



**Licensed Practical Nurse (LPN) to
Associate Degree Nursing (ADN)
2 Semester Option (Hybrid/Online)
Enrollment Packet
Fall 2019**

**ALL NURSING ENROLLMENT COMMUNICATIONS WILL BE CONDUCTED THROUGH DCCC
EMAIL SYSTEM ONLY.**

LPN to ADN admission policies and procedures are subject to change as necessary, without notice. Davidson County Community College's LPN to ADN option accepts **30** students for this two semester online/hybrid option. All LPNs applying to DCCC LPN to ADN two semester online/hybrid option **must have twelve months full-time experience or part-time equivalent to twelve months or equivalent to 2080 hours as an LPN in the last two years. Note:** Meeting all enrollment requirements by the deadline does not guarantee entry into the 2019 LPN to ADN two semester hybrid/online option. All forms must be completely processed before the January 25, 2019 deadline by the **Admission Counselor for Programs with Special Criteria (P.W.S.C.)**

Phase 1) Schedule & Take TEAS (Test of Essential Academic Skills)

TEAS: is a computerized test of reading comprehension, sentence skills, science, and math problem solving. The TEAS (6) test is the **ONLY** component used in the ranking and placement process for the 2019 LPN to ADN competition.

- The TEAS (6) will be proctored on the Davidson and Davie campus of DCCC. TEAS appointment can be scheduled online through ATI (www.atitesting.com) beginning August 13, 2018 thru January 25, 2019 (deadline). The TEAS must be completed and a score of **62** or higher must be obtained by all applicants in order to move forward in the 2019 LPN to ADN competition. In the event of a TEAS score tie, TEAS reading score, TEAS math score and date verification of practice was received will be used to determine admission; the earlier submission will be ranked higher.
- Multiple dates and times will be available for the TEAS starting August 13, 2018 through January 25, 2019 (deadline) however, the TEAS can only be taken **ONCE** (no multiple attempts) at DCCC. A TEAS score from other institutions are allowed one submissions as well; with a total of two (2) TEAS score submissions per person per 2019 LPN to ADN selection cycle at DCCC. **TEAS scores must be after February 1, 2018 to be considered current and valid. LPN to ADN applicants DO NOT need to travel to DCCC to take their TEAS; both (2) TEAS submissions can be from other institutions outside DCCC.**
- The TEAS test cost is seventy dollars (\$70), subject to change; an additional testing fee of twenty five dollars (\$25) subject to change, will be incurred on the applicant's date of testing at DCCC if applicant does not list DCCC as the receiving institution for their TEAS score when scheduling their TEAS date/time with ATI and if the applicant's name doesn't appear on the ATI TEAS attendance roster at DCCC testing center. Also, **ATI WILL NOT send TEAS scores to DCCC;** nursing applicants **MUST** print out a detailed TEAS score (showing their **READING, MATH, SCIENCE** score) from their ATI profile and hand-deliver, email or fax their TEAS score to the Admission Counselor for P.W.S.C.; **if the TEAS test is not taken at DCCC.**

Deadline: January 25, 2019

A TEAS SCORE (62 or above) MUST BE ON FILE WITH THE ADMISSION COUNSELOR FOR PROGRAMS WITH SPECIAL CRITERIA. **THE LPN TO ADN APPLICANT MUST EMAIL THE ADMISSION COUNSELOR FOR P.W.S.C. ONCE THE TEAS BENCH MARK SCORE (62 or above) HAS BEEN ACHIVED.** A VERIFICATION OF PRATICE FORM WILL THEN BE EMAILED TO THE APPLICANT’S DCCC EMAIL ACCOUNT.

Phase 2) Completed all LPN to ADN Supporting Courses by the end of Fall 2018 semester

- By the end of the Fall semester (2018) students must earn a grade of “C” or above in all of the LPN to ADN supporting courses. Students registered in classes for Fall 2018 are required to submit an official transcript by January 25, 2019. All classes are **MANDATORY** prerequisites for entry via this option and courses must contain the same number of semester hours credit required; for the 2019 nursing competition DCCC has **no expiration dates** in place for any of the supporting courses involved in the college's nursing competitions determination at this time.
 - BIO 165 (A&P I) 4 cr. hrs.
 - BIO 166 (A&P II) 4 cr. hrs.
(*BOTH BIOS (165 & 166) must be completed at the same institution, no exceptions*)
 - OR**
 - BIO 168 (A&P I) 4 cr. hrs.
 - BIO 169 (A&P II) 4 cr. hrs.
 - PSY 150 (General Psychology) 3 cr. hrs.
 - PSY 241 (Dev. Psychology) 3 cr. hrs.
 - ENG 111 (Expository Writing) 3 cr. hrs.
 - ENG 112, ENG 113, or ENG 114 3 cr. hrs.
 - HUMANITIES (HUM 115, MUS, REL, PHI) Elective; 3 cr. hrs.
 - MATH requirement (*DMA 010 – DMA 040 or MAT 070/Higher or high school GPA exemption*) **Placement test scores expire after five (5) years.**

