



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**ASSOCIATE OF SCIENCE  
IN NURSING PROGRAM**

# **STUDENT HANDBOOK**

**August 2016**

*15689 U.S. Highway 19 North  
Thomasville, GA 31792  
(229) 225-5280  
[www.southernregional.edu](http://www.southernregional.edu)*

## TABLE OF CONTENTS

|   |       |
|---|-------|
| Welcome.....  | 3     |
| A.S.N. Faculty Contact Information.....   | 4     |
| SRTC Mission Statement/Program Vision Statement/A.S.N. Program Mission Statement .....  | 5     |
| A.S.N. Program Purpose Statement/Values of A.S.N. Program/Philosophy of A.S.N. Program .....  | 6-7   |
| SRTC Conceptual Framework.....  | 8     |
| Student Learning Outcomes .....   | 9     |
| Program Outcomes .....  | 10    |
| Definition of Terms Pertinent to Philosophy and Conceptual Framework .....  | 11-12 |
| SRTC Technical Standards for Health Science .....   | 13    |
| SRTC A.S.N. Competencies & Functional Abilities.....  | 14-15 |
| SRTC A.S.N. Academic Policies .....   | 16    |
| Equal Opportunity Statement of Compliance.....  | 17    |
| Curriculum Outline for Generic Students Option.....   | 18    |
| Curriculum Outline for L.P.N. - A.S.N. Bridge Students Option.....  | 19    |
| Academic Regulations and Information.....   | 20    |
| Admissions for A.S.N. Program.....  | 21    |
| <b>A.S.N. Generic Program Spring 2017 (January 2017) - THOMASVILLE CAMPUS</b>   |       |
| GBON/Approval and Accreditations Commission.....  | 23    |
| Acceptance Procedures .....   | 24-26 |
| Pre-Admission Testing.....  | 27    |
| Student Checklist .....   | 28    |
| Student Advisement Sheet .....  | 29-30 |
| Banner Web Login Instructions .....   | 31    |
| Applying for Financial Aid.....   | 32    |
| <b>A.S.N. Generic Program Spring 2017 (January 2017) - TIFTON CAMPUS</b>  |       |
| GBON/Approval and Accreditations Commission.....  | 34    |
| Acceptance Procedures .....   | 35-37 |
| Pre-Admission Testing.....  | 38    |
| Student Checklist .....   | 39    |
| Student Advisement Sheet (Pending ACEN Approval) .....  | 40    |
| Banner Web Login Instructions .....   | 41    |
| Applying for Financial Aid.....   | 42    |
| <b>A.S.N. Generic Program Fall 2017 (August 2017) - THOMASVILLE CAMPUS</b>  |       |
| GBON/Approval and Accreditations Commission.....  | 44    |
| Acceptance Procedures .....   | 45-47 |
| Pre-Admission Testing - Generic Program.....  | 48    |
| Student Checklist .....   | 49    |
| Student Advisement Sheet .....  | 50    |
| Banner Web Login Instructions .....   | 51    |
| Applying for Financial Aid.....   | 52    |
| <b>A.S.N. Generic Program Fall 2017 (August 2017) - MOULTRIE CAMPUS</b>   |       |
| GBON/Approval and Accreditations Commission.....  | 54    |
| Acceptance Procedures .....   | 55-56 |
| Pre-Admission Testing L.P.N. - A.S.N. - Bridge.....   | 57    |
| Student Checklist L.P.N. - A.S.N. - Bridge .....  | 58    |
| Student Advisement Sheet (Pending ACEN Approval) .....  | 59    |
| Banner Web Login Instructions .....   | 60    |
| Applying for Financial Aid.....   | 61    |
| Additional Documentation for the ASN Program Generic and Bridge Option.....   | 62    |
| Criminal Background Check Policy .....  | 63    |
| Progression through A.S.N. Program/Academic Misconduct/Computers in Classroom/<br>Computer Tests/Grading Policy/Grading Scale ..... | 64-65 |

|  |         |
|--|---------|
| Student Evaluation/Incomplete Grades/Attendance at Examination/HESI Nursing Examination<br>Policy/Testing Guidelines ALL Examinations/Post Test Analysis/Guidelines Test Reviews ..... | 66-67   |
| Grade Appeals/ASN Attendance Policy/Cell Phone Policy/Skills Laboratory Policies/<br>Skills Laboratory Requirements/Skills Laboratory Evaluation .....                                 | 68-70   |
| Clinical Policies/Clinical Simulation Lab Requirements .....   | 70-72   |
| Community Service Hours .....  | 72-73   |
| Preceptorship for RNSG 2941/Overall Clinical Evaluation/Evaluation in Clinical Setting .....   | 73      |
| Unsafe Clinical Practices/Uniform and Dress Requirements/Guidelines for Personal Hygiene/<br>Uniform Requirements .....  | 74-75   |
| Dress Exception for Psychiatric Nursing Clinical Assignments .....   | 76      |
| Dress Code for Obtaining Clinical Assignments/Purchasing Uniforms.....   | 76      |
| Dismissal from Program/Readmission Procedures to Program .....   | 77-78   |
| Library Resources/Graduation Requirements (A.S.N. Degree) .....  | 78      |
| Work Ethics .....  | 79      |
| Georgia Board of Nursing Standards .....   | 80-82   |
| Licensure Eligibility/Instructions for Online Applications for Licensure by Examination.....   | 83      |
| Georgia Board of Nursing/GAPS Registration Process .....   | 84      |
| Print Locations & Hours/GBON Fingerprinting Locations .....  | 85      |
| Title 43. Professions and Businesses Chapter 26. Nurses Article 1. Georgia Registered Professional<br>Nurse Practice Act.....  | 86      |
| SRTC Student Social Media Guidelines/Professional Confidentiality & HIPAA Policy .....   | 87      |
| Student Employment Policy/Guidelines for Prevention of Transmission of Disease .....   | 88-89   |
| Post-Exposure Protocol for Prophylaxes of HBC, HIV, and Other Potentially Infectious<br>Materials/Tuberculosis PPD .....   | 89      |
| Statement of Understanding: Criminal Background Form.....  | 90      |
| Statement of Declination of Hepatitis B Vaccine Form .....   | 91      |
| Personal Data Sheet.....   | 92      |
| Disciplinary Action Statement on All Forms of Academic Dishonesty Form .....   | 93      |
| Confidentiality Statement Form .....   | 94      |
| OSHA Training Documentation Form .....   | 95      |
| Student Authorization for Clinical Paperwork Form .....  | 96      |
| Virtual Hospital/Simulation Lab/Laboratory Management Plan.....  | 97      |
| Policy: Skills Lab Rules for Students.....   | 98-100  |
| Verification of Receipt & Adherence Attestation Skills Lab/Simulation/Virtual Hospital Rules Form..  | 101     |
| Re-Admission Checklist.....  | 102     |
| Readmission Request Form.....  | 103     |
| School of Health Sciences Confidentiality Agreement and Consent to Video/Recording Form .....  | 104     |
| Instructions for Obtaining Background Check for Clinical Education Program.....  | 105     |
| Book List .....  | 106-107 |
| Verification of Receipt of A.S.N. Program Student Handbook Form.....   | 108     |
| Graduation Skills Checklist: RNSG 1920, 1940, 1960, 2930, 2941 .....   | 109     |
| Graduation Skills Checklist: RNSG 2910, 2920 .....   | 110     |

SOUTHERN REGIONAL TECHNICAL COLLEGE

**ASSOCIATE OF SCIENCE IN NURSING**

Dear A.S.N. Student:

Welcome to the Southern Regional Technical College (SRTC) Associate of Science in Nursing Program. We are delighted that you have chosen nursing as your career and that you have selected our A.S.N. program. The time that you spend with us will be very enriching, exciting, beneficial, and challenging. It is our desire that you grow into a caring, competent practitioner. Our primary goal is to prepare you for entry level practice in the field of registered nursing.

This *A.S.N. Program Student Handbook* has been created to inform you about the A.S.N. program. You are expected to be knowledgeable of and abide by the policies and procedures of both Southern Regional Technical College and the A.S.N. program. This handbook is intended to be utilized in addition to, not in lieu of, the *Southern Regional Technical College Catalog* and *Student Handbook*. Please read this booklet carefully and feel free to ask questions. It is the student's responsibility to know what is contained in this handbook. To enhance your understanding of the policy and procedures of the college and the A.S.N. program you are required to attend the A.S.N. program orientation.

The handbook is kept as accurate as possible, but the information may not remain current for all of the academic year. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by Southern Regional Technical College apply both to prospective students and to those previously enrolled, unless the latter are specifically exempted.

Again, we are delighted to have you! Please remember that the A.S.N. faculty members are here to help you meet your goal. We are interested in your educational and professional development. We believe that students and faculty can make a positive impact on the nursing profession—together.

Sincerely,

A.S.N. Faculty

**Disclaimer: From the time of publication of the A.S.N. Student Handbook and completion of the A.S.N. program, policies may change. Policy changes will be communicated each term through the course syllabi if the need should arise. Therefore, it is the student's responsibility to reference their syllabi for any changes in the program policies between publications of the A.S.N. Student Handbook.**

## A.S.N. Faculty Contact Information

Athalena Benton, MSN, RNC-MNN  
Program Effectiveness & Evaluation Coordinator/Nursing Instructor  
Office #: 229-225-5090  
E-Mail Address: [abenton@southernregional.edu](mailto:abenton@southernregional.edu)  
Location: Health Science Building, B-112

Tamara Bryant, RN, MSN  
Program Director/ Nursing Instructor  
Office #: 29-227-2980  
E-mail Address: [tbryant@southernregional.edu](mailto:tbryant@southernregional.edu)  
Location: Health Science Building, B-113

Theresa Corker, RN, MSN  
Clinical Coordinator/Nursing Instructor  
Office #: 229-227-2459  
E-mail Address: [tcorker@southernregional.edu](mailto:tcorker@southernregional.edu)  
Location: Health Science Building, B-120

Claudia Grooms, RN, MSN  
Virtual Hospital & Technology Innovation Coordinator/Nursing Instructor  
Office #: 229-225-5201  
E-mail Address: [cgrooms@southernregional.edu](mailto:cgrooms@southernregional.edu)  
Location: Health Science Building, B-111

Terry Harper, RN, MSN  
Nursing Instructor  
Office #: 229-225-3967  
E-mail Address: [tharper@southernregional.edu](mailto:tharper@southernregional.edu)  
Location: Health Science Building, B-114

Ronda Kirkpatrick, RN, MSN  
Nursing Instructor  
Office #: 229-227-3127  
E-mail Address: [rkirkpatrick@southernregional.edu](mailto:rkirkpatrick@southernregional.edu)  
Location: Health Science Building, B-118

Florence McCutchen, RN, MSN, FNP  
Nursing Instructor  
Office #: 229-225-4014  
E-mail Address: [fmccutchen@southernregional.edu](mailto:fmccutchen@southernregional.edu)  
Location: Health Science Building, B-110

## **SRTC Mission Statement**

Southern Regional Technical College, a unit of the Technical College System of Georgia, is a public two-year college that provides access to learner-centered high-quality services; academic and occupational credit courses; associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the College supports workforce development serving primarily the citizens of Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth counties.

## **Program Vision Statement**

We, the faculty of the Associate of Science in Nursing Program, will strive to model caring, creative problem-solving and critical reflection that is sensitive to and inclusive of dramatic societal changes as we teach and learn together with the students. In conjunction with members of the communities, we will form partnerships to address current health problems and promote optimal wellness. Our vision is to create an innovative prototype of excellence for nursing education and practice incorporating changes aimed at current and emerging healthcare trends in rural South Georgia.

## **A.S.N. Program Mission Statement**

The mission statement of the Associate of Science in Nursing Program is consistent with Southern Regional Technical College's commitment to serve the citizens of (Colquitt, Grady, Mitchell, Thomas, Tift, Turner, and Worth) counties, the state of Georgia, and the region. The nursing program accepts the challenge to respond to health care needs by offering an excellent Associate of Science in Nursing Program. This program develops critical thinking; integrates accumulated knowledge from nursing and the sciences; incorporates knowledge acquired from general education courses; and emphasizes the values of caring, accountability, responsibility, and professional ethics. The faculty of the nursing program supports innovative teaching and learning approaches for traditional and non-traditional students.

Our mission reflects creativity, commitment, and leadership in the nursing program for education. To this end we will:

- Educate students from diverse backgrounds to practice the art and science of nursing through innovative methods that influence individuals to be leaders in healthcare.
- Offer a nursing program that meets evolving healthcare needs by recognizing diverse populations in South Georgia...
- Facilitate student critical thinking, creativity, and independent thought in the delivery of healthcare regardless of setting...
- Create collaborative partnerships with educational systems, service organizations, and corporate sponsors in order to improve healthcare in South Georgia.
- Use research findings to improve health care.

## **A.S.N. Program Purpose Statement**

### **Associate of Science in Nursing-Generic Option/LPN-ASN Bridge Option.**

The purpose of the Associate of Science in Nursing program is to prepare students as entry-level practitioners to provide safe, effective nursing care and promote healthy transitions for culturally diverse clients in a variety of settings. This program develops critical thinking, integrates accumulated knowledge from nursing, the sciences, and humanities, and emphasizes the values of caring, accountability, responsibility, and professional ethics. Students enter this program through the Generic Option or the L.P.N.-A.S.N. Bridge Option. **The L.P.N.-A.S.N. Bridge Option** develops individuals' abilities required for career growth, personal development, and continued learning for those holding an unencumbered Practical Nursing License.

### **Values of the A.S.N. Program**

Our faculty values are reflected in behaviors among students, staff, and others that we touch while representing Southern Regional Technical College. These behaviors demonstrate:

**Caring**  
**Commitment**  
**Collaboration**  
**Creativity**  
**Critical Thinking**  
**Cultural Competence and Sensitivity**  
**High Quality Care**  
**Lifelong Teaching/Learning**  
**Professionalism**  
**Respect**  
**Teamwork**

### **Philosophy of the A.S.N. Program**

The faculty believes that nursing is a profession that utilizes a holistic, safe, effective, caring, and culturally competent approach to promote optimal health in individuals, families, and small groups. Utilizing the roles of health care provider, manager of care, and member of the profession – the nurse applies evidence-based knowledge to the care of clients.

We believe the following competencies are essential to the practice of associate degree nursing:

Professional Behaviors.

- Communication.
- Collaboration.
- Assessment.
- Clinical Decision Making.
- Caring Interventions.
- Teaching/Learning.
- Provider and Manager of Care.

We believe that man is a unique, rational being with intrinsic worth and human dignity. He is progressively growing and changing in predictable and sequential patterns. He influences and is influenced by transitions that occur throughout the lifespan.

We believe that associate of science in nursing education is a collaborative, interdisciplinary, and interactive process that fosters mental, physical, and spiritual growth within the students. It is a specialized part of higher education leading to licensure as a registered nurse. We believe education includes prior learning and experiences that will influence responses to new knowledge. Associate of Science in Nursing education and practice includes not only formal instruction but

self-teaching, incidental learning, and continuing education. The health care field and its rapidly changing environment makes continuing education a vital part of competent and relevant nursing practice.

We believe that diversity in age, race, ethnicity, gender, lifestyle, and socioeconomic status enriches the student body. Each student brings a variety of life experiences to the classroom. Interactions with peers enhance cultural growth and add richness to the student role.

We believe the faculty facilitates the learning process by creating a learning environment that fosters reflection; creative/critical thinking; open communication; caring and an interactive interchange of ideas and technological competence. Faculty assists students to attain goals by utilizing a variety of teaching strategies identified to meet the learning needs of students.

We believe that the development of a caring, collaborative faculty-student relationship enhances student success. A major aspect of the learning environment is the use of effective communication strategies that will enhance the student's interactions with client, faculty, and peers.



**Southern Regional Technical College**  
**Conceptual Framework**  
**Guide for Organization and Development of the Curriculum**  
**CONCEPTS**

|                 |             |        |                  |   |
|-----------------|-------------|--------|------------------|---|
| MAN<br>(CLIENT) | ENVIRONMENT | HEALTH | LIFE TRANSITIONS | A.S.N. EDUCATION AND PRACTICE<br>Roles:<br><ul style="list-style-type: none"> <li>• Provider of Care</li> <li>• Manager of Care</li> <li>• Member within the Discipline of Nursing</li> </ul> |
|-----------------|-------------|--------|------------------|---|

**Competencies**



| Professional Behaviors  | Communication   | Collaboration                                      | Assessment  | Clinical Decision Making  | Teaching / Learning  | Caring  | Providing and Managing Care   |
|---|---|--|---|---|--|---|---|
| Legal / Ethical<br>~Accountability<br>~Advocacy<br>~Reporting of unsafe Practice<br>~Confidentiality<br>Dependability<br>Role Modeling<br>Keeping politically informed<br>Participation in Professional Organization(s)<br>Planning for ongoing lifelong Learning<br>Modeling Professional Nurse / client Relationships | Therapeutic Interactions<br>Documentation<br>Technology | Coordinate<br>Cooperate<br>Team Member /<br>Leader | Nursing Process<br>Data Collection<br>~ analyze<br>~prioritize<br>~evaluate | Clinical Judgments<br>Technology<br>Critical Thinking<br>Health Transition Needs<br>Evidence based practice | Individualized<br>Teaching Plan<br>Instruct Team Members<br>Inclusion of family plan of care | Utilizing a holistic approach when considering status of Clients:<br><ul style="list-style-type: none"> <li>• Emotional</li> <li>• Cultural</li> <li>• Religious</li> <li>• Spiritual</li> </ul> Provide clients with<br><ul style="list-style-type: none"> <li>• Safe practice</li> <li>• Safe Environment</li> <li>• Optimum Comfort</li> <li>• Functional ability</li> </ul> | Prioritize<br>Facilitate<br>Delegate<br>Supervise<br>Adapt<br>Evaluate<br>Resource Management<br>Technology |

## **Student Learning Outcomes:**

Student Learning Outcomes are statements that describe the **knowledge, skills, abilities, and/or attitudes** that students have attained by the end of their program or engagement in a particular set of collegiate experiences. The emphasis is on what students can **DO** with what they have learned, resulting in some sort of **product** that can be evaluated. Each action included in the “**Future Actions Planned**” sections of the Annual Assessment Plan is linked to either a College Goal, Objective, and/or Sub-Objective from the **SRTC Strategic Plan 2016-2020: Implementation Plan** as appropriate.

## **Student Learning Outcomes:**

- Students will maintain a sterile field throughout a procedure.
- Students will start an IV and hang IV piggy back medications.
- Students will respond to changes in the health assessment of the client with proper nursing care actions.

## Program Outcomes

**I. Provide care for clients in transition, using the nursing process in collaboration with clients and health care team members, to diagnose and treat the client's response to life transitions, as evidenced by critical thinking, communication abilities, and utilization of principles of teaching / learning, and caring nursing interventions.**

### Level I

1. Use the nursing process to diagnose and treat variations of health status related to common predictable transitional responses.
2. Use level one therapeutic communication skills with diverse clients.
3. Collaborate with peers and nursing personnel in provision of nursing care.

### Level II

1. Use the nursing process to diagnose and treat variations of health status related to common, acute / chronic / complex transitional responses.
2. Explore, analyze, and evaluate utilization of therapeutic communication skills with individuals and groups of individuals.
3. Collaborate with peers and multi-disciplinary health team members in the provision of nursing care.

**II. Manage the nursing care of individuals and groups of individuals with actual and / or transitional experiences, within a variety of practice settings.**

### Level I

4. Manage the nursing care of one or two individuals experiencing common, predictable life transitions.

### Level II

4. Utilize critical thinking in the management of nursing care for individuals and groups of individuals experiencing common, acute / chronic / complex transitions.

**III. Consistently fulfill the role of member of the discipline of nursing, as evidenced by: caring, integrity, accountability, and a plan for professional development.**

### Level I

5. Comply with the legal/ethical framework of the profession.
6. Assume responsibility for individualized learning.
7. Utilize principles of teaching/learning in the classroom.
8. Comply with the policies and procedures of the A.S.N. program and affiliating practice settings
9. Exhibit a caring attitude.
10. Support client's rights.
11. Identify nursing research findings applicable to nursing practice.

### Level II

5. Incorporate the legal/ethical framework of the profession into one's own practice.
6. Demonstrate initiative for self-development and growth within the discipline of nursing.
7. Apply principles of teaching/learning in the classroom and in the clinical setting to enhance client learning.
8. Comply with the policies and procedures of the A.S.N. program and affiliating practice settings.
9. Incorporate a caring attitude in the provision of individualized nursing care irrespective of clients' diagnosis, personal characteristics, or background.
10. Assume role of client advocate.
11. Incorporate nursing research into nursing practice.

**IV. Pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN)**

**V. Find employment in nursing or related field, continue education, or enter military service.**

## Definition of Terms Pertinent to the Philosophy and Conceptual Framework

**Man:** is a unique, rational being with intrinsic worth and human dignity with bio-psychosocial, developmental, cultural, and spiritual dimensions. He is progressively growing and changing in predictable and sequential patterns. He influences and is influenced by life transitions that occur throughout the lifespan.

**Client:** may be an individual person, a family, group, or community of individuals who are in constant interaction with the environment and moving through a variety of life transitions. Clients are free to choose from multiple options that are available in daily living experiences and are responsible for the actions they choose.

**Environment:** consists of the internal and external phenomena of an individual that are in constant interaction. The internal environment is composed of the psychological, developmental, cultural, spiritual, and biological attributes, while the external environment is composed of other individuals, families, groups, and communities in addition to as the circumstances and physical conditions surrounding the client system. The environment plays a significant role in the client's health and outcomes of life transitions.

**Health:** is unique to each individual and is a process of maintaining a dynamic system balance in the presence of internal and external phenomena through the optimal use of available resources to achieve maximum wellness potential. Care that optimizes health is the right of all individuals, families, and communities, and is the shared responsibility of health professionals and clients. Health is a dynamic process that includes variations of health status and reflects life transitional changes. Health is influenced by personal, cultural, and societal norms. Health of clients in transition is affected by the utilization of caring interventions.

**Life Transition:** refers to situations that occur throughout the life of an individual creating a need for change/adaptation. Such situations can lead to a disruption in the health of a client.

**Associate of Science in Nursing Education and Practice: Nursing education** is based upon principles from nursing; the biological; behavioral and social sciences; and communication. These principles form a basis for the development of cognitive, affective, and psychomotor abilities demonstrated and utilized by the graduates in providing safe, effective nursing care to clients experiencing a variety of life transitions. The nursing faculty maintains that socialization into the profession of nursing can begin with Associate of Science in Nursing Education. This involves the development of personal and professional qualities that reflect the attributes of caring, competency, and critical thinking. Nurses prepared at the associate of science level are able to provide and manage acute and long-term care in diverse settings where policies and procedures are specified and guidance is available. The associate of science in nursing demonstrates a commitment to life-long learning and professional growth.

**Associate of Science in Nursing Education and Practice: Nursing practice** occurs within the context of an ever-changing environment, including organizations and communities undergoing transitions. Nursing practice focuses on the client response during transitions of health. Behavioral characteristics associated with assuming the role of a nursing professional include, but are not limited to, a willingness to: 1) assume responsibility, 2) accept accountability, 3) provide leadership, 4) advocate for others, and 6) delegate certain aspects of nursing practice to nursing team members according to educational background and experiences. The Associate of Science nurse is also responsible for supervising the delivery of client care. By utilizing a variety of skills and nursing process, the nurse develops, implements, prioritizes, and evaluates individualized plans of care. The nurse utilizes

therapeutic communication skills to collaborate with individuals, family members, significant others and members of the health care team. The nurse provides educational opportunities for clients that promote, maintain, or restore health. In situations beyond the knowledge and experience of the nurse, the Associate of Science nurse consults with other appropriate health team members. The nurse practices within the ethical and legal framework of nursing and is responsible for maintaining high standards of nursing practice. The Associate of Science nurse demonstrates a commitment to continuous learning and professional growth and functions in specific roles identified by the Accreditation Commission for Education (ACEN).

**Professional Behavior:** is defined as one of the broad roles of nursing as articulated by the American Nurses Association and Accreditation Commission for Education in Nursing. It consists of the behaviors demonstrated by nurses to show commitment to the profession. Professional behavior in nursing practice is demonstrated by adherence to the standards of professional practice, including: responsibility and accountability for individual actions and behaviors, as well as practice within legal, ethical, and regulator frameworks. Professional behaviors include: 1) patient advocacy and confidentiality, 2) membership and participation in professional organizations, 3) a commitment to lifelong learning, 4) safe nursing practice, and 5) the recognition of the impact of political, socioeconomic, social, demographic, and economic forces on the delivery of healthcare.

**Communication:** is the ability of the nursing student/graduate to professionally exchange information in a verbal, nonverbal, written, and technological manner. Evaluation processes for nursing faculty include: 1) observation of students in classroom and clinical settings, 2) participation in conferences, and 3) e-mail and computer generated activities, and 4) documentation in medical records.

**Collaboration:** is cooperating and partnering with others in the process of gathering data, setting priorities, planning and delivering care and evaluating care of clients. Collaboration increases objectivity by allowing input from a variety of health care team members with differing points of view. The professional nurse usually coordinates the care and may function in a team leader or team member capacity.

**Assessment:** is the utilization of the nursing process to analyze, prioritize, and evaluate data.

**Clinical Decision Making:** involves critical thinking ability, utilization of current technology and application of evidence based practice. The graduate nurse is expected to have the ability to engage in systematic and deliberate planning of client care, that takes into account the health transition needs of the client.

**Teaching/Learning:** involves teacher facilitated learning. Graduates will have the ability to develop a teaching plan for an individual client or group of clients, as well as instruct assistive personnel under his / her supervision.

**Caring:** involves the ability to have empathy for another person, to understand another's situation, and to transition from a self-centered to another-centered value system in order to take action on behalf of another person. The graduate nurse will consider the emotional, cultural, religious, and spiritual concerns of a client during the provision of care in order to ensure: safe nursing practice, a safe environment, optimum comfort, and functional ability.

**Providing and Managing Care:** The process of providing and managing care is one of the broad roles of nursing as articulated by the Accreditation Commission for Education in Nursing (ACEN). As a provider and manager of care, the graduate will be able to access and assess available resources and technology, prioritize, delegate, facilitate the care of clients, supervise, and evaluate the care of clients.

**Southern Regional Technical College**  
**Technical Standards for Health Science**

The School of Health Sciences has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the programs of the School of Health Science and professional practice.

1. Working in a clinical setting eight to twelve hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule or vial and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting, and transferring of patients weighing up to 600 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks and drug toxicology are required of all medical programs. Due to results of these checks, some students may be ineligible to participate in the clinical component of the program. Cost associated with these screenings will be paid for by the student.

**DOCUMENTATION OF STANDARDS**

\*Items 1-5 are documented by physical exam.

\*Item 6 is documented by satisfactory completion of ENGL 1101 (Literature and Composition) for degree level students or by satisfactory completion of ENGL 1010 (Fundamentals of English I) for diploma level students.

\*Item 7 is documented by satisfactory Admissions Placement Exams.

\*Item 8 is documented by satisfactory criminal background checks and drug toxicology, as appropriate for the selected program.

