

# **Associate Degree Nursing**

The Dallas College School of Health Sciences offers a 60-credit hour Associate Degree Nursing curriculum leading to an Associate of Applied Science Degree. The program is offered at the following campuses: Brookhaven, El Centro, Mountain View and Northlake.

The Associate Degree Nursing program at Dallas College will prepare you for a career in health care that allows you to make a difference in people's lives. Our faculty draw on their knowledge and experience to ensure student success.

The program is accredited by the Accreditation Commission for Education in Nursing (Address: 3343 Peachtree Road, Suite 850, Atlanta, GA 30326; Telephone: 404-975-5000; Fax: 404-975-5020; Email: [info@acenursing.org](mailto:info@acenursing.org); Website: [www.acenursing.org](http://www.acenursing.org);) and approved by the Texas Board of Nursing (Address: 333 Guadalupe St., Suite 3-460, Austin, TX 78701-3944; Telephone: 512-305-7400; Fax: 512-305-7401; Email: [webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov); Website: [www.bon.texas.gov](http://www.bon.texas.gov)).

**Note: An FBI background check and fingerprinting are required for registration and formal entrance to the program and is conducted after a student has applied and been accepted to the program.**

How can I find out if I am eligible to take the licensing examination? Here is the link to the Texas Board of Nursing licensure questions. <https://www.bon.texas.gov/licensure_eligibility.asp.html>

Admission to the Dallas College Associate Degree Nursing program is competitive. The process for identifying and ranking the top applicants is outlined in this information packet. Those students deemed eligible to apply will be placed into an applicant pool for consideration.

This information packet contains specific application guidelines and requirements. Submission of an application packet verifies that an individual has 1) read the packet thoroughly, 2) obtained all necessary documents from designated websites, and 3) understood the policies and procedures for application and acceptance to the program.

Program information packets are revised throughout the academic year as needed. Program guidelines are subject to change. Students are responsible for ensuring they have the latest program information.

## Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color,

religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

## Application Requirements to the Associate Degree Nursing Program

Application to the Associate Degree Nursing Program requires:

* Application and current admission to Dallas College.
* Completion of the four program prerequisite courses with a minimum cumulative grade point average of 3.00 or higher on those specific courses.

* Completion of the Dosage Calculation course with a score of 90% or higher which is offered through continuing education.
* Completion of designated sections of the ATI-TEAS Test of Essential Academic Skills (Reading, Mathematics, Science, English and Language Usage) with a **minimum score of 55%** on each of the four required sections. Completion of designated sections of the HESI A2 Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, and Anatomy/Physiology) with a **minimum score of 80%** on each of the five required sections. HESI A2 will be grandfathered in for 2021 and 2022. Any HESI testing dates after 2022 will not be accepted.
* Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations, and BLS – Basic Life Support CPR certification to SurScan.
* Submission of complete application materials to the Allied Health Admissions Office via email at [AlliedHealthAdmissions@dcccd.edu](mailto:AlliedHealthAdmissions@dcccd.edu). **Or call 972-669-6400 (Press 1 for Admissions, then Press 2 for Allied Health Admissions)** during a designated filing period.

## A. General Admission Requirements to the College

Applicants to the Associate Degree Nursing program must meet all [college admission requirements](https://www.dallascollege.edu/admissions/pages/default.aspx) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult the college academic advising office to determine their TSI status prior to application to a Health Sciences program.

### Official College Transcripts

Prior to application to the Associate Degree Nursing program, potential applicants must have submitted ***official transcripts from all colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application***. Transcripts from Dallas College campuses are not required.

The transcripts must be current with the **print date no earlier than three years** prior to the applicant’s anticipated admission to the program. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to [studenttranscripts@dcccd.edu](mailto:studenttranscripts@dcccd.edu). Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Dallas College, Attn: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150.

### Initial Advisement

Students who are beginning college for the first time will follow the [Steps to Enrollment](https://www.dallascollege.edu/admissions/application/pages/default.aspx) which will guide them from applying the college system to placement testing, selecting a degree plan, contacting a Success Coach, and enrolling in basic courses. <https://www.dallascollege.edu/admissions/pages/new-credit-students.aspx>

A student who has not completed college coursework should request a general Associate Degree plan from the Academic Advisement Center as a starting point toward future application to a health sciences program. ***Note: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.***

## B. Prerequisite Courses

Applicants must complete the four (4) prerequisite courses listed below with a minimum cumulative grade point average of 3.00 or higher to apply to the nursing program. The prerequisite GPA is considered in the point award ranking process.

|  |  |
| --- | --- |
| PREREQUISITE COURSES | CREDIT HOURS |
| BIOL 2401 Anatomy & Physiology I \* | 4 |
| ENGL 1301 Composition I | 3 |
| MATH 1314 College Algebra ***or***  MATH 1342 Elementary Statistics | 3 |
| RNSG 1301 Pharmacology ***or*** RNSG 1311 Pathophysiology | 3 |
| TOTAL | 13 |

**\* Important Note: BIOL 1406 Biology for Science Majors is the required prerequisite for enrollment into BIOL 2401 Anatomy of Physiology I.**

## C. Evaluation of previous coursework

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, students can request an Educational Plan, an evaluation of their previous coursework toward a Health Sciences program. The [Educational Plan](https://forms.office.com/Pages/ResponsePage.aspx?id=U1R-1i9z3EqUpEiI8tl9XR-JTZXG4gtGtI5xwkPieuFUOFdER1BQS1k5TU02R09FQTU0WFVDTEJQWSQlQCN0PWcu) is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a health sciences program. Educational Plans are optional and are not required for application to a health sciences program. They are usually completed within 4-8 weeks. An Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

The School of Health Sciences and the Allied Health Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Science programs.

