



School of Health Sciences DALLAS COLLEGE

Associate Degree Nursing at Methodist Health System

Fall 2021/Spring 2022 Application

The Dallas College School of Health Sciences in cooperation with Methodist Health System offers the EL Centro Associate Degree Nursing program to Methodist Health System employees at member hospitals throughout the Dallas-Fort Worth area via a distance learning opportunity. The 60-credit hour curriculum leads to an Associate of Applied Science Degree. The program is accredited by the Accreditation Commission for Education in Nursing (Address: 3343 Peachtree Road, Suite 850, Atlanta, GA 30326; Telephone: 404-975-5000; Fax: 404-975-5020; Email: info@acenursing.org; Website: www.acenursing.org;) and approved by the Texas Board of Nursing (Address: 333 Guadalupe St., Suite 3-460, Austin, TX 78701-3944; Telephone: 512-305-7400; Fax: 512-305-7401; Email: webmaster@bon.texas.gov; Website: www.bon.texas.gov).

Note: An FBI background check and fingerprinting are required for registration and formal entrance to the program and is conducted after a student has applied and been accepted to the program.

Acceptance to the El Centro Associate Degree Nursing program at Methodist Health System is by a **competitive ranking process for selection based on a point's award system for designated criteria and meeting specific eligibility guidelines as determined by Methodist Health System (MHS)**. MHS currently sponsors tuition and fee for students. The student must sign a contract stating they will work for MHS for 36 months and in that timeframe complete an RN-BSN.

This information packet contains specific application guidelines and requirements. Submission of an application packet verifies that an individual verifies has 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understood the policies and procedures for application and acceptance to the program.

Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

Application Eligibility Guidelines

To be considered for the El Centro Associate Degree Nursing program at Methodist Health System, an employee must first meet the following criteria:

- Must be employed by Methodist Health System for a minimum of 6 months or a volunteer for a minimum of 6 months, plus 100 hours of volunteer time completed consistently prior to application or be an immediate family member (spouse, child, parent or sibling) of a Methodist Health System employee.
- Have had no formal disciplinary actions in the last 6 months.

In addition, the employee must complete the following steps for application as determined by the El Centro Associate Degree Nursing program:

- Application and current admission to Dallas College.
- Viewing the Associate Degree Nursing at MHS online information in order to receive program application forms.
- Completion of the three primary prerequisite courses (BIOL 2401, ENGL 1301, and PSYC 2301) with a minimum cumulative grade point average (GPA) of 2.50 on those courses with a minimum grade of “C” in each course.
- Completion of all secondary prerequisite courses (BIOL 2402, BIOL 2420 or BIOL 2421, and PSYC 2314) with a minimum grade of “C” in each course.
- Completion of designated sections of the HESI A² Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, and Anatomy/Physiology) with a **minimum score of 80%** on each of the five required sections, **in addition to completing the Personality Profile and Learning Styles sections.**
- Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations and CPR certification to Castle Branch.
- Submission of complete application materials to the El Centro Health Occupations Admissions Office via email as outlined in this information packet.

A. General Admission Requirements to the College

Applicants to the Associate Degree Nursing program must meet all [college admission requirements](#) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult the college academic advising office to determine their TSI status prior to application to a Health Occupations program.

All students applying or enrolled at a Dallas College campus are required to submit their Social Security number to the Registrar’s Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar’s Office. For more information, consult a Registrar/Admissions Office at any Dallas College campus.

Official College Transcripts

Prior to application to the Associate Degree Nursing program, potential applicants must have submitted **official transcripts from all colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application.** Transcripts from Dallas College campuses are not required.

The transcripts must be current with the **print date no earlier than three years** prior to the applicant’s anticipated admission to the program. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant's previous colleges to studenttranscripts@dcccd.edu. Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Registrar-EI Centro campus, 801 Main Street, Dallas, TX 75202-3604.

Initial Advisement

Students who are beginning college for the first time will follow the [Six Steps to Enrollment](#) which will guide them from applying the college system to placement testing, selecting a degree plan, contacting an academic advisor, and enrolling in basic courses.

A student who has not completed college coursework should request a general Associate Degree plan from the Academic Advisement Center as a starting point toward future application to a health occupations program. **Note: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.**

Online Program Information Sessions

Potential applicants are required to view an online [Associate Degree Nursing at MHS information session](#) where the program, application procedures, and acceptance policies are discussed in detail. The information session must be viewed as a running Power Point and a link to a questionnaire will activate at the end of the presentation. Once the questionnaire is submitted, application forms will be emailed to the applicant within 1-2 business days.

