

# Associate Degree in Nursing Program Advisory Packet

Summer 2022

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## Texas State Technical College West Texas Sweetwater Registered Nursing Program

Thanks for Asking!

We are glad you are interested in the Associate Degree in Nursing Program at TSTC. This is a transitional program of study leading to an Associate Degree in Nursing. Upon successful completion of the program, the ADN degree will be conferred by TSTC. The successful graduate will be eligible to sit for the NCLEX-RN exam to obtain licensure as a registered nurse from the Texas Board of Nursing. Students/graduates of the program may not work as a registered nurse until successfully passing the NCLEX-RN examination.

There is a significant and growing need for registered nurses throughout the state of Texas and all over the United States. The Associate Degree in Nursing Program at TSTC Sweetwater is a fast-paced associate degree program that serves surrounding rural county areas of West Texas. TSTC works hand in hand with healthcare industry leaders to train highly qualified nurses.

The program includes three semesters of nursing-related courses, simulation lab and clinical. The entire program requires 60 credits, taking at least three full years to complete (includes one full year in the Vocational Nursing program). Academic courses taken at other schools may be accepted for credit. TSTC does not accept any nursing core course transfers.

This program is designed for Texas Licensed Vocational Nurses. The Associate Degree in Nursing program at TSTC Sweetwater is a hybrid asynchronous online program with most of the program delivered online. Faculty supervised lab simulations are carried out at the Sweetwater campus. Hands-on supervised clinical experiences are conducted in a variety of area healthcare facilities (both acute and non-acute settings). The program may be completed in 12 months if general education courses are completed ahead of time or in two years if the student chooses to start with general education coursework.

Because we want you to succeed and graduate, it is in your best interest (and ours) to make sure you know the challenges you will face when you become a student. An open, honest dialogue with an LVN to ADN faculty member should focus on your background, time commitment, previous college experience, and other factors that will help determine your likelihood of succeeding and graduating from TSTC Sweetwater, which, after all, is our shared goal.

Please remember this program is a professional nursing program. Please keep all communication with the nursing school, ADN staff assistant, faculty, and director professional. This includes email, text, phone calls, and face to face conversations. We strive to always model professional behavior in nursing from nursing education to the bedside.



The Associate Degree Nursing LVN - ADN Transition program at Texas State Technical College is approved by the Texas Board of Nursing (TBON). The program is further approved by the Texas Higher Education Coordinating Board and is SACSCOC accredited. This advisory packet is designed by Texas State Technical College LVN to ADN staff to guide the prospective students with general information about the program and the application process.

We are looking forward to an exciting year!

**Lisa Van Cleave, EdD, RN**

**Program Director**

LVN –ADN Transition

Program Email:

[lisa.vancleave@tstc.edu](mailto:lisa.vancleave@tstc.edu)

**Application Upload Contact Information**

**Mary Wilhite**

**Allied Health Student Services Specialist**

Texas State Technical College 2082 Quantum Loop

Abilene, Texas 79602

325-734-3644

[mwilhite@tstc.edu](mailto:mwilhite@tstc.edu)

**ADN Program Information Resource:**

**Kristi Hendrix**

**Secretary**

Texas State Technical College

300 Homer K. Taylor Dr.

Sweetwater, Texas 79556

325-235-7307

[kristi.hendrix@tstc.edu](mailto:kristi.hendrix@tstc.edu)

**Charlene Rice**

**Level One Lead Instructor**

[Charlene.rice@tstc.edu](mailto:Charlene.rice@tstc.edu)

**Maria Kuykendall**

**Level Two Instructor**

[Maria.Kuykendall@tstc.edu](mailto:Maria.Kuykendall@tstc.edu)

## **First Things First**

### **1. Apply to become a TSTC Student via the TSTC website.**

It is advised that you begin with your admission to the college so you will have a TSTC email address and become a part of the college system prior to starting the ADN Packet. TSTC email is the accepted way of communicating with TSTC faculty and staff. Acceptance into the college and declaring nursing as your major does not guarantee acceptance into the core LVN to ADN transition program. This process will take from 5-14 business days and will be completed when your official transcripts have been accepted in TSTC Admission and uploaded. Go to the Nursing page and click on the “Apply Now” red button.

[tstc.edu/programs/nursing/](http://tstc.edu/programs/nursing/)

### **2. Request all Official College Transcripts to be sent to TSTC Admissions.**

Your transcripts (official) are extremely important to the admission process along with your applications. All official transcripts are to be requested by you & sent to the Admissions Department at the Sweetwater campus, NOT the nursing department. A **copy (unofficial) of your transcripts** needs to be put into the submission packet.

