

Nursing Frequently Asked Questions

- 1. When do I apply to the Associate Degree Nursing or the Practical Nursing Program?**
 - Pre-ADN students can access the competitive ADN application link, located online through MyNMC Self Service, any time after eligibility has been met (effective June 1, 2018). Application deadlines for first consideration are February 1 for fall semester and July 1 for spring semester.
 - The Practical Nursing Certificate program does not require a competitive application submission. This program utilizes a wait list process for determining admission. Students are admitted in order of eligibility completion. Admission for first consideration is processed February 1 for fall semester and July 1 for spring semester.
- 2. How can I earn competitive points?**
 - To understand how competitive points are calculated for the competitive ADN application: review the [ADN Competitive Admission Rubric](#).
- 3. If I am not accepted to the ADN program for my preferred semester, what are my next steps?**
 - Applicants who earn the most competitive points and apply by the deadline will be offered admission to the ADN program. In the event that there are more applicants than available spaces, students who are not initially accepted will be placed on a wait list based on the points system. If an admitted student declines an invitation or subsequently withdraws from the program, the next student on the wait list will be invited to fill the vacant space. This process will continue until the next application period begins. If waitlisted students are not offered a space, they will be required to submit an updated admission application for the following semester. Students must resubmit supplemental documentation for each new application. Students must also maintain eligibility criteria throughout this process.
- 4. What is the process if there are more open spaces than qualified applicants?**
 - If the admission deadline passes with fewer applicants than seats available, late admission applications will be accepted and reviewed. Admission will be finalized four weeks prior to the start of the semester (approximately August 1st and December 15th).
- 5. How can I increase points if I need to apply for the ADN program a second time?**
 - The most significant opportunities to increase competitive points include improving overall GPA and earning the highest possible grade in Anatomy and Physiology I and II. Points may be increased if BIO 228 – Anatomy and Physiology II has not yet been completed and a 3.5 or 4.0 grade is earned. Students may also take ENG 112 and a group one Humanities course if these have not yet been completed. Points are calculated by considering the first attempt at a course. Repeated courses will have no relevance for competitive points.

6. How many times can I repeat a class?

- There is a repeat policy in place for math and science classes required for the nursing programs (MTH 111, BIO 227, BIO 228). These classes may only be repeated once. Transferred classes and the following grades are considered a first attempt: W (withdrawal), AU (audit), FA (failed to attend), and I (incomplete). If the repeat policy is violated, students are no longer eligible for NMC's nursing programs. This policy supersedes NMC's policy regarding [Repeating Courses](#) for math and science classes.

7. What is the Nursing Progression Policy?

- The Nursing Progression Policy indicates that a final course grade below 2.5 in all HNR (Nursing) courses is considered a program fail. Students who receive a program fail are dismissed from the program with the option to apply for readmission (contingent upon space availability). Students who receive a second program fail are dismissed from the program and may not apply for readmission until after three years. Withdrawing from a class after 25% of the class has been completed is also considered a program fail. For example, HNR 241 is a seven and one half week course. Twenty five percent of this course is complete at the end of two weeks. Students who withdraw from the class after the second week, earning a grade of W, will have earned a program fail. Review the [Nursing Program Policy Manual](#) for detailed information regarding the Progression Policy.

8. How do I keep my classes up to date?

- If Anatomy and Physiology classes are older than five years from the admission application deadline, students may update their skills through one of two options. An Anatomy and Physiology competency exam is available to students who have earned the required course credit and grade of 2.5 or higher (including BIO 228 – Anatomy & Physiology II). A score of 60% or higher is required on the exam, and it can be taken a maximum of two times. There must be a minimum of three months between attempts. Contact the Office Manager for the [Health Occupations Academic Area](#) to arrange to take the exam. Successful completion of Pathophysiology, offered summer semester at NMC, is the second option. This may be preferable for students who plan to enroll in a BSN completion program. Contact [Student Financial Services](#) to determine if this course is eligible for financial aid.
- If the required Algebra course is older than five years from the admission deadline, students may update their skills through one of two options. The Accuplacer exam is available to evaluate math placement. NMC recommends khanacademy.org as a free resource. The following website provides practice tests: accuplacerpractice.collegeboard.org. Contact the [Student Success Center](#) for more information on testing. The second option is to take a higher-level math class such as MTH 131 - Intro to Probability and Statistics or MTH 121 - College Algebra to update skills. Contact [Student Financial Services](#) to determine if these courses are eligible for financial aid.