**Note: Previous coursework is evaluated toward the program degree plan and does not include evaluation of additional courses toward BSN programs.**

Five-Year Time Limit Select Courses

**BIOL 2401, BIOL 2402, BIOL 2420 *or* BIOL 2421, RNSG 1301 and RNSG 1311 must be completed within five years of anticipated program entry.** For example, BIOL 2401 completed in Fall 2018 is valid for application to the Fall 2023 Associate Degree Nursing program. However, if the course was completed in Summer 2018 or earlier, the course will have exceeded the five-year limit. There are no exceptions to the five-year time limit. If CHEM 1405 or CHEM 1411 is completed for extra ranking points, the course also falls under the five-year time limit rule. No waivers of the five-year time limit are considered.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Sciences programs including MATH 1314, PSYC 2301, and PSYC 2314. CLEP credit is not awarded for ENGL 1301. Advanced Placement (“AP”) credit for ENGL 1301, PSYC 2301, and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301, PSYC 2301, and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

**Note: An applicant to the Associate Degree Nursing program may present credit by exam, CLEP, or “AP” credit for only one of the four prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.**

See detailed information regarding [Credit by Exam, CLEP, and AP credit](https://www1.dcccd.edu/catalog/generalinfo/priorlearningassess/cbe.cfm?loc=econ).

### Coursework from Foreign Universities

Only microbiology and college-level algebra may be considered for transfer to the Associate Degree Nursing program from colleges or universities outside the United States. **No other courses will be considered.** [Foreign Coursework Evaluation](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) is a multi-step process which may take several weeks. **The student must be enrolled in credit classes at a Dallas College campus before the evaluation process can be initiated.**

## D. **ATI-TEAS (Test of Essential Academic Skills) New Requirement starting January 2023.**

The TEAS test is a timed, computerized test which is usually completed in 3 hours. In addition to completing the five prerequisites courses, applicants to the Associate Degree Nursing program must also earn ***a minimum score of 55% or higher*** on the following sections of the TEAS test:  **Reading, Mathematics, Science, English and Language Usage.**

**ATI-TEAS score Points Awarded For That Section**

55%-60% = 1 point

61%-70% = 2 points

71%-80% = 3 points

81%-90% = 4 points

91% – 100% = 5 points

The following is an example of points awarded for a sample applicant’s TEAS scores:

|  |  |  |
| --- | --- | --- |
| **TEAS** | **Score** | **Points Awarded** |
| Reading | 85 | 4 |
| Mathematics | 96 | 5 |
| Science | 75 | 3 |
| English and Language Usage | 60 | 1 |
| Reading | 68 | 2 |

Please note the following important information regarding the TEAS:

* Test scores are valid for **two years** from date of testing to the application filing deadline date.
* Applicants may take the ATI-TEAS at any approved testing site including the assessment center at the El Centro campus Downtown Health Sciences Building (Paramount Building). The approximate cost of the TEAS test is $82.00. Additional fees will apply to online testing.
* **Applicants are responsible for securing their own testing appointment at the location of their choice.** **Applicants are responsible for submitting their score sheet with their program application materials.**
* ATI testing appointments fill quickly. Applicants are encouraged to schedule their TEAS several weeks prior to an application filing deadline. **Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.**
* The **ATI-TEAS Study Guide** is available on the ATI website https://www.atitesting.com/teas.
* **There is no limit on the number of times an applicant may take the TEAS test for application to the Associate Degree Nursing Program.** If the applicant desires to retake the TEAS **all four sections** must be retaken. Only one score sheet should be submitted with scores of 55% or higher on each of the four required sections. Scores on individual test sections printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from **the latest testing attempt** will be the recorded scores.
* A 60-day waiting period is recommended before retesting, the applicant is encouraged to review the study guide. You can only take the TEAS 4 times a year.

## Selection Process TEAS

Applicants are ranked for acceptance selection via a point award system\*. Point award totals for applicants may range from a minimum of 9 points to a maximum of **58** points on the designated criteria below. The Dosage Calculation course is also required; however, no points are awarded for that requirement.

|  |  |
| --- | --- |
| **Point award criteria** | **Potential points per criteria** |
| **RNSG 1008 Dosage Calculations for Nursing (required)** | Credit only, no points must score 90% or higher to pass |
| **Prerequisite Course Cumulative GPA (3.0 minimum required)**  3.00 – 3.49 = 4 points  3.50 – 4.00 = 5 points | 5 points |
| **TEAS Test – Points awarded for each of the following sections:**  **Reading, Mathematics, Science, English and Language Usage**  55 - 60 = 1 points  61- 70 = 2 points  71 – 80 = 3 points  81 – 90 = 4 points  91 – 100 = 5 points | 20 points |
| **Grade on each Support Course completed with a minimum grade of “C”**  (PSYC 2301 or PSYC 2314 ) BIOL 2402, BIOL 2420 and humanities elective  A = 3 points  B = 2 points  C = credit acknowledged by no points awarded | 12 points |
| **Phi Theta Kappa Membership (**certificate with application materials**) =** 1 point  **Current employment with credential and employment documentation** = 2 points | 3 points |
| **Courses+ toward various RN to BSN transition program – 1 point per course:**  ARTS 1301 - Art Appreciation  BIOL 1322 - Principles of Nutrition  BIOL 1406 - Biology for Science Majors  CHEM 1405 OR - Introductory Chemistry  CHEM 1411 - Chemistry I  **\*ENGL 1302 - Composition II**  **ENGL 2311 - Technical Writing**  **\*GOVT 2305 - Federal Government**  **\*GOVT 2306 - Texas Government**  **\*HIST 1301 - US History I**  **\*HIST 1302 - US History II**  **\*HUMA 1311 OR - Mexican Am. Fine Arts Appreciation**  **\*HUMA 1315 - Fine Arts**  MATH 1342 - Statistics  PHIL 1301 OR - Intro to Philosophy  PHIL 2306 - Intro to Ethics  **\* SPAN 1300 - Basic Medical Spanish**  **\*SPCH 1311 - Intro to Communication**  **\*SPCH 1315 - Public Speaking**  SOCI 1301 - Intro to Sociology  **\*RNSG 1301 OR - Pathophysiology**  **\*RNSG 1311 - Pharmacology**  **\*Courses+ toward Dallas College RN to BSN transition program – 1 point per course:** | 18 points |
| **Maximum Total Points** | 58 points |

\* If two or more applicants with the same point award total, the cumulative score on all four required sections of the TEASwill be used to break the tie.

