



**DACC Nursing Advising  
Handbook  
2023-2024**

Dear Nursing Advisor and DACC student:

The DACC Nursing Program Advising Handbook has been developed to assist you in your role as a pre-nursing and nursing student. It has been designed to serve as a quick reference for useful and pertinent information.

Your handbook is divided and contains information for both pre-nursing and nursing students. Academic advising is critical to student success at DACC. All undergraduate students are required to meet with their advisor at least once each semester to review educational progress, discuss future plans, and secure schedule approval prior to registration. Additional meetings are recommended for information and guidance on dropping and/or adding courses, changing/declaring majors, exploring available resources, and ensuring that graduation requirements are met.

You are encouraged to read your handbook very carefully, to refer to it often, and to utilize it completely for advising for the DACC nursing program. Using your handbook and other available resources, you can make your educational experiences more meaningful and significant.

If you have comments, questions, or suggestions, please share them with me.

Sincerely,

Cynthia Olivas, DNP, RN  
DACC Nursing Program Director

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## **DACC Contact Information Advisors**

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Espina, East Mesa Locations

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Sunland Park, Anthony, Chaparral Locations

### **General:**

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### **Nursing Admin Office Hours:**

0800 - 1700

3400 S. Espina

Health Sciences Division

Office 190B

Office Phone: 575-527-7735

Email: [jaguirre@dacc.nmsu.edu](mailto:jaguirre@dacc.nmsu.edu)

### **Parking:**

Students and visitors can park at all lots of DACC Campus/Centers – No parking permit is required.

Please note DACC does have designated days for remote work.  
Please make an appointment to be assure being seen in person.

# ADVISING SYLLABUS

## **Mission and Purpose:**

The mission of DACC Nursing Advising is to partner with students, faculty, staff, and other campus entities to engage, support and assist students seeking a Licensed Practical Nursing Certificate and/or an Associate Degree in Nursing.

The Nursing Academic Advising supports Dona Ana Community College's Mission:

DACC is a responsive and accessible learning-centered community college that provides educational opportunities for a diverse community of learners in support of academic interests, workforce development, and economic growth.

## **What is Academic Advising?**

Academic advising is a process that is student-centered and works in collaboration with other college and university departments to help the student set and achieve academic goals by providing information that is relevant to the students' academic degree plan. The advisor helps the student make responsible decisions that are in line with the students' values, interests, goals, abilities, and degree requirements.

Nursing advising is personalized to the student and should consider the individualized needs of each student, which may include appropriate referral services. Decisions concerning careers, co-curricular activities, or graduate study may be part of the advising process.

## Roles and Responsibilities of:

The student:	The Academic Advisor
<ul style="list-style-type: none"> <li>• Stay in touch with the advisor. It is expected the student shall meet with an advisor at least once each semester!</li> <li>• Know the requirements for the nursing degree &amp; work with an advisor on a plan of study.</li> <li>• Monitor degree progress by reviewing degree audit through NMSU STAR Audit</li> <li>• Know how, when, and where to apply to the nursing program.</li> <li>• Be aware of important deadlines (drop/add, withdrawal deadlines) and academic policies (repeat policies, DACC Nursing progression requirements).</li> <li>• Consult with an advisor on issues related to academic progress, a change in major, courses to be taken at another institution, withdrawal from courses, or withdrawal from the College.</li> <li>• Make decisions and take responsibility for their academic career.</li> <li>• Check college email account on a daily basis. Read any e-mails or letters that are sent to you by the advisor, the Student Services Office, the DACC Nursing or any other office on campus.</li> <li>• Be honest with your advisor about your academic performance, grades, and career goals.</li> </ul> <p><b>Your advisor will assist you by providing information and resources, but you are responsible for planning your individual program and for meeting academic requirements and deadlines.</b></p>	<ul style="list-style-type: none"> <li>• Be accessible to you during reasonable hours through appointments, walk-in hours, telephone, and/or email.</li> <li>• Understand the curriculum, admission/progression requirements for DACC Nursing, graduation requirements, and college policies.</li> <li>• Make appropriate suggestions and referrals to meet student needs, interests and concerns.</li> <li>• Monitor progress toward educational and career goals, maintain accurate, complete written records and follow up with student when necessary.</li> <li>• Help the student define and develop realistic personal, social, academic, and career goals based upon his/her interest in Nursing.</li> <li>• Be honest and ethical in interaction with students.</li> </ul>

## Student Learning Outcomes

At the end of participating in nursing academic advising, the student will:

- Be able to discuss:
  - Admission procedures for the DACC Career Ladder Program, including a familiarity with admission policies and procedures for the program through which they were admitted or are seeking to be admitted.
  - Curricular requirements, progression standards, course sequencing, and grading policies.
  - DACC College academic policies
  - DACC Nursing Program Student Handbook location and policies for Admission, Progression, and Graduation from the nursing program
  - Campus resources and support systems that promote academic success.

- Students will demonstrate they can:
  - Develop an academic plan and assess degree progress through graduation.
  - Develop individualized skills and strategies for academic success, including accessing and using institutional resources policies, and procedures.
  - Take responsibility for making decisions regarding their academic success. Students will demonstrate they value/appreciate the importance of academic planning and their shared responsibility in the process.

## **Resources**

To book an appointment please go to [nmsu.navigate.eab.com](https://nmsu.navigate.eab.com)

Dona Ana Community College Catalog @ <https://dacc.nmsu.edu/student-services/student-resources/catalogs/>

Dona Ana Community College Advising @ <https://dacc.nmsu.edu/student-services/advising/>

New Mexico State University Academic Advising Handbook @ <https://inside.nmsu.edu/advising/>

# ADVISING TIMELINE

## **Pre-Nursing Students applying to College:**

- Apply to DACC for admission
- Submit Transcripts/s (official transcripts only)
- Make an appointment with DACC Financial Aid and complete Free Application for Federal Aid (FAFSA)
- Access your DACC student account
- Complete any college readiness or non-nursing program-specific exams e.g. ACT/SAT
- Complete any college new student orientation and attend any course-specific orientations or open houses as needed
- Make an appointment with a college advisor to plan courses based on the degree plan
- Register for classes on the assigned date and time
- Pay all fees prior to registration and check for holds

## **Pre-Nursing Applying to Nursing Program:**

- Deadlines to submit nursing applications are March 15<sup>th</sup>, June 15<sup>th</sup> & October 15<sup>th</sup>
- Complete all requirements to make sure you have a complete application packet:
  - GPA minimum of 2.75 for all your pre-requisites. Use a GPA calculation sheet to figure out your GPA using your pre-requisites (different than cumulative GPA)
  - ⊖ All pre-requisites must have a C or better to be considered for ranking, if there are more than two C grades in any of the seven prerequisite courses, you will not meet the GPA requirements for ranking and additional academic advising would be required.
  - Prerequisite courses completed more than seven years prior to admission to the program can be retaken for a higher grade. Cumulative GPA will not change, and retaking a pre-requisite course for a higher grade is solely for ranking purposes.
  - Complete a GPA Calculation sheet with Advisor
  - HESI A2 for Traditional or Advanced Placement, non-LPN student. Scores must be 75% or greater for all areas used for ranking. HESI deadline is the 5<sup>th</sup> of the month prior to the application deadline.
  - HESI PN Mobility for LPN to RN students. Scores must be 900 or greater for all areas used for ranking. HESI deadline is the 5<sup>th</sup> of the month prior to the application deadline.
  - Complete application packet with Advisor at an in-person appointment if possible.
- Submit the Complete Application after meeting with the nursing advisors.



## **Nursing Level I:**

- Get to know faculty, advisors and administrators
- Research pursuing a BSN after A.D.N and discuss plans with advisor
- Seek academic support EARLY! Meet with your nursing faculty mentor to work on any areas where you may need remediation
- Set an appointment to attend tutoring with nursing faculty tutors, see Nursing Canvas Student Success Course @ <https://nmsu.instructure.com/courses/1326397>
- Seek out shadowing or volunteer opportunities if you do not have any experience
- Explore clubs, organizations, and extracurricular activities
- Keep track of early performance grades/midterm grades
- Prepare for finals for all classes
- Meet with Administration and Clinical Coordinator to update immunizations, health requirements, and background and drug screens requirements. Must have all requirements in order to attend clinical.
- After successful completion of all Level I courses, access your STAR Audit and make sure your courses have been inputted and showing a grade.

