

# **Vocational Nursing**

**- Revised for Fall 2022 Application -**

The Dallas College School of Health Sciences offers a 51-credit hour curriculum leaving to a certificate of completion in Vocational nursing at the El Centro campus. A graduate of the program is eligible to take the NCLEX-PN examination to become a Licensed Vocational Nurse (LVN) within the guidelines set by the Texas Board of Nursing. 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 in conducted after a student has applied and been accepted to the program.**

Acceptance to the Vocational Nursing program is via **competitive ranking process for selection based on a point award system for designated criteria.**

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

## Equal Educational Opportunity

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

national origin, religion, sex, disability, or sexual orientation.

## Application Requirements to the Vocational Nursing Program

Application to the Vocational Nursing Program requires the following steps:

* Graduation from high school or earn the General Education Diploma (GED).
* Application and current admission to Dallas College.
* Completion of Texas Success Initiative (TSI) requirements as necessary.
* Completion of the three program prerequisite courses with a minimum cumulative grade point average of 2.50 or higher on those specific courses.
* Viewing an online Vocational Nursing program information session.
* Completion of designated sections of the HESI A2 Test with a minimum score of 80% on each of the required sections.
* Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations and CPR certification to SurScan.
* Submission of a complete application materials to the Health Occupations Admissions Office fia email during a designated filing period.

## A. General Admission Requirements to the College

Applicants to the Vocational Nursing program must meet all [college admission requirements](https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/require.cfm?loc=econ) 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. **If TSI testing indicates that developmental courses in reading, writing, and/or math are required to satisfy TSI requirements, the applicant must complete that remediation *before* applying to the Vocational Nursing program.** Students should consult an academic advisor to determine their TSI status prior to application to the Vocational Nursing program.

All students applying or enrolled at a Dallas College campus are required to submit their Social Security number to the Registrar’s Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar’s Office. For more information, consult a Registrar/Admissions Office at any Dallas College campus.

### Official College Transcripts

Prior to application to the Vocational 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 Admissions – Eastfield campus, 3737 Motley Drive, Mesquite, TX 75150.

### Initial College Application, Advisement, and Enrollment

Students who are beginning college for the first time will follow the [Six Steps to Enrollment](https://www.dcccd.edu/admissions/application/pages/default.aspx) which will guide them from applying the college system to placement testing, selecting a degree plan, contacting an academic advisor, and enrolling in basic courses.

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 occupations program. ***Note: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.***

### Online Program Information Sessions

Potential applicants are required to view an online [Vocational Nursing information session](https://www.dcccd.edu/health-packets-sessions/) where the program, application procedures, and acceptance policies are discussed in detail. The information session must be viewed as a running Power Point and a link to a questionnaire will activate at the end of the presentation. Once the questionnaire is submitted, application forms will be emailed to the applicant within 1-2 business days.

## B. Program Prerequisite Courses

Applicants must complete the following three (3) prerequisite courses with a minimum cumulative grade point average of 2.50 or higher to be eligible to apply to the Vocational Nursing program.

Prerequisite Courses

|  |  |
| --- | --- |
| Prerequisite Courses | Credit Hrs. |
| BIOL 2401\* Human Anatomy & Physiology I | 4 |
| ENGL 1301 Composition I | 3 |
| PSYC 2301\*\* General Psychology ***or***  SPCH 1311\*\* Introduction to Speech Communication | 3 |
| Total | 10 |

\* BIOL 1406 is the required prerequisite for enrollment into BIOL 2401. A CLEP test is also available for BIOL 1406.

\*\* For application to the Fall 2021 program, PSYC 2301 ***or*** SPCH 1311 or SPCH 1315 or SPCH 1321 is accepted as the third prerequisite course.

Applicants must also achieve a cumulative GPA of 2.00 or better on a 4.00 system on all previous college coursework to be eligible for program application. Developmental course grades are not included in the cumulative GPA calculation.