+ Points will be awarded for these courses only if the course numbers match exactly on an official transcript or on a Dallas College advising report as evaluated by the Transcript Evaluation Center. This consideration does not guarantee transferability of the courses toward any RN-BSN transition program.

Courses cannot be counted more than once for points. Courses can only be counted as a prerequisite, support course, or RN-BSN course.

The table below illustrates the ranking process for a sample group of applicants:

### **Example of Point Award Ranking Process TEAS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Cumulative**  **GPA on 4 Prerequisite Courses**  **(Max. 5 pts.)** | **Support Course Grades**  **(Max. 12 pts.)** | **TEAS Scores on**  **each section**  **(Max. 20 pts.)** | **PTK**  ***OR***  **Credential**  **(Max. 3 pts.)** | **Courses toward BSN programs**  **(Max. 18 pts.)** | **Total**  **Points**  **(Max. 58 pts.)** | **Cumulative Score on all four required sections of TEAS**  **(tiebreaker)** |
| App #1 | 3.80 = **5 pts**. | BIOL 2402-A = 3 pts.  BIOL 2420-A = 3 pts.  PSYCH 2301 or  PSYCH 2314 A =3pts  Humanities-A = 3 pts.  **TOTAL PTS. 12 pts.** | Reading 97= 5 pts.  Science 100= 5 pts.  Math 98= 5 pts.  Eng./Lang 95= 5 pts.  TOTAL TEAS PTS. **20 pts.** | PTK = 1 pt.  CNA = 2 pts.  TOTAL **3 pts**. | **18 courses** from the RN-BSN list | **58** | **391** |
| App #2 | 3.38 = **4 pts.** | BIOL 2402-A = 3 pts.  BIOL 2421-C = 0 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 6 pts.** | Reading 96 = 5pts.  Math 100 = 5pts.  Science 100 = 5pts.  Eng /Lang 96 = 5 pts.  TOTAL TEAS PTS. **20pt.** | PTK = 1 pt.  EMT = 2 pts.  TOTAL **3 pts.** | **16 courses** | **49** | **392** |
| App #3 | 3.54 = **5 pts.** | BIOL 2402-B = 2 pts.  BIOL 2420-B = 2 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 7 pts.** | Reading 80 = 3 pts.  Eng /Lang 93= 5 pts.  Math 75 = 3 pts.  Science 60 = 1 pt.  TOTAL TEAS PTS. 12**pts** | PCT = **2 pts.** | **16** courses | **42** | **308** |
| App #4 | 3.23 = **4 pts.** | BIOL 2402-A = 3 pts.  BIOL 2420-A = 3 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 9 pts.** | Reading 100= 5 pts.  Eng /Lang 98= 5 pts.  Math 55= 1 pts.  Science 97= 5 pts.  TOTAL TEAS PTS. **16 pts.** | None | **8 courses** | **37** | **350** |
| App #5 | 4.00 = **5 pts.** | BIOL 2402-B = 2 pts.  BIOL 2420-B = 2 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 7 pts.** | Reading 60= 1 pts.  Eng /Lang 5 = 1pts.  Science 90= 4 pts.  Math 100= 5 pts.  TOTAL TEASI PTS. **11pts.** | PTK = **1 pt.** | **4 courses** | **28** | **305** |

The shaded columns reflect the total point award calculation and the final tie breaker which is the combined scores on the four required sections of the TEAS.

## HESI A2 Test

If an applicant has taken the HESI A2 between **12/1/2020 and 12/31/2022**, their scores will be accepted for the admission process. If they take the HESI A2 after 1/1/2023, it will not be accepted.

The [HESI A2](https://www.dallascollege.edu/hesi) test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the five prerequisites courses, applicants to the Associate Degree Nursing program must also earn ***a minimum score of 80 or higher*** on the following sections of the HESI A2 test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology.**

**HESI A2 score Points Awarded For That Section**

80 – 84 = 1 point

85 – 89 = 2 points

90 – 95 = 3 points

96 – 100 = 4 points

The following is an example of points awarded for a sample applicant’s HESI A2 scores:

|  |  |  |
| --- | --- | --- |
| **HESI A2 section** | **Score** | **Points Awarded** |
| Reading Comprehension | 94 | 3 |
| Grammar | 96 | 4 |
| Vocabulary/General Knowledge | 88 | 2 |
| Math | 83 | 1 |
| Anatomy/Physiology | 98 | 4 |

Please note the following important information regarding the HESI A2:

* Test scores are valid for **two years** from date of testing to the application filing deadline date.

## Selection Process

Applicants are ranked for acceptance selection via a point award system\*. Point award totals for applicants may range from a minimum of 10 points to a maximum of 58 points on the designated criteria below. The Dosage Calculation course is also required; however, no points are awarded for that requirement.

|  |  |
| --- | --- |
| **Point award criteria** | **Potential points per criteria** |
| **RNSG 1008 Dosage Calculations for Nursing (required)** | Credit only, no points must score 90% or higher to pass |
| **Prerequisite Course Cumulative GPA (3.0 minimum required)**  3.00 – 3.49 = 4 points  3.50 – 4.00 = 5 points | 5 points |
| **HESI A2 Test – Points awarded for each of the following sections:**  **Reading, Grammar, Vocabulary/Gen. Knowledge, Math, Anatomy/Physiology**  80 – 84 = 1 point  85 – 89 = 2 points  90 – 95 = 3 points  96 – 100 = 4 points | 20 points |
| **Grade on each Support Course completed with a minimum grade of “C”**  (PSYC 2301 or PSYC 2314 ) BIOL 2402, BIOL 2420 and humanities elective  A = 3 points  B = 2 points  C = credit acknowledged by no points awarded | 12 Points |
| **Phi Theta Kappa Membership (**certificate with application materials**) =** 1 point  **Current employment with credential and employment documentation** = 2 points | 3 points |
| **Courses+ toward various RN to BSN transition program – 1 point per course:**  ARTS 1301 - Art Appreciation  BIOL 1322 - Principles of Nutrition  BIOL 1406 - Biology for Science Majors  CHEM 1405 OR - Introductory Chemistry  CHEM 1411 - Chemistry I  **\*ENGL 1302 - Composition II**  **ENGL 2311 - Technical Writing**  **\*GOVT 2305 - Federal Government**  **\*GOVT 2306 - Texas Government**  **\*HIST 1301 - US History I**  **\*HIST 1302 - US History II**  **\*HUMA 1311 OR - Mexican Am. Fine Arts Appreciation**  **\*HUMA 1315 - Fine Arts**  MATH 1342 - Statistics  PHIL 1301 OR - Intro to Philosophy  PHIL 2306 - Intro to Ethics  **\* SPAN 1300 - Basic Medical Spanish**  **\*SPCH 1311 - Intro to Communication**  **\*SPCH 1315 - Public Speaking**  SOCI 1301 - Intro to Sociology  **\*RNSG 1301 OR - Pathophysiology**  **\*RNSG 1311 - Pharmacology** | 18 points |
| **Maximum Total Points** | 58 points |

