

2024-2025



SHP ADMISSION PACKET
REGISTERED NURSING
SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025

CCBC Catonsville and Essex Campuses

School of Health Professions (SHP)

Program Application Checklist 2024-2025

1. Apply to CCBC

- Complete the free CCBC application:
[Apply to CCBC](#)

2. Submit

- Submit official transcripts/score reports to CCBC Registrar
- Follow this link for more details: [Next Steps](#)

3. Complete

- If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC \(ccbcmd.edu\)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review

- Review the Admission packet for your program

5. Meet

- Meet with a Health Professions Academic Advisor [Meet with an Advisor \(ccbcmd.edu\)](#)

6. Take

- If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

7. Apply

- Access SHP CAS: [SHP CAS Login](#).
Dental Hygiene - [DH CAS Login](#)
- Complete each quadrant of the SHP CAS or DH CAS application
- Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications
- Submit the application with the non-

refundable application fee by the program deadline

For assistance:

- Click the blue question mark in the top right corner of each page of the SHP CAS application
- Email shpseat@ccbcmd.edu
- Contact your Health Professions Academic Advisor
- Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. Check

- Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. Monitor

- Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. Confirm

- Log into your [myCCBC](#) account then review your *SIMON Degree Audit* to confirm transcripts from other institutions have been received and evaluated

11. Be Notified

- Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.
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This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html>
2. <https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html>
3. <https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>
4. Meet with an Advisor (ccbcmd.edu) <https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html>
5. <https://www.atitesting.com/teas>
6. <https://shp.liaisoncas.com/applicant-ux/#/login>
7. <https://dhcas.liaisoncas.com/applicant-ux/#/login>
8. <https://id.quicklaunch.io/CCBC>

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Nursing Program

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's nursing program. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Please carefully review the information contained within this guide to ensure you have completed all steps required for admissions consideration.

We wish you the best with submission of your admissions application.

Sincerely,

Dr. Mary Kay DeMarco

Program Director, Essex Campus

Dr. Elizabeth Webster

Program Director, Catonsville Campus

Program Description

The Associate of Science Degree Nursing Program is designed to prepare students to enter the nursing profession as registered nurses. The curriculum provides theoretical and clinical laboratory study in nursing that will enable students to learn to work as members of a health care team. The program has the following program options:

- **RN Day Option:** offered on the Catonsville and Essex Campuses each fall and spring semester.
- **RN Evening-Weekend Option:** offered on the Essex Campus only in the fall semester.
- **RN Blended Option:** offered on the Catonsville Campus each fall and spring semester. This nursing program contains didactic content online in a modular format. Campus labs and seminars are required in a face-to-face format on the Catonsville campus. Students come to campus 2-3 times each week in the first semester.
- **RN Associate's to Bachelor's (ATB) Option:** is available on the Catonsville and Essex Campuses. Students must be admitted into one of the above RN programs before they will be considered for this option. *A separate ATB Admissions Guide can be found on the CCBC Nursing Website www.cbcbcmd.edu/shp.* Two applications are required for admission consideration. One is sent to the SHP CAS for the CCBC application and one to the ATB partner institution.
- **The LPN to RN Transition Option:** There is a separate Admissions Guide for this program found on the CCBC Nursing Website www.cbcbcmd.edu/shp.
- Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@cbcbcmd.edu.

Accreditation

The Program is accredited by the Maryland Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

ACEN
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
www.acenursing.org
(404) 975-5000

Application Deadline

August 15th for Spring (Day and Blended)

February 15th for Fall (Day, Eve/Wknd, Blended)

Minimum Admission Criteria

- GPA of 2.50 or higher, calculated from prerequisite, general education, and nursing program required courses.
- A CCBC GPA of 2.00 for any courses completed at CCBC.
- Successful completion of the ATI TEAS examination, with scores sent to CCBC TEAS.
- All courses (prerequisite, general education, and program requirements) required for admission into the nursing program must be completed with a grade of ‘C’ or better. Review the Important Information section of this guide for additional instruction.
- Basic computer literacy.
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the “How to submit your final transcript” section of the Apply Now webpage at: <https://www.cbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.
- Applicants that are applying to the Online Blended RN Program are required to attend a Blended Program Information Session. Attendance at a session is mandatory to be eligible for admission.
- Per industry standards, applicants to the Registered Nursing program must be 18 and have received a GED or HS Diploma before being admitted to the program.

