



The Northwest College Associate Degree Nursing Program is approved by the Wyoming State Board of Nursing (130 Hobbs Ave., Suite B., Cheyenne, WY 82002, 307-777-7601, <http://nursing.state.wy.us>) and accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, 404-975-5000, [www.acenursing.org](http://www.acenursing.org)).

## Associate Degree Nursing Program at Northwest College

Dear Applicant:

Thank you for expressing an interest in the Associate Degree Nursing Program at Northwest College. There are two entry points to the Associate Degree Nursing program; 1) at the beginning of each fall with a new cohort or 2) at mid-point-joining the ongoing sophomore cohort in Semester 3. Applicants potentially eligible for midpoint entry are advanced placement, transfer or re-entry students. Advanced Placement students must be Licensed Practical Nurses who meet advance placement application criteria. Candidates chosen for Advanced Placement status will enter the sophomore year of the Associate Degree Nursing Program. If you are a transfer student or student wishing to re-enter the nursing program, please see the Nursing Student Handbook pages 22-23 for entrance criteria on our website and contact the Director of Nursing, [marnee.crawford@nwc.edu](mailto:marnee.crawford@nwc.edu).

Students beginning at the entry point of the program are admitted to the school of nursing each fall term through the application process outlined in this packet and consistent with the Nursing Student Handbook. Application packets are available online at [www.nwc.edu/nursing](http://www.nwc.edu/nursing) or in the Nursing Program office. This packet contains Admission Criteria related to applying for admission to the Associate Degree Nursing Program (RN). ***Please read the packet in its entirety.***

You must apply to Northwest College and be accepted by the college before you can apply to and be accepted into the Nursing Program. You will receive a letter from the admissions department stating if you have been accepted by the college. This letter is **not** an indication that you have been accepted into the Nursing Program. You will receive a separate letter in this regard signed by the Director of Nursing regarding the status of your admission to the program.

A satisfactorily completed application packet contains **all** the required items as stated below and on the ***Application Checklist***. All materials must be received in the Nursing Department by the ***first Friday in March of each year***. Applications are reviewed by the Director and faculty of the Associate Degree Nursing Program after the submission deadline. Applications that are incomplete or submitted past the application deadline will not be considered. Depending on the program and point of entry, students may be required to have a background check and meet technical and physical requirements as part of a two-tiered admission process. All students will be required to submit to entrance and random drug screening while in the program.

### STUDENT SELECTION PROCESS

We select students based on the following criteria:

- 1) Students have met the math requirement
- 2) Students have met the lab/science requirement
- 3) Students have completed all the pre-requisite courses
- 4) Students have completed the TEAS test and meet the minimum programmatic mean
- 5) Students have met the GPA requirement
- 6) Students have a turned in a letter of intent
- 7) Students have submitted official transcripts from all schools attended to Northwest College Registrar's Office
- 8) Students have turned in a signed application checklist
- 9) All required materials as stated above have been turned in by the deadline for application

Students who have satisfactorily completed all the numbered items above will be given first priority for consideration towards admission into the Associate Degree Nursing Program.

Students who wish to apply but are currently enrolled in a pre-requisite course during the spring semester will be reviewed for placement on an alternate list for acceptance to the program. There is no guarantee that space will be available for alternates.

A minimum cumulative GPA of 2.7 or higher (on a 4.0 scale) is required. Cumulative GPA is calculated using all courses completed in the program of study for the Associate Degree in Nursing at Northwest College. In addition, a 'C' or better

is required on **all courses** required for the program of study for the Associate Degree in Nursing at Northwest College. For your reference the program of study is included on the website.

It is the student's responsibility to verify that all your application materials have arrived in the Nursing Department. Applications that are incomplete or submitted past the application deadline will not be considered.

#### **DETAILS OF REQUIREMENTS FOR APPLICATION:**

##### Math requirement:

MATH 1400 or MATH 1000 are required for application. A higher level of math course may be accepted with approval from your advisor or Director of Nursing. Course completion must be evident on a transcript and indicate a grade of 'C' or above. If the required math course is more than 5 years old, then the student will be required to take a COMPASS or Accuplacer test indicating proficiency at MATH 1000 or MATH 1400.

##### Lab & Science requirement:

Students must satisfactorily complete a science course with a 'C' or higher that includes a lab component within five years of application. Examples of courses that would meet these criteria are; Chemistry (CHEM 1020) with lab, Biology (BIOL 1010) with lab, Microbiology (MOLB 2210) with lab, Anatomy & Physiology I (ZOO 2010) with lab or Anatomy & Physiology II (ZOO 2020) with lab.

##### Pre-requisite courses:

Students must satisfactorily complete English I: Introduction to Composition (ENGL 1010), Biology (BIOL 1010) with lab, and Anatomy and Physiology I with lab (ZOO 2010) with a 'C' or higher. After three attempts to achieve a 'C' or better on pre-requisite or any course within the program of study, students are no longer eligible for admission or re-admission to the program.