## 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, the Health Occupations Admissions Office at the El Centro campus also evaluates a student’s coursework and generates an Educational Plan for the student. 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 occupations program.

Educational Plans are optional and are not required for application to a health occupations program. are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an “as you wait” basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. Therefore, 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 Health Occupations Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.*

### 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 Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

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

See detailed information regarding [Advanced Placement, CLEP, and Credit by Examination.](https://www.dcccd.edu/cd/credit/pages/ecc-health-resources.aspx)

### Coursework from Foreign Universities

Only courses such as human anatomy and human physiology may be considered for transfer to the Vocational Nursing program from colleges or universities outside the United States. **No other courses will be considered.** [Foreign Coursework Evaluation](https://www.dcccd.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. HESI A2 Test

The [HESI A2](https://www.dcccd.edu/hesi) test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the Vocational Nursing Prerequisite Courses, all applicants to the Vocational 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.**  Students must also complete the **Learning Styles and Personality Profile sections** and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded. See [HESI A2](https://www.dcccd.edu/hesi) for more information.

Please note the following important information regarding the HESI A2:

* Test scores are valid for **two years** from the date of testing to the application filing deadline date.
* Applicants may take the HESI A2 at any approved testing site including the assessment center at the El Centro campus. The approximate cost of the HESI test at the El Centro campus (Paramount Building) is $50.00.
* HESI A2 testing is also available online at a cost of approximately $70.00. Email [5tests@dcccd.edu](mailto:5tests@dcccd.edu) for instructions.
* **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their program application materials.**
* HESI A2 testing appointments at the El Centro campus fill quickly. Applicants are encouraged to schedule their HESI A2 several weeks prior to an application filing deadline. ***Note:* Score sheets may not be available for download from the Elsevier website for 2-3 days. Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.**
* The **HESI A2 Study Guide** is available at various bookstores including the Follett Bookstore at the El Centro campus. A **HESI A2 Prep** course is periodically offered by the College Continuing Education Division. Contact that office at [continuinged@dcccd.edu](mailto:ceadmissionsregistration@dcccd.edu).
* **There is no limit on the number of times an applicant may take the HESI A2 test for application to the Vocational Nursing program.** If the applicant desires to retake the HESI A2, **ALL FIVE SECTIONS** must be retaken. Only one score sheet should be submitted with scores of 70 or higher on each of the four required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be the official scores. It is not necessary to repeat the Learning Styles and Personality Profile sections on retests. The printout of these sections can be submitted from any testing attempt.
* Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A2 prep course to prepare for the retest opportunity.

## E. SurScan

Applicants to the Vocational 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. 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).

**SurScan Registration**

To set up your SurScan account, follow these directions:

1. Go to [www.SurScan.com](http://www.SurScan.com)

2. Click on the REGISTER button on the top right-hand corner of the page.

3. Enter the client code which is Dallas College.

4. Follow the directions to enter your name, email, etc.

5. Enter your program on the pull-down menu.

6. Continue entering your information, payment, and document upload.

Contact SurScan at [clientservices@surscan.com](mailto:clientservices@surscan.com) or 972-633-1388 for assistance in setting up your account.

For inquiries regarding your immunization records after upload, contact [records@surscan.com](mailto:records@surscan.com) or 972-633-1388 extension 107.

## F. Vocational Nursing Application Materials Submission – Fall 2022 Selection Process only

**Read the following instructions carefully.**

After completing the Vocational Nursing Prerequisite Courses, the five designated sections of the HESI A2 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 and emailed to [AlliedHealthAdmissions@dcccd.edu](mailto:ECCHOAO@dcccd.edu) as pdf documents by the application filing deadline.

