ALABAMA SOUTHERN COMMUNITY COLLEGE
Nursing Programs
Application Checklist
(This checklist is provided to assist you with the application process, please keep it for your records).

YOU SHOULD RETAIN COPIES OF ALL DOCUMENTS SUBMITTED. You will be notified mid-March of your status for Fall admission, mid-November PN and Mobility Spring admission and mid-March for Mobility Summer admission. No information will be given over the telephone. Please do not call Admission or the Nursing Department for information on whether or not accepted.

PRIOR TO PROGRAM APPLICATION DEADLINE, THE FOLLOWING MUST BE COMPLETED:

SUBMIT TO ADMISSIONS OFFICE:

_____ ASCC application (by the program application deadline)

_____ Official transcript from each college previously attended (by the program application deadline)

_____Proof of High School graduation (official transcript) or GED if there is no prior college coursework.

SUBMIT TO NURSING DEPARTMENT:

_____Nursing Program Application (Check specific program desired. You may apply for the ADN & PN program separately).

_____High School transcript must be attached to nursing application if high school courses are to be considered for points toward program admission. (This is only applicable if the student is applying within one semester of high school graduation).

_____ Test of Essential Academic Skills V (TEAS V) Examination score.

_____Mobility students (LPN to ADN) must provide a valid, unencumbered Alabama LPN license number.
ALABAMA SOUTHERN COMMUNITY COLLEGE
Nursing Programs
Checklist for Admission

The following items are required for admission consideration and must be completed and turned in by the following dates:

FALL SEMESTER (Generic [RN] & LPN Students) ………………………March 1st
SUMMER SEMESTER (Upward Mobility Students - Track II)……………….March 1st
SPRING SEMESTER (LPN)…………………………………………………………November 1st
SPRING SEMESTER (Upward Mobility Students-Track I)…………………November 1st

All items MUST be turned in, at one time, to the Nursing Department. Please check yes or no beside each item to indicate if you have completed the following requirements. A No answer to any of the items listed below indicates that you have not met the required admission criteria:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>ITEMS NEEDED FOR ADMISSION CONSIDERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Copy of Completed Application to Alabama Southern Community College</td>
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<tr>
<td></td>
<td></td>
<td>Official high school transcript or GED certificate</td>
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<tr>
<td></td>
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<td>Official transcripts from all colleges attended</td>
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<td></td>
<td></td>
<td>Completed Application to the Nursing Program</td>
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</tbody>
</table>

UPWARD MOBILITY APPLICANTS: In addition to the above, the following is also required for admission into the Upward Mobility Program

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>ITEMS NEEDED FOR ADMISSION CONSIDERATION</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Current Alabama license to practice as an LPN</td>
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<tr>
<td></td>
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<td>Completion of the Prerequisites per the Upward Mobility Curriculum</td>
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<td>Proof of Graduation from a State Board of Nursing approved PN Program</td>
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<tr>
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<td></td>
<td>Prerequisite (s) per the Upward Mobility curriculum must be met (ENG 101, MTH 100, BIO 201, BIO 202 and NUR 200).</td>
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</table>

Track 1 - For students who completed the Standardized ACS Nursing curriculum more than 2 years prior to application for admission to Career Mobility or for students who have graduated from any other PN curriculum.

Track 2 - For students completing the Standardized ACS Nursing curriculum within the previous 2 years. Students must meet progression criteria for NUR 201. If you have completed LPN curriculum in the last two years NUR 200 will not be required.

Please return this form with the above items. (All of the above listed documents along with this form must be completed and submitted to the office of the Nursing Department prior to the above mentioned deadline dates.)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>MINIMUM ADMISSION REQUIREMENTS FOR THE NURSING PROGRAM</th>
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<tr>
<td></td>
<td></td>
<td>Unconditional admission to Alabama Southern Community College</td>
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<tr>
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<td></td>
<td>Receipt of completed application for Nursing Degree Program by the appropriate deadline or date.</td>
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<td></td>
<td>Receipt of high school transcript or copy of GED certificate and all prior official college transcripts.</td>
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<td></td>
<td>Minimum of 2.5 GPA (based on the last 24 credit hours) for students with previous college work or minimum of 2.5 high school GPA for students without prior college work (GED acceptable).</td>
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<tr>
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<td></td>
<td>Student must be eligible for English 101, Math 100, and Anatomy &amp; Physiology I (BIO 201) as determined by Alabama Southern Community College policy.</td>
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<td></td>
<td>Good standing with Alabama Southern Community College.</td>
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<td>Meet the essential functions or technical standards required for nursing. (Please return the signature page (page 8) of the attached “Essential Functions” document)</td>
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<tr>
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<td></td>
<td>Within the past 3 years you must have taken the Test of Essential Academic Skills V (TEAS V) Examination,</td>
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<tr>
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<td></td>
<td>Proof of Graduation from a State Board of Nursing approved PN Program.</td>
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Revised 12/10/15
Admission to the Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

If we can be of further assistance, do not hesitate to call us at 251-575-3156 Ext. 8285 or 334-636-9642 Ext 3157. Also please find attached a copy of the admission requirements and the Essential Functions required for nursing students. We look forward to reviewing your application packet. Keep up the good work!

