APPLICATION DEADLINE:
March 1st at 4 p.m.

*If the application deadline falls on a weekend or holiday, applications are due the next business day.
**All admission requirements must be fully completed by application deadline.

Dear Associate Degree in Nursing Program applicant,

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

The Associate Degree Nursing Program is fully approved by the Texas Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000).

Admission Requirements Checklist
Admission requirements for the Associate Degree Nursing (ADN) Program differ from general admission to Victoria College. Additional information may be found at www.victoriacollege.edu/professionalnursing. Any changes in the admission requirements will be available at www.victoriacollege.edu/professionalnursing. It is the applicant’s responsibility to check the website frequently for any admission requirement changes. The ADN Program is a selective admission program with a limited number of available student slots each semester. It is strongly encouraged to visit Victoria College Academic Advising and follow the checklist in numerical order to ensure all requirements are met.

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documents, as stated below, are in the ADN Office (VC admissions office for VC application and transcripts) or uploaded and accepted to the appropriate website by the application deadline.

☐ 1. Victoria College Academic Advising – Please visit Victoria College Academic Advising regarding general nursing application information. An appointment is not necessary to meet with one of our friendly academic advisors to discuss your educational goals. For more information please call (361) 582-2400.

☐ 2. Victoria College Application An online application must be completed for admission to Victoria College. Admission information is located at http://victoriacollege.edu/admissions. It is the applicant’s responsibility to validate with the Admissions and Records Office that their Victoria College application has been processed by calling (361)485-6841.
3. **Request Official Transcripts** from any other college or university that you have attended other than Victoria College and have them sent directly to:

Victoria College
Office of Admissions & Records
2200 East Red River
Victoria, Texas  77901

After transcripts have been received by Victoria College, please contact academic advising. If you took any courses at a university that you believe might count toward your ADN degree, you **MUST** have a transcript evaluation completed by the advising office to see if Victoria College will accept those courses. University course numbers are different from community college course numbers. You can contact the advising office at  (361) 582-2400 to get it started. **Please complete the transcript evaluation and Nursing Transcript Evaluation Form before scheduling your advising appointment with the ADN Program.** (Transcript evaluations can take up to 4 weeks or more to be completed.)

4. **TSI complete (Texas Success Initiative).** Applicants must be TSI complete to qualify for admission. Please contact the Advising & Counseling Office for more information at (361) 582-2400. It is the applicant’s responsibility to validate their TSI status with the Advising & Counseling office.

5. **Prerequisite Courses.** A grade of C or better by the application deadline in each of the following prerequisite courses:
   - BIOL 2401
   - BIOL 2420*
   - PSYC 2301
   - PSYC 2314

   *BIOL 2420 cannot be more than 5 years old by the application deadline, and BIOL 2402 (not a Prerequisite course) cannot be more than 5 years old if taken before the start of the Nursing Program.

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

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

   **Associate Degree Program Advising** – Once you have met with Academic Advising, please refer to the information below, in numerical order, to start the ADN Application Process.

   1. **Associate Degree Nursing Transition Program Application.** Apply to Victoria College Associate Degree Nursing Program by completing the program application. The application is current for 1 year. Every year the applicant must submit a new application. We encourage applicants to apply to the program early on in the applicant’s college career and have an advising appointment with the program. This will ensure the understanding of all requirements and that all requirements are met in a timely manner.

   2. **Licensure Eligibility Questions (LEQ).** Complete the Licensure Eligibility Questions (LEQ) form and turn it in with your program application to the ADN office. The LEQ is current for 1 year and MUST be resubmitted yearly until accepted into the program. This form will be used to initiate a criminal background check (CBC) that the Texas Board of Nursing will do through the Texas Department of Public Safety (DPS) and Federal Bureau of Investigators (FBI). The administrative assistant will send your name to the Board of Nursing. You will receive further instructions via email from IdentoGo once the Board of Nursing has accepted your LEQ. The entire background check process can take up to 120 days depending on the individual and the circumstances. Complete the application and LEQ in enough time to meet the application deadline.
3. **Clear Criminal Background Check.** A clear Criminal Background Check (CBC) must be on file in the ADN Office by the application deadline. The procedure to complete this requirement will be emailed to prospective students once their ADN application & LEQ has been received and processed by the Board of Nursing. It can take up to 120 days to receive a clear CBC. Without resolution of all licensure eligibility issues, the applicant is not eligible for admission into the program. Once a clear CBC is received, it is the applicant’s responsibility to submit the original document, which will come in the mail, from the Board of Nursing as a blue postcard. For applicants with a declaratory order, submit the letter indicating Board order. Upload the blue postcard (front & back) or letter to Castle Branch before hand-delivering original document to ADN office. The blue postcard or letter is only current for one year from the postmarked date. The applicant must request a new blue card or letter yearly from the Texas Board of Nursing.

