Dear Prospective Practical Nursing Students:

Thank you for your interest in the Associate of Science in Nursing (ASN) Program at Fletcher Technical Community College. Applications for the fall 2017 Program are currently being accepted. The application deadline for the program will be **Monday May 15, 2017** at 4:00 p.m. at Houma/St. Charles location. Applications received after this deadline will be deemed automatically ineligible for the ASN program.

Students accepted into the ASN Clinical program will complete the program in three semesters. Successful completion of the ASN degree prepares you to take the National Council Licensure Examination (NCLEX-RN) for licensure as a RN. Specific information regarding the curriculum and course descriptions can be found in the current academic year’s catalog located on Fletcher’s website under “Current Students” ([www.fletcher.edu](http://www.fletcher.edu)).

Detailed admissions requirements for the ASN program are included in this guide. Please read the following document fully. Students who are not admitted for fall 2017 must re-apply for admission for a future entrance term. It is the student’s responsibility to retain copies of documents and resubmit a new application packet for future classes. We do not maintain a waiting list. Admission requirements are reviewed annually and are subject to change. Please ensure you are using the correct guide for the semester you are applying.

If you have questions regarding information in this document, please call the Department of Nursing and Allied Health at (985) 876-8900. We look forward to assisting you as you begin your studies in nursing.

Sincerely,

Department of Nursing and Allied Health Faculty
Fletcher Technical Community College
### Louisiana State Board of Nursing Approved Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
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<th>Total Cr. Hrs.</th>
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Associate of Science in Nursing Program Admission Information
Fall 2017 Clinical Program

Program Outcomes

- Performance on Licensure exam: Provide a course of study that promotes an annual (Jan 1st – Dec. 31st) first time pass rate of 80% or greater on the NCLEX-RN as set by the Louisiana State Board of Nursing.
- Program Completion Rate: The program completion rates will be 60% of students entering into the clinical nursing course will complete in three (3) semesters.
- Graduate Program Satisfaction: A three-year (January 1st to December 31st) mean of 80% of graduates returning surveys will report satisfaction (Excellent, Above Average, Average) of their education, instructors, and the clinical agencies six to twelve months post-graduation.
- Employer Program Satisfaction: A three year (January 1st to December 31st) mean of 80% of employers returning surveys will report satisfaction (Excellent, Above Average, Average) of the six to twelve months after graduation
- Job Placement Rates: 90% or greater employment rate of graduates actively seeking employment to obtain employment in the field of nursing within one year of graduation.

Student Learning Outcomes

Students who successfully complete Associate of Science in Nursing Program will be able to:

- Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values and needs.
- Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
- Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics: Use information technology to communicate, manage knowledge, mitigate error and support decision making.

College Admission Requirements

Associate of Science in Nursing – Clinical applicants must meet all general admissions criteria and be fully admitted to Fletcher, in addition to the program specific requirements contained in this document. Full admission is granted once a student is cleared by the office of admissions.

Full admission cannot be granted to an applicant/student who has outstanding holds from any school in the Louisiana Community and Technical College System. New and returning (did not attend in spring 2017) students must submit a completed admissions application in order to be considered for the program. The application can be found on the Fletcher website at www.fletcher.edu/admissions.
Program Admission Requirements

Application for Admission to a Nursing or Allied Health Program
A completed Application for Admission to a Nursing or Allied Health Program must be submitted along with the other required documents listed in this guide to the Department of Nursing by the deadline. This document can be found on the Fletcher website under Programs → Nursing.

Official College Transcripts
If you attended any college or university other than Fletcher prior to applying at Fletcher, official college transcripts must be sent directly from all previous institutions to Fletcher Technical Community College for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher. Transcripts can be sent in the following ways:

1. Escripted to Fletcher only
2. Paper copies of official transcripts to both Fletcher Student Services and Department of Nursing.

If the transcript is hand delivered, it must be sealed by the issuing institution. Any transcript not sent in a sealed envelope will not be accepted, and the application will be rejected. Transcripts must be submitted even if credit was not granted. Transcripts should not include coursework that is “in progress”.

Testing Requirements
Fletcher’s ASN Clinical Program requires the HESI A-2 entrance examination. Any applicant who has previously taken the HESI-A2 must submit official scores with the application to the Department of Nursing. The scores must be within one year from the application deadline, no earlier than May 17, 2016. Applicant must score a minimum of 75% in each required component in order to be considered for clinical admission. Required components are: Anatomy and Physiology, Reading, Math, Grammar, and Vocabulary.

The HESI-A2 test will be offered at Fletcher at various times throughout the year. Please contact the Testing Department in Student Services for test dates and times. The applicant must pre-register for the test. Contact Student Services to schedule a test date. The cost of the test is subject to change each semester. Please contact the testing department for information regarding the cost of the test. Space is limited. Test registrants MUST check in with Student Services no later than 30 minutes prior to their test time. Pre-registration is done on a first-come first-served basis. Test registrants must bring a photo ID and payment receipt on the date of testing. Any examinee wishing to retake the HESI –A2 examination is recommended to wait a minimum of six weeks prior to retesting to allow time for remediation. See test facilitator for directions on remediation procedure. Applicants may not take the exam more than two times per application year.