### **3. Complete a Group 1 Background Check for Clinical Participation.**

Go to this link (Use the link below to access Group1):

If the link does not work for you, email Mrs. Kuykendall – [Maria.kuykendall@tstc.edu](mailto:Maria.kuykendall@tstc.edu)

[Group One via HMC](#)

If you have a previous Group 1 background and it is older than 9 months : **July 24, 2021**  
you must complete a new Group 1:

Sign up for a background check as soon as you begin the application process. You need to click on the above link NOT copy/paste it. It will be **\$30.00**. Please print or screen shot the disclosure form and confirmation page for your records to indicate you paid for the process. \*(See below). Once the background check has completed, you will get an email stating it is completed. You will need to go back into your GP1 account and print a copy of the complete (ALL pages) of the background check.

**Submit the copy of the complete background check with the application packet.**

**Note: This is a separate requirement from the BON background check.**

**\*IF YOU DO NOT RECEIVE THE COMPLETED REPORT BEFORE YOU SUBMIT,**

you will need to submit the disclosure form and confirmation page that you have started the background check process.

**\*ONCE THE REPORT IS RECEIVED, and it is before the application due date, please send via email to:**

[mary.wilhite@tstc.edu](mailto:mary.wilhite@tstc.edu)

**\*IF IT IS AFTER THE APPLICATION DUE DATE, please send via email to:**

[Kristi.hendrix@tstc.edu](mailto:Kristi.hendrix@tstc.edu)

#### [Background Check for Texas Board of Nursing \(BON\)](#)

Registered Nurse License Eligibility is determined through a DPS/FBI criminal history background check completed through the Texas Board of Nursing. Information relating to the criminal history and declaratory order (DO) process is available on the Texas Board of Nursing website: [http://www.bon.texas.gov/licensure\\_eligibility.asp](http://www.bon.texas.gov/licensure_eligibility.asp)

**\*\*It is a requirement to initiate the DO process at the time of your application submission if there is anything in your background that may show up as a criminal matter in the background check, even if its pending, adjudicated or expunged, and**

it happened many years ago! We will not accept a declaratory order older than 9 months prior to the start of the semester. If you have a previous DO that is younger than 9 months, it can be used. If your DO is older than

**July 24, 2022** you must apply for a NEW DO.

#### **4. Attend a MANDATORY Informational Session.**

This session is mandatory for application submission and will be conducted via Zoom. **You will also receive the link to submit your application online during this session.**

Go to the TSTC Website: [TSTC Nursing website](#), scroll to the middle of the page and click on the Summer 2022 Informational session. Here you will be able to see the available dates, times, and ability to sign up.

**\*\*You must attend one of the most current Informational Sessions, previous attendance from a prior info session is not acceptable. \*\***

Please put one of these scheduled dates on your calendar. It is an informational session only and does not indicate or guarantee acceptance to the RN program. The purpose of the session is to give as much information as possible so that you are informed and know what the expectations are. It will outline all the details of the program, including but not limited to immunizations, uniforms, clinical requirements, and class registration.

## Upcoming COHORT

NOTE: Deadline for application submission is: March 25, 2022.

### College Application Process

- A. Complete a Texas State Technical College (TSTC) application. This must be completed on the TSTC website utilizing the online application system. Please visit the <https://www.tstc.edu/programs/nursing/> and click on the “**APPLY NOW**” red button.  
\* \*You will not receive a TSTC student ID or email address until ALL your official college transcripts have been accepted in the Admissions office.
- B. Complete all required TSTC admission paperwork with Registrar ,Admissions, Testing (TSI status requirements, HESI LPN to ADN Entrance Mobility Exam completion), and Financial Aid\_ (<https://www.tstc.edu/financialaid>)
- C. Request official transcripts from each college previously attended to be sent to the Admissions Department at TSTC at Sweetwater campus. **Copies** of your transcripts (which can be downloaded from the internet) will be accepted with the separate nursing program application. This **INCLUDES** your TSTC transcripts, you will need to request your TSTC transcripts be sent to the Sweetwater Admissions office, and you will need copies for your submitted application.  
\*\* If needed, request that the registrar complete a transfer evaluation of coursework taken outside of TSTC for general education prerequisites.  
\*\***(This process can take up to four-six weeks)**. You may contact Ysidra Reyna, Enrollment Coach for assistance: [ysidra.reyna@tstc.edu](mailto:ysidra.reyna@tstc.edu)

\*\*If course numbers of non-nursing courses (pre-requisites) do not match those course numbers required in the curriculum plan, the student must submit a photocopy of the course description as listed the year taken, along with a description of which course they are needing to obtain transfer credit This needs to be done for each course whose numbers do not match the required TSTC course numbers listed in the application packet. Decisions to accept these classes will be made on a case-by-case basis TSTC admissions department.

**\*\* (Again, this process can take up to four to six weeks!!)**

**Submission of the completed TSTC application does not guarantee acceptance into the nursing program.**

### TEXAS SUCCESS INITIATIVE (TSI) COMPLIANT (Requirement)

The student must meet the TSTC requirements and scores for the **Texas Success Initiatives (TSI) by taking the required tests (before submission of ADN packet)**. **It is your responsibility to know your TSI status.**

TSI statuses are usually found on Texas college transcripts under the student demographics. Contact an enrollment coach at any of the TSTC West Texas Locations with questions. Remediation for TSI testing must be completed prior to end of 1st semester, once accepted into the ADN program.

