Submit all documents required for admission to the Dakota Nursing Program by placing application materials listed below in **one large envelope**. Print your full name clearly on the outside of the envelope. The envelope may be mailed or hand-delivered to the address below **on or before March 5th, 2016**.

<table>
<thead>
<tr>
<th>FOR BSC:</th>
<th>FOR DCB:</th>
<th>FOR LRSC:</th>
<th>FOR WSC:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzie McShane, MSN, RN Nursing Coordinator Bismarck State College PO Box 5587 Bismarck, ND 58504 Or hand deliver to: Allied Health Campus 500 E Front Ave, 2nd Floor</td>
<td>Dawn Romfo, MSN, RN Nursing Coordinator Dakota College at Bottineau 105 Simrall Blvd. Bottineau, ND 58318</td>
<td>Karen Clementich, MS, RN Nursing Coordinator Lake Region State College 1801 College Drive North Devils Lake, ND 58301</td>
<td>Gail Raasakka, MSN, RN Nursing Coordinator Williston State College 1410 University Ave. Williston, ND 58801</td>
</tr>
</tbody>
</table>
Associate Degree RN Admission Application

Description
The Dakota Nursing Program is an educational program that results in an Associate in Applied Science Degree in Nursing. Graduates are then eligible to apply to write the North Dakota State Board Examination for Registered Nurses (NCLEX-RN).

REQUIREMENTS FOR ENTRY INTO THE DAKOTA NURSING PROGRAM – ASSOCIATE OF APPLIED SCIENCE IN NURSING

Prerequisites for continuation toward the Associate in Applied Science Degree in Nursing (ADN)

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in the 42 credit course requirements as defined in the PN curriculum. The student must maintain an overall GPA of 2.5.

2. An application dated no later than March 5 of the year the student would be entering the 2nd year of the program.

3. Pass a preadmission examination.

4. Positive recommendations from nursing administration and nursing faculty.
PROGRAM APPLICATION AND ADMISSION PROCESS

For Current DNP PN Students requesting admission:

a. _____ Updated copy of current CPR certification for Health Care Providers or Professionals

b. _____ Transcripts showing completion of pre-requisite courses with required cumulative and nursing GPA. Applicants are asked not to request that student services make a copy of the transcript for the applicant, rather the applicant should have a copy of all college transcripts in their possession. Downloaded transcripts from PeopleSoft (ConnectND) are also accepted.

c. _____ ATI PN Comprehensive Predictor report showing an individual composite score which equals a predicted probability of passing the NCLEX-PN of 92%. Students achieving a score of less than 92% predicted probability on the first attempt will be required to retake the predictor after remediating on the topics they failed. Applicants will be allowed two (2) attempts of passing the NCLEX-PN Predictor per application process. A student may be considered for admission after a successful retake, however, the internal student (current Dakota Nursing Program student) failing the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.

d. _____ Application form. (See enclosure) Please fully complete form with updated personal information.

e. _____ References: DNP students are not required to submit additional references. Faculty evaluations of the student from previous PN clinical courses are strongly considered by the interview committee.

f. _____ Complete criminal background disclosure form. (See enclosure)

g. _____ Review essential functions (abilities) of the nurse and discuss any areas of concern with the nursing coordinator. (See enclosure)

h. _____ Review the role of the Associate Degree Nursing Student and discuss any areas of concern with the nursing coordinator. (See enclosure)

i. _____ Sign and date the role of the student nurse statement and return it in your application. (See enclosure)

All applicants will be notified of preliminary status by May 30th with final acceptance after completion of the ATI PN Comprehensive Predictor during the first week of July.

Incoming applicants who are qualified for admission will be on a waiting list until all internal applicants have completed the ATI PN Comprehensive Predictor during the first week of July.

