Pre-Admission Data Packet
PN Programs
PN to ADN Programs

Information Applies to the 2020 Program

Revised 4/30/19
North Central Missouri College
PN and PN to ADN programs
are fully approved by the:

Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, MO 65102-0656
573.751.0681 Telephone

North Central Missouri College is accredited by the:

Higher Learning Commission
230 South LaSalle Street
Suite 7-500
Chicago, IL 60604-1411

The North Central Missouri College Associate Degree in Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

CONTACT INFORMATION:

Kelly Claycomb, RN, MSN
PN to ADN Program Director
660-359-3948 ext 1312
kclaycomb@mail.ncmissouri.edu

Aimee Riley, AS
Nursing & Health Sciences Administrative Assistant – Maryville & Online
660-359-3948 ext 1900
ariley@mail.ncmissouri.edu

Beth Crawford, RN, BSN, M.Ed
Night & Weekend Site Coordinator
660-359-3948 ext 1905
bcrawford@mail.ncmissouri.edu

Korynn Skipper, RN, MSN
PN Program Director
660-359-3948 ext 1328
kskipper@mail.ncmissouri.edu

Sue Nichols, RN, BSN
Online ADN Coordinator
660-359-3948 ext 1361
snichols@mail.ncmissouri.edu

Jenna Stevens, BFA
Nursing & Health Sciences Administrative Specialist – Trenton & Bethany
660-359-3948 ext 1316
jstevens@mail.ncmissouri.edu
Pre-Admission Information

North Central Missouri College’s Division of Nursing & Health Sciences welcomes your interest in our nursing program(s). Please review the information provided in this pre-admission packet before applying for admission. It is your responsibility to make sure all information required for admission is provided to the nursing office.

We have two programs, a PN and PN to ADN program. Specific requirements that must be met to enter each program can be found on page 5 and page 11. Acceptance into the PN (Practical Nursing program) does not guarantee acceptance into the PN to ADN (Associate Degree Nursing) program.

Our PN program is an intense, fast-paced program that takes three (3) semesters to complete is designed to prepare individuals for the role of a Licensed Practical Nurse as staff nurses in a variety of health care settings. We have programs in Trenton, Maryville, and Bethany, MO (night and weekend).

Our PN to ADN program begins each fall and takes two (2) semesters to complete. This program is intense and fast-paced designed to prepare individuals for the role of a Registered Professional Nurse in a variety of health care settings. We have programs in Trenton, Maryville and online.

Because of the limited number of available positions, acceptance into either nursing program is competitive; therefore, it is essential that you follow the Requirements for Admission outlined in this information packet. All applicants who meet the admission criteria will receive a file review. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected.

Our clinical partners have the right to deny placement to any student. Students denied clinical placement for any reason will not be able to complete the program requirements; therefore, they will be withdrawn from the program. North Central Missouri College will NOT seek additional areas for clinical placement should a student be denied placement. Students with criminal findings on the background check and/or a positive drug screen who are denied clinical placement will not be able to complete the program, therefore, they will be withdrawn from the program.

This packet of information outlines the requirements that must be completed prior to consideration for program admission. The information contained within is subject to change.

Because of the intensity and pace of the nursing programs, it is important that you know both programs have set high academic and professional standards. Details are available within this information packet, from the nursing department and online at https://www.ncmissouri.edu/academics/academics/degrees-and-certificates/nursing/

Nursing Program Mission Statement

<table>
<thead>
<tr>
<th>North Central Missouri College Mission Statement</th>
<th>North Central Missouri College Nursing Program Mission Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Central Missouri College (NCMC) provides accessible, affordable, and quality educational programs, with emphases on excellence in teaching, learning, workforce development and service,</td>
<td>Congruent with the mission of NCMC, the mission of the Nursing Department at NCMC is to assist individuals to attain their educational goals through a progressive curriculum delivered by caring and competent educators in a safe, technology-rich learning environment. The foundation upon which the Nursing Department operates is to provide quality nursing education that prepares nurse generalists to function in a diverse, global and dynamic healthcare environment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NCMC Vision</th>
<th>NCMC Nursing Program Philosophy Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Central Missouri College aspires to become an exemplary comprehensive community college serving rural and small communities in its service region and beyond.</td>
<td>The NCMC nursing department strives to provide a commendable nursing education that prepares students to practice as nurses locally, nationally, and globally.</td>
</tr>
</tbody>
</table>
The PN (Practical Nursing) program is an intense, fast-paced certificate program that takes three (3) semesters to complete and is designed to prepare individuals for the role of a Licensed Practical Nurse as staff nurses in a variety of health care settings. Clinical experience is acquired at hospitals, extended care facilities, physicians’ offices, and community agencies. Upon successful completion of the PN program, the graduate is eligible to apply to take the NCLEX-PN (licensing) Examination for Licensed Practical Nurses. It is important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take the licensing exam for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066

### Curriculum Outcomes and Graduate Competencies

#### Patient-Centered Care

**Student Outcomes:** Demonstrate patient-centered, caring, culturally sensitive nursing care based on common physiological, psychosocial and sociological needs of patients.

- The provision of care that is based on the patient's physiological, psychological, and sociological needs, recognizing the individual’s preferences and values, and respecting the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, effective care (adapted from Massachusetts Nurse of the Future, 2010).

#### Teamwork and Collaboration

**Student Outcomes:** Collaborate as a member of the health care team to promote continuity of patient care.

- The delivery of patient-centered care in partnership with interprofessional members of the health care team, fostering open communication, mutual respect, and shared decision making, to achieve continuity of care and optimal patient outcomes (adapted from QSEN, 2007).

#### Evidence Based Practice

**Student Outcomes:** Identify best current evidence from scientific and other credible sources as a basis for quality nursing practice and clinical decision making.

- The integration of best current evidence coupled with clinical expertise and consideration of the patients’ or designee's preferences, experiences and values to make safe, quality practice decisions for optimal patient outcomes (Adapted from Massachusetts Nurse of the Future, 2010).

#### Quality Improvement

**Student Outcomes:** Participate in the implementation of quality improvement strategies to improve patient care.

- The use of data to monitor the outcomes of care processes and the use of improvement methods to design and inform change, continuously improving the quality and safety of health care services to meet the needs of patients and promote optimal healthcare outcomes (Adapted from QSEN, 2007).

#### Safety

**Student Outcomes:** Provide a safe environment for patients, self, and others.

- The minimization of risk factors that could cause harm or delay patient recovery while promoting quality care and maintaining a secure environment for patients, self, and others through both system effectiveness and individual performance (adapted from QSEN, 2007).

#### Informatics

**Student Outcomes:** Use information technology in the provision of patient care.

- The use of information and technology to communicate, manage knowledge, mitigate error, and support evidence-based decision making (adapted from QSEN, 2007)

#### Leadership

**Student Outcomes:** Use the leadership skills of time management, organization and priority setting when providing patient care.

- The process by which nurses use a set of skills that directs and influences achievement of shared goals in the provision of individualized, safe, quality patient care (adapted from Massachusetts Nurse of the Future, 2010).

#### Professionalism

**Student Outcomes:** Practice nursing using professional, ethical, legal, and humanistic principles within regulatory guidelines.

