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GENERAL ADMISSIONS INFORMATION TO SAUK VALLEY COMMUNITY COLLEGE

Introduction

Sauk Valley Community College provides a wide range of learning opportunities to meet the various educational needs of students from diverse backgrounds. Sauk has an “open door” policy and welcomes all that may benefit from its courses and programs of study.

The College has tailored its instruction to serve those with a high school diploma or its equivalent. The College may at its discretion admit person in high school who are under the age of 18 who meet established criteria and have permission from appropriate high school personnel and parents/guardians and Sauk personnel. (See high school/Dual Enrollment students in the SVCC catalog.)

Admission to the College does not guarantee entrance into all courses or programs of study. Entrance into specific programs may depend on other criteria such as age, evidence of language and mathematics skills, and space availability. Also, students may be required to complete specified prerequisites prior to enrollment in certain courses or programs. Counselors and academic advisors are available to assist students in determining an appropriate sequence of courses or program of study.

The College reserves the right to limit enrollment because of space or budget restrictions, to establish selective admission requirements and to give preference to residents of the District.

New Student Admissions

New part-time and full-time students are expected to follow the procedure outlined below:

1. **STUDENT INFORMATION FORM:** Students must submit a completed Sauk Valley Community College student information form. This form may be obtained from the Office of Admissions and Records, Room 1J1 or at www.svcc.edu/admissions/admissions.html.
2. **TRANSCRIPTS:**
 - a. **High school/GED.** It is recommended that students submit transcripts of a high school record or the equivalent.
 - b. **College.** Sauk will accept credits earned at other regionally accredited institutions. Official transcripts **MUST** be submitted directly to Sauk from the college/university. Students must also submit a Transcript Evaluation Request form (found in the Admissions Office or the College website at www.svcc.edu) to the Office of Admissions and Records, Room 1J1. Upon complete evaluation, students will be notified in writing of course articulation. For additional information, contact the Records Analyst, Ext. 327.

3. Complete a Placement Test:
Placement testing in English usage, reading and mathematics is required of all students registering for college courses. Placement test results will be used by counselors or academic advisors to match students with courses that are consistent with their skill level.

Methods of Placement

- ACT Scores
- SVCC Placement test results
- Review of credit earned at the college level

Please contact the Counseling Office at 815-288-5511 ext. 208 for further information.

The first SVCC Placement Testing session for each test is free. A minimum fee will be charged for additional testing sessions. Contact the Testing Center for details at 815-835-6530.

NURSING PROGRAM INFORMATION

The nursing programs at Sauk include the Associate Degree in Nursing, Hybrid Associate Degree Nursing Program and the Licensed Practical Nursing program. These programs are selective programs and students are admitted on a priority basis with the most qualified students admitted first. Sauk also has a Certified Nursing Assistant program.

Out-of-District Application

Sauk Valley Community College is required, by state policy, to give preference to in-district resident candidates. In district definitions are listed in the student services section of the college catalog. One definition of note concerns residency through full-time employment. A student is considered a resident of District 506, if the student works full-time within the district and can show proof of his/her employment. This college policy is adhered to as the definition for applicants to the nursing program. Out-of-district applicants to the nursing program will be considered after June 1, if space is available and there are no qualified in-district students.

Personal History Information

Upon completion of the nursing programs, graduates are eligible to apply to take the National Council licensing examination (NCLEX). Candidates for the licensing examination will be required to provide the following information on the application for licensure (these questions must be completed by all applicants):

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge if applicable, as well as a statement from the probation or parole officer.
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate.
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e. (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation of whether or not you are currently under treatment.
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.

Providing fraudulent information for the above may be grounds for refusal to issue the license and at the discretion of the Committee of Nursing and the Department of Professional Regulation a review hearing may be required. The Committee will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the Committee.

Criminal Background Check

All individuals applying for initial licensure as a registered nurse or licensed practical nurse in Illinois must submit to a Criminal Background Check and provide evidence of live scan fingerprint processing from a designated agent.

Nursing Program Grade Requirements

A grade of “C” is the minimum passing grade for all major field requirements, social science, natural science and mathematics courses. A student in the nursing program must achieve a grade of “C” or better in all major field courses to be promoted to the next semester/sequence of nursing courses. NRS 132 must be successfully completed by the end of the fall semester of your first year in the ADN program.

Successful completion of a nursing course requires a “C” in the classroom, satisfactory clinical performance and “Pass” on clinical performance examinations. A student who is unsatisfactory in any one of these areas will receive a failing grade for the course.

Affirmative Action

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions as permitted by law, no qualified employee or student shall be excluded from the employment for educational opportunity, be denied benefits or be subjected to discrimination on the basis of differences in race, color, age, religion, national origin, ancestry, age, gender, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status, or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. (Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to: Director of Human Resources, Sauk Valley Community College, 173 IL, Route 2, Dixon, IL 61021, (815-288-5511).

The Board of Trustees of Sauk Valley Community College adopted an Affirmative Action plan. Copies of this document are available in the Learning Resource Center, in the Counseling Center, and in the office of the Affirmative Action Officer.

The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer.

Campus Security Report

The campus security report is available on the College’s Web Page at www.svcc.edu or in the Student Handbook that is available throughout the College.

Financial Aid

Applicants are encouraged to become informed about the opportunities for Financial Aid at SVCC. Applicants who have already taken 45 credit hours and received Financial Aid should check with the Office of Student Financial Assistance to determine eligibility for continued assistance as soon as possible.

Statements of Nondiscrimination

English

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions as permitted by law, no qualified employee or student shall be excluded from the employment of educational opportunity, be denied benefits or be subjected to discrimination on the basis of differences in race, color, age, religion, national origin, ancestry, gender, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status, or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. (Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to: Director of Human Resources, Sauk Valley Community College, 173 II Route 2, Dixon, IL 61021, 815-288-5511.

Notification of Title IX and Section 504 Coordinators

It is the policy of Sauk Valley Community College to maintain a working and learning environment for all students and employees that is free from sexual discrimination and sexual harassment. Any student or employee who feels that he/she has been subjected to sexual discrimination or sexual harassment should contact:

Sexual Harassment/Title IX Compliance Officers

Kathryn Snow, Room 3K14, Phone 291

Tom Gospodarczyk, Room 3L12, Phone 401

Sexual Harassment/Title IX Compliance Officer for Student-to-Students

Luis Moreno, Phone 360

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations prohibit discrimination towards any individuals on the basis of his/her disability. Accordingly, all employees of Sauk Valley Community College are expected to adhere to the applicable college policies, which prohibit discrimination on the basis of disability. Any student or employee who feels he/she has been discriminated against on the basis of a disability should contact Kathryn Snow, the college ADA/504 Coordinator, in Room 3K14 at phone number 815/288-5511, Extension 291.

Espanol

Declaración de Indiscriminación Hostigamiento sexual/En Conformidad con el título IX

Sauk Valley Community College es un empleador que promueve igualdad de oportunidad y esta comprometido a una política efectiva de no discriminación y de igualdad de oportunidad en todas las relaciones de empleado y estudiante. Ningún empleado ni estudiante calificado será excluido de la oportunidad de empleo ni de la oportunidad educativa, ni se le negarán beneficios, o estará expuesto a discriminación por su raza, color, religión, origen nacional, ascendencia, edad, sexo, orientación sexual (como el término se define en la Declaración de los Derechos Humanos de Illinois), por estado civil, impedimento físico o mental, posición militar o por descarga desfavorable del servicio militar clasificado como Re-3 o el equivalente del mismo, excepto a la extensión y sujeto a las exenciones permitidas por la ley.