## **Nursing Level II:**

- Begin mid-program coursework and clinical.
- Meet with your nursing faculty mentor to work on any areas where you may need remediation
- Begin to work on your resume and join the Student Nurses Association if you have not already done so
- Work with Career Center or DACC Academic Readiness Center to create resumes and do cover letters to target employers
- After successful completion of all Level II courses, access your STAR Audit and make sure your courses have been inputted
  - Run one audit using Certificate, LPN Nursing
  - Run one audit using Degree A.D.N
- Meet with Administration and Clinical Coordinator to update immunizations, health requirements, and background and drug screens requirements. Must have all requirements in order to attend clinical.

### **Nursing Level III:**

- Begin research on taking the PN EXIT HESI/ATI Examination and PN NCLEX licensure examination/application process for whatever state you want to apply in.
- Apply for your LPN Certificate with Admissions at DACC before the deadline. Otherwise, you will not get your degree upon graduation
- Make sure all transcripts with all your transfer credit (if you have any) and that all credits have been awarded and have been received by the Registrar's Office. You need this to be complete for your PN certificate and licensure.
  - RUN a STAR Audit, using Certificate for LPN Nursing
- Meet with Administration and Clinical Coordinator to update immunizations, health requirements, and background and drug screens requirements. Must have all requirements in order to attend clinical.
- Meet with your nursing faculty mentor to work on any areas where you may need remediation
- After successful completion of all Level I courses, access STAR Audit and make sure courses have been inputted
- Run two audits using Certificate LPN and one for Degree A.D.N
  - Review your audits, making sure you have on target to complete your LPN certificate and A.D.N degree
  - Green checks by your completed courses signify you have completed the requirements for the certificate or degree plan

### **Nursing Level IV:**

- Begin research on taking the RN EXIT HESI/ATI COMPREHENSIVE PREDICTOR and RN NCLEX licensure examination/application process for whatever state you want to apply in.
- Apply for your A.D.N Degree plan with Admissions at DACC bef. Otherwise, you will not get your degree upon graduation
- Make sure all transcripts with all your transfer credit (if you have any) and that all credits have been awarded and have been received by the Registrar's Office. You need this to be complete for your A.D.N degree.
- Run a STAR Audit, using certificate for A.D.N Nursing

- Green checks by your completed courses signify you have completed the requirements for the certificate or degree plan
- Check with DACC Student Services and NMSU bookstore if you are a Crimson Scholar, and order your Crimson Scholar Cord
- Check with DACC Nursing Honor Society (OADN) if you are an honor student, and order your OADN cord
- Meet with Administration and Clinical Coordinator to update immunizations, health requirements, and background and drug screens requirements. Must have all requirements in order to attend clinical.
- Meet with your nursing faculty mentor to work on any areas where you may need remediation
- Order cap, gown and graduation invitations if planning to attend DACC commencement ceremony
- Order nursing pin, nursing stole, any nursing club or organization cord/s, nursing and pinning invitations if planning to attend nursing pinning ceremony
- Get involved with Pinning committee for planning pinning ceremony
- After successful completion of all Level IV courses, access your STAR Audit and make sure your courses have been inputted
  - Run audit using Degree A.D.N
- Work with Career Center or DACC Academic Readiness Center to update resume and complete cover letters to target employers

# DACC ACADEMIC POLICIES

## COURSE DROP & FEE POLICY

- The process for dropping a course is similar to the process for adding a course. The student must consult with the academic advisor and prepare an add/drop form, obtaining all required sig a student decides to withdraw, it is the student's responsibility to initiate the withdrawal process appropriately in the time frame.

## WITHDRAWAL PROGRESSING (E.G. MEDICAL)

- Meet with faculty mentor or the Program Director to discuss withdrawal and standing with the Nursing Program
- Petition AP&G notify of reason and intent for return to the program
- Withdrawal forms must be signed by student and course faculty, processed by Nursing Advisor by specified time frame.
- If your absence is longer than one semester, you will have to reapply for admission and start the Nursing Program over at Level I.

## WITHDRAWAL NON-PROGRESSING (FAILING)

- Meet with faculty mentor or the Program Director to discuss withdrawal and standing with the Nursing Program
- Petition AP&G notify of reason and intent for return to the program
- AP&G will review petition and make recommendations based on student's course grades, exam grades, clinical grades, standardized exams, assignment grades, participation, absences.
- Withdrawal forms must be signed by student and course faculty, processed by Nursing Advisor by specified time frame.
- Withdrawal deadlines such as the last day to withdraw from courses in the [DACC academic calendar](#). Please check the DACC website for information on how to withdraw from a [course](#) and/or [the college](#).
- The nursing program follows minimester 1 dates for withdrawing for fall and spring.
- The nursing program follows 1st five week/minimester 1 for withdrawing for summer semesters.
- Any further course failures, withdrawals, incompletes or failures to pass the standardized exams and exit exams will lead to a non-progressing, inactive status with the program i.e., Exit the program.
- NOTE: A student found to be insufficiently prepared for a particular course may be transferred to a more elementary course in the same field any time before withdrawing from an individual course officially. Anyone attending under the Veterans Educational Assistance Program should notify the Veterans Office in DASR 117 at the East Mesa Campus when dropping or adding courses, as such changes could cause a reduction in the benefits received.
- Click the following link for more information @ <https://records.nmsu.edu/students/important-dates.html>

# **GPA POLICY/SATISFACTORY PROGRESS**

## **NMSU/DACC:**

- You must remain in good standing academically, maintaining a cumulative grade point average (GPA) according to [DACC policy](#). Any Nursing student placed on academic probation by DACC must petition the Admission, Progression, and Graduation (AP&G) committee for permission to continue enrolling in Nursing courses while working to improve their GPA.
- In good standing is when you maintain a C or better in all courses and are not on academic or clinical probation. Please note that an 80% (or better) for exam averages is required in order to pass nursing courses.
- Not in good standing is when you do not maintain a C or better in all courses and/or are on academic and/or clinical probation. You are not in good standing academically within the Nursing Program upon failing a second course in the Nursing Program or if you twice fail a single course, and must petition to continue progression in the Nursing Program (please note this is not a guarantee of progression)
- If you receive an incomplete (I) grade in a Nursing course and are unable to complete the requirements for removal of the incomplete before the beginning of the next semester, you will not automatically be allowed to continue in the Program. If you do not complete the requirements within the designated timeframe, you will receive a failing grade for the course. Depending on your previous academic history in the Nursing Program, you may need to refer to the request to repeat a Nursing course requirement (NPSH section 3.7.4) if you wish to continue in the Program.

## **DACC NURSING PRE-NURSING STUDENTS:**

- All pre-requisites for DACC nursing must be completed with a C or better. The first passing grade will be used for ranking, if a student receives a C on the first attempt, please see retaking section above. A minimum of 2.75 GPA is required to be eligible to rank for the DACC Nursing Program.