9. How is the Nursing GPA calculated?

- GPA for eligibility and competitive points consideration is calculated by combining overall NMC GPA with any transfer courses that count toward the degree or certificate. Potential transfer courses include ENG 111, ENG 112, PSY 101, BIO 227, BIO 228, MTH 111 and one [Group 1](#) Humanities course.

10. Can I apply to both the ADN and PN programs?

- Students must choose either the ADN or the PN program. Students may not be on the PN wait list and apply competitively for the ADN program.

11. What if two or more students earn the same number of points? Who is considered for admission first?

- If two or more students are equally qualified, admission will be granted to the student who met eligibility first. If students met eligibility at the same time, the next criterion used is the date the student designated pre-nursing as their program of study.

12. Why don't you add more instructors and clinical spaces?

- NMC is very fortunate to be able to use Munson Medical Center for our clinical rotations. The nursing programs use all the MedSurg units. There are no other clinical spaces available to add. The Michigan Board of Nursing (BON) dictates the number of students in our clinical groups. This regulation is in place to ensure that students can provide safe patient care.

13. Is the online program the same as the “regular” program?

- The online program is the same as the “regular” or face-to-face program. The program outcomes and content are the same; the delivery method is different. Lecture course content is presented online while proctored testing, labs, and clinical rotations are completed on campus or on site. **Clinical rotations are completed in the Traverse City area.**

14. I have “everything” done and am just waiting to be admitted — or — I am required to take 6 to 12 credits for my financial aid. What do I do now?

- Associate degree nurses are generally required to continue their education to be considered for employment. It is recommended that ADN students search for a BSN program of interest. The [University Center](#) at NMC provides local BSN options. After choosing a program, students may check for prerequisite or general education requirements that may be taken at NMC for transfer credit and potentially use financial aid if available. Contact [Student Financial Services](#) to determine if additional courses are eligible for financial aid.

15. How many students do you accept each year (or semester)?

- In the fall, NMC accepts 20 ADN students into the face-to-face option, 20 ADN students into the online option, and 4 students into the LPN-ADN Completion option. NMC also admits 8 students into the PN program. For the spring semester, NMC accepts 40 ADN students into the face-to-face option, 4 students into the LPN-ADN Completion option, and 8 students into the PN program. The PN program is only offered in the face-to-face format.

16. How much does the program cost?

- Please review the following information to assist with estimating the costs of the programs: [ADN Program Costs](#), [PN Program Costs](#), and [ADN Completion Option Program Costs](#).

17. Do you have night or weekend classes?

- Classes and clinical may be scheduled Monday, Tuesday, Wednesday, Thursday, and/or Friday. Some of the clinical sections are offered in an afternoon/evening shift. Clinical assignments range from two to three days per week and from three to twelve hours per day.

18. What is the difference between a Practical Nurse (PN) & a Registered Nurse (RN)?

- Once licensed, the LPN (licensed practical nurse) works under the guidance of the professional or registered nurse (RN). The RN is the coordinator of care. She/he helps coordinate the care for her/his group of patients. RNs work with an interdisciplinary team to help the patient achieve their optimum level of wellness. The RN may accomplish this through the delegation of tasks to members of the healthcare team; i.e., LPNs and nursing assistants.

19. Are there good paying jobs available for PNs?

- Yes, there are good paying jobs for practical nurses. Most of these jobs are in extended care facilities, home care, and in physician offices. See NMC's online [Career Coach for Practical Nursing](#) for more information.

