DEPARTMENT OF NURSING EDUCATION

WOSC NURSING APPLICANT INFORMATION PACKET
Dear Student:

Thank you for your interest in the Associate Degree Nursing Program at Western Oklahoma State College. It is highly recommended that you review our nursing website at http://wosc.edu/nursing for more information and frequently asked questions about our nursing program (e.g. costs, pre-requisites, admission scoring, etc.) You may also call the nursing department directly at (580) 477-7830 for further information not found on our website.

The Nursing Department at Western Oklahoma State College is looking forward to selecting another successful nursing class to begin the fall 2021 semester. We are excited about the entrance of this class. We currently have campuses at Altus, Elk City and Lawton. In addition to an Online Track with a face-to-face Clinical Component for our LPN – RN students. Classes are taught via Zoom Bridge technology with instructors in the classrooms at each campus, and clinical experiences are conducted in area health care facilities. The program offers daytime classes at all three campuses and evening classes at Lawton campus only. Skills lab times and clinical hours for both the daytime and evening classes can vary between morning and evening hours.

Applicants will need to indicate on the application which campus they prefer to attend, and for the Lawton, which classes they would like to attend. Students willing to travel to campus sites other than the one located in their area will need to indicate their choice by priority (e.g. 1st, 2nd, 3rd).

Applications for the Nursing Program MUST be submitted to the online by March 1st for General and Transfer students, and March 15th for LPN –RN and Re-Admission students. Any application accompanying documents must be sent to the Altus Campus (see address below) and must be post-marked by 4:30p.m. CST on March 1st for general and transferring students, and March 15th, 4:30 p.m. CST for LPN –RN and Re-Admission students. Any applicant whose application and/or required materials (transcript(s)) have not been received by the required date and times will be excluded from the admission selection process.

Student selection is based on a point-system. This system includes points given for pre-nursing test scores, cumulative GPA, completion of required general education courses and the grades received in those courses. Please note that an increased point value is given for completion of science courses as well as the grades received in those courses. Pre-requisite courses may be taken during the summer of 2021, as long as these courses are completed and grades are submitted to the Nursing Department before the fall 2021 classes begin. LPN students must complete the pre-requisite courses prior to starting the summer LPN to RN Transition Course. Classes taken during the spring 2021 semester will NOT count towards points in the application process. The admission selection process is scheduled to change in the academic year 2021 – 2022.

I look forward to working with you as you begin your journey in nursing education. Please let us know if we can provide you with any assistance as you proceed with your plans to enter the nursing program.

Sincerely,

Stacey J. Machado
Stacey J. Machado, MS, DNP, RN
Director of Nursing Education
CONTACT INFORMATION AND MAILING ADDRESS
WESTERN OKLAHOMA STATE COLLEGE
DEPARTMENT OF NURSING EDUCATION
2801 N. MAIN STREET
ALTUS, OK 73521
PHONE: (580) 477-7830
FAX: (405) 509-7049

GENERAL STUDENTS
You MUST have the following pre-requisites completed, with appropriate transcript grades, to enter the program:

- Human Anatomy – 4 credit hours with a lab (must have a grade of “C” or better)
- College Algebra
- Chemistry – 4 or 5 credit hours with a lab (must have a grade of “C” or better)
  (Non-Science Chemistry not accepted)

Beginning 2021-2022, all Technical Occupational courses will have a minimum required grade of “C” or better. The program will require a minimum undergraduate GPA of 2.5 on a 4.0 scale, all sciences be completed within 7-years of applying, 2 professional reference forms, and submission of an Academic Success Essay for all applicants seeking entry into the program.

TRANSFER STUDENTS
Procedures for Transfer Student entry into the program varies related to transferability of the nursing course credits, program, accreditation and correspondence with WOSC’s nursing program area of study per semester. Please contact the program director at (580) 477-7830 prior to applying.

LPN STUDENTS
LPN applicants who hold a valid, unencumbered LPN license and currently practice as an LPN may apply for advanced standing credit for NURS1119 and NURS2219. Advanced Standing credit will be given to ALL LPN students for NURS1119 utilizing their LPN fundamentals coursework obtained through their technical school. Advanced standing credit will also be given to LPNs for NURS1129 based on the HESI Specialty PN – ADN Mobility Exam with a minimum passing overall score of 750 or better. The HESI mobility exam evaluates student knowledge in the following topics- fundamentals, physical assessment, maternity, pediatric, medical-surgical, and a pharmacology (including dosage calculation). Students are encouraged to aim for a minimum passing score of 750 or better in all areas, however, the requirement is as listed previously. LPN students interested in taking the mobility exam for advanced standing credit for NURS1129 must contact the program direct at (580)477-7830. ALL mobility testing must be completed by Friday, April 1, 2021.

