance into the program.*

# **ANOKA-RAMSEY COMMUNITY COLLEGE NURSING PROGRAM**

## **PROGRAM PURPOSE**

The ARCC Nursing Program is designed to prepare nurses to provide entry level professional nursing care in a variety of settings. The graduating nurse will be able to provide nursing care in the hospital, long-term care, clinics, and other health related facilities.

Upon completion of the nursing program, an Associate of Science Degree is awarded by the college. Nursing graduates will be eligible to apply to take the National Council Licensing Exam-RN (NCLEX-RN) following graduation.

## **NURSING PROGRAM ESSENTIALS**

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Essential functions include: use of senses, speech, reading, writing, physical ability, coordination, stamina, ability to problem solve, and emotional stability. Nursing is a physically demanding career and nurses are expected to lift up to 30 pounds. Basic computer skills are necessary in the nursing profession.

Access Services is available for students with documented disabilities. For more information, please call 763-433-1350.

## **JOB PLACEMENT**

According to the Bureau of Labor Statistics, more than a million new and replacement nurses will be needed between 2006 and 2014. Analysts project more than 700,000 new RN positions will be created through 2014, accounting for two-fifths of all new jobs in the health care sector and one-third of all new jobs among all occupations. Graduates are working in a variety of settings including hospitals, long-term care facilities, clinics, and home health care. Currently the job placement rate is impacted by the national economy; however, statistically the need for professional nurses will continue to rise.

## **EDUCATIONAL MOBILITY**

Anoka-Ramsey Community College offers two programs leading to an associate of science degree in nursing. The Two-Year option is designed for students with no previous nursing experience. The LPN Mobility option is designed for LPNs continuing their education as registered nurses. Both programs prepare students for beginning professional nursing practice.

Our graduates should plan on continuing their education to earn a baccalaureate degree and/or master's degree in nursing. In general, baccalaureate education provides the RN with more in-depth nursing theory and practice pertaining to leadership, management, community, public health, and physical assessment. Both public and private colleges and universities offer baccalaureate completion programs for registered nurses. Each nursing baccalaureate program has its own requirements for program courses as well as general education. It is advisable to contact the college or university that you are interested in to secure accurate information on program requirements. To facilitate transfer from one level of education to another, Minnesota State Colleges and Universities have developed nursing articulation agreements. Currently Metropolitan State University and Bemidji State University (BSU) offer RN completion programs (baccalaureate degree). The BSU program is currently offered through the Cambridge Campus.

## **OBTAINING A REGISTERED NURSING LICENSE**

After satisfactorily completing the Associate Degree Nursing Program degree requirements, qualified students are eligible to apply for the Registered Nurse National Council Licensing Exam (NCLEX-RN). Graduates must apply to the State Board of nursing and the testing service (PearsonView) prior to the national examination. After passing the RN exam, students can apply for licensure in all states. There is a cost associated with the examination and a cost associated the Minnesota Board of Nursing. More information may be obtained from the Minnesota Board of Nursing website and additional information will be presented during the final semester of the nursing program.

Anoka-Ramsey Community College has demonstrated a high level of passing on the NCLEX-RN Examination.

If you have any legal or medical questions regarding your potential for meeting the Board of Nursing requirements for licensure or about your potential to practice professional nursing, contact the Minnesota Board of Nursing directly by dialing 612-617-2270 or via Internet at <http://www.nursingboard.state.mn.us>.

## **CLINICAL EXPERIENCE**

During each semester of the nursing program students are assigned specific experiences in various health care institutions and community agencies. Each nursing student must follow the specific regulations and rules of each institution and agency.

### **All institutions and agencies require nursing students to pass a criminal background check.**

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a cleared background study. An individual who does not receive a cleared background study prior to the start of the semester will not be allowed in a clinical facility. Failure to participate in a clinical placement required by the academic program will result in expulsion from the program.

Nursing students are *not* eligible for workers' compensation because they are *not* employees of the college nor are they employees of the healthcare institutions or community agencies.

Individual professional student liability insurance is suggested. This insurance is designed to help protect a healthcare professional if a patient sues the caregiver for any breach of professional healthcare responsibilities.

Nursing students are responsible for their own healthcare costs incurred as a nursing student.

# Nursing Program Admission Criteria

Applicants must meet the following criteria before applying for admission to the Nursing Program.

## **Initial step: Nursing Information Session.**

Review of the on-line nursing program information session is suggested. The web link is available on the nursing department home page.

