

**Contra Costa College**  
**Associate Degree Nursing Program Bulletin**  
*for the entering class of 2005*



**Mission Statement**

The Contra Costa College Associate Degree Nursing Program supports the Contra Costa College Mission Statement. The Associate Degree Nursing Faculty strives to meet the needs of individuals, families and communities. To accomplish this, the faculty is committed to fostering a learning community which promotes and values:

- *Professional development and growth in a changing health care environment*
- *An environment of inquiry, critical thinking, and creativity*
- *A caring attitude balanced with technical competence*
- *Respect for the individual*
- *Excellence in the practice of our profession*
- *The strength and joy of our diversity*



Contra Costa College  
Nursing Department  
2600 Mission Bell Drive  
San Pablo, CA 94806-3195

**CONTRA COSTA COLLEGE**  
**ASSOCIATE DEGREE NURSING PROGRAM BULLETIN**  
**ENTERING CLASS OF 2005**

## GENERAL INFORMATION

The Associate Degree Nursing Program has been graduating classes since 1960. It is designed to meet the college requirements for graduation with eligibility for an A.S. degree, as well as the requirements of the California Board of Registered Nursing.

After the prerequisites in Science and General Education

are completed, the nursing program is four semesters (2 years) in length. The graduate of this nursing program is eligible to take the State Licensure Examination (NCLEX-RN). With passage of the exam, the title of Registered Nurse is earned and the graduate is qualified for entry level positions in nursing.

## ADMISSIONS REQUIREMENTS

The following are requirements for admission:

- Good physical health and mental health
- Proof of Graduation from an accredited high school or successful completion of the GED or California Proficiency Exam (CHSPE)
- Courses required for admission to the nursing program:
  1. Prerequisite courses are divided into "Group A" and "Group B". The physiology course, BIOSC 134, must have been taken within seven years of admission to the nursing program.
  2. You must have a cumulative GPA of 2.75 or higher in Group A courses and 3.0 or higher in Group B courses. Each course must be completed with a grade of "C" or better.
  3. The nursing pharmacology course (NURS 212) may be completed as a prerequisite or co-requisite of NURS 210. NURS 212 must be completed satisfactorily before the student may advance in the program.
  4. All Group A courses and Group B courses must be completed by the spring semester prior to Fall admission.
  5. There is limited space in the Associate Degree Nursing Program. The fact that these qualifications have been met does not guarantee admission.

### Group A Courses:

<u>Requirement</u>	<u>Course at CCC</u>	<u>Units</u>
Human Anatomy	BIOSC 132	4
Human Physiology	BIOSC 134	4
Microbiology	BIOSC 119 or 148	4
English Composition	English 001A	3

### Group B Courses:

<u>Requirement</u>	<u>Course at CCC</u>	<u>Units</u>
Introduction to Sociology	SOCIO 220	3
Psychology	PSYCH 130 or 220	3
Human Communication	SPCH 121 or 128	3
Developmental Psychology	PSYCH 126 or 128	3
Drug Dosage Calculation	NURS 205	2

### **Additional Courses Required for Graduation:**

Additional courses are required for the Associate in Science Degree. Please consult the catalog for the current general education degree requirements.

### **Strongly Recommended:**

In order to be successful in the nursing program, the nursing faculty and students recommend the following:

1. College Assessment Testing in mathematics and reading, and ESL assessment, if applicable
2. English 001C or 001B or 002B (Nursing textbooks are written at the 11th - 14th grade reading level.)
3. Math 118 (Elementary Algebra)
4. A general nutrition course
5. Introduction to Nursing, NURS 203
6. Computer literacy course as required for graduation (see college catalog)
7. A course in medical terminology

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Because of unforeseen circumstances or Board of Registered Nursing mandatory requirements, requirements may be changed on an annual basis. Please consult the Nursing Department for current information each semester.

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# APPLICATION PROCESS

## Basic R.N. Students:

(These are new students who start with the first semester of the program.)

### *Application Process:*

- Obtain the nursing program application online at [www.contracosta.edu/courses/nursing/index5.htm](http://www.contracosta.edu/courses/nursing/index5.htm), or from the Admissions & Records Office, Humanities Building, Room 42.
- Submit a completed application packet to the Admissions & Records Office between November 1st and February 1st (or postmarked by February 1st) for consideration for the following Fall term. No material will be accepted after the deadline date.