Incomplete applications will be refused and returned to the applicant.
Dakota Nursing Program Year 2 Curriculum – AAS RN

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 224 Professional Role Development</td>
<td>2</td>
</tr>
<tr>
<td>NURS 225 Alterations in Health I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 226 Maternal Child Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 227 Clinical Application I</td>
<td>4</td>
</tr>
<tr>
<td>MICR 202/202L   Microbiology and Lab</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 228 Alterations in Health II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 229 Health Promotion and Psychosocial nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS 237 Clinical Application II</td>
<td>5</td>
</tr>
<tr>
<td>NURS 259 Role Transitions</td>
<td>1</td>
</tr>
<tr>
<td>Elective (See campus specific requirements)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total for year**  **31**

*Upon completion of this curriculum students will be eligible for an Associate in Applied Science Degree in Nursing. The student may apply to take the NCLEX-RN.*

It is the applicant/student’s responsibility to verify that all required documentation, general education courses, electives, and nursing courses are complete and met the requirements of the Dakota Nursing Program one semester prior to graduation.
Criminal Background Checks

Upon admission to the Dakota Practical Nursing Program, the student will be required to complete and pay for a background check through the agency designated by the Dakota Nursing Program. The estimated cost for the background check is between $42.50 and $65.00 and must be done annually. The student is responsible for any costs associated with the background check.

The student will not initiate the background check until directed to do so upon receipt of the letter notifying the applicant of acceptance into the program. The acceptance letter will specify the background check process to be followed. For incoming students, the background check must be completed by August 1, 2016. For current Dakota Nursing Program students, the annual disclosure form must be completed by August 1, 2016.

If a background check is received with any offenses (felonies, misdemeanors or infractions), the student must address in writing their account of the offense and what specific rehabilitation measures occurred.

If the offense is less than 5 years old or of a grave nature, the student must make an appointment to appear before the admissions committee to personally address each offense.

The information will be used by the admissions committee to determine the suitability of the candidate for admission to the nursing program.

If the background check is returned with offenses that are greater than 5 years or of less than grave nature, the committee will notify you of what your next action will be.

Upon applying for licensure examination, the North Dakota State Board of Nursing will require the applicant to complete and pay for another background check. All offenses must be reported to the NDBON when applying for licensure.

Mandatory Drug Testing and Screenings

The Dakota Nursing Program maintains a no tolerance policy regarding substance abuse. Students must undergo drug screens if requested by the Dakota Nursing Program, a clinical agency or if suspected to be under the influence of alcohol, narcotic prescription drugs or illegal drugs while on a clinical rotation. Failure of the student to either take the drug test or show a clear drug screen will result in termination from the nursing program and all nursing courses. The estimated cost for the drug testing varies from $50.00 to $75.00 depending on location and sites. The student is responsible for any costs associated with drug test or screening.

Please complete disclosure form enclosed in this application packet.
Application Form for Admission to the Dakota Nursing Program
(Internal Associate Degree Nurse)

All lines must be completed for the application to be accepted

First Name: ___________________ Middle Initial: ______ Last Name: ___________________

Personal Email: ___________________ College Email: ___________________

Permanent Mailing Address: _______________________________________________________

_______________________________________________________________

Local Mailing Address: _________________________________________________________
(If different from address above) ___________________________________________________

Telephone: Home: ___________________ Cell: ___________________ Work: ___________________

Social Security Number: ___________________ Student ID: ___________________

Birth Date: ________________ Age: ________  ___Male ___Female

Place of Birth: ________________________________________________________________

Country City/Municipality State/Province County

Is English your second language?  ___Yes ___No

Ethnicity: ___White/Caucasian ___Black/African American ___Hispanic/Latino
___American Indian/Alaskan Native ___Asian ___Native Hawaiian or other Pacific Islander
___Other (Please Specify): ____________________________________________

Please check your choice of Dakota Nursing Program campus site below:

BSC: _____Bismarck ______Harvey DCB: _____Bottineau ______Minot Trinity LRSC: _____Devils Lake ______Mayville
WSC: _____Williston ______New Town

Have you applied to another Dakota Nursing Program this year? Yes/No

If yes, please specify site ________________________________
Disclosure Form

The Dakota Nursing Program requires that all applicants provide information concerning any past felony or misdemeanor records.

Past convictions of a felony or misdemeanor would not necessarily prevent an applicant from being accepted into the program. However, failure to provide information concerning such conviction would warrant dismissal if the information were later revealed, thus indicating the applicant had falsified this form.

Note: The Dakota Nursing Program requires FBI background checks with fingerprints before you are fully admitted to the program. It has been our experience that occasionally, applicants with a criminal history have been told by their attorney that their records have been expunged. We have been able to see that history on the FBI background check and students have been denied acceptance depending on the offense and the fact that they did not disclose it. Please be sure to disclose all information requested below.