B. Program prerequisite courses

Applicants must complete the following three primary prerequisite courses with a minimum cumulative grade point average of 2.50 or higher on these specific courses with a minimum grade of "C" in each course to submit an application to the nursing program:

Primary Prerequisite Courses	Credit Hrs.
BIOL 2401 Anatomy & Physiology I	4
ENGL 1301 Composition I	3
PSYC 2301 General Psychology * OR RNSG 1301 Pharmacology OR RNSG 1311 Pathophysiology	3
Total	10

In addition, applicants to the EI Centro Associate Degree Nursing program at Methodist Health System must have completed the secondary prerequisite courses listed below with a minimum grade of "C" or higher prior to applying to the program:

Secondary Prerequisite Courses	Credit Hrs.
BIOL 2402 Anatomy & Physiology II	4
BIOL 2420* General Microbiology OR BIOL 2421* Microbiology	4
PSYC 2314 Developmental Psychology	3
Total	11

* RNSG 1301 – Pharmacology and RNSG 1311 – Pathophysiology are not included in the official curriculum of the program. However, if an applicant has completed either of those courses with a higher grade than earned in PSYC 2301 – General Psychology, the grade on the RNSG course will be used in

the prerequisite GPA calculation. **Note:** Substitution of the RNSG grade does not replace the PSYC 2301 as a required prerequisite course.

- ** BIOL 2420 or BIOL 2421 – Microbiology must be completed less than 5 years prior to a student's anticipated program start date. For example, if the course is completed in spring 2016 it is valid for a program which begins spring 2021. If completed before spring 2016, it will exceed the five-year time and will not be valid.

Attention

Although math has been removed as a prerequisite course, applicants must still meet Texas Success Initiative requirements in math in order to apply to the program. This may involve assessment testing and developmental math courses. See an academic advisor for guidance and more information regarding TSI requirements.

C. Evaluation of Previous Coursework

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, the Health Occupations Admissions Office at the El Centro campus also evaluates a student's coursework and generates an Educational Plan for the student. The [Educational Plan](#) is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a health occupations program.

Educational Plans are optional and are not required for application to a health occupations program. are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an "as you wait" basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. Therefore, an Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

The School of Health Sciences and the Health Occupations Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.

Note: Previous coursework is evaluated toward the program degree plan and does not include evaluation of additional courses toward BSN programs.

Five-Year Time Limit on Science coursework

BIOL 2420 – Microbiology must have been completed less than five years prior to the anticipated program start date of the Associate Degree Nursing program. For example, a BIOL 2420 course completed in Fall 2016 would be valid only up to application for a program which begins in Fall 2021; if completed before Fall 2016, it would exceed the five-year time limit prior to the program start date and be invalid. Note: Waivers are not considered for CHEM 1411 or CHEM 1406 toward BSN programs.

An applicant may petition for a [waiver of the five year time limit](#) through the Health Occupations Admissions Office under one of the following considerations:

1. The student has **current work** experience in a healthcare setting utilizing their related microbiology knowledge.

2. The student has successfully completed **advanced courses** in a related microbiology area with a grade of “C” or higher.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and PSYC 2301 is acceptable if the credit appears on a college transcript as ENGL 1301 and PSYC 2301 equivalency. A letter grade is not awarded for “AP” credit.

Note: An applicant to the Associate Degree Nursing program may present credit by exam, CLEP, or “AP” credit for only one of the three prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.

See detailed information regarding [Advanced Placement, CLEP, and Credit by Examination](#).

Coursework from Foreign Universities

Only courses such as human anatomy, human physiology, and microbiology may be considered for transfer to the Associate Degree Nursing program from colleges or universities outside the United States. **No other courses will be considered.** Microbiology must be within the five-year time limit. [Foreign Coursework Evaluation](#) is a multi-step process which may take several weeks. **The student must be enrolled in credit classes at a Dallas College campus before the evaluation process can be initiated.**

D. HESI A² Test

The [HESI A²](#) test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the five prerequisite courses, applicants to the Associate Degree Nursing program must also earn **a minimum score of 80 or higher** on the following sections of the HESI A² test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology.** Students must also complete the **Learning Styles and Personality Profile sections** and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded. See [HESI A²](#) for more information.

HESI A² scores are considered in the point award ranking process. Scores on the math and anatomy/physiology sections are considered separately. Scores on the Reading Comprehension, Grammar, and Vocabulary/General Knowledge are combined and the average score (referred to as the “English” score in the sample ranking table on page 10) is considered for points.

The following is an example of points awarded for a sample applicant's HESI A² scores:

<u>HESI A² section</u>	<u>Score</u>	<u>Points Awarded</u>
Math	94	5
Anatomy/Physiology	96	7
Grammar	88	
Vocabulary/General Knowledge	92	
Reading Comprehension	<u>87.23</u>	
	$267.23 \div 3 = \mathbf{89.08}$ ("English" score)	3

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing to the application filing deadline date.
- Applicants may take the HESI A² at any approved testing site including the assessment center at the El Centro campus. The approximate cost of the HESI test at the El Centro testing center (Paramount Building) is \$42.00.
- HESI A² testing is also available online. Email 5tests@dcccd.edu for instructions.
- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their nursing application materials.**
- HESI A² testing appointments at the El Centro campus fill quickly. Applicants are encouraged to schedule their HESI A² several weeks prior to an applicant filing deadline. **Note: Score sheets may not be available for download from the Elsevier website for 2-3 days. Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.**
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake campuses. A **HESI A² Prep** course is periodically offered by the El Centro Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A² test for application to the Associate Degree Nursing Program.** If the applicant desires to retake the HESI A², **all five sections** must be retaken. Only one score sheet should be submitted with scores of 80 or higher on each of the five required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be the scores of record. It is not necessary to repeat the Learning Styles and Personality Profile sections on retests. The printout of these sections can be submitted from one testing attempt.
- Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity.