Application materials must include the following to be considered complete and valid:

1. A completed **Vocational Nursing Program Application and the signed Statement of Students’ Responsibility forms**.
2. **Documentation of meeting TSI requirements or, if TSI exempt, minimum reading and writing placement test scores** on your Advising Report, assessment testing score sheet, or a scanned college transcript.
3. The **HESI A2 score sheet(s)** indicating achievement of **a minimum score of 80 or higher on each of the five required sections and the Personality Profile and Learning Style results.**
4. A photocopy of the student’s high school diploma, high school transcript, or GED certificate.
5. If a member of Phi Theta Kappa, include a photocopy of your official Phi Theta Kappa membership card/certificate. Note: Submitting the PTK number or any other statement of membership is not accepted.

6. Applicants who have current health care related experience must present the following **documentation** to be considered for additional points in the ranking process: 1) **a photocopy of a certificate of completion**, or other credential documentation of their health care training, ***and,*** 2) a **letter on official letterhead signed by their current or previous supervisor** indicating dates of employment and specific details of the applicant’s role/duties in directly dealing with patients in the health care facility. **Experience points will not be reviewed or confirmed prior to application to the program.** The decision on awarding an applicant additional points for patient care/healthcare experience rests solely with the Program Coordinator.

**Note: Applicants are solely responsible for ensuring that their current official transcripts from ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES (excluding Dallas College campuses) are submitted to** [**studenttranscripts@dcccd.edu**](mailto:studenttranscripts@dcccd.edu) **or mailed in a sealed envelope to Admissions – Eastfield campus, 3737 Motley Drive, Mesquite, TX 75150 prior to applying to an El Centro health occupations program. Official transcripts must have a print date no earlier than three years of anticipated entry to a health occupations program.**

**Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application and to SurScan.**

**Once application materials are emailed to the health occupations admissions office, additional materials cannot be added in later emails.**

## G. Application filing period

There is one official filing period per calendar year for entry into the Vocational Nursing program.

***Note: Early submission of an application during a specific filing period does not influence ranking for admission.***

**Official application filing period for Fall 2022 semester (late August) admission:**

**January 1 – May 31, 2022**

Notification letters are mailed by July 1, 2022.

**Complete application materials must be emailed to** [**AlliedHealthAdmissions@dcccd.edu**](mailto:ECCHOAO@dcccd.edu) **by the application filing deadline. Application materials are not accepted in person or by conventional mail.**

## H. Selection Process

Applicants are ranked for acceptance selection via a point award system\*. Point award totals for applicants may range from a minimum of 5 points to a maximum of 15 points on the designated criteria below:

***POTENTIAL POINTS***

***POINT AWARD CRITERIA PER CRITERIA***

**Prerequisite Course Cumulative GPA (2.50 minimum required) 5**

**(ENGL 1301, BIOL 2401, and PSYC 2301 *or* SPCH 1311/1315/1321)**

2.50 – 2.99 3 points

3.00 – 3.49 4 points

3.50 – 4.00 5 points

**Support Courses completed with a minimum grade of “C” 2**

**(1 point per each course below)**

BIOL 2402

HPRS 2300 or RNSG 1301

**HESI A2 Test – Cumulative score on the five required sections 3**

**(minimum score of 80 or above required on each section)**

450 – 500 3 points

400 – 449 2 points

**Phi Theta Kappa Membership (**must submit PTK card with application materials**) 3**

**Current Health Care Related Experience – 1-2 points possible 2**

**Less than one year of experience = 1 point**

**One or more years of experience = 2 points**

Examples of experiences include but are not limited to those listed below:

Certified Nurse Aide (CNA)

Home Health Aide (HHA)

Medical Assistant (CMA)

Medication Aide

EMT or Paramedic

Pharmacy Technician

Phlebotomist

Psychiatric Technician

Patient Care Technician (PCT) or Patient Care Assistant (PCA)

Completion of a least 1 semester of a Vocational Nursing or Registered

Nursing program with a grade of at least “C” in all courses.

**Maximum Total Points 15**

If two or more applicants with the same point total, the cumulative score on the HESI A2 will be used to break the tie.