Phase 3) Apply to Davidson County Community College

- Complete a DCCC online application for admission (for applicants **not** currently enrolled at DCCC). Also, if a LPN to ADN applicant has not taken any classes with DCCC in over a year time span, he/she will need to re-apply to the college.
- Submit high school transcript (**REQUIRED**), GED/HiSET, NC high school equivalency, or adult high school score report to DCCC (high school transcript can be emailed, hand delivered, or mailed to DCCC). If a nursing applicant has an international high school transcript, the transcript must be translated before submitting to DCCC (**wes.org** is a valid resource to use for international transcript translation).
- Submit **OFFICIAL** college transcripts from each college where required supporting course credit was earned. Most college placement testing does not appear on official college transcripts and must be submitted separately if nursing applicant is trying to receive placement credit(s) (DMA, DRE, etc.). College transcripts **IF SEALED** may be delivered in person or mailed directly from the applicant’s college(s). Electronic transcripts must be sent directly from the applicant’s college to DCCC.

**Attn: DAVIDSON COUNTY COMMUNITY COLLEGE
ADMISSIONS
P.O. BOX 1287
LEXINGTON, NC 27293-1287
admissions@davidsonccc.edu**

- Set-up DCCC StormTrac & email account (instruction included on page 4)

Deadline: January 25, 2019

Phase 4) Submit Verification of Practice

- A TEAS score (62 or above) must be on file with the Admission Counselor (P.W.S.C). LPN to ADN applicants must email the Admission Counselor for P.W.S.C once the TEAS benchmark score (62 or above) has been achieved. A Verification of Practice form will then be emailed to the applicant's DCCC email account. If LPN's current job does not meet **REQUIRED** experience (must have twelve months full-time experience or part-time equivalent to twelve months or equivalent to **2080** hours as an LPN in the last two years) an additional VOP forms must be completed.

COMPLETED VOP forms can be mailed, emailed or faxed to:

Attn: Admission Counselor for P.W.S.C.

Davidson County Community College

P.O. Box 1287

Lexington, NC 27293-1287

Allen_Hightower@davidsonccc.edu

Fax number: 336-224-0240

- **Former DCCC PNE graduates with a TEAS score of "62" or above must contact the Admissions Counselor for P.W.S.C for special instructions.**
- Top thirty (30) applicants with the highest TEAS scores after ranking processes have been applied will be offered conditional program acceptance. Remaining students that met the TEAS benchmark score (62 or higher) will be placed on an alternate list in ranked order. Alternates will be called in that order should space become available.
- Applicants who remain on the alternate list **will not be carried over to a waiting list** for the following year and must renew the intent process for consideration the following year.

IMPORTANT DATES	
LPN to ADN deadline and ranking begins	January 25, 2019
Acceptance letters emailed out by the Admission Counselor PWSC (to DCCC email account)	February 15, 2019
Deadline to confirm seat with the Admission Counselor PWSC (if accepted)	February 22, 2019
Program Director's Congratulations/Next-Step letter emailed/mailed by Program Director	March 8, 2019
Health forms completed and returned to ADN Clinical Coordinator	May 31, 2019
Mandatory Student Success Seminar (accepted/confirmed & high alternates students).	July 2019

LPN TO ADN OPTION FACTS:

- Students must possess effective computer skills, have an active e-mail address and access to a computer meeting the minimum standards for online education and be willing and able to purchase and install appropriate software.
- The option begins in the fall and is completed at the end of the spring semester.
- Although primary instruction will be delivered online, students are required to return to campus for specified activities such as orientations and tests. (Generally campus days are limited to 3-4 days per semester.)
- Each of the two LPN to ADN courses requires 144 hours of clinical practice, UNPAID. Clinical may be with a preceptor or in an assigned clinical group. If with a RN preceptor, this may be arranged in the student's area of residence and possibly within the current place of work, but may not be within the same unit of employment. Acute care inpatient settings are the only acceptable sites. All clinical experiences must be within North Carolina and the nursing faculty will make final approval of facilities and preceptor(s). Students are expected to initiate locating an approved preceptor and clinical site. Students will then work with the clinical coordinator to finalize clinical arrangements.
- Students will be required to travel to clinical sites to meet course objectives.

Davidson County Community College does not discriminate on the basis of race, color, national origin, religion, sex, or age, disability, pregnancy, political affiliation, veteran's status, sexual orientation, or gender identity in any of its programs, activities or services.