**Southern Regional Technical College  
Associate of Science in Nursing  
Competencies & Functional Abilities**

Southern Regional Technical College Associate of Science in Nursing recognizes that nursing is an intellectually, mentally, and physically demanding profession. Students seeking admission should be aware that all graduates are expected to assimilate basic competencies and abilities throughout their education with or without reasonable accommodation. Competencies and functional abilities required of all nurses are summarized in the table below. These competencies and functional abilities presented here are not intended to be a complete list of professional nursing practice behaviors but rather as a sampling of the types of abilities needed by the nursing student to meet program goals. The Program reserves the right to amend this listing based on the identification of additional standards or criteria for nursing students.

| <b>Core Competencies</b>                | <b>Standard</b>  | <b>Examples (not meant to be inclusive)</b>   |
|---|--|---|
| Critical Thinking and Analytic Thinking | Critical thinking ability that includes the ability to recognize cause/effect and analyze potential solutions sufficient for clinical judgment   | Identify cause-effect relationships in clinical situations. Develop nursing care plans. Synthesize knowledge, recognize problems, problem-solve, prioritize, invoke long and short term memory.           |
| Interpersonal Skills                    | Demonstrate therapeutic communication and relationship skills. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds | Establish rapport with patients/clients and colleagues. Engage in conflict resolution; establish rapport, and non-judgmental attitude. Work as a member of the healthcare team in a collaborative manner. |
| Communication                           | Communication abilities sufficient for interaction with others in verbal and written form using English as the primary language  | Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Participates in patient conferences, interpret nonverbal cues                |
| Mobility                                | Demonstrates physical abilities consistent with role sufficient to move from room to room and maneuver in small spaces   | Moves around in patient's rooms, workspaces, and treatment areas, administer cardiopulmonary procedures   |
| Motor Skills                            | Gross and fine motor abilities sufficient to provide safe and effective nursing care. Exhibit ability to move, sit, stand, and walk safely. Demonstrate ability to write, grasp, pick up, or manipulate small objects            | Bend, stoop, or reach for objects, maintain balance, write legibly, manipulate syringes, calibrate and use equipment, position patients/clients   |

| <b>Core Competencies</b> | <b>Standard</b>  | <b>Examples not meant to be inclusive</b>   |
|--------------------------|--|---|
| Mental Health Status     | Maintain focus, emotional stability in stressful situations and respond to needs of others   | Manage own emotions, respond appropriately in crisis situations, adapts to change readily, and maintain therapeutic boundaries  |
| Hearing                  | Auditory ability sufficient to monitor and assess health needs. Hear with or without aids, voices, sounds, and monitoring alarms necessary for safe practice | Monitor blood pressures, hear patients speaking, respond to equipment alarms, emergency signals, auscultate lung sounds, and cries for help   |
| Visual                   | Visual ability sufficient for observation and assessment necessary in nursing care. Distinguish color and visual images within normal range                  | Determines color changes during physical assessment, observe patients in hallways, read computer/monitoring screens and observes patient/client responses                           |
| Tactile Sensation        | Interpret sensations, temperature, and environmental temperature. Tactile ability sufficient for physical assessment   | Perform palpation, functions of physical examination, and/or those related to therapeutic intervention, e.g. insertions of a catheter. Respond to environmental temperature changes |
| Olfactory Sensation      | Detect odors, unusual smells, or smoke   | Assess odors during physical assessment, and detect odor of smoke   |
| Psychomotor Skills       | Perform tasks congruent with nursing roles   | Perform patient assessment, change dressings, and give injections   |
| Reading                  | Read and comprehend written materials  | Read and interpret policies and procedures, and read progress notes   |
| Mathematical Ability     | Demonstrate facility with arithmetic functions, measurements, recording devices and reading/recording of numerical information                               | Calculate drug dosages; convert to metric system, read monitoring equipment, record numerical assessment/monitoring data  |
| Physical Stamina         | Exhibit physical strength and endurance appropriate to professional nursing roles throughout assigned shifts   | Lift or move patients, support patients walking, work complete shifts, and conduct CPR  |
| Physical Health Status   | Maintain physical health consistent with employment responsibilities and commitments   | Monitor own health needs  |

Source: Southern Council on Collegiate Education for Nursing (SCCEN). (2008). The Americans with Disabilities Act: Implications for Nursing Education. Atlanta: Author.



**Southern Regional Technical College**  
**Associate of Science in Nursing**  
**Academic Policies**

**Program Overview**

The Associate of Science in Nursing (A.S.N.) is a 75 semester hour, six-semester program of study with an LPN-ASN Bridge option. The curriculum is designed to produce highly educated, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings.

Program graduates who meet exit requirements are eligible to apply to the Georgia Board of Nursing to write the national licensure examination (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses.

**Career Opportunities**

Graduates may find employment as providers and managers of nursing care in a wide variety of settings including, but not limited to, acute and long-term health care facilities (hospitals and nursing homes), home health care, health clinics, physicians' offices, government or private industry, and public health agencies.

**Approval**

The nursing program has been granted approval by:

Georgia Board of Nursing  
237 Coliseum Drive  
Macon, GA 31217-2858  
(478) 207-1640

<http://sos.state.ga.us/plb/rn>

**Accreditation**

The Associate of Science in Nursing Program is accredited by:

Accreditation Commission for Education in Nursing, Inc.

Accrediting Commission  
3343 Peachtree Rd NE Suite 850  
Atlanta, GA 30326  
404-975-5000

FAX: 404-975-5020

[www.acenursing.org](http://www.acenursing.org)

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.

*The three-fold purpose for publishing the Commission's address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.*

## **Equal Opportunity Statement of Compliance**

Southern Regional Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all administered programs, federally financed programs, educational programs, and activities involving admissions, scholarships and loans, and athletics. It also applies to recruitment and employment of personnel and the contracting for goods and services.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American With Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972:

**Lisa Newton**  
**Special Populations Coordinator**  
**Title IX Coordinator**  
**Colquitt, Tift, Turner, Worth**  
**Moultrie - Veterans Parkway Campus | Building A - Office 141**  
**800 Veterans Parkway North | Moultrie, GA 31788**  
**(229) 217-4132 | [newton@southernregional.edu](mailto:newton@southernregional.edu)**

The following individual has been designated as the employee responsible for coordinating the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA):

**Dr. Jeanine Long**  
**Director of Career Services and Counseling**  
**Section 504 Coordinator**  
**Grady, Mitchell, Thomas**  
**Thomasville Campus | Building A - 257**  
**15689 Highway 19 N, Thomasville, GA 31792**  
**(229) 227-2668 | [jlong@southernregional.edu](mailto:jlong@southernregional.edu)**

**Associate of Science in Nursing  
Curriculum Outline for Generic Students**

**75 semester hour credits required for graduation**

**A “C” or higher is required in all courses for the A.S.N. program.**

The first 6 of the general education courses must be completed before entering into the nursing program. Courses with an (\*) asterisk must be within five years prior to acceptance into the A.S.N. program.

| <b>General Education Courses</b> |                               | <b>Nursing Courses</b> |   |
|----------------------------------|-------------------------------|------------------------|---|
| BIOL 2113*                       | Anatomy and Physiology I      | RNSG 1911              | Health Assessment Throughout the Lifespan                                   |
| BIOL 2113L*                      | Anatomy and Physiology I Lab  |                        |   |
| MATH 1111*                       | College Algebra               | RNSG 1920              | Theoretical and Technical Foundations for Nursing Practice                  |
| BIOL 2114*                       | Anatomy and Physiology II     |                        |   |
| BIOL 2114L*                      | Anatomy and Physiology II Lab | RNSG 1931              | Introduction to the Nursing Principles of Pharmacy                          |
| ENGL 1101                        | Composition and Rhetoric      |                        |   |
| PSYC 1101                        | Introductory Psychology       | RNSG 1940              | Life Transitions I: Intro to Promotion of Health                            |
| BIOL 2117*                       | Introductory Microbiology     | RNSG 1950              | Life Transitions II: Promotion of Mental Health                             |
|                                  | Introductory Microbiology Lab |                        |   |
| BIOL 2117L*                      |                               | RNSG 2910              | Life Transitions III: Obstetrics  |
| COMP 1000                        | Introduction to Computers     |                        |   |
| Elective                         | General Education Course      | RNSG 2920              | Life Transitions IV: Pediatrics   |
| Elective                         | Degree Level Humanities       | RNSG 2930              | Life Transitions V: Medical Surgical <sub>2</sub>                           |
|                                  |                               | RNSG 2941              | Life Transitions VI: Clinical Decision Making (Virtual Hospital Experience) |

**\*Student Success COLL1500 Course MUST be completed prior to graduating.**

**Associate of Science in Nursing  
Curriculum Outline for LPN – ASN Bridge Option**

**The LPN – ASN Bridge program of study has 75 semester hour credits required for graduation.**

**A “C” or higher is required in all courses for the A.S.N. Program.**

All of the general education courses must be completed before entering into the LPN-A.S.N. program. Courses with an asterisk (\*) must be within five years prior to acceptance into the A.S.N. program.

| General Education Courses |                               | Nursing Courses |   |
|---------------------------|-------------------------------|-----------------|---|
| MATH 1111*                | College Algebra               | RNSG 1911       | Health Assessment Through the Lifespan                                      |
| PSYC 1101                 | Introductory Psychology       | RNSG 1931       | Introduction to Nursing Principles of Pharmacy                              |
| ENGL 1101                 | Composition and Rhetoric      |                 |   |
| BIOL 2113*                | Anatomy and Physiology I      | RNSG 1960**     | Transition to Associate Degree Nursing (Bridge Option Student only)         |
| BIOL 2113L*               | Anatomy and Physiology I Lab  | RNSG 2910       | Life Transitions III: Obstetrics  |
| BIOL 2114*                | Anatomy and Physiology II     | RNSG 2920       | Life Transitions IV: Pediatrics   |
| BIOL 2114L*               | Anatomy and Physiology II Lab | RNSG 2930       | Life Transitions V: Medical Surgical <sub>2</sub>                           |
| BIOL 2117*                | Introductory Microbiology     | RNSG 2941       | Life Transitions VI: Clinical Decision Making (Virtual Hospital Experience) |
| BIOL 2117L*               | Introductory Microbiology Lab |                 |   |
| Elective                  | General Education Course      |                 |   |
| Elective                  | Degree Level Humanities       |                 |   |

**Note:** \*\* Upon successful completion of RNSG 1960, 11 additional semester credit hours will be granted for RNSG 1920, RNSG 1940, and RNSG 1950.

**\*Student Success COLL1500 Course MUST be completed prior to graduating.**

## **Academic Regulations and Information**

Students are admitted without regard to race, nationality, sex, or religion. Every effort is made to ensure that applicants are admitted to programs of instruction in which they have a reasonable chance to succeed.

The ASN program is a part of the School of Health Sciences Division of the College; therefore, the ASN student is a member of the College student body and is subject to applicable Southern Regional Technical College regulations. Students are referred to the Southern Regional Technical College Catalog and the Southern Regional Technical College Handbook for information regarding College Policies, academic regulations and current fees. Students who are unable to attend the on-campus orientation sessions may view the orientation presentation online by accessing the College website.

Due to the cooperative educational relationship between many private and public healthcare agencies and Southern Regional Technical College students, faculty, and staff are required to comply with individual policies outlined in the legal agreements for each institution. These include conduct and dress codes, as well as, compliance with health, insurance, confidentiality, and academic requirements.

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. Southern Regional Technical College strives to provide reasonable, quality services/ accommodations based upon the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the College and from other agencies. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program. Services available may include: registration assistance, campus orientation, career exploration, test modification, recording/enlarging reading materials, accessible parking, counseling, special equipment, and others. For assistance, students may request services through the Counseling Office in Student Affairs. Students should request accommodations prior to beginning college courses.

## Admissions for the A.S.N. Program

The Associate of Science in Nursing has limited enrollment and requires specific criteria for admission; however, compliance with admission criteria **DOES NOT** guarantee admission. When the student is ready to be considered for program acceptance the student is required to complete a competitive admissions application that is available in the admissions office and online. The admission requirements and criteria used by the A.S.N. faculty to select students for admission are discussed (see Selection Process for the A.S.N. program). The applicants will be ranked according to the admission criteria in order to determine which applicants demonstrate the greatest potential for success in the program.

**Students preparing to enter an Associate of Science Degree in the School of Health Sciences program must complete prerequisite courses within two attempts. Anyone failing to meet the criteria will be counseled regarding a School of Health Science diploma program that will best fit their needs or for a degree program that does not require the failed prerequisite course(s).** (See [SRTC Catalog](#)).

**Students applying for the A.S.N. Program must wait and apply to the nursing program five years from the last nursing course failure if they have failed the A.S.N. /A.D.N. /B.S.N. program at another institution.**

To be admitted to the Associate of Science in Nursing at SRTC you must meet Admissions procedures as outlined by the college. NOTE: Admission to the program is academically competitive. Prospective students will be ranked by score and the top candidates will be admitted. Applications and Admission requirements submitted after the Application Deadline Date will not be reviewed for that class. Students admitted to the program will be notified by the Notify Date. The following chart contains the approximate application deadline, notification, and start dates for the Generic and Bridge Programs as well as the typical number of students admitted.

| <b>Nursing Admission Class</b>  | <b>Application Deadline Date</b> | <b>Notification Date</b> | <b>Anticipated Orientation Date</b> | <b>Start Date</b> | <b>Number Typically Accepted</b> |
|---|----------------------------------|--------------------------|-------------------------------------|-------------------|----------------------------------|
| Generic-Fall 2016<br>201712   | Sept 29, 2016                    | Oct 27, 2016             | July 20, 2016                       | August 2016       | 40-50                            |
| Generic Spring 2017<br>201714   | Sept 29, 2016                    | Oct 27, 2016             | Nov 22, 2016                        | Jan 2017          | 30-40                            |
| LPN Bridge<br>Spring 2017<br>201716                                   | Sept 29, 2016                    | Dec 19, 2016             | Jan 5, 2017                         | Jan 9, 2017       | 25                               |
| Generic-Spring 2017<br>Tifton-<br>Pending ACEN Approval               | Dec 8, 2016                      | Dec 19, 2016             | Jan 5, 2017                         | Jan 9, 2017       | 40                               |
| LPN Bridge<br>August 2017<br>Moultrie Campus<br>Pending ACEN Approval | Aug 7, 2017                      | Aug 14, 2017             | Aug 21, 2017                        | Aug 22, 2017      | 40                               |



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

Spring 2017 (January 2017)

ASSOCIATE of SCIENCE in NURSING

Thomasville Campus

“GENERIC” PROGRAM

COMPETITIVE ADMISSION  
REQUIREMENT  
BOOKLET

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**Approval**

The Associate of Science in Nursing program has been granted full approval by:

**Georgia Board of Nursing**

237 Coliseum Drive

Macon, Georgia 31217

Phone: 478-207-1640

<http://sos.state.ga.us/plb/rn>

**Accreditations**

**Accreditation Commission for Education in Nursing, Inc.**

Accrediting Commission

3343 Peachtree Road, NE, Suite 850

Atlanta, Georgia 30326

Phone: 404-975-5000

Fax: 404-975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org)

[www.acenursing.org](http://www.acenursing.org)

Southern Regional Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.





**ASSOCIATE of SCIENCE in NURSING (A.S.N.) Generic Program**  
**Spring Semester 2017 – January 2017- Thomasville Campus**  
**ACCEPTANCE PROCEDURES**

To be admitted to the SRTC Associate of Science in Nursing (A.S.N.) – Generic program you must meet admission requirements as outlined by the College. **NOTE: Admission to the program is academically competitive.** Prospective students will be ranked by score and the top candidates will be admitted to the Spring Semester 2017 (January 2017) class. Applications and admission requirements submitted after the posted deadlines will be held and reviewed for the next available class. Deadline for the January 2017 class is **SEPTEMBER 29, 2016**. Students will be notified by mail as to their acceptance status once all file evaluations are complete. **Acceptance/Denial letters will be mailed out: OCTOBER 27, 2016.**

**ADMISSION REQUIREMENTS**

1. Submit SRTC Admission Application and \$25 Application fee. (*If applicable, returning students are not charged a fee.*)
2. Submit proof of Age. (*Must be 18 years or older at the time of program entry.*) Either a valid state driver's license or birth certificate is acceptable.
3. Have **official** transcripts for high school diploma/GED **AND** all colleges, universities and/or technical colleges (transferable credit or not) mailed to the SRTC Admissions Office. Southern Regional Technical College, 15689 US Hwy 19 North, Thomasville, Georgia 31792
4. Have acceptable Admission Placement Exam (APE) scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (College algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for our Associate of Science in Nursing program. **If the college algebra class is over five years, you will be required to retake the college algebra course.**
5. Minimum prerequisite GPA requirement: A minimum GPA of 2.8 is required for the prerequisite courses in order to meet admission requirements for the program. If a pre-requisite course has been taken twice – only the last attempt is counted for prerequisite GPA purposes only. Successful completion of a prerequisite course means making a grade of 'C' or better. You may not attempt any prerequisite course more than twice within a five (5) year period. *NOTE: A grade of "W" does count as an attempt.* Courses exempted and articulated do not carry points. ASN Generic Program prerequisite courses are as follows: **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENG 1101, & MAT 1111.**

**\*Scoring for pre-requisite GPA:**  
40 pts = 3.7 – 4.0  
35 pts = 3.2 – 3.6  
30 pts = 2.8 – 3.1

**\*\*While a "C" is a passing transferrable grade, too many "C" grades will not give you a 2.8 pre-requisite grade point average. \*\***

**NOTE: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, BIOL 2117/BIOL 2117L & MATH 1111 will not be considered if completed more than 5 years before admission to the A.S.N. program.**

6. Have an overall (cumulative) GPA (Grade Point Average) of **2.5** using your GPA from all previous post-secondary colleges.

**\*Scoring for overall GPA:**  
35 pts = 3.7 – 4.0  
30 pts = 3.2 – 3.6  
25 pts = 2.8 – 3.1  
20 pts = 2.5 - 2.7

**\*IMPORTANT:** Our 2.5 cumulative GPA requirement means that a GPA will be calculated using **EVERY** course that was taken and used in GPA's at all of the applicant's previous colleges. See example below:

Example: Sally has attended 3 colleges – her stats are as follows:

| College        | Quality Points | Credit Hours | GPA         |
|----------------|----------------|--------------|-------------|
| VSU            | 45             | 18           | 2.51        |
| TU             | 23             | 13           | 1.76        |
| SRTC           | 65             | 24           | 2.70        |
| <b>TOTALS:</b> | <b>133</b>     | <b>55</b>    | <b>2.42</b> |

Sally's cumulative GPA will not meet the 2.50 requirement – therefore she will not be considered for the upcoming class until she takes additional classes to improve her cumulative (overall) GPA.

7. **Additional points** may be earned by successfully completing the following courses (minimum grade of "C" – 2.0 GPA required) before posted deadlines.

- a. PSYC 1101 - Introductory Psychology - **5 points**;
- b. BIOL 2117 & BIOL 2117L - Introductory Microbiology & Lab – **5 points**;
- c. Humanities /Fine Arts course (ARTS 1101; ENGL 2130; HUMN 1101 OR MUSC 1101) –**5 points**;
- d. Additional course required (as approved by program advisor) – **5 points**;
- e. COMP 1000 - Introduction to Computers – **5 points**;
- f. ALHS 1090 - Medical Terminology for Allied Health Sciences – **5 points**;
- g. NAST 1100 - Nurse Aide Fundamentals – **5 points**;
- h. PHLT 1030 - Introduction to Venipuncture – **5 points**;

*NOTE: Additional points will not be awarded for courses in italics that were completed more than 5 years before admission to the A.S.N. program.*

- i. Associate Degree or higher – **5 points**

\*\*\*\*\***POSSIBLE TOTAL: 120 points**\*\*\*\*\*

8. All A.S.N applicants are required to take & attain the required score on the A.S.N. Pre-Admission Assessment (HESI) exam, prior to being accepted into the A.S.N. program. The A.S.N. Pre-Admission Assessment (HESI) exam is composed of the following sections: Math, Science (Anatomy & Physiology), English (Vocabulary, Grammar, and Reading Comprehension), and two Style/Profile sections. Applicants are strongly encouraged not to take the HESI exam until completing A&P I & II OR at least complete A&P I and some of A&P II before sitting for the exam. Applicants must also have a completed file prior to taking the HESI exam (excluding current college coursework).

Applicants will be allowed **two** attempts to pass the English, Math, and Science (Anatomy & Physiology) sections with a composite score of "75" on each section. Any applicant that is unsuccessful on the **first** HESI exam (in any section) is strongly encouraged to remediate prior to re-taking that section(s) of the HESI exam. Several copies of the HESI ADMISSION ASSESSMENT Exam-Review, 4<sup>th</sup> Edition (ISBN # 978-0-323-35378-6), book are on reserve in all SRTC Libraries for student use. However, the HESI review book is also available for purchase online at [www.elsevier.com](http://www.elsevier.com). The HESI exam score is good for three years.

Any applicant that does not attain a composite score of “75” on one or more sections of the HESI assessment exam after two attempts, will not be considered for admission into the A.S.N. program. However, applicants can re-apply to the A.S.N. program after waiting one year before re-applying to the A.S.N. program. At such time, the applicant will retake the A.S.N. Pre-Admissions assessment exam and meet the required scores for entry into the A.S.N. program. The applicant will again be allowed two attempts to meet the qualifying A.S.N. Pre-Admission HESI Assessment exam scores.

***NOTE: Students will be required to complete Health Examinations and a Criminal Background report upon acceptance to the program. A current American Heart Association Health Care Provider BLS CPR card is required of all students entering the program. No other CPR cards will be accepted.***

***All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from the highest grade point averages downward until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester as all slots are competitive.***

***Tiebreaker: In the event of a tie in the ranking, the student’s current HESI score will be used as the tiebreaker. In the event that a student has taken the HESI exam more than once, the current HESI scores will be averaged and the average of the two scores will be used in the tiebreaker process.***



**Pre-Admission TESTING A.S.N. – GENERIC  
for the SPRING 2017 (January 2017) program ~ Thomasville Campus**

You may register for the Pre-Admission A.S.N. Assessment (HESI) exam by calling or stopping by any of the SRTC Student Affairs offices. Make sure you are ready to commit to the exam session you select. The exam does have a time limit. Exam fees will not be charged to any tester until arrival on your select exam date.

|                                  |                               |                             |
|----------------------------------|-------------------------------|-----------------------------|
| Thomasville Campus: 229-225-5060 | Moultrie Campus: 229-891-7000 | Tifton Campus: 229-391-2600 |
|----------------------------------|-------------------------------|-----------------------------|

Please NOTE:

- Receipt of SRTC Admissions Application, application fee & all official transcripts are required prior to taking this exam.
- Testing fees are entered on the day of the exam. Fee & Retest Fee: \$50.00
- A valid state issued picture ID is required to sit for the exam --- NO Exceptions!
- Arrive ½ hour to 1 hour early. NO ONE WILL BE ADMITTED AFTER POSTED TIME TO BEGIN EXAM SESSION!

**A.S.N. - GENERIC exam schedule: Students are allowed two (2) attempts to pass this exam. If a re-take exam is required – you will only need to take the section(s) of the exam in which you did not meet the required score during your first attempt.**

|                    |          |   |
|--------------------|----------|---|
| July 26, 2016      | Tuesday  | 1:00 p.m.<br><b><u>Registration deadline July 19, 2016</u></b>      |
| August 25, 2016    | Thursday | 1:00 p.m.<br><b><u>Registration deadline August 18, 2016</u></b>    |
| September 29, 2016 | Thursday | 1:00 p.m.<br><b><u>Registration deadline September 22, 2016</u></b> |

**NOTE: File completion deadline is SEPTEMBER 29, 2016.**

*All test results will be considered if your file is complete by the posted deadline.*

*HESI Pre-Admission scores are good for three (3) years from month & year of exam.*

**HESI Exam Study Resources (Generic Exam):**

We have the following HESI Study Guide on reserve in all SRTC Libraries for student use. However, the review book can also be purchased:

**HESI Admission Assessment Exam Review, 4th Edition (ISBN # 978-0-323-35378-6)**

**Other HESI Exam Study Resource websites:**

**HESI Review: [quizlet.com/subject/hesi-admission-assessment-exam/](http://quizlet.com/subject/hesi-admission-assessment-exam/)**

Southern Regional Technical College is a unit of the Technical College System of Georgia.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217- 4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*



## Associate of Science in Nursing (A.S.N.) – Generic Program STUDENT CHECKLIST

*Your SRTC admissions file must be complete prior to acceptance into the Associate of Science in Nursing program. The following checklist is provided for your personal use to help you ensure your file is complete by the posted deadline.*

\_\_\_\_\_ Complete SRTC Admission Application and pay the \$25 Application fee (*if not previously paid*). Applications are available at the SRTC Student Affairs Office and online through GA College 411 or the school website: <http://www.southernregional.edu> – click on blue APPLY NOW button – choose Apply Online or Apply by Mail or in Person.

\_\_\_\_\_ Provide Proof of Age & Lawful Presence Verification (i.e. Birth Certificate or Driver's License).

\_\_\_\_\_ Have acceptable admission placement exam scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (college algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for the A.S.N. program. If the college algebra class is over five years, you will be required to retake the college algebra course.

\_\_\_\_\_ Provide an **official** copy of your high school transcript or GED transcript to any SRTC Admissions office.

\_\_\_\_\_ Provide an **official** copy of **ALL** college and/or technical college transcripts to: SRTC-Registrar's Office; 800 Veterans Parkway North; Moultrie, Georgia 31788.

\_\_\_\_\_ Complete all four (4) prerequisite courses required for the program. Prerequisite courses are listed in the A.S.N. program admission requirement booklet and on A.S.N. program sheets. A.S.N. program admission requirement booklets and program sheets (including program cost sheets) can be obtained from the SRTC Student Affairs Office and SRTC A.S.N. faculty. Curriculum requirements are also listed on our College website: [www.southernregional.edu](http://www.southernregional.edu) Academic Programs – School of Health Sciences – Degree Programs - Associate of Science in Nursing (Generic). All A.S.N. applicants will begin in the Healthcare Science certificate program while they are taking their pre-requisite courses & meeting all other program admission requirements.

\_\_\_\_\_ Take the Pre-Admission A.S.N. Assessment Exam (HESI). The exam covers English, Math, and Anatomy & Physiology. Additional HESI exam information is available in the A.S.N. program admission requirement booklet, by calling the SRTC Student Affairs Office @ any and from all SRTC A.S.N. faculty.

\_\_\_\_\_ Complete your Financial Aid at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). SRTC Federal School Code is: **005615**  
*Financial Aid questions? Call any of the SRTC Financial Aid Offices 229-217-4131 (Moultrie) or 229-225-5036 (Thomasville) or 229-386-3164 (Tifton).*

**GOT QUESTIONS? Please call the SRTC Admissions Office**

**229-891-7000 Moultrie Campus)  
229-225-5060 (Thomasville Campus)  
229-391-2600 (Tifton Campus)**

| Course #  | Prerequisites  | Course Description   | Sem Seq | Completion Date | Grade | Cr Hr | Contact Hours |
|---|--|--|---------|-----------------|-------|-------|---------------|
| <b>First Semester (Spring)</b>  |  |  |         |                 |       |       |               |
| *BIOL 2113  | Program Admission<br>Pre/Co: BIOL 2113L, ENGL1101  | Anatomy and Physiology I                                   | 1       |                 |       | 3     | 45            |
| *BIOL 2113L   | Pre/Co: BIOL 2113  | Anatomy and Physiology Lab I                               | 1       |                 |       | 1     | 45            |
| *COLL 1500  |  | Student Success  | 1       |                 |       | 3     | 45            |
| *ENGL 1101  | Degree Level Placement Scores  | Composition and Rhetoric                                   | 1       |                 |       | 3     | 45            |
| *MATH 1111  | Degree Level Placement Scores  | College Algebra  | 1       |                 |       | 3     | 45            |
| **PSYC 1101   | Degree Level Placement Scores  | Introductory Psychology                                    | 2       |                 |       | 3     | 45            |
| <b>Second Semester (Summer)</b>   |  |  |         |                 |       |       |               |
| *BIOL 2114  | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114L  | Anatomy and Physiology II                                  | 2       |                 |       | 3     | 45            |
| *BIOL 2114L   | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114   | Anatomy and Physiology Lab II                              | 2       |                 |       | 1     | 45            |
| **COMP 1000   |  | Introduction to Computers                                  | 2       |                 |       | 3     | 75            |
| **Elec-Core   | Degree Level Placement Scores  | General Education Elective                                 | 3       |                 |       | 3     | 45            |
| **Elec-Human  | Pre/Co: ENGL 1101  | Degree Level Humanities Elective                           | 2       |                 |       | 3     | 45            |
| <b>Competitive Admissions Review Semester (Fall)</b>  |  |  |         |                 |       |       |               |
| <p>* All courses required for Program Admission must be completed by the end of the Summer semester.<br/> ** Courses are not required for Program Admission, but are strongly recommended to be completed prior to starting occupational courses.<br/> ***Courses with the Program Admission requirement also have the following Pre-requisites:: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYCH 1101.<br/> ****COLL1500 MUST be taken prior to graduating.</p> |  |  |         |                 |       |       |               |
| <b>Third Semester (Spring)</b>  |  |  |         |                 |       |       |               |
| RNSG 1911   | BIOL2113, BIOL2113L,<br>BIOL2114, BIOL2114L,<br>COMP1000, ENGL1101,<br>MATH1111, PSYC1101,<br>Program Admission<br>Pre/Co: BIOL2117, 2117L | Health Assessment through the Lifespan                     | 3       |                 |       | 3     | 60            |
| RNSG 1920   | BIOL2113, BIOL2113L,<br>BIOL2114, BIOL2114L,<br>COMP1000, ENGL1101,<br>MATH1111, PSYC1101,<br>Program Admission<br>Pre/Co: BIOL2117, 2117L | Theoretical and Technical Foundations for Nursing Practice | 3       |                 |       | 5     | 120           |
| RNSG 1931   | BIOL2113, BIOL2113L,<br>BIOL2114, BIOL2114L,<br>COMP1000, ENGL1101,<br>MATH1111, PSYC1101,<br>Program Admission<br>Pre/Co: BIOL2117, 2117L | Introduction to Nursing Principles of Pharmacy             | 3       |                 |       | 3     | 60            |
| BIOL 2117   | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L  | Introductory Microbiology                                  | 3       |                 |       | 3     | 45            |
| BIOL 2117L  | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L  | Introductory Microbiology Lab                              | 3       |                 |       | 1     | 45            |
| <b>Fourth Semester (Summer)</b>   |  |  |         |                 |       |       |               |
| RNSG 1940   | RNSG 1911, RNSG 1920,<br>RNSG 1931   | Life Transitions I: Introduction to Promotion of Health    | 4       |                 |       | 6     | 165           |
| RNSG 1950   | BIOL 2117, BIOL 2117L<br>RNSG 1911, RNSG 1920,<br>RNSG 1931  | Life Transitions II: Promotion of Mental Health            | 4       |                 |       | 5     | 105           |

| <b>Student Advisement Sheet (Page 2)</b>                               |  |   |   |  |  |  |              |     |  |
|--|--|---|---|--|--|--|--------------|-----|--|
| <b>Associate of Science in Nursing – Generic Option (Spring Admit)</b> |  |   |   |  |  |  |              |     |  |
| <b>Fifth Semester (Fall)</b>   |  |   |   |  |  |  |              |     |  |
| RNSG 2910  | BIOL 2117, BIOL 2117L<br>RNSG 1911, RNSG 1931  | Life Transitions III: Obstetrics              | 5 |  |  |  | 4            | 90  |  |
| RNSG 2920  | BIOL 2117, BIOL 2117L,<br>RNSG 1911, RNSG 1931,<br>(RNSG 1940 & 1950) OR<br>RNSG 1960) | Life Transitions IV: Pediatrics               | 5 |  |  |  | 4            | 90  |  |
| RNSG 2930  | Pre/Co: RNSG 2910  | Life Transitions IV: Medical Surgical 2       | 5 |  |  |  | 6            | 150 |  |
| <b>Sixth Semester (Spring)</b>   |  |   |   |  |  |  |              |     |  |
| RNSG 2941  | Pre/Co: RNSG 2920,<br>RNSG 2930  | Life Transitions VI: Clinical Decision Making | 6 |  |  |  | 6            | 180 |  |
| <b>Request for Graduation (Associate of Science in Nursing)</b>        |  |   |   |  |  |  | <b>Date:</b> |     |  |
|  |  |   |   |  |  |  |              |     |  |

I acknowledge that I have received counseling and advisement as to the preferred course sequencing and acknowledge that it is my responsibility to ensure adherence to the schedule. Additionally, I am aware that after entering RNSG 1920, I have three years to complete the program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).