E. Castle Branch

Applicants to the Associate Degree Nursing program are required to have a current physical examination, specific immunizations, a tuberculosis screening, and BLS (Basic Life Support) CPR certification. The School of Health Sciences utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are complete.

Important Note: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.

Castle Branch must receive this documentation and verify that the applicant's records are complete **no later than the application filing deadline**. Please be aware that it can take **up to 4 weeks** to complete the verification process. Failure to submit this documentation and be complete with these requirements on the date of the application deadline will result in disqualification of the applicant. Applicants must be aware that the documentation required by Castle Branch must be kept current throughout the application process and (if accepted to a program) during their participation in the program. It is the responsibility of the applicant to assure that your health records are current. **Note: Additional proof of immunizations including titers may be required by hospital clinical sites.**

For more information on Castle Branch and this process, see [Immunization Requirements](#).

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical practicum. For more information, see item 7 on page 15 of this packet.

F. Associate Degree Nursing Application Materials Submission – FALL 2021/SPRING 2022 Selection Process

Read the following instructions carefully. Applicants must submit specific application materials to the El Centro Health Occupations Admissions Office via email and specific application materials to the Methodist Health System Education Office. Please refer to the following guidelines and insure that the appropriate application materials are submitted to the correct location.

Application Materials Submitted to El Centro Health Occupations Admissions Office

Applicants must submit **complete nursing application materials as scanned pdf documents** to the El Centro Health Occupations Admissions Office at via email to ECCHOAO@dccd.edu on or before the application filing deadline.

Incomplete application materials will be returned to the applicant.

The Associate Degree Nursing application materials submitted to the El Centro Health Occupations Admissions Office must include the following items to be considered complete and valid:

1. **A completed Associate Degree Nursing Program at MHS Application form and the initialed and signed Statement of Students' Responsibility form,**

2. **The HESI A² score sheet** indicating achievement of a minimum score of 80 or higher on each of the five required sections and the Personality Profile and Learning Style results.
3. **If a member of Phi Theta Kappa, include a photocopy of your official Phi Theta Kappa membership card/certificate (if applicable).** Note: Submitting the PTK number or any other statement of membership is not accepted.

Note: Applicants are solely responsible for ensuring that their current official transcripts from ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES (excluding Dallas Colleges) are submitted to a Registrar/Admissions Office at a Dallas College campus prior to applying to an EI Centro health occupations program. Official transcripts must have a print date no earlier than three years prior to the anticipated program start date.

Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet and to Castle Branch.

Once an application materials are emailed to the health occupations admissions office, additional materials cannot be added in later emails.

Documentation Submitted to Methodist Health System

A photocopy of the Associate Degree Nursing – MHS application form and Statement of Students' Responsibility form listed above which were sent to the EI Centro Health Occupations Admissions Office must also be submitted to the Methodist Dallas Medical Center Department of Education office **including the following:**

1. MHS Profile Form (obtained after viewing the online information session)
2. HESI A² score sheet
3. Photocopy of Physical Exam form, immunization records and BLS CPR card which have been submitted to Castle Branch. (See section E, page 7 for details.)

Submit the above documentation to the following contact person at Methodist Health System:

Kimm Wright, MSN, RNC-OB, C-EFM
Clinical Faculty/Clinical Education Specialist II
ECC/MHS ADN Nursing Program
Methodist Health System
Department of Education
1441 N. Beckley Ave.
Dallas TX 75203

G. Application Filing Period

Official application filing period for Fall 2021 semester (late August) admission only:

November 1 – February 15, 2021

Notification letters are mailed to students by May 15, 2021.

Official application filing period for Spring 2022 semester (mid-January) admission:

May 1 – August 31, 2021

Notification letters are mailed to students by October 15, 2021.

Important Note: Late applications are no longer considered for the Associate Degree Nursing Program.

Program information packets are revised September 1st of each year and at other times throughout the academic year as needed. Program guidelines are subject to change.

There will be significant changes in the curriculum for the academic year 2022-2023. Students are responsible for insuring they have the latest program information packet from:

[Associate Degree Nursing information packets/information sessions](#)

Visit the **[Associate Degree Nursing](#)** webpage.

[Methodist Health System](#) webpage.

Like us on **[Facebook](#)**.

We would appreciate your comments on our customer service by completing a brief **[survey](#)**.

