

OAKLAND COMMUNITY COLLEGE

**Associate Degree Nursing
Admission Guide**

Revised July 14, 2021

Table of Contents

| | |
|--|----|
| PROGRAM OVERVIEW | 1 |
| ASSOCIATE DEGREE NURSING PROGRAM TRACKS | 1 |
| ADN (TRADITIONAL TRACK) | 1 |
| TPN (TRANSITIONAL LPN TO ADN TRACK) | 1 |
| NURSING CURRICULUM | 2 |
| PROGRAM COSTS | 2 |
| ACCREDITATION AND APPROVAL | 2 |
| BACKGROUND CHECK AND CRIMINAL HISTORY POLICY..... | 3 |
| CONDITIONAL ADMITTANCE..... | 3 |
| CRIMINAL HISTORY POLICY | 3 |
| LICENSING | 3 |
| APPLYING TO THE PROGRAM..... | 4 |
| BASIC ELIGIBILITY REQUIREMENTS..... | 4 |
| HESI TEST..... | 5 |
| IMPORTANT DATES | 5 |
| ADN (TRADITIONAL TRACK) | 5 |
| TPN (TRANSITIONAL LPN TO ADN TRACK) | 6 |
| SELECTION PROCESS..... | 7 |
| OVERVIEW | 7 |
| STEP 1: PRIORITY I AND II | 7 |
| STEP 2: CALCULATED SCORE | 7 |
| STEP 3: TIEBREAKERS | 9 |
| RESOURCES | 10 |
| OCC STUDENT SERVICES AND CONTACT INFORMATION..... | 10 |
| FERPA | 11 |
| ADA NOTIFICATION..... | 11 |
| EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCEDURE | 11 |

PROGRAM OVERVIEW

Thank you for your interest in the nursing program of Oakland Community College (OCC). The nursing program at OCC is rigorous and incorporates a variety of experiences. A typical week for a student might include 3-4 hours of theory lecture, two 8-hour clinical shifts in an agency setting (day or evening; some weekend rotations may be required), and three hours of lab on another day of the week. More information about the nursing program, including required immunizations, is available in the nursing student handbook.

Students interested in nursing should **meet with a counselor** for an unofficial checklist (at the Highland Lakes or Southfield Campus) **and attend an information session** as early as possible.

In order to be eligible to apply, students must meet minimum admission requirements. Meeting the minimum requirements does not guarantee admission to the program. Applicants are considered for admission based on the selection process outlined in this guide. **The nursing department does not maintain a waiting list.** Therefore, students who are not accepted must reapply.

The OCC Department of Nursing offers the Associate Degree Nursing curriculum. The program leads to an Associate Degree in Applied Science and prepares graduates to provide direct nursing care at a novice level in a variety of health care settings. Successful completion of the program requirements qualifies students to apply for the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Satisfactory achievement on this exam qualifies graduates for state licensure as Registered Nurses (RN).

The associate degree nursing program contains two tracks: The Traditional track (ADN) and the Transitional LPN to ADN track (TPN).

ASSOCIATE DEGREE NURSING PROGRAM TRACKS

ADN (TRADITIONAL TRACK)

The ADN Traditional track leads to the [Associate in Applied Science, Nursing](#) degree and is intended for students who have no background in nursing.

TPN (TRANSITIONAL LPN TO ADN TRACK)

The TPN track leads to an [Associate in Applied Science, Transitional LPN to ADN Track](#) degree. This track is intended for graduates of a practical nurse program. Applicants must hold current Michigan LPN licensure and have a minimum of 1500 hours work experience as a licensed practical nurse.

NURSING CURRICULUM

For the nursing curriculum and course descriptions, please refer to the [college catalog](#) and nursing student handbook.

PROGRAM COSTS

Once admitted to the program, the average OCC in-district nursing student will pay approximately \$6,985 for tuition and fees (out-of-district tuition and fee for nursing courses are approximately \$13,076). Pre-program costs (books, background check, immunizations, uniform, etc.) are estimated at \$1,500 - \$1,900. These estimates do not include the costs of any prerequisite, general education, or required supportive courses taken at OCC or transferred from other institutions. Your actual costs for tuition, fees, and other expenses may be higher or lower depending on your individual circumstances.

The program tuition cost is calculated based on the current tuition rate of \$99 per billable contact hour for in-district and \$192 for out-of-district, plus a \$100 student support fee per semester, for 65.5 billable contact hours of NUR courses over five semesters. If all seven general education and required supportive courses are taken at OCC, you will incur an estimated 27-30 additional billable contact hours for these courses (hours vary depending on chosen electives). Upon graduation from the program, you will incur additional costs for licensure and graduation of approximately \$400 - \$500.