## **BANNER WEB –Student Login Instructions**

Step 1: Go to [www.southernregional.edu](http://www.southernregional.edu)

Step 2: Click on the BANNERWeb link (in grey writing) at the top of the screen

Step 3: Click on “Login to Secure Area”

Step 4: Enter your USER ID (you can use your 9 digit SRTC ID# or Social Security # - use no dashes)

Step 5: Enter your PIN (first time user – enter your 6 digit date of birth) – then click Login

You will then be prompted to change your PIN # (you should see 3 boxes: enter old PIN # in box 1; enter your new PIN # in box 2; then re-enter your new PIN # in box 3). Once your PIN # has been reconfirmed you will use the new PIN # from this time forward.

Step 6: Create a security question.

This question will be asked to confirm your identity if you need your PIN # reset because you have forgotten it. *Remember:* Create a question that you will know and remember the answer to, but that will not be known by others.

Create the answer to the question. If you are unable to answer the question exactly or if the question is not specific enough to verify your identity, you may be asked to visit the Student Affairs Office. You will be required to show a picture ID in order to have your PIN # reset.

### **AUTHORIZE FINANCIAL AID**

A Title IV financial aid (FA) authorization is required for us to apply federal funds such as the Pell Grant to special charges that may occur during your time with us. These charges include late fees, test fees, and prior term balances. Once you have completed the steps below, your authorization will remain in effect as long as you attend SRTC.

1. Go to the SRTC website;
2. Select **BANNERWeb** (located at the top of screen);
3. Click on **Enter Secure Area**;
4. Select **Student Services & FA**;
5. Select **FA Student Authorization**;
6. Select **Authorize Pell Grant**;
7. Click **“I Authorize This Transaction”**.

### **VIEW YOUR FINANCIAL AID AWARDS**

To view your anticipated Financial Aid for pre-registered classes (*you must wait at least 24-48 hours after registering in order for your Financial Aid award to display*):

Login to BANNERWeb and select the following options:

- Click on Student Services & Financial Aid;
- Click on Student Records;
- Click on Account Summary by Term;
- Choose the Term;
- Submit.

*\*Amounts are subject to change*



## Applying for Financial Aid 2016-2017

### File your 2015 Federal Tax Return

- 2 weeks after you electronically file or 6 weeks after your paper file, you should complete your FAFSA online.

### Go to [www.fafsa.gov](http://www.fafsa.gov) to complete your FAFSA

- Make sure you select the 2016-2017 year.
- Use the renewal FAFSA, if you completed an application last aid year because this will keep you from having to re- enter much of your information.
- SRTC's school code is 005615.

### Create a FAFSA User ID and Password

- All students will create a FAFSA user ID and password on your first visit to the FAFSA website, [www.fafsa.gov](http://www.fafsa.gov). Please make a note of your user ID and password, as you will need this information each time you login.
- For dependent students, both the student and a parent need a FAFSA user ID and password to electronically complete and sign the FAFSA.

### Use the IRS Data Retrieval Tool

- If you are asked if you'd like to populate your FAFSA with your IRS data from your taxes, USE THIS OPTION. This can reduce the time needed to complete your financial aid awarding.
- There are some instances when the IRS data option will not be available due to the student's filing status. In these instances, you can manually enter your income data.

### Do I need to provide parent information?

If you can answer 'Yes' to one of the questions below, you do **NOT** need parent information to complete your FAFSA.

- Are you 24 years of age?
- Are you married?
- Do you have legal dependents that you financially supported in 2015?
- Are you a Veteran?

If you cannot answer 'Yes' to one of the above questions, you **MUST** have parental information to complete your FAFSA. If extenuating circumstances exist where parental information is unavailable, the dependent student should contact the Financial Aid Office.

### Financial Aid Priority Dates

|                      |                  |
|----------------------|------------------|
| Fall Semester 2016   | July 11, 2016    |
| Spring Semester 2017 | December 1, 2016 |
| Summer Semester 2017 | April 12, 2017   |

**Note:** All required financial aid documents must be submitted by the Priority Dates. Financial Aid applications/documents submitted after priority dates will be processed, but funds may not be available on the first day of classes to apply towards tuition or to purchase books. Students submitting financial aid applications after priority date should be prepared to self-pay fees. Once financial aid is awarded, student may be eligible for reimbursement.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto: jlong@southernregional.edu).*

Moultrie, GA 31788  
229.891.7000 phone  
229.891.7010 fax

Thomasville, GA 31792  
229.225.4096 phone  
229.227.2727 fax

Tifton, GA 31794  
229.391.2600 phone  
229.391.2626 fax



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

Spring 2017 (January 2017)

ASSOCIATE of SCIENCE in NURSING

Tifton Campus

“GENERIC” PROGRAM

COMPETITIVE  
ADMISSION REQUIREMENT  
BOOKLET  
*PENDING ACEN APPROVAL*

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**Approval**

The Associate of Science in Nursing program has been granted full approval by:

**Georgia Board of Nursing**

237 Coliseum Drive

Macon, Georgia 31217

Phone: 478-207-1640

<http://sos.state.ga.us/plb/rn>

**Accreditations**

**Accreditation Commission for Education in Nursing, Inc.**

Accrediting Commission

3343 Peachtree Road, NE, Suite 850

Atlanta, Georgia 30326

Phone: 404-975-5000

Fax: 404-975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org)

[www.acenursing.org](http://www.acenursing.org)

Southern Regional Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.



**ASSOCIATE of SCIENCE in NURSING (A.S.N.) Generic Program**  
**Spring Semester 2017 - January 2017- Tifton Campus**

**ACCEPTANCE PROCEDURES**

To be admitted to the SRTC Associate of Science in Nursing (A.S.N.) – Generic program you must meet admission requirements as outlined by the College. **NOTE: Admission to the program is academically competitive.** Prospective students will be ranked by score and the top candidates will be admitted to the Spring Semester 2017 (January 2017) class. Applications and admission requirements submitted after the posted deadlines will be held and reviewed for the next available class. Deadline for the January 2017 class is **December 8, 2016**. Students will be notified by mail as to their acceptance status once all file evaluations are complete. **Acceptance/Denial letters will be mailed out: December 19, 2016 (Tentative).**

**ADMISSIONS REQUIREMENTS**

1. Submit SRTC Admission Application and \$25 Application fee. (*Returning students are not charged a fee.*)
2. Submit proof of Age. (*Must be 18 years or older at the time of program entry.*) Either a valid state driver's license or birth certificate is acceptable.
3. Have **official** transcripts for high school diploma/GED **AND** all colleges and/or technical colleges (transferable credit or not) mailed to the SRTC Registrar's Office; Southern Regional Technical College; 800 Veterans Parkway North; Moultrie, Georgia 31788.
4. Have acceptable admission placement exam (APE) scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (college algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for our Associate of Science in Nursing program. If the college algebra class is over five years, you will be required to retake the college algebra course.
5. Minimum prerequisite GPA requirement: A minimum gpa of 2.8 is required for the prerequisite courses in order to meet admission requirements for the program. If a pre-requisite course has been taken twice – only the last attempt is counted for prerequisite GPA purposes only. Successful completion of a prerequisite course means making a grade of 'C' or better. You may not attempt any prerequisite course more than twice within a five (5) year period. *NOTE: A grade of "W" does count as an attempt.* Courses exempted and articulated do not carry points. ASN Generic Program prerequisite courses are as follows: **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENG 1101, & MAT 1111.**

**\*Scoring for pre-requisite GPA:**    40 pts = 3.7 – 4.0  
    35 pts = 3.2 – 3.6  
    30 pts = 2.8 – 3.1

*\*\*While a "C" is a passing transferrable grade, too many "C" grades will not give you a 2.8 pre-requisite grade point average. \*\**

**NOTE: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, BIOL 2117/BIOL 2117L & MATH 1111 will not be considered if completed more than 5 years before admission to the A.S.N. program.**

6. Have an overall (cumulative) GPA (Grade Point Average) of **2.5** using your GPA from all previous post-secondary colleges.

**\*Scoring for overall GPA:**

35 pts = 3.7 – 4.0  
 30 pts = 3.2 – 3.6  
 25 pts = 2.8 – 3.1  
 20 pts = 2.5 - 2.7

*\*IMPORTANT: Our 2.5 cumulative GPA requirement means that a GPA will be calculated using **EVERY** course that was taken and used in GPA's at all of the applicant's previous colleges. See example below:*

Example: Sally has attended 3 colleges – her stats are as follows:  
 Example: Sally has attended 3 colleges – her stats are as follows:

| <b>College</b> | <b>Quality Points</b> | <b>Credit Hours</b> | <b>GPA</b>  |
|----------------|-----------------------|---------------------|-------------|
| VSU            | 45                    | 18                  | 2.50        |
| TU             | 23                    | 13                  | 1.76        |
| SRTC           | 65                    | 24                  | 2.70        |
| <b>TOTALS:</b> | <b>133</b>            | <b>55</b>           | <b>2.42</b> |

Sally's cumulative GPA will not meet the 2.50 requirement – therefore she will not be considered for the upcoming class until she takes additional classes to improve her cumulative (overall) GPA.

7. **Additional points** may be earned by successfully completing the following courses (minimum grade of “C” – 2.0 GPA required) before posted deadlines.
  - a. PSYC 1101 - Introductory Psychology - **5 points**;
  - b. BIOL 2117 & BIOL 2117L - Introductory Microbiology & Lab – **5 points**;
  - c. Humanities /Fine Arts course (ARTS 1101; ENGL 2130; HUMN 1101 **OR** MUSC 1101) –**5 points**;
  - d. Additional course required (as approved by program advisor) – **5 points**;
  - e. COMP 1000 - Introduction to Computers – **5 points**;
  - f. *ALHS 1090 - Medical Terminology for Allied Health Sciences – 5 points*;
  - g. *NAST 1100 - Nurse Aide Fundamentals – 5 points*;
  - h. *PHLT 1030 - Introduction to Venipuncture – 5 points*;

*NOTE: Additional points will not be awarded for courses in italics that were completed more than 5 years before admission to the A.S.N. program.*

- i. Associate Degree or higher – **5 points**

\*\*\*\*\***POSSIBLE TOTAL: 120 points**\*\*\*\*\*

8. All A.S.N applicants are required to take & attain the required score on the A.S.N. Pre-Admission Assessment (HESI) exam, prior to being accepted into the A.S.N. program. The A.S.N. Pre-Admission Assessment (HESI) exam is composed of the following sections: Math, Science (Anatomy & Physiology), English (Vocabulary, Grammar, and Reading Comprehension), and two Style/Profile sections. Applicants are strongly encouraged not to take the HESI exam until completing A&P I & II OR at least complete A&P I and some of A&P II before sitting for the exam. Applicants must also have a completed file prior to taking the HESI exam (excluding current college coursework).

Applicants will be allowed **two** attempts to pass the English, Math, and Science (Anatomy & Physiology) sections with a composite score of “75” on each section. Any applicant that is unsuccessful on the **first** HESI exam (in any section) is strongly encourage to remediate prior to re-taking that section(s) of the HESI exam. Several copies of the HESI ADMISSION ASSESSMENT Exam Review, 4<sup>th</sup> Edition (ISBN # 978-0-323-35378-6), book are on reserve in all SRTC Libraries for student use. However, the HESI review book is also available for purchase online at www.elsevier.com. The HESI exam score is good for three years.

Any applicant that does not attain a composite score of “75” on one or more sections of the HESI assessment exam after two attempts, will not be considered for admission into the A.S.N. program. However, applicants can re- apply to the A.S.N. program after waiting one year before re-applying to the A.S.N. program. At such time, the applicant will retake the A.S.N. Pre-Admissions assessment exam and meet the required scores for entry into the ASN Program. The applicant will again be allowed two attempts to meet the qualifying A.S.N. Pre-Admission HESI Assessment exam scores.

***NOTE: Students will be required to complete Health Examinations and a Criminal Background report upon acceptance to the program. A current American Heart Association Health Care Provider BLS CPR card is required of all students entering the program. No other CPR cards will be accepted.***

***All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from the highest grade point averages downward until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester as all slots are competitive.***

***Tiebreaker: In the event of a tie in the ranking, the student’s current HESI score will be used as the tiebreaker. In the event that a student has taken the HESI exam more than once, the current HESI scores will be averaged and the average of the two scores will be used in the tiebreaker process.***



**Pre-Admission TESTING A.S.N. – GENERIC  
for the Spring 2017 (January 2017) program - Tifton Campus**

You may register for the Pre-Admission A.S.N. Assessment (HESI) exam by calling or stopping by any of the SRTC Student Affairs offices. Make sure you are ready to commit to the exam session you select. The exam does have a time limit. *Exam fees will not be charged to any tester until arrival on your select exam date.*

|                                  |                               |                             |
|----------------------------------|-------------------------------|-----------------------------|
| Thomasville Campus: 229-225-5060 | Moultrie Campus: 229-891-7000 | Tifton Campus: 229-391-2600 |
|----------------------------------|-------------------------------|-----------------------------|

Please NOTE:

Receipt of SRTC Admissions Application, application fee & all official transcripts are required prior to taking this exam.

Testing fees are entered on the day of the exam. Fee & Retest Fee: \$50.00

A valid state issued picture ID is required to sit for the exam --- NO Exceptions!

Arrive ½ hour to 1 hour early. NO ONE WILL BE ADMITTED AFTER POSTED TIME TO BEGIN EXAM SESSION.

**A.S.N. - GENERIC exam schedule: Students are allowed two (2) attempts to pass this exam. If a re-take exam is required – you will only need to take the section(s) of the exam in which you did not meet the required score during your first attempt.**

|                    |           |           |  |
|--------------------|-----------|-----------|--|
| September 29, 2016 | Thursday  | 9:00 a.m. | <b><u>Registration deadline September 22, 2016</u></b> |
| October 25, 2016   | Tuesday   | 9:00 a.m. | <b><u>Registration deadline October 18, 2016</u></b>   |
| November 30, 2016  | Wednesday | 9:00 a.m. | <b><u>Registration deadline November 23, 2016</u></b>  |

**NOTE: File completion deadline is December 8, 2016.**

**All test results will be considered if your file is complete by the posted deadline.**

***HESI Pre-Admission scores are good for three (3) years from month & year of exam.***

**HESI Exam Study Resources (Generic Exam):**

We have the following HESI Study Guide on reserve in all SRTC Libraries for student use. However, the review book can also be purchased:

**HESI Admission Assessment Exam Review, 4th Edition (ISBN # 978-0-323-35378-6)**

**Another HESI Exam Study Resource website:**

Southern Regional Technical College is a unit of the Technical College System of Georgia.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217- 4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*



## Associate of Science in Nursing (A.S.N.) – Generic Program STUDENT CHECKLIST

*Your SRTC admissions file must be complete prior to acceptance into the Associate of Science in Nursing program. The following checklist is provided for your personal use to help you ensure your file is complete by the posted deadline.*

\_\_\_\_\_ Complete SRTC Admission Application and pay the \$25 Application fee (*if not previously paid*). Applications are available at the SRTC Student Affairs Office and online through GA College 411 or the school website:

<http://www.southernregional.edu> – click on blue APPLY NOW button – choose Apply Online or Apply by Mail or in Person.

\_\_\_\_\_ Provide Proof of Age & Lawful Presence Verification (i.e. Birth Certificate or Driver’s License).

\_\_\_\_\_ Have acceptable admission placement exam scores (no older than 5 years) OR have successfully completed with a “C” or better transferable English and college algebra (college algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for the A.S.N. program. If the college algebra class is over five years, you will be exempt from taking the admissions placement exam – algebra section; however, you will be required to retake the college algebra course.

\_\_\_\_\_ Provide an **official** copy of your high school transcript or GED transcript to any SRTC Admissions office.

\_\_\_\_\_ Provide an **official** copy of **ALL** college and/or technical college transcripts to:

SRTC-Registrar’s Office; 800 Veterans Parkway North; Moultrie, Georgia 31788.

\_\_\_\_\_ Complete all four (4) prerequisite courses required for the program. Prerequisite courses are listed in the A.S.N. program admission requirement booklet and on A.S.N. program sheets. A.S.N. program admission requirement booklets and program sheets (including program cost sheets) can be obtained from the SRTC Student Affairs Office and SRTC A.S.N. faculty. Curriculum requirements are also listed on our College website: [www.southernregional.edu](http://www.southernregional.edu) Academic Programs – School of Health Sciences – Degree Programs - Associate of Science in Nursing (Generic). All A.S.N. applicants will begin in the Healthcare Science certificate program while they are taking their pre-requisite courses & meeting all other program admission requirements.

\_\_\_\_\_ Take the Pre-Admission A.S.N. Assessment Exam (HESI). The exam covers English, Math, and Anatomy & Physiology. Additional HESI exam information is available in the A.S.N. program admission requirement booklet, by calling the SRTC Student Affairs Office @ any and from all SRTC A.S.N. faculty.

\_\_\_\_\_ Complete your Financial Aid at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). SRTC Federal School Code is: **005615**

*Financial Aid questions? Call any of the SRTC Financial Aid Offices 229-217-4131 (Moultrie) or 229-225-5036 (Thomasville) or 229-386-3164 (Tifton).*

**GOT QUESTIONS? Please call the SRTC Admissions Office**

**229-891-7000 (Moultrie Campus)**

**229-225-5060 (Thomasville Campus)**

**229-391-2600 (Tifton Campus)**



| Course #   | Prerequisites  | Course Description   | Sem Seq | Completion Date | Grade | Cr Hr | Contact Hours |
|--|--|--|---------|-----------------|-------|-------|---------------|
| <b>First Semester (Spring)</b>   |  |  |         |                 |       |       |               |
| *BIOL 2113   | Program Admission<br>Pre/Co: BIOL 2113L, ENGL1101  | Anatomy and Physiology I                                   | 1       |                 |       | 3     | 45            |
| *BIOL 2113L  | Pre/Co: BIOL 2113  | Anatomy and Physiology Lab I                               | 1       |                 |       | 1     | 45            |
| *COLL 1500   |  | Student Success  | 1       |                 |       | 3     | 45            |
| *ENGL 1101   | Degree Level Placement Scores  | Composition and Rhetoric                                   | 1       |                 |       | 3     | 45            |
| *MATH 1111   | Degree Level Placement Scores  | College Algebra  | 1       |                 |       | 3     | 45            |
| **PSYC 1101  | Degree Level Placement Scores  | Introductory Psychology                                    | 2       |                 |       | 3     | 45            |
| <b>Second Semester (Summer)</b>  |  |  |         |                 |       |       |               |
| *BIOL 2114   | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114L  | Anatomy and Physiology II                                  | 2       |                 |       | 3     | 45            |
| *BIOL 2114L  | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114   | Anatomy and Physiology Lab II                              | 2       |                 |       | 1     | 45            |
| **COMP 1000  |  | Introduction to Computers                                  | 2       |                 |       | 3     | 75            |
| **Elec-Core  | Degree Level Placement Scores  | General Education Elective                                 | 3       |                 |       | 3     | 45            |
| **Elec-Human   | Pre/Co: ENGL 1101  | Degree Level Humanities Elective                           | 2       |                 |       | 3     | 45            |
| <b>Competitive Admissions Review Semester (Fall)</b>   |  |  |         |                 |       |       |               |
| All courses required for Program Admission must be completed by the end of the Summer semester. **Courses are not required for Program Admission, but are strongly recommended to be completed prior to starting occupational courses.***Courses with the Program Admission requirement also have the following Pre-requisites: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYCH 1101.***COLL1500 MUST be taken prior to graduating. |  |  |         |                 |       |       |               |
| <b>Third Semester (Spring)</b>   |  |  |         |                 |       |       |               |
| RNSG 1911  | BIOL2113, BIOL2113L, BIOL2114,<br>BIOL2114L, ENGL1101,<br>MATH1111 Program Admission<br>Pre/Co: BIOL2117, 2117L            | Health Assessment through the Lifespan                     | 3       |                 |       | 3     | 60            |
| RNSG 1920  | BIOL2113, BIOL2113L, BIOL2114,<br>BIOL2114L, ENGL1101,<br>MATH1111, Program Admission<br>Pre/Co: BIOL2117, 2117L           | Theoretical and Technical Foundations for Nursing Practice | 3       |                 |       | 5     | 120           |
| RNSG 1931  | BIOL2113, BIOL2113L, BIOL2114,<br>BIOL2114L, ENGL1101,<br>MATH1111, PSYC1101, Program Admission<br>Pre/Co: BIOL2117, 2117L | Introduction to Nursing Principles of Pharmacy             | 3       |                 |       | 3     | 60            |
| BIOL 2117  | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L  | Introductory Microbiology                                  | 3       |                 |       | 3     | 45            |
| BIOL 2117L   | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L  | Introductory Microbiology Lab                              | 3       |                 |       | 1     | 45            |
| <b>Fourth Semester (Summer)</b>  |  |  |         |                 |       |       |               |
| RNSG 1940  | RNSG 1911, RNSG 1920,<br>RNSG 1931, BIOL 2117, BIOL 2117L  | Life Transitions I: Introduction to Promotion of Health    | 4       |                 |       | 6     | 165           |
| RNSG 1950  | BIOL 2117, BIOL 2117L<br>RNSG 1911, RNSG 1920,<br>RNSG 1931  | Life Transitions II: Promotion of Mental Health            | 4       |                 |       | 5     | 105           |
| <b>Fifth Semester (Fall)</b>   |  |  |         |                 |       |       |               |
| RNSG 2910  | BIOL 2117, BIOL 2117L<br>RNSG 1911, RNSG 1931  | Life Transitions III: Obstetrics                           | 5       |                 |       | 4     | 90            |
| RNSG 2920  | BIOL 2117, BIOL 2117L,<br>RNSG 1911, RNSG 1931,<br>(RNSG 1940 & 1950   | Life Transitions IV: Pediatrics                            | 5       |                 |       | 4     | 90            |
| RNSG 2930  | Pre/Co: RNSG 2910,2920   | Life Transitions IV: Medical Surgical 2                    | 5       |                 |       | 6     | 150           |
| <b>Sixth Semester (Spring)</b>   |  |  |         |                 |       |       |               |
| RNSG 2941  | Pre:<br>RNSG1920,1931,1940,2910,2920<br>RNSG 2930  | Life Transitions VI: Clinical Decision Making              | 6       |                 |       | 6     | 180           |

**Pending ACEN Approval**

Step 1: Go to [www.southernregional.edu](http://www.southernregional.edu)

Step 2: Click on BANNERWEB link (written in grey) at the top of the screen

Step 3: Click on “Login to Secure Area”

Step 4: Enter your USER ID (you can use your 9 digit SRTC ID# or Social Security # - use no dashes)

Step 5: Enter your PIN (first time user – enter your 6 digit date of birth) – then click Login

You will then be prompted to change your PIN # (you should see 3 boxes: enter old PIN # in box 1; enter your new PIN # in box 2; then re-enter your new PIN # in box 3). Once your PIN # has been reconfirmed you will use the new PIN # from this time forward.

Step 6: Create a security question.

This question will be asked to confirm your identity if you need your PIN # reset because you have forgotten it. *Remember:* Create a question that you will know and remember the answer to, but that will not be known by others.

Create the answer to the question. If you are unable to answer the question exactly or if the question is not specific enough to verify your identity, you may be asked to visit the Student Affairs Office. You will be required to show a picture ID in order to have your PIN # reset.

### **AUTHORIZE FINANCIAL AID**

It is possible for you to use your HOPE Book Award and/or PELL Award to pay these various fees. In order to do so, please access your BANNERWeb Account and respond appropriately to the Financial Aid Authorization statement by clicking on the “Authorize” button.

Login to BANNERWeb and select the following options:

1. Financial Aid Authorization
2. HOPE
3. I Authorize this Transaction
4. Back
5. PELL Grant
6. I Authorize this Transaction

### **VIEW YOUR FINANCIAL AID AWARDS**

To view your anticipated Financial Aid for pre-registered classes (*you must wait at least 24-48 hours after registering in order for your Financial Aid award to display*):

Login to BANNERWeb and select the following options:

- Click on Student Services & Financial Aid
- Click on Student Records
- Click on Account Detail for Term
- Choose the Term
- Submit

*\*Amounts are subject to change*

**Applying for Financial Aid 2016-2017**

**File your 2015 Federal Tax Return**

- 2 weeks after you electronically file or 6 weeks after your paper file, you should complete your FAFSA online.

**Go to [www.fafsa.gov](http://www.fafsa.gov) to complete your FAFSA**

- Make sure you select the 2016-2017 year.
- Use the renewal FAFSA, if you completed an application last aid year because this will keep you from having to re- enter much of your information.
- SRTC’s school code is 005615.

**Create a FAFSA User ID and Password**

- All students will create a FAFSA user ID and password on your first visit to the FAFSA website, [www.fafsa.gov](http://www.fafsa.gov). Please make a note of your user ID and password, as you will need this information each time you login.
- For dependent students, both the student and a parent need a FAFSA user ID and password to electronically complete and sign the FAFSA.

**Use the IRS Data Retrieval Tool**

- If you are asked if you’d like to populate your FAFSA with your IRS data from your taxes, **USE THIS OPTION**. This can reduce the time needed to complete your financial aid awarding.
- There are some instances when the IRS data option will not be available due to the student’s filing status. In these instances, you can manually enter your income data.

**Do I need to provide parent information?**

If you can answer ‘Yes’ to one of the questions below, you do **NOT** need parent information to complete your FAFSA.

- Are you 24 years of age?
- Are you married?
- Do you have legal dependents that you financially supported in 2015?
- Are you a Veteran?

If you cannot answer ‘Yes’ to one of the above questions, you **MUST** have parental information to complete your FAFSA. If extenuating circumstances exist where parental information is unavailable, the dependent student should contact the Financial Aid Office.