## ***Admission to Anoka-Ramsey Nursing Program***

In addition to the general college admission criteria, students applying to Anoka-Ramsey's nursing program must meet some additional requirements. An Anoka Ramsey Nursing Program application form must be completed. Additional details may be found in the Nursing General Information Packet available on the nursing website at [http://webs.anokaramsey.edu/nursing\\_program/program.htm](http://webs.anokaramsey.edu/nursing_program/program.htm). For application purposes, students are responsible for all information in the Nursing Information Packet. Upon admission, the student will be responsible for all the information in the Nursing Student Handbook.

Applicants must meet the following criteria before applying for admission to the nursing program.

1. Must be a high school graduate, or earned a GED
  - a. If the applicant is currently a high school senior applying prior to graduation, the student must submit a letter from their high school indicating academic progress toward graduation in the spring. Applications from high school seniors will be accepted pending their graduation results.
2. Minimum cumulative GPA of 2.75 in high school or college.
  - a. Use of high school GPA is limited to two years from high school graduation.
  - b. Cumulative GPA will be calculated using transcripts from **all** colleges attended.
  - c. No Credit/Incomplete grades on college level courses will be recomputed as F's for cumulative GPA calculations.
  - d. Applicants being admitted based on college GPA must have completed at least 9 semester (or quarter equivalent) credits from courses that are general education requirements for the AS degree in nursing (see guide sheet).
3. Applicants on academic suspension will not be eligible for admission. If academic probation or suspension occurs after the student is admitted and is not lifted before the first semester of nursing core courses, the student will not be eligible to start the program.
4. Anatomy and Physiology 1 and 2 (BIOL 2113 & 2114) are required science courses, but not required to apply. These courses must also be within 7 years of program start date and have a grade of C or better.
5. Composite score of 19 or above on the ACT Exam. Applicants who have completed a baccalaureate degree (4 year degree) in another field, do not need to submit ACT results. A score of 25 will be used to calculate their rubric score.

6. A minimum rubric score of 6.0 must be achieved to be considered for acceptance into the nursing program. (See scoring guide in the procedures)

**Applicants must meet the following additional criteria before applying for admission to the LPN Mobility Nursing Program:**

1. Graduation from a state-approved Practical Nursing Program
2. Graduation from a practical nursing program within two years from the program start date, or the equivalent of six months' full-time work experience in the past two years (must be verified by letter from the employer)
3. Current LPN license in good standing.
4. Successful completions of Anatomy and Physiology I within 7 years of the program start date.

**Nursing Post Admission Criteria**

Upon admission to the nursing program, students will receive an orientation letter regarding the mandatory orientation session, date and time. Along with the acceptance letter, information about the required clinical documentation will be sent. The orientation letter will provide detailed instructions regarding the clinical documentation and what is needed prior to the orientation and what is needed prior to the start of the first semester. Students must attend a mandatory nursing student orientation prior to beginning their first term in the program.

The following documents will be required at orientation:

- Proof of current registry as a Nursing Assistant-Registered (Two year students only)
- Completed healthcare form
- Current HealthCare Profession CPR Certification, American Heart Association.

**Academic or Exception to policy petition**

Academic Standards Petitions and Exception to Policy Petitions may be obtained through advising services. No petitions will be accepted during the final two weeks of each application period. Petitions must be processed and recorded to be considered.

***It is the student's responsibility to remain current on changes to the admission requirements. For the most current information, please see the nursing program website.***

# ADMISSION PROCEDURE

## Application to the Nursing Program

Applicants must include all of the following criteria to be considered for admission into the Anoka-Ramsey Community College Nursing Program.

A completed file includes:

- Application to Anoka-Ramsey Community College (on file with the College)
- Application to the Nursing Program
- If the applicant has any Academic Standards Petitions, that apply to courses and/or requirements for the nursing program, copies must be included in the application
- Official transcripts from high school and all non-MnSCU colleges attended. Electronic transcripts from MnSCU colleges may be used if indicated on the nursing application. A list of MnSCU colleges is available at [www.mnscu.edu](http://www.mnscu.edu).
- Official ACT scores in signed, sealed envelope (exempt if earned baccalaureate degree)
- High school transcript (exempt if earned a college degree/college diploma)
  - If an applicant is currently a high school student, documentation including the letter indicating progress towards graduation must be included in the application.

If the above are not submitted and/or attached with the application for the Nursing Program, the application will be considered incomplete. Incomplete applications will not be considered for admission into the program and will be returned to the applicant.

Earning a grade of D in ANY course, including general education courses, will not satisfy admission and graduation requirements for the RN program.

Courses still in progress will not be considered towards the general education requirements or calculated in the rubric score.

