



# ADMISSIONS

ST. ELIZABETH COLLEGE OF NURSING

# REQUIREMENTS

The faculty of St. Elizabeth College of Nursing believes that the nursing profession requires persons with a high sense of integrity and emotional maturity whose interest is in service to others. Applicants are expected to present evidence of good physical and mental health. All candidates for admission to the College are considered individually on the basis of the qualifications of each. The College admits qualified students of any age, race, color, creed, national or ethnic origin, gender, marital status, disability, or sexual orientation to all the rights, privileges, programs, and activities available through the College.

Individuals or groups who wish to visit the College may make an appointment by contacting the College of Nursing recruitment office at (315) 798-8189 or (315) 798-8347 or may visit the college's website at [www.secon.edu](http://www.secon.edu).

The applicant must be a graduate of an accredited high school or its equivalent (Graduate Equivalency Diploma [GED]) which is acceptable to the New York State Education Department and the College of Nursing.

## HIGH SCHOOL COURSES MUST INCLUDE

*Algebra or Equivalent Course* ..... 1 unit

## FURTHER ADMISSION CRITERIA:

1. High School graduating average of 80% or "B" is preferred and/or minimum college GPA of 2.50 or higher.
2. The high school student is required to take the SAT or ACT standardized examination. A combined SAT score of 950 or above, OR a combined SAT-R score of 1275 or above, OR an ACT composite score of 21 or above.
3. Acceptable references from an employer, guidance counselor, teacher, or one who can provide objective information. A family member or friend is not an acceptable reference.
4. Applicants must consent to any and all admission-related examinations, including but not limited to, health and drug screening tests and background investigation checks as required by the College. Admission to SECON may be made conditional upon successful completion of such examinations and tests.
5. Adults 21 years of age or older may be accepted into the Weekend Program.

International Students who have English as a second language will be required to take the Test of English as a Foreign Language (TOEFL) prior to review of application. TOEFL total scores of 500 for the paper and pencil version and 173 for the computer version are preferred for the student to start the nursing sequence of courses. Applicants who score less than the acceptable score

can anticipate that they may be required to begin their studies with English as a Second Language (ESL) coursework as their main focus to prepare them for additional study in nursing. Additional evidence of language proficiency will be reviewed prior to making a decision of acceptance into St. Elizabeth College of Nursing.

## CPR CERTIFICATION

Proof of current certification in CPR (cardio-pulmonary resuscitation) at the BLS (basic life support) level is required before a student begins clinical experience. Students must maintain current certification throughout the program of study.

## TRANSFER CREDIT POLICY

Previous college level courses taken with a final grade of “C” or above may be transferred to the college’s curriculum. Science courses (Anatomy & Physiology I & II, Microbiology) have a five-year limit for transfer; all other general education courses have no time limit. Transfer course credits are not entered into the student’s grade point average (GPA).

To validate college science credits older than five years, applicants may challenge science courses, e.g. through Excelsior College or the College Level Examination Proficiency (CLEP), if they have been completed with a grade of “C” or better or passing score. Science course(s) must have a lab component. Challenge examinations must be within the five-year limit.

Students who take Advanced Placement (AP) courses in high school will receive credit according to the following grades received:

***Grades 3 and above - acceptable***

***Grade 2 - at the discretion of the Admissions Committee***

***Grade 1 - not acceptable***

## STUDENTS SCHOOLED AT HOME

While St. Elizabeth College of Nursing recognizes home schooling as a legitimate educational option, students schooled at home who are unable to present diplomas from educational agencies endorsed by the state and regionally accredited are considered to be without a high school diploma. Applicants who have been home schooled are expected to meet the same admission requirements described above for GED candidates and are encouraged to meet the requirements necessary to obtain the GED prior to admission to the college.

## LICENSED PRACTICAL NURSE (LPN) ADVANCED PLACEMENT

An Advanced Placement Plan is offered as an alternate option for Licensed Practical Nurses (LPN) who wish to continue their education to become Registered Nurses. To be eligible, a student must meet the admission requirements according to the existing policy. A prerequisite math course must be completed. The applicant must complete a pre-admission advisement with the Dean of Academic Affairs to determine placement.

### **Criteria for LPN Advanced Placement are as follows:**

- *Completion of the admission process and acceptance into the nursing program.*
- *Graduate of a state approved Practical Nurse Program. Official transcript from PN program is required.*
- *Current LPN registration.*
- *Letter of recommendation from the most recent employer (LPN position).*
- *Students are required to take and pass the National League for Nursing - Nursing Acceleration Challenge Exam (ACE I) before continuing in the LPN to RN Transitions Course (Nursing 1000).*

## COMPUTER TECHNOLOGY RECOMMENDATIONS

In preparation for beginning the nursing program, it is strongly recommended that students have a personal computer with high speed internet access. Students should also have a word processing program, preferably Microsoft Word. Although a personal computer is not a requirement, most students do find that it is very helpful to be able to access course materials from home. There are computers for use available at the College.

While a student attends the College of Nursing, it is necessary to have an email address. Administration, faculty, staff members and students communicate very frequently with each other via email. Students may receive important announcements, course updates or quiz notifications through email.