**Financial Aid Priority Dates**

|                             |                         |
|-----------------------------|-------------------------|
| <b>Fall Semester 2016</b>   | <b>July 11, 2016</b>    |
| <b>Spring Semester 2017</b> | <b>December 1, 2016</b> |
| <b>Summer Semester 2017</b> | <b>April 12, 2017</b>   |

**Note:** All required financial aid documents must be submitted by the Priority Dates. Financial Aid applications/documents submitted after priority dates will be processed, but funds may not be available on the first day of classes to apply towards tuition or to purchase books. Students submitting financial aid applications after priority date should be prepared to self-pay fees. Once financial aid is awarded, student may be eligible for reimbursement.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*

800 Veterans Parkway North  
Moultrie, GA 31788  
229.891.7000 phone  
229.891.7010 fax

15689 U.S. Highway 19 North  
Thomasville, GA 31792  
229.225.4096 phone  
229.227.2727 fax

52 Tech Drive  
Tifton, GA 31794  
229.391.2600 phone  
229.391.2626 fax



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

Fall 2017 (August 2017)

ASSOCIATE of SCIENCE in NURSING

Thomasville Campus

“GENERIC” PROGRAM

COMPETITIVE  
ADMISSION REQUIREMENT  
BOOKLET

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*

Revised August 2016



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**Approval**

The Associate of Science in Nursing program has been granted full approval by:

**Georgia Board of Nursing**

237 Coliseum Drive

Macon, Georgia 31217

Phone: 478-207-1640

<http://sos.state.ga.us/plb/rn>

**Accreditations**

**Accreditation Commission for Education in Nursing, Inc.**

Accrediting Commission

3343 Peachtree Road, NE, Suite 850

Atlanta, Georgia 30326

Phone: 404-975-5000

Fax: 404-975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org)

[www.acenursing.org](http://www.acenursing.org)

Southern Regional Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.



**ASSOCIATE of SCIENCE in NURSING (A.S.N.) Generic Program  
Fall Semester 2017 - August 2017- Thomasville Campus**

**ACCEPTANCE PROCEDURES**

To be admitted to the SRTC Associate of Science in Nursing (A.S.N.) – Generic program you must meet admission requirements as outlined by the College. **NOTE: Admission to the program is academically competitive.** Prospective students will be ranked by score and the top candidates will be admitted to the Fall Semester 2017 (August 2017) class. Applications and admission requirements submitted after the posted deadlines will be held and reviewed for the next available class. Deadline for the August 2017 class is **June 1, 2017**. Students will be notified by mail as to their acceptance status once all file evaluations are complete. **Acceptance/Denial letters will be mailed out: July 3, 2017.**

**ADMISSIONS REQUIREMENTS**

1. Submit SRTC Admission Application and \$25 Application fee. (*Returning students are not charged a fee.*)
2. Submit proof of Age. (*Must be 18 years or older at the time of program entry.*) Either a valid state driver's license or birth certificate is acceptable.
3. Have **official** transcripts for high school diploma/GED **AND** all colleges and/or technical colleges (transferable credit or not) mailed to the SRTC Registrar's Office; Southern Regional Technical College; 800 Veterans Parkway North; Moultrie, Georgia 31788.
4. Have acceptable admission placement exam (APE) scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (college algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for our Associate of Science in Nursing program. If the college algebra class is over five years, you will be required to retake the college algebra course.
5. Minimum prerequisite GPA requirement: A minimum GPA of 2.8 is required for the prerequisite courses in order to meet admission requirements for the program. If a pre-requisite course has been taken twice – only the last attempt is counted for prerequisite GPA purposes only. Successful completion of a prerequisite course means making a grade of 'C' or better. You may not attempt any prerequisite course more than twice within a five (5) year period. *NOTE: A grade of "W" does count as an attempt.* Courses exempted and articulated do not carry points. ASN Generic Program prerequisite courses are as follows: **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENG 1101, & MAT 1111.**

**\*Scoring for pre-requisite GPA:**  
40 pts = 3.7 – 4.0  
35 pts = 3.2 – 3.6  
30 pts = 2.8 – 3.1

**\*\*While a "C" is a passing transferrable grade, too many "C" grades will not give you a 2.8 pre-requisite grade point average. \*\***

**NOTE: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, BIOL 2117/BIOL 2117L & MATH 1111 will not be considered if completed more than 5 years before admission to the A.S.N. program.**

6. Have an overall (cumulative) GPA (Grade Point Average) of **2.5** using your GPA from all previous post-secondary colleges.

**\*Scoring for overall GPA:** 35 pts = 3.7 – 4.0  
 30 pts = 3.2 – 3.6  
 25 pts = 2.8 – 3.1  
 20 pts = 2.5 - 2.7

**\*IMPORTANT:** Our 2.5 cumulative GPA requirement means that a GPA will be calculated using **EVERY** course that was taken and used in GPA's at all of the applicant's previous colleges. See example below:

Example: Sally has attended 3 colleges – her stats are as follows:

| College        | Quality Points | Credit Hours | GPA         |
|----------------|----------------|--------------|-------------|
| VSU            | 45             | 18           | 2.50        |
| TU             | 23             | 13           | 1.76        |
| SRTC           | 65             | 24           | 2.70        |
| <b>TOTALS:</b> | <b>133</b>     | <b>55</b>    | <b>2.42</b> |

Sally's cumulative GPA will not meet the 2.50 requirement – therefore she will not be considered for the upcoming class until she takes additional classes to improve her cumulative (overall) GPA.

7. **Additional points** may be earned by successfully completing the following courses (minimum grade of "C" – 2.0 GPA required) before posted deadlines.

- a. PSYC 1101 - Introductory Psychology - **5 points**;
- b. BIOL 2117 & BIOL 2117L - Introductory Microbiology & Lab – **5 points**;
- c. Humanities /Fine Arts course (ARTS 1101; ENGL 2130; HUMN 1101 OR MUSC 1101) –**5 points**;
- d. Additional course required (as approved by program advisor) – **5 points**;
- e. COMP 1000 - Introduction to Computers – **5 points**;
- f. ALHS 1090 - Medical Terminology for Allied Health Sciences – **5 points**;
- g. NAST 1100 - Nurse Aide Fundamentals – **5 points**;
- h. PHLT 1030 - Introduction to Venipuncture – **5 points**;

*NOTE: Additional points will not be awarded for courses in italics that were completed more than 5 years before admission to the A.S.N. program.*

- i. Associate Degree or higher – **5 points**

\*\*\*\*\***POSSIBLE TOTAL: 120 points**\*\*\*\*\*

8. All A.S.N applicants are required to take & attain the required score on the A.S.N. Pre-Admission Assessment (HESI) exam, prior to being accepted into the A.S.N. program. The A.S.N. Pre-Admission Assessment (HESI) exam is composed of the following sections: Math, Science (Anatomy & Physiology), English (Vocabulary, Grammar, and Reading Comprehension), and two Style/Profile sections. Applicants are strongly encouraged not to take the HESI exam until completing A&P I & II OR at least complete A&P I and some of A&P II before sitting for the exam. Applicants must also have a completed file prior to taking the HESI exam (excluding current college coursework).

Applicants will be allowed **two** attempts to pass the English, Math, and Science (Anatomy & Physiology) sections with a composite score of "75" on each section. Any applicant that is unsuccessful on the **first** HESI exam (in any section) is strongly encouraged to remediate prior to re-taking that section(s) of the HESI exam. Several copies of the HESI ADMISSION ASSESSMENT Exam Review, 4<sup>th</sup> Edition (ISBN # 978-0-323-35378-6) book are on reserve in all SRTC Libraries for student use. However, the HESI review book is also available for purchase online at [www.elsevier.com](http://www.elsevier.com). The HESI exam score is good for three years.

Any applicant that does not attain a composite score of "75" on one or more sections of the HESI assessment exam after two attempts, will not be considered for admission into the A.S.N. program. However, applicants can re-apply to the A.S.N. program after waiting **one** year before re-applying to the A.S.N. program. At such time, the applicant will retake the A.S.N. Pre-Admissions assessment exam and meet the required scores for entry into the A.S.N. Program. The applicant will again be allowed two attempts to meet the qualifying A.S.N. Pre-Admission HESI Assessment exam scores.

***NOTE: Students will be required to complete Health Examinations and a Criminal Background report upon acceptance to the program. A current American Heart Association Health Care Provider BLS CPR card is required of all students entering the program. No other CPR cards will be accepted.***

***All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from the highest grade point averages downward until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester as all slots are competitive.***

***Tiebreaker: In the event of a tie in the ranking, the student's current HESI score will be used as the tiebreaker. In the event that a student has taken the HESI exam more than once, the current HESI scores will be averaged and the average of the two scores will be used in the tiebreaker process.***





**Pre-Admission TESTING A.S.N. – GENERIC  
for the Fall 2017 (August 2017) program - Thomasville Campus**

You may register for the Pre-Admission A.S.N. Assessment (HESI) exam by calling or stopping by any of the SRTC Student Affairs offices. Make sure you are ready to commit to the exam session you select. There is an exam time limit. *Exam fees will not be charged to any tester until arrival on your select exam date.*

|                                  |                               |                             |
|----------------------------------|-------------------------------|-----------------------------|
| Thomasville Campus: 229-225-5060 | Moultrie Campus: 229-891-7000 | Tifton Campus: 229-391-2600 |
|----------------------------------|-------------------------------|-----------------------------|

Please NOTE:

- Receipt of SRTC Admissions Application, application fee & all official transcripts are required prior to taking this exam.
- Testing fees are entered on the day of the exam. **Fee & Retest Fee: \$50.00**
- A valid state issued picture ID is required to sit for the exam --- NO Exceptions!
- Arrive ½ hour to 1 hour early. **NO ONE WILL BE ADMITTED AFTER POSTED TIME TO BEGIN EXAM SESSION.**

**A.S.N. - GENERIC exam schedule: Students are allowed two (2) attempts to pass this exam. If a re-take exam is required – you will only need to take the section(s) of the exam in which you did not meet the required score during your first attempt.**

|                |          |           |  |
|----------------|----------|-----------|--|
| April 11, 2017 | Tuesday  | 1:00 p.m. | <b><u>Registration deadline April 4, 2017</u></b>  |
| May 2, 2017    | Tuesday  | 1:00 p.m. | <b><u>Registration deadline April 25, 2017</u></b> |
| June 1, 2017   | Thursday | 1:00 p.m. | <b><u>Registration deadline May 25, 2017</u></b>   |

**NOTE: File completion deadline is June 1, 2017.**

*All test results will be considered if your file is complete by the posted deadline. HESI Pre-Admission scores are good for three (3) years from month & year of exam.*

**HESI Exam Study Resources (Generic Exam):**

We have the following HESI Study Guide on reserve in all SRTC Libraries for student use. However, the review book can also be purchased:

**HESI Admission Assessment Exam Review, 4th Edition (ISBN # 978-0-323-35378-6)**

**Other HESI Exam Study Resource websites:**

**HESI Review: [quizlet.com/subject/hesi-admission-assessment-exam/](http://quizlet.com/subject/hesi-admission-assessment-exam/)**

Southern Regional Technical College is a unit of the Technical College System of Georgia.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217- 4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto: jlong@southernregional.edu).*



## Associate of Science in Nursing (A.S.N.) – Generic Program STUDENT CHECKLIST

Your SRTC admissions file must be complete prior to acceptance into the Associate of Science in Nursing program. The following checklist is provided for your personal use to help you ensure your file is complete by the posted deadline.

\_\_\_\_\_ Complete SRTC Admission Application and pay the \$25 Application fee (*if not previously paid*). Applications are available at the SRTC Student Affairs Office and online through GA College 411 or the school website: <http://www.southernregional.edu> – click on blue APPLY NOW button – choose Apply Online or Apply by Mail or in Person.

\_\_\_\_\_ Provide Proof of Age & Lawful Presence Verification (i.e. Birth Certificate or Driver’s License).

\_\_\_\_\_ Have acceptable admission placement exam scores (no older than 5 years) OR have successfully completed with a “C” or better transferable English and college algebra (college algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for the A.S.N. program. If the college algebra class is over five years, you will be required to retake the college algebra course.

\_\_\_\_\_ Provide an **official** copy of your high school transcript or GED transcript to any SRTC Admissions office.

\_\_\_\_\_ Provide an **official** copy of **ALL** college and/or technical college transcripts to: SRTC-Registrar’s Office; 800 Veterans Parkway North; Moultrie, Georgia 31788.

\_\_\_\_\_ Complete all four (4) prerequisite courses required for the program. Prerequisite courses are listed in the A.S.N. program admission requirement booklet and on A.S.N. program sheets. A.S.N. program admission requirement booklets and program sheets (including program cost sheets) can be obtained from the SRTC Student Affairs Office and SRTC A.S.N. faculty. Curriculum requirements are also listed on our College website: [www.southernregional.edu](http://www.southernregional.edu) Academic Programs – School of Health Sciences – Degree Programs - Associate of Science in Nursing (Generic). All A.S.N. applicants will begin in the Healthcare Science certificate program while they are taking their pre-requisite courses & meeting all other program admission requirements.

\_\_\_\_\_ Take the Pre-Admission A.S.N. Assessment Exam (HESI). The exam covers English, Math, and Anatomy & Physiology. Additional HESI exam information is available in the A.S.N. program admission requirement booklet, by calling the SRTC Student Affairs Office @ any and from all SRTC A.S.N. faculty.

\_\_\_\_\_ Complete your Financial Aid at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). SRTC Federal School Code is: **005615**  
*Financial Aid questions? Call any of the SRTC Financial Aid Offices 229-217-4131 (Moultrie) or 229-225-5036 (Thomasville) or 229-386-3164 (Tifton).*

**GOT QUESTIONS? Please call the SRTC Admissions Office**

**229-891-7000 (Moultrie Campus)**

**229-225-5060 (Thomasville Campus)**

**229-391-2600 (Tifton Campus)**

| Course #  | Prerequisites   | Course Description  | Sem Seq | Completion Date | Grade | Cr Hr | Contact Hours |
|---|---|---|---------|-----------------|-------|-------|---------------|
| <b>First Semester (Fall)</b>  |   |   |         |                 |       |       |               |
| *BIOL 2113  | Program Admission<br>Pre/Co: BIOL 2113L, ENGL1101   | Anatomy and Physiology I                                      | 1       |                 |       | 3     | 45            |
| *BIOL 2113L   | Pre/Co: BIOL 2113   | Anatomy and Physiology Lab I                                  | 1       |                 |       | 1     | 45            |
| *COLL 1500  |   | Student Success   | 1       |                 |       | 3     | 45            |
| *ENGL 1101  | Degree Level Placement Scores   | Composition and Rhetoric                                      | 1       |                 |       | 3     | 45            |
| *MATH 1111  | Degree Level Placement Scores   | College Algebra   | 1       |                 |       | 3     | 45            |
| **PSYC 1101   | Degree Level Placement Scores   | Introductory Psychology                                       | 2       |                 |       | 3     | 45            |
| <b>Second Semester (Spring)</b>   |   |   |         |                 |       |       |               |
| *BIOL 2114  | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114L   | Anatomy and Physiology II                                     | 2       |                 |       | 3     | 45            |
| *BIOL 2114L   | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114  | Anatomy and Physiology Lab II                                 | 2       |                 |       | 1     | 45            |
| **COMP 1000   |   | Introduction to Computers                                     | 2       |                 |       | 3     | 75            |
| **Elec-Core   | Degree Level Placement Scores   | General Education Elective                                    | 3       |                 |       | 3     | 45            |
| **Elec-Human  | Pre/Co: ENGL 1101   | Degree Level Humanities Elective                              | 2       |                 |       | 3     | 45            |
| <b>Competitive Admissions Review Semester (Summer)</b>  |   |   |         |                 |       |       |               |
| All courses required for Program Admission must be completed by the end of the Summer semester. **Courses are not required for Program Admission, but are strongly recommended to be completed prior to starting occupational courses.***Courses with the Program Admission requirement also have the following Pre-requisites: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYCH 1101.****COLL1500 MUST be taken prior to graduating. |   |   |         |                 |       |       |               |
| <b>Third Semester (Fall)</b>  |   |   |         |                 |       |       |               |
| RNSG 1911   | BIOL2113, BIOL2113L, BIOL2114,<br>BIOL2114L, ENGL1101,<br>MATH1111 Program Admission<br>Pre/Co: BIOL2117, 2117L               | Health Assessment through the<br>Lifespan                     | 3       |                 |       | 3     | 60            |
| RNSG 1920   | BIOL2113, BIOL2113L, BIOL2114,<br>BIOL2114L, ENGL1101,<br>MATH1111, Program Admission<br>Pre/Co: BIOL2117, 2117L              | Theoretical and Technical<br>Foundations for Nursing Practice | 3       |                 |       | 5     | 120           |
| RNSG 1931   | BIOL2113, BIOL2113L, BIOL2114,<br>BIOL2114L, ENGL1101,<br>MATH1111, PSYC1101, Program<br>Admission<br>Pre/Co: BIOL2117, 2117L | Introduction to Nursing Principles of<br>Pharmacy             | 3       |                 |       | 3     | 60            |
| BIOL 2117   | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L   | Introductory Microbiology                                     | 3       |                 |       | 3     | 45            |
| BIOL 2117L  | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L   | Introductory Microbiology Lab                                 | 3       |                 |       | 1     | 45            |
| <b>Fourth Semester (Spring)</b>   |   |   |         |                 |       |       |               |
| RNSG 1940   | RNSG 1911, RNSG 1920,<br>RNSG 1931, BIOL 2117, BIOL<br>2117L  | Life Transitions I: Introduction to<br>Promotion of Health    | 4       |                 |       | 6     | 165           |
| RNSG 1950   | BIOL 2117, BIOL 2117L<br>RNSG 1911, RNSG 1920,<br>RNSG 1931   | Life Transitions II: Promotion of<br>Mental Health            | 4       |                 |       | 5     | 105           |
| <b>Fifth Semester (Summer)</b>  |   |   |         |                 |       |       |               |
| RNSG 2910   | BIOL 2117, BIOL 2117L<br>RNSG 1911, RNSG 1931   | Life Transitions III: Obstetrics                              | 5       |                 |       | 4     | 90            |
| RNSG 2920   | BIOL 2117, BIOL 2117L,<br>RNSG 1911, RNSG 1931,<br>(RNSG 1940 & 1950  | Life Transitions IV: Pediatrics                               | 5       |                 |       | 4     | 90            |
| RNSG 2930   | Pre/Co: RNSG 2910,2920  | Life Transitions IV: Medical Surgical 2                       | 5       |                 |       | 6     | 150           |
| <b>Sixth Semester (Fall)</b>  |   |   |         |                 |       |       |               |
| RNSG 2941   | Pre:<br>RNSG1920,1931,1940,2910,2920<br>RNSG 2930   | Life Transitions VI: Clinical Decision<br>Making              | 6       |                 |       | 6     | 180           |

Step 1: Go to [www.southernregional.edu](http://www.southernregional.edu)

Step 2: Click on BANNERWEB link (written in grey) at the top of the screen

Step 3: Click on “Login to Secure Area”

Step 4: Enter your USER ID (you can use your 9 digit SRTC ID# or Social Security # - use no dashes)

Step 5: Enter your PIN (first time user – enter your 6 digit date of birth) – then click Login

You will then be prompted to change your PIN # (you should see 3 boxes: enter old PIN # in box 1; enter your new PIN # in box 2; then re-enter your new PIN # in box 3). Once your PIN # has been reconfirmed you will use the new PIN # from this time forward.

Step 6: Create a security question.

This question will be asked to confirm your identity if you need your PIN # reset because you have forgotten it. *Remember:* Create a question that you will know and remember the answer to, but that will not be known by others.

Create the answer to the question. If you are unable to answer the question exactly or if the question is not specific enough to verify your identity, you may be asked to visit the Student Affairs Office. You will be required to show a picture ID in order to have your PIN # reset.

#### **AUTHORIZE FINANCIAL AID**

It is possible for you to use your HOPE Book Award and/or PELL Award to pay these various fees. In order to do so, please access your BANNERWeb Account and respond appropriately to the Financial Aid Authorization statement by clicking on the “Authorize” button.

Login to BANNERWeb and select the following options:

1. Financial Aid Authorization
2. HOPE
3. I Authorize this Transaction
4. Back
5. PELL Grant
6. I Authorize this Transaction

#### **VIEW YOUR FINANCIAL AID AWARDS**

To view your anticipated Financial Aid for pre-registered classes (*you must wait at least 24-48 hours after registering in order for your Financial Aid award to display*):

Login to BANNERWeb and select the following options:

- Click on Student Services & Financial Aid
- Click on Student Records
- Click on Account Detail for Term
- Choose the Term
- Submit

*\*Amounts are subject to change*



**Applying for Financial Aid 2016-2017**

**File your 2015 Federal Tax Return**

- 2 weeks after you electronically file or 6 weeks after your paper file, you should complete your FAFSA online.

**Go to [www.fafsa.gov](http://www.fafsa.gov) to complete your FAFSA**

- Make sure you select the 2016-2017 year.
- Use the renewal FAFSA, if you completed an application last aid year because this will keep you from having to re- enter much of your information.
- SRTC’s school code is 005615.

**Create a FAFSA User ID and Password**

- All students will create a FAFSA user ID and password on your first visit to the FAFSA website, [www.fafsa.gov](http://www.fafsa.gov). Please make a note of your user ID and password, as you will need this information each time you login.
- For dependent students, both the student and a parent need a FAFSA user ID and password to electronically complete and sign the FAFSA.

**Use the IRS Data Retrieval Tool**

- If you are asked if you’d like to populate your FAFSA with your IRS data from your taxes, USE THIS OPTION. This can reduce the time needed to complete your financial aid awarding.
- There are some instances when the IRS data option will not be available due to the student’s filing status. In these instances, you can manually enter your income data.

**Do I need to provide parent information?**

If you can answer ‘Yes’ to one of the questions below, you do **NOT** need parent information to complete your FAFSA.

- Are you 24 years of age?
- Are you married?
- Do you have legal dependents that you financially supported in 2015?
- Are you a Veteran?

If you cannot answer ‘Yes’ to one of the above questions, you **MUST** have parental information to complete your FAFSA. If extenuating circumstances exist where parental information is unavailable, the dependent student should contact the Financial Aid Office.

**Financial Aid Priority Dates**

|                           |                         |
|---------------------------|-------------------------|
| <b>Fall Semester 2016</b> | <b>July 11, 2016</b>    |
| <b>Spring Semester</b>    | <b>December 1, 2016</b> |
| <b>Summer Semester</b>    | <b>April 12, 2017</b>   |

**Note:** All required financial aid documents must be submitted by the Priority Dates. Financial Aid applications/documents submitted after priority dates will be processed, but funds may not be available on the first day of classes to apply towards tuition or to purchase books. Students submitting financial aid applications after priority date should be prepared to self-pay fees. Once financial aid is awarded, student may be eligible for reimbursement.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*

800 Veterans Parkway North  
Moultrie, GA 31788  
229.891.7000 phone  
229.891.7010 fax

15689 U.S. Highway 19 North  
Thomasville, GA 31792  
229.225.4096 phone  
229.227.2727 fax

52 Tech Drive  
Tifton, GA 31794  
229.391.2600 phone  
229.391.2626 fax



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**Fall 2017 (August 2017)**

**ASSOCIATE of SCIENCE in NURSING**

**Moultrie Campus**

**L.P.N. – A.S.N. BRIDGE PROGRAM**

**COMPETITIVE ADMISSION REQUIREMENT  
BOOKLET**

***PENDING ACEN APPROVAL***

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*



**SOUTHERN REGIONAL**  
TECHNICAL COLLEGE

**Approval**

The Associate of Science in Nursing program has been granted full approval by:

**Georgia Board of Nursing**

237 Coliseum Drive

Macon, Georgia 31217

Phone: 478-207-1640

<http://sos.state.ga.us/plb/rn>

**Accreditations**

**Accreditation Commission for Education in Nursing, Inc.**

Accrediting Commission

3343 Peachtree Road, NE, Suite 850

Atlanta, Georgia 30326

Phone: 404-975-5000

Fax: 404-975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org)

[www.acenursing.org](http://www.acenursing.org)

Southern Regional Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Regional Technical College.



**ASSOCIATE of SCIENCE in NURSING - L.P.N. – A.S.N. BRIDGE**  
**August 2017 –Moultrie Campus**

**ACCEPTANCE PROCEDURES**

To be admitted to the Associate of Science in Nursing (L.P.N. - A.S.N. Bridge) option at SRTC, you must meet Admissions procedures as outlined by the College. **NOTE: Admission to the program is academically competitive.** Prospective students will be ranked by score and the top candidates will be admitted to the Fall Semester 2017 class. Applications and Admissions requirements submitted **after** posted deadline will be held and reviewed for the next available class. File completion deadline for the August 2017 ASN Bridge class is **August 7, 2017**. File completion covers the Admissions Requirements listed below. Applicants also must have either taken & passed the Pre-Admissions ASN Bridge HESI exams or at least signed up to take these exams by the file completion deadline. Students will be notified by mail as to their acceptance status once all file evaluations are complete. **Acceptance/Denial letters will be mailed out: August 14, 2017 (tentative).**

**ADMISSIONS REQUIREMENTS**

1. Submit SRTC Admissions Application and \$25 Application fee. *(If applicable, returning students are not charged a fee.)*
2. Submit proof of Age. *(Must be 18 years or older at the time of program entry.)* Either a valid state driver's license or birth certificate is acceptable.
3. Have official transcripts for high school diploma/GED **AND** all colleges and/or technical colleges (transferable credit or not) mailed to the SRTC Registrar's Office, 800 Veterans Parkway North, Moultrie, GA 31788
4. Submit a copy of an active unencumbered L.P.N. License.
5. Have acceptable Admission Placement Exam scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (College algebra must not be older than five (5) years) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and Math required for the Associate of Science in Nursing Bridge program. If the college algebra class is over five years, you will be required to take the course again.
6. Minimum prerequisite GPA requirement: A minimum GPA of **2.8** is required for the prerequisite courses in order to meet admission requirements for the program. If a pre-requisite course has been taken twice – only the last attempt is counted for prerequisite GPA purposes only. Successful completion of a prerequisite course means making a grade of 'C' or better. *You may not attempt any prerequisite course more than twice within a five (5) year period.* *NOTE: A grade of "W" does count as an attempt.* Courses exempted and articulated do not carry points. **ASN Bridge Program prerequisite courses are as follows: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIO2117, BIOL 2117L, ENG 1101, MAT 1111, PSY1101, COMP 1000, one of the following Humanities/Fine Arts courses (ARTS 1101, ENGL 2130, HUMN 1101 or MUSC 1101) and a general elective course.**

**\*\*While a "C" is a passing transferrable grade, too many "C" grades will not give you a 2.8 pre-requisite grade point average.\*\***

**\*Scoring for pre-requisite GPA:**  
55 points = 3.7 – 4.0  
50 points = 3.2 – 3.6  
45 points = 2.8 – 3.1

**NOTE: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, BIOL 2117/BIOL 2117L & MATH 1111 will not be considered if completed more than 5 years before admission to the LPN - A.S.N. Bridge program.**



7. Have an overall (cumulative) GPA (Grade Point Average) of 2.5 using your GPA from all previous post-secondary colleges.

**\*Scoring for overall GPA:**  
 35 pts = 3.7 – 4.0  
 30 pts = 3.2 – 3.6  
 25 pts = 2.8 – 3.1  
 20 pts = 2.5 – 2.7

**\*IMPORTANT:** Our 2.5 cumulative GPA requirement means that a GPA will be calculated using **EVERY** course that was taken and used in GPA's at all previous colleges. See example below:

Example: Sally has attended 3 colleges – her stats are as follows:

| College        | Quality Points | Credit Hours | GPA         |
|----------------|----------------|--------------|-------------|
| VSU            | 45             | 18           | 2.50        |
| TU             | 23             | 13           | 1.76        |
| SRTC           | 65             | 24           | 2.70        |
| <b>TOTALS:</b> | <b>133</b>     | <b>55</b>    | <b>2.42</b> |

Sally's cumulative GPA will not meet the 2.50 requirement – therefore she will not be considered for the upcoming class until she takes additional classes to improve her cumulative (overall) GPA.

□ Five (5) additional points will be awarded to applicants having an Associate Degree or higher.

8. All L.P.N. - A.S.N Bridge applicants are required to take the following A.S.N. Bridge Pre-Admission Assessment (HESI) exams, prior to being accepted into the L.P.N. - A.S.N. Bridge program:

- Nursing Fundamentals – 650 (Required Score)
- Psychology/Mental Health – 450 (Required Score)

Applicants will be allowed **two** attempts to pass both the Fundamentals and Psychology/Mental Health exams. Any applicant that is unsuccessful on the **first** HESI attempt (on either or both exams) will be encouraged to remediate prior to re-taking that section(s) of the HESI exam. The HESI exam score is good for three years.