__________________________________________________________  __________
Applicant Signature                                           Date
Alabama Southern Community College  
The Alabama College System  
**NURSING PROGRAM APPLICATION**

**APPLICANT, PLACE A CHECK MARK BESIDE THE PROGRAM YOU ARE APPLYING FOR:**

<table>
<thead>
<tr>
<th>Associate Degree Nursing Program</th>
<th>Practical Nursing Program</th>
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<tbody>
<tr>
<td>________</td>
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<table>
<thead>
<tr>
<th>Upward Mobility Program</th>
<th>Date ____________________</th>
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</tbody>
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I. **PERSONAL DATA**

Last Name: _______________________
First: _________________________ MI: ___  Maiden: _______________________

Social Security Number: _____________________  Student Number _______________________

Permanent Address: ________________________________________________________________

City: __________________  State: ______  Zip Code: ______  Telephone: ___________

II. **EDUCATION**

High School Graduation Year: ________  High School ___________________________________

Name: ____________________________________________

GED (if applicable): __________________________  Date Completed: _________________________

Do you currently hold a degree in any field?  Yes _____ No _____  List degree earned: ___________________________

Have you taken any college courses at this college?  Yes _____ No _____  List all courses completed.

<table>
<thead>
<tr>
<th>Name of College</th>
<th>City and State</th>
<th>Degree</th>
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</table>

Have you attended other colleges?  Yes _____ No _____  If yes, list colleges attended with degrees earned if applicable.

<table>
<thead>
<tr>
<th>Name of College</th>
<th>City and State</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Have you previously been admitted to this Nursing Program?  Yes _____ No _____
If yes, give the name of the college attended and reason for withdrawal.

______________________________________________________________________________

______________________________________________________________________________

Do you hold a current Alabama LPN license?  Yes _____ No _____
If yes, are you applying for the Career Mobility Track?  Yes _____ No _____

Have you taken the Test of Essential Academic Skills V (TEAS V) Examination?  Yes _____ No _____  If yes, date ________________________ and your name, as listed when tested ________________________.

Revised 12/10/15
III. Complete this section only if you are applying for the Upward Mobility Track (LPN TO RN)

Are You Currently Employed? Yes _____ No _____ Place of Employment: ________________________________

Employer’s Address: ____________________________________________________________________________

City: __________________________ State: ___________________ Zip Code: __________________________

Employer’s Phone Number: __________________________ Name of Supervisor: __________________________

Are You Employed Full-Time _____ or Part-Time _____ Initial Date of Employment: ____________________

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the nursing program. I understand this application must be updated if I am not selected. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or refuse admission.

Minimum admission standards include:
  1. Unconditional admission to the college.
  2. Receipt of completed application for the nursing program(s).
  3. Receipt of high school transcript or copy of GED certificate and all prior official college transcripts.
  4. Minimum of 2.5 GPA (based on the last 24 hours of credit) for students with previous college work.
  5. Minimum of 2.5 high school GPA for students without prior college work (GED acceptable).
  7. Eligibility for BIO 201 during the first term of Associate Degree nursing courses.
  8. Good standing with college.
  9. Completed the Test of Essential Academic Skills V (TEAS V), within the past 3 years.
  10. Prerequisite(s) per the Upward Mobility curriculum must be met (ENG 101, MTH 100, BIO 201, BIO 202 and NUR 200).
  11. Proof of Graduation from a State Board of Nursing approved PN Program.
  12. Meeting the essential functions or technical standards required for nursing. (See Below)
THE ALABAMA COLLEGE SYSTEM
NURSING PROGRAMS
ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1) Sensory Perception
   a) Visual
      i) Observe and discern subtle changes in physical conditions and the environment
      ii) Visualize different color spectrums and color changes
      iii) Read fine print in varying levels of light
      iv) Read for prolonged periods of time
      v) Read cursive writing
      vi) Read at varying distances
      vii) Read data/information displayed on monitors/equipment
   b) Auditory
      i) Interpret monitoring devices
      ii) Distinguish muffled sounds heard through a stethoscope
      iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
      iv) Effectively hear to communicate with others
   c) Tactile
      i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
   d) Olfactory
      i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships
   a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
   b) Work effectively in groups
   c) Work effectively independently
   d) Discern and interpret nonverbal communication
   e) Express one's ideas and feelings clearly
   f) Communicate with others accurately in a timely manner
   g) Obtain communications from a computer