- a. **For the LVN to ADN Transition Program (this program), all applicants must take the TSI assessment and complete the TSI exams prior to applying to the nursing program.** If a student has not completed the TSI, they must take the required coursework each semester until they are TSI-complete.
- b. **A LVN to ADN Transition Program applicant who has tested and previously met all TSI requirements by attending and earning credit hours from another Texas college or university, may be exempt from further TSI testing.** The applicant's official transcript must be submitted to TSTC for evaluation and confirmation of the exemption.

### HESI LPN-ADN ENTRANCE EXAM – (Requirement)

**\*\*Must be taken PRIOR to submission of ADN application packet.\*\***

The HESI LPN-ADN Mobility Entrance Exam is a 75-item comprehensive exam designed to be used as an exam for currently Licensed Practical/Vocational Nurses seeking entrance into an Associate Degree Nursing (ADN) program. The exam identifies their strengths and weaknesses in LPN/VN content areas, and the possible need for remediation prior to entrance into an ADN program.

**\*\*Minimum Score is 850 that you must achieve to be eligible for the program. \*\***

\*\*Cost of Exam is approximately **\$70.00** and a proctor fee for both in-person and online of **\$15.00**. This exam can be taken **in person** at Abilene, Sweetwater, Brownwood, Waco, and Harlingen testing centers or **online** through the Harlingen campus. You must take the exam once prior to program submission and if you would like a better score, you can remediate and retake up to two times a semester (**testing and scores to be considered must be completed before the application deadline**).

## HESI LPN-ADN Entrance Exam (Virtual)

Elsevier has partnered with ProctorU to virtually proctor the HESI LPN-ADN exam – meaning you can take the exam from home. The HESI LPN-ADN Entrance Exam is an admission assessment for students interested in enrolling in the RN program. The exam identifies your strengths and weaknesses in PN/VN content areas, and the possible need for remediation prior to the entrance into the program. **There are only 2 attempts allowed per application period and the exam time limit is two hours.**

### Steps before scheduling your exam:

- Sign in at [tstc.edu/Testing-Hqn](https://tstc.edu/Testing-Hqn) (New users will be assessed an annual one-time non-refundable \$5 scheduling fee) **\*\*\*This will not be available until August 1, 2021\*\***
- Choose a group: HESI LPN-ADN (Virtual).
- Choose exam section: HESI LPN-ADN Entrance Exam (1st Attempt or 2nd Attempt)
- Complete the required information & read the exam acknowledgements
- Click Add to Cart
- Click Complete Registration
- Click Continue
- Complete the credit card fields and Continue (a confirmation email will appear on the screen).
- **\*\*Please allow 24 business hours for you to receive an email with further payment & scheduling instructions. \*\***

### Testing Fees & Requirements

- Total cost is approximately \$85 which includes the \$70 exam fee and the \$15 proctoring fee
- A valid current government-issued picture ID
- Be sure to have your HESI username/password to start your exam
- Testing of equipment must be completed and successful prior to testing day. Please check the compatibility of your device [here](#).

### Study Resources

- <https://evolve.elsevier.com/studentlife/hesi.html>

**Please register for the exam at the TSTC Testing Center link:**

[www.tstc.edu/admissions/testing](http://www.tstc.edu/admissions/testing)

Scroll down to see the campus that offers testing you require:

## Contacts

<b>Abilene</b> 2082 Quantum Loop, Abilene, TX 79601 Register at Abilene	<b>Breckenridge</b> 415 N. Breckenridge Ave., Breckenridge, TX 76424 Register at Breckenridge	<b>Brownwood</b> 305 Booker Street Ave., Brownwood, TX 76801 Register at Brownwood
<b>Fort Bend County</b> 26706 Southwest Freeway, Rosenberg, TX 77471 Register at Fort Bend County	<b>Harlingen</b> 1902 North Loop 499, Harlingen, TX 78550 Register at Harlingen	<b>Marshall</b> 2650 East End Blvd. S., Marshall, TX 75672 Register at Marshall
<b>North Texas</b> 119 North Lowrance, Red Oak, TX 75154 Register at North Texas	<b>Sweetwater</b> 300 Homer K. Taylor Dr., Sweetwater, TX 79556 Register at Sweetwater	<b>Waco</b> 3801 Campus Drive, Waco, TX 76705 Register at Waco

**\*\*For additional information or questions, please contact Patricia Carpio at [prcarpio@tstc.edu](mailto:prcarpio@tstc.edu) or 325-235-7441.**

**\*\*When signing up for exam use your TSTC Email address only, request remediation and scores at the end of the exam. \*\***

**\*\*It can take up to 48 hours to receive exam scores, you must have scores before submission of packet at deadline. \*\***

**\*\*The HESI LPN NCLEX Review Book by Elsevier is recommended for study for the LPN to AND Entrance Mobility Exam.**

Test items are normed on LPN/VNs currently in clinical practice.