\* If two or more applicants with the same point award total, the cumulative score on all five required sections of the HESI A2 will be used to break the tie.

+ Points will be awarded for these courses only if the course numbers match exactly on an official transcript or on a Dallas College advising report as evaluated by the Transcript Evaluation Center. This consideration does not guarantee transferability of the courses toward any RN-BSN transition program.

Courses cannot be counted more than once for points. Courses can only be counted as a prerequisite, support course, or RN-BSN course.

The table below illustrates the ranking process for a sample group of applicants:

### **Example of Point Award Ranking Process HESI A2**

The shaded columns reflect the total point award calculation and the final tie breaker which is the combined scores on the five required sections of the HESI A2.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Cumulative**  **GPA on 5 Prerequisite Courses**  **(Max. 5 pts.)** | **Support Course Grades**  **(Max. 12 pts.)** | **HESI A2 Scores on**  **each section**  **(Max. 20 pts.)** | **PTK**  **(Max. 1 pt.)** | **Courses toward BSN programs**  **(Max. 18 pts.)** | **Total**  **Points**  **(Max. 56 pts.)** | **Cumulative Score on all five required sections of HESI A2**  **(tiebreaker)** |
| App #1 | 3.80 = **5 pts**. | BIOL 2402-A = 3 pts.  BIOL 2420-A = 3 pts.  PSYCH 2301 or  PSYCH 2314 A =3pts  Humanities-A = 3 pts.  **TOTAL PTS. 12 pts** | Reading 97.26 = 4 pts.  Grammar 96 = 4 pts.  Vocab/GK 100 = 4 pts.  Math 98 = 4 pts.  A/P 96 = 4 pts.  **TOTAL HESI PTS. 20 pts.** | PTK = 1 pt.  . | **18 courses** from the RN-BSN list | **56** | **487.26** |
| App #2 | 3.38 = **4 pts.** | BIOL 2402-A = 3 pts.  BIOL 2421-C = 0 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 6 pts.** | Reading 96 = 4 pts.  Grammar 100 = 4 pts.  Vocab/GK 100 = 4 pts.  Math 96 = 4 pts.  A/P 98 = 4 pts.  **TOTAL HESI PTS. 20 pts.** | PTK = 1 pt. | **12 courses** | **43** | **490** |
| App #3 | 3.54 = **5 pts.** | BIOL 2402-B = 2 pts.  BIOL 2420-B = 2 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 7 pts.** | Reading 88 = 2 pts.  Grammar 90 = 3 pts.  Vocab/GK 93 = 3 pts.  Math 98 = 4 pts.  A/P 100 = 4 pts.  **TOTAL HESI PTS. 16 pts.** | None | **14** courses | **42** | **469** |
| App #4 | 3.23 = **4 pts.** | BIOL 2402-A = 3 pts.  BIOL 2420-A = 3 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 9 pts.** | Reading 100 = 4 pts.  Grammar 96 = 4 pts.  Vocab/GK 98 = 4 pts.  Math 88 = 2 pts.  A/P 97 = 4 pts.  **TOTAL HESI PTS. 18 pts.** | None | **8 courses** | **39** | **479** |
| App #5 | 4.00 = **5 pts.** | BIOL 2402-B = 2 pts.  BIOL 2420-B = 2 pts.  Humanities-A = 3 pts.  **TOTAL PTS. 7 pts.** | Reading 92 = 3 pts.  Grammar 98 = 4 pts.  Vocab/GK 96 = 4 pts.  Math 85 = 2 pts.  A/P 100 = 4 pts.  **TOTAL HESI PTS. 17 pts.** | PTK = **1 pt.** | **11 courses** | **41** | **471** |

## E. Dosage Calculations

Dosage Calculations for Nursing (RNSG 1008) is offered every semester and is a self-paced course which meets on campus for three days. Students must pass the dosage calculations exam with a minimum score of 90% or better for program application. Dosage Calculations exam scores are valid for two years. Assigned Faculty members are available for tutoring and remediation. Contact [ContinuingEd@dcccd.edu](mailto:ContinuingEd@dcccd.edu) to enroll in the course.

## F. SurScan/SurPath

Applicants to the Associate Degree Nursing program are required to have a current physical examination, specific immunizations, a tuberculosis screening, and BLS (Basic Life Support) CPR certification. The School of Health Sciences utilizes SurScan, a medical record management company, to verify these requirements. Applicants submit this documentation directly to SurScan who will verify the completeness of the immunization requirements no later than the application filing deadline, prior to enrollment. Failure to submit this documentation and be complete with these requirements by the application deadline will result in disqualification of the applicant.

***Important Note: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.* Additional proof of immunizations including titers may be required by hospital clinical sites.**

The physical exam form and more information on SurScan is found at [Immunization Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx).