3) Cognitive/Critical Thinking
   a) Effectively read, write and comprehend the English language
   b) Consistently and dependably engage in the process of critical in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
   c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
   d) Satisfactorily achieve the program objectives

4) Motor Function
   a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
   b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
   c) Maintain balance from any position
   d) Stand on both legs

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e) Coordinate hand/eye movements
f) Push/pull heavy objects without injury to client, self or others
g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
h) Walk without a cane, walker or crutches
i) Function with hands free for nursing care and transporting items
j) Transport self and client without the use of electrical devices
k) Flex, abduct and rotate all joints freely
l) Respond rapidly to emergency situations
m) Maneuver in small areas
n) Perform daily care functions for the client
o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
p) Calibrate/use equipment
q) Execute movement required to provide nursing care in all health care settings
r) Perform CPR and physical assessment
s) Operate a computer

5) Professional Behavior
a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
c) Handle multiple tasks concurrently
d) Perform safe, effective nursing care for clients in a caring context
e) Understand and follow the policies and procedures of the College and clinical agencies
f) Understand the consequences of violating the student code of conduct
g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
i) Not to pose a threat to self or others
j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
k) Adapt to changing environments and situations
l) Remain free of chemical dependency
m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
n) Provide nursing care in an appropriate time frame
o) Accepts responsibility, accountability, and ownership of one's actions
p) Seek supervision/consultation in a timely manner
q) Examine and modify one's own behavior when it interferes with nursing care or learning

Requests for reasonable accommodations should be directed to: Rhonda Dees, ADA Contact 251-575-3156 Ext. 8281 or 334-636-9642 Ext. 3207

For Applicants Information:
The Alabama Board of Nursing will require that you answer the following questions when you apply to take the licensure examination at the conclusion of your program study. Eligibility to take the examination is the decision of the ABN; graduation from an accredited school such as ASCC does not ensure eligibility.

1. Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a minor traffic violation.”

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2. In the past five years, have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?

3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

4. In the past five years, have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?

5. Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

6. Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

7. Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?

8. Have you ever been placed on state and/or federal abuse registry?

9. Has any branch of the armed services ever administratively discharged you with any characterization of service besides “Honorable” and/or court-martialed you?

A “yes” answer will not necessarily prevent you from eligibility but will require submission of an explanation accompanied by certified documents.

Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

________________________________________   ______________________________________
Applicant’s Signature          Date

Alabama Southern Community College provides equal opportunity to and is open and accessible to all qualified student without regard to race, color, creed, national origin, gender, or qualified disability, with respect to all of its programs, activities, or employment.

NOTE: THIS APPLICATION, COLLEGE AND/OR HIGH SCHOOL TRANSCRIPTS, AND COMPASS, ASSET, or ACT READING SCORE MUST BE ON FILE IN THE NURSING DEPARTMENT NO LATER THAN THE FOLLOWING DATES:

ASSOCIATE DEGREE NURSING PROGRAM – Admission for FALL SEMESTER - March 1ST

Please return to: Alabama Southern Community College • Associate Degree Nursing • Attn: Regina Johnson • P O Box 2000 • Monroeville, AL 36461

UPWARD MOBILITY (LPN to RN) NURSING PROGRAM – November 1st (Track I students) and March 1st (Track II students):

SPRING SEMESTER- November 1st (Track I- include students who have received a LPN certificate more than two years ago or have graduated from an institution not providing the Alabama College System’s Standardized Practical Nursing Curriculum. These students are required to take NUR 200 -Career Mobility Assessment).

SUMMER SEMESTER - March 1ST (Track II- include students who have received a LPN certificate less than two years ago from an institution providing the Alabama College System’s Standardized Practical Nursing Curriculum. These students are exempt from taking the NUR 200 course.

Please return to: Alabama Southern Community College • Associate Degree Nursing • Attn: Regina Johnson • P O Box 2000 • Monroeville, AL 36461

Revised 12/10/15
PRACTICAL NURSING PROGRAM – Admission for FALL SEMESTER - March 1ST & Admission for SPRING SEMESTER – November 1ST

Please return to:  Alabama Southern Community College • Practical Nursing • Attn: Lynn Counselman •
   P O Box 2000•Thomasville, AL  36784 •

TRANSFER REQUESTS MUST BE SUBMITTED NO LATER THAN 3 WEEKS BEFORE THE END OF EACH SEMESTER. OBTAIN SEPARATE TRANSFER PACKET FROM THE NURSING DEPARTMENT.

IT IS RECOMMENDED THAT YOU CHECK TO SEE IF YOUR FILE IS COMPLETE PRIOR TO THE DEADLINE

COPIES OF THIS MATERIAL ARE AVAILABLE IN LARGE TYPE UPON REQUEST. ALSO THIS PUBLICATION WILL BE READ TO ANY PERSON MAKING THE REQUEST.

OFFICE USE ONLY

Date received: ____________________  Initials: ________________