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

### Example of Ranking Process

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Cumulative HESI A2  Scores on all  5 sections  (max 3 pts.) | Prerequisite Course GPA (max. 6 pts.) | Support Courses  (1 pt. each) | PTK  (max. 3 pts.) | Previous Patient Care Experience (max. 2 pts.) | Total Points  (max. 15 pts.) | Cumulative HESI A2 Scores on all 5 sections  (Tie breaker) |
| Applicant #1 | 467 = 3 pts. | 4.00 = 5 pts. | 2 x 1 = 2 pts. | 3 | EMT=2 pts. | 15 | 467 |
| Applicant #2 | 459 = 3 pts. | 4.00 = 5 pts. | 2 x 1 = 2 pts. |  | Med Aide=1 pt. | 12 | 459 |
| Applicant #3 | 453 = 3 pts. | 3.60 = 5 pts. | 0 x 1 = 0 pts. | 3 | None=0 pts. | 11 | 453 |
| Applicant #4 | 475 = 3 pts. | 2.90 = 3 pts. | 2 x 1 = 2 pts. |  | Paramedic=2 pts. | 10 | 475 |
| Applicant #5 | 410 = 2 pts. | 4.00 = 5 pts. | 0 x 1 = 0 pts. | 3 | None=0 pts. | 10 | 401 |

You will see in the table that the shaded columns reflect the point total calculation and the final tie breaker which is the combined NET reading and math scores.

For example, Applicant #1 has a cumulative HESI A2 score of 467 on all five sections combined, has a 4.00 prerequisite GPA, completed both the support courses from the Vocational Nursing curriculum with a “C” or better in each, is a member of Phi Theta Kappa, and is an Emergency Medical Technical (EMT) for a point total of 15. Applicant #3 only received 1 point for patient care experience because their documentation indicated only one year or less of experience. You will note that Applicants #4 and #5 have the same final point total of 10; however, Applicant #4 has a higher combined HESI A2 score of 475 as opposed to Applicant #5’s combined HESI A2 score of 410 which breaks the tie between them. Therefore, if there were four spaces in the Vocational Nursing program, Applicants 1-4 would be accepted to the program.

## I. Notification of Acceptance

Using the above process, a ranked list is generated from those applications received during the official filing period and both acceptance and non-acceptance notification emails are sent. A student who applies during the official filing period and who receives an acceptance email is required to return a confirmation form within a specified timeframe to verify their space in the class.

Application materials submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission for the semester for which they apply or students who decline their acceptance for that semester may reapply during the next filing period to be considered for the next admission opportunity.

## J. Late Application Guidelines

In the rare event that all individuals on the ranked points list for a specific application filing period are accepted and space remains in that nursing class, applications may be submitted during the late application filing period below:

**Late filing for Fall 2022 semester admission (only if necessary): June 1 – July 15, 2022**

Note: Only applicants who are being offered a late space will be notified via email; all other late applicants who are not offered a space will be notified by mail after the complete and final Vocational Nursing class is confirmed. ***It should not be assumed that late applications will be necessary for every fall Vocational Nursing class.***