### Nursing Program Admission Procedure

Applications will be accepted only during the published application dates. The application period will be extended only if an insufficient number of qualified applications are received.

All students must meet minimum criteria for admission at the time of application.

#### Application Dates:

- January 2 – 21 for the 2-Year Fall Program
- February 1 – 21 for the LPN Mobility Fall Program
- June 1 – 21 for the 2-Year Spring Program
- July 1 – 21 for the LPN Mobility Spring Program

Students will be admitted to either the 2-year Program or the Mobility Program according to admission ranking as indicated on the scoring rubric (see below) until the program is full.

<b>Scoring Criteria</b>	<b>Score</b>
Cumulative GPA (point-for-point) from <b>all</b> colleges (and high school if necessary)	
ACT Composite score: divided by 10	
Anatomy & Physiology I completed: .5 point	
Anatomy & Physiology II completed: .5 point	
Number of 30 General Education credits completed (Number of general education credits divided by 10)	
Anoka-Ramsey Student with 12 earned credits from ARCC: add one point	
<b><u>Admission Score:</u></b>	

### **Alternate List Procedure for the Nursing Program**

A limited number of qualifying applicants will be placed on a ranked order alternate list. Students placed on this list will be eligible for admission to the program, pending availability, prior to the beginning of the term (e.g.: if an accepted student decides later they do not want to attend Anoka-Ramsey).

Any student not accepted to the Nursing Program that want to be considered for the next application period, must reapply, including those who were on the previous year's alternate list.

### **Application Status Notification for the Nursing Program**

Applications will be accepted only during the established time periods. All applicants will be notified by the Records office of acceptance or denial to the Nursing Program in approximately 3 months after the close of the application period. Students offered admission must respond within 10 days of notice to accept their seat in the program. The nursing webpage will provide updated information.

Admitted students will be notified of the date and time for the required nursing student orientation.

# NURSING PROGRAM COURSE REQUIREMENTS

**Associate in Science Degree consists of 64 credits – 30 general education and 34 nursing program courses**

## **GENERAL EDUCATION/MNTC REQUIREMENTS** - 30 credits

Complete a minimum of 28 credits from the Minnesota Transfer Curriculum including the following:

ENGL 1121 College Writing and Critical Reading (4 credits)

PSYC 1110 General Psychology (4 credits)

PSYC 2235 Lifespan (4 credits)

SOC 1111 General Sociology (3 credits)

SPCH 1110 Intro to Speech Communication **OR** SPCH 2220 Interpersonal Communications (3 credits)

BIOL 2113 Anatomy and Physiology I (4 credits) *within 7 years prior to program start*

BIOL 2114 Anatomy and Physiology II (4 credits) *within 7 years prior to program start*

Humanities/Fine Arts Elective from the Minnesota Transfer Curriculum (3 credits)

### **PLUS:**

Select any HPER course(s) totaling at least 2 credits

## **PROGRAM CORE REQUIREMENTS** – 34 credits (Must be taken in the sequence listed)

### **Two-Year Track Option**

NURS 1180 Health Assessment, 3 cr

NURS 1181 Foundations of Holistic Nursing, 3 cr

NURS 1182 Nursing Interventions I, 2 cr

NURS 1280 Pathophysiologic Phenomena for Nurses I, 2 cr

NURS 1281 Holistic Nursing Care I, 3 cr

NURS 1282 Nursing Interventions II, 3 cr

NURS 2380 Pathophysiologic Phenomena for Nurses II, 2 cr

NURS 2381 Holistic Nursing Care of Special Populations, 3 cr

NURS 2382 Nursing Interventions III, 3 cr

NURS 2480 Pathophysiologic Phenomena for Nursing III, 2 cr

NURS 2481 Holistic Nursing Care II, 3 cr

NURS 2482 Nursing Interventions IV, 3 cr

NURS 2485 Pharm, 2 cr

### **LPN Mobility Option**

NURS 1280

NURS 1281

NURS 1283 Transition

NURS 2380 Pathophysiologic Phenomena for Nurses II, 2 cr

NURS 2381 Holistic Nursing Care of Special Populations, 3 cr

NURS 2383 Nursing Interventions (2 credits)

NURS 2480 Pathophysiologic Phenomena for Nursing III, 2 cr

NURS 2481 Holistic Nursing Care II, 3 cr

NURS 2482 Nursing Interventions IV, 3 cr

NURS 2584 Pharm, 2 cr

LPN Advanced Standing Credits (12 credits)

**Program Note:** Students who fail to meet the sequence requirements, prerequisites, corequisites, and academic achievement levels will be counseled and potentially exited from the program. All credits earned/applied toward the degree must be reflected in GPA.