Required Entry Exam

Students must register for the ATI TEAS test, complete the test, and submit official scores to CCBC TEAS by the deadlines below:

August 15th deadline for Spring start

February 15th deadline for Fall start

The minimum scores for admission to CCBC Nursing are listed below. If you do not participate in the ATI TEAS, your application will not be evaluated. Students who do not meet these minimum scores may not be reviewed for admission.

- Overall – PROFICIENT (58.7%) or higher
- Reading – 69.0% or higher

TEAS scores are valid for just two years. The scores cannot be more than two years old at the TEAS deadline. If the TEAS exam was taken more than two years before the TEAS exam deadline for your program, then you will need to re-test. If your scores on the TEAS exam do not meet the recommended or required minimums, then we strongly encourage you to re-test.

Additional information for the TEAS can be found at: <http://www.ccbcmd.edu/Programs-andCourses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx>.

DAY OPTION

Recommended course sequence for admission to the Day Option only.

Due to the rigor and time requirements of nursing courses, it is highly recommended that **all non-nursing courses** (nursing prerequisites, general education requirements, and program requirements) be completed before application to the nursing program or be in progress during the time of application. Courses in progress must be successfully completed prior to the start of the program. Of the courses listed below, **the more courses that a student completes with grades showing mastery, the better the student's chances of admission into the RN program.**

Accepted RN students may not begin the second semester of clinical nursing courses prior to completion of the prerequisite courses below:

- BIOL 221 Human Anatomy & Physiology II - MUST be completed before entering NURN 160 Nursing Concepts I
- PSYC 103 Principles of Human Growth and Development - MUST be completed before entering NURN 160 Nursing Concepts I
- BIOL 230 Microbiology - must be completed before or taken concurrently with NURN 160 Nursing Concepts I

Required Prerequisite Courses - for admission consideration may be completed or enrolled in:

- BIOL 110 Biology I: Molecular and Cells* (4 credits)
- BIOL 220 Human Anatomy and Physiology I (4 credits)

- ENGL 101 College Composition I (3 credits)
- General Education Math Requirements (3-4 credits)
Recommended: MATH 125 or MATH 153

Additional Courses – For **best consideration** complete before admission deadline:

▪ BIOL 221 Human Anatomy and Physiology II	(4 credits)
▪ BIOL 230 Microbiology	(4 credits)
▪ CMNS 101 Fundamentals of Communication	(3 credits)
▪ General Education Arts & Humanities/Diversity Elective <u>Recommended: PHIL 240 Ethics</u>	(3 credits)
▪ PSYC 101 Introduction to Psychology	(3 credits)
▪ PSYC 103 Principles of Human Growth and Development	(3 credits)

EVENING/WEEKEND & BLENDED OPTION

Required Prerequisites for Essex evening/weekend and Catonsville blended.

Students for these options must have completed or be enrolled in the following required courses by the application deadline. Courses in progress must be successfully completed with a ‘C’ or better. Courses completed after the semester of the application deadline will not be considered for admission.

Evening/Weekend and fall blended cohorts:

- Summer and fall courses that are in progress will not be considered for admission.

Spring blended cohort:

- Winter and spring courses that are in progress will not be considered for admission.

