VICTORIA COLLEGE

Associate Degree Nursing Program

Generic Program Application Packet

Application Deadline: Fall Admission-June 1 at 4 p.m. • Spring Admission-September 1 at 4 p.m.
If the application deadline falls on a weekend or holiday, applications are due the next business day.
All admission requirements must be fully completed by the application deadline.

Dear Associate Degree Nursing Program Applicant,

Thank you for your interest in the Associate Degree Nursing (ADN) Program. Victoria College (VC) offers a two-year Associate of Applied Science Degree in Nursing. Upon successful completion of the program, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify the graduate for licensure as a registered nurse. The Associate Degree Nursing (ADN) Program is fully approved by the Texas Board of Nursing.

The Associate Degree Nursing (ADN) Program at Victoria College located in Victoria, Texas is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

ADMISSION REQUIREMENTS CHECKLIST

Admission requirements for the ADN Program differ from general admission to Victoria College. **Additional information and any changes in the admission requirements will be available at VictoriaCollege.edu/ProfessionalNursing**. It is the applicant's responsibility to check the website frequently for any admission requirement changes. The ADN Program is a selective admission program which accepts a limited number of students each semester. **It is strongly encouraged to visit VC's Academic Advising and follow the checklist in numerical order to ensure all requirements are met**.

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documents, as stated below, are in the ADN Office or uploaded and accepted to the appropriate website by the application deadline. VC application and transcripts need to be submitted to VC's Admissions & Records Office.

☐ **1. VC Academic Advising:** Schedule an appointment with VC's Health Careers Pathway Advisor to discuss your educational goals and general nursing application information. Visit VictoriaCollege.edu/AcademicAdvising to schedule your appointment.

☐ **2. VC Application:** An application must be completed for admission to VC. Admission information is available at VictoriaCollege.edu/Admissions. It is the applicant's responsibility to validate with the Admissions & Records Office that their VC application has been processed by calling (361)485-6841.

☐ **3. Request Official Transcripts:** Request official high school diploma or GED transcripts and transcripts from any other college or university that you have attended other than VC. Submit documents to:
Victoria College Admissions & Records Office
2200 E. Red River Street
Victoria, Texas 77901
(361) 485-6841

University course numbers are different from community college course numbers. If you have taken any courses at a university that you believe might count toward your ADN degree, you **must** have a transcript evaluation completed by the Health Careers Pathway Advisor to verify if VC will accept those courses. Contact VC's Advising & Counseling Services at (361) 582- 2400 to get started. Complete the transcript evaluation and Academic Evaluation Form-ADN before scheduling your advising appointment with the ADN Program. Transcript evaluations can take up to 4 weeks or more to be completed.

☐ **4. TSI Complete (Texas Success Initiative):** Applicants must be TSI complete to qualify. Please contact Advising & Counseling Services for more information at (361) 582-2400. It is the applicant's responsibility to validate their TSI status with Advising & Counseling Services and the Admission & Records Office.

☐ **5. Prerequisite Courses:** A grade of C or better by the application deadline in each of the following prerequisite courses: BIOL 2401   BIOL 2420*   PSYC 2301^   HPRS 2300+

*BIOL 2420, BIOL 2401, & BIOL 2402 can be no more than 5 years old. If BIOL 2401 & BIOL 2402 are over five years old, the applicant only will need to repeat BIOL 2402 by application deadline.
+HPRS 2300 can be no more than 3 years old by the application deadline.
^Psychology courses (PSYC 2301 & PSYC 2314) completed more than 7 years ago must be repeated.

If the applicant completes BIOL 2401, BIOL 2402 & BIOL 2420 at VC, they will receive extra points per course towards their admission score.

☐ **6. GPA**: The applicant must have an overall GPA of a 2.0 on all VC hours attempted and a GPA of a 2.25 on the ADN program of study.

ADN PROGRAM ADVISING

Once you have met with Academic Advising, please refer to the information below, in numerical order, to start the ADN application process.