# DACC Nursing Program

## PROGRESSION/RETENTION

- The Nursing Program curriculum is designed in a sequential fashion to support learning and enrichment. Each of the sequential didactic/clinical Nursing courses can accommodate only a certain number of students. Therefore, if you enter the Nursing Program during a given semester, you are assured of a place in that class as it progresses through the curriculum.
- Courses and Levels in the Nursing Program are sequential and must be completed in order unless permission is granted by the Nursing Program director based on the recommendations of the Admission, Progression, and Graduation (AP&G) committee, space availability, or extenuating circumstances such as military service.
- The following terms describe Program Progression and status in the DACC Nursing Program:
- Active Nursing Student – a DACC student who has been accepted into the DACC Nursing Program and who is currently enrolled in the DACC Nursing Program. A nursing student is considered enrolled on the first day of any DACC nursing course. Major will be NURS.
- In-Active Nursing Student – a DACC student who has been accepted into the DACC Nursing Program, but who is currently not enrolled in the DACC Nursing Program. Major will be changed to pre-nursing.
- Progressing Nursing Student – a DACC student who has been accepted into the DACC Nursing Program shows progression by:
  - Theory/Didactic Criteria:
    - Earned, a minimum exam average of 80%, and a minimum of 77% overall grade or better in all nursing courses.
  - Combined Theory/Didactic, Lab and or Clinical experiences Criteria:
    - Earned a passing final grade of 77% in lab and clinical experiences in all nursing courses.
    - Students must be concurrently enrolled in both the lecture and lab sections of the course.
- Hyperlink @ <https://catalogs.nmsu.edu/dona-ana/course-descriptions/nurs/>

- Non-Progressing Nursing Student – a DACC student who has been accepted in the DACC Nursing Program but has not progressed through the program by failing to meet theory/didactic, lab or clinical experiences minimum progression criteria. Students who are non-progressing will not be allowed to register and or complete subsequent courses (higher level courses) without permission of the AP&G committee. Course sequence is designed to establish strong skills and knowledge bases that will be used as the student transitions into subsequent courses.
- Graduation is dependent on attaining all hours required by the degree or certificate and the College, all minimum proficiencies e.g., ATI, HESI exams required by the Nursing Program or College, and nursing course grade point average of 2.75 or better.
- You must maintain an exam average of 80%, and an overall course grade average of 77% or better in Nursing Program courses in order to progress to the next level. You must complete each Level before starting the next Level unless permission is granted by the Nursing Program director based on the recommendations of the AP&G committee, space availability, or extenuating circumstances like military service. Students enroll in courses in only one Level at a time, and do not enroll in courses in another Level unless the Nursing Program director grants permission. Advance Placement coursework will be reviewed on a case-by-case basis to determine the potential for cross-Level enrollment in Nursing courses.

## **TRANSFER CREDIT**

- A transfer student may, based on an evaluation of her/his transcripts, receive credit for courses taken at other postsecondary institutions in which a grade of C or higher was received.
- Credits from accredited institutions are automatically evaluated, once official transcripts are received by the DACC Admissions Office. However, credits from nonaccredited institutions may be evaluated only after the student has completed two semesters with full-time status and satisfactory grades. The student should then initiate the request for evaluation of these credits through the academic department chair.
- Semester and cumulative grade-point averages will be based solely on courses taken at NMSU and DACC.

- The Nursing Program tries to place students with previous nursing school coursework (including clinical experience) at the level closest to their previous experience as possible. An advance placement/transfer student should submit with as many documents as available to help make that determination. For example, documents could include (but are not limited to) written examinations, skills performance evaluations at an acceptable level, official transcripts, syllabi of previous nursing courses, skills checklists, and instructor evaluations. (The admissions committee may make specific document requests that may or may not appear on this list.)
- Credits for former coursework may not be accepted if the courses are not deemed equivalent to existing Nursing Program curriculum. DACC requirements for granting certificates or associate degrees apply in all cases. Please see the DACC Catalog for [other admission requirements](#) for the college.
- If you attended Vista College obtain your transcripts by contacting:
  - New Mexico Board of Nursing
  - <https://nmbon.sks.com/staff-directory.aspx>
  - 6301 Indian School Rd NE Suite 710, Albuquerque, New Mexico 87110
  - Phone: 505.841.8340
  - Fax: 505.841.8347
  - Higher Learning Commission
  - <https://www.hlcommission.org/About-HLC/contact-us.html>
  - 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411
  - Phone: 800.621.7440 / 312.263.0456 | Fax: 312.263.7462
  - [info@hlcommission.org](mailto:info@hlcommission.org)

### **ADVANCE PLACEMENT, UNLICENSED**

- If student has prior nursing coursework in another institution's nursing program and apply to the DACC Nursing Program at any Level, you can petition for Advanced Placement–Unlicensed admission. Advanced Placement, Unlicensed is not available for previous DACC Nursing students who completed any nursing courses. For DACC students who completed prior DACC nursing courses and wish to apply to nursing program, please see Traditional placement or LPN to RN requirements.



If you failed two or more courses in any nursing program, including DACC Nursing Program you are not eligible to apply for advance placement and must apply for Traditional Placement.

- Student will still be considered if you have one nursing course failure. Contact your Nursing Program advisor for a list of requirements for the transfer of credit for previous nursing coursework from another nursing school outside of DACC.
- Application deadlines are posted and you must provide the following by those dates: (1) a complete Advance Placement Unlicensed application, (2) proof of passing the HESI A2 Admission exam with 75% minimum cumulative score and minimum 75% scores for Math, Reading and Comprehensive, Vocabulary and Grammar, Anatomy and Physiology, Chemistry (3) Equivalency of Transfer on Nursing Program Courses forms (if applicable), and a minimum of 2.75 cumulative GPA for pre-requisites. LPN to RN students must have 2.75 cumulative and pre-requisite GPA.

### **ADVANCE PLACEMENT, LICENSED**

- If you have completed the LPN Pathway at DACC or have the LPN certificate from DACC or another institution, you can petition for Advance Placement–LPN to RN admission. Application deadlines are posted, and you must provide the following by those dates: (1) a complete Advance Placement–LPN to RN application, (2) proof of passing the PN-ADN Mobility HESI Exam with 900 minimum score, (3) Equivalency of Transfer on Nursing Program Courses forms (if applicable), and a minimum of 2.75 cumulative GPA

### **ACADEMIC STANDING**

- The Health Sciences Division is aligned with [DACC policy on Academic Standing](#). See course syllabus for specific course policies. Health Sciences Division Faculty members are encouraged to communicate with students should the student fall below program standards.
- DACC Academic Standing Policy:
  - Academic probation and suspension. Notification to students of academic probation or suspension appears on the student's grade report at the end of each

grading period.

- Academic warning. This applies only to new students who are qualified for admission and attending a college or university for the first time. However, the director of admissions may classify as “new” freshmen who have attended a college or university in early-admission status or have attended during a summer prior to their first semester of enrollment. Such students are placed in “warning” status at the end of their first enrollment if they earn less than a 2.0 cumulative GPA, unless the first enrollment is for a summer session. If warned at the end of a combined spring and first summer session, warning status is continued through the second summer session (if applicable).
- Warning status is continued if the student withdraws from the university. Probation or suspension status applies to all subsequent enrollments.
- Academic probation. Students are placed on probation at the end of a semester or summer session when their cumulative GPA falls below 2.0. However, students entering the university in summer are not placed on probation at the end of that summer if the cumulative GPA drops below 2.0.
- Removal of academic probation. Such academic standing is removed when the cumulative GPA is raised to 2.0 or higher, with the following exceptions:
  - \*A transfer student may not remove probation by summer work alone; If an I grade is removed after the student has enrolled, the new grade’s effect on academic standing is based on its inclusion with grades for the term for which the student is enrolled; Exercise of the Adjusted Credit Option does not change academic status until subsequent grades are earned.

#### **TRANSFER STUDENTS TO COLLEGE:**

- Students (admitted under special provisions) whose transcripts indicate less than a 2.0 GPA are admitted on probation.
- Continuing in probationary status. Students may continue to enroll while on probation provided, they maintain a semester GPA of 2.0 or higher. They are continued on probation if they withdraw from the university while on probation.
- Restrictions on enrollment while in probationary status. No student on probation may

enroll for more than 15 credits during a semester, or six credits during a summer session, without permission of the campus student services officer.

- Students on probation receiving educational benefits from the Veterans Administration must obtain counseling from the office of the campus student services officer at the community college.
- Academic suspension. Students enrolled for a semester on probation are suspended when both the semester GPA and cumulative GPA are below 2.0. The first suspension from NMSU/DACC will be for one semester. A student suspended at the end of the fall semester may attend the subsequent summer school if the suspension was for one semester only. The second suspension will be for one calendar year. The third and subsequent suspensions will be for a calendar year, and the student must petition the Academic Deans' Council, through the director of admissions, for readmission. No credit will be granted for a course taken at other institutions while under suspension from NMSU/DACC.
- Effect of summer attendance. Students suspended at the close of the spring semester may have suspension rescinded if they attend one or both of the following summer sessions at NMSU or one of its branch colleges. Such attendance must raise the combined spring semester and summer GPA to 2.0 or above.
- A certification of eligibility to attend summer sessions at NMSU after a spring semester suspension is available to the suspended student who wishes to attend summer sessions at other institutions. However, work taken at other institutions has no effect upon the spring semester suspension, nor will it be accepted by NMSU for transfer credit.