H. Initial Ranking Procedure

Applicants are ranked for acceptance selection via a point award system*. Point award totals for applicants may range from a minimum of 6 points to a maximum of 54 points on the designated criteria below:

<i>Point Award Criteria</i>	<i>Potential Points per Criteria</i>
Prerequisite Course Cumulative GPA (2.5 minimum required)	5 points
2.50 – 2.99 = 3 points	
3.00 – 3.49 = 4 points	
3.50 – 4.00 = 5 points	
Support Courses completed with a minimum grade of “C” ** (BIOL 2402, BIOL 2420, PSYC 2314, humanities elective)	4 points
1 – 4 credit hours = 2 point	
5 – 9 credit hours = 3 points	
10 – 14 credit hours = 4 points	
HESI A² Test – Points awarded for each of the following sections: Math, Anatomy/Physiology, and combined “English” sections	21 points
80 – 84 = 1 point	
85 – 89 = 3 points	
90 – 95 = 5 points	
96 – 100 = 7 points	
Optional Pharmacology and Pathophysiology courses # completed with a minimum grade of “C”	6 points
RNSG 1301 = 3 points	
RNSG 1311 = 3 points	
Phi Theta Kappa Membership (must submit PTK card with application materials)	3 points
Courses toward various RN to BSN transition program + – 1 point per course:	15 points
ARTS 1301 - Art Appreciation	
BIOL 1322 - Principles of Nutrition	
CHEM 1411 - Chemistry I OR	
CHEM 1406 - Introductory Chemistry	
ENGL 1302 - Composition II	
ENGL 2311 - Technical Writing	
GOVT 2301/2305 - Government I (U.S.)	
GOVT 2302 /2306 - Government II (State & Local)	
HIST 1301 - US History I	
HIST 1302 - US History II	
MATH 1314/1314 - College Algebra	
MATH 1342/2342 - Statistics	
PHIL 1301 - Intro to Philosophy	
SOCI 1301 - Intro to Sociology	
SPCH 1311/1315/1321 - Speech	
2000 or above ENGL literature course	
Maximum Total Points	54 points

* In the event that two or more applicants with the same point award total, the cumulative score on all five required sections of the HESI A² will be used to break the tie.

** Applicants to the Associate Degree Nursing program at Methodist Health System (MHS) facilities must have completed 11 credit hours of the general education support courses (BIOL 2402, BIOL 2402 or BIOL 24021, and PSYC 2314) as secondary prerequisite courses in order to apply to the program.

Pharmacology and Pathophysiology courses are not required in the official nursing curriculum; however, extra points are awarded if one or both of those courses have been completed. In addition, RNSG 1301 and RNSG 1311 may also be considered for the PSYC 2301 prerequisite course for prerequisite GPA calculation only. PSYC 2301 must still be completed as a prerequisite course required for application.

+ Points will be awarded for these courses only if the course numbers match exactly on an official transcript or on a Dallas College advising report as evaluated by the Transcript Evaluation Center. This consideration does not guarantee transferability of the courses toward any RN-BSN transition program.

The table below illustrates the ranking process for a sample group of applicants:

Example of Point Award Ranking Process

	Cumulative GPA on 3 Prerequisite Courses (Max. 5 pts.)	Support Course Credit Hours (Max. 4 pts.)	Completed RNSG 1301 (Pharmacology) RNSG 1311 (Pathophysiology) (Max. 6 pts.)	HESI A ² Scores on English*, Math, and Anatomy/Physiology sections (Max. 21 pts.)	PTK (Max. 3 pts.)	Other Courses toward BSN Articulation programs (Max. 15 pts.)	Total Points (Max. 54 pts.)	Cumulative Score on all five required sections of HESI A ² (tiebreaker)
App #1	3.80 = 5 pts.	14 cr hrs = 4 pts.	RNSG 1301 = 3 pts. RNSG 1311 = 3 pts.	English 97.26 = 7 pts. Math 98 = 7 pts. A/P 96 = 7 pts. TOTAL HESI PTS. 21 pts.	3	15 courses from the list on page 10	54	455.26
App #2	3.60 = 5 pts.	14 cr hrs = 4 pts.	RNSG 1311 = 3 pts.	English 96.89 = 7 pts. Math 98 = 7 pts. A/P 95 = 5 pts. TOTAL HESI PTS. 19 pts.	3	12 courses	46	458.89
App #3	4.00 = 5 pts.	14 cr hrs = 4 pts.	None	English 96.74 = 7 pts. Math 99 = 7 pts. A/P 97 = 7 pts. TOTAL HESI PTS. 21 pts.		10 courses	40	451.74
App #4	3.40 = 4 pts.	9 cr hrs = 3 pts.	RNSG 1301 = 3 pts.	English 98.74 = 7 pts. Math 92 = 5 pts. A/P 98 = 7 pts. TOTAL HESI PTS. 19 pts.	3	7 courses	39	468.74
App #5	3.87 = 5 pts.	14 cr hrs = 4 pts.	None	English 96.89 = 7 pts. Math 95 = 5 pts. A/P 92 = 5 pts. TOTAL HESI PTS. 17 pts.		10 courses	36	436.89
App #6	2.93 = 3 pts.	11 cr hrs = 4 pts.	RNSG 1301 = 3 pts.	English 93.26 = 5 pts. Math 98 = 7 pts. A/P 96 = 7 pts. TOTAL HESI PTS. 19 pts.		7 courses	36	422.26
App #7	4.00 = 5 pts.	4 cr hrs = 2 pts.	RNSG 1301 = 3 pts.	English 89.26 = 3 pts. Math 88 = 3 pts. A/P 95 = 5 pts. TOTAL HESI PTS. 11 pts.	3	9 courses	33	415.26

* "English" score is derived from averaging the Reading Comprehension, Grammar, and Vocabulary/General Knowledge sections of the HESI A². Scores are not rounded.

