

# PROCESS FOR ADMISSION TO THE NURSING PROGRAM

## BERGEN COMMUNITY COLLEGE

### Getting Started

Check out Nursing admission information at [www.bergen.edu/HP](http://www.bergen.edu/HP)

- The total number of credits required for the AAS degree in Nursing is 66.
- All remedial and prerequisite courses must be completed prior to the application deadline meaning no prerequisites can be *in progress* at the application deadline.
- The maximum number of seats in the Nursing Day Option for Fall is 90, and 80 for the Evening Option for Spring.

#### **Nursing Day Option**

**Degree:** Associate in Applied Science

**Code:** AAS.NURS.DAY

**Program Length:** 2 academic years

**Preadmission Test:** Nursing Admissions Exam

**Minimum GPA for Admissions Eligibility:** 2.50

**High School prerequisite courses:**

For the applicant who graduated HS within the last 5 years: Chemistry and Biology w/lab and Algebra. High School prerequisite courses must have been completed within five years prior to application; a "C" grade or higher is required.

For the applicant who has graduated HS more than 5 years ago: The following college courses must be taken: BIO 109; CHM100 or CHM 112. All Science grades must be a "C" or better and completed within 5 years of application; including science courses taken at BCC.

MAT040 may be required based on Accuplacer scores.

**APPLICATION DEADLINE:** February 1<sup>st</sup> for Fall admission

The day nursing program accepts students for Fall only.

#### **Nursing Evening Option**

**Degree:** Associate in Applied Science

**Code:** AAS.NURS.EVE

**Program Length:** 2 academic years

**Preadmission Test:** Nursing Admission Exam

**Minimum GPA for Admissions Eligibility:** 2.50

**High School prerequisite courses:**

For the applicant who graduated HS within the last 5 years: Chemistry w/Lab. High School prerequisite courses must have been completed within five years prior to application; a "C" grade or higher is required.

For the applicant who has graduated HS more than 5 years ago: The following college courses must be taken: CHM100 or CHM 112. All Science grades must be a "C" or better and completed within 5 years of application; including science courses taken at BCC.

MAT040 may be required based on Accuplacer scores.

**In addition to the prerequisites listed above the following College prerequisite courses must be taken prior to the application deadline:** BIO109 and BIO209; WRT101 and WRT201; PSY101 and PSY106; SOC101.

**APPLICATION DEADLINE:** October 1<sup>st</sup> for Spring admission.

The evening nursing program accepts students for Spring only.

## Steps of the Application Process

1. Attend a **HEALTH PROFESSIONS INFORMATION SESSION**. This session will provide advice about program admission and general curriculum requirements. For upcoming sessions, go to [www.bergen.edu](http://www.bergen.edu), click on **New Students**, click **HEALTH PROFESSIONS, Information Sessions**.

If you have questions about the status of your application, please send an email to [hpadmissions@bergen.edu](mailto:hpadmissions@bergen.edu); please do **NOT** contact the nursing department

2. Complete and submit an online application during the designated application period. Go to [www.bergen.edu](http://www.bergen.edu), and click on the *Apply Now* button at the top of the Home Page.

All remedial and prerequisite courses must be completed prior to the application deadline.

NOTE: If you are already a BCC student **enrolled in a degree granting program**, you can apply to the Nursing program via Change of Curriculum Form, located on the BCC Nursing website. **PLEASE NOTE: This form can only be used if you are a current student enrolled in a degree granting program at BCC.**

3. Submit an official High School, College, and any other transcript(s) to the Office of Admissions by the application due date.

All official (ie, not a student copy) transcripts must be submitted in a sealed envelope directly from the institution. Foreign transcripts must be evaluated by a NACES.org approved organization and must be submitted in a sealed envelope directly from the organization.

4. Applications will be reviewed after the application deadline. If you have **NOT** met the minimum requirements for entry into the program, you will receive a letter from Admissions stating ineligibility.

If **ALL** admission and Basic Skills requirements have been successfully met, you will receive a letter via regular mail and email. The email will contain attachments, which need to be opened, and the directions need to be followed carefully. All necessary information will be included in those documents.