## ADMISSION PROCEDURE

Applications, reference forms, and information can be obtained by writing or calling the College of Nursing, or downloading the forms through the College website, [www.secon.edu](http://www.secon.edu). It is recommended that high school applicants apply early in their senior year and transcripts from high schools and colleges should be sent as soon as possible. A non-refundable application fee is required (\$50.00 if post-marked before February 1st and \$65.00 if postmarked after). The College requires that the applicant send the reference forms to the person they are requesting the reference from and ask that they return the form to the College in the provided return envelope. A pre-admission examination and personal interview may be required at the discretion of the Admissions and Public Relations Committee.

The Admissions and Public Relations Committee makes the final decision on all completed applications and formal notification is sent to the applicant. SECON understands most institutions have an expectation of candidate response by May 1st, however, as a single purpose institution with limited enrollment, we want students and families to be aware that a commitment of admission is expected. We request students and families to accept our offer of admission within weeks of notification. A \$50.00 non-refundable matriculation fee is expected to ensure the applicant's intent to enroll in the program.

SECON reserves the right to initiate a Wait List. Placing an applicant on the Wait List does not initially offer, but extends to the applicant the possibility of, admission in the future.

Applications will not be accepted if any of the following condition(s) exist:

1. Application for admission has been denied on two (2) previous occasions
2. Applicant has received a letter grade less than C, in the same course, on two (2) previous attempts on any of the following sciences courses:
  - *Anatomy & Physiology I*
  - *Anatomy & Physiology II*
  - *Microbiology*
3. Failure of any two (2) nursing courses has occurred at any educational institution
4. A clinical failure has occurred at any educational institution

## AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Policies have been implemented to assist all students to be successful at St. Elizabeth College of Nursing, including the economically and academically disadvantaged. Financial aid is available for those who qualify.

Students who need to maintain full-time employment can do so while attending the weekend college program. This unique format provides an opportunity for the graduate's academic and financial advancement.

The recruitment program provides opportunities for increased participation from "under represented" groups. Career talks are given at local high schools, shopping malls, trade retraining centers, and various local, county, and state agencies.

Faculty advisement is available during the student's course of study at St. Elizabeth. It provides a 1:1 contact between a faculty member and the student to encourage, support, and advise students as they proceed through the nursing program.

## PERSONS WITH DISABILITIES

St. Elizabeth College of Nursing takes positive steps to ensure that it is in full compliance with all pertinent non-discriminatory laws, including the implementation of Section 504 of the Rehabilitation Act of 1973 and other federal and state laws and regulations regarding qualified applicants. The college does not discriminate against the physically disabled if they qualify.

The College has provided a handicap accessible restroom on the first floor of the education building. A wheelchair ramp and parking space is available at the rear lobby entrance. Elevators are available to all areas of the educational building. Assistance is available through the Control Center receptionist. The staff helps persons with disabilities in need of assistance, i.e., comfort areas, telephone. The College Registrar is designated as the Coordinator of Disability Services for the College. The officer for St. Elizabeth Medical Center non-discriminatory policies is the Vice President of Human Resources, (315) 798-8117.

## AMERICAN DISABILITIES ACT (ADA)

Disability Services:

St. Elizabeth College of Nursing complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with any type of permanent or temporary disability are urged to contact the Disabilities Services Coordinator at (315) 798-8253 early in the application process.

## ADVANCED STANDING OR TRANSFER

A student who wishes to transfer from another school of nursing or other career program to the St. Elizabeth College of Nursing will be considered on an individual basis. The applicant should submit the application form and all other required forms, including transcripts of previous courses. Course descriptions and a catalog from the school are required to assist in the advisement of individuals for advanced placement. Courses must be consistent with this curriculum pattern and all prerequisite courses must be completed. All other admission criteria must be met before entering the program.

A letter of reference will be requested from a former director or dean of any nursing program for transfer students. The Dean of Academic Affairs will review individual transcripts for appropriate transfer credit and placement within the curriculum.

Challenge examinations for qualified applicants may be used at the discretion of the Admissions Committee, e.g. Excelsior College Examinations or National League for Nursing (NLN). The candidate's educational background, grades, and other abilities will be used to determine eligibility for the program and for placement in the appropriate level. A transfer student must successfully complete 29 credit hours at St. Elizabeth College of Nursing to be eligible for graduation and receive an Associate Degree. A minimum of 23 credit hours must be in nursing.

# GENERAL EDUCATION COURSE COMPLETION POLICY

**EFFECTIVE FALL 2009**

Students who need to complete two or more general education courses by fall of the senior year must comply with the following:

- 1.** Complete or test out of (via challenge exam) at least **one** of the courses by the beginning of the senior spring semester.
- 2.** If two courses are needed, the student must register for at least one (1) of the courses at spring pre-registration, held in November of the senior year. If a student tests out of this course (via CLEP/Excelsior College) or takes it during a winter mini session, the pre-registered course can be dropped by submitting an official transcript of the final grade before the start of the senior spring semester classes.
- 3.** All challenge exams must be completed prior to the beginning of the senior spring semester.
- 4.** Students must take a challenge exam (and pass it) before the senior spring semester begins or register for the course to be taken in the spring semester.

Failure to comply with the above-stated policy will result in the student's inability to register for Nursing 240 and Nursing 242, the senior spring semester nursing courses.