☐ **1. ADN Generic Program Application:** Apply to VC's ADN Program by completing the program application. The application is current for one year. Every year the applicant must submit a new application. We encourage applicants to apply to the program early and have an advising appointment with a nursing faculty member. This will ensure that of all requirements are understood and met in a timely manner.

☐ **2. Licensure Eligibility Questions (LEQ):** Complete the Licensure Eligibility Questions (LEQ) Form and submit it with your program application to the ADN office. The LEQ is current for one year and MUST be resubmitted yearly until accepted into the program. This form will be used to initiate a criminal background check (CBC) that the Texas Board of Nursing will run through the Texas Department of Public Safety (DPS) and Federal Bureau of Investigators (FBI). The administrative assistant will send your information to the Board of Nursing. You will receive further instructions via email from IdentoGo once the Board of Nursing has accepted your LEQ. The entire background check process can take up to 120 days depending on the individual and the circumstances. Complete the application and LEQ in enough time to meet the application deadline.

☐ **3. Criminal Background Check (CBC):** A clear Criminal Background Check (CBC) must be on file in the ADN Office by the application deadline. The procedure to complete this requirement will be emailed to prospective students once their ADN application and LEQ has been received and processed by the Board of Nursing. It can take up to **120 days** to receive a clear CBC. Without resolution of all licensure eligibility issues, the applicant is not eligible for admission into the program. Once a clear CBC is received, it is the applicant's responsibility to submit the **original** document, which will come in the mail, from the Board of Nursing as a blue postcard. For applicants with a declaratory order, submit the letter indicating Board order. Upload the blue postcard (front & back) or letter to *CastleBranch* before hand-delivering original document to ADN office. The blue postcard or letter is only current for one year from the postmarked date. **The applicant must request a new blue card or letter yearly from the Texas Board of Nursing.**

☐ **4. ADN Advising Appointment:** Schedule an advising appointment by calling the ADN Program's Administrative Assistant at (361) 572-6435. An advising appointment must be completed at least yearly until the applicant is accepted into the program. We encourage applicants to apply to the program early on in the applicant's college

career. However, the student must meet with VC's Health Careers Pathway Advisor and receive the Nursing Transcript Evaluation Form prior to scheduling your appointment with one of our faculty members. It is mandatory to have an advising appointment yearly with the program. This will ensure the understanding of all program requirements and that all requirements are met in a timely manner.

☐ **5. ATI TEAS Exam.** A qualifying ATI TEAS adjusted individual total score of a 68% or higher is required for admission. Register to take the ATI TEAS exam at www.atitesting.com. A qualifying score is current for 2 years. Applicants that score above a 68% will receive additional points toward admission based on a scale. It is the applicant's responsibility to contact the ADN Program Administrative Assistant to ensure that current TEAS scores are in the applicant file. After 2 years, if the applicant has not been accepted into the program, the applicant must retake the exam again and meet the minimum adjusted individual total score. The applicant will be able to test three times in a twelve month period with the most recent score being considered. There is a study guide available for purchase on the ATI website. ATI TEAS taken anywhere other than VC, the applicant is responsible for having test results sent from the ATI website. Applicants can visit VictoriaCollege.edu/TEASV or contact VC's Testing Center at (361) 572-6480 for more information and test dates.

☐ **6. *CastleBranch* Account** (a secure web system for entering documentation)**:** The following immunizations (or proof of serological immunity) required documentation must be uploaded and state completed by the application deadline. **To create an account and more details, see *CastleBranch* Account Instructions on the next page.**

Required Immunizations: Evidence of each immunization or proof of serologic immunity.
  • **Measles, Mumps & Rubella (MMR)**
  • **Hepatitis B series (3 immunizations required, over a 6-month period)**
  • **Varicella (Chicken Pox)**
  • **Tetanus (Tdap)**
Required Documentation
  • **Criminal Background results:** Upload a picture of your blue card (front & back) or the declaratory from the Texas Board of Nursing that states your criminal background check is clear.
  • **Professional License:** (for ADN transition students only) You must provide a copy of your unencumbered Texas Vocational Nursing license. Renewal will be set based on the expiration on the license. License number must be visible.