Deadline: January 25, 2019

STORMTRAC ACCOUNT ACTIVATION INSTRUCTIONS

Your StormTrac account provides students with instant access to their student records, student e-mail, and Moodle access. Student e-mail is how students receive important messages from DCCC.

Step 1) From the DCCC website www.davidsonccc.edu, click on “Current Students” in the upper right, then select “StormTrac Password Management” under Storm Center.

Step 2) Enter your username and default/temporary password as directed below:

A) USERNAME: Answer the questions by filling in the boxes below. *Example* - John Smith whose student ID is 1234567 has username of: **jsmith4567**

1st letter of first name lowercase (“j”)	Whole last name lowercase (“smith”)	Last 4 digits of your Student ID (“4567”)			
Example: jsmith4567					

B) DEFAULT/Temporary PASSWORD: Answer the questions by filling in the boxes below. *Example* - John Smith whose birth date is January 8, 1980, the password would be: **Sm01081980**

1 st TWO letters of LAST name (1 st uppercase “S” and 2 nd lowercase “m”)	Birth Month (ex: January would be – 01)	Birth Day (ex: the 8 th would be- 08)		Birth Year - enter the full year (ex: 1980)			
Example: Sm01081980							

Step 3) Once logged in you must select and answer 4 security questions. Select them from the drop down list and enter your answers (you may select the ‘eye’ icon to view your answer). Once complete select Save Answers, then Continue on the next page.

Security Questions		Answers
1		
2		
3		
4		

Step 4) Enter your new password following the rules on the screen and select Change Password once the check mark appears (the Strength meter lets you know how secure your password is and will not fail if it says “weak”). Wait for the status bar to reach 100% then click Continue.

Examples: -family members name + their birth year
 -favorite band + year of their album

NOTE: make it something easy to remember but hard for someone to guess.

Place your NEW password here for future reference
Must be a minimum 8 characters AND The following must be within the 8 character minimum:
<p>MUST include: At least 1 number At least 1 uppercase (“A”) letter At least 1 lowercase (“a”) letter</p> <p>Note: DO NOT use your first name, last name, SSN, or student ID number as a part of your password.</p>

Step 5) When you are finished you will be redirected to the Current Student’s Page on the college website. There you can visit the link for the service you need: StormTrac, Moodle, UpSwing, Email, and many others.

Users will protect their logon credentials to their utmost ability and understand that they are the only authorized user of their account. Sharing your username and password is a violation of the Student Code of Conduct and may result in disciplinary action.

If you need assistance activating your DCCC StormTrac & email account please contact the Help Desk at 336 249 8186 ext. 6181

Deadline: January 25, 2019

IMPORTANT TEAS INFORMATION FOR DCCC TEAS TESTERS

Testing Location

Davidson County Community College, Davidson Campus, 297 DCCC Road, Thomasville NC 27360
 Learning Commons Testing Center (1st floor of the Grady Edward Love Building)
 Located at the intersection of Business 85 and Old Greensboro Road halfway between Thomasville and Lexington.

Contact Information

Questions about the enrollment/admissions process, contact allen_hightower@davidsonccc.edu
 Questions about testing policies and check-in, contact the Learning Commons at 336-249-8186, ext. 6787.

Instructions & Testing Policies

Testers are responsible for all the information below. Please read the following information very carefully.

Proctoring Fee

Testers who are applying to DCCC must have DCCC selected as your home institution on your ATI account. Testers who are not applying to DCCC and therefor do not have DCCC listed as their home institution under their ATI account the day of testing, will have to pay a required proctor fee. Testers are strongly encouraged to pay the proctoring fee prior to the testing day by calling 336-249-8186, ext. 6341 or visiting the DCCC Business Office on the second floor of the Brooks Student Center on the main Davidson County Community College campus. If not, students must arrive no later than 45 minutes prior to the testing start time to allow time to go to the business office and time for testing check-in. The door will close five minutes before the testing start time to allow for testing instructions and testing will not be delayed for any tester. Testers paying the proctoring fee at the DCCC Business Office are required to ask for a receipt. Testers must hand in a receipt at the testing check-in area on the day of testing in order to test.

Other Important Information:

- Any individual tester can only take the TEAS test once at DCCC per selective admission cycle (Aug.-Jan.). Students registering for more than one test at DCCC will not be allowed to test and will not receive a refund from ATI.
- Each individual must purchase his or her own TEAS test reservation.
- Preparation materials are available on the ATI website and the DCCC Bookstore. Workshops are available for students applying to DCCC. Registration is required for workshops by visiting www.davidsonccc.edu/lc/lc-workshops. For more information, call the Learning Commons at 336-249-8186, ext. 6797.
- Please note: By clicking the "Register" button I agree to this information and to the selected test date. I understand that I am responsible for this information and for repaying and rescheduling for a new test in the event that I am unable to attend my scheduled date.
- Communication from DCCC will be done through the email listed on your ATI account. Please check this regularly.