4. **Advising Appointment.** Schedule an advising appointment by calling the ADN Program’s Administrative Assistant at (361) 572-6435. An advising appointment must be completed at least yearly until the applicant is accepted into the program. We encourage applicants to apply to the program early on in the applicant’s college career. **However, the student must meet with Academic Advising and receive the Nursing Transcript Evaluation Form prior to scheduling your appointment with one of our faculty members.** It is mandatory to have an advising appointment yearly with the program. This will ensure the understanding of all program requirements and that all requirements are met in a timely manner.

5. **ATI TEAS Exam.** A qualifying ATI TEAS adjusted individual total score of a 64% or higher is required for admission. Register to take the ATI TEAS exam at www.atitesting.com. A qualifying score is current for 2 years. Applicants that score above a 64% will receive additional points toward admission based on a scale. It is the applicant’s responsibility to contact the ADN Program Administrative Assistant to ensure that current TEAS scores are in the applicant file. After 2 years, if the applicant has not been accepted into the program, the applicant must retake the exam again and meet the minimum adjusted individual total score. The applicant will be able to test three times in a twelve month period with the most recent score being considered. There is a study guide available for purchase on the ATI website. ATI TEAS taken anywhere other than Victoria College, the applicant is responsible for having official transcript sent from ATI website. Applicants can visit http://victoriacollege.edu/teasy or contact the Testing Center at (361) 572-6480 for further information and test dates.

6. **Castle Branch Account.** The following immunizations (or proof of serological immunity) & important documents must be completed and uploaded under your account by the application deadline.

   *See handout on Castle Branch for further explanation

   - **MMR.** Measles, Mumps, Rubella
   - **Tdap.** Tetanus, Diphtheria & Pertussis
   - **Hepatitis B Series.** Hepatitis B Series (6 months to complete) Fast track not accepted
   - **Varicella (Chicken Pox).** If you had Varicella as a child, you will be required to get a titer and show immunity.
   - **Clear Criminal Background Check.** You will need to upload a picture of your blue card (front & back) or letter from the Texas Board of Nursing that states your criminal background check is clear.
   - **Professional License.** For ADN transition students only, you must provide a copy of your unencumbered Texas Vocational Nursing license. Renewal will be set based on the expiration on the license. License number must be visible.
LVN-ADN TRANSITION STUDENT CURRICULUM

Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>~BIOL 2420</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>SDEV 0301</td>
<td>Learning Frameworks</td>
<td>0</td>
</tr>
</tbody>
</table>

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

SEMMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 1327</td>
<td>Transition from Vocational to Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>RNSG 1261</td>
<td>Clinical-Transition-Nursing (RN Training)</td>
<td>2</td>
</tr>
<tr>
<td>HPRS 2300</td>
<td>Pharmacology for Health Professions</td>
<td>3</td>
</tr>
<tr>
<td>~BIOL 2402**</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
</tbody>
</table>

3 HPRS 2200 is only current for 3 years. If the applicant has not been accepted into the program after 3 years, the course must be repeated.

**Do to minimum availability of Biology 2402 during the summer and the busy summer schedule of nursing courses, it is recommended that this course be completed prior to semester 1.

Upon successful completion of RNSG 1327 and RNSG 1261, 12 hours equivalency credit for RNSG 1523, RNSG 1260, RNSG 1219 and RNSG 2361 will be granted.

SEMMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2514</td>
<td>Integrated Care of the Client with Complex Health Needs</td>
<td>5</td>
</tr>
<tr>
<td>RNSG 2362</td>
<td>Clinical III-Nursing (RN Training)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

SEMMESTER III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>~RNSG 2535</td>
<td>Integrated Client Care Management</td>
<td>5</td>
</tr>
<tr>
<td>~RNSG 2363</td>
<td>Clinical IV-Registered Nursing/Registered Nurse</td>
<td>3</td>
</tr>
<tr>
<td>Creative Arts OR Language, Philosophy and Culture</td>
<td>(See VC college catalog for courses that satisfy this component)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credit Hours 60

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

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

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

If the applicant completes BSN pre-requisites as described on the next page, they will also receive extra points towards their admission score.

~Biology 2420 cannot be more than 5 years old. Also, Biology 2402 cannot be more than 5 years old if taken prior to acceptance into the program. Biology 2401 does not need to be repeated only Biology 2402.

www.VictoriaCollege.edu
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• HPRS 2300 is only current for 3 years. If the applicant has not been accepted into the program after 3 years, the course must be repeated.

* Student must choose a course from the Victoria College Creative Arts OR Language, Philosophy and Culture core curriculum courses. (Contact Advising & Counseling Services for specific course considerations or see the VC course catalog).

+ Capstone courses

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

**Bachelor of Science in Nursing Pre-requisites**

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

Chemistry 1406  
English 1302  
History 1301  
History 1302  
Government 2305  
Government 2306  
Math 1342  
Speech 1315 or 1318  
Sophomore Literature  
COSC 1301

**Statement of Nondiscrimination**

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

**CASTLE BRANCH**

**ONCE ACCEPTED INTO THE PROGRAM, THE FOLLOWING MUST BE COMPLETED PRIOR TO ENROLLMENT**

*These 4 things SHOULD NOT be completed until you receive a letter that you have been accepted into the nursing program. You will then be given a date when these 4 things need to be completed with specific instructions and forms.

- CPR for the Health Care Provider Certification (American Heart Association)  
  Online certification will not be accepted.  
- Physical Examination by a healthcare provider  
- Ten panel drug screen test with negative results  
- Two-Step Tuberculin skin test or chest x-ray  
  *Upon acceptance into the nursing program, you will receive specific instructions on how and when to complete the above 4 requirements.*
Associate Degree Nursing Castle Branch Account Instructions
Castle Branch is a secure document manager where you will upload multiple documents prior to the application deadline. In order to create an account, go to www.castlebranch.com.

You will need to enter the following package code: VB08adnim. There is a fee of $35 to enter this package code. Upon creating the account, you will be asked to enter your full name, date of birth, social security number, current address, phone number and e-mail address. At the end of the online order process, you will be prompted to upload documents. Documents do not have to be entered at this time when creating the account. An app is available for smartphones to make uploading documents easy. You can skip this step and upload the documents at a later date if you wish. You will next be asked for payment information. You will be prompted to enter your Visa or MasterCard Information. Money Orders are also accepted but will result in a $10 fee and an additional turnaround time. Only the following documents need to be uploaded prior to the application deadline:

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

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

☐ Hepatitis B Series
   One of the following is required: 3 vaccines (takes 6 months to complete series) or positive antibody titer (lab report or physician verification of results is required. If titer is negative or equivocal, student must receive 1 booster shot and provide a 2nd titer. The fast track (Twin RX) will NOT be accepted.

☐ Varicella (Chicken Pox)
   One of the following is required: 2 vaccines OR positive antibody titer (lab report or physician verification of results required). If titer is negative or equivocal, student must receive 1 booster shot and provide a second titer.

☐ Texas BON results
   After completing the criminal background check process, the prospective students must submit their blue card or letter to the Victoria College Nursing Program office. It must also be uploaded under the BON results in the Certified Background. When uploading the blue card, a picture of the front and back of the card must be uploaded.

☐ Professional License
   For ADN transition students only, you must provide a copy of your unencumbered Texas Vocational Nursing license. Renewal will be set based on the expiration on the license. License number must be visible.

The documents listed above MUST be uploaded and accepted by Castle Branch prior to the application deadline. Please note that it can take several days for Castle Branch to accept or reject the documents you uploaded. Just because you uploaded your documents, does not mean that they will meet the criteria for acceptance and may be rejected. It is the applicant's responsibility to ensure that all documents have been accepted by the application deadline.

*Please do not upload any other requirements until you are prompted to do so by the ADN office
For help with Castle Branch, Please call 1-888-666-7788.

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