The COMPLETED APPLICATION PACKET contains the Nursing Program Application, the Contra Costa College application, **all** OFFICIAL transcripts, and proof of high school graduation, GED or CHSPE.

### *Selection Process:*

Priority for the selection will be given to those students who have successfully completed or will have completed Group A and Group B courses by the end of the spring semester.

- If there are more applicants than spaces available, a lottery will be held to determine admission.
- If there are fewer applicants than spaces available, students who have successfully completed all of Group A, NURS 205, and all but one of the other Group B courses, may be admitted into the fall class.
- In the event that there are more students who have completed all but one of Group B courses than there are spaces available, a lottery will be held to fill the available spaces.
- If spaces are still available after the above process, then students who have successfully completed all of Group A, NURS 205, and all but two of the other Group B courses may be admitted into the fall class.

Any student who is selected and has courses in Group A or Group B in progress is selected on a conditional basis, pending successful completion of the courses in progress.

### *Acceptance Process:*

- You will receive written notification of acceptance into the program.
- If you are selected, you must notify the Nursing Department of your acceptance or refusal by the date noted in the letter.
- If you do not respond by the deadline date, you will lose your admission status and an alternate applicant will be selected.
- It is imperative that the Admissions & Records Office and the Nursing Department be notified *in writing* of any change in phone number and/or address.

### *Denial Process:*

- Written notification will be given with the reasons for denial.
- You may reapply to the Admissions & Records Office between October 1st and February 1st to be considered for the next class.
- Transcripts will be kept on file in the Admissions & Records Office.

## Advanced Placement Students:

Licensed Psychiatric Technicians are admitted into second semester, based on space availability.

Licensed Vocational/Practical nurses are admitted into a summer bridge course that leads into the third semester, based on space availability.

### *Application Process:*

- Applicants must meet the same qualifications for admission as any other student.
- Obtain the nursing program application online at [www.contracosta.edu/courses/nursing/index5.htm](http://www.contracosta.edu/courses/nursing/index5.htm), or from the Admissions & Records Office, Humanities Building, Room 42.

Submit a *completed application packet* to the Admissions & Records Office between November 1 and February 1 (Or postmarked by February 1) for consideration for the following Fall term, or between July 1 and October 1 (or postmarked by October 1) for consideration for the following Spring term. No material will be accepted after the deadline date.

The COMPLETED APPLICATION PACKET contains a letter requesting admission to the nursing program, the Nursing Program Application, the Contra Costa College application, all OFFICIAL transcripts, and proof of high school graduation, GED or CHSPE.

- LVN/LPN, LPT must submit official documentation of current California Licensure to the Admissions & Records Office. (*Do not photocopy the license.*)
- NURS 212 (Pharmacology for Nurses) and NURS 205 (Drug Dosage Calculation for Nursing Students) must be taken as prerequisites. They may be challenged; contact the Nursing Department for information.

### *Acceptance Process:*

- You will receive written notification of acceptance into the program, or denial of your application.
- You must reply to the Nursing Department indicating your acceptance or refusal by the date stated in the letter.
- Keep the Admissions & Records Office and the Nursing Department informed of any address or phone number changes.

## Board of Registered Nursing Applicants

### Requirements:

- Students trained in countries other than the U.S. may take individual courses as required by the BRN. Contact the Nursing Department at (510) 235-7800, ext. 4267.

## 30 Unit Provisional Option for Licensed Vocational Nurses:

This option is available to LVN's and LPN's.

- THE LICENSE IS VALID ONLY IN CALIFORNIA.
- A student who chooses this option and completes the required courses is eligible for the NCLEX-RN licensure exam.
- The student is NOT a graduate of the Nursing Program.
- Completion of courses and graduation after licensure does not confer graduate standing and is not recognized by the California Board of Registered Nursing.
- **Required courses:**
  - Physiology ..... BIOSC 134\*
  - Microbiology ..... BIOSC 119 or 148
  - Drug Dosage Calculations ..... NURS 205
  - Psychiatric Nursing ..... NURS 260
  - Competency in Nursing Practice ..... NURS 261
  - Gerontological/Advanced Medical-Surgical Nursing ..... NURS 275
  - Competency in Nursing Practice ..... NURS 276
- \*Does not have a recency requirement for 30-Unit Option students.
- Admission is based on space available.
- The application/acceptance process is the same as for the other advanced placement students.

## Transfer Students:

These students have completed part of a nursing program at another college or university.

### Application Process

- The application process and deadline dates are the same as for other advanced placement students.