Dallas College - Student

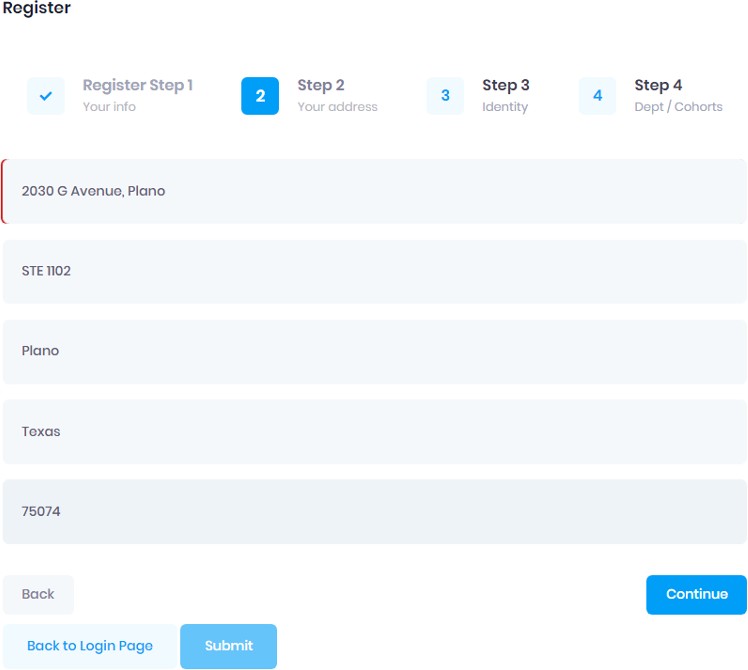
Drug Screening, Background Check, Immunization Verification

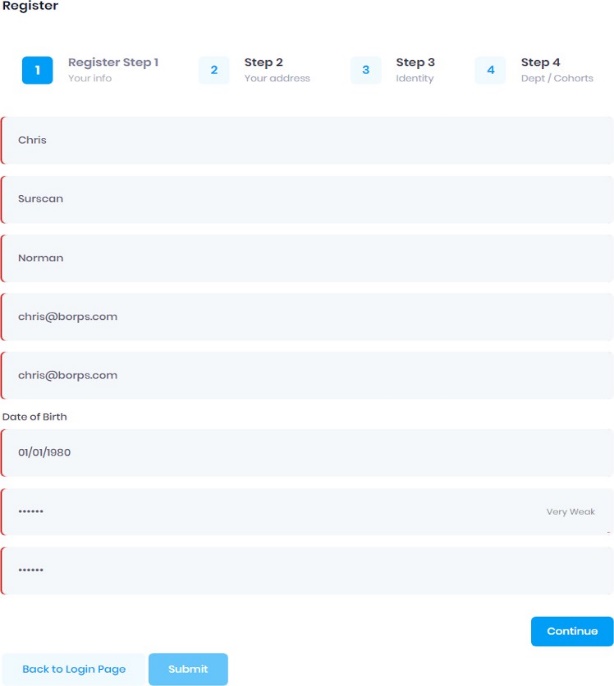
SurScan Registration Information

* [dallascollege.](http://www.surscan.com/)surpath.com
* Click on Register button
* Follow prompts tillturns darker blue and hit Submit if everything is correct.



* You will need to hit the Button that is labeled Home button to start uploading documents. It is highly recommended that you upload your documents sooner than later as any Not Approved documents will need to be corrected and re-submitted for review before you become compliant. REQUIRED has a RED left boarder.





Notice you can enter your student ID, driver license number, and passport number if desired or required by school. SSN is a must as it is used for

background checks. If you do not have a SSN, input all "1" in the SSN, but also enter another form of ID.

Your background check will start automatically after registration. There is nothing you need to do to get background check started. Your drug screen will be at a random date and time in which SurScan and DallasCollege will let you know when it is time to provide your specimen.

**General Inquiries and Issues:**

If you experience any issues please feel free to contact SurScan at either [**clientservices@surscan.com**](mailto:clientservices@surscan.com)

or **972.633.1388**.

**Immunization Verification Inquiries and Issues:**

If you experience any issues for immunization records please feel free to contact SurScan at either [**records@surscan.com**](mailto:records@surscan.com%20) or **972.633.1388 ext. 107.**

## G. Associate Degree Nursing Application Materials Submission – Fall 2023/ Spring 2024 Selection Process

**Read the following instructions carefully.** After completing the Associate Degree Nursing Prerequisite Courses, the TEAS test, and uploading the required physical exam, immunization and CPR certification documentation to SurScan, the student is ready to submit their application materials. I**ncomplete application materials will be disqualified. The application materials must be scanned as pdf documents** and emailed to [AlliedHealthAdmissions@dcccd.edu](mailto:AlliedHealthAdmissions@dcccd.edu) by the application filing deadline. Application materials are not accepted in person or via conventional mail. The subject line of the email must be **Associate Degree Nursing Application Materials.**

Application materials must include the following to be considered complete and valid. Submitting incomplete materials will disqualify the applicant.

1. **A completed Associate Degree Nursing Program Application form and the initialed and signed Statement of Student’s Responsibility form.**
2. **The TEAS score sheet** indicating achievement of a minimum score of 55% or higher on each of the four required sections. **OR- The HESI A2** score sheet indicating a minimum score of 80% or higher on each of the five required sections.
3. **A photocopy of your Texas Driver License or State ID card and Social Security card.**
4. **A screen shot of your Dosage Calculation exam indicating a score of 90% or higher.**
5. **If a member of Phi Theta Kappa, include a photocopy of your official Phi Theta Kappa membership card/certificate (if applicable).** Note: Submitting the PTK number or any other statement of membership is not accepted.
6. If you have a **healthcare credential and work experience ~~c~~redential**, submit a copy of your licensure/certification with a letter from your employer verifying your responsibilities and length of employment.

**Note: All official transcripts (excluding Dallas College) from all previously attended colleges and universities must be submitted to** [**studenttranscripts@dcccd.edu**](mailto:studenttranscripts@dcccd.edu) **or to Dallas College Admissions- 3737 Motley Drive, Mesquite, TX 75150 prior to applying to a Dallas College health sciences program. Official transcripts must have a print date no earlier than three years prior to the anticipated program start date.**

**Once application materials are emailed to the Allied Health Admissions Office, additional materials cannot be added in later emails.**

## H. Application Filing Periods

**Official application filing period for Fall 2023 semester (late August) admission:**

**February 28, 2023- March 23, 2023**

Notification emails are sent on or after May 31, 2023.

**Official application filing period for Spring 2024 semester (mid-January) admission:**

**August 1, 2023- August 31, 2023**

Notification emails are sent on or after October 15, 2023.