LPN students entering NURS 2219 MUST have completed the following courses with appropriate grades prior to beginning the summer LPN to RN Transition Course:

- Human Anatomy with a lab (must have a grade of “C” or better)
- College Algebra
- Chemistry with a lab (Non-Science Chemistry not accepted) (must have a grade of “C” or better)
- Human Physiology with a lab (must have a grade of “C” or better)
LPN students must have the following co-requisites complete prior to beginning fall or spring semesters:

- English Comp I
- General Psychology
- LPN to RN Transition Course*

*This is a mandatory course offered during the 2nd 4-week session of the summer semester before entry into NURS2219.

OR

LPN students entering NURS 1129 MUST have completed the following courses with appropriate grades prior to beginning the fall 3rd 4th week LPN to RN Transition Course:

- Human Anatomy with a lab (must have a grade of “C” or better)
- College Algebra
- Chemistry with a lab (Non-Science Chemistry not accepted) (must have a grade of “C” or better)
- Human Physiology with a lab (must have a grade of “C” or better)
- LPN to RN Transition Course*

*This is a mandatory course offered during the 3rd 4-week session of the fall semester before entry into NURS1129.

INTERNATIONAL STUDENTS

Applicants classified as international students using an F-1 Student Visa may attend the Nursing Program at one of WOSC’s campuses. However, all initial processing and paperwork must be completed with the Office of the Registrar at the Altus Campus. Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. For more information regarding this matter, applicants may contact the Oklahoma Board of Nursing.

ESL – ENGLISH AS SECOND LANGUAGE

Students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission.

Per the 2020 – 2021 WOSC College Catalog, page 16:

“Students seeking enrollment in a state system college or university must meet the admission standards in the admission policy, the retention policy, and the policy on admission of transfer students, and must present evidence of proficiency in the English language prior to admission, either as first-time students to the state system or by transfer from another non-system college or university.

This policy is adopted to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language.”

HIGH SCHOOL & COLLEGE TRANSCRIPTS

An official copy of high school/GED transcript and college transcripts for EACH college attended must be submitted along with the nursing application (unofficial transcript from WOSC will be accepted). Combined college transcripts WILL NOT be accepted. A cumulative GPA of 2.0 on a 4.0 scale is required. Applicants with a cumulative GPA of less than 2.0 are considered ineligible and will be excluded from the admissions selection process. Applications submitted without ALL transcripts will be considered incomplete and will be excluded from the admissions selection process.
LPN students must also submit a copy of their LPN program transcript or Certificate of Completion, a copy of their current/active LPN license, and a reference letter from their current immediate supervisor or their practical nursing program director.

**HESI EXAM REQUIREMENT**
All students are required to take the HESI Exit Exam during both their NURS 2219 and NURS 2229 semesters. Students prior to graduating from the program will attend an NCLEX-RN Review Course, which is covered in the student fees. All students will take the exit exam a total of two scheduled times, as indicated in the syllabus, and the initial cost is included in the course fees. WOSC encourages a score of 900 on the HESI Exit Exam. If a score of less than 900 is obtained on both Exit Exams, students are required to complete the Program Exit Remediation over 4-weeks prior to complete the program. Students who have earned a score of 900 or better on one of the Exit Exams administered in the program, may choose to CLEP out of the Program Exit Remediation plan by taking the third HESI Exit exam. This exam is not covered in student fees and must be paid for by the student. Students will be required to attend an NCLEX-RN review course in its entirety prior to taking the third exit.
*Updated 2/6/2021*

**DRUG SCREEN**
Applicants accepted into the nursing program will undergo annual drug screening prior to entry into classes. Positive drug screens will be reported to licensing governing bodies if applicable and clinical agencies. Students with positive drug screens, not cleared by a Medical Review Officer, will not be able to complete the clinical component of the nursing program and will be required to withdraw from the nursing program. WOSC nursing program utilizes clinical and training facilities that receive Federal funding in Oklahoma and Texas. The use of medical marijuana is legal in the state of Oklahoma, however, in the State of Texas, and under Federal laws, medical marijuana use is considered unlawful. Therefore, students who are positive on the UDS for marijuana, even with a legal medical marijuana license will be required to withdraw from the program.
*Updated December 2020*

**AFFIRMATIVE ACTION COMPLIANCE**
Western Oklahoma State College in compliance with Title VI and Title VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973 Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as veteran in any of its policies, practices or procedures. This includes, but is not limited to admissions employment, financial aid, and educational services.