In addition, the nursing program requires use of a lap top computer for all exams. Nursing students are also required to purchase Nursing Program software in incremental payments over the two years of the program.

Tuition and fees are subject to change without notice by action of the Oakland Community College Board of Trustees.

ACCREDITATION AND APPROVAL

The Associate Degree Nursing Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 1400,
Atlanta GA, 30326
(404) 388-9826
fax (404) 975-5020
www.acenursing.org

The nursing program has full approval from:

Michigan Board of Nursing
PO Box 30670, Lansing MI, 48909-8170
(517) 335-0918
www.michigan.gov/lara/

United States Department of Education:

This program prepares you to take the NCLEX exam in the State of Michigan. Graduates who want to practice in other states should review those requirements via that Board of Nursing link at www.ncsbn.org/14730

BACKGROUND CHECK AND CRIMINAL HISTORY POLICY

CONDITIONAL ADMITTANCE

After selection is completed, those students who have been invited to the nursing program will be granted **conditional** admittance upon a satisfactory criminal background check, including FBI fingerprint results and drug screen, at the student's expense. American Databank is the current company used by the nursing department for background checks.

In addition to the above requirements, all admitted nursing students are required to provide proof of immunizations and other requirements for clinical as outlined in the Nursing Student Handbook. Students not in compliance with the clinical requirements will forfeit their seat in the nursing program.

CRIMINAL HISTORY POLICY

Conviction of a felony, or any attempt to commit a **felony, within fifteen years** OR conviction of a **misdemeanor within ten years** immediately preceding the date of the criminal history check will preclude eligibility for admission. **No exceptions will be made to the criminal history policy.**

LICENSING

Upon successful completion of the nursing program, the Michigan Board of Nursing will obtain a new criminal background check and drug screen. For more information, visit the Michigan Board of Nursing website.

APPLYING TO THE PROGRAM

BASIC ELIGIBILITY REQUIREMENTS

- MEET WITH A COUNSELOR at the Highland Lakes or Southfield Campus for help with selecting the required general education and supportive courses. Complete the required supportive and general education courses with a grade of “B-” or better in each. Advanced Placement or AP courses must score a 4 or 5 in order to equate to a B- or better. BIO courses must be current within five-year expiration period. For priority consideration, all courses must be completed.
- Attend the mandatory Nursing Information Session early—dates and times for upcoming sessions are available to view on the nursing department web page at oaklandcc.edu/health/nursing.
- Successfully complete the [HESI-A2](#) exam (HESI-NUR taken at OCC, Auburn Hills Campus).
- Complete any OCC incomplete marks by the application deadline, if applicable.
- Obtain written approval of any course substitutions by the application deadline, if applicable. Requests are initiated through the Highland Lakes or Southfield Counseling departments, with final approval from the Dean of Nursing.
- Update your OCC record through the Enrollment Services office at any campus using the [Student Update Information Request form](#):
 - Designate the nursing program curriculum (ADN or TPN)
 - Update address and phone number for accuracy, if necessary
- Submit evidence of high school graduation (high school transcript or diploma from an accredited or state-approved U.S. high school) or GED to Counseling. International high school transcripts must be translated by an approved service, which can take several weeks.
- Transfer students only: OCC transcript evaluation of any transferred college-level courses. Send official transcripts, CLEP, AP Scores, or DD214 to: **Registrar’s Office, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266**. Please allow up to six weeks for evaluation. (International students must have college transcripts—including course descriptions—translated first by an approved international evaluation service, which can take several weeks—World Education Services www.wes.org or Educational Credential Evaluators www.ece.org.)

- TPN applicants only:
 - Provide evidence of valid Michigan license as a Practical Nurse.
 - Submit a completed [Verification of LPN Employment form](#) validating 1500 hours minimum work experience as a licensed practical nurse.
- Complete application/checklist at Highland Lakes or Southfield Counseling Department by the deadline. (Completion of requirements and application to the program does not guarantee admission.)

HESI TEST

This HESI-A2 exam is a computer-based timed test that consists of a math section and a reading comprehension section. You must pass both sections within the same testing session. One retake of the exam is permitted. **If your second attempt is unsuccessful, you will NOT be eligible to apply to the nursing program at Oakland Community College.** No exceptions. Additionally, HESI scores from other colleges will NOT be accepted. The cost of the test, registration information, and other information about testing is available on the [MTEC testing center](#) web page.

To prepare for the exam, you should attend one of the free HESI prep seminars that are offered through the Academic Support Center. Information about these seminars is available on the [ASC web page](#). HESI review books may be available at campus libraries or bookstores.