Notificación del Título IX y la Sección 504 de Coordinadores.

Es una norma de Sauk Valley Community College en mantener un ambiente de trabajo y de aprendizaje a todos los empleados y estudiantes. Un ambiente libre de discriminación sexual y libre de hostigamiento sexual en la mayor parte. Todo aquel empleado(a) que sienta que es víctima de discriminación sexual ó de hostigamiento sexual, deberán notificar los incidentes a las siguientes personas:

Hostigamiento Sexual/Oficiales en Conformidad con el Título IX

Kathryn Snow, Oficina 3K14, Teléfono 291

Tom Gospodarczyk, Oficina 3L12, Teléfono 402

Hostigamiento Sexual/Título IX en Conformidad con el Oficial para Estudiante-a-Estudiante

Luis Moreno, Oficina, Teléfono 360

Sección 504 del Acta de Rehabilitación del 1973 y sus regulaciones adjuntas, prohíbe discriminación a individuos en base de su impedimento. Por lo tanto, se espera que todo los empleados del Sauk Valley Community College se apliquen a la normas del colegio, en cual prohíbe discriminación a individuos en base de su impedimento. Todo aquel estudiante que vea que él ó ella ha sido discriminado en base de su impedimento deberá notificar a Kathryn Snow, la ADA del Colegio/504 Coordinador, en la oficina 3K14 al siguiente número de teléfono 815/288-5511, Extensión 291.

SAUK VALLEY COMMUNITY COLLEGE

Physical Ability Standards
Nursing Programs

To be able to function fully as a nurse the following physical ability guidelines should be met to satisfactorily perform in the program:

1. Have full range of motion of body joints, fine motor movements of the hands and the ability to stoop and bend.
2. Have the ability to lift up to 50 pounds daily.
3. Have the ability to carry objects weighing up to 50 pounds daily.
4. Have the ability to stand/walk up to 3 hours at one time.
5. Be able to push or pull a wheelchair, cart or gurney daily.
6. Use the English language to communicate effectively in a rational, coherent manner both orally and in writing with individuals of all professions and social levels.
7. Demonstrate visual and auditory acuity within normal range (with correction, if needed), including color vision.
8. Maintain composure when subjected to high stress levels.
9. Adapt effectively to environments with high tension to insure client safety.
10. Adapt to irregular working hours.
11. Respond quickly to emergency situations in an emotionally controlled manner.

6/95; 5/06

**GENERAL ADMISSION REQUIREMENTS
FOR ALL NURSING PROGRAMS
(ADN, LPN, AND ADVANCED PLACEMENT)**

All students interested in any nursing program at SVCC must satisfy the following criteria:

1. Complete SVCC admission and placement process (see page 2-3).
2. Attend **one** General Nursing Information Meeting.
3. Active CNA certificate on file with IDPH with verification of work history (starting with 2013 application cycle) or documentation of successful completion of a state approved CNA program within the last 2 years CNA work history verification can be documented via: tax records, payment stub, IDPH registry (if clinical updates are present) or a letter from the employer. (Advanced Placement students - LPN license is applicable for this requirement.)
4. Complete ATI TEAS Test or ATI LPN Step Test as applicable.
5. Fulfill Reading Proficiency requirement by verifying **one** of the following (The most recent score or grade will be utilized.):
 - Reading Placement Test: Placed out of reading course using SVCC Placement or ACT or results from another school
 - Reading 098 with a “C” or better (previously ENG 105)
 - Completed an equivalent course at another college or university with a grade of “C” or higher
6. Fulfill Writing Proficiency requirement by verifying **one** of the following (The most recent score or grade will be utilized.):
 - Placed into ENG 101 using SVCC placement tests or ACT writing score
 - Completed ENG 099 or higher level English course with a “C” or better (previously ENG 100)
 - Completed an equivalent English course at another college or university with a grade of “C” or better.
7. Schedule an appointment with the SVCC Health Careers Counselor to develop an Application and Progression plan. Academic plans done in PSY 100 are not acceptable.
8. File a current application form for the program of interest with the Office of Health Professions.
9. **Two** recommendation forms must be submitted to the Dean of Health Professions before the designated deadline. It is required that the reference be from a professional source, i.e. employer, co-worker, supervisor, instructor, counselor, etc. Letters from family and/or friends will not be evaluated. You must make it clear to your reference that if they list you as a friend it will delay or **may deny** your application. All letters of recommendation should be mailed directly from the writer to the following address: Sauk Valley Community College, Dean of Health Professions, 173 IL Route 2, Dixon, IL 61021. (See pages 23 & 24)

Admission Procedure

The general admission requirements and minimum Selection Requirements must be completed by March 1 of the year the applicant wishes to be admitted. A “point system” will be utilized to evaluate all qualified applicants. Once all eligible applicants have been evaluated and ranked, students will be admitted from the highest ranking to the lowest, until all spaces are filled. If there are more eligible candidates than there are spaces available, a waiting list will be developed. If the class is not filled, a second evaluation will be implemented after June 1. Students who apply after March 1st will be evaluated as spaces are available.

The Admissions Committee reserves the right to include Cumulative Grade Point Average (CGPA) as a part of the admission process. If a student has a CGPA below 2.5, he/she needs to see a counselor or academic advisor to discuss options prior to applying to the nursing programs.

Students who have a CGPA below 2.5 do not qualify for admission. Students not qualifying for admission may choose to complete CSS 100 Student Success Skills with a “C” or better prior to applying to either the ADN or LPN program. Following completion of CSS 100, you are not qualified for admission if your CGPA remains below 2.5.

Students, who were unsuccessful in the nursing fundamentals semester (NRS 108, 130, NUR 179 or 181) must reapply for admission. The CGPA with nursing courses factored in will not be evaluated in these applications.

In all cases, the decision to admit an applicant rests with the Admissions Committee.

Alternate Status

Two candidates each year will be assigned alternate status in the ADN, NIOIN and LPN programs. The alternates will attend program orientation in June, secure immunizations, physical exams, CPR and uniforms in preparation for program admission as late as the first week of school. They will also attend the first day of classes for the program.

Alternates will be assured admission to the program the subsequent academic year, if no openings occur within the first week of classes of the year in which their alternate status was recognized.

Waiting List

If there are more eligible candidates than there are spaces available, a waiting list will be developed. Candidates who are not selected in the year of their initial application, but wish to be considered for screening the next year must reapply by filing out a re-application form with the Office of Health and Sciences and update their “Application and Progression Plan” with the Health Careers Counselor by March 1.

Recommendation forms received with the initial “Application” may be used for the second screening. Completed recommendation forms will not be used for any more than two application cycles.

Candidates who are reapplying must meet the admission criteria for that year.

ASSOCIATE DEGREE NURSING PROGRAM

The graduate of this program is eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses (RN). She/he will have acquired the skills needed to give patient care as a beginning practitioner of professional nursing.

The student may choose to complete the program in a two or three year sequence. Information about these sequences is available in the SVCC catalog.