**AMERICAN’S WITH DISABILITIES ACT INFORMATION**
According to the ADA (Americans with Disabilities Act), each student with a disability is responsible for notifying the College of his/her disability and requesting accommodations. If you think you have a qualified disability and need classroom accommodations, contact the Counseling Office (C-1E). To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. Please call (580) 477-7710, or email cheryl.orr@wosc.edu for more information.
Please advise the instructor of your disability as soon as possible to ensure timely implementation of appropriate accommodations. The faculties have an obligation to respond when they receive official notice of a disability from the Counseling Office but are under no obligation to provide retroactive accommodations.

**CRIMINAL BACKGROUND INFORMATION**

All students (General, LPN and Transfer Students) will be required to complete a criminal background check **annually**. The completion of the criminal background checks will be performed on those students who are accepted into the program. The background checks will be handled by a private company in which the WOSC Nursing Department has a contract. Students **WILL NOT** be required to complete separate FBI or OSBI background checks. The contracted company which is utilized will be solely responsible for all criminal background checks required by the clinical facilities.

Applicants admitted to the nursing program should be aware that a felony conviction, arrest, pending charges, judicially declared incompetence, or disciplinary action might affect eligibility for registered nurse licensure. Various clinical agencies also have restrictions regarding individuals with a criminal record. Criminal background information is reviewed and decisions are made based on the clinical agency’s policies and guidelines. The failure of a clinical facility to accept a student based on their criminal background will result in the student’s inability to complete the clinical portion of the program. Because the student will be unable to participate in clinical rotations, the student will be withdrawn from the nursing program.

**LICENSURE**

The **Western Oklahoma State College Department of Nursing Education** is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write for the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.). [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United states in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or

6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

### ADMISSION ASSESSMENT EXAM

The WOSC Nursing Department has decided to utilize the following pre-entrance exam: *Evolve Reach Admission Assessment with Critical Thinking Exam (HESI A-2).* The *Evolve Reach Admission Assessment Exam* covers six (6) academic areas: Reading, Mathematics, Vocabulary, Biology, Anatomy & Physiology and Critical Thinking.

All applicants will be required to take a pre-entrance nursing exam. This exam will be given on several dates and various times during the months of January and February annually at all campuses. Exam dates, times and campuses where the exams will be given are listed below *(see nursing webpage for current dates, times, and campuses)*:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>SITES</th>
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</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>January 19</td>
<td>9:00 am – 1:00 pm</td>
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<td>Wednesday</td>
<td>January 20</td>
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<td>Tuesday</td>
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<td>12:00 pm – 4:00 pm</td>
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<td>Friday</td>
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<td>9:00 am – 1:00 pm</td>
<td>Altus, Elk City, Lawton</td>
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<tr>
<td>Tuesday</td>
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<td>9:00 am – 1:00 pm</td>
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<tr>
<td>Wednesday</td>
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<tr>
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<td>February 26</td>
<td>9:00 am – 1:00 pm</td>
<td>Altus, Elk City, Lawton</td>
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EXAM GENERAL RULES:

- Applicants need to arrive ten (10) minutes prior to the start of the exam to complete paperwork.
- Applicants may test two (2) times per application period.
- Applicants must present a current photo ID prior to start of exam.
- Only BASIC calculators will be allowed during the exam. No programmable calculators will be allowed. No calculators will be provided.
- Please allow four (4) hours to complete the exam.
- No food, drinks, or cell phones are allowed while taking the exam.
- Applicants must score at least an 84 in the Reading section and a 74 in the Math section in order to be considered for admission.

HESI A2 EXAMINATION STUDY GUIDE:
A study guide for the HESI A² Admission Exam may be purchased at the WOSC Bookstore, located at the Altus Campus. Applicants may also find the study guide on the following website: www.us.elsevierhealth.com. Contact WOSC the student store for the estimated cost of the study guide plus shipping & handling. (ISBN#: 9781455703333).