Any test registrant for the HESI-A2 requiring accommodations for testing must notify Fletcher at least two weeks prior to the scheduled testing date. Accommodations requests must be accompanied by a current evaluation. These requests must be submitted to Student Services. A special accommodations form is attached in the “Enclosed Forms” section at the end of this guide. A study guide for the HESI A-2 such as the HESI Admission Assessment Exam Review can be purchased at the Fletcher Bookstore.

GPA (Grade Point Average) Requirements
In order to apply for admissions into the clinical program, the grade point average (GPA) of all nursing
prerequisite coursework (including repeated unexpired courses) must be at least 2.75. Prerequisite coursework under academic amnesty from all other colleges including Fletcher will be included in the GPA and treated as any other prerequisite course.

**Essay**
The applicant must submit a typed essay with a minimum of 200 words explaining interest, and objectives for pursuing a degree and career in nursing. Applicants should not include his/her name on the essay to prevent bias in scoring.

**Certified Background Check**
All applicants are required to obtain a background check from the local sheriff’s office. Background checks must be dated no earlier than May 15, 2016. The approximate cost is $10. The results must be submitted with the program application packet.

**Admission Application Deadline**
Completed “Application for Admission to Nursing or Allied Health Program” and all required supporting documents must be received by the Department of Nursing no later than Monday, May 15, 2017 at 4:00 p.m.

It is recommended that the information be submitted by certified mail or hand-delivered. Only completed applications will be reviewed for admission. It is the applicant’s responsibility to make sure that all application materials are received by the deadline dates. Submit all documents together in a professional and organized manner in a folder or envelope. Do not submit in a notebook, binder, etc. The applicant should keep photocopies of all documents submitted. Contact between the student and the department regarding acceptance is done by mailing address and email address. It is the student’s responsibility to ensure that the information given to the department of nursing is kept current and accurate.

**ANY MISSING OR INCOMPLETE DOCUMENTATION WILL CAUSE THE APPLICATION TO BE DECLINED AUTOMATICALLY**

The “Application for Admission to Nursing or Allied Health Program” and all supporting documents should be sent to: (mail or hand deliver)

**Mailing Address**
Fletcher Technical Community College - Department of Nursing
1407 Highway 311
Schriever, LA 70395

**Hand Deliver to Physical Address**
310 St. Charles St.
Houma, LA 70360

**What’s to expect after applicants are submitted?**
Following the completion of the spring semester, applications will be reviewed. All required components are weighted, and all weighted parts will be combined for a total score. These scores will then be ranked, and the top total scores will be selected for the program. In the case that two applicants end up with the same final score, the essay score is used as a tie breaker.

Applicants with the top total scores will be given information regarding orientation and registration usually scheduled in early June. In addition, the next three to ten applicants next in line will be considered alternates in the case that one or more of the selected candidates do not or cannot register for the program. If the accepted applicant does not attend this mandatory orientation or make prior arrangements, it will be

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assumed the applicant is declining the conditional acceptance to the program. All applicants will receive written notification of their status. Accepted and alternate applicants must respond by the indicated date on the acceptance letter. Failure to respond by the indicated date will result in cancellation of the acceptance.

The following items are not required for application but are included for the student to prepare should he/she be accepted:

- Schedule and pay for clinical courses
- Purchase books and other requirements.
- Documented Physical Exam stating the student is “free and clear to participate in clinical duties”
- Titors, CPR, Flu Shot, and TB Test
- Louisiana State Police and FBI Background Check
- Be free of a criminal record of pleading guilty or no contest to, or a conviction of a felony. If the applicant, has plead guilty or no contest to or has been convicted of a felony, he or she is immediately declared ineligible for the ASN Program at Fletcher Technical Community College.
- Provide information about currently prescribed medications to the Department of Nursing prior to drug testing.
- Pass a urine drug screen and be subject to random drug testing. Applicants who receive positive results for the following substances including but not limited to synthetic street drugs, amphetamines*, barbiturates*, cocaine, marijuana, benzodiazepines*, opiates*, phencyclidines*, Ritalin*, or Adderall* will be dismissed from the program immediately if a letter was not presented to the department prior to testing. *Positive results accompanied by a letter from the prescribing doctor may be reviewed.

Schedule and Work Recommendations
Due to the fast pace, challenging, and rigorous academic demands of the ASN program, the nursing faculty urge students to avoid full-time work commitments. Clinical schedules are subject to last-minute revisions each semester. Clinical rotation schedules are scheduled at a variety of clinical sites that may be over 20 miles or more from campus. Therefore, students’ personal commitments must remain flexible to meet course objectives and accommodate program requirements. Reliable transportation is needed due to the distance to some of the clinical sites.