- The demonstration of accountable and responsible behavior by the nurse for the delivery of standard-based nursing care that incorporates legal, ethical, and humanistic principles within the parameters of regulatory guidelines (adapted from Massachusetts Nurse of the Future, 2010).
The following criteria must be met in order to be eligible for acceptance into the North Central Missouri College Practical Nursing Program (Trenton, Maryville & Night/Weekend Programs):

**PN Requirements:**

- Accepted as an NCMC student
  - Students can apply online at [www.ncmissouri.edu](http://www.ncmissouri.edu)
  - Official transcripts from previous institutions must be submitted to the NCMC Admissions office
- Nursing Application and notarized Waiver Form
  - These must be submitted to the student’s first choice site (see “How to Apply” on next page)
- Pre-Entrance Test – ATI TEAS Test taken within the last 2 years.
  - Minimum score of 41.3% is required to be considered for acceptance
  - Early acceptance (March) requires minimum score of 58.7%
  - Maximum number of attempts is 3 per calendar year
  - Applicants must wait 30 days between testing dates
    - If a student tests more than one time in a 30 day period, the second test score will be void
  - The ATI TEAS may be taken at a site of the student’s choosing. Information on the TEAS test offered at NCMC campus locations is outlined on page 21.
  - It is the student’s responsibility to ensure the nursing program receives the student’s TEAS test score.
- Must have a cumulative grade point average of 2.0 from high school or college
  - Students must have a 2.0 GPA with NCMC and/or a cumulative 2.0 GPA including all college coursework
  - College transcript supersedes high school transcript
- Admission is contingent upon maintaining a 2.0 cumulative grade point average
- Applicant must be in good academic standing with NCMC
- Complete pre-requisite classes with a “C” or greater (must be completed at least by the semester prior to the nursing program starting):
  - Anatomy & Physiology (BI238) - 8 credit hours with a lab
    - Can be taken as two separate 4 credit hour courses with lab (BI240 and BI242)
  - Math Requirement - 3 credit hours
    - Math for Allied Health (AH106) or
    - College Algebra (MT122) or
    - Elementary Statistics (MT125)
- Admission is contingent upon completing a satisfactory background check, negative drug screening and completion of all required immunizations. Admission to the program does not guarantee licensure.
  - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Program Director
  - Clinical facilities may restrict attendance based on felony
  - If an applicant’s drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide documentation will result in the student’s dismissal from the program

High School students that are currently in a Health Occupations class through a Vo-Tech School can apply for early acceptance (applicable for 1 year after high school graduation). Admission would be contingent on completing the PN requirements stated above as well as submitting a letter signed by a school official stating that student is currently taking a Health Occupations Class or has completed a Health Occupations Class by March 1, 2020. A minimum TEAS score of Low Basic (41.3%-48%) is required.

There is no age specification on acceptance into the nursing program; however, some clinical facilities may not allow students under a designated age to complete clinical time in their facilities. Therefore, students under 18 who are unable to meet the clinical requirements of those facilities may be unable to complete the clinical objectives set for each student within the program, hence jeopardizing student completion.

*Meeting the minimum requirements listed does not guarantee acceptance into the program*
How to Apply:

- Mail or hand deliver completed Nursing Application and notarized Waiver Form to the first choice site location
  - For Trenton or Night & Weekend Program:
    North Central Missouri College
    ATTN: Nursing & Health Sciences Administrative Specialist
    1301 Main St
    Trenton, MO 64683
  - For Maryville Program:
    Northwest Technical School
    ATTN: NCMC Nursing & Health Sciences Administrative Assistant
    1515 S. Munn St
    Maryville, MO 64468

- All applications (mailed or hand delivered) must be received in the Nursing Office of the appropriate site by 4 p.m. on the deadline date or the next NCMC business day if the deadline falls on either a weekend or holiday.

<table>
<thead>
<tr>
<th>Application Deadlines</th>
<th>Trenton</th>
<th>Maryville</th>
<th>Night/Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st File Review (requires minimum TEAS score of 58.7%)</td>
<td>March 1</td>
<td>March 1</td>
<td>September 1</td>
</tr>
<tr>
<td>2nd File Review (requires minimum TEAS score of 41.3%)</td>
<td>May 1</td>
<td>May 1</td>
<td>October 1</td>
</tr>
<tr>
<td>3rd File Review (requires minimum TEAS score of 41.3%)</td>
<td>July 31 (only if seats available)</td>
<td>July 31 (only if seats available)</td>
<td>November 30 (only if seats available)</td>
</tr>
</tbody>
</table>

*The application period for the Trenton and Maryville locations will begin September 1st each year for the following program year. The Night & Weekend application period will begin February 1st each year. Any applications received prior to the application period start date will not be processed.

Selection Process:

- Applicants meeting the minimum requirements listed, and whose records indicate the greatest potential for successful achievement, are ranked in descending order of their ATI TEAS Test score
- Each program can accept the following number of students:
  - Trenton: 66
  - Maryville: 36
  - Night & Weekend: 16
- Applicants earning the top 66, 36 or 16 scores are offered admission into the upcoming program
- If there are multiple applicants with the same test score at the cut-off threshold, the application date is used to determine who is offered admission
- Qualified applicants who do not meet the cut-off threshold for their first choice site location are ranked with other applicants for their second choice location (if a second choice is designated on the application)
- Qualified applicants not admitted for the current academic year will be placed on an alternate list
  - The alternate list is ranked by the same standards listed above
  - A student will remain on the alternate list until 4 school days after the established entrance date of the program
- Applications received after the second file review deadline and before the third file review deadline will be reviewed only if seats remain available in the program.
- If no position becomes available for an alternate, or an applicant is not accepted for any reason, they must re-apply for the next academic year
- Notification regarding acceptance status into the program will be sent via NCMC email and a letter in the mail two weeks after the application deadline.
## PN Program Costs:

All costs and credit hours shown are based on the 2019-2020 academic year and are subject to change for the 2020-2021 academic year.

### Pre-Entry Courses for Trenton, Maryville, and Night & Weekend

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
<th>In-District Tuition w/Fees</th>
<th>MO Resident Tuition w/Fees</th>
<th>Online/Outreach Tuition w/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Entry Courses</td>
<td>11</td>
<td>$1375</td>
<td>$2046</td>
<td>$2200</td>
</tr>
<tr>
<td>Gen Ed Courses</td>
<td>(may be taken prior to or concurrently while in the PN program)</td>
<td>$1125</td>
<td>$1674</td>
<td>$1800</td>
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</table>

*Amount shown includes base tuition, plus the $16/credit hour Student Development Fee and the $16/credit hour Facilities Use Fee and $6/credit hour Technology Fee. Students will be responsible for any Course fees, depending on specific classes/programs.

### Core Nursing Courses for Trenton & Maryville

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
<th>Tuition</th>
<th>Student Dev Fee</th>
<th>Facility Fee</th>
<th>Technology Fee</th>
<th>Simulation Lab Fee</th>
<th>Nursing Fee</th>
<th>Semester Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>9</td>
<td>$1368</td>
<td>$144</td>
<td>$144</td>
<td>$54</td>
<td>$1000</td>
<td>$1500</td>
<td>$4210</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>9</td>
<td>$1368</td>
<td>$144</td>
<td>$144</td>
<td>$54</td>
<td>$1000</td>
<td>$1100</td>
<td>$3810</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>4</td>
<td>$608</td>
<td>$64</td>
<td>$64</td>
<td>$24</td>
<td>$1000</td>
<td>$1100</td>
<td>$2860</td>
</tr>
</tbody>
</table>

### Core Nursing Courses for Night & Weekend

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
<th>Tuition</th>
<th>Student Dev Fee</th>
<th>Facility Fee</th>
<th>Technology Fee</th>
<th>Simulation Lab Fee</th>
<th>Nursing Fee</th>
<th>Semester Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td>9</td>
<td>$1368</td>
<td>$144</td>
<td>$144</td>
<td>$54</td>
<td>$1000</td>
<td>$1500</td>
<td>$4210</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>6</td>
<td>$912</td>
<td>$96</td>
<td>$96</td>
<td>$36</td>
<td>$1000</td>
<td>$1100</td>
<td>$3240</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>7</td>
<td>$1064</td>
<td>$112</td>
<td>$112</td>
<td>$42</td>
<td>$1000</td>
<td>$1100</td>
<td>$3430</td>
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</tbody>
</table>

Total: $10,880

### Other Costs to Consider (These are estimates and prices are subject to change):

#### Testing & Applications
- Pre-Entrance Exam (TEAS) $77.50
- Criminal Background & Drug Testing $107.00
- NCMC College Application Fee $20.00
- Physical Exam & Immunization Records Varies
- CPR Certification $40.00
- Examsoft $67.00

#### Textbooks (Approximate – Prices are subject to change)
- Nursing Text $1571.00
- Non-Nursing Text $1638

#### Clinical Supplies
- 3 Patches $10.00
- 1 Lab Coat $25.00
- 2 Shirts $45.00
- 2 Pants $50.00
- Stethoscope $75.00
- Blood Pressure Cuff $30.00
- Bandage Scissors $10.00
- Pen Light $5.00
- Name Tags $15.00
- Shoes $75.00
- Gait Belts $9.00

Laptop Expenses
- Laptop w/specifications listed on pg 20 $150-800.00

Graduation Expenses
- Graduation Pin (optional) $20-200.00
- Graduation Pictures (optional) $50.00
- Missouri State Board Application $45.00
- NCLEX-PN $200.00
- Finger Printing $50-60.00

Organization Dues/Semester $25.00
- Workshops & Seminars $50.00

Miscellaneous

*Housing, Car, babysitter and food expenses are not included on this sheet.
*You are responsible for having a telephone as a representative of the college may need to contact you.
*You are responsible for having transportation to/from school and clinical. Carpool is not guaranteed.
A minimum grade of “C” is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical. All nursing courses must be taken in sequence. Pre-Entry courses must be successfully completed prior to entry into the program. Pre-requisite and co-requisite courses help support the development of the professional identity of nurses.

