MAIL ALL REQUIRED APPLICATION MATERIALS TO THE PRESCOTT OFFICE:

Yavapai College  Phone: 928-776-2247
Nursing Program  Toll Free: 1-800-922-6787, ext. 2247
1100 East Sheldon Street  FAX: 928-776-2394
Prescott, AZ  86301  email: nursing@yc.edu

RE-APPLICATION FEE: $50

Contact Keryn Lafferty with any questions or concerns:
Keryn.Lafferty@yc.edu
928-634-6546

All information contained herein is accessible on the Yavapai College web site:
http://www.yc.edu/nursing
GENERAL INFORMATION

The Associate Degree Nursing Program is designed to prepare qualified students for beginning employment as staff nurses giving direct care to clients. Upon successful completion of the program, students will be awarded an Associate of Applied Science Degree in Nursing and be eligible to make application to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Accreditation – The program is fully approved and accredited by:

Arizona State Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014-3655
(602) 771-7800
http://www.azbn.gov

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

Locations Offered: Prescott and Verde Valley Campuses
The lecture component of nursing classes is taught on campus. Verde Valley students will be required to travel to Prescott for occasional selected experiences. All students are required to provide their own transportation to off-campus clinical activities. The College does not offer nursing courses in extension locations.

The Nursing Department maintains a file for each applicant and student. The file contains documentation related to admission and progression in the program. See the Yavapai College General Catalog for information regarding Student Record Disclosure and compliance with the Family Educational Rights and Privacy Act of 1974.

Credit Hours: 1 lecture credit hour generally requires 2-3 hours weekly of study in addition to class time. 1 lab credit hour requires 3 hours weekly in lab (including nursing clinical practica, preceptorships, or internships). Nursing labs also require considerable preparatory and post-clinical work. See Yavapai College catalog or class schedule for each course lecture and lab credits.

The Nursing Program is very demanding and time intensive. In addition to classroom presentations, there are activities in the campus lab, clinical agencies, and discussion groups. Homework, multimedia, and out-of-class assignments are also required.

Students who have work and/or family responsibilities are strongly urged to complete general studies courses, especially Anatomy and Physiology, before entering the first semester of the Nursing Program. All nursing students are required to meet with an academic advisor to create an educational plan.
**IMMUNIZATION STATUS REQUIREMENTS**

The Nursing Program at Yavapai College follows the CDC Guidelines for Healthcare Providers when requiring and requesting documentation of a student’s immunization status. CPR certification, and TB status are a requirement of all healthcare employers and a contract requirement between clinical agencies and the Yavapai College Nursing Program. **Any student not having current documentation by the deadline for re-admission will not be considered for re-admission.** Students should maintain copies of all their records since they are required by healthcare employers as a condition of employment. *Please contact Keryn Lafferty to review your immunization status as soon as you can.*

1. MMR (Measles, Mumps, Rubella): Adults entering health care professions must have documented proof of immunity (titer) or proof of two MMRs in lifetime. **Persons born prior to 1957 may be considered immune.**

2. Tuberculosis: negative skin test, chest x-ray, or statement that student does not have active tuberculosis, signed by health care professional.

3. Hepatitis B: Documented evidence of completed series or positive titer.

4. Varicella – titer if you have had the chicken pox or series of two immunizations if you have not had the chicken pox.

5. Tetanus-Diphtheria-Pertussis.

6. Influenza.

**CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION REQUIREMENT**

BLS (Basic Life Support) certification must be current for the entire Nursing Program. **CPR certification status is reported annually while students are enrolled in the program. The Nursing Program only accepts BLS Provider certification (CPR & AED) through the American Heart Association (AHA- preferred) or the American Red Cross. Online renewal courses are not acceptable.** A student without current documented BLS Provider certification (CPR & AED) will be dismissed from the Nursing Program. **It is the responsibility of the student to maintain current certification. Please contact Keryn Lafferty to review your certification status as soon as you can.**
**TESTING FOR SUBSTANCE ABUSE**

Screening tests for alcohol and drugs are required for all students admitted to the Nursing Program prior to any actual clinical assignments. Random and “for cause” testing will also be done. The Nursing Program will make the arrangements. No advance notice will be given.