##### TEAS test requirement:

Students must provide TEAS test results that reflect an adjusted individual total score that is at or above the program mean. Students may retake the TEAS test a total of two times per application period. See page four for more details about preparing for the TEAS test. If the minimum score is not achieved after two attempts or if the TEAS test scores are after the deadline, the TEAS test criteria for application will be considered unmet. Scores used for entrance must be obtained within the last two years.

##### GPA requirement:

A minimum cumulative GPA of 2.7 or higher (on a 4.0 scale) is required for admission requirements. Cumulative GPA is calculated using all courses completed in the program of study for the Associate Degree in Nursing. In addition, a 'C' or better is required on **all courses** required for the program of study. For your reference the program of study is included on the website.

##### Official transcripts:

Official transcripts must be sent to NWC from other institutions attended to the Registrar's Office. Students are responsible for contacting the Northwest College Registrar's Office to ensure that transcripts from other institutions have been received and to request that a transfer equivalency report be done.

##### Letter of Acceptance:

If applicant has not attended Northwest College, they first need to apply to Northwest College and be accepted. The letter of acceptance must be turned in as part of the materials required for application. If student is currently enrolled at Northwest College, the requirement to turn in the letter of acceptance is waived.

**The application process is two-tiered. Once the initial application is received and reviewed, you will receive a letter indicating your next steps toward admission into the nursing program. Should you meet the criteria listed above, your letter will direct you to complete a background check with drug screening, technical requirement and pre-entrance physical form that will require a health provider's signature. The forms are included on the website for your reference. Once the pre-entrance physical and technical requirement forms, background check and drug screen reports are received and reviewed, you will receive another letter indicating the status of admission into the nursing program.**

## TEAS Information

The Test of Essential Academic Skills (TEAS) entrance test is a requirement of the NWC Associate Degree Nursing Program. The TEAS measures basic essential skills in the academic content area domains of reading, mathematics, science, and English/language usage and is taken online. The test is intended for use primarily with adult nursing program applicant populations. The objectives assessed are those which nurse educators deem most appropriate and relevant to measure entry level skills and abilities of nursing program applicants. The TEAS exam is administered by the Assessment Technologies Institute, LLC (ATI).

Students must receive a minimum adjusted individual total score that is equal to or higher than the ADN program mean in order to be considered for application to the Associate Degree Nursing Program.

If you are interested in taking the TEAS test, for Cody call Carri Dobbins at 307-587-6257, or for Powell call Caitlin Gillies at 307-754-6062, and make arrangements to take this test. Students should plan ahead and schedule the test early in the spring semester as your desired test time may fill.

The TEAS test can be taken a total of two times per application period. The highest score will be accepted as long as the minimum score was attained. Scores used for entrance must be obtained within the last two years. Students with special needs who qualify under the Americans with Disabilities Act (ADA) should contact the Student Success Center's Disability Support Service Coordinator for testing accommodations.

To prepare for the test, you may consider purchasing a study manual from the company through their website at [www.atitesting.com](http://www.atitesting.com). Study guides are also available at the NWC Hinckley Library on a 24 hour reserve. The test is computerized and takes approximately 3-4 hours. You must arrive at the testing site 15 minutes early and wear comfortable clothes that can accommodate a variety of room temperatures. Distractions will not be allowed! Out of respect for those students who do arrive on time, the doors will lock promptly at the start time and late arrivals will not be admitted to take the exam.

Payment is made during the testing session and is collected online through ATI by debit or credit card. You must present a photo ID at the time you take the test.

Results of the test are available immediately upon completion of the test. Remember, this test is a part of the admission process, not a sole determinant of acceptance. The testing monitor cannot tell you if your score was high enough to be admitted to the program. You print out your results and turn a copy in with your application.

### Rules of the Test:

- Textbooks, notes, and all other reference or support materials, as well as calculators and all other personal electronic devices are prohibited during the test.
- You cannot click outside of the test window on your computer, or access any other computer resources.
- No backpacks, briefcases, purses, cell phones or food are allowed in the testing room. Water bottles are allowed and must be kept on floor (away from computers). You are not allowed to make phone calls at any time.
- You will not be allowed to communicate with other students during the test. If you have a question or a problem, raise your hand to alert the proctor.
- You will not be allowed to leave the testing room during the test, except for a brief restroom break, if necessary, between sections.
- No heavy perfumes, lotions or body odor will be tolerated.
- **If the proctor notes any activities that are in conflict with testing integrity or the rules stated above, they can stop your test immediately and that test will not be accepted and no refunds will be given.** A meeting with the nursing director will be held to determine if the student will be allowed to test again.

# LETTER OF INTENT

Northwest College Nursing Program  
231 West 6<sup>th</sup> Street  
Powell, WY 82435  
307.754.6484

Dear Nursing Faculty:

I, \_\_\_\_\_, (please list any former names - such as maiden name)  
Name

\_\_\_\_\_  
Mailing address City State Zip

\_\_\_\_\_  
Phone Number email

intend to apply to the Northwest College Associate Degree Nursing Program for fall entry, 2016.