IMPORTANT DATES

ADN (TRADITIONAL TRACK)

Students who apply to the nursing program by the December 15, 2021, deadline will be included in the ADN selection process. The nursing department will mail notification letters on March 15, 2022. The letters will be either a conditional admission or a letter of declination including the reason.

If admitted, you will begin the program in either fall 2022 or winter 2023 based on random selection. You will receive more information about your start date in the admission letter. Students who begin in the fall 2022 semester are expected to complete the program in winter 2024. Students who begin in the winter 2023 semester are expected to complete the program in fall 2024.

- For the 2021 application deadline, required biology courses taken in summer 2017 or earlier are expired by the end of summer 2022 and are older than five years prior to the program start. Expired biology courses will not be accepted.

- Fall 2021: Final semester to complete prerequisite courses and any “T” marks, if applicable
- December 15, 2021:**
 - **DEADLINE TO APPLY**
 - Deadline to complete any course substitutions, if applicable
 - Deadline for official transcript *evaluation* for non-OCC courses (allow 4-6 weeks), if applicable
- January 15, 2022: Deadline for official transcript *received* for any non-OCC courses **taken in final semester**, if applicable

No exceptions to deadlines; all items must be completed on time.

TPN (TRANSITIONAL LPN TO ADN TRACK)

The nursing department will complete the next TPN selection and mail letters of notification on April 15, 2022. If you apply by March 1, 2022, you will receive this notification letter in April, which will be either a letter of conditional admittance or a letter to inform you that you have not been selected, including the reason.

If admitted, you will begin the program in May 2022, with an expected completion of the program in December 2024.

- For the 2022 application deadline, required biology courses taken in winter 2017 or earlier are expired by the end of winter 2022 and are older than five years prior to the program start. Expired biology courses will not be accepted.
- Fall 2021:
 - Final semester to complete prerequisite courses
 - Final semester to complete any “T” marks, if applicable
- March 1, 2022:**
 - **DEADLINE TO APPLY**
 - Deadline to complete any course substitutions, if applicable
 - Deadline for official transcript *evaluation* for non-OCC courses (allow 4-6 weeks), if applicable
 - Deadline for official transcript *received* for any non-OCC courses **taken in final semester**, if applicable

No exceptions to deadlines; all items must be completed on time. Program tracks must have a sufficient number of eligible applications to run.

SELECTION PROCESS

OVERVIEW

Each year, there are a limited number of seats available for new students. The number of seats available is approved by the Michigan Board of Nursing and limited by school resources and clinical availability. Qualified applications will be rank-ordered and selected according to the following steps.

STEP 1: PRIORITY I AND II

Applications that meet the minimum admission requirements are ranked according to priority. Priority I (P1) applications are considered first, followed by Priority II (P2).

Your application will be considered Priority I if you have completed all of the seven required supportive and general education courses **with a grade of “B-” or better**:

1. BIO 1570 Microbiology of Health and Disease, 3 credits, **or** BIO 2710 Microbiology, 4 credits (BIO 2710 is recommended for transferring to some BSN programs; see counselor for details.)
2. BIO 2630 Human Anatomy and Physiology I, 4 credits
3. BIO 2640 Human Anatomy and Physiology II, 4 credits
4. ENG 1510 Composition I, 3 credits
5. ENG 1520 Composition II, 3 credits (ENG 1520 is recommended for transferring to a BSN program) **or** ENG 2200 Professional Communication, 4 credits
6. Fine Arts/Humanities Elective from the [General Education list](#), 3 credits (PHI 1610 or PHI 1710 is recommended for transferring to a BSN program)
7. PSY 2510 Introduction to Psychology, 3 credits

Your application will be considered Priority II if you have completed the BIO, ENG, and PSY courses as listed above (6 courses) **with a grade of “B-” or better**, but you have not yet completed the Fine Arts/Humanities course.

STEP 2: CALCULATED SCORE

Applications are next ranked by the calculated score, with the highest score ranked first and the lowest score ranked last. A cutoff score will be established based on the number of applications and seats available. The cutoff score varies and cannot be determined until all applications are received and all scores are calculated for a given selection.

Your total score will be calculated using the three required biology courses and the two required English courses. To arrive at the total score, three calculations are made and then summed: a weighted GPA of the five courses, points earned based on the number of times these five courses have been repeated, and points earned based on the number of transfer courses of the five. The maximum score possible is 17.