## I. Notification of Acceptance

Using the point award process, a ranked list of qualified applicants is generated. The spaces at each campus are filled with qualified applicants according to their total points on the ranked list and the availability of space at their prioritized campus preferences indicated on their application form.

Individuals who receive an acceptance email are required to return a confirmation form within a specified timeframe to verify their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of their space in that class. Notification emails of acceptance, non-acceptance, or disqualification are sent on the same day.

**Note:** Applications materials are not “held over” to the next year’s official filing period. Students who are not selected for admission to the program or students who decline their acceptance may reapply again during the next year’s filing period to be considered for a future admission opportunity.

## Curriculum Overview – Associate Degree Nursing Program

**LEC. LAB. EXT. CONT. CR.**

**PREREQUISITES: HRS. HRS. HRS. HRS. HRS.**

ENGL 1301 Composition I 3 0 0 48 3

BIOL 2401 Anatomy and Physiology 1 3 3 0 96 4

RNSG 1301 Pharmacology ***OR*** RNSG1311 Pathophysiology 3 3 0 48 3

MATH 1314 College Algebra ***OR*** MATH1342 Elementary Statistics 3 3 0 48 3

**Total Hours: 18 9 0 336 13**

**SEMESTER I**

RNSG 1413 Foundations for Nursing Practice 4 0 0 64 4

RNSG 1105 Nursing Skills I 0 4 0 64 1

RNSG 1360 Clinical-Registered Nursing/Registered Nurse 0 0 12 192 3

PSYC 2301 General Psychology ***OR***

PSYC 2314 Lifespan Growth and Development 3 0 0 48 3

**Total Hours: 4 4 12 320 11**

**SEMESTER II**

BIOL 2402 Anatomy and Physiology II  3 3 0 96 4

BIOL 2420 Microbiology for Non-Science Majors 3 4 0 112 4

RNSG 1144 Nursing Skills II 0 4 0 64 1

RNSG 1441 Common Concepts of Adult Health 4 0 0 64 4

RNSG 2362 Clinical-Registered Nursing/Registered Nurse 0 0 12 192 3

**Total Hours: 10 11 12 528 16**

**SEMESTER III**

RNSG 1160 Clinical-Registered Nursing/Registered Nurse 0 0 4 64 1

RNSG 2213 Mental Health Nursing 2 0 0 32 2

RNSG 2208 Maternal/Newborn Nursing and Women’s Health 2 0 0 32 2

RNSG 2161 Clinical-Registered Nursing/Registered Nurse 0 0 4 64 1

RNSG 2201 Care of Children and Families 2 0 0 32 2

RNSG 2160 Clinical-Registered Nursing/Registered Nurse 0 0 4 64 1

**Total Hours: 6 0 12 288 9**

**SEMESTER IV**

RNSG 1443 Complex Concepts of Adults 4 0 0 64 4

RNSG 2360 Clinical-Registered Nursing/Registered Nurse\* 3 0 12 192 3

RNSG 2121 Professional Nursing: Leadership and Management 1 0 0 32 1

Humanities or Fine Arts Elective 3 0 0 48 3

**TOTAL HOURS: 8 0 12 288 11**

**=================**

**GRAND TOTAL: 1760 60**

A minimum grade requirement of "C" or better is required for ALL the courses in the Associate Degree Nursing program.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

\**RNSG 2360 Clinical-Registered Nursing/Registered Nurse* is the capstone course for this award

## General Information

## J. General Information

1. The Dallas College Associate Degree Nursing program accepts approximately 40-60 students at each campus every fall and spring semester. **The School of Health Sciences reserves the right to make changes in program enrollment capacity.**
2. The Dallas College Associate Degree Nursing program is completed in four, 16-week academic semesters. Each course involves 16-20 hours per week of class, lab, and clinical experience with an additional 3-4 hours of studying and preparation time for each hour of class and clinical experience. Clinical experiences may involve both daytime, evening, and weekend hours. The student’s schedule will not allow for full-time employment while enrolled in the nursing program.
3. Students enrolled in the Dallas College Associate Degree Nursing program must be physically able to care for patients that will involve lifting an adult patient of average size, moving, bathing, and transferring patients into and out of bed. Students will be on their feet for at least eight hours each clinical day. Students must be able to read fine print for medication administration purposes and be able to hear heart and breath sounds. Manual dexterity is required for skills such as starting IV’s, administering injections, etc. If a student has a medical condition which may compromise their ability to care for patients, a medical release from their physician may be required. Students will be exposed to infectious diseases.
4. Students must comply with class and clinical attendance requirements according to nursing student handbook guidelines which are published annually. Students who are absent from clinical for physical or mental illness, surgery or pregnancy reasons must present a written release from a physician before being allowed to return to the clinical setting. Students anticipating surgery or the delivery of baby are advised to wait until the following semester to apply to the nursing program.
5. Applicants to health sciences programs at Dallas College must submit physical examination and immunization documentation to SurScan no later than the program application deadline. The physical examination must be on the **official physical form** and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the health form. Students must be up to date with immunization requirements throughout their enrollment in the Associate Degree Nursing program. **Note: Additional proof of immunizations including titers may be required by hospital clinical sites.**

**IMMUNIZATION, CPR, AND PHYSICAL EXAM REQUIREMENTS**

**SCHOOL OF HEALTH SCIENCES PROGRAMS**

The immunization requirements on this form are REQUIRED of all individuals applying to the School of Health Sciences program.

All Vaccine/Immunization records must include full dates, i.e., month/day/year, & health care providers’ signatures. Health care provider initials may be considered sufficient if the document is on a health care provider’s letterhead including the name & address of the practice.

Immunization records should include date administered, vaccine administered, injection site, specific dose, route, vaccine manufacturer, lot number, and expiration along with provider and student information. Lab reports required on all titers. Based on clinical placement requirements, a titer and repeat series of vaccinations may be required after an initial equivocal or negative result.

School records will NOT be accepted. Immunization records submitted without thorough documentation will not be accepted at any clinical site and students will be required to repeat vaccines or obtain titers in lieu of vaccines if applicable.