As a professional, it is important to have knowledge in a wide variety of disciplines and liberal educations. Liberal education provides future nurses with a broad understanding of the world (science, culture and society); establishing a sound base for critical thinking, clinical judgement and ethical decision-making. As a student of North Central Missouri College’s nursing program, you will be required to take such general education courses. These courses include Anatomy and Physiology, Mathematics, General Psychology, Speech, and English I. These courses, in conjunction with nursing courses, will prepare and empower nursing students to embrace complexity, diversity and change.

Pre-Entry Courses for PN:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI240</td>
<td>Anatomy (w/lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI242</td>
<td>*Physiology (w/lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI238</td>
<td>(or) Anatomy &amp; Physiology (w/lab)</td>
<td>8</td>
</tr>
<tr>
<td>AH106</td>
<td>Math – Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>MT122</td>
<td>(or) College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MT125</td>
<td>(or) Elem. Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
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*BI240 Anatomy is a pre-requisite for BI242 Physiology

**Trenton & Maryville Programs**

PN Nursing Courses Fall Semester: Please note, the following is the curriculum outline for the 2019-2020 academic year. Course credit hours and schedule will be changing starting with the 2020-2021 academic year.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN100</td>
<td>Foundations of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PN103</td>
<td>Intro to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PN104</td>
<td>PVC (online)</td>
<td>1</td>
</tr>
<tr>
<td>PY121</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits:</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

PN Nursing Courses Spring Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN101</td>
<td>Nursing of Adults 1A</td>
<td>6</td>
</tr>
<tr>
<td>PN105</td>
<td>Intro to Mental Health Nsg (online)</td>
<td>1</td>
</tr>
<tr>
<td>PN106</td>
<td>Maternal &amp; Child Health Nsg</td>
<td>2</td>
</tr>
<tr>
<td>SP175</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits:</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
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</table>

PN Nursing Courses Summer Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN102</td>
<td>Nursing of Adults 1B</td>
<td>4</td>
</tr>
<tr>
<td>EN101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Semester Credits:</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

**General Psychology, Speech and English I may be taken prior to or concurrently while in the PN program
# Night & Weekend Program

PN Nursing Courses Spring Semester: *Please note, the following is the curriculum outline for the 2019-2020 academic year. Course credit hours and schedule will be changing starting with the 2020-2021 academic year.*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN100</td>
<td>Foundations of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PN103</td>
<td>Intro to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PN104</td>
<td>PVC (online)</td>
<td>1</td>
</tr>
<tr>
<td>PY121</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits:</strong></td>
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</table>

PN Nursing Courses Summer Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN101</td>
<td>Nursing of Adults 1A</td>
<td>6</td>
</tr>
<tr>
<td>SP175</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits:</strong></td>
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</tr>
</tbody>
</table>

PN Nursing Courses Fall Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN102</td>
<td>Nursing of Adults 1B</td>
<td>4</td>
</tr>
<tr>
<td>PN105</td>
<td>Intro to Mental Health (online)</td>
<td>1</td>
</tr>
<tr>
<td>PN106</td>
<td>Maternal &amp; Child Health Nsg</td>
<td>2</td>
</tr>
<tr>
<td>EN101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits:</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**General Psychology, Speech and English I may be taken prior to or concurrently while in the PN program**
NCMC has on-ground and online PN to ADN options. The PN to ADN program begins each fall and takes two (2) semesters to complete. This program is an intense, fast-paced program and is designed to prepare LPN’s for the role of a Registered Professional Nurse (RN) in a variety of health care settings. The program is designed to give graduates a broad scope of knowledge and ability in order to meet the needs of the changing health care delivery systems. Clinical experience is acquired at various acute care hospitals and community agencies. Upon successful completion of the PN to ADN program, the graduate is eligible to apply to take the NCLEX-RN (licensing) Examination for Registered Professional Nurses. It is important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take licensing exams for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

Curriculum Outcomes and Graduate Competencies

Patient-Centered Care
Student Outcomes: Demonstrate patient-centered, caring, culturally sensitive nursing care based on complex physiological, psychosocial and sociological needs of patients.
- The provision of care that is based on the patient’s physiological, psychological, and sociological needs, recognizing the individual’s preferences and values, and respecting the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, effective care (adapted from Massachusetts Nurse of the Future, 2010).

Teamwork and Collaboration
Student Outcomes: Collaborate with members of the inter-professional health care team to promote continuity of patient care and achievement of optimal outcomes.
- The delivery of patient-centered care in partnership with inter-professional members of the health care team, fostering open communication, mutual respect, and shared decision making, to achieve continuity of care and optimal patient outcomes (adapted from QSEN, 2007).

Evidence Based Practice
Student Outcomes: Use best current evidence, expert opinion, and clinical expertise as a basis for quality nursing practice and clinical judgment.
- The integration of best current evidence coupled with clinical expertise and consideration of the patients’ or designees' preferences, experiences and values to make safe, quality practice decisions for optimal patient outcomes (Adapted from Massachusetts Nurse of the Future, 2010).

Quality Improvement
Student Outcomes: Promote the development and implementation of quality improvement strategies to advance health care services.
- The use of data to monitor the outcomes of care processes and the use of improvement methods to design and inform change, continuously improving the quality and safety of health care services to meet the needs of patients and promote optimal healthcare outcomes (Adapted from QSEN, 2007).

Safety
Student Outcomes: Create a safe environment for patients, self, and others.
- The minimization of risk factors that could cause harm or delay patient recovery while promoting quality care and maintaining a secure environment for patients, self, and others through both system effectiveness and individual performance (adapted from QSEN, 2007).

Informatics
Student Outcomes: Integrate information technology resources into the provision of patient care.
- The use of information and technology to communicate, manage knowledge, mitigate error, and support evidence-based decision making (adapted from QSEN, 2007)

Leadership
Student Outcomes: Integrate leadership and management skills when directing and influencing patient care.
- The process by which nurses use a set of skills that directs and influences achievement of shared goals in the provision of individualized, safe, quality patient care (adapted from Massachusetts Nurse of the Future, 2010).

Professionalism
Student Outcomes: Model nursing practice using professional, ethical, legal, and humanistic principles within regulatory guidelines.
- The demonstration of accountable and responsible behavior by the nurse for the delivery of standard-based nursing care that incorporates legal, ethical, and humanistic principles within the parameters of regulatory guidelines (adapted from Massachusetts Nurse of the Future, 2010).
The following criteria must be met in order to be eligible for acceptance into the North Central Missouri College Associate Degree Nursing Program (Trenton, Maryville & Online Programs):