The number of students that can be admitted to the Associate Degree Nursing Program is limited. Therefore, a selection procedure is used to identify the candidates who are the most academically prepared.

Minimum Selection Requirements

Before an applicant will be considered for admission to the ADN program, the following activities must be completed. Please note: High school coursework used to fulfill requirements must be completed within 5 years of application to the program (including re-application). This means the year the last course was completed not the high school graduation date.

1. Complete Admission Requirements outlined on page 8.
2. Active CNA certificate on file with IDPH, with verification of work history, (see page 8) or documentation of successful completion of a state approved CNA program within the last 2 years.
3. Assessment Technologies Inc. (ATI) test score print out for Test of Essential Academic Skills (TEAS).
4. Satisfy all of the following academic criteria:

Mathematics (ONE of these following criteria must be met. The most recent score or grade will be utilized)

- Placed into SVCC MAT 106 (applied math) or higher.
- Completed MAT 074 (elementary algebra) or a higher level math course with a grade of "C" or better.
- Equivalent math course at another college or university with a grade of "C" or better.
- Two semesters of high school algebra with a "C" or better within the last five years of when the algebra course was taken.

CHEMISTRY (ONE of these following criteria must be met. The most recent score or grade will be utilized)

- Chemistry 102 or CHE 103 or higher with a grade "C" or better at SVCC.
- Two semesters of high school chemistry with a "C" or better.
- Equivalent chemistry course at another college or university with a grade "C" or better.

BIOLOGY (ONE of these following criteria must be met. The most recent score or grade will be utilized)

- BIO 105 or BIO 108 with a grade "C" or better (BIO 108 is recommended mainly for students who are also considering to apply for the LPN and/or RAD Tech program)
- Four semesters of high school biology with a "C" or better. If BIO 109 is completed with a grade of "C" or better prior to Spring 2007, two semesters of high school biology is required.
- Equivalent biology course at another college/university with a grade "C" or better

NOTE: The Biology Department requires a student who has not had a high school biology course within 5 years with a grade of "C" or better, to complete BIO 108 or BIO 105 prior to registering for BIO 109 and BIO 110. It is highly recommended that Associate Degree Nursing applicants complete high school algebra, biology and chemistry. Also those candidates who did not complete high school chemistry with a grade of "C" or higher within the last five (5) years must complete CHE 102 or 103 prior to registering for BIO 109. Criteria are based on the catalog year upon enrollment.

***High school course work must be completed within 5 years of application of the program (including reapplication). This means the year the last course was completed, not the high school graduation date.**

Point System for Candidate Evaluation

A “point system” will be utilized to evaluate all qualified applicants. Applicants will be awarded points for the following criteria:

1. Grades received in the courses required for admission or for program completion
2. Test of Essential Academic Skills (TEAS) test results
3. Two Letters of Recommendation
4. Bonus points are awarded for
 - a. BIO 109, 110 and 111
 - b. Waiting List re-applicants

Academic Admission Requirements

1. The following system will be implemented in the required areas of Math (MAT 074 – 106), Chemistry (CHE 102/103) and Biology (BIO 108). NOTE: Grades received in college courses will override high school courses. The last grade or score will be used for all course work.

A = 4 points

B = 3 points

C = 2 points

Based on COMPASS, ACT or Asset placement scores, you will be awarded points for the following course placements. Placement scores for course placement are valid for 3 years.

Placed into:	Points:	ADN
MAT , 076, 080 ,106		2
MAT 110, 115, 121		3
MAT 122, 203, 220, 221, 240		4

Example: A student with “A’s” in all three areas will have 12 points; a student with an “A” and two “B’s” will have 10 points, etc. If a prerequisite was taken in both high school and college, the college grade will be used. If a high school course is two semesters, the semester grades will be averaged; e.g. one semester of chemistry with an “A”, one with a “B” would yield 3.5 points for the chemistry score.

For BIO 105 and higher level chemistry and math (excluding MAT 106) courses, applicants will be awarded points according to the following scale:

A = 5 points

B = 4 points

C = 3 points

1. TEAS total Score for version 3 or 4:
 - 82% or greater - 2 points
 - 74.9 – 81.9 % - 1 point
 - 75% or less - 0 points

TEAS total score for version 5:

- 58.7 or greater – 2 points
 - 58.6 – 41.3 % - 1 point
 - 41.2 % or less – 0 points
- Applicants may not test any more than once a semester. Retesting allowed in subsequent semesters. Test may be repeated three times. Fee paid to ATI per credit card at time of registration. Register at www.atitesting.com
 - Photo ID required for test admission.

- Study guides available in SVCC library.
- Check SVCC or ATI websites for date offerings.
- TEAS score valid for 3 years.
- TEAS testing done off SVCC campus must have official transcripts sent to SVCC per ATI. There is a fee and can be done through ATI's website through the online store.

2. Recommendation forms will be evaluated. Applicants may receive up to five (5) points for positive recommendations.

3. Bonus Points:

BIO 109, BIO 110 and BIO 111 **are not** required to be completed prior to application to the program. The students who choose to complete BIO 109, BIO 110 and BIO 111 prior to entering into the nursing program will be awarded additional points for each of these courses completed with a "C" or better by the application date using the 4 point scale above. We encourage all students to submit their application at the earliest deadline date possible.

Two bonus points will be awarded to those qualified applicants that have met the March 1st deadline date the previous year and were placed on the "waiting list".

One bonus point will be awarded to those qualified applicants that have met the June 1st deadline the previous year and were placed on the "waiting list".

Reapplication will secure no more than two bonus points at any time.

ASSOCIATE DEGREE NURSING PROGRAM Application Form

Application Deadline for Fall Semester: March 1. *

*A second application deadline of June 1 will be established if class space is available.

Name _____ ID# _____

Address _____ City/Zip Code _____

Telephone _____ Year applying for admission: Fall _____

Resident of SVCC District: Yes _____ No _____

Indicate with a check the following requirements that have been completed. All requirements must be completed prior to applying to the program. The most recent score or grade will be utilized.

The following requirements have been completed:

- _____ 1. Student Information Form.
(Filed official high school or GED transcript recommended)
- _____ 2. Active CNA certificate on file with IDPH, with verification of work history (see page 8), or documentation of successful completion of a state approved CNA program within the last 2 years.
- _____ 3. CGPA of at least a 2.5.
- _____ 4. Filed official transcript from other colleges/universities attended.
- _____ 5. Reading Proficiency: **one** of the following criteria must be met. (This category does not provide points for admission.)
- Placement Test: Circle one
SVCC Reading / ACT Test Score _____
 - RDG 098 Grade: _____
- _____ 6. Writing Proficiency: **one** of the following criteria must be met. This category does not provide points for admission.)
- Placement Test: Circle one
SVCC Writing / ACT Test Score _____
 - ENG 099 or higher level English course
Course _____ Grade: _____
- _____ 7. A. Math: **one** of the following criteria must be met
- Two semesters of high school algebra** Grade: _____
 - MAT 074 or higher level math course
Course _____ Grade: _____
 - Equivalent Math Course at another college or university
Course _____ Grade: _____
 - Placement Test Math:
ACT Score _____
SVCC Score:
College Algebra _____ Algebra _____ Prealgebra _____