### **AS Degree Notes:**

1. A minimum grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
2. A minimum grade of C and an evaluation of “safe” in clinical practice must be earned in all Program Core requirements.
3. A grade of C must be earned in all of the general education courses; however physical education courses may be taken on a Pass/Fail basis.
4. All Program Core requirements must be completed at ARCC.
5. A minimum of 30 MNTC transfer credits with a minimum of 20 semester credits taken at ARCC is required for graduation.

You are encouraged to contact a counselor or an advisor at 763.433.1830 (Cambridge campus) or 763.433.1230 (Coon Rapids Campus) for course planning assistance and information about transfer credit evaluation.

**NOTE:** The requirements of this program are subject to change without notice. It is the students’ responsibility to be aware of the requirements for the program, and any changes that may occur. Students should refer to the current catalog on the Anoka-Ramsey website determine the limits to earn a degree.

# CLINICAL REQUIREMENTS FOLLOWING ADMISSION TO THE NURSING PROGRAM

ARCC nursing students must maintain specific requirements to ensure personal and patient health and safety. Students who do not maintain the requirements will not be allowed to attend clinical and will be exited from the program.

1. **Nursing Assistant, Registered or test-out (Two-Year Track students only.)**

A photocopy of a document verifying current nursing assistant registry must be submitted. Students not currently registered, but with previous nursing assistant training, may choose to test out of the NA, R exam. A listing of schools that offer the NA, R test-out may be obtained from the Advising Services, or may be found on the nursing website. **Proof of listing on the registry must be submitted at the required nursing student orientation to maintain a place in the nursing program.** Certification does not need to be maintained while in the program.

2. **Personal Health Exam**

Students will be provided a Health Examination form after acceptance to the program. The completed form must be returned at the **required nursing student orientation.**

3. **Criminal background check**

Students must complete and pass a criminal background check annually while in the nursing program. The form will be completed on-line at the nursing orientation and mid-way through the program. Students not completing the background check when directed will be exited from the program.

4. **Health Care Professional CPR certification**

Health Care Professional CPR certification is required prior to and throughout the nursing program. Students must submit proof of certification at the required nursing student orientation and upon re-certification while in the program. The only acceptable certification is the BLS for Healthcare Providers from the American Heart Association. **On-line certifications will not be accepted.** ARCC offers re-certification classes every semester.

5. **Math competence**

Nursing students must demonstrate competence in mathematical problems related to drug dosages.

Competence can be demonstrated by:

1. Taking the Nursing Math Test-out with a score of 90% or higher prior to the start of the first course first semester of the program OR
2. Completing the course, Math 0110, with a letter grade of 'A' prior to or during the first course, first semester. If the math course is taken, a copy of your course grade must be given to the Nursing Program Data Manager at the end of the first semester of the program.

If you choose to take the Nursing Math Test-out, you may schedule the test by calling 763-433-1240 on the Coon Rapids Campus or 763-433-1990 on the Cambridge Campus. Students who desire to take the Nursing Math Test-out and have not completed it prior to the nursing student orientation will be required to take it at that time. Students not passing the test-out must register and pass Math 0110 the first semester of the program.

The college math assessment test is required prior to taking any mathematics course. The prerequisite for Math 0110 is a grade of C or better in Math 0100 (transfer course that is equivalent or higher) or a score on the ARCC Math Placement Test that would allow you to register for Math 0200 or higher. Please take the assessment test well in advance of your planned registration in the course.

## NURSING PROGRAM DEFINITIONS

**Nursing Program Application:** A separate application form is required for nursing program admission. A college application form must be submitted at the same time if not previously an ARCC student.

**Accredited/Non-accredited Institutions:** Accredited colleges are degree-granting colleges accredited by one of the regional associations of colleges and schools, or by a comparable international college or university. Regional accreditation for this policy is defined as the accreditation conferred by The Higher Learning Commission: a Commission of the North Central Association of Colleges and Schools in the central U.S., and by parallel accrediting agencies in other regions of the U.S. Courses taken at regionally accredited institutions are accepted for transfer. Courses taken at non-accredited institutions are not accepted for transfer. Non-accredited institution transcripts do not need to be submitted with the nursing application (institutions such as beauty schools, etc.)

**Criminal Background Check:** A national requirement by all healthcare facilities for individuals providing direct patient care.

**Cumulative Grade point average (GPA):** The average of all courses from all accredited institutions. This includes all institutions attended. Instructions on how to calculate a cumulative GPA are available on the nursing website.

