

***Students Transferring Into Nursing Program at
Central Alabama Community College
From Another School of Nursing***

***What are the minimum requirements to
Transfer from another School of Nursing Into Nursing at CACC?***

1. Completed Application for Transfer into the Nursing Program
2. Completed Application for Admission/Readmission to CACC
3. Provide all documents for Admission/Nursing Admission Files listed below
4. Meet Essential Functions of the Nursing program
5. Must meet acceptability criteria for placement at clinical agencies for clinical experience
6. Grade of C or better in all nursing program required courses
7. Minimum of 2.0 cumulative GPA at the time of transfer
8. Adhere to nursing curriculum and/or program policies and procedures effective at accepting institution
9. Update all drug testing and background screening according to program policy
10. Must attend Nursing Orientation
11. Must complete at least 25% of Program at CACC.

What needs to be turned in?

Application For Admission to CACC and appropriate ID
 Application For Transfer into Nursing Program at CACC
 Up-to-Date Official Transcripts from any Colleges you attended
 Transcript from your High School
 GED Scores (*if applicable*)
 Copy of Current Unencumbered Alabama LPN License (*for students already licensed*)
 Copy of Current Healthcare Provider Level CPR Card from American Heart Association
 Letter of Eligibility For Progression in previous Nursing program
 Any additional documents as needed to meet requirements below

<i>Be sure your application is complete before the appropriate deadline!</i>	
June 1st	Entering CACC Nursing Classes Fall Semester
October 1st	Entering CACC Nursing Classes Spring Semester
April 1st	Entering CACC Nursing Classes Summer Semester

REMEMBER:

*Nursing program admission criteria may change as needed in order to meet the requirements of the College, State, or approval/accrediting agencies.
 Admission to Nursing programs is competitive and the number of students accepted is limited.
 Meeting the minimal requirements does not guarantee acceptance into the Nursing programs.
 All complete files meeting the minimum requirements are reviewed.*

Rev 1.19.16

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
 256-234-6346–Alexander City Campus/Millbrook
 256-378-5576–Childersburg Campus
 256-480-2066–Talladega Campus
 Or Directly at 256-378-2045



CENTRAL ALABAMA COMMUNITY COLLEGE

Alexander City – Childersburg – Talladega - Millbrook

Nursing Program Application For Transfer From Another School of Nursing

TRANSFER into CACC's Nursing Program from : ADN or PN Program

State your reason for requesting transfer: _____

Term Applying For: Fall Spring Summer Year: 20 _____

Nursing Program Course(s) Needed: NUR _____

I. Personal Data

Last 4 digits of Social Security Number _____

Name: Last _____ First _____ MI _____

Other Last Name(s) Used _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____/_____ E-mail _____

II. Education

High School Graduation: Year _____ High School Name _____

Or GED: Date Completed _____ Testing Site _____

Are you currently taking college courses? Yes No

If yes, at what college _____

NOTE: Updated transcripts are required as soon as available.

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

III. Additional Questions:

Have you previously applied to CACC's Nursing program? Yes No If yes, when? _____

Have you ever attended Nursing classes at CACC before? Yes No If yes, when? _____

Have you ever had your driver's license suspended or revoked? Yes No

Have you ever been convicted of a crime or convicted in a military court martial? Yes No

I understand that the completion of this application is a component of the student profile 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 certify that the information given in this application is true and correct. I understand that providing false/incomplete information may be deemed sufficient reason to dismiss the student and/or refuse admission.

Applicant Signature _____ Date _____

**Applicants Wishing to
Transfer From Another School of Nursing
Must Submit the Following:**

CACC Application For Admission/Readmission, Appropriate ID, TB Questionnaire, Nursing Application, Copy of Current CPR Card, Copy of Unencumbered LPN License (*if Licensed*), College(s) Transcripts, High School Transcripts (*and GED Scores If Applicable*), and Compass and/or ACT Test Scores (*If Needed For Academic Course Placement*), Along With Any Other Required Documents Must Be On File In CACC's Office of Enrollment Services.

All applicants previously enrolled in a nursing program must submit a letter of good standing from the previous nursing program.

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

Nursing applicant file must be complete in the Office of Enrollment Services by the appropriate deadline listed below in order to be considered for entry into the Nursing program.

June 1st for Fall

October 1st for Spring

April 1st for Summer

***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.***

Nursing program requirements and/or curriculum are subject to modification in order to meet the requirements of College, State, or approval/accrediting agencies.

Check our website frequently for information on current requirements at www.cacc.edu clicking on Academics then Nursing Division.

Rev. 1.19.16

Notice to All Students

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*

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
 - 1) Observe and discern subtle changes in physical conditions and the environment
 - 2) Visualize different color spectrums and color changes
 - 3) Read fine print in varying levels of light
 - 4) Read for prolonged periods of time
 - 5) Read cursive writing
 - 6) Read at varying distances
 - 7) Read data/information displayed on monitors/equipment
 - b. Auditory
 - 1) Interpret monitoring devices
 - 2) Distinguish muffled sounds heard through a stethoscope
 - 3) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - 4) Effectively hear to communicate with others
 - c. Tactile
 - 1) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
 - d. Olfactory
 - 1) 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.

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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