_____ B. Chemistry: **one** of the following criteria must be met

- Two semesters of high school chemistry** Grade: _____
- CHE 102, CHE 103 or higher with “C” or better Grade: _____
- Equivalent Chemistry course at another college or university
Course _____ Grade: _____

_____ C. Biology: **one** of the following criteria must be met

- Two or four semesters of high school biology**
Based on completion date for BIO 109. Grade: _____
- BIO 105 or BIO 108 with a “C” or better. BIO 105 qualifies for higher points. See page 10.
Using BIO 109 for this category may significantly alter available points for application due to loss of bonus points. Grade: _____
- Equivalent Biology course at another college or university
Course _____ Grade: _____

** completed within last 5 years, with a “C” or better

_____ 8. TEAS Total Score _____ % (Attached printed test results)

_____ 9. TEAS version taken: _____ TEAS test date: _____

BONUS POINTS

_____ BIO 109, 110 and 111 OR the equivalent course(s) at another college or
 _____ university (one or all may be completed with a “C” or better).
 _____ (BIO 109, 110 and 111 are NOT required to be completed prior to application)

_____ 10. General Nursing Information Meeting attended: _____ Date _____

_____ 11. Application & Progression Plan completed with Health Career Counselor: Date _____

_____ 12. Filed Recommendation forms on pages 32 & 33 (forms from family / friends will not be evaluated)

Based on the above information, I believe I am/will be ready for screening for admission to the ADN Program by the deadline date for the year indicated above.

Signed: _____

Date: _____

Return completed form to Room 3F4A or mail to:

Office of Health Professions
 Sauk Valley Community College
 173 IL Route 2
 Dixon, IL

Associate Degree Summary Of Degree Requirements

<u>Major Field</u>	<u>Sem/Hrs</u>	<u>Gen. Ed. Requirements</u>	<u>Sem/Hrs</u>
NRS 128 Introduction to Nursing	2		
NRS 130 NRS Fundamentals	7	PSY 100 Orientation	1
NRS 132 Basic Nutrition	3	Communication	6
NRS 133 Med/Surg Nrs. I	8	Social Science (PSY 103, 200 req)	6
NRS 230 Med/Surg Nrs. II	5	MAT (MAT 106 or higher)*	3
NRS 232 Psychiatric Nrs.	4	Humanities/Fine Arts	3
NRS 234 Nursing of Children	3	Natural Science (BIO 109, 110, 111 req)**	<u>12</u>
NRS 235 Med/Surg Nrs. III	5	Total Gen. Ed.	31
NRS 237 Maternity Nursing	4		
NRS 239 Trends in Nursing	<u>1</u>		
Total Major Field	42		

* MAT 121 is recommended for those intending to continue their education toward a baccalaureate degree.

**BIO 105 or BIO 108 is required if a high school biology course has not been completed within 5 years with a grade of "C". CHE 102/103 is required if a high school chemistry course has not been completed within last 5 years with a grade "C" or better.

Total hours required for AAS Degree: 73

Students who completed BIO 109 and 110 with a "C" or better prior to Fall 1998 are not required to take BIO 111.

The NRS courses are organized to be completed in a two-year sequence. However, provisions are made for those students who need to distribute the general education courses over a longer period of time.

Nursing - Associate in Applied Science

Hybrid On-line Program (NIOIN)

This program prepares graduates to function with the knowledge, skill and judgment of an entry level staff nurse in a variety of health care settings. This program is approved by the Illinois Department of Financial and Professional Regulation.

WORK AND EMPLOYMENT

Registered nurses care for the sick and help people stay well. They provide bedside nursing care in collaboration with a physician in the hospital, in long-term care facilities or in the home. Nurses also provide services in community facilities like schools and clinics. Industry is another setting where nurses are employed. With experience and education, nurses may work in specialized areas such as pediatrics, emergency or intensive care units. Nurses may obtain bachelor's degrees and advanced degrees such as master's or doctorate degrees.

SPECIAL CONSIDERATIONS

In order to become licensed as a registered nurse, one must complete a state approved program like Sauk Valley's and pass the National Council Licensure Examination (NCLEX) for Registered Nurses (RN).

ADMISSION REQUIREMENTS

Minimum requirements for entry

1. High school graduate or GED recommended.
2. Active CNA certificate on file with IDPH , with verification of work history (see page 8), or documentation of successful completion of a state approved CNA program within the last 2 years or the equivalent.
3. Reading/vocabulary at 13th grade level and accepted passing score on ATI standardized nursing entry exam.
4. Minimum of three semester credits of online general education course/s which meet nursing program requirements with grade of "B" or better. Additional online courses which apply to the BSN may meet this requirement if required courses are already completed or not available online. Those courses will be evaluated individually.
5. Elementary algebra with a grade of "B" or better at the college level or the equivalent on a college math placement test.
6. High school chemistry with lab with grade of "B" or better or college chemistry with lab with grade of "C" or better.
7. Eight semester credits of college level Anatomy and Physiology and four credits of Microbiology with a grade of "C" or better.
8. Minimum over-all college GPA of 3.0.

ADMISSION PROCEDURE FOR HYBRID ONLINE PROGRAM ONLY

1. Complete the college's general admission procedure.
2. Attend a nursing information meeting.
3. Meet with the Health Career Education Counselor and develop an application and progression plan.
4. Submit three letters of recommendation from employers and/or supervisors to the Office of Health Professions using the form distributed at the information meeting.
5. TEAS total score: Attach printed copy of test results.
6. TEAS version taken: _____ TEAS date of completion: _____

APPLICATION DEADLINES

Application deadline: October 15th for January start date.

OUT-OF-DISTRICT-APPLICATION

Out-of-district applications to the hybrid online nursing program will be considered only if space is available and there are no qualified in-district applicants.

PROGRAM REQUIREMENTS

1. All hybrid online nursing courses, both theory and clinical, require a “B” to pass. Students who do not earn a “B” or better will be contracted in writing and a plan for re-entry, if appropriate, will be developed. No more than one NUR course may be repeated.
2. General education courses may be taken for a “C”, as long as the overall GPA is a 3.0.

PROGRAM CONTACTS:

SVCC Health Career Education Counselor at 815-288-5511 Ext. 208

MAJOR FIELD REQUIREMENTS

	Sem/Hrs
NUR 178 Pharmacology	2
NUR 179 Fundamentals	4
NUR 181 Fundamentals Clinical	5.5
NUR 182 Med/Surg I	4
NUR 183 Med/Surg I clinical	5.5
NUR 280 Family Health	5
NUR 281 Family Health Clinical	3
NUR 282 Med/Surg II	3
NUR 283 Med/Surg II Clinical	3
NUR 284 Professional Roles Nursing	1
NUR 285 Mental Health	2
NUR 286 Mental Health Clinical	3
NUR 287 Med/Surg III	3
NUR 288 Med/Surg III Clinical	<u>3</u>
	47

General Education Requirements

	Sem/Hrs
PSY 100 Orientation	1
ENG 101Composition I	3
SPE 131 Introduction to Oral Communication	3
PSY 103 Intro to Psychology	3
PSY 200 Human Growth and Development	3
MAT 106 or higher	3
Humanities/Fine Arts	3
NRS 132 Nutrition and Diet Therapy	3
BIO 109 Human Anatomy and Physiology I	4
BIO 110 Human Anatomy and Physiology II	4
BIO 111 Introductory Microbiology	<u>4</u>
	34
Total Hours Required for A.A.S. Degree	81

Suggested Program

The nursing courses are organized to be completed in a two-year sequence. It is recommended that as many general education credits as possible are completed before beginning the nursing curriculum. It is often beneficial to minimize additional classes in the same semester as nursing courses. NRS 132 Nutrition and Diet Therapy may be completed before all other nursing courses.

