Neosho County Community College - Mary Grimes School of Nursing
Student To Do List

Complete in the following order:

- **Make application to the Neosho County Community College.** Apply on-line at: www.neosho.edu Prospective Students/Admissions-APPY ONLINE or Prospective Students/Admissions-Apply Online (International). International students will need an I-20 and TOEFL scores, or Green Card on file at the college. Please contact the International Student Services Representative on your campus to complete your requirements.

- **Provide scores for either the Accuplacer, Compass or ACT/SAT test.** Accuplacer is offered in the Chapman Learning Center (CLC) at Chanute or in the Teaching and Learning Center (TLC) at Ottawa, at no charge) all tests must be within the last 3 years. If the student has completed English Comprehension I AND a Math course with a C or better, scores will not be necessary.

- **Send official transcripts** (contain official college seal & are in sealed envelope or electronic transcripts) are accepted from clearing houses) from high school (or GED scores) and ALL colleges attended sent DIRECTLY TO THE NURSING DEPARTMENT. High school, GED, or Home Schooling can be faxed school to school.

- **Attend an Informational Meeting on the Campus you prefer.** Required for ALL campuses & Applicants!

- **Take the following pre-requisites (a grade of “C” or better is required in all courses):** All pre-requisites must be completed before Patient-Centered Care I-1st semester of nursing classes.
  
  - PSYC 155 – General Psychology (3 credit hours)
  - BIOL 257 & 258 – Human Anatomy & Physiology with Lab (5 credit hours) – must be completed within 7 years of beginning the nursing program. Online labs are strongly discouraged
  - ENGL 101 – English Composition I (3 credit hours)

- **It is in your best interest to begin taking the following general education courses (a grade of “C” or better is required in all courses), as their successful completion increases the number of points you earn towards acceptance:**
  
  - PSYC 263 – Developmental Psychology (3 credit hours) HIGHLY RECOMMENDED to complete before Starting the Nursing program.
  - NURS 230 – Pathophysiology (3 credit hours) A & P with lab is a pre-requisite for this class. It is only offered online & during the fall and spring semesters.
  - BIOL 271 & 272 – Microbiology (3 credit hours) with Lab (2 credit hours for a total of 5 credit hours) – must be completed within 7 years of beginning the nursing program. Online labs are strongly discouraged.
  - ENGL 289 – English Composition II (3 credit hours)
  - Computer Test Out or 1 of the following computer classes may be taken: CSIS 100 Computer Concepts & Applications, 105 Computer Literacy. Note: A test-out option is available which forgives the requirement but does NOT replace the needed credit hour. The Administrative Assistant will contact you once accepted to the nursing program, with testing dates/times to complete this requirement. Highly recommended to take the computer option during your Nursing program as it has no bearing on you being accepted to the nursing program.

- **Make application to the nursing program.** Include a nursing application fee [COST on application] (Non-Refundable – includes entrance exam) and send/deliver to the nursing department in Chanute or Ottawa. (Independence applicants please send to Chanute.)
  
  - Application can be downloaded from www.neosho.edu under Departments/Nursing/Admissions-Generic Student Application.
  - Applicant must be a graduate of an accredited high school (Home Schooled is now accepted by KSBN) or have successfully completed the GED (General Education Development) Test.
  - Applicant must have a cumulative GPA (grade point average) of 2.0 or higher to be considered for admission to the nursing program.
  - Application must be completed and notarized prior to submission.
  - Applications are accepted beginning:
    - September 1 – Chanute & Independence campuses
    - January 2 – Ottawa campus & Bridge
  - Application deadline:
    - Chanute & Independence – November 30 (Fall start date)
    - Ottawa – April 15 (Spring start date)
    - Bridge Program – March 1 (Summer start date)
  - Send application and application fee to the appropriate location below.
    - **Chanute Campus:**
      - Neosho County Community College
      - Mary Grimes School of Nursing
      - 800 W. 14th Street
Neosho County Community College - Mary Grimes School of Nursing

Student To Do List

Chanute, KS 66720

- Ottawa Campus & Bridge Program:
  Neosho County Community College
  Mary Grimes School of Nursing
  900 E. Logan Street
  Ottawa, KS 66067

- Complete the nursing entrance exam (ATI TEAS) given by the nursing department. Studying is HIGHLY recommended.
  - Testing dates will be E-Mailed to the applicant. ONCE YOUR APPLICATION AND FEE HAVE BEEN PROCESSED and test dates have been set.
    - khamm@neosho.edu for the Chanute & Independence campuses
    - wrossman@neosho.edu for the Ottawa campus & Bridge program
  - Exam takes 2 hours to complete.
  - Exam is a timed, computerized exam used for advising purposes and in part to determine admission placement as well as eligibility for nursing scholarships.
  - Exam may only be taken ONE (1) time per application year @ NCCC.
  - Study guides (TEAS book) – Test of Essential Academic Skills Pre-Test Study Manual for the exam are available through the NCCC bookstore in Chanute and through the Ottawa and Independence campuses. Approximate cost is $50 at the bookstore. ATI TEAS practice exams and study guide are available for a nominal fee on the web at www.ati testing.com/onlinestore, “ATI TEAS products” at the bottom of the page. The ATI TEAS Study Manual and the Study Package with 2 practice exams cost are located on the website. http://www.testprepreview.com/teas_practice.htm is another website for information on the TEAS exam.
  - The study guide covers several topics, however **math and reading are the only areas covered on the exam.**
  - Calculators are allowed during testing on the computer per ATI TEAS exam. No Calculators will be allowed to be brought in.

- Student Selection is completed by the Nursing Administrative Team. Items reviewed include:
  - Punctuality is also part of the selection process.
  - Application received by deadline, properly completed and notarized.
  - Official transcripts (high school & all colleges) on file in the nursing department. Received by the application deadline.
  - Accuplacer, Compass, ACT or SAT scores on file in the nursing department. Or math and English course passed and on official transcripts.
  - General education courses completed for the nursing program.
  - GPA of general education courses completed.
  - Overall GPA scored.
  - Nurse entrance test (TEAS) scores.

The applicant will receive a letter indicating the decision and/or recommendations of the Nursing Administrative Team at the approximate time below:

- Chanute/Independence – March 1st
- Ottawa – July 1st

- CONTACT khamm@neosho.edu if you need further information on the BRIDGE, Chanute or Independence, KS nursing program.
- CONTACT wrossman@neosho.edu if you need further information on the Ottawa or Bridge nursing program.

- REMEMBER TO START YOUR IMMUNIZATIONS – DUE BEFORE YOU CAN START THE PRACTICUM I COURSE

Neosho County Community College affords equal opportunity to and does not discrimination against students, employees, and applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its programs and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

The following offices have been designated to handle inquiries regarding the Non-Discrimination and to coordinate implementation of this policy. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy. **Vice President for Operations**, Neosho County Community College, a/k/a Chief Operations Officer, 800 West 14th Street, Chanute, KS 66720, (620) 432-0301.