# Nursing Curriculum – Degree Plans

## LICENSED PRACTICAL NURSE CERTIFICATE

### 2023-2024 CATALOG (54 credits)

SEMESTER ONE	CLASS	CREDITS 18	Theory Hours	Lab Hours
ENGL 1110G	Rhetoric and Composition	4	50	
BIOL 2210	Anatomy and Physiology, I	4	38	45
MATH 1220G	College Algebra	3	38	
CHEM 1120G	Principles and Applications of Chemistry	4	38	
CEPY 1120G	Growth & Development	3	38	45

LEVEL ONE	CLASS	CREDITS 16	Theory Hours	Lab Hours
BIOL 2225	Anatomy and Physiology II	4	38	45
PSY 1110G	Introduction to Psychology	3	38	
NURS 134	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT	3 (1+6P)	13	90
NURS 136	FOUNDATIONS OF PROFESSIONAL NURSING (Core HESI/ATI)	6 (4+6P)	50	90

LEVEL TWO	CLASS	CREDITS 15	Theory Hours	Clinical/Lab Hours
NURS 137	NURSING CARE OF THE OLDER ADULT	3	38	
NURS 130	FOUNDATIONS OF PHARMACOLOGY	3	38	
NURS 147	ADULT HEALTHI (Core HESI/ATI EXAMINATION)	6 (4+6P)	50	90
NURS 149	PSYCHIATRIC/MENTAL HEALTH NURSING	3 (2+3P)	25	45

LEVEL THREE	CLASS	CREDITS 5	Theory Hours	Clinical/Lab Hours
NURS 224	MATERNAL CHILD HEALTH NURSING (Core HESI/ATI EXAMINATION)	5 (4+4P)	50	45
LPN Exit HESI/ATI Exam*	MATERNAL CHILD HEALTH NURSING	n/a	0	0

**\*\*NOTE: In order to be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 900 on the HESI or 90% on the ATI Examination. THE PN EXIT HESI OR ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE PN EXIT HESI/ATI EXAMINATION TO PROGRESS FOR A.D.N DEGREE. THE RN EXIT HESI/ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 900 ON THE HESI OR 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE. Please refer to the nursing program student handbook for progression policies.**

# Nursing Curriculum – Degree Plans

## ASSOCIATE DEGREE IN NURSING

### 2023-2024 CATALOG (70 credits)

SEMESTER ONE	CLASS	CREDITS 18	Theory Hours	Lab Hours
ENGL 1110G	Rhetoric and Composition	4	50	0
MATH 1220G	College Algebra	3	38	0
BIOL 2210	Anatomy and Physiology, I	4	38	45
CHEM 1120G	Principles and Applications of Chemistry	4	38	0
CEPY 1120G	Growth & Development	3	38	45

LEVEL ONE	CLASS	CREDITS 16	Theory Hours	Lab Hours
BIOL 2225	Anatomy and Physiology II	4	38	45
PSY 1110G	Introduction to Psychology	3	38	0
NURS 134	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT	3 (1+6P)	13	90
NURS 136	FOUNDATIONS OF PROFESSIONAL NURSING (Core HESI/ ATI Examination)	6 (4+6P)	50	90

LEVEL TWO	CLASS	CREDITS 15	Theory Hours	Clinical/La b Hours
NURS 137	NURSING CARE OF THE OLDER ADULT	3	38	0
NURS 130	FOUNDATIONS OF PHARMACOLOGY	3	38	0
NURS 147	ADULT HEALTH I (Core HESI)	6 (4+6P)	50	90
NURS 149	PSYCHIATRIC/MENTAL HEALTH NURSING	3 (2+3P)	25	45

LEVEL THREE	CLASS	CREDITS 12	Theory Hours	Clinical/La b Hours
NURS 224	MATERNAL CHILD HEALTH NURSING (Core HESI/ ATI Examination)	5 (4+3P)	50	45
LPN Exit HESI Exam*	MATERNAL CHILD HEALTH NURSING	n/a	0	0
NURS 226	ADULT HEALTH II (Core HESI/ATI Examination)	6 (4+6P)	60	90
NURS 235	LEADERSHIP AND MANAGEMENT	1	16	0

LEVEL FOUR	CLASS	CREDITS 9	Theory Hours	Clinical/La b Hours
NURS 201	NURSING ELECTIVE: NCLEX RN REVIEW (*RN EXIT HESI/ATI Comprehensive Examination)	3	45	0
NURS 236	ADULT HEALTH III/NURSING PRECEPTORSHIP	6 (2+6P)	30	180

**\*NOTE: In order to be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 900 on the HESI or 90% on the ATI Examination. THE PN EXIT HESI/ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE PN EXIT HESI/ATI EXAMINATION TO PROGRESS FOR A.D.N DEGREE. THE RN EXIT HESI/ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 900 ON THE HESI OR 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE.**

# Nursing Curriculum – Degree Plans

## LPN to ADN Bridge (admitted as an Advanced Placement)

### 2023-2024 CATALOG (Minimum 16)

SEMESTER ONE	CLASS	CREDITS 18 credits	Theory Hours	GRADE
ENGL 1110G	Rhetoric and Composition	4	Must take or have prior credit.	
BIOL 2210	Anatomy and Physiology, I	4	Must take or have prior credit.	
MATH 1220G	College Algebra	3	Must take or have prior credit.	
CHEM 1120G	Principles and Applications of Chemistry	4	Must take or have prior credit.	
CEPY 1120G	Growth & Development	3	Must take or have prior credit.	

LEVEL ONE	CLASS	CREDITS 16	Theory Hours	Lab Hours
BIOL 2225	Anatomy and Physiology II	4	Must take or have prior credit.	
PSY 1110G	Introduction to Psychology	3	Must take or have prior credit.	
NURS 134	FOUNDATIONS OF NURSING SKILLS AND ASSESSMENT	3 (1+6P)	Required to complete for all LPN to RN students	
NURS 136	FOUNDATIONS OF PROFESSIONAL NURSING (Core HESI/ATI Examination)	6 (4+6P)	Must take or have prior credit.	

LEVEL TWO	CLASS	CREDITS 15	Theory Hours	Lab Hours
NURS 137	NURSING CARE OF THE OLDER ADULT	3	Must take or have prior credit.	
NURS 130	FOUNDATIONS OF PHARMACOLOGY	3	Must take or have prior credit.	
NURS 147	ADULT HEALTH I (Core HESI/ATI Examination)	6 (4+6P)	Must take or have prior credit.	
NURS 149	PSYCHIATRIC/MENTAL HEALTH NURSING	3 (2+3P)	Must take or have prior credit.	

LEVEL THREE	CLASS	CREDITS 12	Theory Hours	Lab Hours
NURS 224	MATERNAL CHILD HEALTH NURSING (Core HESI/ATI Examination)	5 (4+4P)	Must take or have prior credit.	
NURS 226	ADULT HEALTH II (Core HESI/ATI Examination)	6 (4+6P)	60	90
NURS 235	LEADERSHIP AND MANAGEMENT	1	16	

LEVEL FOUR	CLASS	CREDITS 9	Theory Hours	Lab Hours
NURS 201	NURSING ELECTIVE: NCLEX RN REVIEW (RN EXIT HESI/ATI Comprehensive Predictor)	3	45	
NURS 236	ADULT HEALTH III/NURSING PRECEPTORSHIP	6 (4+6P)	30	180

**\*NOTE: In order to be eligible for the LPN certificate, students must take and successfully pass an LPN exit exam with a minimum score of 900 on the HESI or 90% on the ATI Examination. THE PN EXIT HESI OR ATI EXAMINATION IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE PN EXIT HESI/ATI EXAMINATION TO PROGRESS FOR A.D.N DEGREE. THE RN EXIT HESI/ATI COMPREHENSIVE PREDICTOR IS UTILIZED TO DETERMINE PROGRESSION. STUDENTS MUST PASS THE RN EXIT EXAM WITH A MINIMUM OF 900 ON THE HESI OR 90% ON THE ATI COMPREHENSIVE PREDICTOR IN ORDER TO PASS THE NURS 201 COURSE. Please refer to the nursing program student handbook for progression policies.**

# COURSE EXEMPTIONS & SUB-WAIVERS

## Advanced Placement & LPN to RN Students

### EVALUATION OF TRANSFER (NURSING COURSES)

### CREDIT TABLE

After submission of official transcripts by student, Advisor will begin to evaluate nursing courses for credit. Please note, all DACC students must complete a minimum of 16 credits with DACC to be eligible for certificate or Degree award.