20. Can I take any nursing classes before I am admitted to the nursing program?

- Nursing classes are not available to pre-nursing students. HAH 100c - Informatics Essentials is an Allied Health course. It is also not available to pre-nursing students because students must be in clinical to complete this class. Part of this class is taught by the Munson Educators who teach nursing students how to document using the Munson computer system during the first semester of nursing courses.

21. How long do I have to wait for clinicals?

- Clinicals begin in the first semester of the nursing program.

22. Can I work while I'm in the program?

- It is possible to work part time while in the nursing program but full time employment is discouraged. This program is very demanding and requires hours of preparation and study time to be a safe patient care provider. Students are working with people whose lives are in their hands. Students must be alert and prepared at all times.

23. Where do I go for academic advising?

- All pre-nursing students see our professional advisors in the [Advising Center](#) for assistance with prerequisite requirements. After students are admitted to the nursing program, they are assigned a full time nursing faculty member to provide academic advising throughout the program.

24. Can I transfer nursing courses from other colleges?

- Some nursing classes are transferable. You must have all the class materials for the class you want to transfer including your syllabus. See the Director of the NMC Nursing program if you have a class to transfer. Pharmacology classes are not transferrable.

25. What CPR certification do I need for the nursing program?

- NMC offers HPD 110 – BLS for Healthcare Providers at the beginning of fall and spring semesters (0.2 credits). Equivalent classes include: American Heart Association: HeartCode ® BLS (CPR and AED), American Red Cross: Basic Life Support for Healthcare Providers or CPR/AED for Professional Rescuers and Healthcare Providers. Students may take CPR during their first semester of nursing courses. Students are required to recertify every two years.

26. Do you do drug testing?

- Yes, a mandatory five panel drug screen is conducted on all nursing students after admission and prior to clinical rotations. Students may also be required to submit to drug testing for cause or as required by clinical agencies. Alcohol and Drug Policy and Procedures can be found in Appendix A of the [Nursing Program Policy Manual](#).

27. Will a DUI keep me out of the program?

- The first two DUI convictions are typically misdemeanors. They would not exclude a person from entering the program. A third DUI conviction generally becomes a felony. This would require a 10 year exclusionary time period between the applicant's discharge from state supervision to the date of program application (actual entrance into the program).

28. How do I know if what is on my record will keep me out of the program? I don't want to start working toward a nursing degree if I won't be admitted to the program.

- The following links provide information on State and Federal exclusions for criminal history. If you have a criminal history, please review them to determine if you are eligible for clinical placement as a nursing student. Felonies typically have restricted admission for a 10- to 15-year period from the time of completion of sentence and all probation time served. Misdemeanors vary in the severity of the crime and the time frame a student would be excluded from placement in a health care setting. Misdemeanor guidelines do not require completion of probation time in the exclusion time period.
 - [Michigan Public Health Code \(excerpt\) Act 368 of 1978](#)
 - [Federal law 42 USC 1320a-7](#) as referenced in Michigan legislation.
- Once admitted to the program, students subsequently convicted of crimes identified at the state and/or federal level as exclusionary will be dismissed. It is the student's responsibility to report changes in the status of their criminal background to the director of the Nursing Programs.
- The exclusionary criteria are subject to change based on Michigan Criminal Law and the BON Administrative Rules. The BON implements the law and/or Administrative Rules documented at the time of application for licensure, not the law and/or Administrative Rules that were current at the time the student applied to the nursing program.

29. Do I need to complete a health form?

- Yes. A documented physical health assessment, including immunization records is required. Students may work with their health care provider or make an appointment with [Health Services at NMC](#) to complete this requirement. Student health requirements can be found in the [Nursing Program Policy Manual](#).

30. I have AP (Advanced Placement) and/or CLEP course credit applied to my NMC study transcript. Does this credit qualify for competitive points?

- Students who have earned transfer credit for PSY 101 or a group one Humanities course with AP or CLEP scores will receive two competitive points because the credential is considered to be equivalent or above the required grade of 2.5.

31. If I have completed more than one Group 1 Humanities course, which course will be used to complete the degree requirement and be considered for competitive points as well as the Nursing GPA calculation?

- The humanities course with the highest grade earned will be used.