The exam measures competencies across LPN/VN content areas, including:

- Fundamentals
- Maternity
- Medical-Surgical
- Pediatric Nursing
- Professional Issues
- Psychiatric/Mental Illness

The exam includes personalized remediation content, **(this must be requested when signing up for the exam)**, tagged directly to trusted content in Elsevier LPN texts, to address each student's unique knowledge deficits and provide specific feedback about subjects answered incorrectly. Detailed diagnostic reports are provided with HESI exams for students.

A parallel version is available, when seeking a second testing in the same semester, and is recommended for re-testing students with a low-performing score on the first version to evaluate the success of the provided remediation content.



### **ANATOMY & PHYSIOLOGY COURSES (Requirement)**

Applicants who have prior Anatomy & Physiology credit must verify that the credit was earned within the **last FIVE (5) years** as of the first day of the semester the applicant is applying.

If the last A&P course you took will be older than 5 years on :

March 24, 2022

**\*\*If both A & P courses are greater than FIVE (5) years old as of the first day of the semester (cohort) for which you are applying, the applicant must **retake** the anatomy and physiology course (A&P II) and pass with a grade of “C” or better, prior to the start of the accepted semester (cohort).**

**You may apply for the program with these requirements met:**

- 1. Proof of enrollment of A&P II and will be considered “in progress.”**
- 2. The A&P II course must be completed by the starting date of the semester (cohort) the applicant applied to, and**
- 3. The applicant must pass the A&P II course with at least a grade of “C”, or the applicant will forfeit their acceptance into the applied program.**

### **BIOL 2420 Microbiology Course (Requirement)**

Applicants who have prior **Microbiology** credit must verify that the credit was earned within the **last TEN (10) years** as of the first day of the semester the applicant is applying.

If the Microbiology course you took will be older than 10 years on :

March 24, 2022

## The Associate Degree Nursing Program Pre-requisites\* are set up as semester ONE and TWO.

All applicants must complete the TSTC prerequisite/General Education courses with a “C” or better to be eligible to apply for the program. If courses are “in progress” a student may still apply to the program and be considered for acceptance, given that the student successfully completes the course prior to the semester of entry into the program.

If the student has already taken the **seven courses** listed below, they will enter in Semester Three of the degree plan. We do not accept transferred core nursing courses.

**\*\*All Pre-requisite courses must end prior to May 2, 2022 .\*\***

**Required Courses, \*** introduced in Semesters One and Two (if not gained prior to entrance into the school):

- **BIOL 2401 A&P I**
- **BIOL 2402 A&P II**
- **BIOL 2420 Microbiology**
- **PSYC 2301 Introduction to Psychology**
- **PSYC 2314 Lifespan Growth and Development**
- **ENGL 1301 Composition I**
- **Humanities/Fine Arts- Approved Courses**
  - ARTS 1301 Art Appreciation
  - ENGL 2321 British Literature
  - ENGL 2326 American Literature
  - ENGL 2331 World Literature
  - ENGL 2341 Forms of Literature
  - HUMA 1301 Introduction to Humanities
  - HUMA 2323 World Cultures
  - MUSI 1306 Music Appreciation
  - PHIL 1304 Introduction to World Religions
  - PHIL 2306 Introduction to Ethics

In the Fall 2017, the A&P courses and Microbiology had course number changes. We will also accept:

**BIOL 2301 Lecture A&P I**  
**BIOL 2101 Lab A&P I**  
**BIOL 2302 Lecture A&P II**  
**BIOL 2102 Lab A&P II**  
**BIOL 2320 Lecture Microbiology**  
**BIOL 2120 Lab Microbiology**

**\*\*If you are presently taking any of the above courses, you MUST submit your transcripts as soon as you complete the courses. If you fail any of the courses (grades below a "C"), you will not be eligible to begin the program.**

**\*\*With the application, you MUST submit proof of enrollment of current "in progress" courses.**

**\*\*CLEP or ACE scores will only be accepted for ENGL 1301 and the Humanities/Fine Arts elective courses. A CLEP is only good for 10 years. <https://clep.collegeboard.org/>**

**\*\*Contact Susan Hash 325-734-3641 for more information at the TSTC Abilene Location.**

## **NOTIFICATION OF APPLICATION STATUS**

The Texas State Technical College in West Texas LVN to ADN Program communicates via TSTC school email to inform all applicants of their admission status.

Notification letters will be emailed via your TSTC school email address. Applicants will receive notification of their application status as either "admitted," "denied" or "alternate" via the applicant's TSTC school email address. There is no waiting list. Applicants must officially accept their admission to the program by submitting a letter of intent via email.

Students with the highest points will be accepted into the program based upon the number of available spots in the cohort. Decisions are ultimately made by the LVN to ADN department admission committee and confirmed by the program director and may not be appealed.