HESI A2 EXAMINATION WEBSITES:
Log on to the following websites for additional information on the HESI A² exam:

- https://evolve.elsevier.com/studentlife/hesi.html
- http://www.hesia2test.com

PAYMENTS:
The cost of the exam is $51.00 if paid by 4:30 p.m. on February 12, 2021. Exam fees will increase to $57.00 beginning at 4:31 p.m. on February 15, 2021 through 4:30 p.m. on February 23, 2021. No payments will be accepted after 12:00 p.m. on February 23, 2021. All exam fees must be paid at the WOSC Business Office. The Admission Exam form must be presented to the cashier at the time of payment. Students may pay for the exam in person, by phone or by mailing in payments. Checks should be made out to “Western Oklahoma State College.” Pricing subject to change. Payment are Non-Refundable and are only good for the examination period. Please do not purchase exam if you are not planning to test spring 2021.

PAYMENT OPTIONS:

- **In person**: Payments can be made in person at the WOSC Business Office at Altus. Testers should provide the cashier with completed Admission Exam form (http://www.wosc.edu/nursing Forms & Resource link). A paid receipt should be brought to Stacey Machado in the Nursing Department. Once the receipt has been received, the exam appointment can be scheduled.

- **By credit card**: When making a credit card payment, students should contact the WOSC Business office at 580-477-7952. You will need to provide them with the following information: exam account number (90112), your social security number and your telephone number. Please ask that they place a copy of the payment receipt in the Nursing Department mailbox. You will then need to contact Stacey Machado, at 580-477-7830 to schedule exam date. Please wait 1 to 2 business days after making payment before calling to schedule an
exam date. Do not call the same day in which you paid for the exam to make your appointment.

- **By mail:** Applicants may mail payments for the exam. Testers should mail the completed Admission Exam Form ([http://www.wosc.edu/nursing](http://www.wosc.edu/nursing) Forms & Resource link) along with their check or money order to the address listed below. Make checks payable to Western Oklahoma State College.

  Western Oklahoma State College  
  Department of Nursing Education  
  2801 N. Main Street  
  Altus, OK 73521

Note: A copy of the paid receipt must be given to Kristy Greer in the Nursing Department prior to scheduling the exam. No exam will be scheduled without a paid receipt. Computer terminals are limited; therefore, exams will be scheduled on a first come, first serve basis.

**REFUND POLICY:**
Exam purchase are **non-refundable** and are only good for the period purchased. Applicants are strongly encouraged to purchase the exam during the spring 2021 if they are planning to apply for the fall 2021 semester entry. **No missed exams will be refunded or re-scheduled without a 24-hour notification to the Nursing Department at the Altus Campus.**

In the event that an applicant does not give 24-hour notice prior to the scheduled exam and is not present to test at his/her scheduled time, he/she will forfeit their payment for that exam and will not be allowed to re-schedule. The applicant will have the opportunity to pay for another exam, granted that it is before 4:30 p.m. on February 23, 2021.

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**WOSC ADMISSION APPLICATION PROCESS**

If you have ever attended classes at WOSC, please omit this portion.

1. Go to [www.wosc.edu/apply](http://www.wosc.edu/apply), fill out the application and submit it. *(You must answer all questions for it to submit correctly.)*
2. When you submit your application, a new window will open with your **STUDENT ID** and **PIN** number.
3. Write down your **STUDENT ID** and **PIN** number so you will have it handy.
4. Click on the link to take you to CampusConnect. CampusConnect is where you can enroll, view financial aid, pay your bill online and more.

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**NURSING PROGRAM ADMISSION APPLICATION PROCESS**

If you have not paid for the pre-admission nursing exam and scheduled your exam, please do so first (all applicants). If you are an LPN seeking advanced standing entry (Nursing II or Nursing III), if you have not emailed the director at stacey.machado@wosc.edu to receive the information to schedule and pay for the LPN mobility exam, please do so now. LPNs may pay for both the pre-admission and mobility exam at the same, and make arrangements for testing at the same time.
1. Go to https://www.wosc.edu/index.php?page=nursing-admission#admissions, and fill out the application applicable to you, pay the $35.00 fee and submit it. *(You must answer all questions for it to submit correctly.)*

2. If you have not submitted all supporting documents to the Altus, nursing department office, please do so next. *(Official College, High School, and or LPN school transcripts; 2 Professional Reference Forms-provided by the program on Forms & Resources link, LPN license verification (if applicable); Academic Success Essay (see forms and resources link for criteria); official degree check).*

3. Check your email you have provided on the application daily for application processing requests from the college/nursing department, and respond within 24-hours of any email receipts.

*Please note, all information and pricing in this information packet are subject to changes.*