Any applicant that does not attain the required score on one or both of the HESI assessment exams after two attempts, will not be considered for admission into the L.P.N. – A.S.N. Bridge program. Applicants can re-apply to the L.P.N. –

A.S.N. Bridge program after waiting one year. At such time, the applicant will re-take the L.P.N. – A.S.N. Pre-Admission assessment (HESI) exams. Applicants will again be allowed two attempts to meet the qualifying HESI exam scores.

***NOTE:*** Student will be required to complete Health Examinations and a Criminal Background report upon acceptance into the program. A current Heart Association Health Care Provider BLS CPR card is required of all students entering the program. No other CPR cards will be accepted.

***All students are subject to the competitive admissions selection process for these programs. The number of students selected for any given semester is based on the number of available clinical slots in the program as a whole and may vary by campus and semester. However, slots are filled from the highest grade point averages downward until the maximum enrollments are reached. There is no guarantee that a higher GPA will progress within a particular semester as all slots are competitive.***

***Tiebreaker:*** In the event of a tie in the ranking, the student's current HESI score will be used as the tiebreaker. In the event that a student has taken the HESI exam more than once, the current HESI scores will be averaged and the average of the two scores will be used in the tiebreaker process.



**Pre-Admission TESTING L.P.N – A.S.N - Bridge  
for the FALL 2017 (AUGUST 2017) program Moultrie Campus**

You will need to sign-up & take the Pre-Admission LPN – A.S.N. Bridge Assessment (HESI) exam. You may sign-up for the exam by calling or stopping by any of the SRTC Student Affairs offices. You will be taking two exams: Fundamentals & Psychology/Mental Health. Make sure you are ready to commit to the exam session.

|                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| <b>Moultrie Campus: 229-891-7000</b> | <b>Thomasville Campus: 229-225-5060</b> | <b>Tifton Campus: 229-391-2600</b> |
|--------------------------------------|---|------------------------------------|

Please NOTE:

- **Receipt of SRTC Admissions Application, application fee & all official transcripts are required prior to taking this exam.**
- Exam fees & payments are entered on exam day.
- A valid state issued picture ID is required to sit for the exam --- NO Exceptions!
- Arrive ½ hour to 1 hour early. **NO ONE WILL BE ADMITTED AFTER POSTED TIME TO BEGIN EXAM SESSION!**

**Score requirement:      Fundamentals: 650                      Psychology/Mental Health: 450**

***L.P.N-A.S.N Bridge exam schedule: Students are allowed two (2) attempts to pass this exam. If a re-take exam is required – you will only need to take the section(s) of the exam in which you did not meet the required score during your first attempt.***

|                   |                              |  |  |
|-------------------|------------------------------|--|--|
|                   | <b>Fee &amp; Retest Fee:</b> | <b>\$70.00 (both exams)<br/>\$35.00 (one exam)</b> |  |
| June 1, 2017      | Thursday                     | 9:00 a.m.  | <b><u>Registration deadline May 25, 2017</u></b> |
| July 2017 - TBA   |                              | 9:00 a.m.  | <b><u>Registration deadline: TBA</u></b>         |
| August 2017 - TBA |                              | 9:00 a.m.  | <b><u>Registration deadline: TBA</u></b>         |

**NOTE: File completion deadline is AUGUST 7, 2017.**  
**All test results will be considered if your file is completed by the posted deadline.**

***HESI Pre-Admission scores are good for three (3) years from month & year of exam.***

**HESI Exam Study Resources**

**LPN NCLEX Review Book – Fundamentals & Mental Health Sessions**

Southern Regional Technical College is a unit of the Technical College System of Georgia.

As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).



## ASSOCIATE of SCIENCE in NURSING - L.P.N. – A.S.N. BRIDGE STUDENT CHECKLIST

*Your SRTC admissions file must be complete prior to acceptance into the Associate of Science in Nursing Bridge program. The following checklist is provided for your personal use to help you ensure your file is complete by the posted deadline.*

\_\_\_\_\_ Complete SRTC Admission Application and pay the \$25 Application fee (*if not previously paid*). Applications are available at the SRTC Student Affairs Office and online through GA College 411 or the school website: [www.southernregional.edu](http://www.southernregional.edu) - Admissions.

\_\_\_\_\_ Provide proof of age & Lawful Presence Verification (i.e. Birth Certificate or Driver's License).

\_\_\_\_\_ Submit a copy of your active unencumbered Georgia L.P.N. License.

\_\_\_\_\_ Have acceptable Admission Placement Exam (APE) scores (no older than 5 years) OR have successfully completed with a "C" or better transferable English and college algebra (College Algebra must not be older than five (5) years.) from a regional or national accredited college, university, or other postsecondary institution recognized by the US Department of Education at the time the coursework was completed. These courses must be the equivalent to the entry-level English and math required for the L.P.N. - A.S.N. Bridge program. If the college algebra class is over five years, you will be required to retake the college algebra course. Acceptable Admissions Placement Exams (APE) include: ACT; SAT; COMPASS & ASSET.

\_\_\_\_\_ Provide an **official** copy of your high school transcript or GED transcript.

\_\_\_\_\_ Provide an **official** copy of **ALL** college and/or technical college transcripts to: SRTC; Registrar's Office, 800 Veterans Parkway North, Moultrie, GA 31788.

\_\_\_\_\_ Complete all prerequisite courses required for the program. Prerequisite courses are listed in the L.P.N. - A.S.N. Bridge program admission requirement booklet and on L.P.N. - A.S.N. Bridge program sheets. L.P.N. - A.S.N. Bridge program admission requirement booklets and program sheets (including program cost sheets) can be obtained from the SRTC Student Affairs Office and all SRTC A.S.N. faculty. Curriculum requirements are also listed on our College website: [www.southernregional.edu](http://www.southernregional.edu) – School of Health Sciences – Degree Programs – Associate of Science in Nursing (Bridge Option). All L.P.N. - A.S.N. Bridge applicants will begin in the Healthcare Science certificate program while they are taking their pre-requisite courses & meeting all other program admission requirements.

***Remember: Pre-requisite GPA requirement must be at least 2.8 AND Cumulative GPA requirement must be at least 2.5***

\_\_\_\_\_ Take the Pre-Admission L.P.N. - A.S.N. Bridge Assessment (HESI) exams. There are two required exams: Fundamentals and Psychology/Mental Health. Additional HESI exam information is available in the L.P.N. - A.S.N. Bridge program admission requirement booklet, by calling the SRTC Student Affairs Office @ 229-891-7000 or 229-225-5060 and from all SRTC A.S.N. faculty.

\_\_\_\_\_ Complete your Financial Aid at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). SRTC Federal School Code is: **005615** *Financial Aid questions? Call any of the SRTC Financial Aid Offices 229-217-4131 (Moultrie), 229-217-4131 (Thomasville), or (229) 386-3164 (Tifton).*

**GOT QUESTIONS? Please call the SRTC Admissions Office**

**229-891-7000 (Moultrie Campus)**

**229-225-5060 (Thomasville Campus)**

**229-391-2600 (Tifton Campus)**

| Course #  | Prerequisites  | Course Description                                | Sem seq | Completion Date | Grade | Cr Hr | Contact Hours |
|---|--|---|---------|-----------------|-------|-------|---------------|
| *BIOL 2113  | Program Admission<br>Pre/Co: BIOL 2113L, ENGL1101  | Anatomy and Physiology I                          | 1       |                 |       | 3     | 45            |
| *BIOL 2113L   | Pre/Co: BIOL 2113  | Anatomy and Physiology Lab I                      | 1       |                 |       | 1     | 45            |
| *BIOL 2114  | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114L  | Anatomy and Physiology II                         | 2       |                 |       | 3     | 45            |
| *BIOL 2114L   | BIOL 2113, BIOL 2113L<br>Pre/Co: BIOL 2114   | Anatomy and Physiology Lab II                     | 2       |                 |       | 1     | 45            |
| *BIOL 2117  | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L  | Introductory Microbiology                         | 3       |                 |       | 3     | 45            |
| *BIOL 2117L   | (BIOL 2113, BIOL 2113L) or<br>(BIOL111, BIOL 1111L)<br>Pre/Co: BIOL 2117L  | Introductory Microbiology Lab                     | 3       |                 |       | 1     | 45            |
| *COLL 1500  |  | Student Success                                   | 1       |                 |       | 3     | 45            |
| *COMP 1000  |  | Introduction to Computers                         | 2       |                 |       | 3     | 75            |
| *ENGL 1101  | Degree Level Placement Scores  | Composition and Rhetoric                          | 1       |                 |       | 3     | 45            |
| *Elec-Core  | Degree Level Placement Scores  | General Education Elective                        | 3       |                 |       | 3     | 45            |
| *Elec-Human   | Pre/Co: ENGL 1101  | Degree Level Humanities Elective                  | 2       |                 |       | 3     | 45            |
| *MATH 1111  | Degree Level Placement Scores  | College Algebra                                   | 1       |                 |       | 3     | 45            |
| *PSYC 1101  | Degree Level Placement Scores  | Introductory Psychology                           | 2       |                 |       | 3     | 45            |
| <b>Competitive Admissions Review Semester (Summer)</b>  |  |   |         |                 |       |       |               |
| * All courses required for Program Admission must be completed by the end of the Summer semester.** Courses are not required for Program Admission, but are strongly recommended to be completed prior to starting occupational courses.***Courses with the Program Admission requirement also have the following Pre-requisites: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, MATH 1111, PSYC 1101. ****COLL1500 MUST be taken prior to graduating. |  |   |         |                 |       |       |               |
| <b>Program Admit – First Semester (Fall)</b>  |  |   |         |                 |       |       |               |
| RNSG 1911   | BIOL2113, BIOL2113L,<br>BIOL2114, BIOL2114L,<br>COMP1000, ENGL1101,<br>MATH1111, PSYC1101,<br>BIOL2117, 2117L      | Health Assessment through<br>the Lifespan         | 4       |                 |       | 3     | 60            |
| RNSG 1931   | BIOL2113, BIOL2113L,<br>BIOL2114, BIOL2114L,<br>COMP1000, ENGL1101,<br>MATH1111, PSYC1101,<br>BIOL2117, 2117L      | Introduction to Nursing Principles<br>of Pharmacy | 4       |                 |       | 3     | 60            |
| RNSG 1960   | BIOL2113, BIOL2113L,<br>BIOL2114, BIOL2114L,<br>BIOL2117, BIOL2117L,<br>COMP1000, ENGL1101,<br>MATH1111, PSYC1101, | Transition to Associate of Science<br>in Nursing  | 4       |                 |       | 5     | 135           |
| <i>Request for Graduation (Healthcare Science TCC)</i>  |  |   |         | Date:           |       |       |               |
| <b>Second Semester – (Spring)</b>   |  |   |         |                 |       |       |               |
| RNSG 2910   | RNSG 1911, RNSG 1931   | Life Transitions III: Obstetrics                  | 5       |                 |       | 4     | 90            |
| RNSG 2930   | Pre/Co: RNSG 2910, 2920  | Life Transitions IV: Medical Surgical 2           | 5       |                 |       | 6     | 150           |
| RNSG 2920   | RNSG 1911, RNSG 1931   | Life Transitions IV: Pediatrics                   | 5       |                 |       | 4     | 90            |
| <b>First Semester – (Summer)</b>  |  |   |         |                 |       |       |               |
| RNSG 2941   | Pre/Co: RNSG 2920, RNSG 2930   | Life Transitions VI: Clinical<br>Decision Making  | 6       |                 |       | 6     | 180           |
| <i>Request for Graduation (Associate of Science in Nursing)</i>   |  |   |         | Date:           |       |       |               |

**Pending ACEN Approval**

Step 1: Go to [www.southernregional.edu](http://www.southernregional.edu)

Step 2: Click on BANNERWEB link (written in grey) at the top of the screen

Step 3: Click on “Login to Secure Area”

Step 4: Enter your USER ID (you can use your 9 digit SRTC ID# or Social Security # - use no dashes)

Step 5: Enter your PIN (first time user – enter your 6 digit date of birth) – then click Login

You will then be prompted to change your PIN # (you should see 3 boxes: enter old PIN # in box 1; enter your new PIN # in box 2; then re-enter your new PIN # in box 3). Once your PIN # has been reconfirmed you will use the new PIN # from this time forward.

Step 6: Create a security question.

This question will be asked to confirm your identity if you need your PIN # reset because you have forgotten it. *Remember:* Create a question that you will know and remember the answer to, but that will not be known by others.

Create the answer to the question. If you are unable to answer the question exactly or if the question is not specific enough to verify your identity, you may be asked to visit the Student Affairs Office. You will be required to show a picture ID in order to have your PIN # reset.

### **AUTHORIZE FINANCIAL AID**

It is possible for you to use your HOPE Book Award and/or PELL Award to pay these various fees. In order to do so, please access your BANNERWeb Account and respond appropriately to the Financial Aid Authorization statement by clicking on the “Authorize” button.

Login to BANNERWeb and select the following options:

1. Financial Aid Authorization
2. HOPE Grant
3. I Authorize this Transaction
3. Back
4. PELL Grant
5. I Authorize this Transaction

### **VIEW YOUR FINANCIAL AID AWARDS**

To view your anticipated Financial Aid for pre-registered classes (*you must wait at least 24-48 hours after registering in order for your Financial Aid award to display*):

Login to BANNERWeb and select the following options:

- Click on Student Services & Financial Aid
- Click on Student Records
- Click on Account Detail for Term
- Choose the Term
- Submit

*\*Amounts are subject to change*

## Applying for Financial Aid 2016-2017

### File your 2015 Federal Tax Return

- 2 weeks after you electronically file or 6 weeks after your paper file, you should complete your FAFSA online.

### Go to [www.fafsa.gov](http://www.fafsa.gov) to complete your FAFSA

- Make sure you select the 2016-2017 year.
- Use the renewal FAFSA, if you completed an application last aid year because this will keep you from having to re-enter much of your information.
- SRTC's school code is 005615.

### Create a FAFSA User ID and Password

- All students will create a FAFSA user ID and password on your first visit to the FAFSA website, [www.fafsa.gov](http://www.fafsa.gov). Please make a note of your user ID and password, as you will need this information each time you login.
- For dependent students, both the student and a parent need a FAFSA user ID and password to electronically complete and sign the FAFSA.

### Use the IRS Data Retrieval Tool

- If you are asked if you'd like to populate your FAFSA with your IRS data from your taxes, USE THIS OPTION. This can reduce the time needed to complete your financial aid awarding.
- There are some instances when the IRS data option will not be available due to the student's filing status. In these instances, you can manually enter your income data.

### Do I need to provide parent information?

If you can answer 'Yes' to one of the questions below, you do **NOT** need parent information to complete your FAFSA.

- Are you 24 years of age?
- Are you married?
- Do you have legal dependents that you financially supported in 2015?
- Are you a Veteran?

If you cannot answer 'Yes' to one of the above questions, you **MUST** have parental information to complete your FAFSA. If extenuating circumstances exist where parental information is unavailable, the dependent student should contact the Financial Aid Office.

## Financial Aid Priority Dates

|                             |                         |
|-----------------------------|-------------------------|
| <b>Fall Semester 2016</b>   | <b>July 11, 2016</b>    |
| <b>Spring Semester 2017</b> | <b>December 1, 2016</b> |
| <b>Summer Semester 2017</b> | <b>April 12, 2017</b>   |

**Note:** All required financial aid documents must be submitted by the Priority Dates. Financial Aid applications/documents submitted after priority dates will be processed, but funds may not be available on the first day of classes to apply towards tuition or to purchase books. Students submitting financial aid applications after priority date should be prepared to self-pay fees. Once financial aid is awarded, student may be eligible for reimbursement.

*As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Lisa Newton and Dr. Jeanine Long. At SRTC, the Title IX Coordinator is Lisa Newton, SRTC-Moultrie-Veterans Parkway, Building A, (229) 217-4132, [lnewton@southernregional.edu](mailto:lnewton@southernregional.edu). The Section 504 Coordinator for SRTC is Dr. Jeanine Long, SRTC-Thomasville, Building A, (229) 227-2668, [jlong@southernregional.edu](mailto:jlong@southernregional.edu).*

800 Veterans Parkway North  
Moultrie, GA 31788  
229.891.7000 phone  
229.891.7010 fax

15689 U.S. Highway 19 North  
Thomasville, GA 31792  
229.225.4096 phone  
229.227.2727 fax

52 Tech Drive  
Tifton, GA 31794  
229.391.2600 phone  
229.391.2626 fax.

### **Additional Documentation for the ASN Program Generic and Bridge Option**

Upon admission to the ASN program, the student must have the following current official documents on file in the ASN Program Directors office. The physical forms and information about required screenings are sent to students with their acceptance letter to the program. **The deadline for all of the following official documents will be the day of A.S.N. program orientation.**

**\* Please note: All fees and expenses associated with the medical examinations, toxicology screening, immunizations, criminal background check, and certifications that are required for admission are the responsibility of the applicant or student.**

1. Current Basic Life Support Certification (BLS) **Health Care Provider** from the **American Heart Association**. Copy the front and back of the card. **A current card must be maintained throughout the nursing program. No other CPR cards will be accepted.**
2. Health forms and immunization records to include\*
  - Physical Exam - must be within 3 months of program start
  - Measles, mumps and rubella (MMR) - 2 doses required (proof of 2 doses or titer indicating immunization)
  - Tetanus - must be within 10 years
  - Varicella injection or Titer
  - Hepatitis B vaccine or declination form
  - PPD, if positive Chest x-ray needed - must be within 3 months of program start, and must be renewed annually.
  - Drug (Toxicology) screening (minimum – 7 panel urine screen)-(Pre-check)
  - Flu Shots for fall admissions required

**Please bring all forms with you on the first day of A.S.N. program orientation. Keep a copy of ALL forms for your personal records!! Once the forms are turned in and placed into the student's permanent file, we will not be able to make copies of the materials. In the event a form is not completed by the time required, the faculty as a whole will make a determination as to the students continued acceptance in the ASN program. Their decision will be final.**

3. Criminal Background Check (please refer to *Mandatory Criminal Background Check Policy* in this handbook)-(Pre-check)
4. Hepatitis screen results and documentation or indication that the series is in progress or a signed statement of declination
5. Signed “Statement of Understanding Regarding Commission of a Felony”
6. Personal Data Sheet
7. Signed “Disciplinary Action Statement on All Forms of Academic Dishonesty”.
8. Signed “Confidentiality Statement”.
9. Signed “OSHA Training Document”.
10. Signed “Verification of Receipt of ASN program Student handbook”
11. Signed “Student Authorization for Clinical Paperwork”
12. Additional forms to be completed, as applicable
  - a) Signed “Readmission Request Form”.

Please Note: SRTC cannot assume legal or financial responsibility for the actions of nursing students. SRTC has arranged for a group liability policy for health care providers; this policy covers nursing students while they are engaged in clinical activities related to the student nurse role. A copy of proof of Student Liability Insurance is kept on file at the college.

## **Criminal Background Check Policy**

In the interest of patient safety, to comply with the concerns of clinical facilities, and to fulfill requirements of the Georgia Board of Nursing, all students in the Southern Regional Technical College Associate of Science in Nursing are required to complete a criminal background check. (Please refer to the SRTC Catalog & Student Handbook).

**Note:** Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the A.S.N. program. Successful completion of all program requirements does not guarantee student will be eligible to take the NCLEX-RN licensing examination and/or receive a registered nursing license.

- Completion of the nursing program is contingent upon satisfactory completion of clinical experience components; therefore, student attendance at all clinical facilities is mandatory throughout the program.
- Each clinical facility has the right of refusal for any student to participate in the facility in the event that a student's criminal background check is not clear.
- These policy requirements continue throughout the program; therefore, if a student is suspected or convicted of criminal activity at any time during the nursing program, and a clinical site refuses student attendance, the student may be unable to complete the required course satisfactorily.



## Progression through the A.S.N. Program

1. All nursing pre/co-requisite courses must be completed prior to graduation. All Nursing Students working on pre/co-requisite courses while in the nursing program must maintain grades of “C” (70%) or better in all pre/co-requisites. Failure to achieve a C or better for any of these courses, when taken as a pre/co-requisite with nursing courses, will prevent progression to the next nursing course. No pre/co-requisite course may be taken more than twice to continue in the nursing program. (See SRTC Catalog & Student Handbook).
2. All Nursing courses must be taken in the designated sequence and time frame allowed.
3. All students must maintain a “C” (70%) or better in all courses. Nursing courses may be repeated one time only with the exception of RNSG 1960 which may only be taken one time in a five year period.

Generic nursing students who fail one course with a D or F have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 3 year time frame for completing their program of study. Generic nursing students who fail any two courses with a D or F will not qualify for readmission for five years after the last failure.

Generic students who do not wish to wait the five year period have the option of completing an LPN program and once licensed may apply for the LPN-ASN Bridge option. (Student must meet all LPN-ASN Bridge Program admission standards to qualify).

LPN-ASN Bridge Program students who fail one course (**excluding RNSG 1960**) with a D or F have the option to apply for readmission into the course when it is offered again, as long as they will not exceed their 2 year time frame for completing their program of study. Bridge students who fail RNSG 1960 have the option to apply for the Generic program. LPN-ASN Bridge nursing student who fail any two courses with a D or F will not qualify for readmission for five years after the last failure. (Student must meet all Generic Program admission standards to qualify).

4. Any student who withdraws or has one failure (D or F) must complete the entire course including theory and clinical to receive credit. Any student who wants to apply for readmission into the program for any reason must submit a “Readmission Request Form”. This form is located on page 90 at the end of the ASN Student Handbook and should be submitted in person to the Program Director no less than one semester prior to re-admission.
5. All standardized achievement tests (HESI) and drug calculation competency exams must be taken at the designated times during the program. Initial examination fees for the HESI are included in college student testing fees. A student must achieve a minimum passing score of 850 on all progression HESI exams, and 100% on the drug calculation competency exams to progress in the A.S.N. program.
6. The ASN Program will accept HESI entrance scores from other colleges/University within a three year time period and two time limit
7. The student must have completed the course RNSG 2941 -HESI Final Exam with an 850 or above resulting in a course average of 70 or above to be eligible to take the program HESI Exit Exam. The student will then have two opportunities to successfully pass the HESI Exit Examination with a score of 850. In the event that the student does not obtain the score of 850 after the second attempt, the student will have the opportunity to complete a remediation course (to be offered the following if desired. The third opportunity to pass the HESI Exit is the final opportunity to earn the required 850. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the course grade which then will result in failure of the RNSG 2941 course. No further remediation will be offered.

8. **W-** This grade signifies that a student withdrew from a course prior to the last two weeks of term. No credit is given and no grade points are calculated. A grade of “W” is not included in calculating the grade point average but is counted as course work attempted.

### **Academic Misconduct**

Please refer to the SRTC Catalog & Student Handbook.

### **Computers in the Classroom/Computer Tests**

- 1) Computers in the Classroom:
  - a. Are not for personal email, surfing the web, Facebook, completing work for other courses, completing work to turn in today which should have been completed prior to class, etc. Students should always ask permission to use the printer provided in the classroom. The printer is disengaged during class periods.
  - b. The only items which should be seen on the computer screens are Blackboard Learn when indicated, power points which you take notes on– if these are provided to you. If you have no need for those; turn the power off altogether on your computer. The IP address on each computer is monitored for activity.
- 2) Computer Tests
  - a. Prior to any test, the students will leave all personal items at the front of the room (or area designated by faculty) which will include, but not limited to: books, book bags, cell phones, notebooks, paper, notes, key rings, pens, pencils, calculators, caps/hats/visors, coats/jackets/sweaters, etc.
  - b. During testing: nothing will be on the desk other than a plain piece of paper and a pencil (which will be provided by the instructor). The paper will have your name on it and be turned in when testing is complete, with the pencil. Once you have completed your test, close out the program, and leave the room quietly. Do not return to the room until testing is completed for all students.

### **Grading Policy for the A.S.N. Program**

**The final course grade will be determined from the theory component of the course. In addition, the student must earn a satisfactory “S” in the skills lab and in the clinical setting to successfully pass the course.** Course syllabi and the clinical evaluation tool(s) list the identified behaviors being evaluated. The clinical evaluation tool is given to the student in each class which has a clinical component. When the clinical grade is passing (S), and the skills lab component is passing (S), a letter grade for each course will be established from the theory component according to the following scale:

#### **Theory/Classroom Grading Scale:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or below

Grading in the classroom is designed to objectively measure a student’s mastery of knowledge and its application related to the practice of nursing. A theory grade is determined from content exams and the comprehensive final exam in the course. All classroom assignments must be completed satisfactorily and on time.

## **Student Evaluation**

A Failing grade, any grade less than 70%, will prevent a student from progressing in the Associate of Science in Nursing. The student must attain an overall average of 70% to pass nursing with a “C” or higher and be eligible to continue in the nursing course sequence. **Any student scoring less than 70% on any unit exam will be referred to the Tutoring Center, and/or designated faculty member for remediation. The student is required to make an appointment with the instructor within one week of receiving their exam results.** A student will not graduate and will not be recommended to the Board of Nursing to sit for the NCLEX-RN until the student has successfully completed all program requirements including the HESI Final Exit Examination. The student has three separate attempts to successfully pass the HESI Final Exit Exam for the program. This exam is administered in the last semester of the program. Please refer to the Examination Policy for the A.S.N. Program for complete information.

## **Incomplete (I) Grades:**

This grade signifies that a student has satisfactorily completed 80% of the class days of the required course work, but for non-academic reasons beyond the student’s control, has not been able to complete the course. The Incomplete is assigned only after the student has made arrangements with the instructor for fulfilling the course requirements and received approval from the Vice President for Academic Affairs or designated representative. Grades of “I” not cleared within the first two weeks of the next term will be converted to an “F”. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the Vice President for Academic Affairs or a designated representative; however, under no circumstances extended beyond the term. (See the SRTC Catalog & Student Handbook).

## **Policies Regarding: Unit and Final Examinations, Attendance, HESI, and Drug Calculation**

### **Attendance at Examinations**

**Students are expected to take all scheduled examinations.** If proof of extenuating circumstances is provided to the course coordinator within **one day** after a missed exam, the lowest exam score will be substituted for the missed exam. Extenuating circumstances include, but are not limited to, illness or death in the immediate family (parent, grandparent, sibling, spouse, child, significant other).

If a student is noted present on campus at any time the day of an exam and arrives late for exam, proof of extenuating circumstances is NOT ALLOWED. The student will receive a zero for this exam.

Extenuating circumstances will only be allowed once per semester. If proof of extenuating circumstances is not provided or if the student does not contact the course coordinator within one day after the missed exam, the student will receive a zero for that unit exam. If a second unit exam is missed, the student must provide a written explanation and must appear before the faculty panel with evidence of extenuating circumstances. The evidence will be brought before the faculty panel (made up of A.S.N. Program Director, Course Coordinator, and one other faculty member). It is the student’s responsibility to contact the course coordinator to make an appointment to appear before the faculty panel within 5 school days or it will result in a zero for the second exam missed and failure for the course. **NOTE: The Final Exam cannot be missed!**

### **HESI Nursing Examination Policy**

1. There is a HESI Final Exam given at the end of each course. **If a student has less than 70% after the final course exam and prior to the comprehensive final exam the student will not be allowed to sit for the comprehensive final HESI exam. The student will be withdrawn from the course resulting in a course failure.** The students will be given two attempts at passing the HESI final exam with a score of 850. If the student is unsuccessful after the second attempt, he/she will fail the nursing course. After the second unsuccessful attempt on the HESI final a zero will be recorded as the comprehensive final exam grade and count for 25% of the grade.
2. The student must have completed the course RNSG 2941 -HESI Final Exam with an 850 or above resulting in a course average of 70 or above to be eligible to take the program HESI Exit Exam.

The student will then have two opportunities to successfully pass the HESI Exit Examination with a score of 850. In the event that the student does not obtain the score of 850 after the second attempt, the student will have the opportunity to complete a remediation course (to be offered the following semester) if desired. The third opportunity to pass the HESI Exit is the final opportunity to earn the required 850. If unsuccessful on the third attempt, a zero will be averaged in as 30% of the course grade which then will result in failure of the RNSG 2941 course. No further remediation will be offered.

**\*Note: The HESI Exit Exams are included in tuition fees.**

### 3. Drug Dosage Calculation Competency Exam Policy

A drug dosage calculation competency exam will be administered at the completion of Introduction to Nursing Principles of Pharmacology (RNSG 1931). The student must score at least 100% on the exam to pass. Should the student be unable to score the required 100% on the first attempt, two additional drug calculation exams may be attempted with a minimum passing score of 100%. The student who is unable to score the required minimum score of 100% by the third attempt will not be allowed to progress in the nursing program and will earn an “F” in the associated course. In future nursing courses (after successful completion of RNSG 1931) Drug Calculation Problems will be a part of course exams in order to maintain student proficiency.