Alternate-status applicants with total points equal to the cutoff score will be designated as alternates and notified of their application status through their TSTC school email address.

Denied-status applicants with total points below the cutoff score will be denied acceptance and notified of their application status through their TSTC email. Students not admitted are free to reapply the following application enrollment period. Denied applicants are encouraged to meet with the LVN to ADN Program advisor to discuss alternative options such as reapplying for the next application period and/or improving score on the application. Upon the denied applicant's request, further consultation can be held to meet with the program division director, should the student choose.

### **Program Advisors:**

Ms. Charlene Rice, Level One Lead Instructor [Charlene.Rice@tstc.edu](mailto:Charlene.Rice@tstc.edu)

Mrs. Maria Kuykendall, Level Two Instructor [Maria.Kuykendall@tstc.edu](mailto:Maria.Kuykendall@tstc.edu)

## **ASSOCIATE DEGREE IN NURSING PROGRAM REQUIREMENT APPLICATION CHECKLIST**

- A. Meet all college and program requirements. (College Application Process)
  - a. Applied to TSTC and obtained TSTC email and student ID.
  - b. Requested and sent ALL official transcripts to TSTCAdmissions.
  - c. Started and/or completed the Group 1 Background check
  - d. Attended MANDATORY Info-Session
- B. Submit a complete application packet with supportive documentation **ONLINE ONLY** via the Adobe Sign link received after the Info-Session student attended.
  - a. Documentation of TSI status (on a transcript, testing score sheet, etc.)
  - b. Documentation of **HESI LPN TO ADN EXAM SCORE (>or = 850)**
  - c. Documentation of all required immunizations:
    - i. MMR (x 2 doses) or titer results
    - ii. Hepatitis B (x 3 doses) or titer results.
    - iii. TDAP (must be less than 10 years old throughout the program).
    - iv. Varicella (x 2 doses) or titers. Documented History of Illness is NOT allowed.
    - v. Bacterial Meningitis per TSTC guidelines (if student is 22 years and younger).
    - vi. TB results. There must a test date, read date and result. (Must be less than a yearold throughout theprogram).
    - vii. Documentation of current seasonal influenza vaccination. You will be required to get the current season flu shot in September.
    - viii. Documentation of COVID Vaccine (if received)
- C. Copy of current driver's license or state-issued identification card.

- D. Copy of transcripts from school where the applicant completed their Vocational Nursing program. (Must be in the packet)
- E. Copy of transcripts from each college previously attended including TSTC. (Must be in the packet). Admissions must have possession of all official transcripts for your application, to the program, to be accepted. (See A.)

If a course is “in progress”, it is the responsibility of the applicant to have a new official transcript sent to TSTC in West Texas. Proof of enrollment **MUST** be submitted in packet.

- F. Copy of current **American Heart Association Healthcare Provider BLS-CPR** card is required. **(Only AHA will be accepted).** **\*\*Online courses without hands on testing will NOT be accepted.**
- G. A printout of the online **Texas LVN license** verification from the Texas Board of Nursing website. Your Texas license cannot lapse throughout the whole 12-month program.
- H. **Three (3)** letters of recommendation from nonfamily members (including spouse’s family). Letters need to **be signed by the person writing the letter** with contact information (phone, email, and physical address). These letters are highly encouraged to be a supervisor or previous instructor. Letters cannot be another student or applicant.
- I. A copy of your social security card.
- J. A copy of the certificate of completion from the Informational Session you attended.

**\*\*NO CPR AND IMMUNIZATIONS CAN EXPIRE ON OR BEFORE December 1, 2021**

**IF YOURS DOES YOUR PACKET WILL BE CONSIDERED INCOMPLETE AND INELIGIBLE FOR ADMISSION.\*\***

## Eligibility Form for TSTC Nursing Programs

Please read the following questions. After you have read the questions, please sign your name below indicating your knowledge of the questions.

For any criminal offense, including those pending appeal, have you:

**Been convicted of a misdemeanor?**

**Been convicted of a felony?**

**Pled nolo contendere, no contest, or guilty?**

**Received deferred adjudication?**

**Been placed on community supervision or court-ordered probation, whether adjudicated guilty or not?**

**Been sentenced to serve jail or prison time? Court-ordered confinement?**

**Been granted pre-trial diversion?**

**Been arrested or have any pending criminal charges?**

**Been cited or charged with any violation of the law?**

**Been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?**

**NOTE:** Expunged and Sealed Offenses - While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the court order expunging or sealing the record in question.

to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed will, at a minimum, subject your license to a disciplinary fine.

Nondisclosure of relevant offenses raises questions related to truthfulness and character.

