



Practical Nursing Diploma

**Admissions Procedures and
Qualification Criteria
2016-2017**

York Technical College issues this booklet for the purpose of furnishing all interested persons with information about the admissions process for the Practical Nursing Diploma Program. Although every effort is made to keep this information as current as possible, policy statements in this booklet are subject to change without notice and may not be regarded in the nature of binding obligations on the College. For further information, please contact:

York Technical College
Enrollment Services
(803) 327-8008 within the local dialing area
(800) 922-TECH (toll-free) inside South Carolina

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PRACTICAL NURSING DIPLOMA **At York Technical College**

The Diploma in Applied Science major in Practical Nursing program is designed to prepare graduates for work as a practical nurse in hospitals, doctors' offices, and long-term care facilities. Graduates of the program are prepared to take the licensing exam to become a Licensed Practical Nurse (LPN).

The Practical Nursing Program is approved by the Board of Nursing for South Carolina, Synergy Business Park; Kingtree Dr., Suite 202, Columbia, SC 29210, (803) 896-4550 or fax (803) 896-4525 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000, (fax) 404-975-5020, www.acenursing.org.

The Practical Nursing Program prepares men and women for the practice of nursing to provide direct client care across the lifespan. The practical nurse graduate is prepared to function in the role of provider of care and manager of care for individuals and families with common health problems. This nurse functions dependently under supervision as a healthcare team member in a variety of healthcare settings.

Graduates of the program are eligible to take the Computer Adaptive Testing of the National Council Licensing Examination (NCLEX-PN) for Practical Nurses. Graduates who successfully pass the National Council Licensing Examination for Practical Nurses are eligible to apply for licensure as a practical nurse in any of the 50 states or U.S. territories.

There are legal limitations for state licensure in South Carolina for graduates with prior convictions and/or disciplinary action. The South Carolina Board of Nursing policy regarding legal limitations for state licensure is available on www.llr.state.sc.us/pol/nursing .

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Dear Student:

Welcome to York Technical College, and thank you for your interest in the Practical Nursing (PN) Diploma program.

The York Technical College Practical Nursing Program is offered at and in cooperation with the Lancaster Vocational School in Lancaster, SC, and the Chester Vocational School in Chester, SC. The PN program accepts a class of 20 students at each of those locations once a year in the fall semester. It is the goal that at least 50% of the students in the Lancaster PN program reside in Lancaster County, and at least 50% of the students in the Chester PN program reside in Chester County.

The purpose of this booklet is to clarify the application process, identify the PN program qualification requirements, and explain how the qualified applicant waiting list is managed.

There is a great demand for medical professionals in our workforce today. Many people realize that a Practical Nursing career would not only offer many job choices and a good salary, but it would also provide the personal satisfaction of serving and caring for others.

For these reasons, there are many students interested in pursuing the PN program. The PN program can accommodate only a limited number of students each year in order to provide the highest quality education. Therefore, the Counseling and Support Services Department (CASS) maintains a first-qualified, first-served list of students for the PN program. Your immediate goal should be to get your name on this list of qualified students as soon as possible. This document will provide clear and specific instructions to help you understand exactly what you need to do from the point of application to the point of program entry.

It is your responsibility to read and understand the contents of this document. It is also your responsibility to contact a CASS Counselor or your academic advisor for assistance should you have questions or need clarification on any of the content in this pamphlet at any time during the process of qualifying and enrolling in the PN program.

Thank you again for your interest in and for choosing York Technical College to achieve your educational goals.

Sincerely,



Kerri McGuire
Counseling and Support Services
Director

I. The Admissions Process for the Practical Nursing Diploma (PN) Program at York Technical College

The Practical Nursing program is limited in enrollment, and the waiting lists for both the Lancaster PN program and the Chester PN program are individually processed on a first-qualified, first-served basis.

1. Complete and submit the York Technical College Application for Admission at www.yorktech.edu .
2. Submit proof of high school or GED completion. Currently enrolled high school seniors who meet all other program qualification requirements are eligible to be placed on the list of qualified applicants on a provisional basis pending the submission of evidence of a high school transcript upon graduation.
3. Take the ACCUPLACER or COMPASS Placement Test if necessary. Contact the Assessment Center at 803-981-7176 for testing times.

This test *may* not be necessary if you submit satisfactory SAT/ACT scores or a college transcript documenting previous college credits. Contact a counselor to determine if you will need to take the ACCUPLACER or COMPASS Placement Test.