### Testing Guidelines for ALL Examinations

- All personal belongings including cell phones will be relocated to another part of the testing room.
- Student should have **nothing** on the desk.
- All cell phones will remain OFF during the testing period. Any student whose cell phone during the testing period will be requested to leave the testing area immediately. If your phone rings it will be taken and ten points will be deducted from your test.
- There will be **no** conversation during the testing period.
- Only one student at a time may leave the room if a restroom break is needed and approved by faculty.
- Students who are tardy will not be allowed to take the test.  
*Please note:* If a student is noted present on campus at any time the day of an exam and arrives late for exam, proof of extenuating circumstances is NOT ALLOWED. The student will receive a zero for this exam.
- Students are not allowed to congregate in the hallway outside of the testing area. If faculty has to address a noise problem, students involved in the activity will have earned a zero for the exam.

### Post Test Analysis:

- The course faculty will review the statistical analysis of individual test items as well as other significant issues prior to posting test grades.
- Decisions to exclude or keep a test item are at the discretion of the course faculty.

### Guidelines for Test Reviews:

#### **Purposes**

- Allows the student the opportunity to identify areas where further study is required.
- Provides clarification and rationales for correct answers.
- Provides the opportunity for the student to identify issues with test taking skills.

#### **Rules for Test Reviews**

- Students are provided immediate rational via the computer after each test except for the final exam.
- Opportunities to review a test after test review has been conducted are not guaranteed. Students may make an appointment with the course coordinator, course faculty during available office hours.
- Final Exams are not reviewed.
- In class review of the final exam will not occur. The student is given an analysis of their final exam provided by HESI. Any student not scoring 850 or above on their final exam will be required to complete remediation, provided by HESI.

## A.S.N. Grade Appeals:

The following process will be used for grade appeals:

A student may appeal a final grade or other academic decision. The student may appeal to the faculty member who awarded the grade or made the academic decision. Absent extraordinary circumstances, a written appeal to the faculty member must be filed within two weeks from the date the student learned or reasonably should have learned of the grade. The faculty member will provide the student with a written decision.

If the consultation with the faculty member does not resolve the appeal, a student may submit a written request for review of the appeal to the Dean for Academic Affairs. Absent extraordinary circumstances, the request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the faculty member. The Dean for Academic Affairs will provide the student with a written decision.

If the student is not satisfied with the decision of the Dean, the student may submit a written request for review to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within two weeks from the date the student learned or reasonably should have learned of the written decision by the Dean for Academic Affairs. The Vice President for Academic Affairs will provide the student with a written decision. The decision of the Vice President for Academic Affairs shall be final.

Please refer to the SRTC Catalog & Student Handbook for the following policies:

- **Grade and Other Academic Appeals for College**
- **A.S.N. Attendance Policy**
  - **Excused Absence**
  - **Unexcused Absence**
  - **Tardiness Criteria**
- **Classroom Breaks**

## ASN Attendance Policy

SRTC emphasizes the importance of class attendance. If you are to be out, you need to notify the instructor. In the traditional classroom environment, the attendance policy is outlined in the student handbook below:

**Tardies represent 1 hour missed.**

**Students who miss 5% will be given a warning.**

**Students who miss 10% will be dismissed from class.**

**Students who miss 20% will be dismissed without recourse.**

## Cell Phone Policy:

Students are to have cell phones on silent or off during class. If you need to have your phone on vibrate for any reason, the instructor must be notified prior to the beginning of class. If someone complains or the instructor notices a cell phone being used during class for texting or other reasons the student will be asked to leave class for the rest of the day. This will require make-up work to be completed. If your phone is vibrating and bothering classmates the same rule applies. You will be asked to leave class for the remainder of the day and will have make-up work for the missed class time, with the exception of an exam, **THERE WILL BE NO MAKE-UPS.**

### **Skills Laboratory Policies**

The nursing skills laboratory augments classroom theory by teaching skills which are necessary in the application of theory. The following instructional methods are utilized in the lab: demonstration, supervised practice, individual practice, skills check-offs, computerized instruction, simulation, and independent viewing of tapes, CDs/DVDs, and other learning resources and media. Students will be required to complete skills competency check-offs each semester throughout the program.

### **Skills Laboratory Requirements**

Students will be assigned to skills lab practice sessions and return demonstration sessions according to students' class schedules and learning needs. Students are required to attend all nursing laboratory experiences. Lab sessions may be held during morning or afternoon hours as determined by the faculty.

Students are expected to follow the guidelines listed below in relation to skills lab requirements:

1. Complete assigned readings before the nursing skills lab demonstration class. Reading assignments are important and should be read thoroughly. Students should also read the skills lab guide and skills checklist. These should be used as a guide for practicing skills and for performing check-offs.
2. If an audiovisual (AV) is shown during the nursing skills lab and the student is absent, he or she will be responsible for viewing the audiovisual prior to his/her make-up session(s). Students must show evidence of having viewed the assigned AV materials as requested by faculty. If evidence is not submitted, the student will not be permitted to attend the skills lab session. This will constitute a skills lab absence and must be made up after viewing the assigned AV materials.
3. Students are expected to attend each scheduled skills lab. If unable to attend the student must notify the course coordinator or other faculty member prior to the scheduled session. It is the student's responsibility to make up any missed skills lab. The attendance policy of the A.S.N. program applies to all scheduled skills lab sessions.
4. The Nursing Skills Lab will be open for scheduled practice & skills check off times. Students electing additional practice times will be allowed into the lab at times prearranged with the Skills Lab Coordinator or nursing faculty.

### **Skills Laboratory Evaluation**

A.S.N. student performance and competency of nursing skills will be evaluated every semester using a skills laboratory evaluation check-off tool. Students are expected to come to the check-off session prepared to perform any previously learned nursing skill. The skill requested to be performed by the student is at the discretion of the A.S.N. faculty. The A.S.N. faculty will utilize a satisfactory or unsatisfactory rating scale to evaluate the behaviors listed in the skills lab manual that accompanies the current Fundamentals course text. The evaluation of satisfactory (S) or unsatisfactory (U) will be based upon the following ratings:

Satisfactory (S): Behavior is demonstrated safely and independently or with minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to behavior.

Unsatisfactory (U): Behavior is demonstrated ineffectively, incorrectly, or incompletely. Close supervision and/or consistent prompting and direction are required to perform expected behavior. Student is unable to verbalize and/or apply scientific or theoretical principles related to behavior.

Following each lab check-off session, the student will receive a rating for each skill that was completed. If a (U) was earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be expected to review and return for a second attempt with the Course Coordinator. If an

unsatisfactory grade is assigned for the 2<sup>nd</sup> attempt, the student will be required to make an appointment with the Course Coordinator for remediation, **and** make a video demonstrating competency of the skill. Satisfactory demonstration of the skill on video must be obtained prior to the final exam. If satisfactory demonstration of the skill is not accomplished, the student will earn a “U” and may be at risk for overall course failure.

If the student misses skills lab and does not notify the instructor of their absence ahead of time, the student will receive a grade of “U”. The student will have earned a “U” for the skills lab grade if he receives 3 unsatisfactory ratings in any one behavior. A “U” skills lab grade will result in the student receiving an “F” for the course grade. The A.S.N. attendance policy applies to all scheduled skills laboratory sessions and check-offs. Students with skills lab absences run the risk of not meeting course objectives, resulting in failure of the course. Students are required to complete all lab check offs within 10 minutes. The only exception is NG tubes and Trach care in which one will be allowed 15 minutes. A timer will be set to accurately track time. If time limit is exceeded, it will be considered a “U” for that check-off and required to recheck. (Please see Skills Lab evaluations).

### **Clinical Policies**

Student clinical experiences will be in a variety of settings and locations including the Simulation Lab. Students are required to attend all assigned clinical experiences. Students are notified at the beginning of each semester about the schedule and location of the clinical practicum. Students cannot request certain clinical locations and must attend the clinical sites as assigned; although consideration for a facility near the student’s home will be given due to high cost of transportation. Student clinical assignments are made at the discretion of the Clinical Coordinator.

### **Clinical/Simulation Lab Requirements**

Students are expected to adhere to the following in relation to clinical experiences:

1. Participation in all scheduled clinical experiences is required.
2. Tardiness is an unacceptable behavior. Students who arrive more than 10 minutes late for the clinical experience will be sent home. Additional assignments will be required and must be completed in the date and time designated by the faculty. Anytime a student is tardy, a notation will be placed on the evaluation tool.
3. Students are **NOT** to leave the assigned clinical area without permission from the clinical instructor. Student must ensure that their assigned client has nursing attendance at all times. Students must notify the instructor, the nurse(s) assigned to the clients(s) care and ask a peer to cover their client prior to leaving the unit for any reason.
4. A student who is breast-feeding and involved in a clinical rotation may utilize her break and/or mealtime for collection of breast milk for future feedings. This procedure is to be completed in a private, hospital-staff approved area conducive to this procedure. It is expected that the student will notify her course coordinator and clinical instructor at the onset of the clinical rotation experience that she is desirous of engaging in this behavior. The student will continue to notify the clinical instructor and her client’s primary nurse when she plans to physically remove herself from her assigned client’s environment.
5. Students must abide by all rules and regulations of the affiliated clinical agencies.
6. Transportation to and from the clinical agencies is the responsibility of the student.
7. No student will be allowed to give care to any client before or after clinical lab unless an instructor is present.
8. It is the student’s responsibility to plan and implement nursing care according to the objectives on the clinical lab evaluation tool.

9. Students must be able to perform all nursing skills safely. If unsure as to how to perform or proceed with a certain procedure or skill, it is the student's responsibility to contact the instructor for assistance.
10. Students are expected to communicate with hospital staff, especially to nursing personnel to whom their clients are assigned. The student will report all pertinent client information to the nurse responsible for the client.
11. All students must strictly adhere to the SRTC dress code (See General Code of Discipline, SRTC Catalog/Handbook). If a student violates the dress code, he/she will be sent home, and considered absent from the clinical setting or simulation lab.
12. Students will be assigned to clinical rotations by schedule; including alternate clinical units/sites, by the Clinical Coordinator and according to the learning level needs of the student. Clinical faculty may further alter clinical alternate schedules for a student as necessary, according to the learning progress of the student in the clinical setting.
13. Students are to report to clinical with needed equipment and supplies. Students should not borrow from the instructor or other peers' as this is not conducive to the learning environment.
14. Students must come prepared to clinical labs by having written assignments completed as specified on the laboratory guide(s)/syllabi for the nursing course.
15. Students must call the nursing unit/agency, and clinical instructor (office, pager, and cell phone) prior to the beginning of any clinical and on each day to be missed. Students with an extended illness should contact the Program Director (Tammy Bryant) for procedure. Failure to contact all of the above will result in an unexcused absence-**DO NOT CALL A FRIEND TO TELL YOUR INSTRUCTOR OF YOUR ABSENCE.**
16. Students who are absent from any clinical hours will be required to make up the missed clinical hours in order to progress in the course/program:
  - A. The maximum number of clinical hours a student can make up **per semester** are ten (10). The hours must be made up in the category in which they were missed (example: medical-surgical, maternity, psych, etc.); however they will not consist of an alternate experience.
  - B. Scheduling of make-up hours are contingent upon an excused absence. An excused absence requires documentation such as a physician's excuse, jury duty notice, obituary, etc. All others are subject to review and approval by the Program Director.
  - C. It is the student's responsibility to notify the Clinical Coordinator within 24 hours of the absence in order to have the time rescheduled. Make-up hours may be scheduled on weekends, nights, or evenings and the attendance is not optional. Participation in all scheduled clinical experiences is required. Excused absences will be granted only in extenuating circumstances. Proof of extenuating circumstances such as illness or death in the immediate family must be provided. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor. All clinical experience makeup work must be completed prior to final exams for that semester. An unexcused absence of more than one clinical day in any course may result in a WF.
17. All clinical experience makeup work, including all paperwork, must be completed prior to the end of the semester.
18. If absent, regardless of the reason, the student is responsible for any material or announcements made on the day the student was absent.
19. Failure to submit all written clinical assignments at the specified time will constitute failure to meet the clinical objectives and will result in a **failing** grade.



20. Students will not be allowed to bring purses, suitcases or other large carrying cases to the clinical setting.
21. Students are encouraged to bring a non-perishable snack to the clinical assignment in the event that a lunch period is missed or late. The snack must be consumed in the designated area and with permission of the instructor.
22. No cell phones are allowed in the clinical setting which includes virtual hospital. If a cell phone is discovered, the student will be sent home and receive a notation on their clinical evaluation tool.
23. PDA's and other electronic devices used only per Facility's policy regarding electronic devices.
24. Students unprepared to give medications will not be permitted to administer medications that day and will receive notations on the Clinical Evaluation Tool for the day and will be sent home. This will require a clinical make-up day. However, paperwork must be completed and turned in on the assigned day.

### **Community Service Hours**

In accordance with the mission, vision, values, and philosophy of Southern Regional Technical College (SRTC), students enrolled in the Associate Degree Nursing Program are required to complete community service. Because learning takes place not only in the classroom but also in the community, service learning is an important part of the nursing curriculum. It is a great opportunity to assist the community while experiencing personal fulfillment. The Community Service 10-hour requirement is the application of one's skills and time to meet identified community needs. Service learning promotes hands-on learning by:

- Fulfilling community needs
- Promoting civic and social responsibility
- Actively reflecting and reinforcing classroom learning
- Developing strengths that last a lifetime
- Stimulating the development of leadership skills.

Community service is defined as volunteer work that is intended to help others in a particular way. In order to fulfill the service requirement for the Division of Nursing at SRTC, the activity must be related to health promotion within the Technical College's institution or within the counties it serves.

Community service activities include, but are not limited to:

- participating in health screenings and physicals (e.g. for area business/industry and/or High Schools)
- planning and/or participating in health fairs
- serving as volunteers for College sponsored events that serve the public in some health related way (e.g. Career Day at area High Schools)
- mentoring or tutoring other students (e.g. assisting in the lab with Fundamentals RNSG1920)
- volunteer work with various human service agencies (e.g. Lives Without Limits, Hands on Thomas County, Food Banks, Humane Society)
- participation in any College or community activity if it can be demonstrated that the student contributed in some special way related to nursing (e.g. Donating blood – One hour per pint, the Alzheimer's Memory Walk, Relay for Life).

Students are responsible for submitting validating documentation of their activities to one of their current instructors to be placed in their permanent file. **It is also recommended that the student keep a copy of the validation sheet for their own records.** If students have questions about the acceptability of a specific activity they should present the information about the activity to one of their current Nursing Instructors as well as the Program Director of the Nursing Division for a judgment. Upon the approval of the activity by the Instructor **and** the Program Director the student may complete the activity. **The 10 hour Community Service requirement shall not begin prior to entering RNSG 1940 (generic) or RNSG 1960 (bridge) and must be completed by midterm of RNSG 2941.**

Should the student fail to complete the required 10- hours prior to mid-term of RNSG 2941, the student must provide written explanation and must appear before the faculty panel to present a verbal explanation. The evidence will be brought before the faculty panel (made up of A.S.N. Program Director, Course Coordinator and one other faculty member). The faculty panel will discuss the evidence and collectively agree on appropriate disciplinary action. It is the **student's** responsibility to contact the RNSG 2941 course coordinator to make an appointment to appear before the faculty panel within 5 school days of mid-term. Each student that completes the 10-hour Community Service requirement with written validation in their student file by the mid-term deadline will receive **five (5)** points on the last test grade for RNSG 2941.

### **Preceptorship for RNSG 2941 (\*In the event Preceptorship is offered)**

Preceptorship is to be done on students own time and not on paid working time. The State Board of Nursing is specific that student's clinical time should be non-paid time. If this violation occurs the student will be dismissed from the program and will earn a failing grade for the course. In addition Preceptorship must be completed within designated time frame given by the clinical coordinator. Preceptorship clinical will be completed on Friday nights, Saturday, and Sunday.

### **Overall Clinical Evaluation**

Established criteria will be utilized to evaluate the student's progress toward meeting the program outcomes. Each time students are assigned to care for real or simulated clients faculty will be present and will evaluate student performance. This evaluation will include but not be limited to: care given, the development of nursing concept maps, teaching plans, or clinical pathways; process recordings, participation in clinical conferences, or any other clinical specific projects. Expected clinical behaviors are grouped according to the course outcomes. Faculty will evaluate students throughout the clinical learning experience using the Clinical Evaluation Tool associated with the specific course.

### **Evaluation in Clinical Setting**

The evaluation of Satisfactory (S) or unsatisfactory (U) will be made based upon the following ratings:

Satisfactory (S): Behavior is demonstrated safely and independently or with minimum assistance. The student is able to verbalize and apply scientific or theoretical principles related to behavior.

Unsatisfactory (U): Behavior is demonstrated ineffectively, incorrectly, or incompletely. Close supervision and/or consistent prompting and direction are required to perform expected behavior. Student is unable to verbalize and/or apply scientific or theoretical principles related to behavior.

After each clinical session, the student and clinical instructor will evaluate each behavior that was performed. If a notation is earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be counseled before the next clinical session regarding approaches and expectations for improvement of his/her behavior.

A Satisfactory (S) grade in the clinical setting is achieved by:

1. Achievement of the stated criteria on the Clinical Evaluation Tool for each nursing course.

**An Unsatisfactory (U) grade in the clinical setting which will result in an F in the course if any of the following occur at any point during the semester:**

1. One (1) incident of gross unprofessional conduct or behavior (See A.S.N. Student Handbook -Dismissal).

2. Earning below a 70 on clinical evaluation tool at any point during the semester.
3. Any clinical time not made up before the final exam.
4. Failure to turn in all required paperwork

### **Unsafe Clinical Practice**

Repeated evidence of unsafe clinical practice by a student will be grounds for dismissal from the SRTC A.S.N. program. The clinical instructor will document unsafe clinical practice on the Clinical Evaluation Tool and the student counseling form. Students demonstrating unsafe practice twice will earn an unsatisfactory (U) grade and will be dismissed from the program.

Nursing care that is deemed to be unsafe clinical practice includes, but is not limited to:

1. Failure to provide for the safety of the patient. Each student is required to practice without violating a) physiological safety, b) psychological safety, and c) infection control guidelines.
2. Failure to observe the “five plus five rights” of medication administration according to agency policy and accepted standards of care: a) right patient, b) right drug, c) right dose, d) right route, e) right time, f) right assessment, g) right documentation, h) right education, I) right evaluation, and j) right to refuse.
3. Failure to acquire clinical instructor’s supervision.
4. Administering nursing care when the nursing instructor is not on the premises.
5. Failure to confirm patient allergy status and/or code status.
6. Violation of ethical standards such as: a) willful dishonesty regarding information given to faculty, college students, or hospital staff, b) stealing medications, equipment, supplies, books, etc., c) failure to ensure patient confidentiality, d) abuse or neglect of patients or e) impairment or possible impairment through use of alcohol and/or un-prescribed chemicals.
7. Failure to prepare, comprehend, and/or discuss with the clinical instructor the assigned patient’s pathophysiology and/or medications.
8. Failure to notify clinical instructor prior to leaving the clinical floor at any time.
9. Absence from clinical assignment without proper notification (see Clinical Experience Requirements).

### **Uniform and Dress Requirements**

**\*Except Psychiatric Nursing Clinical(s) - see Policy**

Students must wear the designated student uniform when in the clinical area on clinical assignment or other course assigned activities. All nursing instructors have the right to dismiss a student from the clinical setting if they fail to meet these standards.

### **Guidelines**

1. **Personal Hygiene/Grooming**
  - a. Students are to be clean, neat, and well groomed at all times.
  - b. Odors can be offensive to sick clients. No perfumed substances of any kind may be worn during clinical experiences.
  - c. Special attention should be given to achieving non-offensive breath and body odors. **There is to be no smoking while in uniform. See “Tobacco Free Campus Policy” in SRTC Catalog and Student Handbook.**
  - d. Hair must be presented in a conservative style. Conservative style is defined as hair off collar, neatly arranged and no hair ornaments, no hair designs, no pigtails, beehives, puffs, or loose strings in the face. Barrettes or clips which are used to keep hair off collar must be color of hair. Your hair color must be one that you can be born with.
  - e. All male students must be clean shaven. If you have a mustache or beard, it must be well groomed (short and neatly trimmed).
  - f. Nails must be clean, neat, and not extend beyond the fingertips. Only clear nail polish may be used. **No artificial nails are allowed.**
  - g. Cosmetics/make-up: Moderate use of makeup (worn very sparingly).

- h. Gum chewing and use of tobacco (smoking, dipping) are not allowed during clinical experience.
- i. Jewelry will be allowed as follows: a plain wedding band, watch with second hand, **small (white gold, gold, silver or pearls)** post earrings (one per ear; no hoops, drop or colored earrings).
- j. White or Skin Tone long sleeve shirts may be worn in fall/winter.
- k. No lab coats allowed in patient's rooms.

## 2. Uniform Requirements (General)

- a. Official SRTC A.S.N. uniforms and Lab Coat: clean and ironed; a clean uniform should be worn each day; college arm patch on left arm sleeve. Uniform (dresses) should be between mid-knee and mid-calf in length. White Run-Free hose are to be worn. (Support hose is recommended).
- b. Pants are also available to be worn with the uniform top. Pants must be worn at the natural waist line, no undergarments or skin should be seen with bending or stooping. White hose, white mid-calf socks, or white knee-highs (no footies) are permitted with the pants.
- c. Male students: navy uniform pants, white crew neck T-shirt and white uniform top SRTC logo on the left sleeve composes the acceptable uniform for the male students. Crew socks are to be worn with this uniform.
- d. The uniform is to be clean and neat and worn in such a manner as to give a fresh, professional appearance.
- e. Shoes must be clean white, closed toe, and low-heeled professional shoes with rubber soles. Shoes and shoestrings must be cleaned before each clinical assignment. **No canvas shoes or open backs are allowed.** Exception: clogs with strap across back are allowed; **“Crocs” are allowed with back strap and NO holes.**
- f. The name badge is worn on the left side of the uniform and/or lab coat at all times.
- g. Underwear should be neutral or skin colored; solid-no prints; slips must be worn under dresses. Neutral or skin colored bras must be worn during all clinical experiences. Males should wear an undershirt or tee shirt under lab top.
- h. No sweaters will be allowed.
- i. Skin decorations, or any other drawing or diagram on the skin, are not to be visible when representing SRTC in the practice settings. Any student having a tattoo or other permanent skin decoration visible on the arm/neck must cover them at all times. Any tattoos on the lower leg, ankle, or foot are to be covered by socks and/or pants when representing SRTC in practice settings.
- j. All body piercings that are visible must be removed.

## \* For Psychiatric Nursing Clinical Assignments

### **Acceptable Dress**

- a. Casual street clothes (slacks, shirts, dresses, skirts, blouses).
- b. Flat heeled shoes; closed toe.
- c. Nails must be short and neatly trimmed; should not extend past fingertips; clear nail polish only; must not be chipped. No artificial nails allowed.
- d. Only the following jewelry may be worn: Female: small post-type non-dangling earrings - only one pair. Male/females: plain wedding band.
- e. Any clothing with low necklines or low back-line (sun dresses, low cut blouses, or tops).
- f. Jeans, coveralls, culottes.
- g. Bermuda shorts, pedal pushers, crop pants, above the ankle pants
- h. "Dressy" dresses or clothing.
- i. Beachwear (thongs, flip flops).
- j. Tennis shoes or sneakers.
- k. High heeled shoes or boots.
- l. Chains, ties.
- m. Clothing which is excessively bright in color or gaudy in appearance.
- n. Provocative clothing (clinging, thin, very close fitting or tight, transparent material). No see through arms or upper chest or back.
- o. Midriff tops.
- p. See tattoos above.

### **Dress Code for Obtaining Clinical Assignments**

The dress code for obtaining clinical assignments prior to clinical sessions is the same as for psychiatric nursing clinical assignments (see Acceptable Dress for Psychiatric Nursing Clinical Assignments). In addition, the student must wear a white lab coat/jacket over his/her street clothes.

### **Purchasing Uniforms**

Uniforms must be ordered from Meridy's. A specific style has been selected and no other styles will be permitted.

1. Students are to purchase the following items:
  - a. Two complete uniforms, women-specified tops with skirt or pants or one of each; men-two specified uniform pants and tops
  - b. At least two nametags. Nametags must be obtained from the SRTC Librarian with evidence of acceptance into the A.S.N. program
  - c. One lab coat
  - d. One pair of clean white shoes, closed toe and back, and low-heeled professional shoes with rubber soles. (May purchase from any retailer). Clogs with back strap are acceptable. "Crocs" are allowed with back strap and NO holes.
  
2. Equipment for the Clinical Area you must purchase:
  - a. Watch with second hand
  - b. Black ink pens, black permanent marker
  - c. Bandage scissors\*
  - d. Hemostat, Pen Light\*
  - e. Black dual headed stethoscope
  - f. Notepad for pocket
  - g. Blood pressure cuff
  - h. A Fitbit can be worn, but it must be either black or white color.

### **Dismissal from the A.S.N. program: These apply to class or clinical**

Unprofessional conduct may result in dismissal from the A.S.N. program. Behaviors for which the student may be dismissed include, but are not limited to, the following:

- Performing acts beyond the scope of practice
- Assuming duties and responsibilities without adequate preparation or when competency has not been achieved
- Diverting supplies, equipment or drugs for personal or other unauthorized use
- Falsifying or otherwise altering patient or agency records
- Violating client confidentiality (for example, photocopying client records or removing computer generated printouts from agency premises)
- Abusing, neglecting, or abandoning clients
- Willful commission of any act, which is a felony under the laws of the State or of the United States, or any act, which is a misdemeanor under such, laws and involves moral turpitude
- Providing nursing care in a manner contrary to standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of clients or other person
- Inability to provide nursing care with reasonable skill and safety to clients for any reason including, but not limited to, illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition
- Disruptive behavior in the classroom
- Interruption of teaching and learning process in classroom or clinical

### **Readmission Procedures to the A.S.N. Program**

1. Readmission to the ASN program will be based on the individual student's circumstances, and available space. The student must be in good academic standing before his/her request for readmission will be approved. The Dean for Academic Affairs, the A.S.N. Program Director and faculty of the A.S.N. program will make all decisions regarding readmission.
2. The student desiring readmission must contact the Admissions Specialist for A.S.N. in Student Affairs/Admissions and submit application to the Admissions office at least one semester prior to the semester in which they seek readmission.
3. Student must submit a "Readmission Request Form" to the A.S.N. Program Director at least one semester prior to the semester in which they seek readmission.
4. The A.S.N. program must be completed within three years of successful completion of RNSG 1920 or two years from successful completion of RNSG 1960. All students desiring readmission must be able to complete the A.S.N. program within the allotted time frame. Students unable to complete the program in the allotted time frame will not be eligible for readmission.
5. Psychomotor/nursing skill validation—Nursing skill validation will be evaluated using procedure check off sheets in current use in the course(s) skill packet(s). Skills will be selected from the skills learned in course(s) previously taken. Following each lab check-off session, the student will receive a rating for each skill that was completed. If a (U) was earned, the specific behavior of the student will be described in writing on the evaluation tool and will be shared with the student. The student will be expected to review and return for a second attempt with the Course Coordinator. If an unsatisfactory grade is assigned for the 2<sup>nd</sup> attempt, the student will be required to make an appointment with the Course Coordinator for remediation, and make a video demonstrating competency of the skill. Satisfactory demonstration of the skill on video must be obtained prior to the final exam. If satisfactory demonstration of the skill is not accomplished, the student will earn a "U" and will receive an "F" for the course. The student must provide his/her own supplies for check off. If a partner is needed in the skill check off, the student must bring a partner to check off. If the student will need a section of the skills lab for practice, the student must check with faculty to make sure the lab is available for practice.
6. To ensure proper response, all inquiries regarding reentry to the A.S.N. program are to be directed to the Admissions Office, A.S.N. Program Director, and, if necessary, the Dean for the School of Health Sciences and the School of Arts and Sciences.