**NOTE:** Orders of Nondisclosure - Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of nondisclosure, you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of nondisclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of nondisclosure. If the Board discovers a criminal matter that is the subject of an order of nondisclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

**Are you currently the target or subject of a grand jury or governmental agency investigation?**

**Has any licensing authority refused to issue you a license or ever revoked, annulled, canceled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multistate privilege held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you?**

**Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?**

**Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder?**



If your response is “yes” to any of the questions listed above, there is a **POSSIBILITY YOU MAYBE DENIED** the opportunity to take the licensure examination. You are strongly encouraged to submit a petition for “Declaratory Order” to the Texas Board of Nursing prior to enrollment in the TSTC Associate Degree Nursing program. For information or guidance in this process to determine eligibility for licensure by examination, contact the Texas Board of Nursing at 512-305-7400 or go to the website [www.bon.state.tx.us](http://www.bon.state.tx.us). The “Declaratory Order” form can be accessed at [http://www.bon.state.tx.us/forms\\_declaratory\\_order.asp](http://www.bon.state.tx.us/forms_declaratory_order.asp).

Should you have questions regarding this notice, do not hesitate to contact the ADN program director at 325- 235-7447. I have read and understand the above statements.



**Nursing Department-ADN Program**

**300 Homer K. Taylor Dr.  
Sweetwater, Texas 79556  
325-235-7307  
Fax: 325-235-7369**



Answer **ALL** questions.

Name:             Mr.                             Miss                             Mrs.                             Ms.

\_\_\_\_\_

First                            Middle                            Last                            Maiden

Mailing Address: \_\_\_\_\_

Number & Street or P.O. Box                            City                            State                            Zip

Physical Address (if different from above): \_\_\_\_\_

Texas County of Residence: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_ TSTC E-mail Address: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_

\_\_\_\_\_                            Name                            Relationship

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Number & Street                            City                            State                            Zip

**Education**

Did you graduate from high school or earn a GED? (Mark with a X) \_\_\_\_\_ High School \_\_\_\_\_ GED

Name of high school: \_\_\_\_\_ Year graduated or received GED: \_\_\_\_\_

What type of school have you previously attended? \_\_\_\_\_ technical school, \_\_\_\_\_ college, or \_\_\_\_\_ university



Please list all schools of higher learning that you have attended:

Name of Institution	City	Dates To/From	Degree
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

*The Admissions and Records office at TSTC must receive ALL official transcript(s) before this application can or will be processed.*

### Professional Licenses or Certifications

Type	Issued by	Number	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Work Experience

Begin with most recent:

1.

Name of Company: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Full Name: \_\_\_\_\_

Nature of Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2.

Name of Company: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Full Name: \_\_\_\_\_

Nature of Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3.

Name of Company: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Full Name: \_\_\_\_\_

Nature of Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Follow-Up Information**

It is important that we do a follow-up study of our students. Please provide the following information for two (2) people who will always know where to locate you.

Name	Complete Mailing Address	Telephone No.
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1. \_\_\_\_\_

2. \_\_\_\_\_



**Please Read and Sign the Following Information**

Have you ever been convicted or received deferred adjudication for a felony/misdemeanor? (Mark with a X)

\_\_\_\_ Yes \_\_\_\_ No

Any person convicted of a felony must report charges and disposition to certification or licensing agency to determine eligibility for taking certification or licensure.)

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for **denial of admission or dismissal from the program.**

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Signature of Applicant

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Date

Texas State Technical College (TSTC) is an affirmative action/equal opportunity employer. Applicants are considered based on qualifications without regard to gender, age, race,color, creed, religion, national or ethnic origin, veteran status, or the presence of a non-job- related disability or any other legally protected status.

## Statement of Student Responsibility

(Read and initial all items as applicable and sign below)

\_\_\_\_\_ I acknowledge that the information in this packet contains policies, regulations, and procedures in existence at the time this publication went to press. I also acknowledge that TSTC reserves the right to make changes at any time to reflect current Texas Board of Nursing policies, administrative regulations and procedures, and applicable state and federal regulations.

\_\_\_\_\_ I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student or faculty member and Texas State Technical College.

\_\_\_\_\_ By applying for the associate degree nursing program, I agree to abide by the admission requirements of the nursing program.

\_\_\_\_\_ I accept full responsibility for submitting a complete application packet prior to or by the designated application filing deadline and I understand that I cannot be accepted into the program until I have completed all the of the admission requirements.

\_\_\_\_\_ I understand and agree to complete a criminal background check and/or mandatory drug screening prior to established deadlines. Failure to do so, or a positive find on my criminal background check and/or drug screen, can result in forfeiture of acceptance and admission into the current semester for the associate degree nursing program.

Per the Texas Board of Nursing Petition for a Declaratory Order (No. 5 to No. 9): Place a X for any criminal offense, including those pending appeal, have you:

\_\_\_ Been convicted of a misdemeanor?

\_\_\_ Been convicted of a felony?

\_\_\_ Pled nolo contendere, no contest, or guilty?

\_\_\_ Received deferred adjudication?

\_\_\_ Been placed on community supervision or court order probation, whether adjudicated guilty or not?

\_\_\_ Been sentenced to serve jail or prison time? Court-ordered confinement?