4. The counselor will review your ACCUPLACER or COMPASS, SAT or ACT test scores, high school transcripts, and any previous college credits you may have earned, and the counselor will determine if you have met the qualification requirements to be placed on the list for the PN program.

Initially, you will be admitted into our AAS.GT.HSPN program (*Associate in Applied Science with a Goal of Practical Nursing*). While in AAS.GT.HSPN program, you can take the General Education, or non-Nursing, classes required for the Nursing degree. You will not be admitted into the *DAS.NURPN (Diploma in Applied Science Major in Practical Nursing)* until the fall semester that you actually begin the Practical Nursing (NUR) classes.

If you ARE qualified for the PN waiting list:

You will be required to pay a \$50 NONREFUNDABLE and NONTRANSFERABLE list-processing fee in order to have your name placed on the list of qualified applicants for the PN Program location of your choice (Lancaster or Chester). This payment is made at the York Tech Cashier's Office. Should you wish to have your name on the PN list, for both locations, each list would incur a separate \$50 list access fee. *Students owing a past due debt to the College are not eligible to enroll. List access fees will not be accepted until the prior debt is paid in full.*

If you ARE NOT qualified for the PN waiting list:

Your counselor will review the necessary steps for you to take in order to become eligible to have your name placed on the list of qualified applicants for the PN program. These steps are outlined next in Section II.

II. Qualification Requirements for the PN Program

To be placed on the list of qualified applicants for the PN program, you must provide documentation that you meet the following criteria:

_____ 1. **High School or GED completion**

This can be in the form of an official high school transcript or an official GED score report.

_____ 2. **Completion of ONE of the following methods of qualification:**

_____ **COMPASS** Minimum scores of **Pre-Algebra 54, Reading 88, Writing 70**

_____ **ACCUPLACER** Minimum scores of **Arithmetic 90, Reading Comprehension 95, Sentence Skills 75**

_____ **2005 SAT** Minimum scores of **480 Critical Reading** and **540 Math** (No more than 5 years old)

_____ **2016 SAT** Minimum scores **480 Reading/Writing** and **570 Math** (No more than 5 years old)

_____ **ACT** minimum scores of at least **21 English** and **23 Math** (No more than 5 years old)

_____ **ASSET** Minimum scores of **Numerical 43 & Elem. Algebra 31, Reading 46, Writing 41**

_____ **“C”** or better in **RDG 101** and **MAT 032** or **150** and **ENG 100** or **ENG 032**

AND

Minimum PN program GPA of 2.00 in classes taken at York Technical College that can be applied towards the PN program. **

_____ 3. **Completion of TEAS with Composite score of ‘Proficient’ or better** (no more than 3 years old)

This requirement must be met, along with the additional criteria outlined in this packet, in order for a student to attain eligibility for the Practical Nursing program’s waiting list. The TEAS can be taken at York Technical College or an official score report can be sent to York Technical College.

****Important information for students who have been previously enrolled in the PN program at York Technical College:**

Like a new applicant, you must meet all qualification criteria, including the appropriate minimum GPA requirements, to place your name on the waiting list. Please be aware that *any and all* course- work that you have taken that can be applied towards the PN diploma, including NUR courses, will be calculated into your PN program GPA.

Important information regarding the BIO 210 & BIO 211 course requirements for the PN program: Students are limited to a maximum of 2 attempts per class at successful completion of BIO 210 as well as BIO 211. If a student has attempted BIO 210 and/or BIO 211 and required more than 2 attempts in order to earn a grade of “C” or better in either class, they must wait 5 years from their last attempt to place their name on a PN waiting list.

Students are strongly encouraged to update expired BIO courses prior to beginning the Nursing program; however, those BIO courses not updated prior to beginning the Nursing program must be completed according to the York Technical College Suggested Plan of Study at <http://www.yorktech.edu/programs-and-classes/course-catalog/>

_____ 3. **Meet with a Counseling and Support Services (CASS) Counselor to have your name placed on the qualified applicant list.**

As soon as you meet qualification requirements for the PN program, you will need to meet with a CASS counselor. The counselor will verify that requirements have been met and will direct you to pay the required **\$50 NONREFUNDABLE/NONTRANSFERABLE list processing fee**. Once this has been done, your name will be placed on the list of qualified applicants for the PN program in the location of your choice.