**FINGERPRINT CLEARANCE**

*Federal law and agency accreditation rules require a DPS Fingerprint Clearance Card for nursing students.* Please visit the web site below to determine how to obtain an Arizona DPS Fingerprint Clearance Card. For a person with no state or federal criminal record, the processing time is approximately one to two weeks from the date AzDPS receives the completed application packet. For those persons who do have a criminal record, the process may take six to thirteen weeks. Persons who are able to provide documentation of an active Arizona Nursing Assistant Certification or active Arizona LPN License can provide copies of these documents in lieu of an Arizona DPS Fingerprint Clearance Card. A license and/or certification must be active through the duration of the student’s enrollment in the Nursing Program.


**ARTICULATION AND TRANSFER**

Students who graduate from the Associate Degree Nursing Program at Yavapai College also have the opportunity to transfer into a baccalaureate (bachelors) program at another institution.

Students intending to transfer courses toward a baccalaureate degree in nursing should consult the catalog of the school to which they plan to transfer. If you would like assistance in selecting equivalent courses, please see an academic advisor.

**LICENSURE**

Graduation from the Yavapai College Associate Degree Nursing program is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.), and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from Yavapai College.

**Arizona State Board of Nursing RN Examination Application Information:**

Pursuant to A.R.S. 32-1606(B)(15), “an applicant for professional licensure is ineligible for licensure if the applicant has one or more felony convictions and has not received an absolute discharge from the sentences for all felony convictions five or more years prior to the date of
filing an application. If you are ineligible for licensure because less than five years has elapsed from the absolute discharge of a sentence for a felony conviction, your application for licensure will be considered incomplete. You will receive a deficiency notice, and your application will be considered withdrawn unless you are able to provide proof, within 180 days of receiving a deficiency notice, that more than five years has elapsed from the date of absolute discharge of your sentence. **Any fees submitted will not be refunded.**

### Student Re-admissions

**Readmission Policy**

1. Students who leave (withdrawal, failure, or dismissal) the Nursing Program at any level cannot be guaranteed an opportunity to return. Placements in each nursing course are on a space available basis. Students who exit the program at NSG 131 (first clinical nursing course) must re-apply to the Nursing Program.

2. Any student who seeks re-admission to the Nursing Program must follow application procedures and program requirements in effect at the time of re-entry. Because nursing courses must be taken as a whole (i.e., theory and clinical must be taken concurrently), re-entering students are required to meet all requirements for the course of re-entry.

3. Based on reasons for leaving the Nursing Program, the following guidelines are used in making decisions regarding students seeking re-admission to clinical nursing courses:
   a. Students who are dismissed because of academic dishonesty are ineligible to re-enter the Nursing Program.
   b. The program generally runs at capacity, and due to strict accreditation guidelines, the program must adhere to these capacities. Re-admission is only available to any student if space is available. Further, the location where a space may become available is not guaranteed. Students need to understand that they may be offered a location not of their choosing.
   c. Students who are not successful or exit a course will be permitted one re-entry if space is available from the course which they exited. Any subsequent failure to successfully complete the same course will make the student ineligible to re-enter that course another time. A re-entry is defined as being registered for the course on the first day of the semester regardless of attendance in the course.
   d. Students seeking re-admission due to reasons other than academic and/or clinical failure will be placed on a waiting list after submitting a re-application. When space becomes available, applicants are offered admission in the order that they appear on the waiting list. Students who must drop a course due to illness or
injury must present a physician’s release from treatment stating that they are able to return unencumbered from the reason that caused them to leave. The physician’s release must accompany the application to return. The student will not be placed on a waiting list until said documentation is complete. Students in this category will receive preference over students seeking re-admission due to academic and/or clinical failure.

e. Students seeking re-admission due to academic and/or clinical failure will be ranked as to their order of re-entry using a ranking rubric. **Re-application needs to be made within one week of the final grade being posted by the course instructor** in the Learning Management System (LMS) for best consideration for admission for the next semester.

f. Students offered re-admission must document to the Director of Nursing that any recommendations or requirements for re-entry made at the time of program exit have been satisfied.

4. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in that course to progress in the program following re-entry.

5. The maximum allowable time lapse since last enrollment in nursing courses is one year indicating the student must apply for acceptance to the next beginning cohort group (start the program over).

6. Appeals to any of the above practices must be made to the Nursing Program Director whose decision will be final.

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Important!

To apply for consideration for re-admission to the Nursing Program, please submit the Re-Admission application on the next page to the Nursing Department office along with the following requested information:

- **Appropriate documentation to prove that you have satisfied all conditions relating to any recommendations or requirements for re-entry made at the time of the program exit.**
- **Cover letter explaining why you are applying for re-admission and the steps you are taking, or have taken, to remediate any situation that led to your leaving the program.**
- **Receipt for your $50 Re-admission fee (payable at the college’s cashier offices or online at www.yc.edu/nursing-see yellow box under Pay Fees).**
- **Signed Readmission Agreement (Page 9 of this packet).**

Incomplete applications will not be processed. The student is responsible for submitting a complete application packet. Please make copies of documents prior to submitting the application (we do not provide copy service).

**DO NOT SUBMIT APPLICATION UNLESS YOU WILL BE READY TO BEGIN NURSING CLASSES AT THE NEXT ADMISSION PERIOD.**
Application for Consideration for Re-admission to the Nursing Program Spring 2018; Semester: _________

Please print or type

Name_________________________Yavapai College “Y” Number ___________________

List any previous names while in the Yavapai College Nursing Program

Mailing Address (Street, P.O. Box): ____________________________________________
City: ___________________________ State: __________________ Zip: ________________

Phone_________________________ YC Student e-mail ____________________________

On which campus are you applying for re-admission? ______ Prescott   _____ Verde Valley   ______ *Either

*Once a student is re-admitted to the nursing program and is assigned to a campus, the student is expected to complete the program on that campus and is responsible for housing and transportation.

What was the last academic semester that you attended the Nursing Program, (i.e., Fall 2017)?: __________________________________________________________________________________________

Which Program Semester are you requesting re-admission to (Second, Third, Fourth)? __________________________

If applicable, list other colleges from which you are transferring courses and course completion dates. Transfer credits MUST be evaluated for equivalency by Yavapai College.

________________________________________________________________________________________

Mail to: Yavapai College Nursing Department
1100 East Sheldon Street, YC Box 6017
Prescott, AZ 86301

Phone: 928-776-2247
Toll Free: 1-800-922-6787, ext. 2247
FAX: 928-776-2394
e-mail: nursing@yc.edu

Please, remember to enclose your receipt for the Re-Admission application and sign your portion of the Re-Admission Agreement. If you are accepted for re-admission, a copy executed by the Nursing Program Director will be forwarded to you to confirm your acceptance.
Re-Admission Agreement and Acceptance

I understand that no more than two attempts are allowed for any nursing course. An attempt is defined as *any enrollment* in the course even if I, the student, self-withdraw or I am administratively withdrawn prior to course completion. I understand that this is my second and final enrollment in this course and no additional enrollment(s) in this course will be allowed or offered, regardless of the final course outcome.

I am enrolling for the following course: ______________________________.

I understand that I will not be given another opportunity to continue in the program without a successful completion with a grade of “C” or above with regard to this course enrollment.

Printed Name: ______________________________

Signature: __________________________________

Date: ______________________________________

Accepted: _________________________________

Mary Brown, RN, MSN, MEd, CNE