College of DuPage
Associate Degree Nursing Advanced Placement Packet
Spring 2019 Admission

Updated May 10, 2018

Deadline Date: November 1, 2018

You MUST attend an ADN Advanced Placement advising session between
11/1/17 and 11/1/18.

The Associate Degree in Nursing (ADN) program at College of DuPage has been approved by the Illinois Department of Financial and Professional Regulation/Board of Nursing and the Illinois Community College Board (ICCB) and received reaccreditation in 2018 by The Higher Learning Commission – North Central Association. The ADN program has been awarded initial accreditation through the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone (404) 975-5000, fax (404) 975-5020, http://www.acenursing.org.

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, Castle Branch, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive an official acceptance letter from the Nursing Department.
This policy addresses the **Advanced Placement Student as defined by**:
- COD nursing student who has successfully completed (grade “C” or better) at least ALL five first semester courses (NURSI 1120, 1140, 1150, 1130, and 1160); OR
- A non COD nursing student that has successfully completed (grade “C” or better) at least 12 credit hours of pre-licensure nursing courses

**Application cycle timeline for Spring 2019 Admission**

- Online applications must be submitted by the deadline date of November 1, 2018 at 5:00pm. **It is the applicant’s responsibility to ensure that all materials (supporting documents and transcripts) have been completed and received by the designated office by the application deadline date.**

- Within 4-6 weeks – Letters will be sent regarding admission decisions.

**Admission Criteria**

Students interested in Advanced Placement to the Associate Degree Nursing (ADN) program will need to complete all of the following steps to be considered for admission.

*NOTE: Admission Committees for all Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.*

**Step 1**  
Complete the College of DuPage General Admissions Application online. There is a non-refundable $20 general admission fee due upon submission. If you have previously submitted the General Admission Application or attended College of DuPage, you may omit this step. **This application is for general admissions to College of DuPage only; it is not an application for Advanced Placement in the Associate Degree Nursing program.**

**Step 2**  
Complete a mandatory individual ADN Advanced Placement Advising Session between 11/1/17 and 11/1/18. To schedule, contact the Nursing Department Coordinator at (630) 942-2318. **It is required that an applicant complete an individual advising session within this timeframe.**

**Step 3**  
Please have your 7-digit Student ID ready and complete the online Health Sciences Application. Select Nursing Degree when asked “which Health Sciences program are you applying to?” and Spring 2019 as your “anticipated entry term”. To be considered as an Advanced Placement applicant, you must also check “yes” when asked “are you pursuing Advanced Placement Nursing?” Next, select whether you are either requesting readmission to the ADN program (previously enrolled in the College of DuPage ADN program) OR if you are an ADN transfer student coming from another institution.

*NOTE: There is no option for LPN transition students to be considered for Advanced Placement.*

You may only submit the application online and must pay a $50 non-refundable application fee by credit card. If you do not have a credit card, you may purchase a prepaid credit card from your local retailer. **Please select the correct entry term and program. Once your term is selected and application submitted, you may not change this without submitting a new application and paying another $50 non-refundable application fee. If you previously applied to the Nursing Degree program, you are required to complete this step again and pay another $50 non-refundable fee to be considered for this admissions cycle.*
Step 4 Complete academic coursework requirements prior to the application deadline. In order to qualify for Advanced Placement in the Associate Degree in Nursing Program, the applicant must have a cumulative GPA of 2.75 or higher. This includes required general education coursework for the Associates degree.

A. CHEMISTRY: College Chemistry 1211 or 1212 or 1551 or 1552 or 2551 or 2552 with a grade of “C” or better

B. ANATOMY & PHYSIOLOGY: Anatomy and Physiology 1551/1571 and 1552/1572 or equivalent with a grade of “C” or better.
   a. Completed between November 2013 – November 2018 for Spring 2019 admission
   b. If one of the courses in the above sequence is outside of the above dates, the other course of the above sequence must be completed between the above dates for a valid application
   c. Alternate testing for Anatomy & Physiology between 5 and 7 years old may be available

C. INTRODUCTION TO PSYCHOLOGY: PSYCH 1100 or equivalent with grade of “C” or better

D. MATH: MATH 1102*, or higher with a grade of “C” or better
   Completion of an approved statistics course is recommended if your intentions are to continue your education for a BSN or MSN, i.e. MATH 1635; PSYCH 2280, SOCIO-2205.

Step 5 To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in all official transcripts from any schools that you have attended. Please follow the steps listed below:
Submit your official transcript(s). Contact your previous institution(s) to order an official copy of your transcript to be sent to the College of DuPage, Office of Student Records, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599. If College of DuPage is the only institution you have attended, you do not need to request official transcripts. Verify receipt of your transcript(s). Login to your myACCESS account, click on ‘myACCESS for Students’, then select ‘My Profile’. The receipt status of your transcript will be listed under ‘Transcript Institutions’.
NOTE: If you have an international transcript from high school or college, it must be evaluated by EDUCATIONAL CREDENTIAL EVALUATORS, Inc. Forms may be obtained from www.ece.org.