The shaded columns reflect the total point award calculation and the final tie breaker which is the combined scores on the five required sections of the HESI A². **You will note that no single ranking criterion determines competitiveness in the applicant pool.** All five ranking criteria (cumulative prerequisite course GPA, support course credit hours completed, optional pharmacology and pathophysiology courses completed, the three designated HESI A² scores, and additional courses toward BSN articulation programs) factor into the point award process.

For example, Applicant #1 has a cumulative HESI A² score of 455.26 on all five sections combined, had a 3.80 prerequisite GPA, completed all 14 credit hours of the support courses from the Associate Degree Nursing curriculum with a "C" or better in each, completed both the pharmacology and pathophysiology courses, completed all 15 additional courses toward BSN articulation programs, and was a member of Phi Theta Kappa for a maximum point total of 54. The final point totals for Applicants #5 and #6 are also tied at 36 each; however, Applicant #5 has a higher cumulative HESI A² score than Applicant #6 which breaks the tie between them.

Therefore, if there were only six spaces in the Associate Degree Nursing at MHS program, Applicants 1-6 would be accepted to the program.

Applicants may improve their points ranking by: 1) repeating one or more of the three prerequisite courses to earn a higher prerequisite GPA (the last grade earned will be the grade of record); 2) completing additional general education support courses; 3) completing the pharmacology and pathophysiology courses; 4) repeating the HESI A² to earn a higher score in each section and subsequently additional points (all five sections of the HESI A² must be repeated in a retesting attempt); or 5) completing one or more of the additional courses toward BSN articulation programs. **Note:** The decision to repeat a completed course (any prerequisite or general education support course completed with a grade of “C” or higher) in order to improve an applicant’s competitiveness in the ranking process rests solely with the applicant. The last grade earned will be the grade of record.

I. Review of Ranked Applicants / Final Selection by Methodist Health System

The El Centro Health Occupations Admissions Office generates a ranked list of applicants received during an official filing period and forwards the list to Methodist Health System for further screening. (See Section H for ranking procedure.) The Methodist Health System screening process may include a personal interview with the Methodist Health facility and review of an individual’s work record with the facility in addition to other criteria.

Methodist Health System will then make the final selection for the nursing class from the ranked list of applicants and forward the names of those individuals to the El Centro Health Occupations Admissions Office which notifies the students of acceptance to the program. Individuals who are not accepted also receive a notification letter.

Notification Emails

Using the point award ranking process, a ranked list is generated from those applications received during an official filing period and both acceptance and non-acceptance notification emails are sent out. A student who applies during an official filing period and who receives an acceptance email is required to return a confirmation form within a specified timeframe to verify their intent to accept a space in the class.

Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester may reapply during the next filing period.

Curriculum Overview – Associate Degree Nursing Program – 2021-2022

Prerequisites to Program Admission					
	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
BIOL 2401 Human Anatomy & Physiology I	3	3	0	96	4
ENGL 1301 Composition I	3	0	0	48	3
PSYC 2301 General Psychology *	3	0	0	48	3
Total	9	3	0	192	10
Semester I – First Year					
	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
RNSG 1216 Professional Nursing Competencies	0	8	0	128	2
RNSG 1128 Introduction to Health Care Concepts	1	0	0	16	1
RNSG 1430 Health Care Concepts I	4	0	0	64	4
RNSG 1125 Professional Nursing Concepts I	1	0	0	16	1
RNSG 1161 Clinical I	0	0	4	64	1
BIOL 2402 Anatomy and Physiology II	9	11	4	384	13
Semester II – First Year					
	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
RNSG 1533 Health Care Concepts II	5	0	0	80	5
RNSG 1126 Professional Nursing Concepts II	1	0	0	16	1
RNSG 2362 Clinical II	0	0	12	192	3
BIOL 2420 General Microbiology OR * BIOL 2421 Microbiology	3	4	0	112	4
PSYC 2314 Developmental Psychology	3	0	0	48	3
Total	12	4	12	448	16
Semester III – Second Year					
	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
RNSG 1538 Health Concepts III	5	0	0	80	5
RNSG 1137 Professional Nursing Concepts III	1	0	0	16	1
RNSG 2363 Clinical III	0	0	12	192	3
Elective Humanities area +	3	0	0	48	3
Total	9	0	12	336	12
Semester IV – Second Year					
	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
RNSG 2539 + Health Concepts IV ++	5	0	0	80	5
RNSG 2138 + Professional Nursing Concepts IV ++	1	0	0	32	1
RNSG 2360 Clinical IV	0	0	12	192	3
Total	6	0	12	304	9
Total Program Hours				1664	60

The above curriculum outline is the official Associate Degree Nursing Curriculum.