## Curriculum Overview – Vocational Nursing Program – Fall 2022

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prerequisites to Program Admission** | Lec Hrs | Lab Hrs | Ext Hrs | Cont Hrs | Cr Hrs |
| BIOL 2401\* Human Anatomy & Physiology I | 3 | 3 | 0 | 96 | 4 |
| ENGL 1301 Composition I | 3 | 0 | 0 | 48 | 3 |
| PSYC 2301\*\* General Psychology ***or***  SPCH 1311\*\* Introduction to Speech Communications | 3 | 0 | 0 | 48 | 3 |
| Total Hours Prerequisites | 9 | 3 | 0 | 192 | 10 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester I – Fall** | Lec Hrs | Lab Hrs | Ext Hrs | Cont Hrs | Cr Hrs |
| VNSG 1323 Basic Nursing Skills | 0 | 8 | 0 | 128 | 3 |
| VNSG 1409 Nursing in Health and Illness II | 4 | 0 | 0 | 144 | 4 |
| VNSG 1204+ Foundations of Nursing | 2 | 0 | 0 | 32 | 2 |
| VNSG 1360 Clinical – Licensed Prac/Vocational Nurse Training | 0 | 0 | 9 | 144 | 3 |
| Total Semester I Credit Hours | 6 | 8 | 9 | 464 | 12 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester II – Spring** | Lec Hrs | Lab Hrs | Ext Hrs | Cont Hrs | Cr Hrs |
| BIOL 2402\* Human Anatomy & Physiology II | 3 | 3 | 0 | 96 | 4 |
| HPRS 2300++ Pharmacology for Health Professions | 3 | 0 | 0 | 48 | 3 |
| VNSG 2410 Nursing in Health and Illness III | 4 | 0 | 0 | 144 | 4 |
| VNSG 2460 Clinical – Licensed Prac./Vocational Nurse Training | 0 | 0 | 24 | 672 | 15 |
| Total Semester II Credit Hours | 10 | 3 | 24 | 672 | 15 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester III – Summer I** | Lec Hrs | Lab Hrs | Ext Hrs | Cont Hrs | Cr Hrs |
| VNSG 1230 Maternal/Neonatal Nursing | 2 | 0 | 0 | 48 | 2 |
| VNSG 1234 Pediatric | 2 | 0 | 0 | 48 | 2 |
| Total Semester III Credit Hours | 4 | 0 | 0 | 96 | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester IV – Summer II** | Lec Hrs | Lab Hrs | Ext Hrs | Cont Hrs | Cr Hrs |
| VNSG 2160 Clinical – Licensed Prac/Voc Nurse Training  **Or** | 0 | 0 | 3 | 48 | 1 |
| VNSG 2162 Clinical – Licensed Prac./Vocational Nurse Training | (0) | (0) | (3) | (48) | (1) |
| VNSG 2163# Clinical – Licensed Prac./Vocational Nurse Training | 0 | 0 | 3 | 48 | 1 |
| Total Semester III Credit Hours | 0 | 0 | 6 | 96 | 2 |
| Total Program Hours = | 29 | 14 | 39 | 1520 | 43 |

\* BIOL 1406 is the prerequisite for BIOL 2401 and must be completed with a grade of “C” or higher within the last three years or a satisfactory score on the Biology CLEP exam.

\*\* For Fall 2022 application, either PSYC 2301 ***or*** SPCH 1311/1315/1321 will be accepted as the third prerequisite.

+ VNSG 1204 – Foundations of Nursing is offered online via the Internet only.

++ RNSG 1301 – Pharmacology is also accepted.

# **VNSG 2163 – Clinical – Licensed Vocational Nurse Training is the Capstone experience for the Vocational Nursing program.**

A minimum grade of “C” is required in all courses.

## General Information

1. The Vocational Nursing program accepts one class of 30\* students each fall semester at the El Centro campus only. The School of Health Sciences reserves the right to make changes in program enrollment capacity.
2. The Vocational Nursing courses are offered generally during daytime hours. Vocational Nursing courses are completed in two, 16-week academic semesters (one fall and one spring semester) and two, 5-week summer semesters. Each course involves 28-35 hours of class and clinical experience per week. A student should plan to spend 2-3 hours of additional study and preparation time for each hour of class and clinical experience. The demands of the Vocational Nursing program courses suggest that a student may not be able to work full-time while enrolled in the program.
3. The Vocational Nursing program’s clinical experience requires that students be physically able to care for sick patients. This involves lifting, moving, bathing, and transferring patients into and out of bed. Students will be exposed to patients with infectious diseases.
4. Students are encouraged to take the required general education support courses (BIOL 2402 and either HPRS 2300 or RNSG 1301) prior to entrance into the Vocational Nursing program, particularly if the student works or has significant family responsibilities. Many students find that completing the support courses first enables them to complete the program successfully while maintaining other responsibilities.
5. Applicants to the health science programs must submit physical examination and immunization documentation to SurScan no later than the program application deadline. Download more information at [Physical Exam and Immunization Requirements](https://www.dcccd.edu/cd/credit/pages/ecc-immunization-requirements.aspx).