Step 6 Take the Elsevier/Evolve Admission Assessment HESI (A2) exam. Testing information can be obtained at the College of DuPage Testing Center under Health Program Testing. Students reapplying to the ADN program are allowed one attempt at taking the exam. The Elsevier/Evolve Admission Assessment (A2) exam must be taken at the College of DuPage Testing Office (BIC 2A08). To verify that your results show in your student record, please log in to your myACCESS account; scores are available under “Test Summary.” Please allow two weeks for results to be posted to your student record from the date of the exam. If your results are not showing in your student records, please contact the Testing Office at testing@cod.edu or (630) 942-2401. College of DuPage 4th semester nursing students are excluded from retaking the HESI A2 within 1 year of exiting.

Policy change effective beginning with Spring 2017 admission: Applicants are required to achieve a cumulative score of 75%. In addition, the candidate is required to achieve 75% in the following areas: Vocabulary, Math, Reading and Anatomy & Physiology.
Step 7  Complete the College of DuPage Residency Verification form and provide 2 proofs of residency to the Office of Student Registration Services, Student Services Center (SSC) Room 2221 by the program application deadline date. Note: If the residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission.

Please note: Separate Residency Verification Forms must be submitted for each program application.

Step 8  For students transferring into College of DuPage seeking advanced placement, please submit an official letter from your program that states “the student is eligible for readmission without the need for remedial measures and the student left in good standing.” This letter needs to be submitted to the Office of Admissions & Outreach, SSC 2207, by the program deadline date.

Step 9  Students seeking readmission that have earned less than a C in a previous nursing course must complete that course before registering for any other nursing courses.

All application materials must be submitted to the Admissions & Outreach Office (SSC 2207) in person, via fax to (630) 790-2686 or emailed to hsadmissions@cod.edu by the application deadline. Submitted materials must indicate A.D.N. program and include the students name and ID number for reference.

All application documents delivered to the College of DuPage pertaining to a health sciences admissions file becomes the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.

* Plan your admission to the Nursing program. Meet with a Health Sciences program advisor to assist you with your educational plan, reviewing your transcripts and interpreting the admission process. You may send them an email at healthcareadvising@cod.edu or schedule an appointment by calling 630-942-2259.

Requests for admission are not automatically carried over to the following cycle. Applicants not accepted for the cycle in which they originally applied are asked to pay the $50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

Students Previously Enrolled in the College of DuPage ADN Program

1. Meet with your faculty advisor and:
   a. Develop a remediation plan before the application deadline.
   b. Review advance placement admission policies as outlined in this packet.
   c. Complete the Health Science Inquiry Card which will be forwarded to College of DuPage Admissions & Outreach Office.

2. Submit a letter requesting readmission to the College of DuPage Associate Degree Nursing program. The letter will be sent to the Director of Nursing electronically at directorofnursing@cod.edu.

3. Students seeking readmission may be required to complete additional courses to prepare them for success prior to or concurrent with the first re-entry College of DuPage Associate Degree Nursing course.

4. If the student is not able to re-enter the program when the letter of re-admittance is sent, the student will have to reapply using the updated guidelines for the appropriate admission cycle.

5. Students will be placed in the courses where they last exited the program based on seat availability.
Students NOT previously enrolled in the College of DuPage ADN Program

1. Successfully complete (grade “C” or better) all Associate Degree Nursing program requirements including 
   *Microbiology 1420, English 1101, Psychology 2237, Speech 1100 or 1120*

2. Make an appointment with the Nursing Department Coordinator for an individual advising session before the 
   application deadline and complete the Health Science Inquiry Card which will be forwarded to College of DuPage 
   Admissions & Outreach Office as proof of completion.

3. Submit all nursing course syllabi to the Nursing Department for review by the Program Participation and 
   Curriculum Committee Chairpersons before the application deadline.

4. Submit an official letter from your program that states “The student is eligible for readmission without the need 
   for remedial measures and the student left in good standing”. This letter is due as part of the admission and the 
   deadline is **November 1, 2018**

5. Students will be assessed by the Program Participation Committee based on a case by case basis after a review of 
   completed nursing transcripts has been completed by the Program Participation and Curriculum Chairpersons. 
   Students who have failed out of other Associate degree nursing programs are not eligible for advanced 
   placement.

   **NOTE: There is no option for LPN transition students to be considered for Advanced Placement**

**Program Acceptance**

- In the event that there are MORE qualified applicants than there are seats available for this program, a 
  ranking process will be used based on the [Admission Requirements](#).

- The default grade of “C” for determination of rank score will be used for:
  a. The merit evaluation grade point average calculation for courses in which a grade of P (Pass) or S 
     (Satisfaction) was awarded.
  b. Courses satisfied by degree, proficiency, and by national examination will not be used in the merit 
     evaluation grade point average calculation.