7. Any student that is out a semester and re-admitted to the A.S.N. program will be under a new A.S.N. Student Handbook. It is the student's responsibility to obtain a new copy of the Handbook on the SRTC website. It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.
8. Students applying for readmission must have the following by the end of the semester preceding your re-admission:
  - a current PPD within 3 months,
  - Drug Toxicology - 7 Panel Minimum, (Pre-check)
  - A criminal background check completed within 30 days of acceptance back into the program. (Pre-check)
  - Students must present a current Basic Life Support Certification (BLS) Health Care provider from the American Heart Association.
9. Students applying for readmission will need to review and provide the below requirements:
  - Students who will not have a break in semester attendance will be required to submit:
    - A current PPD within 3 months and copy of a current Basic Life Support Certification (BLS) Health Care provider from the American Heart Association.
  - Students who have had a break in semester attendance will be required to submit the following:
    - A current PPD within 3 months,
    - Drug Toxicology -7 Panel Minimum, (Pre-check) and criminal background check completed within 30 days of acceptance back into the program. (Pre-check)
    - Students must present a current Basic Life Support Certification (BLS) Health Care provider from the American Heart Association.
10. During flu season (October-February), documentation of the flu vaccine is required.

### **Library Resources**

The NCLEX books located in the library have NCLEX style test questions and are excellent resources for practice. Please note that any books that were published before the NCLEX test plan that was published in April 2016 will not follow the current test plan. HESI admission test review books are also available in the Library for students to study prior to taking the HESI Entrance Exam.

### **Graduation Requirements (A.S.N. Degree)**

**Students must meet all College and A.S.N. program requirements for graduation** (refer to the Southern Regional

1. All courses in the associate of science in nursing program curriculum must be successfully completed in sequence in order for a student to graduate.
2. The student must make application as a candidate for the degree in the Student Affairs office in Admissions **at least one semester prior to graduation.**
3. The student must successfully achieve a minimum score of 850 on the HESI Final Exit Exam (see **HESI Nursing Examination Policy** for details)
4. The student must have completed the A.S.N. Program in the timeframe allotted. (Refer to "Progression Through the A.S.N. Program")
5. The student will be provided instructions on how to register for Boards at the completion of RNSG 2941.

**Work Ethics:**

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. To ensure that all graduates have successfully completed the necessary Work Ethics coursework, students are required to complete the Work Ethics course and assignments in Blackboard prior to graduation. The Work Ethic's coursework will be offered in conjunction with the entry level occupational course and a capstone occupational course appropriate for their program and must be completed in order to graduate. For more information, please see the Distance Education Director or your Advisor.

Only students who have completed required course work, and receive their degree are eligible to apply for the NCLEX-RN. To maximize successfully passing the NCLEX-RN examination, all students are encouraged to apply and take the NCLEX-RN, if eligible, as soon as possible after graduation. Graduates who have not applied or taken the NCLEX-RN examination within one year post-graduation will not be recommended to the Board of Nursing until evidence of remediation is provided to the A.S.N. Program Director.



**Georgia Board of Nursing: Standards of Registered Professional Nursing Practice**  
**Amended, Chapter 410.10.01**

Retrieved from: <http://rules.sos.ga.gov/gac/410-10>

Rule 410.10.01

**410-11-.01 Practice for Registered Professional Nursing**

(1) For purposes of O.C.G.A. Secs. 43-26-4 (a) (6) (B) (v) and 43-1-29(6), the Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as including, but not limited to the following enumerated standards of competent practice.

(43-26-11. Denial or revocation of licenses; other discipline

In addition to the authority granted in Code Section 43-1-19, the board shall have the authority to refuse to grant a license to an applicant, to revoke the license of a licensee, or to discipline a licensee upon a finding by the board that the applicant or licensee has: (1) Been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country, or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge; or (2) (A) Displayed an inability to practice nursing as a registered professional nurse or licensed undergraduate nurse with reasonable skill and safety due to illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition. (B) In enforcement of this paragraph, the board may, upon reasonable grounds, require a licensee or applicant to submit to a mental or physical examination by a board approved health care professional. The results of such examination shall be admissible in any hearing before the board, notwithstanding any claim of privilege under a contrary law or rule. Every person who is licensed to practice nursing as a registered professional nurse or licensed undergraduate nurse in this state or who shall file an application shall be deemed to have given such person's consent to submit to such mental or physical examination and to have waived all objections to the admissibility of the results in any hearing before the board upon the grounds that the same constitutes a privileged communication. If a licensee or applicant fails to submit to such an examination when properly directed to do so by the board, unless such failure was due to circumstances beyond that person's control, the board may enter a final order upon proper notice, hearing, and proof of such refusal. Any licensee or applicant who is prohibited from practicing under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate to the board that such person can resume or begin to practice with reasonable skill and safety nursing as a registered professional nurse or licensed undergraduate nurse. (C) In enforcement of this paragraph the board may, upon reasonable grounds, obtain any and all records relating to the mental or physical condition of a licensee or applicant, including psychiatric records; and such records shall be admissible in any hearing before the board, notwithstanding any privilege under a contrary rule of law or statute. Every person who is licensed as a registered professional nurse or licensed undergraduate nurse in this state or who shall file an application shall be deemed to have given such person's consent to the board's obtaining any such records and to have waived all objections to the admissibility of such records in any hearing before the board upon the grounds that the same constitute a privileged communication. **HISTORY:** Code 1981, § 43-26-11, enacted by Ga. L. 1990, p. 747, § 1; Ga. L. 2002, p. 415, § 43.

§ 43-26-11.1. Administration of anesthesia by certified registered nurse anesthetist In any case where it is lawful for a duly licensed physician practicing medicine under the laws of this state to administer anesthesia, such anesthesia may be administered by a certified registered nurse anesthetist, provided that such anesthesia is administered under the direction and responsibility of a duly licensed physician. **HISTORY:** Code 1981, § 43-26-11.1, enacted by Ga. L. 1990, p. 747, § 1; Ga. L. 1994, p. 97, § 43.

## **Chapter 410-10 STANDARDS OF PRACTICE AND UNPROFESSIONAL CONDUCT**

### **Rule 410-10-.01 Standards of Practice for Registered Professional Nurses**

- (1) The Georgia Board of Nursing defines the minimal standards of acceptable and prevailing nursing practice as including, but not limited to the following enumerated standards of competent practice.
- (2) The Board recognizes that assessment, nursing diagnosis, planning, intervention, evaluation, teaching, and supervision are the major responsibilities of the registered nurse in the practice of nursing. The Standards of Practice for Registered Professional Nurses delineate the quality of nursing care which a patient/client should receive regardless of whether it is provided solely by a registered nurse or by a registered nurse in collaboration with other licensed or unlicensed personnel. The Standards are based on the premise that the registered nurse is responsible for and accountable to the patient/client for the quality of nursing care rendered. The Standards of Practice for Registered Professional Nurses shall establish a baseline for quality nursing care; be derived from the Georgia Nurse Practice Act; apply to the registered nurse practicing in any setting; and, govern the practice of the licensee at all levels of competency.
  - (a) Standards related to the registered nurse's responsibility to apply the nursing process (adapted from American Nurses' Association *Code for Nurses and Standards of Practice*). The registered nurse shall:
    1. Assess the patient/client in a systematic, organized manner;
    2. Formulate a nursing diagnosis based on accessible, communicable and recorded data (which is collected in a systematic and continuous manner);
    3. Plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnoses;
    4. Implement strategies to provide for patient/client participation in health promotion, maintenance and restoration;
    5. Initiate nursing actions to assist the patient/client to maximize her/his health capabilities;
    6. Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering of priorities, new goal-setting and revision of the plan of nursing care;
    7. Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills appropriate to her/his area of practice.
  - (b) Standards related to the registered nurse's responsibilities as a member of the nursing profession. The registered nurse shall:
    1. Function within the legal boundaries of nursing practice based upon knowledge of statutes and regulations governing nursing;
    2. Accept responsibility for individual nursing actions and continued competence;
    3. Communicate, collaborate and function with other members of the health team to provide optimum care;
    4. Seek education and supervision as necessary when implementing nursing practice techniques;
    5. Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes or nature of health problems;
    6. Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information;

7. Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed or color;
  8. Assign and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform;
  9. Retain professional accountability for nursing care when delegating nursing intervention;
  10. Respect and safeguard the property of clients, family, significant others and the employer;
  11. Notify the appropriate party of any unprofessional conduct which may jeopardize patient/client safety;
  12. Participate in the periodic review and evaluation of the quality and appropriateness of nursing care.
- (c) Standards related to the registered nurse's responsibilities in assignment of patient activities to unlicensed assistive personnel (UAP). The registered nurse shall:
1. Determine that the care and/or activity to be performed would be based upon orders or direction of a licensed physician, licensed dentist, licensed podiatrist, or person licensed to practice nursing as a registered professional nurse.
  2. Assign only care and activities that do not require the skills and knowledge of a person practicing nursing as a registered professional nurse or licensure of another health care professional. The care activities to be assigned must meet all of the following criteria:
    - a. The care and/or activities do not require complex observations or critical decisions.
    - b. The care and/or activities can be safely performed according to exact, unchanging directions.
    - c. The outcomes and/or results of the activities' are reasonably predictable.
  3. Verify that the UAP has the necessary knowledge and skills to accept the assignment.
  4. Periodically evaluate and review the quality and appropriateness of the care provided by the UAP.
  5. Not assign activities which require licensure to an unlicensed assistive personnel.

### **Licensure Eligibility**

**After graduating from the A.S.N. program, the student will be eligible to apply for recommendation to the Georgia Board of nursing to write the licensure examination (NCLEX-RN) to become a Registered Nurse in the State of Georgia.**

Completion of a nursing education program does not guarantee eligibility for licensure as a registered nurse. The Georgia Board of Nursing has the authority to render a potential candidate ineligible for licensure as a registered nurse. The Georgia Board decision may be based on certain events in the candidate's life (i.e., such as a felony conviction). It is the student's responsibility to investigate her/his eligibility for licensure in the State of Georgia in the event that there is a question. Southern Regional Technical College cannot be held responsible for a student's ineligibility for licensure as determined by the Georgia Board of Nursing. As a potential candidate to write the NCLEX-RN, it is important for you to know of certain constraints, which may affect potential NCLEX applicants.

### **Instructions for Online Applicants for Licensure By Examination**

**Graduates of Georgia Board of Nursing approved schools, who are applying for licensure by examination, may now apply online.**

Please use the following instructions to ensure that your application for licensure by examination is processed as efficiently as possible:

- 1) Students should register and have your fingerprints scanned with COGENT Systems (Criminal Background Check) **at least forty-eight hours prior to applying for licensure.** This ensures that criminal history results are available when the application is processed.
- 2) Student should register with register with **Pearson Vue at least forty-eight hours prior to applying for Licensure.** This ensures that NCLEX registration information is available when the application is processed. Students should register using the **legal name** on the form of identification that will be presented for entrance to the testing center.
- 3) Please advise your students to carefully read the questions regarding previous arrests. The question specifically asks if you have **ever** been arrested. It is important for your students to answer "yes" to this question if they have previously been arrested. Applicants should answer "yes" even if the charges were dismissed, expunged, reduced, etc. Falsifying this question (whether intentionally or not) will result in increased processing time and may result in a Board order and fine.
- 4) Please remind your students to include an **accurate email address** in their application. This is the primary means of communication for the Board. Additionally, it is important for applicants/licensees to update their email address with the Board just as they would update physical and mailing addresses.
- 5) Students should apply for licensure a register with Pearson Vue using the **same name** included on the proof of graduation submitted by the education program. Processing delays occur when graduation information is not automatically updated.
- 6) Students should include their date of birth when completing the online application. This information is used in conjunction their last names to match proof of graduation with the appropriate application.
- 7) Georgia law requires all applicants to submit secure and verifiable documentation regarding United States citizenship (U.S. Passport, driver's license or qualified alien documentation) as well as an affidavit of citizenship. This information may be faxed to 877-371-5712 or emailed to [nursing@sos.ga.gov](mailto:nursing@sos.ga.gov). This information is also included as part of the online application instructions. Applicants will receive an automatic email reminder to submit the required documentation, therefore it will not be included in any other deficiency letter sent to an applicant.

Once you have completed the above steps you may submit your online application for licensure by examination.

## GAPS Registration Process

### GEORGIA BOARD OF NURSING



### GEORGIA BOARD OF NURSING

#### **Instructions for Applicants in the State of Georgia to Obtain Fingerprint for a Background Check**

The Georgia Board of Nursing requires a fingerprint background check on all applicants. The Georgia Bureau of Investigation (GBI) awarded Cogent Systems the contract to provide a service for electronic submission of fingerprints for Georgia applicants. The service, Georgia Applicant Processing Service (GAPS), decreases the need for submitting hard copy fingerprint cards to obtain an applicant's criminal history background check. GAPS Print Sites are strategically located throughout the State of Georgia.

The Federal/State criminal history results will be available to the Georgia Board of Nursing within 48 hours after the applicant has been fingerprinted and the prints are received by GBI, Georgia Crime Information Center (GCIC).

The GAPS fingerprint background check process is simple and easy to use. Follow the instructions below. If assistance is required you may contact the Cogent Systems/GAPS at 1-888-439-2512.

#### **GAPS REGISTRATION PROCESS**

1. Visit the GAPS website at [www.cogentid.com](http://www.cogentid.com)
  - a. Select "Georgia/GAPS"
  - b. Select "Applicant Registration"
  - c. Select "Secretary of State"
  - d. Select "Board of Nursing"
2. Read and accept the Terms of Use
3. Complete the Applicant Registration Form. (All of the fields highlighted in yellow must be completed, Reason: LPN)
4. Click **Next** at the bottom of the page and you will be taken to another screen. If all of the information displayed is correct, click Next and you will be given a Registration ID number. The Registration ID number will be needed by the applicant when they go to the GAPS Print Location to get their fingerprints taken

#### **Identification Needed for Fingerprinting**

Click on the Frequently Asked Question link located on the GAPS main web page. In addition to the Registration ID number the applicant will also be asked to present identification documents prior to be fingerprinted. This link provides a list of acceptable identification document.

## **Print Locations & Hours**

Once you have completed the registration process, click on Find a Fingerprint Location on the GAPS main web page to find the nearest GAPS Print Location to go to for fingerprinting. Click the region that is most convenient for you. The numbers in the red circles indicate sites that have GAPS Print Locations available. Under Company, select the site that is most convenient for the applicant to go to for fingerprinting. If you click on the link for a site, information concerning the site such as Location, Hours of Operation, Directions, etc. will be displayed. Prior to traveling to the Print Location, the applicant should verify that the site is still a GAPS Print Location and that the hours of operation are accurate. Finger Printing Locations are listed below.

To get full information on the location, click on the link below and then click on the specific location you wish to use for fingerprinting.

<https://www.ga.cogentid.com/index.htm>

## **GBON Fingerprinting**

| <b>Company</b>  | <b>City</b>           | <b>State</b> | <b>County</b> |
|---|-----------------------|--------------|---------------|
| <u><a href="#">Jackson Signing &amp; Consulting</a></u>                   | Albany                | GA           | Dougherty     |
| <u><a href="#">New Beginnings Health &amp; Career Training Center</a></u> | Albany                | GA           | Dougherty     |
| <u><a href="#">City of Tifton</a></u>                                     | Tifton                | GA           | Tift          |
| <u><a href="#">Trinity Management Services</a></u>                        | Valdosta              | GA           | Lowndes       |
| <u><a href="#">Bemiss Academy</a></u>                                     | Valdosta              | GA           | Lowndes       |
| <u><a href="#">Proactive Medical Training Center</a></u>                  | Mobile Fingerprinting | GA           | Mobile        |
| <u><a href="#">Going Postal</a></u>                                       | Bainbridge            | GA           | Decatur       |
| <u><a href="#">Thomasville City Schools</a></u>                           | Thomasville           | GA           | Thomas        |

**NOTE:** If a site is no longer providing fingerprint services, please send an email to [GAApplicant@gbi.ga.gov](mailto:GAApplicant@gbi.ga.gov) and provide the Print Location's name, address and phone number if available and the date the applicant was told the location is no longer providing the service.

Finger Printing Locations are listed below. To get full information on the location, click on the link below and then click on the specific location you wish to use for fingerprinting.

<https://www.ga.cogentid.com/index.htm>

## **TITLE 43. PROFESSIONS AND BUSINESSES CHAPTER 26. NURSES ARTICLE 1. GEORGIA REGISTERED PROFESSIONAL NURSE PRACTICE ACT**

### **§ 43-26-11. Denial or revocation of licenses; other discipline**

In addition to the authority granted in Code Section 43-1-19, the board shall have the authority to refuse to grant a license to an applicant, to revoke the license of a licensee, or to discipline a licensee upon a finding by the board that the applicant or licensee has:

(1) Been convicted of any felony, crime involving moral turpitude, or crime violating a federal or state law relating to controlled substances or dangerous drugs in the courts of this state, any other state, territory, or country, or in the courts of the United States, including but not limited to a plea of nolo contendere entered to the charge; or

(2)(A) Displayed an inability to practice nursing as a registered professional nurse or licensed undergraduate nurse with reasonable skill and safety due to illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition.

(B) In enforcement of this paragraph, the board may, upon reasonable grounds, require a licensee or applicant to submit to a mental or physical examination by a board approved health care professional. The results of such examination shall be admissible in any hearing before the board, notwithstanding any claim of privilege under a contrary law or rule. Every person who is licensed to practice nursing as a registered professional nurse or licensed undergraduate nurse in this state or who shall file an application shall be deemed to have given such person's consent to submit to such mental or physical examination and to have waived all objections to the admissibility of the results in any hearing before the board upon the grounds that the same constitutes a privileged communication. If a licensee or applicant fails to submit to such an examination when properly directed to do so by the board, unless such failure was due to circumstances beyond that person's control, the board may enter a final order upon proper notice, hearing, and proof of such refusal. Any licensee or applicant who is prohibited from practicing under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate to the board that such person can resume or begin to practice with reasonable skill and safety nursing as a registered professional nurse or licensed undergraduate nurse.

(C) In enforcement of this paragraph the board may, upon reasonable grounds, obtain any and all records relating to the mental or physical condition of a licensee or applicant, including psychiatric records; and such records shall be admissible in any hearing before the board, notwithstanding any privilege under a contrary rule of law or statute. Every person who is licensed as a registered professional nurse or licensed undergraduate nurse in this state or who shall file an application shall be deemed to have given such person's consent to the board's obtaining any such records and to have waived all objections to the admissibility of such records in any hearing before the board upon the grounds that the same constitute a privileged communication.

**HISTORY:** Code 1981, § 43-26-11, enacted by Ga. L. 1990, p. 747, § 1; Ga. L. 2002, p. 415, § 43.

[http://sos.georgia.gov/acrobat/PLB/laws/38\\_RN%20Georgia%20Code%20Updated%20-%207-2012.pdf](http://sos.georgia.gov/acrobat/PLB/laws/38_RN%20Georgia%20Code%20Updated%20-%207-2012.pdf)

Georgia Board of Nursing – Georgia Law

**\*Students choosing to take NCLEX-RN in another state must contact the Board of Nursing in that state.**

Please refer to the [SRTC Catalog & Student Handbook](#) for the following general policies and procedures:

- **Student Grievances**
  - **Informal Complaint Procedure**
  - **Formal Complaint Procedure**
  - **Appeal of Staff Response**
  - **Decision of Grievance Appeal**
- **Alcohol and Drug Policy**
- **Students' Rights, Responsibilities and Conduct Code**
- **Emergency Procedures**
- **Fire**
- **Severe Weather**
- **Campus Security and Safety**

## **SRTC Student Social Media Guidelines**

### **As a Student:**

- DO-Remember that laws and SRTC policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by SRTC students, faculty and staff through social media.
- DO-Carefully consider the accuracy, clarity, length, and tone of your comments before posting them. Be mindful of spelling and grammar when posting anything online! Remember, your posts may last forever.
- DO-Respect the views of others, even if you disagree. Be truthful, accurate, and complete in describing SRTC programs and services.
- DO-Obey the Terms of Service of any social media site or platform in which you participate.
- DO NOT- Use social media to harass, threaten, insult, defame, or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft, or other types of fraud.
- DO NOT- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
- DO NOT-Disclose confidential student information or patient information (when at clinical sites)
- DO NOT- Make false claims, spread gossip, rumors, or other unverified information about SRTC programs or services, and do not speculate or guess if you do not know the information.
- DO NOT- Be rude or argumentative, or use inappropriate language. [Correct factual inaccuracies but avoid negative exchanges whenever possible.]

## **Professional Confidentiality & HIPAA Policy**

**HIPAA is the Health Insurance Portability and Accountability Act of 1996 (PL 104-191). This law mandates patient confidentiality and enforces penalties if the law is not strictly adhered to.**

1. All personal client information entrusted to the student will be held in confidence.
2. All written or oral information given to the student will be held in confidence unless required by law to divulge it.
3. Students will limit discussion of client to structured learning situations (conferences and/or clinical).
4. Students will respect the rights of instructors, colleagues, and classmates to keep personal information, classroom discussions, and papers confidential.
5. No taping will be allowed in the classroom, clinical or skills lab due to confidentiality.
6. Failure to comply with the above **Professional Confidentiality Policy** represents unethical conduct for a nursing student. It will result in an unsatisfactory grade in the nursing course.
7. **Confidentiality of Client/Agency Records:** There will be no photocopying of client records. If client records are computer generated, any print out must be destroyed (shredded) prior to leaving the clinical site. Failure to comply with this policy is grounds for dismissal from the A.S.N. program.



## **Student Employment Policy**

Students may not represent themselves as student nurses except as a part of scheduled learning activities related to the Southern Regional Technical College A.S.N. Program. Students must understand their limitations when working as unlicensed health care personnel and should practice according to their job description. Students are accountable and responsible for their own actions in the employment setting. It is expected that students will not work the evening or night before a clinical day.

## **Guidelines for Prevention of Transmission of Disease**

### **\* Standard Precautions**

As a nursing student you work in an environment that may contain pathogens (organisms that cause disease). You will be shown a video on the topics of Blood borne safety and Tuberculosis that includes Standard Precautions. Time will be set-aside for students to ask any questions they may have concerning the videos.

Blood borne safety is maintained by the use of Standard Precautions. Standard Precautions are the infection control actions used for all patients regardless of their condition or diagnosis. Standard precautions must be used to protect the student from:

Blood, body fluids (except sweat), secretions, excretions, mucous membranes, and non-intact skin.

Guidelines for standard precautions:

1. Proper hand washing
2. Wear gloves for contact with blood, body fluids (except sweat), secretions, excretions, mucous membranes, and nonintact skin. Gloves should also be worn if you have a cut, scratch, or rash on the skin, during cleaning procedures, and when cleaning up body fluid spills.
3. Change gloves and wash your hands after caring for each patient to prevent transferring pathogens from one patient to another.
4. Waterproof gowns or aprons are to be worn if there is a potential for a splash.
5. Eyewear (mask, goggles, or face shield) must be worn if there is a potential for a splash.
6. Mouth-to-mouth devices should be worn for resuscitation.
7. Sharp objects must be handled in a careful manner so an accidental penetration of the skin does not occur. The sharp must be placed in a puncture-resistant container.
8. Blood spills should be cleaned up using the mandated spill kit and housekeeping notified to apply a disinfectant or 10% bleach solution.
9. Dispose of body fluids according to facility policy.
10. Avoid eating, drinking, smoking, applying cosmetics or lip balm, and manipulating contact lenses in the work area. No food or drink may be stored in areas where there is exposure to blood or blood products
11. Laboratory specimens and specimen containers are considered to be potentially infectious and require special handling.

### **\* Prevention of Transmission of Hepatitis B (HBV)**

Hepatitis B is an inflammation of the liver and is contracted through blood, sexual secretions, feces, and saliva. Because the student will be engaged in client care there is a potential for exposure and every precaution must be taken to prevent this. Along with standard precautions the vaccination series is strongly recommended. The vaccines are free of human blood products. The vaccine series is given in three doses. The three doses are given as follows: a. first dose; b. second dose, one month later; and c. third dose, six months later. A titer should be drawn after the series is complete to verify adequate protection. Your physician or local health department should have the Hepatitis B Series available.

Anyone who does not elect to take the Hepatitis B Series must sign a statement of Declination of Hepatitis B Vaccine and is kept on file with Don Shaw, Infection Control coordinator.

### **\* Prevention of Transmission of Human Immunodeficiency Virus (HIV)**

The HIV virus is transmitted through direct contact with bodily secretions of an infected person. Not everyone who comes in contact with the HIV virus becomes infected with the disease but they will remain a carrier (someone who can spread the disease but does not have symptoms of the disease) for life. For those who are infected, there is always a

period of time between contact and the start of signs and symptoms of the disease because the body does not make antibodies during this time. In three to six months after the infection occurs, the body will begin to produce antibodies and is referred to as Acquired Immunodeficiency Syndrome (AIDS). To date there are no vaccines available to protect the student from acquiring the HIV Virus if an accidental exposure should occur.

**Post-Exposure Protocol for Prophylaxis of HBV, HIV and other potentially infectious materials.**

**The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials.**

**\* Initial Response to Exposure**

1. Immediately apply first aid as appropriate
  - a. Allow to bleed freely: clean with 70% alcohol (for needle stick/puncture injury.)
  - b. Wash thoroughly with soap and water.
  - c. Mucous membrane: flush copiously with water
  - d. Eyes: irrigate and/or flush copiously with water
  
2. Document the incident, including:
  - a. Route of exposure
  - b. How and when exposure occurred
  - c. Identify source individual, if known
  - d. Report exposure immediately to your instructor and appropriate supervisor at the clinical agency.
  - e. Instructor will follow SRTC's Exposure Control Plan. Student will receive a copy of the exposure control plan during their first nursing course.

**Tuberculosis/PPD**

All nursing students must have a PPD skin test within three months of entering the nursing program or a chest X-ray within three months. The PPD skin test must be updated yearly as recommended by the CDC until graduation. A chest x-ray must be provided if at any time the student becomes symptomatic. Proof of having met these criteria must be presented and filed in the students files located in the A.S.N. department before students will be allowed to participate in the clinical laboratory experience.

**Southern Regional Technical College  
Associate of Science in Nursing Program  
Statement of Understanding: Criminal Background**

In response to comments made by members of the State Board of Nursing regarding individuals convicted of felony or misdemeanor offenses requesting state licensure, the following statement will be presented to all students that are currently enrolled and applying for admission to the Associate of Science in Nursing Program:

Although the State Board of Nursing reviews each application for licensure as a Registered Nurse (RN) individually, the consequences of being convicted of a felony or misdemeanor could be:

1. Delay or denial in taking the licensure examination (NCLEX-RN)
2. Denial of license to practice nursing in the state of Georgia.
3. Levy of a fine and criminal charges by State Board of Nursing in cases where fraudulent information is submitted regarding felony convictions.
4. Denial of privileges to perform clinical rotations in any or all of Southern Regional Technical College clinical affiliates.

**I have been informed of the possible consequences of a felony or misdemeanor conviction and/or the submission of fraudulent information regarding such conviction might have on my ability to practice nursing in the state of Georgia.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have any concerns regarding the information presented above, contact the A.S.N. Program Director at 229-227-2980.

**\*\*Sign and return this sheet to the A.S.N. Program Director.**

**This form becomes a permanent part of the student's file maintained by the A.S.N. program student files.**

**Southern Regional Technical College  
Associate of Science in Nursing Program**

**Statement of Declination of Hepatitis B Vaccine**

(\*only to be signed by those individuals who have not already had the vaccine and do not want to be vaccinated)

I, \_\_\_\_\_  
Name of Student

**understand that Hepatitis B is a significant and growing risk factor in the United States and that health care workers are especially at risk for developing this disease. I understand that Hepatitis B is preventable by immunization. However, my signature on this statement indicates that I wish to refuse the Hepatitis B vaccine and that I release the school from any and all responsibility should I contract Hepatitis B.**

\_\_\_\_\_  
Student's Signature                      Date                      Student ID #

\_\_\_\_\_  
Signature of authorized Technical College Official                      Date

**This form becomes a permanent part of the student's file maintained by the A.S.N. program student files and a copy is kept with, Infection Control Coordinator.**

**Southern Regional Technical College  
Associate of Science in Nursing Program  
Personal Data Sheet**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_ Date to Enter Program \_\_\_\_\_

Student ID # \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Place of Birth \_\_\_\_\_

U.S. Citizen yes \_\_\_\_\_ no \_\_\_\_\_

Grade completed (circle one) 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup> Year of Graduation \_\_\_\_\_ Year of GED \_\_\_\_\_

| <b>Educational Background</b>  |      |               |        |
|--|------|---------------|--------|
| List all colleges/schools (including Southern Regional Technical College) attended since high school |      |               |        |
| College/School   |      | Date Attended |        |
| Earned   | From | To            | Degree |
| A)   |      |               |        |
| B)   |      |               |        |
| C)   |      |               |        |
| D)   |      |               |        |

Health Care Experience:

Health Occupations Courses in High School? \_\_\_\_\_

Where? \_\_\_\_\_

Entered or Completed Other Health Programs?