The following courses are **required** for admission:

REQUIRED FOR ADMISSION

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ BIOL 110 Biology I: Molecular and Cells* (4 credits) ▪ BIOL 220 Human Anatomy and Physiology I (4 credits) ▪ BIOL 221 Human Anatomy and Physiology II (4 credits) ▪ BIOL 230 Microbiology (4 credits) ▪ General Education Arts & Humanities/Diversity Elective (3 credits) <ul style="list-style-type: none"> ○ Recommended: PHIL 240 Ethics | <ul style="list-style-type: none"> ▪ PSYC 101 Introduction to Psychology (3 credits) ▪ PSYC 103 Principles of Human Growth and Development (3 credits) ▪ ENGL 101 (3 credits) ▪ CMNS 101 Fundamentals of Communication (3 credits) ▪ General Education Math Requirements (3-4 credits): <ul style="list-style-type: none"> ○ Recommended: MATH 125 or MATH 153 |
|--|---|

Option 3- The 5 Semester Plan

Minimum required Prerequisites for admission to the [Day Option only](#)

The 5-semester plan is only recommended for students with very strong academic history. It is the intent that college-ready students would have the required courses complete at the time of application and would continue to take the remaining general education program courses as co-requisites while in the nursing program. Students enrolled in this program are expected to attend full-time and complete all missing non-nursing coursework while completing the nursing course load. Eligible students will not have more than 2 previous semesters in college.

This program would require extreme rigor, long study hours and incredible time dedication on the part of the student. Students considering this program should first consider and discuss associated risks with an academic advisor.

Applicants for this option must complete or be enrolled in the REQUIRED prerequisite courses listed below by the admissions deadline for consideration. It is strongly suggested that students complete all non-nursing courses prior to admission into the clinical nursing program as this is the most difficult course option. Courses in progress must be successfully completed prior to the start of the program.

5-semester plan students are not eligible to participate in the ATB program. This admission option is only suggested for non-working, college-ready students.

Required Courses (for admission consideration – may be completed or enrolled in):

▪ BIOL 110 Biology I: Molecules and Cells*	(4 credits)
▪ BIOL 220 Human Anatomy and Physiology I	(4 credits)
▪ ENGL 101 College Composition I	(3 credits)
▪ General Education Math Requirements ○ Recommended: MATH 125 or MATH 153	(3-4 credits)

If admitted, students will be required to complete the following additional courses along with clinical nursing courses:

Additional Courses (complete before program start or along with nursing coursework):

▪ BIOL 221 Human Anatomy and Physiology II	(4 credits)
▪ BIOL 230 Microbiology	(4 credits)
▪ CMNS 101 Fundamentals of Communication	(3 credits)
▪ General Education Arts & Humanities/Diversity Elective	(3 credits)
○ <u>Recommended</u> : PHIL 240 Ethics	
▪ PSYC 101 Introduction to Psychology	(3 credits)
▪ PSYC 103 Principles of Human Growth and Development	(3 credits)

Steps for Application

1. Apply for admission to CCBC at <http://www.cbcemd.edu/apply>
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Complete ATI TEAS testing by deadline.
5. Once you have your CCBC Student ID number, log into <https://shp.liaisoncas.com/applicant-ux/#/login> and apply to the **CCBC SHP Nursing** program by the application deadline. The **non-refundable** \$50 application fee is due at time of submission.
 - a. If you need assistance with the program application, you can watch the video in the application or,
 - b. You can watch our YouTube video showing an application walkthrough at https://www.youtube.com/channel/UCGjlbh2aheqelcxERFZ99w?view_as=subscriber
6. Submit all documents and transcripts by application deadline.
 - a. To the SHP CAS, (next section)
 - b. To CCBC <https://www.cbcemd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html>
7. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

Transcripts

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and to the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP, may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript

Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying to only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying.

To Send an Electronic Transcript

- Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.
- You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.
- Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

To Send a Paper Copy Using the US Postal Service

- You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', choose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.
- Provide the Registrar with the following items:
 - a. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CASID number on the transcript before mailing it.
 - b. Give the Registrar this mailing address:
SHP CAS Transcript Processing Center, PO Box 9134, Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: <https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. Evaluation of your application will be delayed if you do not submit transcripts and submit a completed CCBC transcript evaluation request form to the CCBC Registrar's Office.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, <https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx>. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to Verify that Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS AND CCBC)

1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed, and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.
2. CCBC Registrar – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

Admission Response

Admissions decisions are emailed to students approximately 6 to 8 weeks after the application deadline.