- Priority for admission:
  a) In-district applicants
  b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required 
     each semester).
  c) Out-of-district applicants and International students.

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding 
your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, 
(630) 942-3328, e-mail: intstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not**:
1. U.S. citizen
2. Permanent resident
Statement on Medical Care and Health Insurance
Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while enrolled in the program. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Students enrolled in at least 6 credit hours of classes may purchase student health insurance through Integrity Insurance and Financial. Please visit http://www.cod.edu/student_life/student_services/access_accommodations/index.aspx for additional details.

Criminal Background Checks
All ranked and qualified students will be conditionally accepted pending clearance from a criminal background check. If a student has a positive criminal background check, the student will be given one semester to clear the background findings. The student will be granted final acceptance during the next semester if the background check is cleared. If the student is not able to clear the background check after 1 semester, the student will not be accepted into the nursing program, but may reapply at a later date. Criminal Background checks are required for all accepted students. If a student has a positive background check that includes a felony, this would not allow a student to acquire a license to practice nursing in the state of Illinois. A misdemeanor; however, does not guarantee the ability to acquire a license to practice nursing in the state of Illinois.

Other Important Information to Consider
Please review the links below for other important information. Students must be able to meet all requirements in order to participate in the nursing program.

- Health Requirements (completed after acceptance into the program and participation in the program orientation)
- Professional Conduct
- Essential Functions (Abilities)
- Program Coursework/ Curriculum plan

Tips/Hints/Clues/Necessary Information
- Make sure your name and contact information, including email and postal addresses are current and correct in myACCESS.
- Official name changes should be processed through the Office of Student Records (SRC 2150).
- Official address changes should be processed through Student Registration Services (SSC 2221).
- You MUST also notify the Health Science Admissions Office via email hsadmissions@cod.edu of any changes made to your personal information (name, mailing address, email address, etc.) after you have submitted your ADN program application.
- If your HESI A2 Verbal or Reading Comprehension score was less than 80% consider taking READ-0471 Study Skills Seminar or HLTHS 1110 Medical Terminology or go to College of DuPage Learning Commons to assist you in your reading comprehension skills.

NOTE: Failure to inform appropriate departments of name changes and contact information may result in not receiving time sensitive information related to your admission decision.
The Admission Assessment Exam consists of a number of exams. The exams used as a part of the Associate Degree Nursing Program admission are noted below. Also noted is the number of questions per exam, and the estimated testing time. A total of 4 hours is allowed for the exam.

Effective Spring 2017: All applicants are required to achieve a composite score of 75%. In addition, the candidate is required to achieve a score of 75% in the following areas: Vocabulary, Math, Reading and Anatomy & Physiology. Individual scores are provided for each exam. Composite scores will not be rounded up. Scores are reported in percent of answers correct. Additional points for rank score may be earned based on how well one does on the specific tests. Under the new admissions guidelines, College of DuPage nursing cohorts admitted from Spring 2017 and later, are not required to retake the HESI AS entrance to be considered for admission to the program.

English language:
- **Reading Comprehension** - Provides reading scenarios in order to measure reading comprehension, identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences, etc.; **60 items – 60 minutes**.
- **Vocabulary and General Knowledge** - Contains vocabulary terms that are commonly used in both general English speaking settings and in health care fields; **50 items – 50 minutes**.
- **Math** - Contains basic math, you will need to understand ratios, percentages, fractions, decimals, military time, roman numerals, and basic algebra. Other questions cover addition, subtraction, multiplication, and division. There are also a lot of measurement conversion questions. **50 items – 50 minutes**.

Science:
- **Anatomy & Physiology** - Provides coverage of general terminology and anatomical structures and systems; **25 items – 25 minutes**.

Personality Style:
- **Personality Profile** - Uses concepts related to introversion and extroversion to classify a student's personality style; a print out with study tips is provided to the student; **25 items – 15 minutes**.
- **Learning Style** - Assesses the preferred learning style of the prospective applicant and offers test-taking and study tips suited to that learning style; **15 items – 25 minutes**.
- **Critical Thinking**: This exam is a four-choice multiple-choice test. All answers are correct; however, each choice reflects a different degree of critical thinking. Scores range from 0-1000. The higher you score, the better the ability to think critically in the discipline of nursing.

NOTE: The HESI A2 exam can be repeated once every two months for a total of four times in a calendar year. Test scores are valid for 2 years from the application deadline.

Passing your admission assessment exam is the first step on the journey to becoming a successful health professional. Make sure you're prepared with Admission Assessment Exam Review, 4th Edition from the testing experts at HESI! It offers complete content review and nearly 400 practice questions on the topics typically found on admission exams, including math, reading comprehension, vocabulary, grammar, biology, chemistry, anatomy and physiology, and physics. However, areas that students should focus on for admission are **math, reading, vocabulary and anatomy and physiology**.