\_\_\_ Been granted pretrial diversion?

\_\_\_ Been arrested or have any pending criminal charges?

\_\_\_ Been cited or charged with any violation of the law?

\_\_\_ Been subject of a court-martial; article 15 violation; or received any form of military judgment, punishment, and/or action?

**NOTE:** Expunged and Sealed Offenses - while expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the court order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that has not in fact been expunged or sealed may subject your license to a disciplinary action or fine.

Nondisclosure of relevant offenses raises questions related to truthfulness or character. (See 22 TAC §213.27)

**NOTE:** Orders of nondisclosure - Pursuant to Tex. Gov't code §552.142(B) if you have criminal matters that are the subject of an order of nondisclosure, you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of nondisclosure may be a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history, record information that is the subject of an order of nondisclosure. If the Board discovers a criminal matter that is the subject of an order of nondisclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues with character and fitness.

**No**  **Yes** Are you currently the target or subject of a grand jury or governmental agency?

**No**  **Yes** Has any licensing authority ever refused to issue you a license or ever revoked, annulled, canceled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multistate privilege held by you now or previously, or ever fined, censured, reprimanded, or otherwise disciplined you?

**No**  **Yes** Within the last 5 years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder?

If “**YES**” indicate the condition: (Mark with a X)

schizophrenia and/or psychotic disorders  bipolar disorder  
 paranoid personality disorder  antisocial  
personality disorder  borderline personality disorder

**No**  **Yes** Within the last 5 years, have you been addicted to and/or treated for the use of alcohol or any other drug?

Pursuant to the Texas Occupations Code §301.207, information, including diagnoses and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under Texas Occupations Code §301.466.

**\*\*IF YOU ANSWER YES TO ANY OF THE ABOVE, YOU WILL NEED TO GO TO THE TEXAS BOARD OF NURSING WEBSITE FOR MORE INFORMATION ON FILING A PETITION FOR A DECLARATORY ORDER.\*\***

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Name

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Date

Statement of Understanding and Essential Function Standards for Associate Nursing

Degree

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Effective Term

\_\_\_\_\_  
Student ID #

AWARD OPTIONS	TSI STATUS	CREDIT HOURS	
Associate of Applied Science Nursing	Liabile	60	

Essential Function Standards: Academic and Physical Capacity Requirements

I understand that TSTC Nursing program is a hybrid program and courses may be taught online, face-to-face, and/or in virtual world environments.

I understand I must be in “Good Standing” with the Texas Board of Nursing and my license must be unencumbered to be accepted into the ADN program.

Applicants enrolled in certificate II or AAS degree programs must meet the minimum Texas Success Initiative (TSI) Standards in the areas of Reading, Writing and Mathematics as required by law.

**A student signature indicates the student has read and understands he/she must comply with TSI requirements, and the Essential Function Standards listed below.**

- **Meet Texas Success Initiative (TSI) standards** prior to first day of the program.
- HESI LPN-ADN Entrance Mobility with a score of at least **850**.
- **A & P:** the student is required to re-enroll in **A & P II** course if both A & P courses are **greater than 5 years old and complete with a grade of “C” or better or be “in-progress” prior to application submission.**
- **Microbiology:** the student is required to re-enroll in **Microbiology** if the course is **greater than ten (10) years old and complete with a grade of “C” or better or be “in-progress” prior to application submission**
- Own a laptop computer and have a high-speed internet connection (cable or DSL), and purchase software that meets the criteria of the nursing programs.
- Attend virtual scheduled class times, mandatory in person and virtual lab sessions, and all clinical-based activities.
- Use allocated TSTC email address. (This is assigned after the admission process is completed).
- I understand that there are physical standards required for admission to the nursing programs and that, as a student, I may be required to work under the following conditions/circumstances and possess the ability:
- To communicate face-to-face and via telephone, interpret written and oral forms of instructions, read small print, and legibly document relevant information, read, and understand English language.
- To show good judgment and remain calm in high-stress situations, always treating faculty and staff with courtesy.
- To interview/communicate with patients, family members, co-workers, and clinical facility staff with respect and civility.
- To work for extended periods of time in a bent, stooped, or awkward position.
- To lift, balance and carry 50 pounds or more.
- To bend, stoop and crawl in small or confined spaces.
- To tolerate being on feet 8-12 hours a day.