Please complete, sign, and submit this form as part of your application to the Dakota Nursing Program.

1. Have you ever been arrested (outcome was either dismissal, deferral, or conviction) of a felony, a misdemeanor, traffic violation or appeared in court for anything?

   Yes _______  No _______

1. Have you ever been disciplined by a Board of Nursing?

   Yes _______  No _______

2. Have you ever been on the Office of Inspector General (OIG) list of excluded individuals (abuse list)?

   Yes _______  No _______

3. Have you ever been on the Certified Nurse Aide abuse list?

   Yes _______  No _______

   If you answered yes to any of the above questions, please explain the issue(s) and/or disciplinary action(s). Please use a separate sheet of paper and attach it to this form.

My signature below certifies that to the best of my knowledge the information above is true and complete. I understand that if the background check is found to be other than stated above, it is sufficient cause for rejection of my application or dismissal from the program. I give permission to release this information and information received on my background check to affiliated nursing practice agencies.

Print Name: ________________________________________________________________

Signature: ___________________________ Date: __________________________
Mandatory Drug Testing and Screenings

My signature below signifies that I agree to undergo the mandatory and/or random drug testing and screenings requested by the Dakota Nursing Program or clinical agencies affiliated with the Dakota Nursing Program and adhere to the listed policy.

Print Name: 

Signature: ___________________________ Date: ___________________________
Role of the
Associate Degree Nursing Student

Description

- The Student Nurse (SN) is responsible for the care of clients at all levels in nursing situations and are under the supervision of a Dakota Associate Degree Nursing Program Clinical Instructor.

- The SN will be taught the skills of assessing, analyzing, planning, implementation, and evaluating the care delivered to assigned clients. Professional practice must be consistent to the institution he/she is working in.

- The SN must work within the guidelines set forth by Dakota Associate Degree Nursing Program Director, Nursing faculty, and the North Dakota State Board of Nursing. He/she must be in good health and demonstrate emotional stability.

Responsibilities

- The SN will report to assigned area (if appropriate) the day before clinical to receive his/her assignment(s) following guidelines set for by the Director of Nursing. On the day of the assigned clinical, the SN will perform nursing care as instructed by the Clinical Instructor.

Specific Requirements

- The student must demonstrate the ability to read, analyze, and interpret nursing material per institution protocol. The student must demonstrate the ability to hand write and document correctly according to the institution’s policy. The student must demonstrate the ability to write and understand the English language.

- The student must be able to demonstrate and do mathematical skills needed to see and calculate medication dosages, loading syringes with medications, intravenous medications, and volume needed to care for clientele. The student must be able to demonstrate the ability to apply concepts of basic science and math to a given problem.

- The student must be able to interpret instructions given by the Director of Nursing and the nursing faculty. These instructions may be in written, oral, scheduled or diagram form.

- The physical demands of an SN while in the nursing program require the use of hands and fingers; ability to handle or feel objects or controls; reach with hands and arms; talk and hear. The SN must be able to sit, stand on feet for a long period of time, bend and move, and lift up to 25-50 pounds.

- The SN may be subject to exposed fumes or airborne particles, diseases and conditions including the AIDS and Hepatitis B viruses.

- The SN may also be subject to hostile or emotionally upset clients, family members or visitors.

- The SN works closely with the Director of Nursing and faculty, and other healthcare employees to maintain a positive friendly attitude. Confidentiality will be maintained at all times including in and out of the classroom/clinical setting. The student will respect the rights and protect these rights of all clients.
Essential Functions of the Nursing Student/Nurse

**Functional Abilities** - Students must be able to fully perform the essential functions in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills. (National Council of State Boards of Nursing, 1999) However, it is recognized that degrees of ability vary widely among individuals.

Individuals are encouraged to discuss disabilities with the Director of Disability Support Services. The Dakota Nursing Program is committed to providing reasonable accommodations to students with disabilities upon notice and through established college policies and procedures.

1. **Gross Motor Skills**
   Students must be able to: move within confined spaces; sit and maintain balance; stand and maintain balance; reach above shoulders (IVs); reach below waist (plug-ins).

