

# Making Application to Nursing at Central Alabama Community College

## *What does a complete admission file include?*

### ***For Nursing Applicants:***

*Application for Admission to Nursing Program*  
*Application for Admission/Readmission to Central Alabama Community College*  
 Official High School Transcript and GED Certificate (if applicant has a GED certificate)  
 Official transcripts from all Colleges attended  
 Official ACT scores within the past five years  
 Additional documents as needed to meet minimum requirements

### ***For LPN to RN Mobility Applicants:***

***All required documents above and***  
*Verification of an unencumbered Alabama LPN License (licensure by waiver not accepted)*  
*Official transcript documenting graduation from an approved PN program*

<b><i>Be sure your application is complete before the appropriate deadline!</i></b>	
<b>April 1<sup>st</sup></b>	<b>Nursing Program</b> Beginning Fall Semester on Childersburg Campus or <b>PN Program</b> Beginning Fall Semester on Alexander City Campus
<b>April 1<sup>st</sup></b>	<b>LPN to RN Mobility Program</b> Childersburg Campus Only <i>Note: Students who did not graduate from the One Plus One Nursing Curriculum within the past 2 years are required to enroll in NUR 200 in the <b>Summer</b> term.</i> <i>Note: Students who graduated from the One Plus One Nursing Curriculum within the past 2 years will begin in the <b>Fall</b> term.</i>

### **REMEMBER:**

- *Nursing program admission criteria may change to meet the requirements of the College, State, or approval/accrediting agencies. Check the website at [www.cacc.edu](http://www.cacc.edu) frequently for information on current requirements by clicking on Academics then Nursing Division.*
- *All complete files meeting the minimum requirements are reviewed utilizing the point system delineated within the College catalog.*
- *Admission to Nursing is competitive and the number of students accepted is limited. Meeting the minimal requirements DOES NOT guarantee acceptance into Nursing.*
- *Minimum requirements for each program can be found in the CACC General Catalog and on the back of this sheet.*
- *American Heart Association Health Care Provider CPR will be required and can be completed through the EMS 100 class during your first semester of the nursing program if needed.*

### ***Where to send or turn in items?***

On any campus or by mail to:  
 Office of Enrollment Services  
 Central Alabama Community College  
 1675 Cherokee Road  
 Alexander City, AL 35010

### ***Who to call if you have questions?***

**School of Nursing**  
 –Ask for Ext. 2045  
 256-234-6346–Alexander City Campus/Millbrook  
 256-378-5576–Childersburg Campus  
 256-480-2066–Talladega Campus

## ***What are the minimum requirements for the Nursing Programs?***

### ***Nursing Program Minimum Requirements***

- Unconditional admission to the College.
- Receipt of completed application for the Nursing Program; deadline April 1, or first official college work day thereafter, for deadlines falling on weekend or College recognized holiday.
- A minimum of 2.5 (without rounding) GPA on the last 24 credit hours on a 4-point scale for students with previous college work. Only grades accrued at regionally accredited postsecondary institutions will be considered in the cumulative GPA calculated for consideration of admission to the nursing program.
- A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED acceptable in lieu of high school transcript). However, *applicants are still required to submit a high school transcript to have a complete file.*
- Eligibility for ENG 101 and MTH 110 and BIO 201 during the first term of nursing courses as determined by College policy.
- Good standing with the College.
- Meeting the essential functions required for nursing.
- Official ACT composite score of 18 or higher within the past five years.

### ***LPN to RN Mobility Program Minimum Requirements***

- Unconditional admission to the College.
- Receipt of completed application for the LPN to RN Mobility program; deadline April 1, or first official college work day thereafter, for deadlines falling on weekend or College recognized holiday.
- A minimum of 2.5 (without rounding) GPA on the last 24 credit hours on a 4-point scale for students with previous college work. Only grades accrued at regionally accredited postsecondary institutions will be considered in the cumulative GPA calculated for consideration of admission to the nursing program.
- Good standing with the College.
- Meeting the essential functions required for nursing.
- Official ACT composite score of 18 or higher within the past five years.
- Submission of verification of an unencumbered Alabama LPN license (*licensure by waiver not accepted*)
- Submission of transcript indicating graduation from an approved PN program.
- Completion of the prerequisite courses (ENG 101, MTH 110, BIO 201, BIO 202, PSY 200, PSY 210, and SPH 106 or 107) with grades of “C” or better.