You will receive a letter informing you to register to take the entrance exam. The letter will guide you to the appropriate website and inform you of the testing location sites and appropriate tutorials.

### Entrance Exam

5. An entrance exam will be required. Additional information will be provided to candidates as necessary.
6. The test must be taken within a set period of time. Specific information about the exam are included in the letter. Deadline dates are clearly stated in the letter. **No exceptions are made.**

**\*\*Please note that the Nursing Department is NOT involved with the application process. Questions regarding your application should be directed to Admissions.**

## Tentative Acceptance or Ineligibility

Letters indicating tentative acceptance to the program are not sent out until the testing period is completed and all applicant scores are received.

In approximately 6 weeks from the application deadline, you should receive notification from Admissions regarding tentative acceptance or a final notification of denial.

**If you have questions about the status of your application, please send an email to [hpadmissions@bergen.edu](mailto:hpadmissions@bergen.edu);**

**please do NOT contact the nursing department**

The admissions process is complex. If your application does not meet our requirements at any point in time, you will be deemed ineligible and will receive a letter of ineligibility.

1. Admissions decisions will be based on GPA and TEAS test results.

- Students are then selected from the highest rank on down. Students will be selected until the number of students determined for the incoming class is reached.

2. Accepted students will be sent an acceptance letter, with a request to accept or decline within a designated time frame.

If the accepted student does not reply within that time frame, they will be deemed ineligible. This individual may reapply during another admissions cycle. **No exceptions are made.**

3. The Acceptance letter will also include information about the **Criminal History Background Check (CHBC)**. You will be advised to submit a CHBC request within 5 days of the date stated on the admissions letter. You must attend to this matter promptly. Deadline dates are clearly stated and adhered to. **No exceptions are made.**

- There is a fee associated with the CHBC and is not controlled by Bergen Community College. Fees are subject to change without notification.
- If you fail to complete the CHBC by the designated date your application will be deemed ineligible.
- If you have lived in several states, the clearance process takes longer. All nursing applicants must have a searchable social security number.
- Please note that any infraction resulting in an arrest that appears on your CHBC will result in your being deemed ineligible for consideration. You will receive a letter from Admissions stating the same. **No exceptions are made.**

4. Letters will then be sent with further requirements that must be met to begin the program (CPR certification, malpractice insurance, health requirements, etc.). Students must comply by a set date.

- Level I students will be automatically registered into their nursing courses for their first semester (ie, NUR 181, NUR 182 and NUR 183). This information will be included in the acceptance letter.
- If denied entrance to the Nursing Program, applicants are advised to visit the Office of Admissions in Room A-115 to change to a general program. After being admitted into a general program, students should meet an Academic Advisor in Room A118.
- Accepted students may not defer admission. If you are unable to attend at the time admission is offered, you must reapply.

## FAQ's

**What kind of Nursing Program does Bergen Community College have?** Graduates of the Nursing Program earn an Associate in Applied Science degree and are eligible to sit for the NCLEX-RN (National Licensing Examination). The program is fully accredited by the ACEN (Accreditation Commission for Education In Nursing, Inc.), formerly the NLNAC (National League for Nursing Accrediting Commission) and the New Jersey Board of Nursing.

**When can I apply?** BCC has a Nursing Program that includes Day and Evening options. The Day option begins in the Fall semester; the Evening option begins in the Spring semester. Listed below are the dates for applying.

There is a time-frame in which to submit your online application for both the Day and Evening programs. Please check online to find out when Admissions will begin accepting applications.

**Application Deadline:**

Day Option -- **February 1<sup>st</sup>**

Evening Option -- **October 1<sup>st</sup>**

**Is it possible to change from the Day Option to the Evening Option, or vice versa?** It is an extremely rare circumstance that would allow movement from the Day option to the Evening option, and vice versa.