* BIOL 2420 or BIOL 2421 must be completed less than five years prior to the anticipated program start date.

** If an applicant has completed RNSG 1301 or RNSG 1311, the course grade can be substituted for the PSYC 2301 grade in the prerequisite GPA calculation. PSYC 2301 must still be completed as a prerequisite for application to the program.

+ Humanities elective must be chosen from the Humanity, Creativity and Aesthetic Experience section of the general Associate Degree of Arts/Sciences degree plan. See the current Dallas College catalog for a full list of accepted courses. **Suggested courses include: ARTS 1301, DANC 2303, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, PHIL 1304, selected ENGL literature courses at the 2000 level or higher, sophomore level foreign languages such as SPAN 2311.**

++ **RNSG 2539 – Health Concepts IV, RNSG 2138 – Professional Nursing Concepts IV, and an Exit Program Competency Exam represent the Capstone experience for the Associate Degree Nursing Program.**

A minimum grade of “C” is required in all courses. Support courses may be completed **before but not after** semester indicated.

General Information

1. The El Centro Associate Degree Nursing Program at Methodist Health System accepts two classes per year in the Fall and Spring semesters. Each class is composed of approximately 10 students each semester. The Dallas College School of Health Sciences and Methodist Health System reserve the right to make changes in program enrollment capacity. **Methodist Health System is solely responsible for assigning accepted students to a specific Methodist Health System facility for their clinical experience.**
2. The Associate Degree Nursing program is completed in four, 16-week academic semesters. Each course involves 16-20 hours per week of class, lab, and clinical experience with an additional 2-3 hours of studying and preparation time for each hour of class and clinical experience. Clinical experiences in area hospitals are determined by a lottery system and may involve both daytime and evening hours. The high demand on a student's time will not allow for full-time employment while enrolled in the nursing program.
3. Students enrolled in the Associate Degree Nursing program must be physically able to care for patients that will involve lifting an adult patient of average size, moving, bathing, and transferring patients into and out of bed. Students will be on their feet for at least eight hours each clinical day. Students must be able to read fine print for medication administration purposes and be able to hear heart and breath sounds. Manual dexterity is required for skills such as starting IV's, administering injections, etc. If a student has a medical condition which may compromise their ability to care for patients, a medical release from their physician may be required. Students will be exposed to infectious diseases.
4. Students must comply with class and clinical attendance requirements according to nursing student handbook guidelines which are published annually. Students who are absent from clinical for physical or mental illness, surgery or pregnancy reasons must present a written release from a physician before being allowed to return to the clinical setting. Students who are anticipating surgery or delivery of a baby during an academic semester are advised to wait until the following semester to apply to the nursing program.
5. Applicants to the health occupations programs at the El Centro campus must submit physical examination and immunization documentation to Castle Branch no later than the program application deadline. Download more information at [Physical Exam and Immunization Requirements](#).

The physical examination must be on the **official physical form** and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the health form. **Note: Additional proof of immunizations including titers may be required by hospital clinical sites.**

6. All applicants must be certified in BLS – Basic Life Support CPR certification as designated by the **American Heart Association** and a photocopy of the front and back of the card must be submitted to Castle Branch no later than the program application deadline. The CPR certification must not expire prior to the anticipated program start date and must not expire during a semester when enrolled in the program. CPR classes are available through the Continuing Education Office at the El Centro campus, the American Heart Association, various hospitals, independent instructors, etc. **Online CPR certification classes must include an in-person skills check off on a manikin. Totally**

online CPR certification classes including those offered by the Red Cross are not valid for application to health occupations programs.

7. Proof of current personal healthcare insurance coverage is required for all health occupations students, **If documentation of coverage is not submitted to Castle Branch with immunization records, proof of coverage must be submitted by the first day of the semester if a student is accepted to the program.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at <https://www.healthcare.gov/>. The National Student Nurses' Association also partners with United Healthcare which offers a student policy for their members. See the following link for more information: <http://augeobenefits.com/nsna/home.php>
8. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro Multicultural Center Office (Room A-140, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. A Social Security number is required to be sponsored by MHS for the nursing program. ***Important Note: A Social Security Number is now required to write the NCLEX-RN exam.***
9. Many of the Associate Degree Nursing Prerequisite Courses, including many of the HPRS courses in one of the Application Eligibility Categories are offered online. See the presentation [Getting Ready for Olline Learning](#) to see if you are a good candidate for online learning.
10. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a [Background Check and Drug Screen](#) prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$86.00) for these screenings. **This procedure is conducted after a student has been accepted to their respective program.**

Results of these screenings are forwarded to the School of Health Sciences for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the School of Health Sciences and will not be released to the student or any other third party.

A clinical affiliate/facility reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical affiliate/facility reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical affiliate/facility reserves the right to expel a student from their facility.

Note: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the program.