Pre-Program	Sem/hrs
MAT 106 or higher	3
PSY 103 Introduction to Psychology	<u>3</u>
	6

First Semester	Sem/hrs
NUR 178 Pharmacology	2
NUR 179 Fundamentals	4
NUR 181 Fundamentals Clinical	5.5
PSY 100 Orientation	1
NRS 132 Nutrition and Diet Therapy	<u>3</u>
	15.5

Second Semester	Sem/hrs
NUR 182 Med/Surg I	4
NUR 183 Med/Surg I clinical	5.5
PSY 200 Human Growth and Development	3
ENG 103 Composition II	<u>3</u>
	15.5

Summer	Sem/hrs
SPE 131 Introduction to Oral Communications	3
Humanities/Fine Arts	<u>3</u>
	6

Third Semester	Sem/hrs
NUR 280 Family Health	5
NUR 281 Family Health Clinical	3
NUR 282 Med/Surg II	3
NUR 283 Med/Surg II Clinical	<u>3</u>
	14

Fourth Semester	Sem/hrs
NUR 284 Professional Roles Nursing	1
NUR 285 Mental Health	2
NUR 286 Mental Health Clinical	3
NUR 287 Med/Surg III	3
NUR 288 Med/Surg III Clinical	<u>3</u>
	12



SAUK VALLEY COMMUNITY COLLEGE
Northern Illinois Online Initiative for Nursing
NIOIN



APPLICATION FOR ADMISSION

Resident of SVCC District: Yes _____ No _____

SVCC ID# Number: _____

Date of Birth: _____

Name: _____

Last

First

Middle

Former Last Name (s)

Current Address: _____

Street

City

State

Zip

Current Phone: _____

Cell Phone: _____

Work Phone: _____

Email: _____

***Please check that you have completed the following eleven (11) requirements before submitting application:**

- High School graduate or GED / Filed official high school or GED transcript recommended.
- Active CNA certificate on file with IDPH, with verification of work history (see page 8), or documentation of successful completion of a state approved CNA program within the last 2 years or the equivalent.
- ATI TEAS test composite score of 80% or higher for Versions 3 & 4; 65% or higher for Version 5. *To schedule, please go to www.atitesting.com. A credit card is required.* TEAS Version taken: ____ TEAS test date: _____
- Minimum of three semester credits of online general education course(s) which meet nursing program requirements with grade(s) of "B" or higher.
- Elementary Algebra or equivalent with a grade of "B" or higher at the college level or the equivalent of a college math placement test (Intermediate Algebra or Statistics preferred).
- High school Chemistry with lab with grade(s) of "B" or higher or college Chemistry with lab with grade(s) of "C" or higher.
- Minimum of eight credits of college level Anatomy and Physiology & minimum of four credits of college level Microbiology with lab with grade(s) of "C" or higher.
- Minimum overall college GPA of 3.0.
- Filed Recommendation Forms.
- Attended Nursing Information Meeting.
- Application and progression Plan completed with Health Career Counselor: Date: _____

Application deadlines will be posted on the hybrid online nursing program's website: www.NIOIN.org.

Admission is based on available space.

Return Application to:

NURSING DEPARTMENT
 SAUK VALLEY COMMUNITY COLLEGE
 173 IL ROUTE 2, DIXON, IL 61021

OFFICE USE ONLY
Application Received: _____

Signature: _____

Date: _____

LICENSED PRACTICAL NURSING PROGRAM

The graduate of this program is eligible to take the National Council Licensure Examination (NCLEX) for Practical Nurses (PN). She/he will have acquired the skills needed to give bedside care to patients in a variety of health care settings.

The student may choose to complete this program in a one or two year sequence. Information about the program's curriculum is described in the SVCC catalog.

The number of students that can be admitted to the Practical Nursing Program is limited. Therefore, a selection procedure is used to identify the candidates who are the most academically prepared.

Minimum Selection Requirements

Before the applicant will be considered for admission to the Practical Nursing Program, the following activities must be completed:

1. Complete Admission Requirements outlined on page 8.
2. Active CNA certificate on file with IDPH, with verification of work history (see page 8) or documentation of successful completion of a state approved CNA program within the last 2 years.
3. Test of Essential Academic Skills (TEAS) printed test results.
4. Satisfy all the following academic criteria:
 - Reading Proficiency: (ONE of these following criteria must be met. The most recent score or grade will be utilized)
 - Placed out of reading using SVCC placement or ACT Score
 - RDG 098 (ENG 105) or higher level English course with grade "C" or better
 - Completed an equivalent course at another college or university with a grade of "C" or higher
 - Writing Proficiency: (ONE of these following criteria must be met. The most recent score or grade will be utilized)
 - Placed into ENG 101 using SVCC placement or ACT score
 - ENG 099 (ENG 100) or higher level English course with grade "C" or better
 - Completed an equivalent course at another college or university with a grade of "C" or higher
 - Math Proficiency: (ONE of these following criteria must be met. The most recent score or grade will be utilized)
 - Placed into elementary algebra (MAT 074) or higher using SVCC placement or ACT score
 - MAT 072 or higher level with grade "C" or better
 - Completed an equivalent course at another college or university with a grade of "C" or higher

Point System for Candidate Evaluation

A "point system" will be utilized to evaluate all qualified applicants. Applicants will be awarded points for the following criteria:

1. Scores or grades in the academic areas required for admission
2. TEAS test results
3. Recommendation forms
4. Bonus points are awarded for
 - a. BIO 108
 - b. Waiting List re-applicants

Academic Admission Requirements

2. The following point system will be utilized to evaluate all qualified applicants. Applicants will be awarded point for the following criteria. Placement scores for course enrollment are valid for 3 years.

Math Placement Scores or Grades

Placed into:	Points LPN	MAT 072
MAT 072	2	A = 4 points
MAT 074, 076, 080, 106	2	B = 3 points
MAT 110, 115, 121	3	C = 2 points
MAT 122, 203, 220, 221, 240	4	

Reading Scores or Grades

SVCC Reading Test (Asset)	RDG 098 (ENG 105)
40 or higher 3 points	A = 4 points B = 3 points C = 2 points

ACT	Reading Nelson Denny Form H Score	or	Reading Nelson Denny (Retest) Form F
27 - higher 4 points	34 – 38 4 points		32 – 36 4 points
20 - 26 3 points	30 – 33 3 points		28 – 31 3 points
	26 – 29 2 points		23 – 27 2 points

Compass (Reading)
77 – 84 2 points
85 – 92 3 points
93 – 100 4 points

Writing Scores or Grades

Asset	ACT	ENG 099 (ENG 100)	ENG 101
51 – 54 4 points	30 – 36 4 points	A = 4 points	A = 5 points
46 – 50 3 points	25 – 29 3 points	B = 3 points	B = 4 points
41 – 45 2 points	20 - 24 2 points	C = 2 points	C = 3 points

Compass Scores for Writing

70 -79 2 points
80 – 89 3 points
90 – 100 4 points

* For higher level courses in writing and math, applicants will be awarded points according to the following scale:

A = 5 points

B = 4 points

C = 3 points

Example: A student who has a scalable score of 53 on the SVCC Reading Test and places into MAT 122, 203, 220, 221 or 240 would receive 7 points, a student with a “B” in RDG 098 and an “A” in MAT 072 would receive 7 points.