III. Maintaining Your Position on the PN Waiting List

Once you meet the qualification criteria and your name is placed on the PN waiting list, you are responsible for maintaining eligibility for the PN program. Please read the following steps very carefully so that you understand your responsibilities:

1. Keep York Technical College updated with your contact information

While your name is on the list of qualified applicants, it is your responsibility to let us know immediately if your address or phone information changes. Otherwise, we will be unable to contact you for any reason, including offering you a seat in the next available class.

2. Maintain at least a 2.00 GPA

All students must maintain a minimum GPA of 2.00 in any required courses and electives for the PN program in order to remain on the list of qualified applicants. Equivalent courses completed at other accredited colleges may transfer, but only courses completed at York Technical College are included in the GPA calculation. The CASS Office will check your GPA following each term you are on the list to verify that you remain eligible for the PN program. **Should your GPA fall below 2.00 at any time your name is on the list, you will no longer be eligible and your name will be removed from the list.** If this occurs, you will be notified by mail.

You may use WebAdvisor to determine your Practical Nursing GPA by following these directions:

- Click ***WebAdvisor*** on the York Technical College Homepage
- Log in using your student username and password
- Click on the ***Students*** tab
- Under ***Academic Profile – undergrad.***, click ***Program Evaluation***
- Click the drop-down box beside ***“What if I changed my program of study”***
- Choose your goal program and ***Submit***
- Practical Nursing = Diploma Program - Nursing (PN)
- Choose the ***latest*** Catalog Year and ***Submit***
- Students whose ***Program GPA*** falls below a 2.00 **at any time** are no longer eligible for entry into their program. Students who are no longer qualified for their program will be notified by mail.

3. Complete B IO 210 & B IO 211 with grade of ‘C’ or better in no more than 2 attempts per class

If, while on a PN waiting list a student attempts to complete BIO 210 and/or BIO 211 and they exceed the allowed number of attempts, their name will be removed from the PN program waiting list. A student whose name is removed from the list due to exceeding the allowed number of attempts to complete either BIO course must wait 5 years from the last attempt to place their name back on the waiting list.

NOTE: Unsuccessful completion of one of these courses is defined as a student enrolling in the course and earning a grade of “W”, “D”, “F” or “WF”.

IV. When You Are Offered Entry Into the PN Program

Please note and be prepared for the following to occur when your name comes up to begin the PN program:

1. Notification of entry

You will be notified by mail that your name has come up to begin the program. When you receive your letter offering you a seat for your program, you will have two choices. **If you do not respond by either method below before the specified deadline, your name will be removed from the list.**

- a. Pay your confirmation deposit (\$100) by the specified deadline to be eligible to enter the program that year. This deposit is NONREFUNDABLE and NONTRANSFERABLE and applies toward the tuition fee for your first semester in the PN program. *Students owing a past due debt to the College are not eligible to enroll. Deposits will not be accepted until the prior debt is paid in full.*
- b. Pay an additional non-refundable/nontransferable list access fee (\$50) by the specified deadline to keep your name on the list for the following year. If you choose this option, you must accept your seat the following year or your name will be removed from the wait list. **You have the opportunity to delay your entry only once.**

If for any reason you choose not to enter the program after paying the \$100 deposit, you may stay on the list by paying another \$50 list access fee which will be due within one month of the date you notify the program monitor of this decision. **Again, you can delay your entry only once.** Another \$100 deposit will be required to obtain entry into the next year's class.

You are responsible for making sure that you are able to receive this information. This includes keeping us updated on any changes to your contact information AND making sure that all members of your household are aware that you may be receiving an important letter. You do not want to lose your place in the class because you miss your invitation to begin.

As the start date for the Fall class gets closer, it may become necessary for the CASS Office to attempt **telephone** contact with the next qualified student on the list in order to replace a student who withdraws at the last minute or fails to register for classes. In this situation, time does not allow for the regular mail confirmation process to occur.

2. Pay your deposit and fulfill additional requirements before starting the PN program

- a. You will need to submit a completed **Student Health Form** (available in Room A-100) on the first day of class.
- b. You must carry **liability insurance** and **health insurance**. You must submit proof of health insurance. Health insurance may be obtained through www.healthcare.gov or your private insurance.
- c. Clinical facilities require clear **drug screens** and **criminal background checks** before allowing students to participate in clinical rotation. You will be financially responsible for these items. You may be required to have a drug screen at any time during your rotations. *You must be eligible to attend clinical at all facilities.*
- d. ****You must attend a required PN program orientation** to be held prior to the Fall semester.

If at any point you decide that you are no longer interested in remaining on the list or in starting the PN program, please contact the Counseling and Support Services (CASS) Office immediately.