ADDITIONALLY, QUALIFIED APPLICANTS WHO ARE ACCEPTED MUST UPLOAD TO *CastleBranch* THE FOLLOWING PRIOR TO ENROLLMENT:

☐ **VC Physical Examination** (form available for download): This form must be completed by a healthcare provider (demonstrating that the applicant's health status allows full participation in all nursing program learning activities).

☐ **CPR Healthcare Provider Certification:** Either the American Heart Association or American Red Cross Healthcare Provider or BLS card is accepted. Online certification will not be accepted.

☐ **Ten panel drug screen test with negative results** (from an approved *CastleBranch* testing center).

☐ **Tuberculosis (TB) screening results**: If completing skin test, the second skin test must be 1-3 weeks from the first skin test. In lieu of skin test, the Interferon-Gamma Release Assays (IGRAs) blood test can be accepted.

☐ **Influenza vaccination record** for the current season

☐ **COVID Vaccine or Exemption Status:** The clinical sites are requiring that all students provide proof of COVID vaccination or an exemption. All exemptions will be reviewed and handled on an individual basis by VC's Advising & Counseling Services Office.

VICTORIA COLLEGE

CastleBranch

CastleBranch Account Instructions

CastleBranch is a secure document manager where you will upload multiple documents prior to the application deadline. To create an account, visit https://mycb.castlebranch.com/.

You will enter the following package code: **VB08adnim** to purchase the Medical Document Manager. There is a fee of $43 to purchase this package. Create your account: enter your full name, date of birth, social security number, current address, phone number and email address. At the end of the online order process, although you will be prompted to upload documents, you are not required to enter these when creating the account. You may skip this step and upload documents at a later date. [An app is available for smart phones for ease in uploading documents.] When asked for payment information, you will be prompted to enter your payment information. Your payment options include Visa, Mastercard, Discover, debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received and will result in an additional $10 fee.

The following documents are required to be uploaded to *CastleBranch* PRIOR to application deadline:

☐ **Measles, Mumps and Rubella (MMR):** One of the following is required: 2 vaccines or antibody titer for all 3 components (lab report or physician verification required). If titer is negative or equivocal, applicant must receive 1 booster shot and provide a second titer.

☐ **Hepatitis B Series:** One of the following is required: 3 vaccines (takes 6 months to complete series) or positive antibody titer (lab report or physician verification of results is required). If titer is negative or equivocal, applicant must receive 1 booster shot and provide a second titer. The fast track (TWINRIX) will NOT be accepted.

☐ **Varicella (Chicken Pox):** One of the following is required: 2 vaccines or positive antibody titer (lab report or physician verification of results is required). If titer is negative or equivocal, applicant must receive 1 booster shot and provide a second titer. Documented history of the Varicella illness is not sufficient proof.

☐ **Tetanus, Diphtheria and Pertussis (Tdap):** Documentation of a single Tdap dose as an adolescent or adult within the last 10 years. Renewal with a Tdap will be set for 10 years from administered dose date.

☐ **Texas BON Criminal Background Check Results:** After completing the criminal background check process, applicant must submit their original blue card or letter received from the Texas BON to the ADN Program Office. It must also be uploaded or submitted on *CastleBranch* under the Texas BON Results. When uploading or submitting the blue card, the front and back of the card must be included. BON document cannot be more than one year old.

☐ **Professional License:** (for ADN transition students only) You must provide a copy of your unencumbered Texas Vocational Nursing license. Renewal will be set based on the expiration on the license. License number must be visible.

The documents listed above MUST be submitted and accepted by *CastleBranch* prior to the application deadline.

Please note that it can take several days for *CastleBranch* to accept or reject the documents you uploaded or submitted.

For additional assistance with C*astleBranch*, please contact the Service Desk at (888) 723-4263 or visit https://mycb.castlebranch.com/help for further information.