Applicants who are offered a seat in the program and choose to accept that seat, are required to pay a non-refundable \$200 seat fee to accept their offer of admission and reserve their space in the RN programs or the PN program. The fee will be applied to the student account after the first several weeks of class. Students who accept a seat and then do not attend the program will not be eligible for a refund of the fee.

Post Admission

Applicants should be aware that the following items will be required to progress in the clinical/practicum components of the program. Further information will be provided by the program director.

- Proof of current CPR certification at the Healthcare Provider Level by the American Heart Association. If you need information about CPR courses, www.heart.org
- Proof of a recent physical examination with current immunizations, including COVID19
- Proof of current health insurance,
- Criminal background investigation, and
- Drug screening.

Important Information

- The nursing program highly recommends that students complete all required non-nursing courses before entering the program.
- In order to progress through and graduate from the nursing program, applicants must successfully complete all courses with a grade of "C" or better.
- If an applicant earned a D or F grade as the last grade in a course used for admission

consideration, even if the student is currently enrolled in the repeat, the applicant is not eligible to apply for the nursing program. The applicant must first replace the D or F grade with a passing grade. Once the new grade has been posted on the student's transcript, then the applicant will be eligible to apply during the following admission cycle.

- Applicants who have failed out of a nursing program or have earned two failing grades in another nursing program are not eligible to apply for admission to the CCBC RN program for a period of 3 years, counting from the semester of the failure.
 - Students who have a W, D or F in a Nursing course taken within 3 years of the program start **MUST submit a letter or email** directly from that programs Director stating that they are in good standing within the program and are currently admissible if they wish to be considered for a CCBC RN program.
- Applicants who have failed out of a nursing program (including CCBC) **are** eligible to apply for admission to the practical nursing program at the Dundalk campus.
- **Applicants may apply to only one RN program per semester start.** An applicant may not, for example, apply to both RN Blended at Catonsville and RN Days at Essex for the same start.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health Professions Pathways Advisor** only.

For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443-840-3816 or visit the Student Services Center room 102. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at

<http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-AcademicAdvisor.aspx>.

School of Health Professions Office of Admissions at 443-840-1989 or email NurnSeat@ccbcmd.edu

Associate Registered Nursing Program – Technical Standards

- ◆ Have the academic ability to learn a large volume of technically detailed information and be able to synthesize and use this data to solve complex clinical problems. This information must be acquired in a short and intense period of study which requires well developed study skills, a high level of motivation and may require considerable personal and financial sacrifice
- ◆ Have the mental, emotional, physical ability and stamina to complete the program in the required sequence
- ◆ Possess the emotional maturity and stability to approach highly stressful human situations in a calm, safe, and rational manner
- ◆ Have well developed oral and written English language communication skills
- ◆ Be physically and academically prepared to participate in clinical assignments which occur at different times in a variety of geographic locations
- ◆ Carry health insurance and provide documentation of same, and have Health Care Provider CPR certification
- ◆ Display strong ethical integrity consistent with working as a health care professional
- ◆ Have the minimum physical abilities in the areas of sensory function, hand-eye coordination, auditory ability, and neuromuscular control to competently perform the technical activities that are a critical part of the program curriculum and profession, including:
 1. Performing in depth physical assessments;
 2. Working on one's feet up to 8-12 hours;
 3. Performing common procedures that require fine motor skills such as vital sign measurement, injections, dressing changes, medication administration;
 4. Performing common procedures that require large motor skills such as stooping, bending and lifting, turning, transferring and ambulating adult patients.

Declaration - I have read and understand the technical standards required for the Nursing Program. I hereby declare that I am able to meet the above-listed essential technical standards. **BE SURE TO SUBMIT WITH APPLICATION.**

Name of Applicant (Print or type)

Signature of Applicant/Date