# CENTRAL ALABAMA COMMUNITY COLLEGE

Alexander City – Childersburg – Talladega - Millbrook

## Nursing Application

Choose One Program To Apply For:

- PN (Beginning Fall semester on Alexander City Campus)
- Nursing Program (Beginning Fall semester on Childersburg Campus)
- LPN to RN Mobility – Have current unencumbered LPN license (on Childersburg Campus only)
  - Need NUR 200 – Begin Summer  
(Did not graduate from One Plus One Curriculum)
  - Do Not Need NUR 200 – Begin Fall  
(Graduated from One Plus One Curriculum within past 2 years)

Term Applying For:  Fall  Summer Of Year: 20\_\_\_\_\_

### I. Personal Data

Last 4 digits of Social Security Number \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Maiden \_\_\_\_\_

Other Last Name(s) Used \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_/\_\_\_\_\_ E-mail \_\_\_\_\_

Additional Contact Number (\_\_\_\_\_) \_\_\_\_\_/\_\_\_\_\_

In Case Of An Emergency, Notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_/\_\_\_\_\_

### II. Education

High School Graduation: Year \_\_\_\_\_ High School Name \_\_\_\_\_

Or GED: Date Completed \_\_\_\_\_ Testing Site \_\_\_\_\_

List All Colleges Attended and the Year(s) Attended	
1.	4.
2.	5.
3.	6.

Are you currently taking college courses?  Yes  No

If yes, name of college \_\_\_\_\_

*NOTE: Updated transcripts are required as soon as available.*

Have you already taken the ACT Test?  Yes  No

If yes, your name as listed on test results \_\_\_\_\_

Location \_\_\_\_\_ and Date Tested \_\_\_\_\_

*NOTE: Score must be achieved within 5 years of application deadline to satisfy eligibility requirement.*

Have you previously applied to a nursing program at CACC?  Yes  No If yes, when? \_\_\_\_\_

Have you ever attended nursing classes at CACC before?  Yes  No

Have you previously been admitted to a nursing program?  Yes  No

If yes,  RN OR  PN and at which school: \_\_\_\_\_

State your reason for noncompletion: \_\_\_\_\_

### III. Licensure

Do you hold a current Alabama LPN License?  Yes  No

If yes, where and when did you complete your LPN program?

Institution \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_

#### **Licensure Eligibility**

Eligibility for licensure in the State of Alabama is addressed within the Nursing Practice Act and the Alabama Board of Nursing Administrative Code. **Successful completion of the nursing program does not guarantee eligibility to take the licensure (NCLEX) examination.** The Alabama Board of Nursing reviews all candidates for their eligibility for initial and continuing licensure. Application to take the licensure examination may be denied based upon the applicant's response to the questions posed on the application and the Alabama Board of Nursing's investigation of the responses. Additional information can be found on the Alabama Board of Nursing website ([www.abn.alabama.gov](http://www.abn.alabama.gov))

#### **Equal Opportunity**

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

*I understand that the completion of this application is a component of my application file and does not in itself grant admission to the nursing program. I understand this application must be updated if I am not selected and wish to be considered for a subsequent term. I understand that if my file is incomplete, my application will not be considered for admission to the nursing program.*

*I certify that the information given in this application is true and correct. I understand that providing false/incomplete information may be deemed sufficient reason for dismissal and /or admission denial.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

CACC application, Application to Nursing program,  
high school transcript (and GED scores if applicable),  
college(s) transcript(s), ACT scores,  
Compass (and/or ACT) test scores (if needed for placement)  
and any additional documents as needed to meet minimum requirements  
must be on file in CACC's Office of Enrollment Services by the appropriate  
deadline listed below in order to be considered for the nursing program.