**1. MMR**

a. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.

b. If titer is negative or equivocal, series must be repeated.

1. **Varicella**

a. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Varicella.

b. If titer is negative or equivocal, series must be repeated.

1. **Tdap**
   1. Documentation of vaccine within the past 10 years.
2. **Influenza Vaccine (Seasonal Flu)**
   1. Documentation of current seasonal flu vaccine by October1st. Required annually.

1. **Hep B (Students involved in Direct Patient Care)**
   1. Hepatitis B series (2 or 3 dose) **AND** aPositive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient.
   2. Hepatitis A/B combo series accepted **AND** aPositive Hepatitis B Surface Antibody titer.
   3. If titer is negative or equivocal, series must be repeated and a 2nd titer is drawn; upload results of both titers and vaccination proof.
   4. The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunizations Practices (APIC) commend that a **titer is drawn 1-2 months after** the series is complete. However, you must follow the guidelines from your healthcare provider.
2. **TB Testing**
   1. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted.
   2. If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.
   3. TB screening must be within 12 months of program application and must be updated every year.
3. All applicants must be certified in BLS – Basic Life Support for Health Care Providers CPR certification. CPR certification from the American HeartAssociation (AHA), Red Cross, or Military-approved mechanism is the only approved CPR course and must be face-to-face or hybrid training. Completely online courses are not accepted. Some clinical sites may only accept AHA CPR cards. A photocopy of the front and back of the card must be submitted to SurScan no later than the program application deadline. The CPR certification must not expire prior to the anticipated program start date and must not expire during a semester when enrolled in the program. CPR courses are available at each Dallas College campus, the American Heart Association, various hospitals, independent instructors, etc.
4. Proof of current personal healthcare insurance coverage is required for all health sciences students. **If documentation of coverage is not submitted to SurScan with immunization records, proof of coverage must be submitted in Surscan by the first day of the semester if a student is accepted to the program.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at <https://www.healthcare.gov/>. The National Student Nurses’ Association also partners with United Healthcare which offers a student policy for their members. See the following link for more information: <http://augeobenefits.com/nsna/home.php>

1. Many of the Associate Degree Nursing Prerequisite Courses are offered online. See the presentation [Getting Ready for Online Learning](https://www.dallascollege.edu/cd/credit/online-learning/getready/pages/default.aspx) to see if online learning is a good fit for you.
2. *Criminal Background Check / Drug Screening*

After acceptance to their respective health science program, all students are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a [Background Check and Drug Screen](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) prior to beginning their clinical experience. Students are responsible for all charges incurred for these screenings which is handled by SurScan.

Results of these screenings are forwarded to the School of Health Sciences for review to verify that a student is eligible to attend a clinical rotation. These screening results become the property of the School of Health Sciences and will not be released to the student or any other third party.

A clinical affiliate/facility reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical affiliate/facility reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical affiliate/facility reserves the right to expel a student from their facility.

***Note: Should a student who has been accepted to a Health Sciences program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the program. A positive drug screen will prevent the student from reapplying to the nursing program for two years.***

10. Students are required to answer certain questions on the Texas Board of Nursing application for Registration by Examination to become licensed as a Registered Nurse. These questions are regarding criminal convictions, mental illness or chemical dependency, or prior disciplinary action by a licensing authority for nurses. Students answering “yes” to those questions must submit the required documents with an explanation to the Texas Board of Nursing at least eighteen (18) months prior to graduation. The Texas Board of Nursing will consider these documents and reach a decision regarding eligibility to write the licensing examination. An applicant may request a Declaratory Order (a decision by the Texas Board of Nursing regarding an applicant’s eligibility to take the licensing exam) prior to entering the program of nursing. More information on this issue is found on the Texas Board of Nursing website at [www.bon.texas.gov](http://www.bon.texas.gov).

1. The Dallas College Associate Degree Nursing program has also collaborated with BSN nursing programs at several Texas universities. Students in the Dallas College Associate Degree Nursing program will graduate as “core complete” with 60 credits hours. Completion of the 60-credit hour nursing program coupled with 60 additional credits in a BSN program will result in a true 120 credit hour Bachelor’s Degree in Nursing. All RN-BSN articulation programs are offered online, have no local residency requirement, and offer automatic acceptance to Dallas College nursing graduates.

12. Please contact the office below for assistance:

Nursing Admissions

Allied Health Admissions Office

301 North Market Street

Room P-101

Dallas, TX 75202

Telephone: 972-669-6400

Email: [AlliedHealthAdmissions@dcccd.edu](mailto:AlliedHealthAdmissions@dcccd.edu)

**Send electronic transcripts directly to:**

[Studenttranscripts@dcccd.edu](mailto:Studenttranscripts@dcccd.edu)