**PN to ADN Requirements:**

- Accepted as an NCMC student
  - Students can apply online at [www.ncmissouri.edu](http://www.ncmissouri.edu)
  - Official transcripts from previous institutions must be submitted to the NCMC Admissions office
- Nursing Application and notarized Waiver Form
  - These must be submitted to the student’s first choice site (see “How to Apply” on next page)
- Pre-Entrance Test – ATI TEAS Test taken within the last 2 years
  - Minimum score of 58.7% is required to be considered for acceptance
  - Early acceptance (March) requires minimum score of 67.1%
  - Maximum number of attempts is 3 per calendar year
  - Applicants must wait 30 days between testing dates
    - If a student tests more than one time in a 30 day period, the second test score will be void
  - The ATI TEAS may be taken at a site of the student’s choosing. Information on the TEAS test offered at NCMC campus locations is outlined on page 21.
  - It is the student’s responsibility to ensure the nursing program receives the student’s TEAS test score.
- Current PN Unencumbered License
  - Current PN students have until December of the PN to ADN program year to pass PN boards
- Must be IV Certified
  - If currently licensed at the time of application, applicants must provide proof of licensure and IV certification with their application
  - If the applicant becomes licensed after submitting their application, but before the application deadline, he/she will need to send in proof of licensure and IV certification to be added to their nursing application
- Must have a cumulative grade point average of 2.0 from high school or college
  - Students must have a 2.0 GPA with NCMC and/or a cumulative 2.0 GPA including all college coursework
  - College transcript supersedes high school transcript
- Admission is contingent upon maintaining a 2.0 cumulative grade point average
- Applicant must be in good academic standing with NCMC
- Complete pre-requisite classes with a “C” or greater (must be completed at least by the semester prior to the nursing program starting):
  - Anatomy & Physiology (BI238) - 8 credit hours with a lab
    - Can be taken as two separate 4 credit hour courses with lab (BI240 and BI242)
    - If applicant is transferring in credit from another institution and A&P is not equal to 8 credit hours with lab, the applicant will be required to complete a Biology or Chemistry class of 3 hours or greater to meet the 8 hour A&P requirement
  - General Psychology (PY121) – 3 credit hours
  - Speech (SP175) – 3 credit hours
  - English I (EN101) – 3 credit hours
- Admission is contingent upon completing a satisfactory background check, negative drug screening and completion of all required immunizations. Admission to the program does not guarantee licensure.
  - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Program Director
  - Clinical facilities may restrict attendance based on felony.
  - If an applicant’s drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide documentation will result in the student’s dismissal from the program
  - If an applicant has graduated the NCMC PN program within the last year, they will not need to complete the background check for the PN to ADN program, only the drug screening.

There is no age specification on acceptance into the nursing program; however, some clinical facilities may not allow students under a designated age to complete clinical time in their facilities. Therefore, students under 18 who are unable to meet the clinical requirements of those facilities may be unable to complete the clinical objectives set for each student within the program, hence jeopardizing student completion.

*Meeting the minimum requirements listed does not guarantee acceptance into the program*
How to Apply:

- Mail or hand deliver completed Nursing Application and notarized Waiver Form to the first choice site location
  - For Trenton Program:
    North Central Missouri College
    ATTN: Nursing & Health Sciences Administrative Specialist
    1301 Main St
    Trenton, MO 64683
  - For Maryville or Online Program:
    Northwest Technical School
    ATTN: NCMC Nursing & Health Sciences Administrative Assistant
    1515 S. Munn St
    Maryville, MO 64468

- All applications (mailed or hand delivered) must be received in the Nursing Office of the appropriate site by 4 p.m. on the deadline date or the next NCMC business day if the deadline falls on either a weekend or holiday

### Application Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Trenton</th>
<th>Maryville</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st File Review</td>
<td>March 1</td>
<td>March 1</td>
<td>March 1</td>
</tr>
<tr>
<td>(requires minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEAS score of 67.1%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd File Review</td>
<td>May 1</td>
<td>May 1</td>
<td>May 1</td>
</tr>
<tr>
<td>(requires minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEAS score of 58.7%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd File Review</td>
<td>July 31</td>
<td>July 31</td>
<td>July 31</td>
</tr>
<tr>
<td>(requires minimum</td>
<td>(only if seats available)</td>
<td>(only if seats available)</td>
<td>(only if seats available)</td>
</tr>
<tr>
<td>TEAS score of 58.7%)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The application period for the Trenton and Maryville locations will begin September 1st each year for the following program year. Any applications received prior to the application period start date will not be processed.*

Selection Process:

- Applicants meeting the minimum requirements listed, and whose records indicate the greatest potential for successful achievement, are ranked in descending order of their ATI TEAS Test score
- Each program can accept the following number of students:
  - Trenton: 46
  - Maryville: 33
  - Online: 36
- Applicants earning the top 46, 33 or 36 scores are offered admission into the upcoming program
- If there are multiple applicants with the same test score at the cut-off threshold, the application date is used to determine who is offered admission
- Qualified applicants who do not meet the cut-off threshold for their first choice site location are ranked with other applicants for their second choice location (if a second choice is designated on the application)
- Applications received after the second file review deadline and before the third file review deadline will be reviewed only if seats remain available in the program.
- Qualified applicants not admitted for the current academic year will be placed on an alternate list
  - The alternate list is ranked by the same standards listed above
  - A student will remain on the alternate list until 4 school days after the established entrance date of the program
- If no position becomes available for an alternate, or an applicant is not accepted for any reason, they must re-apply for the next academic year
- Notification regarding acceptance status into the program will be sent via NCMC email and a letter in the mail two weeks after the application deadline.
PN to ADN Program Costs

All costs shown are based on the 2019-2020 academic year and are subject to change for the 2020-2021 academic year.

Pre-Entry Courses for Trenton, Maryville, and Online

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
<th>In-District Tuition w/Fees</th>
<th>MO Resident Tuition w/Fees</th>
<th>Online/Outreach Tuition w/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Entry Courses</td>
<td>17</td>
<td>$2125</td>
<td>$3162</td>
<td>$3400</td>
</tr>
<tr>
<td>Gen Ed Courses</td>
<td>7</td>
<td>$875</td>
<td>$1302</td>
<td>$1400</td>
</tr>
</tbody>
</table>

*Amount shown includes base tuition, plus the $16/credit hour Student Development Fee and the $16/credit hour Facilities Use Fee and $6/credit hour Technology Fee. Students will be responsible for any Course fees, depending on specific classes/programs.

Core Nursing Courses for Trenton & Maryville

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
<th>Tuition</th>
<th>Student Dev Fee</th>
<th>Facility Fee</th>
<th>Technology Fee</th>
<th>Simulation Lab Fee</th>
<th>Nursing Fee</th>
<th>Semester Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>11</td>
<td>$1672</td>
<td>$176</td>
<td>$176</td>
<td>$66</td>
<td>$1000</td>
<td>$1500</td>
<td>$4590</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>10</td>
<td>$1520</td>
<td>$160</td>
<td>$160</td>
<td>$60</td>
<td>$1000</td>
<td>$1100</td>
<td>$4000</td>
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<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8590</td>
</tr>
</tbody>
</table>

Core Nursing Courses for Online

<table>
<thead>
<tr>
<th></th>
<th>Total Hours</th>
<th>Tuition</th>
<th>Student Dev Fee</th>
<th>Facility Fee</th>
<th>Technology Fee</th>
<th>Simulation Lab Fee</th>
<th>Nursing Fee</th>
<th>Semester Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>11</td>
<td>$1958</td>
<td>$176</td>
<td>$176</td>
<td>$66</td>
<td>$1000</td>
<td>$1500</td>
<td>$4876</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>10</td>
<td>$1780</td>
<td>$160</td>
<td>$160</td>
<td>$66</td>
<td>$1000</td>
<td>$1100</td>
<td>$4266</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$9142</td>
</tr>
</tbody>
</table>

Other Costs to Consider (These are estimates and prices are subject to change):

**Testing & Applications**

- Pre-Entrance Exam (TEAS) $77.50
- Criminal Background & Drug Testing $107.00
- NCMC College Application Fee $20.00
- Physical Exam & Immunization Records Varies
- CPR Certification $40.00
- Examsoft $67.00

**Graduation Expenses**

- Graduation Pin (optional) $20-200.00
- Graduation Pictures (optional) $50.00
- Missouri State Board Application $45.00
- NCLEX-RN $200.00
- Finger Printing $50-60.00

**Textbooks (Approximate – Prices are subject to change)**

- Nursing Text $1571.00
- Non-Nursing Text $1638

**Miscellaneous**

- Organization Dues/Semester $25.00
- Workshops & Seminars $50.00

**Clinical Supplies**

- 3 Patches $10.00
- 1 Lab Coat $25.00
- 2 Shirts $45.00
- 2 Pants $50.00
- Stethoscope $75.00
- Blood Pressure Cuff $30.00
- Bandage Scissors $10.00
- Pen Light $5.00
- Name Tags $15.00
- Shoes $75.00
- Gait Belts $9.00

**Laptop Expenses**

- Laptop w/specifications listed on pg 20 $150-800.00

*Housing, Car, babysitter and food expenses are not included on this sheet.
*You are responsible for having a telephone as a representative of the college may need to contact you.
*You are responsible for having transportation to/from school and clinical. Carpool is not guaranteed.
A minimum grade of “C” is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical. All nursing courses must be taken in sequence. Pre-Entry courses must be successfully completed prior to entry into the program. Pre-requisite and co-requisite courses help support the development of the professional identity of nurses.

