Dear Prospective Student:

We appreciate your interest in the Nursing Program at John Tyler Community College, which offers an Associate of Applied Science (A.A.S.) degree for students who plan to become registered nurses. Upon completion of the Nursing Program, you will be eligible to take the National Council of State Boards of Nursing (NCSBN) Licensing Examination for Registered Nurses (NCLEX-RN).

Because the nation and the Commonwealth of Virginia are experiencing nursing shortages, there are many employment opportunities for nurses in the community. As a result, applications for nursing programs, such as John Tyler’s, have increased tremendously. Due to the popularity of our program, enrollment in our Nursing Program is limited and admission is competitive. First preference for admission is given to students in the JTCC service area as defined in VCCS policy: Section 6.0.5 Admission Priorities. Remaining spaces are filled with students from outside of our service area, then students with a temporary visa. John Tyler Community College’s Nursing Program is fully accredited by the National League for Nursing Accrediting Commission and approved by the Virginia Board of Nursing. The program is committed to high standards, which are reflected in its admission and progression standards and in its outstanding community reputation. John Tyler Community College’s nursing graduates are highly sought after by employers.

Once accepted into the program the AAS in nursing requires intensive study. The program uses Blackboard and other electronic resources extensively, so it is imperative that you have your own IPAD or comparable tablet and consistent access to a reliable computer with internet services and that you are competent in computer functions. The nursing curriculum is demanding and requires outside time commitments to complete coursework requirements. We understand that many students must continue to work as they seek to advance themselves academically, but please realize that it is very difficult to work full-time while enrolled in the nursing curriculum. It is critical that you take time to make the appropriate lifestyle adjustments to accommodate your educational goals. Nursing literature identifies the following factors that negatively impact a student’s success: a) work 20 or more hours per week, b) family responsibilities, c) retaking prerequisite courses multiple times, and d) course preparation less than six hours per week.

It is critical that you carefully follow the admission procedures that are outlined in the enclosed packet to ensure your application will be processed in a timely manner. The enclosed packet provides step-by-step procedures for applying to the program, as well as information sheets on the available Nursing Program options. Only completed applications are considered for the admission process.

Sincerely,

Nursing Program Faculty
Nursing Program Information Sheet

The JTCC Nursing Program prepares individuals to assume the role of the professional registered nurse as defined by the Virginia Board of Nursing. The curriculum and standards of the Nursing Program are designed to ensure that graduates deliver knowledgeable, safe, effective and compassionate nursing care to the citizens of the Commonwealth of Virginia. Students may enroll in one of two tracks, both of which award an Associate of Applied Science (A.A.S.) Degree in Nursing. The two tracks are the Traditional Track and the Hybrid Track. The Hybrid Track is not a separate program, but is a track within the Nursing Program. The Virginia Board of Nursing separates the traditional students from the hybrid students for tracking and reporting purposes.

Traditional Track

The Traditional Track is open to all qualified applicants and runs five semesters in length including the general education requirements. The nursing sequence is four semesters beginning with your acceptance into the nursing program. This track does not include classes during the summer semester. This track offers an intensive classroom and clinical format to prepare students to assume the role of the Associate Degree RN after four semesters of progressively more in-depth nursing theory and clinical experiences. The theory portion of most nursing courses consists of in class content delivered and facilitated by experienced nursing faculty. Some courses also use a hybrid or blended approach. All students are required to purchase electronic texts and an IPAD (iOS of 5.0 or later required) or comparable tablet device. A laptop can be used but is not preferred. The program uses Blackboard and other electronic resources extensively, so it is imperative that you have consistent access to a reliable computer with internet services and that you are competent in computer functions. The clinical component of each nursing course occurs at multiple clinical agencies in our area. Due to faculty and clinical site availability, flexibility with scheduling is required as clinical activities may include day, evening or weekend hours or a combination of these times and may vary by course.

Students must apply to be considered for Traditional Track by submitting the Traditional Track application. Selection is competitive and students are ranked according to curricular GPA; TEAS scores are also considered in ranking. Students are accepted in the fall and spring semesters. Typically, 50-60 students are admitted per semester.