	DACC credits	Full Credit	No Credit
<b>NURS 130 – Foundations of Pharmacology</b>	3 hrs credit total *Includes Drug Dosage administration for nurses	Course being used from previous completion meets DACC credits and course description – See DACC Catalog for details of course description	Course from previous completion does not include the full amount of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>NURS 136 – Foundations in Nursing</b>	6 hrs credits total  4 hrs credits for Didactic 2 hrs credits for Clinical Practicum	Course being used from previous completion meets DACC credits and course description – See DACC Catalog for details of course description	Course from previous completion does not include the full amount of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>NURS 137 – Care of the Geriatric Patient</b>	3 hrs credits for Didactic	Course being used from previous completion meets DACC credits and course description – See DACC Catalog for details of course description	Course from previous completion does not include the full amount of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for



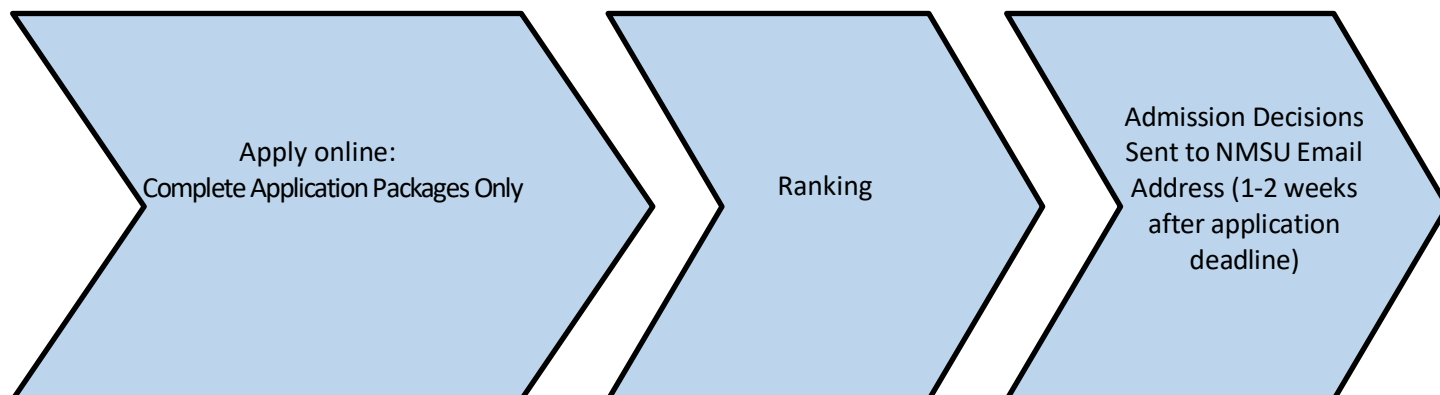
			details of course description
<b>NURS 147 – Adult Health I</b>	6 hrs credits total 4 hrs credits for Didactic 2 hrs credits for Clinical Practicum	Course being used from previous completion meets DACC credits and course description – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>NURS 149 – Mental Health Nursing</b>	3 hrs. credits total 2 hrs. credits for Didactic 1 hrs. credits for Clinical Practicum	Course being used from previous completion meets DACC credits and course description – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>NURS 224 – Maternal Child Nursing</b>	5 hrs. credits total 4 hrs. credits for Didactic 1 hrs. credits for Clinical Practicum	Course being used from previous completion meets DACC credits and course description – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description

# EVALUATION OF TRANSFER/SUB-WAIVERS (PRE-REQUISITES) CREDIT TABLE

	DACC credits	Full Credit Complete Sub-Waiver if not completed already	No Credit Advise student which course/s to register for
<b>ENGL 1110G Rhetoric and Composition</b>	4 hrs. credit	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>MATH 1220G College Algebra</b>	3 hrs. credit	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>BIOL 2210 Anatomy and Physiology, I</b>	4 hrs. 38 Theory/Didactic hours 45 Lab Hours	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description

<b>CHEM 1120G</b> Principles and Applications of Chemistry	4 hrs. credit 38 Theory/Didactic hours 45 Lab hours	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>CEP 1120G</b> Growth and Development	3 hrs. credit 38 Theory/ Didactic hours	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>BIOL 2225</b> Anatomy and Physiology II	4 hrs. credit 38 theory/didactic hours 45 lab hours	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course – See DACC Catalog for details of course description
<b>PSY 1110G</b> Introduction to Psychology	3 hrs. credit	Course being used from previous completion meets DACC credits and course description. A course that is higher level may also be used to fulfill requirement – See DACC Catalog for details of course description	Course from previous completion does not include the full number of credits needed to suffice DACC requirements and or course does not meet the course description for DACC nursing course

## NURSING ADMISSIONS – Application Process



# PARALLEL PLAN

## WHAT HAPPENS IF I AM NOT ADMITTED TO DACC'S NURSING PROGRAM

### Career Plan Options

- Reapply to DACC Nursing Program
  - Would your GPA be competitive for the next application round? Are you able to re-take any of the pre- requisites to bring your GPA up to a competitive level (see policy for re-taking pre-reqs)? Are you financially prepared to push back your graduation a semester, year or longer? Consider retaking the entrance HESI for a higher score.
- Appointment with the DACC Career Coach Center: They can help you with mapping out other majors at DACC and give you information on job outlook, average salary etc. for other professions.
  - <https://dacc.emsicc.com/?radius=50%20miles&region=Las%20Cruces>

### Researching Nursing Programs at Other Colleges/Universities

- Go to the State Board of Nursing website to see a list of registered nursing education programs.
- Is the program a bachelor's or associate degree?
- Public or private institution? If private, what financial aid/scholarships do they offer?
- Admission criteria: How is GPA calculated? Is an entrance exam, essay or interview required to apply? Must you have your CNA (Certified Nursing Assistant) certification prior to applying? Do they require any volunteer or shadowing hours? Are there certain classes that must be taken at that institution? Do they give preference to students who are already at that institution?
- What is the application timeline? When is the application deadline? If accepted, when would you start? Must you apply to the university and then do another application to the nursing school?
- How many students apply each year vs how many are accepted? What does the average student accepted look like (GPA, test scores, science grades, hours taken at that institution, etc.)?
- What is their NCLEX pass rate? This will tell you if they are preparing their graduates to pass the licensure exam after graduation.
- In addition to tuition and fees, what other out of pocket expenses can you expect if you attend their program (books, uniforms, exams, health requirements, tech requirements, etc.)?

# Pathways to Become a Registered Nurse

## Bachelor's Degree in Nursing

BSN programs prepare new graduates to practice across all health care settings and assume the widest variety of RN roles.

These programs combine the clinical and technical skills of nursing with course work in the physical and social sciences, nursing research, public and community health, nursing management, and the humanities.

## Associate Degree Programs

Typically offered in community colleges, Associate Degree Nursing (ADN) programs provide an efficient, economical pathway to becoming an RN. Graduates are prepared with the clinical competence and technical proficiency needed to practice in multiple settings and to fully assume the RN role. Students who earn their ADN can subsequently earn their BSN in an RN-BSN completion program. DACC does offer a Career Ladder Program – LPN and A.D.N offered.