As a professional, it is important to have knowledge in a wide variety of disciplines and liberal educations. Liberal education provides future nurses with a broad understanding of the world (science, culture and society); establishing a sound base for critical thinking, clinical judgement and ethical decision-making. As a student of North Central Missouri College’s nursing program, you will be required to take such general education courses. These courses include Anatomy and Physiology, General Psychology, Speech, English I, Microbiology, and National Government/American History to 1877. These courses, in conjunction with nursing courses, will prepare and empower nursing students to embrace complexity, diversity and change.

Pre-Entry Courses for PN to ADN:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI240</td>
<td>Anatomy (w/lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI242</td>
<td>*Physiology (w/lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI238</td>
<td>(or) Anatomy &amp; Physiology (w/lab)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>**Any additional science course w/lab</td>
<td>3-4</td>
</tr>
<tr>
<td>PY121</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EN101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>SP175</td>
<td>Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 17

*BI240 Anatomy is a pre-requisite for BI242 Physiology

** Students from Practical Nursing Programs with less than the required eight (8) credit hours of Anatomy and Physiology, will be required to take additional science coursework. Transcripts are evaluated on an individual basis.

PN to ADN Nursing Courses Fall Semester – Trenton, Maryville & Online:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN201</td>
<td>Adult Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>RN205</td>
<td>Mental Health Nsg</td>
<td>2</td>
</tr>
<tr>
<td>RN203</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RN204</td>
<td>PN to ADN Transition</td>
<td>1</td>
</tr>
<tr>
<td>BI243</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Credits: 15

PN to ADN Nursing Courses Spring Semester – Trenton, Maryville & Online:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN202</td>
<td>Adult Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>RN200</td>
<td>Leadership in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>RN206</td>
<td>Maternal &amp; Child Health Nsg</td>
<td>4</td>
</tr>
<tr>
<td>HI103</td>
<td>American History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>PL216</td>
<td>(or) National Government</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credits: 13

**Microbiology and History/Government may be taken prior to or concurrently while in the PN to ADN program.
General Information for PN and PN to ADN Nursing Programs

Readmission:
Nursing students who exit the program of study by leaving the program for personal reasons, failing to adhere to the attendance policy, and/or failing a course, may apply for readmission. Upon application review, those students who successfully completed at least one core nursing course and have met all admission requirements, will be eligible for review during initial evaluation of student files. Core courses include all nursing courses with the exclusion of PVC (PN) and Transitions (ADN). If a student exits the program without successfully completing a core nursing course, application for readmission will be considered; however, only if a vacancy exists during the third file review and the returning student meets admission criteria. If acceptance is offered/given to an applicant and the offer is deferred or should the applicant lose eligibility for ANY reason, a new application is required. Re-entry is not guaranteed. If a student exits the program a second time, that student will not be eligible for re-entry.

Returning students must:
- Submit a new application (Available in the Nursing & Health Sciences office and NCMC website)
- Meet all requirements for acceptance into the program
- Complete a background and drug screening
- Pass a laboratory skills test specific to the point of re-entry.
  - Contact the Trenton Skills Lab Supervisor for the Trenton or online program to schedule the re-entry skills test. Students attending the Bethany Night and Weekend program or the Maryville campus should contact their respective program coordinator to schedule this test.
- Print the current nursing department handbook from Blackboard and turn in the notarized signature sheet to the Program Coordinator by the first day of class.
- Upon re-admission, the student will be required to attend and pass all clinical and simulation for the semester of re-entry.
- Returning students are required to attend all scheduled labs for the semester.
- It is the responsibility of the student to schedule and pass the skills test and to ensure all re-entry requirements are met prior to the first day of the semester. Failure to do so may result in the student not being re-admitted to the nursing program.

If applying to re-enter in the second semester of the program, applications must be received by the last day of regular classes in the prior semester.

Late Admissions:
No student is admitted later than four (4) school days after the established entrance date of the program. For this reason, applicants placed on the alternate list should make sure that all financial aid is in order and there are no holds on their NCMC account that would prevent them from registering and beginning the program on the same day. Any alternates added after the start of the program will be required to attend an orientation/make-up session on the first Friday of the semester to catch up to the rest of the class. A physical exam may be required and due within the first week of class. We suggest alternates go ahead and schedule this so that they are prepared if a seat becomes available.

Transfers:
Nursing students transferring from other colleges/programs are expected to meet the same admission and graduation requirements as all other students in the class. Transcripts from other institution(s) shall be evaluated on an individual basis. NCMC accepts credits earned at other colleges and universities accredited by agencies recognized by the Higher Learning Commission. The statute of limitations for transfer of credit for nursing courses is three (3) years. Transfer students must complete a minimum 15 credit hours at NCMC. Admission of transfer students is on a space available basis.

The student’s final transcript shall denote the transferring institution, admission, date, course title, and number of credit hours earned. Transcripts denoting clock hours or quarter hours rather than credit hours will be recognized and converted to credit.
(Conversion factor: theory 15:1; lab 30:1; clinical 45:1.) If course work completed in another educational institution does not meet the course requirements of North Central Missouri College, the student will be required to repeat the course.

Nursing students who have completed practical nursing training from a vocational/technical center may have a block of credit awarded upon presentation of a current Missouri nursing license. The credit is placed on the NCMC transcript at the time of graduation from the ADN program.

**Advanced Credit/Placement:**

NCMC accepts credits earned from institutions accredited by agencies recognized by the Higher Learning Commission. To have credits considered for acceptance, students should have an official transcript sent directly to the Registrar. A Transfer Evaluation Report will be completed by the Registrar comparing the transferred in courses with courses at NCMC. A copy of this report is mailed/e-mailed to the student. Students may be asked to provide official course descriptions for specific courses. A grade of “C” or greater must be obtained in all pre-entry courses in order to transfer. Quarter hours transferred to NCMC will be converted to semester hours using a two-thirds conversion factor. Transferred in credit is not used to calculate a student’s NCMC grade point average.

Nursing courses are evaluated on an individual basis. In order for the course to be considered for transfer, thus advanced placement in the nursing program, the course must:
- Have been taken within the last three years
- Have a transcript grade of “C” or greater
- Have a course description and syllabus from which to evaluate transfer

**Standards for Licensure Application:**

Successful completion of the nursing program does not guarantee that the graduate will be allowed to take the licensing exam. The graduate must make application to and receive approval from the Missouri State Board of Nursing. There are circumstances for which the Missouri State Board of Nursing may refuse to allow the applicant to take the licensing exam. Refer to the Missouri Nursing Practice Act, statute 335.066 and/or pre-admission packet.

**Laptops:**

Students are required to have a laptop with the below minimum hardware requirements. Further instruction will be given on the designated nursing orientation day. If you have any questions/concerns, please notify a nursing faculty member.
- Windows 10 or newer operating system
- 1.86Ghz Intel Core 2 Duo or greater
- 2 GB RAM
- 50 GB available hard disk space
- Optical Drive (optional, but recommended)
- Internal or external webcam (for testing purposes)
- Ethernet capabilities (internet cord) and USB port
- Adobe Flash, Adobe Reader and Adobe Shockwave Player – available in the student portal free for download
- Firefox or Google Chrome Internet browser

**Nursing Student Standards:**

The education of a nurse requires assimilation of knowledge and acquisition of skills and development. The practice of nursing emphasizes collaboration between a multidisciplinary health care team. Program expectations align with practice standards, as such, students should expect to be accountable to a higher performance standard.

The curriculum for each nursing program at NCMC requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective,
psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of each nursing program, these functions are necessary to ensure the health and safety of patients, colleagues, faculty, and other healthcare providers. The nursing programs maintain high academic standards which is reflected by the grading scale and attendance policy.

**NCMC Nursing Program Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
</tr>
<tr>
<td>C</td>
<td>80-84</td>
</tr>
<tr>
<td>D</td>
<td>73-79</td>
</tr>
<tr>
<td>F</td>
<td>72 and below</td>
</tr>
</tbody>
</table>

Students MUST achieve an 80% unit exam average AND an 80% cumulative course grade at the end of each semester in order to progress to the next semester. If you need clarification or have questions regarding this requirement, please contact an instructor or the Program Director. Failure to achieve an 80% exam average will result in a failing grade and make the student ineligible to take the final exam. In these cases, the final letter grade posted will be based off of the student’s unit exam average.