**Final Transcripts:** Transcripts that reflect completed, graded coursework. Courses that are in-progress will not be used in determining the general education portion on the scoring rubric.

**International Transcript Evaluations:** Official international transcripts must be evaluated through either ECE (Educational Credential Evaluators) or WES (World Education Services). ECE and WES evaluate how education in other countries compares to U.S. education. For more information go to <http://www.ece.org> or [www.wes.org](http://www.wes.org)

**Nursing Information Session:** Available on-line; provides general information related to application to the Nursing Program where the current requirements and procedures are reviewed.

**Nursing Program Orientation:** A specific session for students admitted into the nursing program. This is a mandatory meeting. Students new to ARCC will need to complete both the on-line orientation for the College and the nursing orientation.

**Official Transcripts:** Official transcripts from non-MSNCU colleges must be sent with your application in the original, sealed, unopened sending institution envelope. Official transcripts from MnSCU schools will be retrieved automatically.

**Rubric:** A scoring device used to determine admission eligibility and rank for the nursing program. See an example of the scoring rubric on page 8.

# COMMONLY ASKED QUESTIONS

## WHAT FINANCIAL ASSISTANCE PROGRAMS ARE AVAILABLE TO ME?

Financial aid is available to nursing students on the same basis as all other students at Anoka-Ramsey Community College. In addition, there are some specific scholarships and grants available to students enrolled in the nursing program. Information is available in the Financial Aid Office or the Institutional Advancement Office.

## CAN I WORK WHILE ATTENDING CLASSES IN THE NURSING PROGRAM? NO

The nursing program recommends that students reduce their work schedule to half-time or less during the sequence of nursing core program courses. It is the responsibility of the student to schedule work hours well ahead so as not to conflict with semester nursing schedules. Especially important is avoiding scheduling employment hours and/or classes on the evening prior to the clinical experience. Preparation for clinical experience is mandatory. **No special consideration will be given to students who have work/school time conflicts.**

## WHAT IS THE SCHEDULE FOR NURSING CLASSES, LABS AND CLINICALS?

For the first-year courses, there are lectures, on-campus labs, and clinical experiences at a health care facility each week. In the on-campus lab, the student learns nursing theory and skills, practices each procedure, and completes a performance evaluation before going to the health care facility. In addition to scheduled classes, there are required videotapes and practice sessions in the nursing lab. Students may be required to go to their clinical site the evening before to obtain data about their patient to prepare for the next day.

A typical first year schedule would include: Monday: Pharmacology, Tuesday or Wednesday: clinical 6 hour day, Thursday and Friday a combination of 2 hour theory course and 2 lab hours for each N1180 and N1181.

The transition course for LPN Mobility students consists of a combination of on-line and on-campus theory and lab.

The second-year nursing courses are composed of lectures, on-campus labs and clinical experiences at a health care facility each week. As in the first year, preparation for the clinical lab is required. Some sites require attending the evening before to receive your patient assignment information. Instructors assign the health care facility clinical sites. **Clinical courses may be scheduled either days and/or evenings.**

*Nursing electives are offered each semester. The faculty recommends taking as many electives as possible, as they provide a more in-depth study of areas for which there is not sufficient time in the regular curriculum.*

## DO I NEED AN EXTRA COPY OF MY ECE/WES TRANSCRIPT?

If the College already has an ECE/WES evaluation on file, you do not need to turn in another copy; please note on your application that the evaluation is on file.

Visit our website at

[http://webs.anokaramsey.edu/nursing\\_program/GeneralPDFS/FAQ%20Sheet%20Jan%202009.pdf](http://webs.anokaramsey.edu/nursing_program/GeneralPDFS/FAQ%20Sheet%20Jan%202009.pdf) and view our FAQ sheet for additional answers to your questions.

## **HOW IS CREDIT AWARDED IN THE NURSING COURSES?**

The following formula is used to determine nursing course credits:

- 1 hour of lecture = 1 credit
- 2 hours of application skill lab = 1 credit
- 3 hours of lab/clinical = 1 credit

## **WHICH CLINICAL FACILITIES ARE USED DURING THE PROGRAM?**

Anoka-Metro Treatment Center	GracePointe Crossing Gables West	St. Paul Children's Hospital
Cambridge Medical Center	Mercy Hospital	Unity Hospital
Camilia Rose Convalescent Center	Park River Estates Care Center	
GracePointe Crossing Gables East	St. Cloud Hospital	

Additional clinical sites may be scheduled for the preceptorship experiences.