**Health Care Experience:**

Health Occupations courses in High School? \_\_\_\_\_

Where? \_\_\_\_\_

Entered or Completed Other Health Programs? \_\_\_\_\_

Where? \_\_\_\_\_

Work Experience \_\_\_\_\_ Where? \_\_\_\_\_

Duties? \_\_\_\_\_

Why did you select Nursing? \_\_\_\_\_

**IN CASE OF EMERGENCY**

Person to Notify \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone# \_\_\_\_\_ Work# \_\_\_\_\_

Hospital Preference\* \_\_\_\_\_ Physician\* \_\_\_\_\_

\* Any expense incurred for medical care received in relation to schoolwork is the sole responsibility of the student.

**Southern Regional Technical College**  
**Disciplinary Action Statement on All Forms of Academic Dishonesty**

As defined in the Southern Regional Technical College Catalog/Handbook - Students' Rights, Responsibilities and Conduct Code – Student Conduct Code – (cheating, plagiarism, collusion, and falsification of information), if a student is engaged or noted to have been engaged in any act of academic dishonesty, the first act will result in a “0” on that academic material. In addition, the student will receive counseling on the act of academic dishonesty.

If the student is engaged or noted to have been engaged in a second act of academic dishonesty, the student will fail the course and will be immediately withdrawn from the course and/or program.

I, \_\_\_\_\_, have read and understand Academic Dishonesty as defined in the Southern Regional Technical College – Student Catalog/Handbook: Students' Rights, Responsibilities and Conduct Code –Student Conduct Code and agree to the Disciplinary Action Statement if engaged or noted to have been engaged in an act of Academic Dishonesty. **I fully understand** the meaning of cheating, plagiarism, and collusion as defined in the above referenced sections of the SRTC Catalog/Handbook.

Course: \_\_\_\_\_

Academic Semester: \_\_\_\_\_

---

Student's Signature

Date

---

Instructor's Signature

Date

**This form becomes a permanent part of the student's file maintained by the A.S.N. program student files.**

**Southern Regional Technical College  
Associate of Science in Nursing Program  
Confidentiality Statement**

In accordance with the official Code of Georgia, every patient's right to confidential treatment must be protected.

As a student and/or provider of care, I understand that the patient's right to privacy must be protected and treatment must remain confidential. While providing care, I may become knowledgeable of certain patient related information. This information may include patient identity; information related to a patient's treatment, diagnosis, or other services received.

**I understand that I am restricted from discussing any information pertaining to my patient with anyone, other than Southern Regional Technical College faculty, clinical instructors, or hospital personnel directly responsible for the patient's care, for any reason. I understand that this includes other students outside of post conference.**

Personally identifying information is ANY information which is readily used to identify a particular patient including, but not limited to: name, address, Social Security number, physical description, names of family members and photographs. I further understand that if I do discuss patient information **I subject myself to civil and/or criminal liability and may be subject to dismissal from the Southern Regional Technical College Nursing Program.**

**I have viewed the HIPAA video and understand the ramifications of abiding by the said policy.**

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor/Nursing Advisor \_\_\_\_\_ Date \_\_\_\_\_

**This document becomes a permanent part of the student's file maintained in the A.S.N. program student files.**

**Southern Regional Technical College  
Associate of Science in Nursing Program  
OSHA Training Documentation Form**

I, \_\_\_\_\_ verify that I have received training on the OSHA Blood borne  
Pathogen Standard on \_\_\_\_\_ (insert date).

I was provided the opportunity to ask questions. I acknowledge the understanding of the information provided.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Trainer's Signature & Title

**This form becomes a permanent part of the student's file maintained by the A.S.N. program student files.**



**Southern Regional Technical College  
Associate of Science in Nursing Program  
Student Authorization for Clinical Paperwork**

Student Name \_\_\_\_\_

I hereby authorize the Associate of Science in Nursing program at Southern Regional Technical College to **maintain a copy of** any and all of my health records, drug toxicology, criminal background check, and any other personal records needed for clinical rotations during this nursing program duration.

Furthermore, I authorize the Associate of Science in Nursing program at Southern Regional Technical College to **photocopy** said records, as necessary, for any clinical institution requiring them for clinical rotations throughout this nursing program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Southern Regional Technical College  
Virtual Hospital/Simulation Lab  
Laboratory Management Plan

The Laboratory Management Plan is an outline of the functions of the Virtual Hospital/Simulation Lab for the Associate of Science Nursing department from the day of orientation to the program and until program termination. The plan includes department rules, safety, orientation, daily and weekly activities, and other important administrative information. The following is an outline of the Laboratory Management Plan:

**I. Instructional Policies**

- A. A general new student orientation is given to students by the administrative staff.
- B. A student Catalog/Handbook is provided to all students.

**II. New Student Orientation**

- A. Class schedules are distributed.
- B. A tour is conducted of the Southern Regional Technical College facilities to include the different departments, related classrooms, administrative offices, book room, restrooms, library, and student lounge.
- C. Specific procedures and policies of the program are explained to include lab rules, student evaluations, break times, and locations, and other essential items.
- D. Specific location of supplies, procedures, to check in/check out equipment, care and management of equipment, lab safety, and other materials associated with the Virtual Hospital/Simulation Lab are discussed/provided.
- E. Classroom/Lab and Clinical assignments, suggested reading, objectives, progress evaluations, and extra credit assignments (if provided) as outlined in the course Syllabus and/or the program Student Handbook are discussed.
- F. Student education related to HIPAA and Confidentiality is reviewed.
- G. Laboratory cleanup plan discussed.

**III. School and Program Safety Procedures**

- A. Lab safety procedures, accident reporting, location of fire alarms, fire extinguisher, and other safety procedures reviewed.
- B. Emergency evacuation directions included in orientation to classroom & lab.

## **POLICY: SKILLS LAB RULES – STUDENTS**

**The Lab is considered a clinical area.**

### **DRESS & APPEARANCE**

1. Wear your name tag to lab.
2. Uniform: school scrubs, closed toed shoes.
3. Grooming & Appearance: Clinical Day grooming & appearance rules apply. Refer to Student Handbook for Clinical expectations in this area.

### **SUPPLIES AND SUPPORTS**

1. Students should bring standard equipment with them just as they would for any scheduled clinical experience.
2. Pencils ONLY Can be used to take notes or for documentation in the center
3. Learners should bring standard equipment required for clinical during simulator experience.
4. Skills Bag should be brought for use in the Open Practice Lab.

### **PERSONAL ITEMS**

1. Personal items should be limited and remain in assigned classroom. Personal items such as book bags, purses, etc. Are not to be brought to the lab.
2. Any Personal items that are left in the lab will be taken to the Main Reception Area of the building.

### **GENERAL**

1. Students are not allowed in the Lab without a faculty member on site.
2. No CELL PHONES, LAPTOPS, TABLETS, IPODS OR other electronic and/or recording devices are allowed in the Lab or Classroom
3. Consent forms to be photographed and videotaped will be obtained prior to admittance into the center.
4. Students will receive an orientation to simulators/equipment from clinical instructor
5. Arrive and Leave lab according to scheduled times and at Faculty instruction.
6. All students participating in an Open Lab are required to complete log-in book.
7. No food or drink in the lab.
8. Dispose of trash into receptacles.
9. Do not move chairs and other items to alternate places. All users are to leave the lab organized and clean.
10. The lab is considered a clinical setting. Students are expected to exhibit professional behavior at all times such as (but not limited to: no loud talking, chewing gum, inappropriate language).
11. No students in the Nursing Station or Supply Room unless specifically instructed by Faculty.
12. Use only area/room(s), supplies & equipment specified by faculty may be utilized.
13. Do not touch any computer, simulator control box or other electronic equipment unless instructed to do so. Students are not allowed to turn simulators on, off or to utilize software/instructor workstations.
14. No equipment or supplies should leave the lab unless it is properly checked out. All needles, medication kits, intravenous supplies, etc. may not leave the lab areas as a safety measure for our students.
15. Please report any damage to equipment or operating problems to the faculty present.
16. Failure to adhere to rules will result in student being asked to leave. Student must attend a Student Conference with Faculty and will not be allowed to participate in Lab experience until given permission.

### **QUALITY AND SAFETY**

1. JCAHO National Patient Safety Goals are adhered to at all times including:
  - a. Two Patient Identifiers will always be used
  - b. Hands must be washed upon entering and exiting lab and prior to touching simulators. All ink, oil, and stains must be removed from hands prior to exiting lab.
  - c. Gloves should be worn at all appropriate times
  - d. Ask for assistance if unsure of operations, procedures, etc.
  - e. Work in a professional and collaborative manner with instructor & peers
  - f. Communicate Clearly at all times
  - g. Safety procedures & precautions are utilized at all times.
2. Standard Precautions are utilized at all times unless otherwise indicated by patient situation.
3. Safety of all participants must be ensured as the simulator can cardioverted and defibrillated. ACLS guidelines for the use and safety of these interventions must be followed.
4. During certain scenarios, learners may be using medical air, suction, etc. Items should not be used until student receives instruction. Standard safety precautions are to be followed.

5. Students are not allowed to practice invasive procedures on each other.
6. Students are only allowed to practice non-invasive procedures on each other with the express permission of the instructor present.

#### USE OF SHARPS

1. All sharps and needles are to be disposed of in appropriate “Sharps” containers provided in the lab.
2. Sharps and syringes are available ONLY for nursing faculty supervised lab practice.
3. Sharps/needles may not be removed from the lab for practice in any other area.
4. No invasive nursing practice skills are permitted on anyone in the lab. Students will not be performing IV insertion, phlebotomy, etc. on any other nursing students or individuals.
5. Injury due to Sharps: Anyone sustaining a needle stick or any other type of injury must complete an Incident Report and seek appropriate treatment if necessary.

#### CONFIDENTIALITY

1. Confidentiality will be maintained at all times while in and after leaving the center.
2. Students will not share details of activities with anyone who was not a team participant or who has not participated in the learning experience. Discussions among team participants will not occur in the presence of other students.—Follow HIPPA guidelines
3. Conversation and discussions in the center should be limited to the scenario itself.
4. Confidentiality Statements
  - a. In order to preserve the realism of the scenarios used in the Lab and to provide an equitable learning experience for each student, all persons using the Lab will be required to sign a confidentiality agreement. Due to security issues and because every simulation will be recorded, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to all time in the lab, including but not limited to, the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the Plagiarism/Cheating Policy. All new nursing students will complete this form at Orientation to the program. Returning students will complete these statements with other required readmission paperwork.

#### SIMULATORS & SIMULATOR ROOMS

1. Treat simulators as real patients at all times.
2. High Fidelity Simulators & Rooms may only be utilized when Faculty is present in room.
3. Do not use pens or markers around the manikins or task trainers.
4. Do not place PO medications into the simulators mouth
5. Any items/products placed on a manikin (tape, topical meds, clothing, items used for procedures, etc.) must be removed and area cleaned at the end of the lab.
6. Medications, IV fluids, cleaning solutions, etc. used during the simulations should be sterile or distilled water only
7. Betadine is never to be used on the simulators.
8. Do not use markers, or other liquids or inks applied to the mannequins or task trainers. Either water or mild soap and water are used to clean the mannequins. **IF YOU ACCIDENTLY MARK ON A MANNEQUIN, LET INSTRUCTOR KNOW AS WE CAN GET IT OFF IF IT IS REMOVED IMMEDIATELY.**
9. Only use silicone lubricant for placing tubes in mannequins. This lubricant comes in the small white container. Do NOT use lubricant that comes in procedure kits. Ask if you need more lubricant).
10. Simulators/Mannequins should not be moved unless asked to do so (e.g., do not lay mannequins on top of each other or on counters in order to make space for a sitting area on a bed)
11. Simulators, Mannequins and task trainers should not be manipulated with **long fingernails** that can damage the skin
12. Do not drink or eat around the mannequins and other lab equipment.
13. All used items that can be reused (repackage them correctly) or are unused should be returned to the faculty member present who will place items in designated area in supply room.  
Students are expected to participate in all clean-up of simulation area.
14. ALL trash should be disposed of properly.
15. **Properly dispose of used supplies, materials, and liquids** (e.g., put used needles and angiocaths in sharps box when appropriate, replace dirty blue pads with clean ones; wipe up fake blood or other liquids off the floor).
16. Beds should be in the low position at the end of class. Straighten the bed linens and if a simulator is in the bed side rails should be up.

**ABSENCES FROM SCHEDULED LAB TIME**

Procedures utilized for missed clinical and/or Lab/Class applies to missed lab time. Course Coordinator, in conjunction with the Clinical Coordinator will make determination as to allowable make-up. Failure to complete assigned times may result in clinical or class failure.



**Verification of Receipt and Adherence Attestation  
Skills Lab/Simulation/Virtual Hospital Rules**

My signature below indicated that I have received a copy of the Student Skills Lab/Simulation/Virtual Hospital Rules. I understand that I am responsible for reading the information contained within these documents. If I have questions regarding any of the information in these documents, it is my responsibility to seek clarification with a program instructor. I also understand that I must adhere to the regulations contained in these specified documents.

Student's name \_\_\_\_\_  
Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Southern Regional Technical College**  
**Associate of Science in Nursing**  
**Re-Admission CHECKLIST**

NAME: \_\_\_\_\_  
STUDENT ID #: \_\_\_\_\_  
COURSE NOT PASSED: \_\_\_\_\_  
DESIRED RE-ENTRY SEMESTER/YEAR: \_\_\_\_\_  
COURSE(S) TO TAKE INCOMING SEMESTER: \_\_\_\_\_

This checklist is included to assist you in organizing the items needed for your re-admission to the A.S.N. program. Please read carefully as many items have required range and/or completion dates.

The following forms will be required to begin and to remain enrolled in the A.S.N. program.

**I. COMPLETION OF A.S.N. READMISSION REQUEST FORM**

**II. SUBMISSION OF COLLEGE READMISSION APPLICATION**

**III. ONCE ADMISSIONS HAS APPROVED COLLEGE/PROGRAM READMISSION:**

A. \_\_\_\_\_ Mail in your acceptance response sheet to Admissions included in your acceptance paperwork.

B. ADDITIONAL DOCUMENTATION TO BE SUBMITTED TO NURSING DEPARTMENT UPON RECEIPT OF ACCEPTANCE BY ADMISSIONS: these documents are **due within 15 days:**

C. **If Break In Semester:** (*this means the student was not enrolled in a nursing course the semester prior to re-entry*)

1. **Labs:**

\_\_\_\_\_ Drug Screen (Toxicology- **Minimum – 7 Panel Urine Screen**) –(Pre-check) completed. **MUST INCLUDE THE FOLLOWING 7 DRUGS:** Marijuana, Cocaine, Amphetamines, Barbiturates, Opiate, Benzodiazepines, PCP (Phencyclidine) (Results are to be mailed to the A.S.N. Program Director or hand-delivered in unopened SEALED envelope.)

2. **Immunizations:**

\_\_\_\_\_ PPD, if positive Chest x-ray needed must be within 3 months. Must be valid through the entire upcoming semester. Must be updated annually. *Copy of updated card must be provided by the end of the semester preceding expiration.*

3. **CPR**

\_\_\_\_\_ **COPY** of Current *American Heart Healthcare Provider BLS CPR card (No other cards will be accepted).*

*Note: All students will be required to maintain this certification throughout the program. Cannot expire during a semester. Copy of updated card must be provided by the end of the semester preceding expiration.*

4. **Criminal Background Check**

\_\_\_\_\_ Criminal Background check – PreCheck

5. **Completion of Clinical Clearance Form (2 pages)**

\_\_\_\_\_ complete form ONLY in area where there is an arrow.

Return ASAP: EMAIL: [tcorker@southernregional.edu](mailto:tcorker@southernregional.edu) OR fax to 229-227-5464

**IV. IF READMISSION IS DURING OCTOBER – FEBRUARY, PROVIDE DOCUMENTATION OF FLU VACCINE.**

**If NO Break in Semester:** (*this means the student was not enrolled in a nursing course the semester prior to re-entry*)

1. **Immunizations:**

\_\_\_\_\_ PPD, if positive Chest x-ray needed must be within 3 months. Must be valid through the entire upcoming semester. *Copy of updated card must be provided by the end of the semester preceding expiration.*

2. **CPR**

\_\_\_\_\_ **COPY** of Current *American Heart Healthcare Provider BLS CPR card (No other cards will be accepted).* *All students will be required to maintain this certification throughout the program.*

*Note: All students will be required to maintain this certification throughout the program. Cannot expire during a semester. Copy of updated card must be provided by the end of the semester preceding expiration.*

3. **Completion of Clinical Clearance Form (2 pages)**

\_\_\_\_\_ complete form ONLY in area where there is an arrow.

Return ASAP: EMAIL: [tcorker@southernregional.edu](mailto:tcorker@southernregional.edu) OR fax to 229-227-5464

PLEASE KEEP COPIES OF ALL SUBMITTED DOCUMENT

**Southern Regional Technical College  
Associate of Science in Nursing Program  
Readmission Request Form**

**NAME:** \_\_\_\_\_

**STUDENT ID #:** \_\_\_\_\_

**COURSE(S) NOT COMPLETED OR NOT PASSED:** \_\_\_\_\_

**LAST ENROLLED SEMESTER/YEAR:** \_\_\_\_\_

**DESIRED RE-ENTRY SEMESTER:** \_\_\_\_\_

**COURSE(S) TO TAKE RETURNING SEMESTER:** \_\_\_\_\_

**REASON FOR LEAVING PROGRAM:** Please explain

I believe that I should be readmitted for the following reason(s):

**STUDENT CONTACT INFORMATION:**

Student address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I am requesting readmission to the Associate of Science in Nursing Program per above submitted information. By signing and submitting this document, I am verifying that the above information is true.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*This document becomes a permanent part of the student's file maintained in the A.S.N. program director's office.*

cc: Admissions Office for permanent file





SCHOOL OF HEALTH SCIENCES  
CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO/RECORDING

For safety and security reasons, the simulation/virtual hospital is equipped with cameras, audio and video recording devices. These devices may be in effect at any and all times. Use of recordings may be utilized, but is not limited to, the following uses: maintain safe environment; prevent and thwart theft; recording of student presence, participation, demonstration of skills & clinical performance, behavior during lab experiences; faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

Clinical skills validations and client simulations are conducted in an environment that is similar to a classroom examination. During your participation in the Skills/Simulation/Virtual Hospital Experience at this facility, you will be both an observer and active participant in skills labs and simulation/virtual hospital. Discussion of skills, labs, scenarios, instructor's feedback and simulation experiences outside of the actual experience and post simulation conference/debriefing sessions is strictly prohibited. The student will not ask another student to share his/her experience. Students are to promote an environment that is equally conducive to learning for all nursing students. This includes maintaining the level of professionalism expected in the clinical setting.

Due to security, safety and copyrights as well as maintaining optimal experiences for other learners/ participants, you are to maintain strict confidentiality regarding all experiences. By signing this agreement, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of any or all of persons participating.

Breach of confidentiality, any concern resulting from the use of any or all of recording/monitoring devices related to any laboratory experience, and/or failure to maintain all rules as outlined in the Southern Regional Technical College (SRTC) Catalog & Student Handbook, the Program Specific Student Handbook and each course syllabus may result in disciplinary action including, but not limited to, loss of privileges up to program and/or school dismissal. Situations related to academic misconduct will be addressed per the Academic Misconduct Policy as stated in the SRTC Catalog. The failure to maintain confidentiality regarding nursing skills validations, simulation, and laboratory experiences will be addressed per the Evaluation in the Clinical Setting and/or Dismissal from the A.S.N. program guidelines as stated in the Program Specific Student Handbook.

By signing this document I agree to the below:

--- agree to maintain strict confidentiality regarding all information/participation of lab and/or simulation/virtual hospital scenarios, participants and performance of any/all participants.

---authorize recording of presence and performance at any and all times when in simulation/virtual hospital or simulations/skills conducted in other locations.

--- authorize staff to use the video for purposes including, but not limited to: maintain safe environment; prevent and thwart theft; recording of student presence, participation, demonstration of skills & clinical performance, behavior during lab experiences; faculty review, educational, research, public relations, advertisement, promotional, and/or fund raising activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR CLINICAL EDUCATION PROGRAM

### Southern Regional Technical College-ASN

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to [www.PreCheck.com](http://www.PreCheck.com) and click on the Login link near the top right-hand area of the page, and select StudentCheck. When redirected, please select the Student option.

Complete all required fields and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$53.58** and **New Mexico** residents will pay **\$53.09**. Residents in **all other states** will pay **\$49.50**. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).

#### FREQUENTLY ASKED QUESTIONS:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? No. Only the hospitals or school in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I have been advised that I am being denied entry into a clinical site because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
- I have a criminal record. What should I do? Disclose the crime on your application.

|                  |
|------------------|
| <b>Book List</b> |
|------------------|

| <b>COURSE PREFIX</b> | <b>COURSE #</b>    | <b>TEXT NAME</b>  | <b>EDITION</b>   | <b>PUBLISHER</b>                   | <b>ISBN</b>   |
|----------------------|--------------------|---|------------------|------------------------------------|---------------|
| RNSG                 | 1911               | Physical Examination & Health Assessment  | 7 <sup>th</sup>  | Jarvis                             | 9781455728107 |
| RNSG                 | 1911<br>(optional) | Laboratory Manual for Physical Examination & Health Assessment  | 7 <sup>th</sup>  | Jarvis                             | 9780323265416 |
| RNSG                 | 1920               | Fundamentals of Nursing   | 8 <sup>th</sup>  | Potter & Perry                     | 9780323079334 |
| RNSG                 | 1920<br>(optional) | Study Guide for Fundamentals of Nursing   | 8 <sup>th</sup>  | Potter & Perry                     | 9780323084697 |
| RNSG                 | 1920               | Sparks and Taylor's Nursing Diagnosis Reference Manual  | 8 <sup>th</sup>  | Sparks & Taylor                    | 9781608311651 |
| RNSG                 | 1920 & 1960        | HESI Comprehensive Review for the NCLEX-RN Examination  | 4 <sup>th</sup>  | HESI                               | 9781455727520 |
| RNSG                 | 1920               | Mosby's Diagnostic and Laboratory Test Reference  | 12 <sup>th</sup> | Pagana, Pagana & Pagana            | 9780323225762 |
| RNSG                 | 1920 & 1960        | Saunders Comprehensive Review for the NCLEX-RN® Examination   | 6 <sup>th</sup>  | Silvestri                          | 9781455727551 |
| RNSG                 | 1931               | 2016 Intravenous Medications: A Handbook for Nurses and Health Professionals                            | 32 <sup>nd</sup> | Gahart/Nazareno                    | 9780323296601 |
| RNSG                 | 1931               | Dosage Calculations: A Ratio-Proportion Approach  | 4 <sup>th</sup>  | Pickar & Pickar-Abernethy          | 9781285429458 |
| RNSG                 | 1931               | Mosby's 2016 Nursing Drug Reference   | 29 <sup>th</sup> | Skimore-Roth                       | 9780323370240 |
| RNSG                 | 1931               | Pharmacology: A Patient-Centered Nursing Process Approach   | 8 <sup>th</sup>  | Kee, Hayes & McCuistion            | 9781455751488 |
| RNSG                 | 1931               | Study Guide for Pharmacology - Revised Reprint: A Nursing Process Approach                              | 7 <sup>th</sup>  | Kee, Hayes, McCuistion & Haugen    | 9781455742189 |
| RNSG                 | 1940 & 1960        | Clinical Nursing Judgment Study Guide for Medical-Surgical Nursing: Patient-Centered Collaborative Care | 8 <sup>th</sup>  | Ignatavicius, Workman, Lacharity & | 9780323222310 |

|      |                 |   |                  |                                    |               |
|------|-----------------|---|------------------|------------------------------------|---------------|
|      |                 |   |                  | Kumagai                            |               |
| RNSG | 1940 & 1960     | Medical-Surgical Nursing: Patient-Centered Collaborative Care, 2-Volume Set       | 8 <sup>th</sup>  | Ignatavicius & Workman             | 9781455772582 |
| RNSG | 1950 & 1960     | Varcarolis' Foundations of Psychiatric Mental Health Nursing: A Clinical Approach | 7 <sup>th</sup>  | Halter                             | 9781455753581 |
| RNSG | 2910            | Maternity & Women's Health Care   | 11 <sup>th</sup> | Lowdermilk, Perry, Cashion & Alden | 9780323169189 |
| RNSG | 2910 (optional) | Study Guide for Maternity & Women's Health Care                                   | 11 <sup>th</sup> | Lowdermilk, Perry, Cashion & Alden | 9780323265584 |
| RNSG | 2920 (optional) | Study Guide for Wong's Essentials of Pediatric Nursing                            | 8 <sup>th</sup>  | Hockenberry & Ward                 | 9780323056120 |
| RNSG | 2920            | Wong's Essentials of Pediatric Nursing  | 9 <sup>th</sup>  | Hockenberry & Ward                 | 9780323083430 |
| RNSG | 2941            | Contemporary Nursing: Issues, Trends, & Management                                | 6 <sup>th</sup>  | Cherry & Jacob                     | 9780323101097 |

Revised: 15-JUL-15

**Southern Regional Technical College  
Associate of Science in Nursing Program**

**Verification of Receipt of A.S.N. Program Student Handbook**

My signature below indicates that I have received a copy of the A.S.N. Program Student Handbook. I understand that I am responsible for reading the information contained within this document, as well as, the SRTC Catalog/Handbook. If I have questions regarding any of the information in these documents, it is my responsibility to seek clarification with an A.S.N. instructor/advisor. I also understand that I must abide by the regulations contained in these specified documents.

Student's Name \_\_\_\_\_

School ID # \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**This document becomes a permanent part of the A.S.N. program student's file.**

**Southern Regional Technical College  
ASN Program  
Graduation Skills Checklist  
RNSG 1920, 1940, 1960, 2930, 2941**

Student Name: \_\_\_\_\_

| Skill   | Lab  | Instructor Initial | Clinical | Instructor Initial |
|---|------|--------------------|----------|--------------------|
|   | Date |                    | Date     |                    |
| Enema/Suppository/ Rectal Tube                  |      |                    |          |                    |
| NG Tube Insertion                               |      |                    |          |                    |
| Urinary Catheterization                         |      |                    |          |                    |
| JP Drain/Hemovac Management                     |      |                    |          |                    |
| Colostomy Care                                  |      |                    |          |                    |
| Start IV  |      |                    |          |                    |
| Injection                                       |      |                    |          |                    |
| Dressing Change                                 |      |                    |          |                    |
| Intake & output                                 |      |                    |          |                    |
| Finger Stick Blood Sugar                        |      |                    |          |                    |
| Patient Transfer                                |      |                    |          |                    |
| Oral medications                                |      |                    |          |                    |
| PEG Tube Management: Meds., Placement, Residual |      |                    |          |                    |
| Management of IV                                |      |                    |          |                    |
| Head to Toe Assessment                          |      |                    |          |                    |
| Manual BP                                       |      |                    |          |                    |
| *Tracheostomy Care                              |      |                    |          |                    |

**\*Lab Only**

The above skills must be verified by an instructor in lab and clinical setting before graduation. Student must bring this form to the virtual hospital for lab check-off and EVERY clinical rotation.

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

**Southern Regional Technical College  
ASN Program  
Graduation Skills Checklist  
RNSG 2910, 2920**

Student Name: \_\_\_\_\_

| Skill                                    | Lab  | Instructor Initial | Clinical | Instructor Initial |
|--|------|--------------------|----------|--------------------|
|  | Date |                    | Date     |                    |
| Injections                               |      |                    |          |                    |
| Eye Drops/ Ointment                      |      |                    |          |                    |
| Bath                                     |      |                    |          |                    |
| Vital Signs                              |      |                    |          |                    |
| Measurements                             |      |                    |          |                    |
| Circumcision Care                        |      |                    |          |                    |
| Diaper Change/Dressing                   |      |                    |          |                    |
| Swaddling/Restraints                     |      |                    |          |                    |
| Use of Bulb Syringe                      |      |                    |          |                    |
| Fundal Massage                           |      |                    |          |                    |
| Sitz Bath                                |      |                    |          |                    |
| *PO Medication                           |      |                    |          |                    |
| *Ear Drops                               |      |                    |          |                    |
| *Nose Drops                              |      |                    |          |                    |
| *Ballard Scale Measurement               |      |                    |          |                    |
| *Pediatric Developmental Assessment Tool |      |                    |          |                    |

**\*Lab Only**

The above skills must be verified by an instructor in lab and clinical setting before graduation. Student must bring this form to the virtual hospital for lab check-off and EVERY clinical rotation.

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_