2. **Fine Motor Skills**
   Students must be able to: pick up objects with hands; grasp small objects with hands; write with pen or pencil; key/type (use a computer); pinch/pick or otherwise work with fingers (syringe); twist (turn knobs with hands); squeeze with finger (eye dropper).

3. **Physical Endurance**
   Students must be able to: stand (at client side during procedure); sustain repetitive movements (CPR); maintain physical tolerance (work entire shift).

4. **Physical Strength**
   Students must be able to: push and pull 25 pounds (position clients); support 25 pounds of weight (ambulate client); lift 25 pounds (transfer client); move light objects up to 10 pounds; move heavy objects weighing from 10 to 50 pounds; defend self against combative client; carry equipment/supplies; use upper body strength (CPR, restrain a client); squeeze with hands (fire extinguisher).

5. **Mobility**
   Student must be able to: twist; bend; stoop/squat; move quickly; climb (ladders, stools, stairs); walk.

6. **Hearing**
   Students must be able to: hear normal speaking level sounds; hear faint voices; hear faint body sounds (BP); hear in situations not able to see lips (when using masks); hear auditory alarms.

7. **Visual**
   Students must be able to: see objects up to 20 inches away; see objects up to 20 feet away; see objects more than 20 feet away; use depth perception; use peripheral vision; distinguish color; distinguish color intensity.

8. **Tactile**
   Students must be able to: feel vibrations (pulses); detect temperature; feel differences in surface characteristics (skin turgor); feel differences in sizes, shapes (palpate vein); detect environmental temperature.

9. **Smell**
   Students must be able to: detect odors from client; detect smoke; detect gases or noxious smells.

10. **Reading**
    Students must be able to read and understand written documents.
11. **Arithmetic Competence**
   Students must be able to: read and understand columns of writing (flow sheets); read digital displays; read graphic printouts (I&O); calibrate equipment; convert numbers to/from metric; read graphs (vital sign sheets); tell time; measure time (duration); count rates (pulse rate); use measuring tools (thermometer); read measurement marks (scales); add, subtract, multiply, divide; compute fractions (medication dosages); use a calculator; write numbers in records.

12. **Emotional Stability**
   Students must be able to: establish therapeutic boundaries; provide client with emotional support; adapt to changing environment/stress; deal with unexpected (crisis); focus attention on task; monitor own emotions; perform multiple responsibilities concurrently; handle strong emotions (grief).

13. **Analytical Thinking**
   Students must be able to: transfer knowledge from one situation to another; process information; evaluate outcomes; problem solve; prioritize tasks; use long term memory; use short term memory.

14. **Critical Thinking Skills**
   Students must be able to: identify cause-effect relationships; plan/control activities for others; synthesize knowledge and skills; sequence information.

15. **Interpersonal Skills**
   Students must be able to: negotiate interpersonal conflict; respect differences in clients; establish rapport with clients; establish rapport with co-workers.

16. **Communication Skills**
   Students must be able to: teach (client, family); explain procedures; give oral reports; interact with others; speak on the telephone; influence people; direct activities of others; convey information through writing (progress notes).


**Statement regarding reasonable accommodations:**

*Colleges within the Dakota Nursing Program consortium provide equal access for students with disabilities to programs and services. Please contact the Director of Disability Support Services at each campus for information on application for accommodation.*
Dakota Nursing Program

Role of the Student Nurse Statement

Please refer to the preceding lists titled “Role of the Associate Degree Nursing Student” and “Essential Functions of the Nursing Student”.

I have read and understand the role and the essential functions of the student nurse. My signature below indicates that I am able to fully perform the role of the student nurse, including performing all functional abilities at the Dakota Nursing Program. If I am unable to perform in the role of the student nurse or am unable to perform all the functional abilities I am aware that I may be dismissed from the Dakota Nursing Program for this inability to perform all functional abilities in the role of the student nurse. I have informed my nursing coordinator of any inability to perform all functional abilities in the role of the student nurse.