Hybrid Track

The Hybrid Track is open to all qualified applicants and runs five semesters in length including the general education requirements. The nursing sequence is four semesters beginning with your acceptance into the nursing program. This track is intended to provide educational opportunities to qualified applicants for whom attendance in the traditional classroom would provide a hardship and/or for those individuals who are well suited for independent learning. This track prepares students to assume the role of the associate degree RN after four semesters of progressively more in-depth nursing theory and clinical experiences. The Hybrid Track offers an intensive online theory format. Theory is delivered in both synchronous and asynchronous environments. The clinical component of each nursing course occurs at multiple clinical agencies in our area. Due to faculty and clinical site availability, flexibility with scheduling is required as clinical activities may include day, evening or weekend hours or a combination of these times and may vary by course.

Courses in this track will be provided largely through Blackboard using all Blackboard features including live Collaborate classroom sessions. The program uses Blackboard and other electronic resources extensively, so it is imperative that you have consistent access to a reliable computer with internet services and that you are competent in computer functions. All students are required to
purchase electronic texts and an IPAD (iOS of 5.0 or later required) or comparable tablet device. A laptop can be used but is not preferred. Students in this track will have onsite clinical and labs using the same facilities and agencies as all John Tyler Community College nursing students. All testing is proctored and students are required to test at the designated dates and times established in the syllabus for each course. The difference between tracks is that the course didactic content is provided through Blackboard in the Hybrid Track compared with an onsite classroom experience in the Traditional Track.

Students must apply to be considered for the Hybrid Track by submission of the Hybrid Track application. Selection is competitive and students are ranked according to curricular GPA; TEAS scores are also considered in ranking. Typically, 20-30 students are admitted per semester.

Students must demonstrate a commitment to learning through this technology and motivation to succeed using this instructional format. Students accepted into this track are required to have the following equipment:

- Windows compatible hardware with 600 MHz processor or faster and 128 MB of RAM or greater; students who use a desktop computer will also need an IPAD or comparable tablet device for lab and clinical activities. A laptop can be used but is not preferred.
- Internet Explorer and Mozilla Firefox required
- 1024 x 768 or greater screen resolution
- High Speed Internet is preferred and strongly suggested
- Macromedia Flash Player, QuickTime, Real Player and other media platforms that can be downloaded free from the Internet
- Logitech Comfort Set Clear Chat headphones with inline mute function is preferred and strongly suggested
- Web camera

Nondiscrimination Policy
John Tyler Community College does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability in its programs or activities. Inquiries related to the College’s nondiscrimination policy should be directed to the dean of student services.

Nursing Program Application Procedures

Admission into the Nursing Program begins with application to the College, an appointment with a counselor for placement testing, the submission of official transcripts, and curriculum placement. (These are requirements and will not be waived.) After these steps are complete, pre-nursing students will be assigned a nursing faculty advisor who will assist as needed. This may be done by appointment, e-mail or a telephone call; e-mail is the preferred method of communication. The Nursing Program also offers information sessions to provide additional details to students. Students intending to apply to the JTCC Nursing Program are required to attend an information session within 6 months of applying to the program. Dates for the information sessions are posted on the web site at www.jtcc.edu/nursing and the academic calendar. Please refer to the document, Steps to Apply and the application for specific information.

Please Note: Acceptance to John Tyler Community College does not constitute acceptance to the Nursing Program. Curriculum placement in Allied Health Preparation, Pre-Nursing, does not constitute acceptance into the Nursing Program.
Nursing Program Requirements

In addition to the College’s general admission requirements, applicants to the Nursing Program must:

1. Be 18 years of age or older.

2. Have a high school diploma or GED, and have submitted official transcripts.

3. Be enrolled as a student at JTCC.

4. Have completed all required placement testing (see Counseling at www.jtcc.edu/counseling).

5. Have submitted all official transcripts from each school or college attended.

6. Be curriculum placed by the Counseling Center (www.jtcc.edu/counseling).

7. Complete all required developmental English, mathematics and science courses prior to application.

8. **Applicants who will apply with BIO 141** must have completed one full year of high school biology and chemistry or the college equivalent (one semester each of BIO 101 and CHM 101) with a grade of “C” or higher. ChemCo, or Chemistry for the Community, does not meet the requirement for high school chemistry; understanding the body requires chemical concepts not included in this course. For more information, go to ACS FAQ at www.acs.org under Education > Educational Resources > High School > Chemistry in the Community (ChemCom) Textbook>Frequently Asked Questions. If, for some extreme reason, you are unable to provide a high school transcript, you may be deemed a high school graduate; however, without documentation of satisfactorily passing high school chemistry and biology, you will be required to satisfy these requirements as if these courses had never been previously taken.