- Refer to "Application Process" for Advanced Placement Students.
- Applicants will be interviewed by the Admissions Committee to determine placement in the program. Unofficial transcripts of completed nursing courses from previously-attended colleges/universities, and related syllabi, must be brought to the interview for review.

## MISCELLANEOUS INFORMATION

- Fees per semester are set by the state legislature. Out of state or foreign students please check with the Admissions & Records office. Fees are subject to change.
- Additional Costs: Uniforms, nursing shoes, bandage scissors, stethoscope, watch, textbooks and supplies, CPR certification.
- Physical exam must be current at the time of admission and must be kept current, yearly, while an ADN student.
- CPR certification (Health Care Provider C) must be current at the time of admission and currency must be maintained while an ADN student. Certification can be obtained from the CCC Emergency Medical Sciences department, the Red Cross, or the American Heart Association.
- The student is responsible for transportation to and from the campus and clinical facilities and parking costs.
- All nursing courses may be challenged. Each request is reviewed for evidence of documented previously learned knowledge/experience. Eligibility is determined on an individual basis by the Nursing Department.
- All nursing courses comply with the Americans with Disabilities Act. If you have special needs, please inform the instructor(s) and every reasonable effort will be made to accommodate you.
- **All candidates for the NCLEX-RN examination are required under law to report misdemeanor and felony convictions to the Board of Registered Nursing unless they are only minor traffic violations. "Driving under the influence" convictions must be reported. Convictions must be reported even if they have been expunged or court ordered diversion program has been completed. Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.**

### Nondiscrimination Policy

Contra Costa Community College District is an equal opportunity educator and employer.

Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes, but is not limited to, providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment and qualify for advancement in the District without discrimination.

### Student Gender Equity Policy

Students at Contra Costa College are encouraged to choose career goals based on interest and abilities, not on sex stereotypes. Special support services are provided for the academically and financially disadvantaged; those with limited English skills; and those who are entering nontraditional occupations, adults who need training or retraining, and individuals who are single parents or homemakers. These services are provided under Federal Law Title IX of the Education Amendments of 1972. For more information, contact ReEntry Services in AA-219, or the director of business services, AA-201, phone (510) 235-7800, ext. 4209.



# CHECKOFF LIST FOR NURSING PROGRAM ADMISSION

## PREPARING TO APPLY

- Obtain a Nursing Bulletin online at [www.contracosta.edu/courses/nursing](http://www.contracosta.edu/courses/nursing)
- Complete Group A Courses:**
  - Anatomy BIOSC 132
  - Physiology BIOSC 134
  - Microbiology BIOSC 119 or 148
  - English 001A
- Complete Group B Courses:**
  - Sociology 220
  - Psychology 130 or 220
  - Speech 121 or 128
  - Psychology 126 or 128
  - Nursing 205
- NURS 205, Drug Dosage Calculation, and NURS 212, Pharmacology for Nurses, must be taken as prerequisites for advanced placement students. These courses may be challenged; call (510) 235-7800, ext. 4267 for information. Obtain CCC and Nursing Program Application

## SUBMITTING THE APPLICATION PACKET

- from the college Admissions & Records Office, H-42.
- Submit all of the required materials together as a packet, to the Admissions & Records office, H-42 (see page 2).
- Completely fill out all applications forms.
- Obtain official transcripts for all college courses completed.
- Write a letter to Admissions, requesting admission to the nursing program.
- Follow application deadline dates
- You have received a written letter of notification

## GETTING ACCEPTED

- of acceptance.
  - You have submitted your reply, the **Acceptance Form**, to the Nursing Department, HS-103, by the date stated in the letter.
- Prior to entering the program, have the following completed:**

## PREPARING TO START

- Current CPR card (Health Care Provider C).
- Physical Examination form completed.
- All titers and/or immunization results recorded on CCC Health Form:
  - Tuberculosis (TB)
  - Hepatitis B series
  - Varicella
  - Rubella
  - Rubeola
  - Mumps
- Obtain CCC photo ID badge from the college Student Life Center in the SA Building.
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### **Make sure you are following the latest ADN Program Bulletin.**

If you need further assistance, please call the Admissions & Records Office at (510) 235-7800, ext. 4212, Monday through Friday from 9 AM to 3 PM.; or visit the CCC website at [www.contracosta.edu](http://www.contracosta.edu), click on Quicklinks, choose departments, then nursing.

*The Faculty Welcomes You to the Associate Degree Nursing Program!*