**Nursing Program Attendance Policy:**

Students are expected to attend all class sessions of the courses in which they are enrolled. Absence places a student in jeopardy of failing. When a student finds it necessary to be absent, the student must notify the instructor of the impending absence before class. It is acceptable to leave a message regarding the absence on the instructor's voice mail or e-mail. The student will be responsible for obtaining lecture notes from other students and must hand in any work due.

If half of any given class time is missed, an absence is given. The student is responsible for finding out what information was missed in his/her absence. One (1) percentage point will be deducted from the final course grade for every two absences per semester. Depending on what the student’s final grade is attendance point deductions could lead to a final course grade less than 80% leading to course failure.

Extenuating circumstances will be evaluated on an individual basis (i.e., death or serious illness of an immediate family member, emergency surgery, military or jury duty, scheduled events that are uncontrollable.) Appropriate documentation for validation of the circumstance may be required of the student upon return. The Program Director will make the ultimate decision regarding point deductions from the student’s final course grade.

Testing is a vital component of the evaluation process. Exams will be given on a scheduled basis. If a student should be absent on any test date, it is the responsibility of the student to contact the instructor within the specified timeframe to arrange for the make-up exam (refer to course syllabus for the specific time frame). If arrangements are not made with the instructor, a grade of "0" will be assigned for the missed exam. Failed exams are not subject to retake.

Upon prior and reasonable notification, class meeting dates and times are subject to change at the instructor’s discretion. Maryville, Online and Bethany students may be required to travel to the Trenton campus to meet skills laboratory or clinical requirements. Students may be asked to volunteer for participation in learning activities on days beyond scheduled times.

**Social Media Usage:**

Social media includes, but is not limited to, text, images, audio and video communicated by the following:

- Blogs
- Podcasts
- Social networks such as Twitter, Facebook or Snapchat
- Professional networks such as LinkedIn
- YouTube
- Photo sharing sites such as Instagram or Flickr

The use of social media is prohibited while in the clinical setting. As a nursing student, you have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.
Do not post confidential or proprietary information about NCMC, clinical facilities, patients/clients, or others with whom you have contact with in the role of an NCMC nursing student. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s).

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

**Background Check:**

North Central Missouri College (NCMC) will complete a background investigation on all students who meet all other criteria for entry into the Nursing and Health Sciences Programs. This investigation meets statutory requirements and is to ensure students have not previously committed crimes against persons and are eligible to participate in required clinical experiences.

**Division Procedure:**

A. Students are notified during admissions process of requirement for criminal background check and review of “Employee Disqualification List” (EDL).
B. Students sign a consent form authorizing the release of records.
C. Students disclose his or her criminal history, including any conviction, plea of guilty, or nolo contendere plea to any felony charge in Missouri or any other state.
D. Students disclose his or her criminal history including any conviction, plea of guilty, or nolo contendere plea to any Class A misdemeanor of RSMo 198.070.3, reporting acts of abuse or neglect as required.
E. Student’s disclosure must include any suspended imposition of sentence (SIS), suspended execution of sentence (SES), or any period of probation or parole.
F. Students disclose if his or her name is listed on the “Employee Disqualification List” (EDL).
G. Criminal record reviews are completed by the Missouri State Highway Patrol, Criminal Records Division.
H. If a student has been dishonest in disclosing any past act or violation, he or she will be subject to termination from the College.
I. Any negative response from the background screening will be investigated and evaluated on an individual basis for eligibility to enter and/or continue progressing in a Nursing and Health Sciences Program as specified in Sections 610.120; 43.530; 660.317; and 660.315.
J. A person who has been convicted of, found guilty to, pled guilty to or nolo contendere to any of the following crimes shall be disqualified from entry into an Nursing and Health Science Program:
   - Physical abuse or Class I Neglect of a patient, resident or client;
   - Furnishing unfit food to patients, residents or clients; and
   - Failure of a specified professional to report suspected abuse or neglect of a patient.
K. A person who has been convicted of, found guilty to, pled guilty to or nolo contendere to any of the following felonies shall be disqualified from entry into an Nursing and Health Sciences Program:
   - First or second degree murder;
   - Voluntary manslaughter (includes assistance in self-murder);
   - Involuntary manslaughter
   - First or second degree assault;
   - Assault while on school property;
   - Unlawful endangerment of another;
   - First or second degree assault of a law enforcement officer;
   - Tampering with a judicial officer
   - Kidnapping
   - Felonious restraint
   - False imprisonment;
   - Interference with custody
   - Parental kidnapping
   - Child abduction;
• Elder abuse in the first degree or the second degree;
• Harassment;
• Stalking;
• Forcible rape;
• First or second degree statutory rape;
• Sexual assault;
• Forcible sodomy;
• First or second degree statutory sodomy;
• First or second degree child molestation;
• Deviate sexual assault;
• First degree sexual misconduct;
• Sexual abuse;
• Endangering the welfare of a child;
• Abuse of a child;
• Robbery in the first degree or second degree;
• Arson in the first degree or second degree;
• First or second degree pharmacy robbery;
• Incest; or
• Any equivalent felony offense

L. Results of background check will be kept in a confidential manner. Only information and documentation required by the clinical agencies will be released to them.
**Testing Information**

**ACCUPLACER**

The ACCUPLACER is a placement test used to determine which general education courses you may take at NCMC. Your test scores will give you an indication of your current Writing, Reading, and Math skills to enable you to enroll in the right course level for you.

<table>
<thead>
<tr>
<th>Trenton Campus - ACCUPLACER</th>
<th>North Belt Center - ACCUPLACER</th>
<th>Maryville Campus - ACCUPLACER</th>
</tr>
</thead>
<tbody>
<tr>
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<td><strong>Test Time: Varies</strong></td>
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<tr>
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<td>May 13&lt;sup&gt;th&lt;/sup&gt; at 5:30pm</td>
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</table>

**Trenton Testing Location:** North Central Missouri College  
1301 Main Street  
Trenton, MO 64683

**NBC Testing Location:** North Central Missouri College  
1301 Main Street  
Trenton, MO 64683

**Cost:** $25.50 for NCMC Students  
$40.50 for Non-NCMC Students

**Trenton/NBC Appointment:** There is a two-day registration and fee deadline. To arrange a test date, please go on the website to enroll. Go to www.ncmissouri.edu, click on Student Resources, then Testing Services. Next, click on Register for a Test and follow the instructions provided. You will be able to pay online by credit or debit card. If you have a specific question, please contact Testing Services at (660) 359-3948, extension 1405.

**Maryville Appointment:** No specific test dates set. Tests are given August through May. Call for an appointment. Cost will be $25.00.

Contact: Rory Jackson  
Counselor/Placement Coordinator  
jackson@maryviller2.com  
660-562-3022
Testing Information

ATI: Test of Essential Academic Skills (TEAS)

The pre-admission examination for prospective students is designed to measure basic essential skills in the academic content areas of reading, mathematics, science and English and language usage. Results provide valuable data used to improve the success of nursing students. The ATI TEAS test may be taken at a location of the student’s choice. It is up to the student to ensure the nursing department receives ATI TEAS scores.

<table>
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<td>April 21, 2020</td>
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</tbody>
</table>

**Testing Location:**

**Trenton Testing Location:** North Central Missouri College
Cross Hall, Room 203
1301 Main Street
Trenton, MO 64683

**Maryville Testing Location:** Northwest Technical School
1515 S Munn Street
Maryville, MO 64468

**Cost:** $77.50 (Test fee must be submitted via credit or debit card online at least 1 week prior to test date. After tests are ordered, no refunds will be issued)

**Appointments:** There is a one-week registration and fee deadline. It cuts off at 8:00 am. To arrange a test date, please go onto the website to enroll. Go to www.ncmissouri.edu, click on “Student Resources”, then “Testing Services” and then click on “Register for a Test.” Follow the instructions provided. You will be able to pay online by credit or debit card. Refunds are not given for missing your scheduled test. If you have a specific question, please contact Testing Services at (660) 359-3948, extension 1404.