Point system is based on the new placement scores for the current academic school year.

3. TEAS total Score for version 3 or 4:

- 82% or greater - 2 points
- 74.9 – 81.9 % - 1 point
- 75% or less - 0 points

TEAS total score for version 5:

- 58.7 or greater – 2 points
- 58.6 – 41.3 % - 1 point
- 41.2 % or less – 0 points

- Applicants may not test any more than once a semester. Retesting allowed in subsequent semesters.
 - Test may be repeated three times. Fee paid to ATI per credit card at time of registration. Register at www.atitesting.com
 - Photo ID required for test admission.
 - Study guides available in SVCC library.
 - Check SVCC or ATI websites for date offerings.
 - TEAS score valid for 3 years.
 - TEAS testing done off SVCC campus must have official transcripts sent to SVCC per ATI. There is a fee and can be done through ATI’s website through the online store.

4. Recommendation forms will be evaluated. Applicants may receive up to five (5) points for positive recommendations.

5. Bonus Points:

BIO 108 **is not** required to be completed prior to application to the program. The students who choose to complete BIO 108 prior to entering into the nursing program, will be awarded additional points using the 4 point scale above. We encourage all students to submit their application at the earliest deadline date possible.

BIO 109 and 110 will also meet the science requirements in lieu of BIO 108. Grades in these two courses will be averaged for awarded points using the 4 point scale.

Two bonus points will be awarded to those qualified applicants that have met the March 1st deadline date the previous year and were placed on the “waiting list”.

One bonus point will be awarded to those qualified applicants that have met the June 1st deadline the previous year and were placed on the “waiting list”.

Reapplication will secure no more than two bonus points at any time.

**PRACTICAL NURSING PROGRAM
Application Form**

Application Deadline for Fall Semester: March 1. *

*A second application deadline of June 1 will be established if class space is available.

Name _____ ID# _____

Address _____ City/Zip Code _____

Telephone _____ Year applying for admission: Fall _____

Resident of SVCC District: Yes _____ No _____

Indicate with a check the following requirements that have been completed. All requirements must be completed prior to applying to the program. The most recent score or grade will be utilized.

The following requirements have been completed:

- _____ 1. Student Information Form. Filed official high school or GED transcript recommended.
- _____ 2. Active CNA certificate on file with IDPH, with verification of work history (see page 8), or documentation of successful completion of a state approved CNA program within the last 2 yrs.
- _____ 3. CGPA of 2.5 or above.
- _____ 4. Filed official transcript from other schools attended.
- _____ 5. Reading Proficiency: **one** of the following criteria must be met.
 - Placement Test: **Circle one** SVCC Reading / ACT Test Score _____
 - RDG 098 Grade: _____
- _____ 6. Writing Proficiency: **one** of the following criteria must be met.
 - Placement Test: **Circle one** SVCC Writing / ACT Test Score _____
 - ENG 099 or higher Course: _____ Grade: _____
- _____ 7. Math Proficiency: **one** of the following criteria must be met
 - Placement Test Math:
 - ACT Score _____
 - SVCC Score: Pre-algebra _____ Algebra _____
 - Math 072 or higher level math course:
 - Course _____ Grade: _____
- ** BONUS
 - BIO 108 (not required to be completed prior to application) Grade: _____
- _____ 8. TEAS Total Score _____ % Attach printed copy of results.
- _____ 9. TEAS version taken: _____ TEAS test date: _____
- _____ 10. General Nursing Information Meeting attended: _____ Date _____
- _____ 11. Application & Progression Plan completed with Health Career Counselor: _____ Date _____
- _____ 12. Filed Recommendation forms on pages 32 & 33 (letters from family or friends will not be evaluated)

Based on the above information, I believe I am/will be ready for screening for admission to the LPN Program by the deadline date for the year indicated above.

Signed: _____ Date: _____

Return completed form to Room 3F4A or mail to the Office of Health Professions, Sauk Valley Community College, 173, IL Route 2, Dixon, IL 61021.

Practical Nursing Summary Of Certificate Requirements

<u>Major Field Requirements</u>		<u>Sem/Hrs</u>
NRS 113	Drug Dosage Calculations	1
NRS 108	Bedside Nursing: Concepts and Skills I	14
NRS 109	Bedside Nursing: Concepts and Skills II	7
NRS 110	Bedside Nursing: Concepts and Skills III	7
NRS 111	Bedside Nursing: Concepts and Skills IV	<u>5.5</u>
Total Major Field Requirements		34.5

General Education Requirements		Sem/Hrs
PSY 103	Introduction to Psychology	3
PSY 200	Human Growth and Development	3
BIO 108	Introduction to Human Anatomy and Physiology	<u>4</u>
Total General Education Requirements		10

Total Hours Required for Certificate 44.5

BIO 109 and BIO 110 will meet the science requirements for the LPN program for students interested in advanced placement into the ADN Program.

The NRS courses are organized to be completed in a one year sequence. However, provisions are made for those students who need to distribute the general education courses over a longer period of time.

Other recommended courses:

PSY 100 – 1 credit – Sections for Adults in Transition or Health Career Majors

NRS 102 – 1 credit – Medical Terminology

NRS 116 – 3 credit – Medical Terminology

LPN ARTICULATION/ADVANCED PLACEMENT ASSOCIATE DEGREE PROGRAM

A Licensed Practical Nurse who wishes to expand her/his role in the nursing field can earn an Associate Degree in Nursing through an advanced placement process. The LPN must complete the general education prerequisites comparable to the generic ADN or NIOIN student at the point she/he wishes to enter the program.

The LPN has three options for advanced placement. Option 1 would permit entry into the second semester of the first year of the face to face program. Option 2 would permit entry into the first semester of the second year of the program face to face. Option 3 would permit entry into the summer semester of the NIOIN program. The suggested sequence for each option is as follows:

Option 1

1. Complete Admission Requirements outlined on page 9.
2. Submit a transcript from School of Practical Nursing.
3. Submit a copy of current practical nursing license and Petition for Certification, License or Registry form.
4. Complete the following courses with a grade of “C” or above:
BIO 109; MAT 106 or MAT 121; NRS 132; PSY 103
5. Skill Level Assessment. The applicant will be required to register for a one credit hour Independent Study (IDS). This course will orient the applicant to the Nursing Skills Lab, and the Clinical Competency Exam (CCE) procedure. In addition, the student will receive an assessment of their skill level in relation to first semester ADN students through participation in the Clinical Competency Exam for NRS 130 Nursing Fundamentals. This course will be graded as pass/fail. In order to receive a passing grade, the applicant will be required to complete the orientation for and the administration of the CCE. The student must register for the IDS and CCE by October 1. It is recommended that this process be completed during the fall semester immediately prior to the spring semester the applicant wishes to be admitted to the ADN program. (LPN’s who graduated from SVCC’s program after July, 1991 may be exempt from this requirement.)
6. The applicant will receive 9 credits for NRS 128 and NRS 130 upon completion of NRS 133 with a “C” or better.