9. **Applicants who will apply with BIO 231** must have met the requirements for eligibility to take BIO 231 (see the 2013-2014 John Tyler Community College Catalog for prerequisite requirements at http://www.jtcc.edu/index.php?option=com_content&task=view&id=141&Itemid=200#pub

10. Have completed all prerequisite courses with a minimum grade of “C” (all grades must be posted at the time of application submission). Students cannot apply to the program if they are in the process of taking one of the following courses: ENG 111, BIO 141 or BIO 231 (must be taken within 10 years of application), MTH 158 (must be taken within 10 years of application), PSY 230 and SDV 100, as well as Biology 101 and Chemistry 101, if needed. A student receiving a grade of “D” or “F” in any of the prerequisite courses or students who submit applications with incomplete grades will be ineligible for admission to the Nursing Program.

11. Have a cumulative GPA of 2.0 and a minimum curricular GPA of 2.5. When calculating the curricular GPA, all attempts at a course within 5 years will be considered. For example, if ENG 111 was taken
and a grade of “D” received, then retaken and a grade of “B” is received, both grades are included in the computation of the curricular GPA. If the “D” had been earned more than 5 years prior to the time of application, the “D” would not be factored into the curricular GPA calculation.

12. Complete the TEAS pre-admission test within three years of application. Applicants must achieve at least a minimum score in the 45th national composite percentile and achieve at least a minimum score in the 45th national composite percentile for the Reading component of the test. Students may take the TEAS test three times in the JTCC testing center and beginning in January 2015, a limit of 3 overall attempts for each version will be imposed.

For more information, visit www.jtcc.edu/nursing, and click on Prospective Students, then TEAS Frequently Asked Questions. You are strongly urged to study for this test and do well as the score may be used to break a tie when there are multiple applicants for the final spaces in the Nursing Program. Beginning in January 2015, the TEAS test will also be used in ranking for admission.

a. Only students enrolled in classes at JTCC may register for the TEAS administered at JTCC. Please be prepared to show proof of enrollment (i.e., unofficial transcript, counseling program form, or JTCC ID card) when you come to the testing center.

b. Students are responsible for keeping copies of their test results. The Nursing Program does not keep test scores on file.

c. Students having difficulty with this test should consult with counseling to consider taking English 208 and developmental mathematics modules. It is also encouraged that students meet with a nursing advisor if they have taken the test twice and not successfully scored the minimum required.

13. May take CLEP examinations at JTCC for a grade of pass. CLEP courses may only be taken at JTCC (www.jtcc.edu under Current Students > Testing Services). When calculating the curricular GPA, CLEP courses count as pass and are not given any grade points. On the application, under “date” put CLEP and date only. If you have failed a course, the CLEP course will not average to a passing grade.

14. Meet the following functional ability requirements: **NOTE: if you have a qualified need for accommodation, see the disabilities support services counselors on either campus prior to your application.**

**Gross Motor Skills**
- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

**Fine Motor Skills**
- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

**Physical Endurance**
- Stand (e.g., at client side during surgical or therapeutic procedure)
Sustain repetitive movements (e.g., CPR)
Maintain physical tolerance (e.g., work entire shift)
Physical strength
Push and pull 25 pounds (e.g., position clients)
Support 25 pounds of weight (e.g., ambulate client)
Lift 25 pounds (e.g., pick up a child, transfer client)
Move light objects weighing up to 10 pounds (e.g., IV poles)
Move heavy objects weighing from 11 to 50 pounds
Defend self against combative client
Carry equipment/supplies
Use upper body strength (e.g., perform CPR, physically restrain a client)
Squeeze with hands (e.g., operate fire extinguisher)

**Mobility**
- Twist, bend
- Stand
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

**Hearing**
- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

**Visual**
- See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g. client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

**Reading**
- Read and understand written documents in English (e.g., policies, protocols)

**Smell**
- Detect odors from client (e.g., foul smelling drainage, alcohol breath)
- Detect smoke
- Detect gases or noxious smells