Louisiana State Board Approval
Although a student may be accepted into the clinical portion of the program, the Louisiana State Board of Nursing may deny eligibility to enter/progress in clinical nursing courses based on the following including but not limited to prior criminal activity and/or positive drug screen Fletcher Technical Community College Nursing department must comply with the Louisiana State Board of Nursing’s decisions.

Once a candidate becomes an ASN clinical student, all ASN policies and procedures must be followed. All policies for the ASN program are found in college handbooks located on the website. Any student who has a failed attempt (whether the student resigns from the program or does not successfully complete the course/program) will have to reapply to the program.

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Associate of Science in Nursing – Clinical
Admission Checklist and Instructions for Fall 2017

Applicants to the Fletcher’s ASN Clinical program must complete and submit the following information to the Department of Nursing 310 St. Charles Street in order to apply. If at any point, the candidate does not comply with any part of this process, the candidate will not be eligible for the program and will have to re-apply to the ASN program.

All applicants must submit all of the following:

1. This checklist signed and dated.
2. Complete an admissions application to Fletcher Technical Community College (if not already a Fletcher student) online at www.fletcher.edu.
3. Be fully or unconditionally accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.
4. Complete and submit an “Application for Admissions to a Nursing or Allied Health Programs” located on the Fletcher Website Programs Nursing. If an area is left blank, the entire application is null and void. Use “N/A” for items that do not apply.
5. Achieve and submit a minimum score of 75% is required in each component on the HESI-A2 on no more than 2 attempts and must be dated after May 16, 2016. Scored components include Anatomy and Physiology, Reading, Math, Vocabulary, and Grammar. Highlights should be made if two exams are being submitted.
6. Successfully complete general education coursework with “C” or better according to official transcripts. Applicant must be in the final semester of completing prerequisite course work to apply for admission into the ASN clinical program unless otherwise stated below:

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<th>Course</th>
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<td>Anatomy &amp; Physiology Lecture(^1) and Lab II(^1)</td>
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<tr>
<td>College Algebra</td>
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<td>Statistics</td>
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<td>English Composition I &amp; II</td>
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<td>Microbiology(^1)</td>
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<td>Humanities(^3)</td>
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<td>Fine Arts(^3)</td>
<td>3</td>
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<td><strong>32</strong></td>
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</table>

\(^1\) Courses must have been completed within 5 years of entry into program.

\(^2\) Course must be successfully completed by the fall admission semester.

\(^3\) Course must be successfully completed by graduation.

7. Achieve a minimum nursing prerequisite GPA of 2.75.
8. Submit a typed essay with a minimum of 200 words explaining the interest, and objectives for pursuing a degree and career in nursing. Do not include your name on the typed paper. (Used in case of tie)

Please sign and send this checklist with your application and documents no later than Monday May 15, 2017 at 4:00 p.m. to:
Mailing Address
Fletcher Technical Community College- Department of Nursing
1407 Highway 311
Schriever, LA 70395

Hand Deliver (Physical Address)
Fletcher Technical Community College- Department of Nursing
310 St. Charles St.
Houma, LA 70360

By signing and submitting this document, I understand that if Fletcher Nursing Department does not receive all required documentation, my application will be considered incomplete and will not be processed. I understand that it is my responsibility to make sure that all information that is submitted to Fletcher, is received on time, and is complete.

Applicant’s Signature: _____________________________________________ Date: _____________________________
Appendix C
Special Accommodations Form
HESI-A2

Request for Special Testing Accommodations: Only complete this form if you require special accommodations for testing.

This form must be completed and submitted to support your testing accommodation request. To process your information efficiently, all information must be received at least two weeks in advance of your planned test date.

Please note: The information provided and any documentation regarding the examinee’s disability and need for special testing accommodations will be considered strictly confidential and will not be shared with any outside source without the examinee’s express written consent.

Examinee’s Information:
Last Name: ___________________ First Name: ___________________ MI: _______
Social Security Number: ___________________

School’s Information:
School Name: Fletcher Technical Community College
School Address: 1407 Highway 311 Schriever, LA 70395

School Contact Information:
Name of School Administrator: Angie Pellegrin Title: Director of Counseling and Advising
Daytime Phone Number: (985) 448-7943 Fax Number: (985) 446-3308 Email: angie.pellegrin@fletcher.edu

Special Accommodations:
- Special Seating or other physical accommodations
- Large text/magnified screen (if available) for examination
- Reader
- Extended testing time (normally 1.5 additional hours)
- Separate testing area
- Other special accommodations (please specify): ________________________________

Specify Test Title:
Hesi A-2

Required Documentation from Health Care Professional (please check):
- Attached
- Not attached

Signed (OSA at FTCC): ___________________________ Date: ________________

Return this form to:
Student Services at least 2 weeks prior to your registered test date.