## Concurrent BSN- NMNEC Schools

The concurrent BSN allows students who have completed all prerequisites to begin their BSN online with Auburn in conjunction with their ADN courses. Students will complete the program in 6 semesters, one semester after completing their ADN.

**RN**

## Accelerated Nursing Programs

Accelerated baccalaureate programs offer the quickest route to licensure as an RN for students who already completed a bachelor's degree in a non-nursing field. These programs usually take 11-18 months to complete, including prerequisites. DACC does not offer an accelerated program.

## RN-BSN Programs

RN-BSN programs provide an efficient bridge for RN's who earned their associate degrees but wish to continue their education in order to obtain a BSN degree as well. The programs build on previous learning, prepare nurses for a higher level of nursing practice, and provide RNs with the education necessary to move forward in their nursing careers.

***ALL PATHS MUST PASS THE  
NCLEX TO BECOME A  
REGISTERED NURSE.***

# **NURSING TECHNOLOGY REQUIREMENTS**

TECHNOLOGY REQUIREMENTS ARE SUBJECT TO CHANGE  
YOU WILL BE SENT CURRENT REQUIREMENTS WHEN FORMALLY ADMITTED TO THE  
NURSING PROGRAM

# TUITION, FEES, AND ESTIMATED COSTS

See the Financial Aid website for more information on current tuition costs.

Below are the estimated costs for each semester for DACC Nursing program. These costs are subject to change.

## Estimated Tuition/Fees for the DACC Nursing Program\*

Application Expenses	ADN	LPN	LPN to RN
HESI A2 Admission Assessment (per version)	\$110.00+/-	\$110.00+/-	\$110.00+/-
Criminal background check	\$74.00	\$74.00	\$74.00
Castle Branch Drug Screen	\$43.00	\$37.00	\$37.00
CPR Certification	\$50.00+/-	\$50.00+/-	\$50.00+/-
Physical (not including immunizations)	Varied	Varied	Varied
Immunizations and/or titers	Varied	Varied	Varied
Castle Branch Document Management	\$35.00	\$35.00	\$35.00
Castle Branch Bridges (As needed)	\$10.00	\$10.00	\$10.00
<b>Total estimated costs</b>	<b>\$316.00+/-</b>	<b>\$316.00+/-</b>	<b>\$316.00+/-</b>

\*The background check and CB Bridges are done annually so the student may be charged a minimum of two times during the program.

Required Supplies and Reference Books	ADN	LPN	LPN to RN
<i>Initial Expenses</i>			
Uniforms (includes 2 sets, 2 patches) See guidelines in NPSH for guidelines for uniforms	\$150.00+/-	\$150.00+/-	\$150.00+/-
White or Black nursing shoes See guidelines in NPSH for guidelines for uniforms and shoes	\$75.00+/-	\$75.00+/-	\$75.00+/-
Stethoscope, Blood Pressure Cuff & other Nursing Equipment	\$100.00+/-	\$100.00+/-	\$100.00+/-
Reference textbooks & Resources	\$400.00+/-	\$400.00+/-	\$400.00+/-
iPad	\$1000.00+/-	\$1000.00+/-	\$1000.00+/-
<b>Total estimated costs</b>	<b>\$1725.00+/-</b>	<b>\$1725.00+/-</b>	<b>\$1725.00+/-</b>

Level 1 Expenses	ADN	LPN	
Course fee	\$250.00	\$250.00	
DACC In-District, Dona Ana Country Resident Tuition *Please see <a href="#">DACC Catalog</a>	\$921.00 *Estimated	\$921.00 *Estimated	
Course/s Textbooks & Resources	\$600.00+/-	\$600.00+/-	
<b>Total estimated costs</b>	<b>\$1,771.00+/-</b>	<b>\$1,771.00+/-</b>	

Level 2 Expenses	ADN	LPN	
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Course fee	\$250.00	\$250.00	
DACC In-District, Dona Ana Country Resident Tuition	\$921.00 *Estimated	\$921.00 *Estimated	
Course/s Textbooks & Resources	\$430.00+/-	\$430.00+/-	
<b>Total estimated costs</b>	<b>\$1,601.00+/-</b>	<b>\$1,601.00+/-</b>	

<b>Level 3 Expenses</b>	<b>ADN</b>	<b>LPN</b>	<b>LPN to RN</b>
Course fee	\$250.00	\$250.00	\$250.00
DACC In-District, Dona Ana Country Resident Tuition	\$921.00 *Estimated	\$384.00 *Estimated	\$921.00 *Estimated
Course/s Textbooks & Resources	\$350.00+/-	\$220.00+/-	\$300.00+/-
LPN Certificate application fee - <i>LPN ONLY</i>	N/A	\$10.00	N/A
<b>Total estimated costs</b>	<b>\$1,521.00+/-</b>	<b>\$869.00+/-</b>	<b>\$1,471.00+/-</b>
<b>Level 4</b>	<b>ADN</b>		<b>LPN to RN</b>
Course fee	\$250.00		\$250.00
DACC In-District, Dona Ana Country Resident Tuition	\$691.00 *Estimated		\$691.00 *Estimated
Course/s Textbooks & Resources	\$400.00+/-		\$400.00+/-
Nursing pin for graduates	\$40.00+/-		\$40.00+/-
Nursing stole for graduates	\$25.00+/-		\$25.00+/-
<b>Total estimated costs</b>	<b>\$1,406.00+/-</b>		<b>\$1,406.00+/-</b>

<b>Total estimated costs</b>	<b>ADN</b>	<b>LPN</b>	<b>LPN to RN</b>
<b>Total estimated cost of attendance</b>	<b>\$8,340.00+/-</b>	<b>\$6,282.00+/-</b>	<b>\$4,918.00+/-</b>

These estimates do not include the cost of prerequisite courses, renewal of CPR certifications, license renewals, CNA certificate renewals, textbooks and fees for non-nursing courses or expenses related to maintenance of immunizations/clinical clearance requirements (i.e., annual TB test, background check).

**NOTE:** The following information is provided so students may anticipate the costs related to obtaining licensure upon graduation. These fees are subject to change without notice, DACC and the DACC Nursing Program do not charge for licensure expenses. Please see NMBON @ <https://nmbon.sks.com/applications.aspx> for licensure information for the state of New Mexico

<b>Licensure Expenses</b>
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	<b>ADN</b>		<b>LPN</b>
Board of Nursing application fee	\$120.00		\$120.00
NCLEX licensure exam fee	\$200.00		\$200.00
DOH criminal background check	\$75.00		\$75.00
<b>Total estimated costs</b>	<b>\$395.00</b>		<b>\$395.00</b>

# SCHOLARSHIPS

## Scholarships Fund Your Future

- The Doña Ana Community College Office of Financial Aid & Scholarship Services offers a wide array of scholarships to assist a diverse student population pursuing a higher education. As an open-door institution, our office is committed to providing equal educational opportunities to students regardless of personal, economic, or social conditions. As most of the scholarships require you to demonstrate financial need you are encouraged to complete the Free Application for Federal Student Aid (FAFSA).
- All Doña Ana Community College Scholarships will be awarded based on completion of the Scholar Dollar\$ Application.
- The 2023-2024 Scholar Dollar\$ is currently open! and remain open year-round. Priority deadline for the Scholar Dollar\$ is March 1st; those who submit their application before March 1st will be given priority scholarship consideration.
- Many of our scholarships require students to:
  - Be NM residents
  - Have graduated from a NM high school or received a NM GED
  - Be admitted to DACC in a degree-seeking program
  - Meet Satisfactory Academic Progress or varying GPA requirements
    - Eligibility and renewal criteria vary
    - Please click on the following link to get more information and apply for scholarships: <https://dacc.nmsu.edu/student-services/financial-aid/scholarships.html>