WEIGHTED GPA

For BIO 1570 or 2710, BIO 2630, BIO 2640, ENG 1510, and ENG 1520 or 2200, the highest grade achieved in each will be used in the calculation. For BIO 1570 or 2710 and ENG 1520 or 2200, if both courses are taken, then the course with the earliest date of completion will be used in the calculation. Expired biology courses will not be counted or used in calculations.

Each grade will be converted to the equivalent OCC GPA: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7. (Only grades of B- or better are eligible to apply for the nursing program.) The sum of the five GPA's will be divided by five to calculate the average GPA of the five courses. The average will then be multiplied by three in order to weight the GPA. The maximum possible score for the weighted GPA is 12.

REPEATED COURSES

For BIO 1570, BIO 2710, BIO 2630, BIO 2640, ENG 1510, ENG 1520, and ENG 2200, the number of times the courses have been repeated will be summed. Each time a course is repeated, the repeat will count separately—for example, a course taken three times will count as two repeats, and so on. For BIO 1570 or 2710 and ENG 1520 or 2200, if both courses are taken, then the additional course will be counted as a repeat. Expired biology courses will not be counted or used in any calculations.

The maximum score possible is three points if none of these courses have been repeated. Two points will be awarded for one repeat. One point will be awarded for two repeated courses. No points will be given if there are three or more repeated courses.

TRANSFER COURSES

All transfer courses from BIO 1570, 2710, 2630 and 2640, and ENG 1510 and 1520, will be used in the calculation. The number of credits from these transfer courses will be summed. (Expired biology courses will not count.)

The maximum score possible is two points for 0 – 8 credits transferred from another college. One point will be awarded for 9 – 16 credits transferred and no points will be given if 17 or more credits have been transferred.

STEP 3: TIEBREAKERS

There may be some applications with equal scores that fall above and below the cutoff score (the score of the application that falls on the last available seat). In this case, tiebreakers will be used.

- a. First Tiebreaker: Earliest completion date of the required supportive and general education (GE) courses
- b. Second Tiebreaker: Number of required supportive and GE courses completed at OCC

RESOURCES

OCC STUDENT SERVICES AND CONTACT INFORMATION

For links to Counseling and other OCC student services, please visit the [OCC website](#) and click on [Student Services](#). [Maps to campuses](#) can be found under Resources or Student Life.

AUBURN HILLS CAMPUS, MTEC TESTING CENTER

2900 Featherstone Road, Auburn Hills, MI 48326, (248) 232-4168

The [Testing Center](#) web page can be found on the [OCC website](#) under Economic and Workforce Development.

HIGHLAND LAKES CAMPUS

7350 Cooley Lake Road, Waterford, MI
48327-4187

Academic Support Center (ASC)

Woodland Hall, Room 20
(248) 942-3035

ACCESS (Accessibility Compliance Center & Education Support Services)

Woodland Hall, Room 220
(248) 942-3080

Counseling

Woodland Hall, Room 230
(248) 942-3050

Nursing Department - Office

Woodland Hall, Room 320
(248) 942-3333
fax (248) 942-3338

The [nursing web page](#) can be found on the [OCC website](#) under the Health Academic Programs.

Student Financial Resources and Scholarships

Woodland Hall, Room 260
(248) 942-3040

SOUTHFIELD CAMPUS

22322 Rutland Drive, Southfield, MI
48075 Academic Support Center (ASC)

Academic Support Center (ASC)

Room A212
(248) 233-2735 or (248) 233-2736

ACCESS (Accessibility Compliance Center & Education Support Services)

Room A211
(248) 233-2780

Counseling

Room A206
(248) 233-2750

Nursing Department - Office

Room A208B
(248) 233-2914
fax (248) 233-2913

Student Financial Resources and Scholarships

Room A203
(248) 233-2940

FERPA

Per the *Family Educational Rights and Privacy Act* (FERPA), college personnel cannot release a student's personal or academic records to a third party, including other students, without prior written consent. Please refer to the [college catalog](#) for details.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the *Americans with Disabilities Act*) should contact the ACCESS office, which will inform the appropriate parties of any special conditions pertaining to their learning.

EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCEDURE

Oakland Community College, pursuant to the requirements of applicable law and these policies, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, citizenship, veteran status, sex, age, height, weight, marital status, sexual orientation, gender identity and expression, disability or handicap, nor will sexual harassment or harassment based on other classifications mentioned herein, be tolerated, in its employment practices and/or educational programs or activities.

Concerns about the above should be communicated to:

Equal Opportunity Compliance Officer

Oakland Community College

2480 Opdyke Road, Bloomfield Hills, MI 48304-2266

(248) 341-2027

Affirmative action/equal
opportunity institution.



**OAKLAND
COMMUNITY
COLLEGE®**