VICTORIA COLLEGE

Associate Degree Nursing - General Student Curriculum

PREREQUISITES		
BIOL 2401	Human Anatomy & Physiology	4
*BIOL 2420	Microbiology for Non-Science Majors	4
^PSYC 2301	General Psychology	3
+HPRS 2300	Pharmacology for Health Professions	3
SDEV 0301	[1]Learning Frameworks	0
		14 credit hours

[1]Required for all first-time-in-college students with 12 college hours or less. EDUC 1300 may be substituted for SDEV 0301.

LEVEL I/SEMESTER I		
RNSG 1219	[2]Integrated Nursing Skills	2
RNSG 1523	Intro to Professional Nursing for Integrated Programs	5
RNSG 1260	[2]Clinical I–Registered Nursing/Registered Nurse	2
^*PSYC 2314*	*Lifespan Growth & Development*	3
***BIOL 2402**	*Human Anatomy & Physiology*	4
		16 credit hours

[2]Students who successfully complete RNSG 1219 with a "C" or better and RNSG 1260 with an "S" may apply for a Nurse Aid Certificate of Completion and are eligible to take the exam to become a Certified Nurse Aide/Home Health Aide.

LEVEL II/SEMESTER II		
RNSG 2504	Integrated Care of the Client with Common Health Needs	5
RNSG 2361	Clinical II–Registered Nursing/Registered Nurse	3
ENGL 1301	***Composition***	3
		11 credit hours

LEVEL III/SEMESTER III		
RNSG 2514	Integrated Care of the Client with Complex Health Needs	5
RNSG 2362	Clinical III–Registered Nursing/Registered Nurse	3
		8 credit hours

LEVEL IV/SEMESTER IV		
++RNSG 2535	Integrated Client Care Management	5
++RNSG 2363	Clinical IV–Registered Nursing/Registered Nurse	3
Creative Arts OR Language, Philosophy and Culture (See *VC Catalog* for courses that satisfy this component.)		3
		11 credit hours

Total Program Credit Hours 60

*BIOL 2420, BIOL 2401 and BIOL 2402 can be no more than five years old. If BIOL 2401 and BIOL 2402 are over five years old, the applicant only will need to repeat BIOL 2402 by application deadline.
+HPRS 2300 can be no more than three years old prior to application deadline.
^Psychology courses (PSYC 2301 & PSYC 2314) completed more than seven years ago must be repeated.
** Student must choose a course from the Victoria College Creative Arts OR Language, Philosophy and Culture core curriculum courses. (Contact Advising & Counseling Services for specific course considerations or see the VC course catalog).
++Capstone courses

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during the semester designated on the degree plan or before.

The courses in bold and italics may be taken prior to entering the nursing program. To reduce stress on the student once accepted into the program, it is recommended that these courses be completed prior to acceptance. However, it is not mandatory. The applicant will also receive points toward their overall application score for each of these courses that are completed prior to the application deadline.

If the applicant completes BIOL 2401, BIOL 2402 & BIOL 2420 at Victoria College, they will also receive extra points per course towards their admission score.
If the applicant completes BSN pre-requisites as described on the next page, they will also receive extra points towards their admission score.

Due to the continual change in clinical facilities, some evening and/or weekend clinical learning experiences may be required in some semesters.

BACHELOR OF SCIENCE IN NURSING PREREQUISITES
In an effort to encourage the applicant to continue their education post-graduation with a seamless transition, those applicants that complete the following courses prior to the application deadline will receive extra points toward their admission score per course completed. Only grades of a "C" or better in the following courses will be counted toward the admission score.
This is not a mandatory admission requirement.