V. Frequently Asked Questions About the PN Program

Q. How long is the waiting list for the Practical Nursing program?

A. Be aware that there is typically a waiting period of *approximately* 1-2 years from the time a student gets on the waiting list until the Fall term that the student will actually begin the program.

Q. When and how often do you start a new PN class at York Technical College, and how long does the program last?

A. The PN program begins once a year in the Fall semester, and lasts for 3 consecutive semesters, or 1 year.

Q. Can I get on the waiting list before I meet the minimum qualification requirements?

A. No. You must fully meet the qualification requirements for the PN program as outlined in this document before you can be placed on the list.

Q. Can I be on both the Lancaster PN list and the Chester PN list?

A. Yes, but you have to pay the required \$50 list access fee for placement on each list.

Q. Can I be on more than one type of Health and Human Services program waiting list?

A. Yes. However, you are encouraged to choose one goal and place your emphasis toward meeting that goal. All Health and Human Services programs are very different and prepare students for specific careers. It would be unwise to choose a program based solely upon which one you could gain access to first. In addition, for every program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list access fee of \$50.

Q. I originally paid to be on the Lancaster PN list, but now would prefer to be on the Chester PN list. Can I simply request my name be moved from one list to the other?

A. No. The \$50 list access fee that you originally paid to get on the Lancaster PN list is NONTRANSFERABLE; therefore, you must pay an additional \$50 to get on the Chester PN list.

Q. If I have at least a Bachelor's degree, am I still required to submit a copy of my high school transcript as well as my college transcript(s)?

A. Yes, documentation of high school/GED completion is required for accreditation purposes.

Q. Can I be placed higher on the list if I have an advanced degree or a higher grade point average than some of the others on the list?

A. No, the waiting list is handled strictly on a first-qualified, first served basis.

Q. Once I complete the York Technical College PN program, can I enter directly into the second year of the ADN (RN) program at York Technical College?

A. Graduates of the York Technical College PN program who eventually wish to apply for admission to the Associate Degree Nursing program with advanced standing must meet the full qualification criteria for the ADN program. Please see a CASS Counselor if you have questions regarding ADN program qualifications. Qualified PN graduates can transition into the second year of the ADN program on a space available basis only.

V. Frequently Asked Questions About the PN Program (continued)

Q. How are classes scheduled?

A. The general education classes can be taken part-time or full-time, day or evening, and a few are available through alternative delivery methods such as by internet. Once you are in your Practical Nursing classes, however, the schedule becomes much less flexible. Practical Nursing classes include campus and clinical laboratory hours. Students are required to drive to a variety of clinical agencies to complete the clinical component of the nursing courses. Students may be assigned to morning, afternoon, or evening clinical experience anywhere in the tri-county area. Clinical experience may range from 8-12 hours per clinical day. Students must drive to Lancaster, Chester, and York Tech campus for classes.

Q. What is the grading scale once I am in the Practical Nursing program?

A. The grading scale for the Practical Nursing (NUR) classes and is as follows: **A = 91-100; B = 86-90; C = 80-85; D = 70-79; F = 69 and below.** Practical Nursing students must make a grade of “C” or better in theory in each nursing course attempted and receive a clinical evaluation of “Satisfactory.”

NOTE: In order to progress in the program, all Practical Nursing students must demonstrate math competency by passing the Drug Dose Competency Exam in each of the following courses: NUR 159, NUR 211, and NUR 209. Details regarding this requirement will be provided in each course syllabus at the time that students enter these courses.

Q. Can I work while I am enrolled in the PN program?

A. Yes, but...The Practical Nursing program is quite rigorous and demanding and includes many class hours, clinical rotations and outside assignments. Your probability of success can decrease significantly with the addition of outside work responsibilities. Once enrolled in the PN program, you should consider limiting your work schedule to allow for the demands of the program.

Q. Do I have to be enrolled in courses to remain on the PN waiting list?

A. No, your name will not be removed from the waiting list unless you 1) allow your program GPA to fall below a 2.00, or 2) fail to make a “C” or better on two attempts each taking BIO 210 or BIO 211, or 3) request to have your name removed from the waiting list.