Student: ___________________________________________ Date: ________________________________
<table>
<thead>
<tr>
<th><strong>DAKOTA NURSING PROGRAM – ADN STUDENT ESTIMATED COSTS - 2016-2017</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate Degree RN</strong></td>
</tr>
<tr>
<td><strong>Uniforms - you may already have some of these items.</strong></td>
</tr>
<tr>
<td>Lab coat = $25.00</td>
</tr>
<tr>
<td>1 pair program-designated scrubs = $35.00 (you may want 2 pair)</td>
</tr>
<tr>
<td>Clinical Specific Shoes = $50.00, Black Dress Shoes = $50.00</td>
</tr>
<tr>
<td>Dress Slacks = $20.00, Polo Shirt = $25.00</td>
</tr>
<tr>
<td><strong>Equipment - you may already have some of these items.</strong></td>
</tr>
<tr>
<td>Stethoscope = $50.00 or more based on quality</td>
</tr>
<tr>
<td>Sphygmomanometer = $30.00 or more based on quality</td>
</tr>
<tr>
<td>Watch with second hand = $25.00, Bandage scissors = $3.00, Penlight = $5.00</td>
</tr>
<tr>
<td><strong>Textbooks and Skyscape electronic reference books.</strong></td>
</tr>
<tr>
<td>Fall semester = $820 - $1250</td>
</tr>
<tr>
<td><em>(Internal students who have already purchased Skyscape - $820)</em></td>
</tr>
<tr>
<td><em>(Incoming students who will purchase Skyscape - $1,250)</em></td>
</tr>
<tr>
<td>Spring semester = $200</td>
</tr>
<tr>
<td>Check your bookstores online site for book cost and ISBN numbers.</td>
</tr>
<tr>
<td><strong>ATI</strong></td>
</tr>
<tr>
<td>Access to Assessment Technologies Institute (ATI) online practice and proctored exams, online resources (books and videos), online skills modules and Virtual NCLEX Review. Payment (1/2 of total) due to college bookstore or business office each semester.</td>
</tr>
<tr>
<td><strong>Program Fee</strong></td>
</tr>
<tr>
<td>$400.00 each semester = $800.00</td>
</tr>
<tr>
<td><strong>Lab Fee</strong></td>
</tr>
<tr>
<td>$50 for each lab/clinical course ($150 for the AD program – NURS 227, 237, 259)</td>
</tr>
<tr>
<td><strong>Background Check and Drug Screen</strong></td>
</tr>
<tr>
<td>Must be done after a student is accepted but before designated date in the summer before they start class. (44.50 for the Background Check and $50-75 for the Drug Screen)</td>
</tr>
<tr>
<td><strong>NCLEX Fees for licensing exam</strong></td>
</tr>
<tr>
<td>$130.00 to ND Board of Nursing, $44.50 to the FBI, and $200.00 to Pearson Vue testing service</td>
</tr>
<tr>
<td><strong>Conference Fee</strong></td>
</tr>
<tr>
<td>Students may be asked to attend a conference as a class for a clinical day if appropriate. Cost varies but registration is approximately $50.</td>
</tr>
<tr>
<td><strong>Full-time Tuition and Fees at your campus.</strong></td>
</tr>
<tr>
<td>An example of the cost of tuition and college/IVN fees for 16 credits is $3,000 per fall, $3,000 for spring semester Please check with your campus for the exact cost.</td>
</tr>
<tr>
<td><strong>Individual Expenses such as travel, child care, etc.</strong></td>
</tr>
<tr>
<td>Per individual student (may include travel to clinical sites), Others: Name pin if you lose the first one - $10.00. Nursing Program Pin per program - varies - check with coordinator</td>
</tr>
<tr>
<td><strong>Laptop Computer and Printer</strong></td>
</tr>
<tr>
<td>Students must have access to a computer and high speed internet which may entail purchasing a laptop if they do not have one. Students at several sites must have their own computers to bring to class to complete exams and assignments.</td>
</tr>
<tr>
<td><strong>Handheld Electronic Device</strong></td>
</tr>
<tr>
<td>Students will access the Skyscape electronic references for clinical on a handheld electronic device which may entail purchasing the device if they do not have one. Students in the past have found that the iPod Touch and iPhone are very compatible with this format. Other smart devices such as Blackberry or Android devices are also effective.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Work with your financial aid officer and nursing advisor for an individualized estimation.</td>
</tr>
</tbody>
</table>

Please note that this is an estimate. To the best of our knowledge this form is complete. There may be unforeseen expenses that come up during the year. You will be responsible for all program expenses even if they have been inadvertently left off this form.

These costs are non-refundable if you are dismissed or voluntarily leave the nursing program.