- Language Philosophy and Culture/ Creative Arts
- Chemistry 1406
- English 1302
- History 1301
- History 1302
- Government 2305
- Government 2306
- Math 1342
- Speech 1311, 1315, or 1318
- COSC 1301

STATEMENT OF NONDISCRIMINATION
Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

| Application for admission to:
ASSOCIATE DEGREE NURSING PROGRAM
GENERIC PROGRAM
Fall deadline: **June 1** • Spring Deadline: **September 1** | VC VICTORIA COLLEGE Est. 1925 |

PLEASE PRINT OR TYPE   Application Date_____/_____/_____

        Last   First   Middle   Maiden

_____

Are there any other names which might appear on a transcript? If so, please list:

_____

Home Telephone #: _____   Work Telephone #: _____

Cell Phone Telephone #: _____

Personal E-mail Address: _____

VC E-mail Address:_____@pirates.victoriacollege.edu

Mailing Address:

_____
  P.O. Box or Number & Street   City   State   Zip Code   County

Permanent Address *(if different from above):*

_____
  Number & Street   City   State   Zip Code   County

> ***It is the student's responsibility to keep mailing address and contact information current with the ADN Program Office and the Admissions & Records Office.***

Name, address, and telephone number of person to be notified in case of an emergency:

_____

Have you taken the TEAS V/ATI TEAS exam?   ____Yes   ____No   If yes, date of exam:

The TEAS score is good for 2 years from the last test date. After 2 years, you will need to retest.

Please give information concerning high school graduation or GED completion:

Type:

___Diploma_____GED

Name of High School or GED Institution   City/State

Please give information concerning college, university, vocational, or allied health schools attended:

Name of Institution   City/State   Number of Credits Earned

Have you ever been enrolled in a Victoria College Nursing Program? _____ No _____ Yes

If yes, Semester _____ Year _____ Campus _____

I certify that the above statements are true and correct.

Signature of Applicant

It is the applicant's responsibility to:

Return this application by mail, fax, or in-person to the Associate Degree Nursing Program Administrative Assistant located in VC's Health Sciences Center, Room 137N before the application deadline.

Mailing Address: Victoria College
Associate Degree Nursing Program
Administrative Assistant
2200 E. Red River Street
Victoria, Texas 77901

Phone: (361) 572-6435 • Fax: (361) 572-6441

*It is applicant's responsibility to follow-up to verify the application has been received.

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

Revised 04/04/2022

VICTORIA COLLEGE

Licensure Eligibility Questions

Applicant's Name (Print) _____ _____
                                             Last Name   First Name   Middle Name

Mailing Address _____ _____
                                      PO Box or Number & Street   City, State   Zip Code

Email Address _____ _____
                                Please print *LEGIBLY*. IdentoGO will email your Service Code to schedule your fingerprint scan.

Home Phone:_____Cell Phone: _____

*Social Security Number: _____ Date of Birth: _____

*This information is **required** to complete the Texas Board of Nursing criminal background check (CBC). The email address that you provide to the Board is required in order to schedule fingerprinting for your criminal background check. The email address that you provide to the Board is subject to release to the public pursuant to the Texas Public Information Act.*

To be considered an eligible applicant, Victoria College Nursing Programs require proof of a clear Texas Board of Nursing (BON) criminal background. All licensure eligibility issues must be resolved.

These questions MUST be answered truthfully EACH TIME an application is submitted, even if you have previously disclosed information and/or undergone a previous eligibility review.

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for licensure. To check your eligibility for licensure, please review the following:

To check your eligibility for licensure, please review the following questions:

1. □ No   □ Yes Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?

2. □ No   □ Yes Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?

3. □ No   □ Yes Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?

4. □ No   □ Yes For any criminal offense*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

- been arrested and have a pending criminal charge?
- been convicted of a misdemeanor?
- been convicted of a felony?
- pled nolo contendre, no contest, or guilty?
- received deferred adjudication?
- been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- been sentenced to serve jail, prison time, or court-ordered confinement?
- been granted pre-trial diversion?
- been cited or charged with any violation of the law?

- been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non- disclosure you are not required to reveal those criminal matters. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

7. *Are you currently the target or subject of a grand jury or governmental agency investigation?

8. *Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

NOTE: Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

ATTENTION: When an applicant's name is submitted to the BON through the Student Roster Process and the BON determines the applicant's fingerprints are on file, this should generate another blue card to be sent, if one has previously been received.

Note: There is a possibility you may have to submit new fingerprints to the BON depending on the date of the original fingerprint submission. You will receive notification by email if this is the case.

Applicant's Signature:_____   Date:_____

Revised 11/02/2021