**Arithmetic Competence**
- Read and understand columns of writing (e.g., flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
Read measurement marks (e.g., measurement tapes, scales, etc.)
Add, subtract, multiply, and/or divide whole numbers
Compute fractions (e.g., medication dosages)
Use a calculator
Write numbers in records

**Emotional Stability**
- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task, including in distracting/chaotic environment
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

**Analytical Thinking**
- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

**Critical Thinking**
- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

**Interpersonal Skills**
- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with coworkers
- Communication skills
- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports in English (e.g., report on client’s condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct the activities of others in English
- Convey information through writing in English (e.g., progress notes)

15. **Agencies require specific immunizations, criminal background checks and drug screening.** The State Board of Nursing has the authority to deny licensure to any applicant who has a felony conviction. Any student desiring admission to the Nursing Program, who has been convicted of a felony or misdemeanor, should be advised that a criminal background check will be conducted, if the student is accepted into the program. Agencies where JTCC nursing students perform clinical activities require validation that the student does not have a criminal history. Should the background check disclose a conviction, the student will not be permitted into the program and the next available person will fill that admission slot. Students may not have criminal convictions while in the Nursing Program. Evidence of criminal activity and/or
convictions may be grounds for program dismissal at any time during the program. “John Tyler Community College reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the College community or if such refusal is considered to be in the best interest of the College.” (See the JTCC Catalog under Admissions Eligibility)

Curricular Requirements for upcoming application periods:

For students applying in the next academic year (2014-2015) the following courses are required:

- ENG 111 (College Composition I)
- MTH 158 within 10 years of application
- BIO 141 or BIO 231 within 10 years of application
- PSY 230 (Developmental Psychology)
- SDV 100 or SDV 101 (College Success Skills)

Application and Admission

When all of the above requirements have been met, a student may apply for admission to the JTCC Nursing Program. Completed documents are submitted by email to nursingapplications@jtcc.edu Make sure you have completed the appropriate application for the track (Traditional or Hybrid) for which you are interested.

Applications are accepted twice a year during posted time frames. No late applications or incomplete applications will be accepted. Dates will be published on the College web site, as well as throughout the Nursing Education Center, Counseling Center and division offices.

Admission to the Nursing Program is competitive and selective and only a limited number of students will be accepted. Fully-qualified students will be ranked according to curricular GPA and TEAS scores.

First preference for admission is for students in the JTCC service area as defined in VCCS policy: Section 6.0.5 Admission Priorities. Students within the JTCC service region or within surrounding areas in which clinical contracts are current, have first priority.

The John Tyler Service Area includes:
- Amelia County
- City of Hopewell
- Charles City County
- Chesterfield County
- City of Colonial Heights
- Dinwiddie County
- City of Petersburg
- Prince George County
- Surry County
- Sussex County

Currently, Richmond, Henrico and Powhatan residents are considered the same as our service area students, as we have clinical contracts in these localities.

Remaining spaces will be filled with students outside of our service area, then students with a temporary visa, as needed to complete an admission cohort.

June 2014
Due to the high demand for nurses, budget constraints, and faculty shortage, there are a limited number of seats, and the program routinely receives more applications than can be accepted. For this reason, it is imperative that applications be complete, that all procedures are followed, and that applicants prepare themselves academically to be competitive in the review process. There are no exceptions or deviations from these requirements. **Incomplete applications will not be accepted and will be eliminated from the applicant pool.**

Students who are fully qualified but not accepted due to seat limitations may reapply during the next application process. There is no waiting list and unaccepted applications are not saved. Please note that the Nursing Program does not save TEAS scores. Students are responsible for keeping those records. They cannot be supplied from the Nursing Program files. Any student who declines admission at any time after acceptance, must reapply.

**Transferring from Another Nursing Program**
The John Tyler Community College Nursing Program is not accepting transfer nursing students into the program at this time.

**Requirements after Acceptance to the Nursing Program**
Applicants should be aware that a criminal background check, drug screen and physical examination are required once accepted. **The physical exam must have been obtained within six months of starting the program and must provide proof of immunization and/or immunity to the following:**

- Mumps, measles, rubella – titers required
- Tetanus – diphtheria – within 10 years
- Varicella – chickenpox – titers required
- Hepatitis B – series of 3 (students may sign a declination form)
- Tuberculosis screening
  - Within 12 months of each nursing course or chest x-ray as indicated
- Seasonal flu vaccine (students may sign a declination form)