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. **Note: Additional proof of immunizations including titers may be required by hospital clinical sites.**

1. All applicants must be certified in BLS – Basic Life Support CPR certification. CPR certification from the **American Heart Association (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 classes are available at each Dallas College campus, the American Heart Association, various hospitals, independent instructors, etc.
2. Proof of current personal healthcare insurance coverage is required for all health occupations students, **If documentation of coverage is not submitted to SurScan with immunization records, proof of coverage must be submitted 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 [NSNA Policy](https://www.uhcsr.com/NSNA) for more information.

1. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the Multicultural Center Office at [International@dcccd.edu](mailto:International@dcccd.edu) regarding eligibility to apply for a Social Security number before graduation from the program.
2. Many of the Vocational Nursing Prerequisite Courses and support courses are offered online. See the presentation [Getting Ready for Online Learning](https://www.dcccd.edu/cd/credit/online-learning/getready/pages/default.aspx) to see if you are a good candidate for online learning.
3. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a [Criminal Background Check and Drug Screen](https://www.dcccd.edu/cd/credit/pages/ecc-health-resources.aspx) prior to beginning their clinical experience. Students are responsible for all charges incurred for these screenings. **This procedure is conducted *after* a student has been accepted to their respective program.**

Results of these screenings are forwarded to the School of Health Sciences for review and verification that a student is eligible to attend clinical rotation. All background check and drug 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 Occupations 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 Health Occupations program.***

1. Potential applicants to the Vocational Nursing Program must be familiar with the licensure eligibility guidelines set forth by the [Board of Nurse Examiners for the State of Texas](http://www.bon.texas.gov/).
2. Dallas College charges a higher tuition rate for courses in which a student registers for the third or more times. The [Third Attempt Policy](https://www.dcccd.edu/paying-for-college/cost-tuition/third-course-attempt/pages/default.aspx?utm_source=shortcut+url&utm_medium=redirect&utm_campaign=financial+aid&utm_term=thirdcourseattempt) includes courses taken at any of the Dallas College campuses since the Fall 2002 semester. Developmental courses are not considered in this policy.
3. A student may apply to more than one Dallas College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in a Health Science program may not apply or be considered for admission selection for another Health Science program unless their current program of study will complete before the second program curriculum begins.

1. Students are responsible for their own transportation arrangements to the college and to their assigned health care facilities for clinical experience. Clinical assignments vary from among the facilities listed below. Other clinical affiliates may be assigned.

Heritage Manor Healthcare Center

Kindred Hospital

The Legacy Senior Community

1. Dallas College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier’s Office for details.
2. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. See [Six Drop Rule](https://econnect.dcccd.edu/DroppingFacts.jsp) for more information.
3. Financial Aid: Students should apply for [financial aid](https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx) well in advance of program application.
4. Please visit the [Texas Board of Nursing](http://www.bon.texas.gov/) website for links to professional organizations and other information regarding the Vocational Nursing profession.
5. Students who are completing the Dallas College Vocational Nursing program during a summer semester who wish to apply for entrance to the subsequent fall LVN-RN Advanced Placement “bridge” program, may submit their complete application materials by the specific application filing deadline. Their application will be considered pending their eligibility to sit for the NCLEX-PN examination. If accepted to the LVN-RN Advanced Placement “bridge” program, the student must be successful on the NCLEX-PN and obtain Texas LVN licensure within the first 60 days of enrollment. If unsuccessful on the NCLEX-PN by that deadline, the student will be removed from the LVN-RN Advanced Placement “bridge” program.
6. Please contact the individuals below for assistance:

Qiana Ross, RN, DNP, PhD (c), MSN

Academic Chair, Nursing Academics

Health Sciences Division

El Centro campus/Paramount

301 North Market Street

Dallas, TX 75202

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

Telephone: 972-860-5098

Allied Health Admissions Room P-101

El Centro campus/Paramount

301 North Market Street

Dallas TX 75202

Email: AlliedHealthAdmissions@dcccd.edu

Telephone: 972-860-5001

**Official transcripts are mailed directly to:**

Admissions – Eastfield campus

3737 Motley Drive

Mesquite, TX 75150**Electronic transcripts must be sent to:**

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

**ATTENTION: Program requirements for Fall 2023 application will change. Please be sure you obtain the new packet for Fall 2023 when it is available after September 1, 2022. Students are responsible for insuring they have the latest program information packet from:**

[**Vocational Nursing information packet/information session**](https://www.dcccd.edu/health-packets-sessions)

**Visit the** [**Vocational Nursing**](https://www.dcccd.edu/cd/credit/nursing/pages/lvn.aspx) **webpage:**

**Like us on** [**Facebook**](https://www.facebook.com/groups/ECC.AlliedHealthandNursing)**.**

## Estimated Expenses for the Vocational Nursing Program

|  |  |  |  |
| --- | --- | --- | --- |
|  | Dallas County Resident | Out of County Resident | Out of State/  Country Resident |
| Prerequisite Courses |  |  |  |
| Tuition/Textbooks (10 credit hours) \* | $ 790.00 | $ 1,350.00 | $ 2,000.00 |
| HESI A2 Test | 50.00 | 50.00 | 50.00 |
| SurScan | 112.00 | 112.00 | 112.00 |
| CPR Certification \*\* | 65.00 | 65.00 | 65.00 |
| Physical Exam and Immunizations \*\* | 225.00 | 225.00 | 225.00 |
| Total | $ 1,242.00 | $ 1,802.00 | $ 2,452.00 |
|  |  |  |  |
| **Semester I – Fall Semester** |  |  |  |
| Tuition/Textbooks (15 credit hours) | $ 1,185.00 | $ 2,025.00 | $ 3,000.00 |
| HESI Exam Fee | 55.00 | 55.00 | 55.00 |
| Uniforms (2 sets)/lab coat | 150.00 | 150.00 | 150.00 |
| Name Tag (2) | 12.00 | 12.00 | 12.00 |
| Shoes | 60.00 | 60.00 | 60.00 |
| Bandage scissors | 8.00 | 8.00 | 8.00 |
| Stethoscope | 35.00 | 35.00 | 35.00 |
| Watch with second hand | 40.00 | 40.00 | 40.00 |
| Total | $ 1,545.00 | $ 2,385.00 | $ 3,360.00 |
|  |  |  |  |
| Semester II – Spring |  |  |  |
| Tuition/Textbooks (17 credit hours) | $ 1,779.00 | $ 2,295.00 | $ 3,400.00 |
| HESI Exam Fee | 55.00 | 55.00 | 55.00 |
| Total | $ 1,834.00 | $ 2,350.00 | $ 3,455.00 |
|  |  |  |  |
| Semester III – Summer I |  |  |  |
| Tuition/Textbooks (4 credit hours) | $ 316.00 | $ 544.00 | $ 800.00 |
| HESI Exam Fee | 55.00 | 55.00 | 55.00 |
| Total | $ 371.00 | $ 599.00 | $ 855.00 |
|  |  |  |  |
| Semester IV – Summer II |  |  |  |
| Tuition/Textbooks (5 credit hours) | $ 395.00 | $ 675.00 | $ 1,000.00 |
| HESI Exit Exam | 75.00 | 75.00 | 75.00 |
| Review Class | 425.00 | 425.00 | 425.00 |
| NCLEX-PN and related licensure fees | 350.00 | 350.00 | 350.00 |
| Nurse Pin (optional) | 30.00 | 30.00 | 30.00 |
| Total | $ 1,275.00 | $ 1,555.00 | $ 1,880.00 |
|  |  |  |  |
| **Total Estimated Program Expense** | **$ 6,267.00** | **$ 8,691.00** | **$ 12,002.00** |

\* Tuition now includes textbook costs. These and other fees are subject to change. See official catalog for tuition table. A [Tuition Payment Plan](https://www.dcccd.edu/paying-for-college/payments/pages/payment-plans.aspx) option is available in fall and spring semesters.