Q. What types of expenses can I expect once I am in the Nursing program?

A. Please see the Estimated PN Program Expenses sheet in the back of this document.

Q. What types of financial assistance are available to me?

A. York Technical College participates in the following programs:

- Federal Pell Grant (FPELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Academic Competitiveness Grant
- SC Need-Based Grant (SCNBG)
- LIFE Scholarship (LIFE)
- Lottery Tuition Assistance (LTA)
- Scholarships
- Special Grants and Sponsorships
- Stafford Loans
- Springs Foundation Loan
- Alternative Student Loans
- Tuition Payment Plan (TPP)

(continued on next page)

V. Frequently Asked Questions About the PN Program (continued)

Q. Once I obtain financial aid, can I be assured that I will receive it throughout my enrollment in the program?

- A. Financial aid is typically awarded on an annual basis. Students are required to reapply for aid each academic year. Each type of financial aid has specific continuing eligibility guidelines that must be met. You are responsible for understanding these guidelines for each type of aid you are receiving.

Those students who receive FPELL and FSEOG need to be aware of the **Federal Aid Eligibility Limit**. Students receiving Federal financial aid may only receive aid for one and one-half times, or 150% of the length of their academic program. This means that students enrolled in AAS.GT.HSPN are able to receive financial aid for up to 99 attempted credit hours; however, **students enrolled in the DAS.NURPN program (Diploma in Health Science with a Major in Practical Nursing) are limited to receiving financial aid for only up to 61.5 attempted credit hours.**

Many AAS.GT.HSPN students receiving FPELL and FSEOG want to remain actively enrolled in coursework after they have completed their general education courses and while they are waiting to start the PN program. These students need to be extremely careful that they do not exhaust their eligible funds prior to completion of the PN program. **Please note that financial aid can only pay for courses that count towards the student's current, eligible program of study.**

For more information about this or other financial aid issues, please Contact the Enrollment Services Office, which is located in the Student Services Building, for more information.

Q. How can I obtain more detailed information about the York Technical College Nursing program?

- A. You may visit the Nursing Degree information section of the York Technical College website to obtain a more comprehensive description of the program, schedule, requirements, transfer, retention and promotion policies. Follow the instructions below:
- Go to www.yorktech.edu
 - Click on **Programs & Classes**
 - Click on **Credit Programs**
 - Scroll down and click on **Health Science**
 - Click box under **Program Options**
 - Choose **DAS Practical Nursing** from the options

Additional detailed information about our Practical Nursing program can be found in our Catalog and Handbook. The York Tech Catalog and Handbook can be viewed online at our website.

**York Technical College
PN Nursing Program Expenses
2016-2017**

ITEMS	FIRST YEAR (3 semesters) 41 semester hours	TOTAL
York Technical College		
List Processing Fee - \$50	\$50.00	\$50.00
Student Fee (\$30 per semester)	\$90.00	\$90.00
Deposit upon acceptance (applies toward tuition)	\$100.00	\$100.00
Technology Fee (\$4/credit hour)	\$164.00	\$164.00
Course Fee (\$15/credit hour)	\$615.00	\$615.00
TEAS Test	\$96.00	\$96.00
Tuition - York County Residents – \$161 per credit hour	\$6,601.00	\$6,601.00
Tuition - Out of county residents - \$176 per credit hour	\$7,216.00	\$7,216.00
Tuition - Out of State residents – \$372 per credit hour	\$15,252.00	\$15,252.00
Nursing Textbooks, Syllabi, Clinical notebooks	\$700.00	\$700.00
Uniforms (includes shoes & lab coat)	\$250.00	\$250.00
Stethoscope & Equipment	\$60.00	\$60.00
Insurance-Personal/Professional Liability	\$15.00	\$30.00
Insurance – Health & Accident	Required of all students	www.healthcare.gov
Physical Exam	\$250 (includes Titers & PPD)	\$250.00
<ul style="list-style-type: none"> • 2 step PPD Tuberculin Test • Titers ~ \$150.00 • Hepatitis Vaccine (Recommended) \$240 		
Criminal Background Check	\$54.50	\$54.50
CPR Certification & re-certification	\$50.00	\$50.00
*Transportation Cost (estimated cost)	\$300.00	\$300.00
ATI – standardized testing (\$115/semester)	\$375.00	\$375.00
Graduation Fee/Cap & Gown	\$45.00	\$45.00
Post-Graduation Exam & Licensure Cost		
SC Licensure Fee PN \$70.00 +Background Check & Fingerprints \$54.50	\$124.50	\$124.50
NCLEX-PN Exam	\$200.00	\$200
*****All EXPENSES ARE APPROXIMATE AND SUBJECT TO CHANGE*****		
*Travel to different facilities is required for classroom and clinical experiences.		

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