All requirements must be completed by the end of the fall semester of the year before the applicant wishes to be admitted to the program.

Option 2

1. Complete Admission Requirements outlined on page 9.
2. Submit a transcript from School of Practical Nursing.
3. Submit a copy of current practical nursing license and Petition for Certification, License or Registry Credit form.
4. Complete the following courses with a grade of “C” or above:
BIO 109; BIO 110; BIO 111; CHE 102 or 103; MAT 106 or MAT 121; NRS 132;
PSY 103; PSY 200.

5. NRS 200 Nursing Concepts for Role Transition
NRS 200 is a variable credit hour course of 1 to 2 credits. Applicants who are required to take the lab portion of the course will take the two credit option. The lab portion of this course will consist of orientation to the Nursing Skills Lab and the Clinical Competency Exam (CCE) procedures. In addition, the applicant will receive an assessment of their skill level in relation to generic students at the end of the second semester of the ADN program through participation in the CCE for NRS 133 Medical Surgical Nursing I. The lab portion of the course will be graded as pass/fail. In order to receive a passing grade for the lab the applicant will be required to complete the orientation for and the administration of the CCE. The applicant will not be required to pass the CCE. This exam is only offered during the spring semester. (LPN's who graduated from SVCC's program after July, 1991 may be exempt from this requirement.)

The applicants must pass this course with a grade of "C" or better to be eligible for admission into the second level courses of the ADN program.

SVCC LPN graduates, who in the course of their SVCC nursing programming moved from the ADN to LPN curriculum will not be required to complete NRS 200 if they successfully completed NRS 133. NRS 200 points will be lost however and so this student may wish to complete NRS 200 for curriculum review and points. Students moving from the ADN to LPN curriculum must wait 2 years before applying for the second year of the ADN program. A written letter to the Dean documenting evidence that any previously identified problems have been corrected should be provided.

The student will receive 17 credits for NRS 128, 130, and 133 upon the completion of NRS 200. These credits will be awarded upon receiving a grade of "C" or better for the nursing courses in the first semester second level of the ADN program. A petition for certification, license or registry credit form (page 23 of handbook) must be completed and fees of \$10 per credit hour paid to receive these credits.

OPTION 3:

1. TEAS score applicable to initial admission standard or Level II score on ATI Comprehensive Predictor or ATI Step Test.
2. CGPA of 3.0 prior to any nursing course work.
3. Minimum of three semester credits of online general education course which meets nursing program requirements with a "B" or higher.
4. VOC 276 or an equivalent pharmacology course from another college or university.
5. Eight credits of college level Anatomy and Physiology or ability to complete additional hours in the summer semester of admission.
6. Completion of or plan for completion for all course work for graduation.

The number of advanced placement students is limited by seats available. Therefore, a screening procedure is used to select the applicants who are the most academically prepared. Following the deadline, applicants will be evaluated. Applicants meeting the April 1st deadline for NIOIN and the June 1st deadline traditional program will receive priority. If space is available after all April 1st and June 1st applicants have been placed, applicants completing required course work in the spring/summer session will then be considered.

Evaluation Procedure

A = 4 points

B = 3 points

C = 2 points

Example: A student with “A’s” in all required courses have 24 points. A student with all “B’s” 18 points, etc.

Recommendation forms will be evaluated. Applicants may receive up to five (5) points for positive recommendations.

**ADVANCED PLACEMENT ADN PROGRAM
Application Form**

Application deadline for Summer Semester NIOIN: April 1 (Option 3)

Application deadline for Fall Semester: June 1 (Option 2)

Application deadline for the Spring Semester: December 15 (Option 1)

Name _____ ID# _____

Address _____ City/Zip Code _____

Telephone _____ Year applying for admission: Fall _____ Spring _____

Resident of SVCC District: Yes _____ No _____

The following requirements have been completed (The most recent grade will be utilized.):

- _____ 1. Student Information Form.
- _____ 2. Filed official high school or GED transcript recommended.
Filed official transcript from School of Practical Nursing.
Cumulative GPA prior to nursing course work: _____
- _____ 3. TEAS, ATI comprehensive predictor or Step Test (Option 3 only).
- _____ 4. Courses Completed:

MAT 106 or MAT 121	Grade _____
BIO 109 (Options 1 & 2)	Grade _____
BIO 110 (Option 2 & 3only)	Grade _____
BIO 111 (Option 2 & 3only)	Grade _____
CHE 102 or CHE 103 (Option 2 only)	Grade _____
PSY 103	Grade _____
PSY 200 (Option 2 & 3 only)	Grade _____
NRS 132	Grade _____
NRS 200 (Option 2 only)	Grade _____
VOC 276 or equivalent (Option 3 only)	Grade _____
- _____ 5. Appointment with the Dean of Health Professions. Date _____
Application and Progression Plan completed with Health Career
- _____ 6. Counselor: Date _____
- _____ 7. Filed Recommendation forms on pages 32 & 33 (forms from family or friends will not be evaluated)
- _____ 8. Copy of practical nursing license & Petition for Certification, License or Registry Credit form filed.

Based on the above information, I believe I am/will be ready for screening for Advanced Placement in the ADN Program by the deadline date for the year indicated above.

Signed: _____ Date: _____

Return completed form to Room 3F4A or mail to the Office of Health Professions, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021.

PROCESS FOR ADMITTING TRANSFER STUDENTS

Students requesting to transfer to the ADN or LPN program must provide documentation that they have completed general education and nursing prerequisites comparable to generic students for the semester/course that they are requesting to enter the program.

The procedure for admission as a transfer student follows:

1. Request Transfer in writing to the Dean of Health Professions.
2. Request an evaluation of general education courses for comparability to SVCC required courses through the Admissions Office.
3. Provide the Dean of Health Professions with course syllabi and other materials necessary to determine comparability to SVCC nursing courses.

The applicant must have a “C” or better in all required courses to be given credit for a course toward admission to the nursing program.

Nursing courses to be considered for transfer must have been completed within two years of desired entry to SVCC. All nursing courses including transfer and SVCC courses must be completed within a four year timeframe if you are pursuing an Associate of Applied Science degree in Nursing. Inability or failure to comply with the timeframe requirements will result in the necessity to repeat all nursing courses for credit.

Student who have a “D” or “F” in any transfer nursing courses will be allowed only one opportunity to complete SVCC’s nursing program. A “D” or “F” in any SVCC nursing course will necessitate a withdrawal from the program with no option for readmission.

4. Submit recommendation forms prior to registration. It is required to have at least one letter of reference from a nursing instructor who supervised the applicant at their current/previous school.
5. Document Skill Competence Level. The applicant will be required to register for a one (1) credit hour Independent Study (IDS) which will include preparation for a Clinical Competency Exam (CCE) and the administration of the CCE. (The CCE will be the same as the one that SVCC students complete prior to being promoted to the course which the student is requesting admission.) The applicant will not be required to pass the CCE.

The applicant must sign up for the IDS at least 8 weeks prior to the scheduled test date.

The applicant must complete admission criteria 1 and 2 to obtain permission to register for the CCE.