\*\* Estimated cost of physical exam and immunizations.

+ Hard copies of nursing textbooks are also available at an additional cost.

Other costs to consider: Personal health care insurance coverage, transportation and parking fees to El Centro and hospital clinical sites.

## Vocational 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. \_\_\_\_\_ Download a [Vocational Nursing information packet and view the online information session.](https://www.dcccd.edu/health-packets-sessions)
2. \_\_\_\_\_ Complete an application for college admission.
3. \_\_\_\_\_ Submit official transcripts from all previously attended colleges and universities to [studenttranscripts@dcccd.edu](mailto:studenttranscripts@dcccd.edu) or the Registrar/Admissions Office at any Dallas College campus.
4. \_\_\_\_\_ See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores. **An applicant must be in compliance with all three areas of TSI requirements to apply to the Vocational Nursing program.**
5. \_\_\_\_\_ If needed, request Educational Plan from Health Occupations Admissions Office for evaluation of transferred course work taken at other colleges that applies to Vocational Nursing curriculum.
6. \_\_\_\_\_ Complete the following Vocational Nursing prerequisite courses with a minimum cumulative GPA of 2.50 or higher:

\_\_\_\_\_ ENGL 1301 \_\_\_\_\_ BIOL 2401 \_\_\_\_\_ PSYC 2301 ***or*** SPCH 1311/1315/1321

1. \_\_\_\_\_ Complete the HESI A2, scoring a minimum of 80% on all required sections of the test ***and*** complete the Personality Profile and Learning Styles sections.
2. \_\_\_\_\_ If possible before the application filing deadline, complete one or both of the following general support courses which apply to the Vocational Nursing curriculum.

\_\_\_\_\_ BIOL 2402 \_\_\_\_\_ HPRS 2300 or RNSG 1301

1. \_\_\_\_\_ Download the [Physical Exam form and Immunization requirements](https://www.dcccd.edu/cd/credit/pages/ecc-immunization-requirements.aspx) , see a physician or healthcare clinic for a physical examination, immunizations, TB screening, etc., and obtain BLS CPR certification. Submit physical exam form, immunizations, TB screening documentation, and photocopy of front and back of CPR card to SurScan prior to application filing deadline.
2. \_\_\_\_\_ Submit physical exam form, immunization and TB screening documentation with photocopy of front and back of CPR card to SurScan prior to the application filing deadline.
3. Compile the following materials as your complete Vocational Nursing application packet:

\_\_\_\_\_ Completed Vocational Nursing Application and Signed Statement of Students’ Responsibility forms.

\_\_\_\_\_ Documentation of TSI compliance on a transcript, advising report, score sheet, etc.

\_\_\_\_\_ Original HESI A2 score sheet(s) indicating a minimum score of 80% on all five required sections ***and*** the Personality Profile and Learning Styles section results.

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

\_\_\_\_\_ Patient care/health care experience documentation if any (see page 7, item 6).

\_\_\_\_\_ Photocopy of high school transcript, high school diploma, or GED certificate.

\_\_\_\_\_ Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms that have been granted to the student.

1. \_\_\_\_\_ Email all materials in item 11 to [AlliedHealthAdmissions@dcccd.edu](mailto:ECCHOAO@dcccd.edu) with the subject line **”Vocational Nursing Application Materials”** by the May 31, 2022 application filing deadline.
2. Final ranking is complete and notification emails are sent by July 1, 2022.