# NURSING PROGRAM IMMUNIZATION REQUIREMENTS

<b>TB TEST</b> <i>(ANNUALLY)</i>	<p>One of the following is required: 1 step TB Skin Test OR QuantiFERON Gold Blood Test OR T-Spot test OR if positive results, provide a clear chest x-ray.</p> <ul style="list-style-type: none"> <li>The renewal date will be set for 1 year. Upon renewal, one of the following is required: 1 step test OR QuantiFERON OR T-Spot test OR if positive results provide a clear chest x-ray.</li> <li>If your TB renewal falls during a semester, you will be asked to renew the test before the semester begins to ensure clinical placement.</li> </ul>
<b>FLU VACCINE</b> <i>(ANNUALLY)</i>	<p>Documentation of a flu shot administered during the current flu season. Please have your flu vaccine completed by October 1. The renewal date will be set for 10/1 of the following flu season.</p>
<b>REQUIRED CPR:</b> <i>(EVERY TWO YEARS)</i>	<p>Students must have a current CPR (cardiopulmonary resuscitation) course. Many hospitals throughout the region offer certification through the American Heart Association. Certification should be in Adult, Child, and Infant CPR. The following courses meet this requirement A signed copy of your CPR card is required:</p> <ul style="list-style-type: none"> <li><b>American Heart Association- Healthcare Professionals Course BLS (expires 2 years)</b></li> </ul> <p><u><i>Please be advised that many centers have waiting list for these classes and arrangements must be made well in advance. No on-line courses will be accepted. We also recommend a 2-year certificate. If your CPR expires in the middle of the semester, you will be required to have it renewed before the beginning of that semester.</i></u></p> <p><b><u>CPR Class information</u></b>  <i>(Suggestion locations in the Auburn area are listed below. These locations are not required)</i></p> <ul style="list-style-type: none"> <li>DACC</li> </ul>
<b>TETANUS</b> <i>(EVERY 10 YEARS)</i>	<p>Submit documentation of a Tetanus booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster. Documentation will need to be from doctor or nurse practitioner</p>
<b>MMR</b> <i>(ONCE)</i>	<p>A positive antibody titer for all 3 components is required (lab report required). If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If any titer is negative or equivocal, new alerts will be created for you to repeat series and provide a 2nd titer. Titers must be dated after your second injection.</p> <p><b>Have Titer Drawn</b></p> <ul style="list-style-type: none"> <li><b>If positive, upload proof of your positive titer lab report.</b></li> <li><b>If negative, you must restart the series and have two injections followed by another titer. You must upload proof of your second titer lab report. If you have a second negative titer, then you will be marked as non-responder.</b></li> </ul>
<b>VARICELLA</b> <i>(ONCE)</i>	<p>A positive antibody titer (lab report required) OR medically documented history of disease with positive titer. If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If the titer is negative or equivocal, new alerts will be created for you to repeat series and provide a 2nd titer. Titers must be dated after your second injection.</p> <p><b>Have Titer drawn</b></p> <ul style="list-style-type: none"> <li><b>If positive, upload proof of your positive titer lab report.</b></li> <li><b>If negative, you must restart the series and have two injections followed by another titer. You must upload proof of your second titer lab report. If you have a second negative titer, then you be marked as non-responder.</b></li> </ul>

<b>HEPATITIS B</b> <i>(ONCE)</i>	<p>A positive antibody titer (lab report required). If series is in process, submit where you are in the series and new alerts will be created for you to complete the series and titer. If the titer is negative or equivocal, you may start the series over and repeat titer. Be sure to upload proof of injections as you receive them in order to show progress toward being compliant</p> <p><b>Have titer drawn</b></p> <ul style="list-style-type: none"> <li>• If positive, upload proof of and your positive titer lab report.</li> <li>• If negative, you must restart the series followed by another titer. If you have a negative titer after your second series, then you will be marked as non-responder.</li> </ul>
<b>HEALTH INSURANCE</b> <i>(ONCE, UNLESS IT CHANGES)</i>	<p>Each student must have health insurance while attending the Nursing Program.</p>
<b>DRUG TESTING:</b> <i>(EVERY SEMESTER AND AS NEEDED)</i>	<p>Students are required to undergo drug testing prior to admission and these requirements are an additional cost to the student. A positive drug screen will result in the student's dismissal from the DACC Nursing Program. You are now required to go through our web based medical clearance for drug screening, ESS. Drug Screen will include:</p> <ol style="list-style-type: none"> <li>1. <b>Amphetamines</b></li> <li>2. <b>Barbiturates</b></li> <li>3. <b>Oxycodone</b></li> <li>4. <b>Benzodiazepine</b></li> <li>5. <b>Cocaine</b></li> <li>6. <b>Ecstasy</b></li> <li>7. <b>Methamphetamine</b></li> <li>8. <b>Methadone</b></li> <li>9. <b>Opiates</b></li> <li>10. <b>Phencyclidine</b></li> <li>11. <b>Marijuana</b></li> <li>12. <b>Propoxyphene</b></li> <li>13. <b>Alcohol</b></li> </ol> <p>Your drug screen will be performed through Labcorp in accordance with CastleBranch. The lab will submit the results to DACC Nursing Program. <u>DRUG SCREENS PERFORMED THROUGH A COMPANY OTHER THAN THOSE AUTHORIZED WILL NOT BE ACCEPTED.</u></p>
<b>BACKGROUND CHECK:</b> <i>(ONCE/YEAR)</i>	<p>Check with NURSING Admin for requirements needed for background checks and authorized locations</p>

# REGISTERING FOR COURSES

## DACC/PRE-REQUISITES:

- Registering for courses at DACC is an easy process that you as a student can do at your convenience via a Web site.
- Occasionally, because of technical issues, you will need to work with your nursing academic advisor to get manually registered for a class.
  - Likewise, you can use your my.nmsu.edu account to drop courses online through a certain date of the semester. The deadlines for adding, dropping and withdrawing from school as well as a lot of other essential information are published in the Schedule of Classes each semester. It is a good idea to keep a print copy of the Schedule of Classes to reference important dates and information as needed.
- <https://records.nmsu.edu/students/registering-for-classes.html>
- **Tasks to Complete Prior to Registering for Classes**
  - ⊖ See your advisor.
  - Plan your schedule. Be sure to include alternatives for the most popular classes. Be sure to note the CRNs (call number or line number) of each class you'd like to take (See III.A. below).
  - Note your time ticket time (See II.A. below). Remember, once your time ticket opens, it will remain open. You can register from that point forward.
  - Check for holds. Be sure that all holds have been cleared from your records.
    - Click on the “View Holds” link. See the appropriate offices to clear holds.
- **Verify Your Registration Status & Time Ticket**
  - Visit AU Access, “My Academics”
  - “Registration Status” block is located to the left of the screen. This block will let you know your time ticket, any holds or pins, and academic status.
- **Registration Procedures**
  - Search for Classes
    - Click on “Look Up Classes” in the “Registration and Advising”
    - Select the appropriate term in the “Search by Term” field, and then click the “Submit” button.

- Select the subject area for the classes you'd like to find. You must select at least ONE subject area.
  - When you've finished making your criteria selections, click the "Class Search" button.
  - Note – The CRN is the digit number before the course title.
- **Adding Classes to Your Schedule (Registering)**
  - When you are ready and eligible to register, click on the "Add or Drop Classes" link in the "Registration" section.
  - Select the appropriate term from the "Select a Term" drop down list, then click on the "Submit" Button.
  - If you are asked for an "Alternate Pin," you must have seen your advisor and enter the pin number that you were given.
  - Click on the "Add or Drop Classes" link.
  - If you've already made a note of the CRNs that you'd like to enroll in, type them into the CRN fields at the bottom of the page (1 CRN per field), then click the "Submit Changes" button.
  - If you still need to search for classes, click the "Class Search" button at the bottom of the screen.
- **Dropping a Class**
  - Access your current schedule via the "Add or Drop Classes" link under the Registration" option.
  - Use the "Action Pull-down list" to select the "Web Drop" option for the class that you'd like to remove from your schedule.
  - Click the "Submit Changes" button.
  - You can drop more than one class at a time by using the action pull down list to select "Web Drop" for the desired classes and clicking "Submit Changes" at the conclusion of your activities.
- **Replacing One Class with Another (Drop/Add at once)**
  - Access the Drop or Add Classes worksheet in Banner.
  - Use the "Action Pull-Down list" to select the "drop" option for the class that you'd like to remove from your schedule.
  - Type the CRN of the class that you'd like to replace the first class within the CRN fields in the "Add Classes Worksheet" area of the screen.
  - Click the "Submit Changes" button.
- **Printing Your Schedule**
  - Return to the "My Academics" menu on AU Access