11. Students are responsible for their own transportation arrangements to the campus and to their assigned health care facilities for clinical experience.

12. Students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free [DART Go-Pass](#) for that semester. DART passes are available two weeks after the semester begins.
13. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. See [Six Drop Rule](#) for more information.
14. Students are required to answer certain questions on the Texas Board of Nursing application for Registration by Examination to become licensed as a Registered Nurse. These questions are in regard to criminal convictions, mental illness or chemical dependency, or prior disciplinary action by a licensing authority for nurses. Students answering “yes” to those questions must submit the required documents with an explanation to the Texas Board of Nursing at least eighteen (18) months prior to graduation. The Texas Board of Nursing will consider these documents and reach a decision regarding eligibility to write the licensing examination. An applicant may request a Declaratory Order (a decision by the Texas Board of Nursing regarding an applicant’s eligibility to take the licensing exam) prior to entering a program of nursing. More information on this issue is found on the Texas Board of Nursing website at www.bon.texas.gov. For further information, contact Ms. Joan Becker, Director of Nursing at 972-860-5098.
15. Dallas College charges a higher tuition rate for courses in which a student registers for the third or more times. The [Third Attempt Policy](#) includes courses taken at any of the Dallas College campuses since the Fall 2002 semester. Developmental courses are not considered in this policy.
16. A student may apply to more than one El Centro Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro Health Occupations program may not apply or be considered for admission selection for another El Centro Health Occupations program unless their current program of study will complete before the second program curriculum begins.

An applicant may submit separate application materials to the El Centro Associate Degree Nursing program at MHS and to the traditional Associate Degree Nursing program during the same application filing period. A qualified applicant would be considered initially for the MHS program. If not selected for the MHS program, the applicant may still be considered in the traditional applicant pool.

17. Financial Aid: Students should apply for [financial aid](#) well in advance of program application.
18. The El Centro Associate Degree Nursing program has partnered with the University of Texas at Arlington nursing program to provide a seamless transition for graduates who plan to pursue a Bachelor’s Degree in Nursing (BSN). A student accepted into the El Centro Associate Degree Nursing program who expresses interest in the **UTA Professional Nursing Pathways RN to BSN transition program** is automatically accepted into the UTA program providing they complete the general courses required by UTA and have graduated from the El Centro nursing program. These

general courses include such classes as additional English composition and literature courses, history, government, statistics, etc.

The El Centro Associate Degree Nursing program has also collaborated with BSN nursing programs at several Texas universities including Texas Tech University, Texas Woman's University, Midwestern State University, the University of Houston, and the University of Texas at Tyler to form the Consortium for Advancement of Baccalaureate Nursing Education in Texas (CABNET) for RN to BSN articulation programs. Students in the El Centro Associate Degree Nursing program will graduate as "core complete with 54 credits hours plus nursing credits. Completion of the El Centro 60 credit hour nursing program coupled with 60 additional credits in a BSN program will result in a true 120 credit hour Bachelor Degree in Nursing. All RN to BSN articulation programs included in the CABNET are online, have no local residency requirement, and offer automatic acceptance to El Centro nursing graduates.

More information on the UTA Pathways program and other RN to BSN programs will be available to students after their acceptance to the Associate Degree Nursing program.

19. Please contact the education office at your Methodist Health System facility or the individuals below for assistance (physical addresses):

Kim Wright, MSN, RNC-OB, C-EFM
Clinical Faculty/Education Specialist II
El Centro - MHS AD Nursing Program
Methodist Health System
1441 N. Beckley Ave.
Dallas, TX 75203
Email: kimmwright@mhd.com
Telephone: 214-947-1534

Jesse Elizardo, MHS Nursing Admissions
Health Occupations Admissions Office
Room P-101
El Centro campus/Paramount
301 North Market Street
Dallas, TX 75202
Email: jelizardo@dcccd.edu
Telephone: 972-860-5007

Official transcripts should be mailed to:

Registrar – El Centro
801 Main Street
Dallas, TX 75202-3604

Electronic transcripts should be sent directly to:

studenttranscripts@dcccd.edu

Estimated Expenses for the Associate Degree Nursing Program at MHS *

	Dallas County Resident	Out of County Resident	Out of State/ Country Resident
Primary Prerequisite Tuition/Textbooks (10 cr. hrs.)	\$ 790.00	\$ 1,350.00	\$ 2,000.00
Secondary Prerequisite Tuition/Textbooks (11 cr.hrs.)	869.00	1,485.00	2,200.00
Physical Exam and Immunizations **	225.00	225.00	225.00
CPR Certification	65.00	65.00	65.00
Castle Branch	25.00	25.00	25.00
HESI A ² Entrance Test	<u>42.00</u>	<u>42.00</u>	<u>42.00</u>
Total	\$ 2,016.00	\$ 3,192.00	\$ 4,557.00
Semester I			
Tuition (Nursing courses – 9 cr. hrs.)	\$ 711.00	\$ 1,215.00	\$ 1,800.00
HESI Final Exam	55.00	55.00	55.00
Board of Nurse Examiners screening fee	100.00	100.00	100.00
Background Check/Drug Screen	86.00	86.00	86.00
Uniforms (approximate cost of 2 sets/lab coat)	150.00	150.00	150.00
Name Tag (2)	20.00	20.00	20.00
Shoes (approximate cost)	60.00	60.00	60.00
Stethoscope (approximate cost)	35.00	35.00	35.00
Bandage scissors (approximate cost)	8.00	8.00	8.00
Watch with second hand (approximate cost)	<u>40.00</u>	<u>40.00</u>	<u>40.00</u>
Total	\$ 1,265.00	\$ 1,769.00	\$ 2,354.00
Semester II			
Tuition (Nursing courses – 9 cr. hrs.)	\$ 711.00	\$ 1,215.00	\$ 1,800.00
HESI Mid-Curr. Testing Fees	<u>55.00</u>	<u>55.00</u>	<u>55.00</u>
Total	\$ 766.00	\$ 1,270.00	\$ 1,855.00
Semester III			
Tuition (Nursing & humanities elec.-12 cr. hrs.)	\$ 948.00	\$ 1,620.00	\$ 2,400.00
HESI Final Exam	<u>55.00</u>	<u>55.00</u>	<u>55.00</u>
Total	\$ 1,003.00	\$ 1,675.00	\$ 2,455.00
Semester IV			
Tuition (Nursing – 9 cr. hrs.)	\$ 711.00	\$ 1,215.00	\$ 1,800.00
HESI Comprehensive Final	65.00	65.00	65.00
NCLEX review	275.00	275.00	275.00
Pearson Vue NCLEX	200.00	200.00	200.00
NCLEX-RN License Fee	<u>139.00</u>	<u>139.00</u>	<u>139.00</u>
Total	\$ 1,390.00	\$ 1,894.00	\$ 2,479.00
Total Estimated Program Expense	\$ 6,440.00	\$ 9,800.00	\$ 13,700.00

* Tuition now includes textbook costs. These and other fees are subject to change. See official catalog for tuition table. A [Tuition Payment Plan](#) option is available in fall and spring semesters.

** Online HESI A2 testing is \$59.00 with an additional fee for short notice testing.

+ Estimated cost of physical exam and immunizations.

Other costs to consider: Personal health care insurance coverage, transportation and parking at El Centro and hospital clinical sites.

Nursing Application Checklist

This checklist is provided to assist you in following the steps toward program application.

1. Obtain a nursing program information packet and attend an information session at a Methodist Health System site.
2. View the MHS online information session in order to receive program application forms.
3. Complete an application for college admission and see an academic counselor as needed for TSI counseling, placement testing, etc.: complete any developmental courses as may be prescribed from test scores.
4. Submit official transcripts from all previously attended colleges and universities to El Centro Registrar's Office or the Registrar/Admissions Office at any other Dallas College campus.
5. If needed, request Educational Plan/transfer evaluation of course work taken at other colleges that applies to Associate Degree Nursing curriculum with Health Occupations Admissions Office.
6. Complete the following primary prerequisite courses:
 ENGL 1301 PSYC 2301 BIOL 2401
 In addition, complete the following secondary prerequisite courses:
 BIOL 2402 BIOL 2420 or BIOL 2421 PSYC 2314
7. Complete the humanities elective prior to application submission as time allows:
 Humanities elective _____
8. Complete the HESI A², scoring a minimum of 80% on all required sections of the test.
9. If time allows prior to an application filing deadline, complete the optional pharmacology and pathophysiology courses and other courses which apply to BSN Articulation programs. (See list of courses on page 10 of this packet).
10. Download the Immunization Requirements and Physical Exam form from the Castle Branch website; see a physician or healthcare clinic for a physical examination, immunizations, TB screening etc., and obtain BLS CPR certification.
11. Submit physical exam form, immunization and TB screening documentation with photocopy of front and back of CPR card Castle Branch prior to the application filing deadline.
12. **Compile the following materials as your complete nursing application packet and email them to ECCHOAO@dcccd.edu.** (See Section F on pages 7-8 of this information packet.):
 Completed Associate Degree Nursing at MHS application form and signed Statement of Students' Responsibility form.
 Official HESI A² score sheet indicating minimum scores of 80 on the five required sections of the test **and** the Personality Profile and Learning Styles section results.
 Photocopy of your official Phi Theta Kappa membership card (if applicable).
 Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms that have been granted to the student.
13. **Send photocopies of items listed below to Kimm Wright at Methodist Health System** (see page 8):
 Completed Associate Degree Nursing at MHS application form and Statement of Students' Responsibility form
 Completed MHS Profile form
 Official HESI A² score sheet indicating minimum scores of 80% on the five required sections of the test **and** the Personality Profile and Learning Styles section results.
 Physical Examination form/immunization documentation with CPR card photocopy attached.
 Documentation of personal healthcare insurance coverage such as a photocopied insurance card
14. Methodist Health System will make the final selection for the nursing class and notification emails will be sent from the El Centro Health Occupations Admissions Office.