Important Test Day Reminders

- Please arrive at least 30 minutes early to the test. The testing door will close five minutes before the test starts to allow time for testing instructions. If you are still checking in at this time you will not be allowed to test and those arriving late will not be admitted. There will be no exceptions to this policy and test sessions will not be delayed for any tester.
- Individuals must present a valid (current, not expired and government issued) photo ID. Temporary ID's are not an acceptable form of ID. The name on the ID must exactly match the name on the roster (what appears in your ATI account) or students will not be allowed to test.
- Testers are expected to follow Testing Center policies, guidelines and the DCCC Code of Conduct. Students violating policies and/or the Code of Conduct may not be allowed to test. Testers should review testing policies and guidelines by visiting www.davidsonccc.edu/lc/lc-testing and clicking on the TEAS link then the TEAS testing policies link.
- Testers are encouraged not to wear FitBit's and any type of smart watches as these will have to be removed prior to testing.
- Testers will be required to turn off their cell phones prior to testing.
- ATI Username and Password will be needed (provided at the time of registration) It is the student's responsibility to know their ATI username and password to access the test. Testing will not be delayed if students do not have this information.
- Scratch paper will be provided and calculators are not allowed.
- Allow 4 hours to take the test.

Inclement Weather

In the case of inclement weather when the College is closed, the scheduled TEAS test will be cancelled and rescheduled to another date. If this happens, DCCC will provide ATI with the new date as soon as possible and testers should contact ATI to reschedule their test for a different date.

DCCC Nursing Application Deadline:

The deadline for all TEAS testing is Friday, January 25, 2019 at 5:00 pm.

Deadline: January 25, 2019

Health Evaluation for conditionally accepted LPN to ADN option students

Applicants should be aware that admission to an Associate Degree Nursing Program (LPN to ADN option) is dependent upon physical and emotional health, compatible with the ability to provide safe patient care; conditionally accepted Associate Degree Nursing students are provided a copy of the Student Health Forms to document evidence of satisfactory health. A physical examination is required within one year of entry into the program. Proof of childhood immunizations including Tetanus/Diphtheria/Pertussis (Tdap), Measles, Mumps, Rubella (MMR), Chickenpox (Varicella) and polio are required. Proof of Tetanus booster, annual seasonal influenza vaccine, Hepatitis B (three-part) vaccine, and a two-step Tuberculin Skin Test are also required. The cost to obtain the physical examination and required vaccinations is the responsibility of the student and should be completed by the July deadline.

An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems, which have not responded to treatment within a reasonable time, may be denied admission to the program.

All health forms must be completed and returned to the Associate Degree Nursing Clinical Coordinator (Briggs Technology) no later than June 31, 2019. If these forms do not appear in the student's online immunization tracker account or are incomplete by that date, admission into the Associate Degree Nursing Program will be revoked and the space will be offered to another applicant. Detailed information about the due dates for health records will be provided to conditionally accepted applicants.

CRIMINAL BACKGROUND CHECK & DRUG SCREENING for Conditionally Accepted ADN Students

Clinical sites require a criminal background check and a 12-panel urine drug screen prior to participation in clinical site rotations. Students will be provided instructions for completing these requirements.

If any facility refuses to allow the student to participate in the clinical experience at that agency as a result of those findings, the student will not be able to progress in the program. Inability to progress will result in failure of the course and removal from the program.

SCHEDULING OF CLASSES

Enrollment in the LPN to ADN Option will require online attendance for classes and clinical experience at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies will be necessary. Students are responsible for their own transportation.

All applicable DCCC academic programs prepare students to sit for licensure in North Carolina. In order to comply with U.S. Department of Education regulations regarding distance education and professional licensure, DCCC is required to make the following disclosure with respect to professional licensure outside the state of North Carolina. DCCC cannot confirm whether a particular program meets requirements for professional licensure outside of the State of North Carolina. Please contact applicable licensure board(s) in any state you may want to pursue licensure prior to beginning the academic program in order to determine whether the program meets licensure requirements. It is the student's responsibility to confirm program eligibility for licensure in any state outside North Carolina.

***NOTE: Questions regarding the suitability of a clinical site may be directed to: Karen Carter, Clinical Coordinator, 336-249-8186, ext. 6161, and nursing faculty. Once accepted, the student along with the DCCC nursing faculty will work to set up contractual preceptor agreements.**

Deadline: January 25, 2019