I have not \_\_\_\_\_ /have \_\_\_\_\_ previously been enrolled in a School of Nursing.

Name of School \_\_\_\_\_

Date of Enrollment \_\_\_\_\_

I left that School of Nursing for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
I understand I must follow the guidelines for application as outlined on the Checklist for Enrollment form.\*\*

**I certify that I have not knowingly submitted false or misleading information to the Northwest College Associate Degree Nursing Program. I understand that the Northwest College Nursing program reserves the right to verify any information in this application and can deny entry into the Nursing Program if applicant knowingly falsified data.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*\*DISCLAIMER:** This letter does not imply student obligation to the Nursing Department or Northwest College. This letter does not imply acceptance into the Nursing Program at Northwest College.

\_\_\_\_\_  
Date received by the Nursing Department

**APPLICATION CHECKLIST**  
NWC Associate Degree in Nursing Program

- Letter of Intent completed and returned to the Nursing Department by the first Friday in March.
- A completed application to Northwest College. Submit a copy of your acceptance letter to the Nursing Department. *Only necessary for those not currently attending NWC.*
- Submit ALL official transcript(s) from any college/university attended for any coursework outside of NWC that you are using towards the Associate Degree in Nursing program of study; **one** set to Northwest College Admissions and **one** set to the Nursing Department. Transcripts must reflect the successful completion of **ZOO 2010** - Anatomy & Physiology I; General Biology-**BIOL 1010** with lab, **MATH 1400** – College Algebra or **MATH 1000** – Problem Solving and **ENGL 1010** - Introduction to Composition with a grade of ‘C’ or better. These courses are prerequisites for admission.
- TEAS (Test of Essential Academic Skills) exam successfully completed within two years and with results submitted by student to the Nursing Department by the application deadline.
- Lab/science requirement is met. Course name: \_\_\_\_\_ Semester taken: \_\_\_\_\_
- Math requirement is met. Course name or Accuplacer/Compass score: \_\_\_\_\_ Semester/Date taken: \_\_\_\_\_
- I give my permission for NWC Nursing Department to print my NWC transcript and place in my application file.

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The completed checklist must be signed and turned in as part of the application to the **NURSING DEPARTMENT**. Failure to do so means your file is incomplete and therefore will not be considered for admission to the Nursing Department.

I have read the above information and understand the procedures and requirements. **I understand that it is my sole responsibility to make sure that all of the above mentioned materials are in the Nursing Department file by the first Friday in March for acceptance to the Nursing Program for the following fall semester.** I also understand that there is no guarantee of admission even though all of the above items are completed.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPROXIMATE BREAKDOWN OF COSTS

### Associate Degree in Nursing

Approximate Pre-Entrance Costs - \$265

\*\*Background check, drug test, physical and immunizations

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>UNIFORMS/EQUIPMENT</b>			
2 Uniforms	\$ 160.00		
White Lab Coat (opt.)	35.00		
White Shoes	65.00		
Hemostat	6.00		
Bandage Scissors	6.00		
Stethoscope	80.00		
Patches (1)	3.00		
Watch	25.00		
<b>TOTAL</b>	<b>\$ 380.00</b>		
<b>TUITION/FEES/BOOKS</b>			
Course Lab Fees	\$ 350.00	Course Lab Fees	\$ 415.00
Liability Insurance	15.00	Liability Insurance	15.00
College Tuition & Fees (In-State Resident)	2,700.00	College Tuition & Fees (In-State Resident)	2,700.00
Books	1,034.00	Books	436.00
ATI Testing	466.00	ATI Testing	165.00
<b>TOTAL</b>	<b>\$4,550.00</b>	<b>TOTAL</b>	<b>\$3,731.00</b>
<b>MISC. COSTS</b>			
Travel/Lodging*	\$ 700.00	Travel/Lodging*	\$ 800.00
(*To/from clinicals for 2 semesters)		(*To/from clinicals for 2 semesters)	
<b>TOTAL</b>	<b>\$ 700.00</b>	<b>TOTAL</b>	<b>\$ 800.00</b>
<b>ROOM/BOARD</b>	<b>\$3,830.00</b>	<b>ROOM/BOARD</b>	<b>\$3,830.00</b>
<b>APPROXIMATE COST 1ST YEAR</b>		<b>APPROXIMATE COST 2ND YEAR</b>	
WITHOUT ROOM/BOARD	\$5,630.00	WITHOUT ROOM/BOARD	\$4,531.00
WITH ROOM/BOARD	\$9,460.00	WITH ROOM/BOARD	\$8,361.00

<b>APPROXIMATE COSTS BOTH YEARS</b>	<b>TOTAL</b>
WITHOUT ROOM/BOARD	\$10,161.00
WITH ROOM/BOARD	\$17,821.00

\*You must provide your own transportation between the clinical facilities including, but not limited to: Powell, Worland, Lovell, Basin, Cody, Evanston, Casper, and Thermopolis. In addition, you will have to pay for housing and food during some clinical experiences from outside the local area.