**I see that there are several pre-requisite courses required. What can you tell me about them?** The courses are listed in the BCC Catalog. Each prerequisite course must be passed with a C grade or higher. Science courses must have an on-campus lab component and be completed within the five years prior to application to the program. The College substitute courses for prerequisites are listed in the BCC Catalog - H.S. Biology with lab (BIO 109); H.S. Chemistry with lab (CHM 100 or CHM 112). Algebra (MAT 040). **Please note that on-line science courses without an on campus lab class will not be accepted for transfer.**

**I graduated from College 8 years ago. Can I transfer some courses?** Science courses will only be transferred if taken within the **last 5 years**, and a C grade or better was received. There is no expiration time for algebra or other general education courses.

**Can I enroll in the Nursing Program part-time?**

**No.** Pre-requisite classes must be done prior to entering the program. Once you have been accepted into the program, you will take the nursing classes in the sequence they are listed per semester.

Level One has 3 courses which are taken simultaneously; NUR 181, NUR 182 and NUR 183. **You will be registered for the same section in all of the courses. You will receive information about your nursing course schedule upon acceptance to the program.**

Level Two has 2 courses -- NUR 281 and 282. These courses are taken consecutively so you need to register for opposing sections. For example if you register for NUR 281 section 001, you must register for NUR 282 section 002 and vice versa. Level Three has 2 consecutive courses as does Level Four.

**Which college courses may I transfer into Bergen?** You will need to submit an official transcript to the college which will be evaluated by the Transcript Evaluator. You may not transfer nursing courses taken in another program.

**Will a letter of recommendation help me get into the Nursing Program?** No, we do not accept letters of recommendation as part of the application process.

## FAQ's Continued

**Is there a maximum time frame in which I must complete the program?** There is a consecutive 3-year maximum time frame to complete the program.

**What happens if I fail a course?** If you are unsuccessful in a nursing course, you will complete an *Intent to Return* form, and you will have to repeat that class one full year later before progressing on to the next level.

**Please refer to the current Nursing Student Handbook located on the nursing webpage. Please note that all policies are subject to change without prior notification**

**Do I register myself into my Nursing Courses?**

Level I students are registered into their Nursing courses by Admissions. From Level II on, you are responsible to register yourself into your Nursing classes. However, please note that changes to your section may be made at the discretion of the Associate Dean of Nursing for a variety of reasons, including class size.

**Can you describe the clinical component to the courses?** All nursing courses, except for NUR 181 & NUR 182, have a clinical component as part of the course. The clinical component may take place in the college lab, a community health facility and/or a hospital. In Level One students learn new skills in the college lab and go out in the community / hospital after a few weeks. In all other levels students go into the community/hospitals in the beginning of the course. Students must comply with the health care facility requirements prior to attending clinical.

**Where will I go for my clinical practice? Do I have a choice as to where to go? Is it the same place throughout the program?** The program uses a variety of clinical agencies in various counties. Students are assigned to clinical agencies based on curriculum needs. Students are never guaranteed where they will be assigned.

Please note that based on clinical site availability, we cannot guarantee placement into requested clinical locations or times. In addition, although the registration bulletin states that clinical rotations are offered during the day, you may be placed into an evening rotation, or even a Saturday or Sunday rotation, based on availability.

Furthermore, clinical site rotations are dependent upon site availability and may not comply with clinical days and hours cited in the registration bulletin.

**What are the days and times for clinical practice?**

Day option students can be assigned a one or two day clinical. Due to the number of schools competing for clinical sites, alternate days and times are often utilized, including weekends and one day clinical.

Evening option students may have a one or two evening per week clinical, or a full weekend or weekday clinical. Students will be advised of these alternate schedules as early as possible.

**The Program will make every effort to offer clinical learning experiences in accordance with the published schedule. However, due to limited clinical resources it may be necessary to offer these clinical experiences for a full 9-10 hour day (as appropriate) on a Saturday, Sunday or weekday.**

**Do I need a car to go to clinical practice?** Students are expected to arrange for their own transportation. Keep in mind that you may be assigned to a facility that does not have access to convenient public transportation.

**When are the New Nursing Student Orientations?**

The day program orientation is usually in June for fall, the evening program orientation is usually in January for spring.

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Information in this document is subject to change at any time.

Please visit <http://www.bergen.edu/academics/academic-divisions-departments/health-professions-division/nursing> for an up to date version.