6. Complete an Application and Progression Plan with the Health Careers Counselor.

Sauk Valley Community College
Petition for Certification, License or Registry Credit

Note to student: A letter verifying certification, licensure or registry passage must be sent directly to the appropriate SVCC Dean/Director by the organization or agency so the college may evaluate and approve course equivalency.

Section I: To Be Completed by Student:

Student's Name _____ ID Number _____
(Last) (MI) (First)

Address: _____

Home Phone: _____ Work Phone: _____

Date: _____ Program enrolled in: _____

I have successfully passed the certification, license or registry exam titled:

_____ given by: _____ on _____
State or National Organization Date of Passage

Signature of Student _____

Section II: To Be Completed by SVCC Dean/Director:

SVCC Equivalent of Certificate, License or Registry Credit:

Course Title	Course Number	Credit Hours
_____	_____	_____
_____	_____	_____

Approved by the Dean/Director _____

Approved by the Vice President _____

Section III: To Be Completed by the SVCC Business Office:

Fee of _____ \$10 per credit approved) Received by Business Office _____
Date

Signature _____

Return to Office of Admissions and Records upon completion of Sections I, II and III.

Section IV: To Be Completed by the Office of Admissions & Records

Date admitted _____, 20 _____

RECOMMENDATION FORM

The Nursing Candidate should complete information below before submitting to the writer.

Candidate's Name _____
Last First Middle

"I authorize _____ to write a reference which will become a part of my credential on file with the nursing program."

I voluntarily waive my right of access to this recommendation under Public Law 93-380 and the Regulations promulgated thereunder so that it may be kept confidential. If this waiver has not been signed, Public Law 93-380 and the Regulations promulgated thereunder permits the inspection of this recommendation by the candidate.

 Signature of Applicant ADN _____ LPN _____ ADV PL _____ NIOIN _____
Check applicable program(s)

This section must be completed by a professional reference source, i.e. employer, supervisor, co-worker, instructor, etc.

Please mail this directly to: Office of Health Professions, 173 IL Route 2, Dixon, IL 61021

(If you are inclined to list yourself as a friend please do not complete this recommendation. Return it to the applicant.)

- 1) How long have you known the applicant? _____
- 2) What is your professional relationship to the applicant? _____
- 3) Do you place full confidence in the applicant's integrity? Yes _____ No _____ Please Explain: _____

4) Evaluate the applicant as Excellent (5) Above Average (4), Average (3), Below Average (2), Poor (1) in the following areas:

		5	4	3	2	1
a.	Oral Communication: Speaks clearly with precision and accuracy.					
b.	Written Communication: Writes clearly with precision and accuracy. Uses correct grammar.					
c.	Intellectual Ability: Demonstrates academic competence and aptitude for nursing curriculum.					
d.	Leadership: Takes initiative for own learning and holds self accountable for performance. Motivates others.					
e.	Ethics: Displays honesty, integrity, and ethical behaviors.					
f.	Empathy: Demonstrates respect, sensitivity and tactfulness in interactions with others.					
g.	Reliability: Is dependable, responsible and prompt.					
h.	Judgment: Displays critical thinking skills, common sense and decisiveness. Learns from past experiences and transfers this learning to new situations.					
i.	Adaptability: Reacts appropriately to stress. Demonstrates control over own behavior.					
j.	Professional Appearance: Maintains good personal hygiene, appearance, and appropriate attire.					

Comments: _____

Date: _____ Address: _____
 Print Name: _____
 Signature: _____
 Position: _____ Phone: _____

RECOMMENDATION FORM

The Nursing Candidate should complete information below before submitting to the writer.

Candidate's Name _____
Last First Middle

"I authorize _____ to write a reference which will become a part of my credential on file with the nursing program."

I voluntarily waive my right of access to this recommendation under Public Law 93-380 and the Regulations promulgated thereunder so that it may be kept confidential. If this waiver has not been signed, Public Law 93-380 and the Regulations promulgated thereunder permits the inspection of this recommendation by the candidate.

 Signature of Applicant ADN _____ LPN _____ ADV PL _____ NIOIN _____
Check applicable program(s)

This section must be completed by a professional reference source, i.e. employer, supervisor, co-worker, instructor, etc.

Please mail this directly to: **Office of Health Professions, 173 IL Route 2, Dixon, IL 61021**

(If you are inclined to list yourself as a friend please do not complete this recommendation. Return it to the applicant.)

1) How long have you known the applicant? _____

2) What is your professional relationship to the applicant? _____

3) Do you place full confidence in the applicant's integrity? Yes _____ No _____ Please Explain: _____

4) Evaluate the applicant as Excellent (5) Above Average (4), Average (3), Below Average (2), Poor (1) in the following areas:

		5	4	3	2	1
a.	Oral Communication: Speaks clearly with precision and accuracy.					
b.	Written Communication: Writes clearly with precision and accuracy. Uses correct grammar.					
c.	Intellectual Ability: Demonstrates academic competence and aptitude for nursing curriculum.					
d.	Leadership: Takes initiative for own learning and holds self accountable for performance. Motivates others.					
e.	Ethics: Displays honesty, integrity, and ethical behaviors.					
f.	Empathy: Demonstrates respect, sensitivity and tactfulness in interactions with others.					
g.	Reliability: Is dependable, responsible and prompt.					
h.	Judgment: Displays critical thinking skills, common sense and decisiveness. Learns from past experiences and transfers this learning to new situations.					
i.	Adaptability: Reacts appropriately to stress. Demonstrates control over own behavior.					
j.	Professional Appearance: Maintains good personal hygiene, appearance, and appropriate attire.					

Comments: _____

Date: _____ Address: _____

Print Name: _____

Signature: _____

Position: _____ Phone: _____

RECOMMENDATION FORM

The Nursing Candidate should complete information below before submitting to the writer.

Candidate's Name _____
Last First Middle

"I authorize _____ to write a reference which will become a part of my credential on file with the nursing program."

I voluntarily waive my right of access to this recommendation under Public Law 93-380 and the Regulations promulgated thereunder so that it may be kept confidential. If this waiver has not been signed, Public Law 93-380 and the Regulations promulgated thereunder permits the inspection of this recommendation by the candidate.

 Signature of Applicant ADN _____ LPN _____ ADV PL _____ NIOIN _____
Check applicable program(s)

This section must be completed by a professional reference source, i.e. employer, supervisor, co-worker, instructor, etc.

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j.	Professional Appearance: Maintains good personal hygiene, appearance, and appropriate attire.					

Comments: _____

Date: _____ Address: _____
 Print Name: _____
 Signature: _____
 Position: _____ Phone: _____

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Northern Illinois University, Dekalb, IL.

Contact information:

Northern Illinois University

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Contact information:

Julie A. Luetschwager, Ph.D., RN.

Chair, Nursing Department

5050 East State Street

Rockford, IL. 61108

815-226-4196

St. Anthony's College of Nursing

Contact information:

Saint Anthony College of Nursing

5658 East State Street

Rockford, IL. 61108

815-227-2141

Email: cheryldelgado@sacn.edu

UIC Quad Cities Regional Program

Contact information:

UIC College of Nursing

1515 5th Avenue, Suite 400

Moline, IL. 61265

309-757-9467

Email: congq@uic.edu

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