Seats are limited for testing dates. Test dates will no longer show on the testing registration page once all seats are full and/or it reaches the two-week registration deadline.

Please register for the correct site. If you want the Trenton site, choose the icon that says ATI Nursing TEAS (PN & ADN). If you want the Maryville site, choose the icon that says Maryville, MO ATI Nursing TEAS (PN & ADN).

**Study Aids:** NCMC Bookstore has a study book available to purchase.
NMC Library has a study book to check-out
ATI TEAS Online Practice Assessment: $46.00-$88.00 (price differs by package selected)
- www.atitesting.com
- Click on “online store” (top right)
- Click on “advanced search” (left)
- Type “TEAS” in the “Enter Keyword” box
- If not already an ATI user, will have to create an account

**Other Information:** At the time you sign up, you will be given information on how to create an account with ATI. You are required to have an account setup at the time of testing. Failure to complete the account setup and/or lack of a paper/pencil ID number at the time of testing will prevent you from testing on your scheduled test date. Approximately 48-72 hours after you test, you will be able to access your scores through your account. The Nursing Department will not send you your scores.
General Information for NCMC Students

NCMC General Admission Policy:

North Central Missouri College is an “open-admission” institution. Any person who has a high school diploma, General Education Development tests (GED) or is able to profit from further education based on aptitude, interest, and abilities will be served by the college. Students must take the ACT, ASSET, or COMPASS test and any NCMC placement tests as required. Enrollment is limited to a maximum of 6 college credit hours the first semester if required testing is not completed. Students will also be referred to the GED Preparation Program and must successfully complete the GED during their first semester or receive permission to continue in college courses by writing to the Academic Standards Committee. Contact the Admissions Office for instructions.

Although the College has a General Admission Policy, some courses and programs, such as nursing, have specific criteria which must be met before admission will be granted. Detailed information is available from the Health Sciences office. Each student admitted shall meet the admission criteria of the program to which he/she is applying. Students must complete a minimum of 15 credit hours at NCMC to meet graduation criteria. (Refer to academic college catalog, college web site or Health Sciences Office for additional information.)

Housing:

Students choose their own housing. Application to residence halls for the Trenton Campus can be made through Student Services. Students must be accessible by telephone in case of emergency or schedule changes. Refer to the Residential Life Contract Terms and Conditions for a complete list of guidelines.

Crime Awareness & Campus Security Report:

The security of all members of the campus community is of vital concern to North Central Missouri College. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security programs, recommended personal safety practices, the authority of the security administration, campus disciplinary procedures, and campus crime statistics for the most recent three-year period can be found on-line at http://www.ncmissouri.edu under Services/Public Safety Report or may be requested from the Dean of Student Services, North Central Missouri College, 1301 Main Street, Trenton, MO 64683, (660)359 3948, Ext. 1400.

Health Services:

There are no formal health services provided by the College. All students are urged to carry health and accident insurance. NCMC does provide students access to Teledoc – an unlimited, no-copay alternative to urgent care or ER visits. Teladoc provides members access to U.S. board-certified physicians who can resolve many medical issues via phone or online video consultations, 24/7/365, from wherever they are.

IN CASE OF EMERGENCY, CONTACT LOCAL EMERGENCY MEDICAL SERVICES

Academic Advisement:

NCMC strongly recommends that all students seek educational advising prior to or during their first semester of college. With the help of an academic advisor or counselor, students can clarify educational goals and plan an appropriate program of study, which will meet their career objectives. Educational advising helps students understand the full range of programs and services offered by NCMC. Upon receipt of the nursing application, a student is assigned or may choose one of the nursing instructors or administrators as an academic advisor.
Financial Aid/Assistance Information:

North Central Missouri College is committed to equal educational opportunity for all students. Our staff is available to help you with financial aid counseling, general information, application procedures, and other related issues. If you have questions about financial aid, you can call 660-359-3948 Extension 1402 or write:

Financial Aid Office  
North Central Missouri College  
1301 Main Street  
Trenton, Missouri 64683

NCMC offers a wide variety of financial assistance including programs funded by federal and state agencies, private organizations and the College itself. Financial assistance is available in the form of scholarships, grants, loans, part-time employment or a combination of these.

Several financial awards are based on financial need; others are based on achievement or have specific requirements. Applications are accepted for consideration as long as funds are available; however, early application is advised since some funds are limited.

Refunds

COURSE DROPS: If it becomes necessary to drop a course, you will be eligible for a 100 percent of refund of the fees paid provided the drop is completed during the published Add/Drop period. This policy applies whether you attend or do not attend class. For irregularly scheduled classes, check the printed Course Schedule or inquire in the Registrar’s Office for the Add/Drop period. If you are enrolled in a class, which is cancelled by the college, you will receive a 100 percent refund of tuition and fees.

MEDICAL: Students who must withdraw from classes due to serious illness, accident, or hospitalization may make written appeal with the Dean of Student Affairs for a medical withdrawal. Special consideration is given in these cases. A request for special consideration should be made at the time the student officially withdraws from classes. Medical documentation is required.

MILITARY: Students called up for military duty in the United States Armed Forces during a school term will have the option of completing all courses in progress under prevailing college policies or receiving a refund of all fees for all courses in progress.

Available Student Services:

- Academic Placement and Testing  
- Academic Reinforcement Center  
- Bookstore  
- Business Office  
- Cafeteria Services  
- Counseling  
- Financial Aid  
- Intercollegiate Athletics  
- Intramurals  
- Library  
- Organizations  
- Parking  
- Peer Educator Services  
- Personal Counseling  
- Placement Services  
- Student Activity Center  
- Student Government  
- Residential Housing  
- Student Support Services  
- Computer Access

*REFER TO ACADEMIC CATALOG, CALENDAR, AND/OR NCMC STUDENT HANDBOOK FOR DESCRIPTIONS OF STUDENT SERVICES, RIGHTS AND REGULATIONS, TUITION AND FEE SCHEDULE AND REFUND POLICY.
Accessibility Services:

North Central Missouri College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students who have a disability and wish to make a request for disability related accommodations or services must do so through the Accessibility Services office. Students are encouraged to meet with the Accessibility Services Coordinator prior to the upcoming semester. Once eligibility is determined, appropriate accommodations, based on the submitted documentation, are put in place. Accommodations are determined on a case-by-case basis. Students can self-identify by contacting the Accessibility Services office in writing at: Accessibility Services Coordinator, Alexander Student Center, 1301 Main Street, Trenton, MO 64683 or call 660-359-3948, ext. 1405 for an appointment. Services provided can be found at: http://www.ncmissouri.edu/accessibility-services/

Applicants for Who English is a Second Language:

Students must demonstrate English proficiency before entry into the program. Students, whose native language is other than English, are required to provide scores of the Test of English as a Foreign Language (TOEFL), with a minimum total score of 500 or ESL level 109. For additional information refer to the College Catalog.

Official transcripts of all high school, college and/or university students must be translated in English, contain descriptive titles of courses studied, final grades in each course and an explanation of the grading system. Student should also submit certificates of the results of official advancement examinations.

Title IX Information

North Central Missouri College does not discriminate in its programs, activities and facilities on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity, gender expression, or sexual orientation, as those terms are defined under applicable law, as it administers its admissions policies, educational policies, financial aid, athletic programs, student treatment and services, housing, and other institutionally administered programs or activities and employment. The College also provides equal access to the Boy Scouts and other designated youth groups. North Central Missouri College prohibits sexual harassment, including sexual violence. Sources: Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; the Age Discrimination Act; Missouri Statutes; and other applicable statutes and College policies. Title IX prohibits a recipient from discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, activities, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, use of buildings, and employment.

Questions regarding this policy statement or compliance with its provisions may be directed to Dr. Lenny Klaver, President, Frey Administrative Center, 1213 Mabel Street, Trenton MO 64683, (660) 359-3948 ext. 1200, lklaver@mail.ncmissouri.edu; or Dr. Kristen Alley, Dean of Student Affairs, Alexander Student Center Office 12, 1204 Main Street, Trenton MO 64683, (660) 359-3948 ext. 1400, kalley@mail.ncmissouri.edu.