- To work in low light, confined spaces, and other dangerous environments.
- To be able to pass a physical examination, administered by a physician or nurse practitioner, upon acceptance into the program, if requested.
- To exhibit manual dexterity sufficient to perform all tasks as related to highest quality patient care.
- I understand there is a health risk in working with patients with various health deviations, medical equipment, and possible sharps in laboratory or simulation settings and direct patient care.
- I understand that as a Nursing student, I will be required to adhere to the following “industry standard” policies:
  - Always demonstrate professional conduct and ethical behavior as a TSTC nursing student. \*\*Failure to do so will result in verbal reprimand, Student Action Plan (SAP) agreement, and/or dismissal from the program.
  - Have a high school diploma or GED, as well as an active Texas LVN license.
  - Provide record of current up-to-date required immunization records by the indicated required date and maintain annual immunizations, as required (TB, FLU, etc.).
  - Present a clear criminal background check by a TSTC-approved facility and a cleared declaratory order (DO) by the Texas Board of Nursing by the designated required date (prior to first day of class). GP1.com is the site for TSTC clearance; indicate the results to be sent to yourself and TSTC. Costs are assumed by student.
  - Present a clear drug screen by a TSTC-approved facility prior to clinical rotations assigned while in the ADN program; must assume all costs involved.
  - Submit to random drug testing, if indicated, by a clinical facility or faculty.

I understand that the above Essential Function Standards are required for admission to this program. I hereby certify that I possess these Essential Function Standards: Academic and Physical Capacity Requirements.

I understand that if I am later found to be limited in these areas or if I have purposefully misrepresented my abilities to meet the above standards to gain admission to the program, I may be dismissed from the nursing program by decision of the director of the nursing program with concurrence of the Statewide Nursing Division Director and Associate Vice President of Student Learning.

I understand that my program may teach classes in a modular format within a given semester and refunds, add/drops, and any other reporting functions will be allocated according to the 15-week semester timeline.

Coursework will progress as presented in degree plan. If a course is not successfully completed, the student will Not progress until each semester’s course load on degree plan is met. Students will not carry **course load for semester and required coursework from previous semester**.

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Signature

Date

## **ESTIMATED EXPENSES FOR THE TSTC West Texas LVN TO ADN PROGRAM**

Current Tuitions rate can be found at <http://www.tstc.edu/admissions/tuition>.

**NOTE:** This cost estimate list does not include textbooks, supplies, uniforms, tools, or equipment estimates. It also does not include meal plan expenses, room and board costs or housing deposit.



### CALENDAR of LVN to ADN Program of Study, Progression

Level I							
TSTC West Texas Sweetwater LVN to ADN COURSE SEQUENCING CALENDAR							
Prefix	Course No.	Course Name	Course Type	Wkly Lec Hour	Wkly Lab Hour	Contact	Credit
RNSG	1210	Introduction to Community-Based Nursing	Academic	2	0	32	2
RNSG	1227	Transition to Professional Nursing	Academic	1	3	64	2
RNSG	1261	Clinical-Registered Nursing/Registered Nurse	Academic	0	CL-8	128	2
RNSG	1300	Health Assessment Across the Lifespan	Academic	2	2	64	3
RNSG	1301	Pharmacology	Academic	2	2	64	3
		Totals		7	7 CL-8	352	12
Level II							
Prefix	Course No.	Course Name	Course Type	Wkly Lec Hour	Wkly Lab Hour	Contact	Credit
RNSG	1343	Complex Concepts of Adult Health	Academic	2	2	64	3
RNSG	2162	Clinical-Registered Nursing/Registered Nurse	Academic	0	0-CL6	96	1
RNSG	2262	Clinical-Registered Nursing/Registered Nurse	Academic	0	0-CL9	144	2
RNSG	1412	Nursing Care of the Childbearing and Childrearing Family	Academic	3	2	80	4
RNSG	2213	Mental Health Nursing	Academic	1	3	64	2
		Totals		6	7-CL-15	448	12
Level III							
Prefix	Course No.	Course Name	Course Type	Wkly Lec Hour	Wkly Lab Hour	Contact	Credit
RNSG	1463	Clinical-Registered Nursing/Registered Nurse	Academic	0	0-CL12	192	4
RNSG	2221	Professional Nursing-Leadership and Management	Academic	2	0	32	2
RNSG	2230	Professional Nursing and Licensure Preparation; Nursing Jurisprudence	Academic	1	2	48	2
RNSG	2432	Enhanced Concepts of Adult Health	Academic	3	2	80	4
		Totals		6	4-CL12	352	12
		GRAND TOTAL FOR PROGRAM		19	LAB 18 CL 35	1152	36

## LVN to ADN Program Admission Scoring Guide

<u>Item</u>	<u>Grade</u>	<u>Points</u>
Anatomy and Physiology 1	A- 3 points B- 2 points C- 1 points CLEP/In Progress Courses- 1 Points	
Anatomy and Physiology 2	A- 3 points B- 2 points C- 1 points CLEP/In Progress Courses- 1 Points	
Microbiology	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Lifespan	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Introduction to Psychology	A- 3 points B- 2 points C- 1 points CLEP/In Progress Courses- 1 Points	
English Composition	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Humanities	A- 3 points B- 2 points C- 1 points CLEP/In Progress Courses- 1 Points	
HESI EXAM LPN to ADN	1050 or higher- 12 points 1000- 1049- 10 points 950-999- 8 points 900-949- 6 points 850-899- 4 points 849 or below NOT accepted	
Total		