- Using the section labeled “Student Schedule” located in the middle of the screen
- Click on the “Detail Schedule” link. – OR – Click on the “Week at a Glance” link.
- All Pre-Nursing students with a 2.0 or lower GPA and all first semester students will be blocked from registration until they see an advisor. All students in this category must attend an advising session in order to have their PIN reset for registration.
- Things to consider when scheduling your classes:
  - 12 hours are considered full time; however, Nursing recommends that you take at least 16 hours of pre-requisites in order to be able to apply to Nursing school on time.
  - Be sure to balance your course load. Science courses are naturally more difficult, be sure to pair these classes with other reasonable classes.
  - For more information <https://records.nmsu.edu/students/registering-for-classes.html>

### **REGISTERING FOR NURSING COURSES**

- Once you are accepted in to the DACC Nursing Program, the nursing advisor will register you for nursing courses.
- Courses with “NURS” are nursing courses at DACC, and you will not be able to register on your own



# STUDENT RESOURCES

- **Social Worker Referral Form**

- Student Accessibility Services (SAS), a department at DACC, is the primary counseling center for DACC community. The mission of SAS is to provide comprehensive preventative and clinical mental health services to enhance the psychological well-being of individual students, as well as the broader campus culture. We are committed to supporting the academic, retention, and student development missions of DACC, so students can have a balanced college experience and take full advantage of the educational opportunities at the college.
- <https://dacc.nmsu.edu/student-services/thrive/social-.html>

- **Academic Advising Center:**

- Dedicated to helping students refine and strengthen the academic skills necessary for success at DACC. The goal of our programs isn't simply to help students pass their classes - teaching students to become independent learners by promoting academic excellence. The strategies that students learn through our programs will enhance their lives at DACC and beyond.
  - <https://dacc.nmsu.edu/advising/>

- **Financial Aid:** <https://dacc.nmsu.edu/student-services/financial-aid/>

- The Office of Student Financial Services is here to help you begin and fulfill a rewarding educational experience at Auburn. We encourage you to complete the required application(s) as early as possible to ensure that you receive maximum consideration for the aid for which you may qualify

- **Scholarship:** <https://dacc.nmsu.edu/student-services/financial-aid/scholarships.html>

- DACC provides a variety of scholarships to eligible students. DACC has many useful online features and benefits. Students can easily search, review requirements, apply, and accept awards for available scholarship opportunities, and more! Interested students apply for all institutional scholarships using this online application. Students are only required to complete the DACC application once each academic year.

- **Registrar/Academic Records:** <https://records.nmsu.edu/>

- A student's academic records are maintained with the University Registrar's Office on the NMSU campus.
- For information on your academic records, STAR reports, and more, please visit the University Registrar's Office [webpage](#)

- **GPA Calculator:** <https://advising.nmsu.edu/calculator.html>
  - This term refers to all courses taken and the grades in those courses
  - Pre-Nursing GPA: This term refers to your GPA considering **ONLY** Nursing pre-requisite grades. Both transfer credits and Auburn credit grades will be considered

# TIPS FOR SUCCESS

## **Become familiar with the following scheduling aids:**

- Become familiar Navigate (see Appendix A)
- Schedule of Courses-online
- CANVAS Learning Platform
- Banner system – for registering
- Email - You will need to check your NMSU email on a daily basis.
- Become familiar with Academic Support Services at DACC\*, and other campus resources.
- Remember that you may not drop classes after the scheduled deadline without getting a “W” on your transcript
- Remember you may not drop nursing courses without speaking to the nursing advisor and nursing program director.
- DACC website <https://dacc.nmsu.edu/nurs/>
- DACC Nursing Program Student Handbook

## FERPA

- FERPA (Family Education Rights and Privacy Act)- a federal law that governs release of and access to student education records.
- The right to inspect and review your education record within a reasonable time after the University receives a request for access. If you want to review your record, contact the Office of the Registrar to make appropriate arrangements.
- The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the Office of the Registrar, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. The Office of the Registrar will perform an investigation of the inaccuracy, notify you of their findings, and advise you regarding appropriate steps if you do not agree with the decision.
- The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “legitimate educational interests.” A school official has a legitimate educational interest if the official has a “need to know” information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include college faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with DACC.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the DACC to comply with the requirements of FERPA.
- Release of student record information is generally not done at DACC without the expressed, written consent of the student. There are, however, some exceptions.
- At any time, you have the right to withhold the release of directory information. Please notify the Office of the Registrar for a confidentiality block to be placed on your records.
- Please note two important details when placing a confidentiality block on your record:

- DACC receives many inquiries for directory information from a variety of sources outside the institution, including friend's parents, relatives, prospective employers, the news media and honor societies. Placing a confidentiality block on your record will preclude release of such information, even to those people.
- If participating in commencement and have placed confidentiality block on your record, your name will not be printed in any documentation, including the commencement program.
- For any educational information to be released to any third party or parent, a student must grant permission through our electronic release program. We encourage students to utilize this program as it facilitates communication between parents and students concerning the student's educational pursuits.
- All the rights and protections given to students under FERPA belong to the student, however, information in student records may be provided to parents/legal guardians without the written consent of the student if the eligible student is a financial dependent of his or her parents/legal guardians as defined under Section 152 of the Internal Revenue Code of 1986.
- Parents may request access to records by submitting a Record Release/ FERPA form and have a copy of their tax transcript sent to DACC. You can obtain your tax transcript for free at [www.irs.gov](http://www.irs.gov).
- Once both articles are received by the Office of the Registrar, parents may have full disclosure to their student's educational records. The Record Release/FERPA form can be found and downloaded [. This may be mailed, faxed, scanned and e-mailed to the Office of the Registrar.](#)
- Completing online Consent of Release of Information  
<https://records.nmsu.edu/ferpa.html> [2122.pdf](#)

## GLOSSARY

- **Academic Year**– Refers to Fall, Spring, and summer semesters occurring in one calendar year
- **CRN**- Course registration number
- **Co-Requisite**– A course to be taken, or a requirement to be fulfilled, at the same time you are taking a particular course.
- **Credit Hours**- Refers to the number of credits or units earned by successfully completing a course. This is approximately equal to the number of hours the class meets per week; also referred to as semester hours.
- **DROP/ADD**: The process of adding or removing a course or courses from a schedule. Most dropping and adding can be done using BANNER access
- **GPA**: The result of dividing the total number of quality points earned by a student by the total number of graded credit hours of course work the student has attempted.
- **MAJOR**: Concentrated study in a subject area of special interest.
- **MINOR**: An optional secondary field of study requiring fewer credits than a major.
- **PREREQUISITE**: A course to be completed or a level of skill or knowledge to be demonstrated before you may enroll in a particular course or degree program or associate with a particular college.
- **NMSU STUDENT ID**: Unique nine-digit number generated for students upon admission to DACC/NMSU
- **TRANSCRIPT**: An official record of attempted coursework from all institutions attended obtained in the records office.

## **FREQUENTLY ASKED QUESTIONS**

**1. What is your pass rate on the NCLEX?**

- Please see New Mexico Board of Nursing (NMBON) <https://nmbon.sks.com/nclex-rn-lpn-pass-rates.aspx>

**2. What if I want to change my major out of Nursing?**

- Contact your advisor for a change of major form. After obtaining this form, we highly suggest that you make an appointment with your new major's advisors to discuss pre-requisites.

**3. What happens if I/my student doesn't get into DACC Nursing?**

- Make an appointment with our advisor to help figure out the best options available to you

**4. What is a parallel plan?**

- Because DACC Nursing is so competitive, we encourage all Pre-Nursing students to consider the question "What happens if I am not admitted into the upper division." Your answer to this question is called a parallel plan.