North Central Missouri College’s policy on non-discrimination can be found at https://www.ncmissouri.edu/consumerinfo/notice-non-discrimination/

State of Missouri Nursing Practice Excerpt:

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures.
1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required
pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

   (1) Engaging in sexual conduct ** as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;

   (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

   (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
(4) Use of a controlled substance without a valid prescription;
(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
# NCMC Tuition & Fees Per Semester

## 2019-2020 (Effective Fall 2019)

<table>
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<tr>
<th>Tier I</th>
<th>Tuition per credit hour</th>
<th>Student Development fee per credit hour</th>
<th>Facility fee per credit hour</th>
<th>Technology fee per credit hour</th>
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<td>Other U.S. Residents</td>
<td>$179</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$227</td>
</tr>
<tr>
<td>International Students</td>
<td>$179</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$227</td>
</tr>
<tr>
<td><strong>Online &amp; Distance Learning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td>$162</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$200</td>
</tr>
<tr>
<td>Outreach</td>
<td>$162</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$200</td>
</tr>
<tr>
<td>Course by Arrangement</td>
<td>$162</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier II</th>
<th>Tuition per credit hour</th>
<th>Student Development fee per credit hour</th>
<th>Facility fee per credit hour</th>
<th>Technology fee per credit hour</th>
<th>Total Tuition &amp; Fees per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-Ground (PN &amp; ADN)</td>
<td>$152</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$190</td>
</tr>
<tr>
<td>Online (ADN)</td>
<td>$178</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$216</td>
</tr>
</tbody>
</table>

Additional nursing-specific fees apply each semester of attendance:

<table>
<thead>
<tr>
<th>Trenton, Maryville &amp; Online</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer (PN only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Program Fee</td>
<td>$1,500</td>
<td>$1,100</td>
<td>$1,100</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Bethany (Night &amp; Weekend)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Program Fee</td>
<td>$1,500</td>
<td>$1,100</td>
<td>$1,100</td>
</tr>
<tr>
<td>Lab Fee</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

The NCMC Health Sciences Pre-Admission Data Packet provides detailed tuition and fees and other cost information for nursing programs.

**NCMC Tuition Calculator:** Students may visit the Tuition and Cost page on the NCMC website to calculate tuition and fee costs for Tier I and Tier II courses.

Students may be responsible for additional course-specific fees, which can be found using the online course catalog.

Testing Fees may be charged for the administration of tests, including Placement and Nursing exams.

<table>
<thead>
<tr>
<th>Other Programs</th>
<th>Tuition per credit hour</th>
<th>Student Development fee per credit hour</th>
<th>Facility fee per credit hour</th>
<th>Technology fee per credit hour</th>
<th>Total Tuition &amp; Fees per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Credit - All Formats</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$100</td>
</tr>
<tr>
<td>Early College – NCMC District</td>
<td>$12</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$50</td>
</tr>
<tr>
<td>Early College – Out-of-District</td>
<td>$62</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$100</td>
</tr>
<tr>
<td>Early College – Online &amp; Outreach</td>
<td>$62</td>
<td>$16</td>
<td>$16</td>
<td>$6</td>
<td>$100</td>
</tr>
<tr>
<td>OTA courses - Jan-Dec 2019</td>
<td>$238</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$238</td>
</tr>
<tr>
<td>MLT courses</td>
<td>$297</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$297</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Room &amp; Board</th>
<th>Meal Plan (meals per week)</th>
<th>2018-19 Room Cost</th>
<th>2018-19 Board Cost</th>
<th>2018-19 Full Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>12</td>
<td>$3,043</td>
<td>$2,706</td>
<td>$5,749</td>
</tr>
<tr>
<td>Double</td>
<td>17</td>
<td>$3,043</td>
<td>$3,072</td>
<td>$6,115</td>
</tr>
<tr>
<td>*Single</td>
<td>12</td>
<td>$4,867</td>
<td>$2,706</td>
<td>$7,573</td>
</tr>
<tr>
<td>*Single</td>
<td>17</td>
<td>$4,867</td>
<td>$3,072</td>
<td>$7,939</td>
</tr>
</tbody>
</table>

*Very limited, and at the discretion of the Director of Residence Life.
All students living in the residence halls are required to purchase a meal plan.
### Application Information

<table>
<thead>
<tr>
<th>New Applicant</th>
<th>Returning Applicant</th>
<th>Re-Entry Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>First Name:</td>
<td>Middle Name:</td>
</tr>
<tr>
<td>SSN:</td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>E-mail:</td>
<td></td>
</tr>
<tr>
<td>Current address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>ZIP Code:</td>
</tr>
<tr>
<td>Application date:</td>
<td></td>
<td>Date Desire to Enter Program:</td>
</tr>
<tr>
<td>Birth Date:</td>
<td>Birth City:</td>
<td></td>
</tr>
<tr>
<td>BSN Program Plan to Attend:</td>
<td></td>
<td>How did you hear about our program?</td>
</tr>
</tbody>
</table>

### Program for which you are applying

- **PN Practical Nursing – Trenton Campus**
- **PN Practical Nursing – Maryville Campus**
- **PN Practical Nursing – Night/Weekend Campus**

If applying for the PN to ADN program, you must provide proof of licensure and IV certification if currently licensed. See page 11 for more details. License Included [ ] IV Certification Included [ ] License/IV Certification Not Included

- **PN to ADN Associate Degree Nursing – Trenton Campus**
- **PN to ADN Associate Degree Nursing – Maryville Campus**
- **PN to ADN Associate Degree Nursing – Online Program**

### Emergency Contact

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>City:</th>
<th>State:</th>
<th>ZIP Code:</th>
<th>Phone:</th>
<th>Relationship:</th>
<th>Cell Phone:</th>
</tr>
</thead>
</table>

### Previous Education

<table>
<thead>
<tr>
<th>School Attended</th>
<th>Name and Location</th>
<th>Diploma/Degree/Certificate</th>
<th>Year Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School of Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have not already done so, please contact those school(s) and have the following records sent to the admissions office at North Central Missouri College:

1. High School Transcript/G.E.D. Certificate
2. College or University Transcripts
3. Practical Nursing or any other school of nursing transcripts

### Convictions

Have you ever been convicted as an adult of any crime (excluding traffic violations unrelated to alcohol and drugs)? If “Yes,” please list the charges below and describe on a separate piece of paper. Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Program Director at ext. 660-359-3948 1328 or 1312.

- [ ] Yes
- [ ] No
I understand that admission to North Central Missouri College does not automatically confirm admittance into the nursing program, nor does admission into the PN nursing program guarantee admission into the PN to ADN nursing program. Selection is based upon meeting published entry requirements, which demonstrates the potential for successful achievement in the nursing program.

License Refusal: I have received a copy of Missouri State Board of Nursing, Statute 335.066 of the State of Missouri Nursing Practice Act and understand there are circumstances in which the State Board of Nursing may refuse to allow me to take the Licensure Examination and/or to license me in the State of Missouri.

I authorize North Central Missouri College to request and obtain a copy of my criminal background as provided in section 610.120 RSMo and to make an inquiry to the department of social services regarding the employee disqualification list as provided in section 660.315. I further authorize North Central Missouri College to provide the necessary documentation, to individual clinical affiliates, to verify my eligibility to participate in the clinical experience.

In the event that I become involved with criminal action resulting in violation of RSMo 335.066, 610.120, or 610.315, I will notify the Program Director. If it is found that I have been dishonest in disclosing any past act in my application process, I may be denied entry and/or terminated from the program. I understand that criminal action may result in dismissal from the nursing program.

If during the time in the nursing program at NCMC I should become unable to perform safely the duties of a student nurse, it is my responsibility to seek help and/or remove myself from the program until such time as I can resume the responsibilities safely.

Should I develop a new or recurring physical or mental condition, which prevents me from performing safely at minimal levels, I agree to seek help and to be held responsible for the identification, treatment, and financial obligations of this concern.

The applicant understands that all information contained in this application will be reviewed, and I hereby grant permission to do the same. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines presented in the pre-admission packet of information. I understand the process and have had the opportunity to ask questions for clarification.

_________________________________________  ____________________________
Applicant Signature                              Date

STATE OF ____________________________

COUNTY OF ___________________________

On this ______ day of ___________, 20____, before me, _______________ (Notary)

Notary Public in and for said state, personally appeared, ________________, (Student) known to me to be the person who executed the within instrument and acknowledged to me that he/she executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

_________________________________________  ___________________________
Notary Public Signature                             My commission expires