***April 1<sup>st</sup> for Fall Nursing Program on Childersburg Campus***  
***April 1<sup>st</sup> for Fall PN Program on Alexander City Campus***  
***April 1<sup>st</sup> for Fall or Summer LPN to RN Mobility on Childersburg Campus***

*Admission to the nursing program is competitive,  
and the number of students accepted  
is limited by the number of faculty and clinical facilities available.  
Meeting minimal requirements DOES NOT guarantee acceptance.*

Please have official transcripts and documents mailed to: ***Office of Enrollment Services  
Central Alabama Community College  
1675 Cherokee Road  
Alexander City, AL 35010***

## The Alabama Community College System Nursing Programs Essential Functions

The Alabama Community College System endorses the Americans With Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admissions or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by health care employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1. Sensory Perception
  - a. Visual
    - I. Observe and discern subtle changes in physical conditions and the environment
    - II. Visualize different color spectrums and color changes
    - III. Read fine print in varying levels of light
    - IV. Read for prolonged periods of time
    - V. Read cursive writing
    - VI. Read at varying distances
    - VII. Read data/information displayed on monitors/equipment
  - b. Auditory
    - I. Interpret monitoring devices
    - II. Distinguish muffled sounds heard through a stethoscope
    - III. Hear and discriminate high and low frequency sounds produced by the body and the environment
    - IV. Effectively hear to communicate with others
  - c. Tactile
    - I. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
  - d. Olfactory
    - I. Detect body odors and odors in the environment
2. Communication/Interpersonal Relationships
  - a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
  - b. Work effectively in groups
  - c. Work effectively independently
  - d. Discern and interpret nonverbal communication
  - e. Express one's ideas and feelings clearly
  - f. Communicate with others accurately in a timely manner
  - g. Obtain communications from a computer
3. Cognitive/Critical Thinking
  - a. Effectively read, write, and comprehend the English language
  - b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
  - c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
  - d. Satisfactorily achieve the program objectives
4. Motor Function
  - a. Handle small delicate equipment/objects without extraneous movement, contamination, or destruction
  - b. Move, position, turn, transfer, assist with lifting, or lift and carry clients without injury to clients, self, or others
  - c. Maintain balance from any position
  - d. Stand on both legs
  - e. Coordinate hand/eye movements
  - f. Push/pull heavy objects without injury to client, self, or others
  - g. Stand, bend, walk, and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
  - h. Walk without a cane, walker, or crutches

- i. Function with hands free for nursing care and transporting items
  - j. Transport self and client without the use of electrical devices
  - k. Flex, abduct, and rotate all joints freely
  - l. Respond rapidly to emergency situations
  - m. Maneuver in small areas
  - n. Perform daily care functions for the client
  - o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
  - p. Calibrate/use equipment
  - q. Execute movement required to provide nursing care in all health care settings
  - r. Perform CPR and physical assessment
  - s. Operate a computer
5. Professional Behavior
- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
  - b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
  - c. Handle multiple tasks concurrently
  - d. Perform safe, effective nursing care for clients in a caring context
- e. Understand and follow the policies and procedures of the College and clinical agencies
  - f. Understand the consequences of violating the student code of conduct
  - g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
  - h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
  - i. Not pose a threat to self or others
  - j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
  - k. Adapt to changing environments and situations
  - l. Remain free of chemical dependency
  - m. Report promptly to clinicals and remain for 6-12 hours in the clinical unit
  - n. Provide nursing care in an appropriate time frame
  - o. Accept responsibility, accountability, and ownership of one's actions
  - p. Seek supervision/consultation in a timely manner
  - q. Examine and modify one's own behavior when it interferes with nursing care or learning

*Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The College will provide reasonable accommodations, but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.*

*Requests for reasonable accommodations should be directed to the appropriate ADA Coordinator:*

*Leslie Mitchell, ADA Assistant Coordinator  
Central Alabama Community College  
34091 US Hwy 280  
Childersburg, AL 35044*

*Tiffanie Character, ADA Coordinator  
Central Alabama Community College  
1675 Cherokee Road  
Alexander City, AL 35010*

### **Acknowledgment of Essential Functions**

Select one option.

\_\_\_\_\_ I have read the information regarding the essential functions for the nursing program and I certify to the best of my knowledge that I currently possess the ability to fully perform the essential functions indicated above. I understand that further evaluation of my ability may be required at any time if deemed necessary to evaluate my abilities to perform the essential functions.

\_\_\_\_\_ I have read the information regarding the essential functions for the nursing program and I certify that I currently do not possess the ability to fully perform the essential functions indicated above without reasonable accommodations. I understand that further evaluation of my ability may be required at any time if deemed necessary to evaluate my abilities to perform the essential functions. I understand that I must contact an ADA Coordinator as indicated above to request reasonable accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date