**Mail official transcripts directly to:**

Admissions

3737 Motley Drive

Mesquite, TX 75150

## Estimated Expenses for the Associate Degree Nursing Program

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dallas County Resident | Out of County Texas Resident | Out of State/  Country Resident |
| Prerequisite Tuition/Textbooks (13 cr. hrs.) \* | $ 1,027.00 | $ 1,755.00 | $ 2,600.00 |
| TEAS Test \*\* | 82.00 | 82.00 | 82.00 |
| CPR Certification | 65.00 | 65.00 | 65.00 |
| Physical Exam and Immunizations + | 225.00 | 225.00 | 225.00 |
| SurScan | 112.00 | 112.00 | 112.00 |
| Total | $ 1,511.00 | $ 2,207.00 | $ 3,052.00 |
| Semester I |  |  |  |
| Tuition/Textbooks (11 cr. hrs.) | $ 869.00 | $ 1,485.00 | $ 2,200.00 |
| Final Exam | 200.00 | 200.00 | 200.00 |
| Board of Nursing Screening | 100.00 | 100.00 | 100.00 |
| Uniforms (approx. cost of 2 sets & jacket) | 150.00 | 150.00 | 150.00 |
| Name Tag (2) | 20.00 | 20.00 | 20.00 |
| Shoes (approx. cost) | 60.00 | 60.00 | 60.00 |
| Stethoscope (approx. cost) | 35.00 | 35.00 | 35.00 |
| Bandage scissors (approx. cost) | 8.00 | 8.00 | 8.00 |
| Watch with second hand (approx. cost) | 40.00 | 40.00 | 40.00 |
| Total | $ 1,482.00 | $ 2,098.00 | $ 2,813.00 |
| Semester II |  |  |  |
| Tuition (16 credit hours) | $ 1,264.00 | $ 2,160.00 | $ 3,200.00 |
| Mid-Curriculum Final Exam | 150.00 | 150.00 | 150.00 |
| Total | $ 1,414.00 | $ 2,310.00 | $ 3,350.00 |
| Semester III |  |  |  |
| Tuition (9 credit hours) | $ 711.00 | $ 1,215.00 | $ 1,800.00 |
| Final Exam | 200.00 | 200.00 | 200.00 |
| Total | $ 911.00 | $ 1,415.00 | $ 2,000.00 |
| Semester IV |  |  |  |
| Tuition (11 credit hours) | $ 869.00 | $ 1,485.00 | $ 2,200.00 |
| Comprehensive Final | 200.00 | 200.00 | 200.00 |
| NCLEX review | 275.00 | 275.00 | 275.00 |
| Pearson Vue NCLEX | 200.00 | 200.00 | 200.00 |
| NCLEX-RN License | 139.00 | 139.00 | 139.00 |
| Total | $ 1,683.00 | $ 2,299.00 | $ 3,014.00 |
|  |  |  |  |
| **Total Estimated Program Expense** | **$ 7001.00** | **$ 10,329.00** | **$ 14,229.00** |

\* Tuition now includes textbook costs. These and other fees are subject to change. A [Tuition Payment Plan](https://www.dallascollege.edu/paying-for-college/payments/Pages/payment-plans.aspx) option is available in fall and spring semesters. Other costs to consider: personal health care insurance, transportation.

\*\* Online ATI TEAS testing is provided by ATI at: https://help.atitesting.com/ati-teas-exam-registration#teas-remote-exams-at-home

+ Estimated cost of physical exam and immunizations.

**Associate Degree Nursing Application Checklist**

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. \_\_\_\_\_\_\_ Obtain nursing program information packet.
2. \_\_\_\_\_\_\_ Complete an application for college admission, if not already a Dallas College student.
3. \_\_\_\_\_\_\_ Submit official transcripts from all previously attended colleges/universities to

[studenttranscripts@dcccd.edu](mailto:studenttranscripts@dcccd.edu) or to Admissions – Eastfield campus, 3737 Motley Drive, Mesquite, TX 75150.

1. \_\_\_\_\_\_\_ See a Success Coach as needed for TSI counseling, placement testing, etc., and complete

any developmental courses as may be prescribed from test scores.

1. \_\_\_\_\_\_\_ If desired, request Educational Plan from your Success Coach for evaluation of course

work that applies to Associate Degree Nursing curriculum.

1. \_\_\_\_\_\_\_ Complete the following Associate Degree Nursing prerequisite courses:

\_\_\_\_\_ ENGL 1301 \_\_\_\_\_ BIOL 2401 \_\_\_\_\_ MATH 1314 ***or*** MATH 1342 \_\_\_\_\_ RNSG 1301 ***or*** RNSG 1311

1. \_\_\_\_\_\_\_ Complete the required Dosage Calculations course 90% pass (continuing education).
2. \_\_\_\_\_\_\_ Complete the TEAS, scoring a minimum of 55% on all required sections of the test. **OR**

Complete HESI A2, scoring a minimum of 80% on all required sections of the test.

1. \_\_\_\_\_\_\_ If time allows prior to an application filing deadline, complete these optional courses and

other courses which apply to BSN Articulation programs:

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_\_\_ RNSG 1301 | \_\_\_\_\_ RNSG 1311 | \_\_\_\_\_ SPAN 1300 | \_\_\_\_\_ SOCI 1301 |
| \_\_\_\_\_ ARTS 1301 | \_\_\_\_\_ CHEM 1411/1405 | \_\_\_\_\_ HIST 1302 | \_\_\_\_\_ SPCH 1311/1315/1321 |
| \_\_\_\_\_ BIOL 1322 | \_\_\_\_\_ GOVT 2301/2305 | \_\_\_\_\_ MATH 1314/1414 | \_\_\_\_\_ HUMA 1311/1315 |
| \_\_\_\_\_ ENGL 2311 | \_\_\_\_\_ GOVT 2302/2306 | \_\_\_\_\_ MATH 1342/2342 |  |
| \_\_\_\_\_ ENGL 1302 | \_\_\_\_\_ HIST 1301 | \_\_\_\_\_ PHIL 1301 |  |
|  |  |  |  |

1. \_\_\_\_\_\_\_ Create a SurSan account. Download the Immunization Requirements and Physical Exam

form, see a physician or healthcare clinic for a physical examination, immunizations, TB

screening, etc., and obtain BLS CPR certification.

1. \_\_\_\_\_\_\_ Submit physical exam form, immunizations, and TB screening documentation with

photocopy of front and back of CPR card to SurScan prior to application filing deadline.

1. Compile the following materials as your complete nursing application packet:

\_\_\_\_\_\_\_ Completed nursing application form and Statement of Students’ Responsibility form.

\_\_\_\_\_\_\_ Official HESI A2 or TEAS score sheet.

\_\_\_\_\_\_\_ Photocopy of a Texas Driver License, or Texas State ID and Social Security card.

\_\_\_\_\_\_\_ Screenshot of Dosage Calculation exam with 90% or above passing score.

\_\_\_\_\_\_\_ Photocopy of your official Phi Theta Kappa membership card (if applicable).

\_\_\_\_\_\_\_ Employment letter with credential if applicable (CNA, MA, PT, PCA, Paramedic, or EMT).

\_\_\_\_\_\_\_ Copies of any request for course substitution forms (course waivers are not considered).

1. \_\_\_\_\_\_\_ Email the above materials to [AlliedHealthAdmissions@dcccd.edu](mailto:AlliedHealthAdmissions@dcccd.edu) with the subject line

**“Associate Degree Nursing Application Materials”** by the application filing deadline.