A Guide for Pre-Nursing Students
This booklet has been prepared for the guidance of full and part-time students who wish to earn an AAS degree in Nursing. Careful reading will provide you with the information necessary to plan your study at Dutchess Community College.

The student is advised to read this handbook in conjunction with three other DCC publications:
- DCC college catalog available from the Registrar’s Office,
- the Student Handbook, and

The Nursing program is accredited by the National League for Nursing Accrediting Commission (NLN-AC).
61 Broadway, 33rd floor, New York, NY 10006.

Please be certain the College has your current mailing address and email if you are a current or prospective nursing student.

**PLEASE NOTE:**
Currently there is a very high interest in the nursing curriculum. Since registration into the nursing science courses is based on placement testing and seat availability, most students require more than four semesters to complete the nursing program.

Refer to 2C for more information.
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1. **THE MATRICULATION REQUIREMENT**

Students who desire to enter the nursing program must first matriculate; that is they must declare a major to be a candidate for the nursing degree.

It is now the policy of Dutchess Community College to require students entering the Nursing AAS program to be legal residents of Dutchess County or Putnam County. To prove residence, you must have resided in Dutchess County or Putnam County for six months and New York State for one year.

Students who are legal residents are eligible to matriculate at Dutchess Community College as soon as they enroll for the first time. Early matriculation is encouraged so that nursing students may be identified and receive guidance.

Matriculated nursing students who are not yet prepared to begin Nursing Science courses are designated with the concentration PRENURSING. Full-time students are assigned a faculty advisor. Part-time students are guided by the Registrar’s Office, and are also encouraged to seek input from nursing faculty.

All information in this Booklet applies to both full- and part-time students, unless stated otherwise. Matriculation status affects the students’ planned course of study as well as eligibility for financial aid and transfer credits.

A. **PROCEDURE ON HOW TO MATRICULATE**

**Full-time Students** *(Enrolled in 12 or more credits per semester)*

- Students must be matriculated to attend full-time. Contact The Office of Admissions at (845) 431-8010, Student Services Center, Room 101, for details.
Part-time Students (Enrolled in 11 or fewer credits per semester)

• Fill out the Part-time Application for Matriculation available in the Registrar’s Office, Student Services Center, Room 201.

• Provide a copy of high school Diploma or GED and, if appropriate, official college transcript(s) (including DD214 for veterans) to be sent to the DCC Registrar’s Office.

• Receive a pink referral form for testing in the Registrar’s Office. Make an appointment with the Office of Academic Services, Hudson 315, to take ASSET or COMPASS test and Science Placement exam.

• See an Advisor in the Academic Advising Center, Student Services Center, Room 201, to fill out a Study Plan.

• Provide proof of Dutchess or Putnam County residency.

B. PLACEMENT TESTING

All nursing students, both part-time and full-time, are tested for appropriate placement in college level courses to assure successful completion of course work. Students are tested in reading, writing, numerical skills, and science.

The Biology Department has developed a test guide for those preparing for the Science placement exam. Please view the Appendix I on page 13. Sample questions are available on the college website www.sunydutchess.edu under placement tests offered. For more information, please contact Academic Services at (845) 431-8090.

Students, who require remediation (CSS courses, ENG 091 or 092, BIO 030, 130 etc.), are required to take the remediation and upon successful completion may then enter the appropriate college courses.
2. ENTERING THE DCC NURSING SCIENCE COURSES

A. LENGTH OF PROGRAM

This 70-71 credit program is generally completed over a 3-year period or longer based on placement scores. Registration for nursing courses is always dependent on a space available basis. If there are more eligible students than space availability, students are selected on a priority ranking using the following criteria:

1) Required, accumulated credits (maximum 37) Please refer to Appendix II for a list of required courses.

2) An overall minimum grade point average of a 2.75.

3) Date of matriculation

B. DECLARATION OF DAY OR EVENING PROGRAM

Nursing students must declare their nursing sequence as day or evening the spring semester prior to beginning their first nursing science course (NUR 105). The students entering the evening program must be part-time.

In order to accommodate the increasing number of students, some clinical sections of the day nursing courses will be held in the evening. Day clinicals are generally run from 8:00 a.m. – 1:00 p.m. Evening clinicals are generally run from 4:30 p.m. – 10:00 p.m.

C. DAY SEQUENCE

Four Semester Degree Sequence (Full-time)

This is defined, in the nursing curriculum, as students eligible to complete the program in 4 semesters. In order to be considered, a student must matriculate prior to March 15. The need to complete remedial courses (based on placement testing) will prevent students from being eligible to complete the degree in 2 years and therefore will follow the extended degree sequence.
Day Extended Degree Sequence (Full-time or Part-time)

This is defined in the nursing curriculum as one who completes the program in 5 or more semesters, typically because of the need to complete remedial courses. Students requiring remediation are not eligible candidates to register for NUR 105 and BIO 131 concurrently. Students will be considered for NUR 105 after completion of the following: (Please be aware that there is a five year limitation on the age of all Biology courses required for the degree. Students must receive a grade of “C” or better to progress to the next Biology course).

- Completion of a least 28 required credits including NUR 100, BIO 131 and BIO 132 by a Spring semester, not including remedial coursework. Students are still eligible for the day program if these courses are in progress during the Spring semester. Students with all prerequisites completed or are in progress at the time of application are given higher priority for registration.

- An overall minimum grade point average of a 2.75.

- Quantitative skills requirement must be met. This applies only to students who have placed into the CSM math. These students must take CSM 093.

Fall Semester Start (day classes only)

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<td>NUR 218</td>
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D. EVENING SEQUENCE (part-time only)

Eligibility for evening students to enter NUR 105:

- Completion of all non-Nursing Science courses including NUR 100 by a Fall semester (total of 37 credits).

- An overall minimum grade point average of a 2.75.

- Quantitative skills requirement has been met. This applies only to students who have placed into the CSM math. These students must take CSM 093.
### 3. PROCESS FOR LPN’S

DCC participates in the New York State LPN-RN program. Nursing students with LPN status may receive advanced placement and begin nursing science courses at the second year level. This does not mean that the program can be completed in 1 year, as general education courses are also a component of the degree. The nursing program at Dutchess Community College requires completion of 70-71 required credits for an Associate of Applied Science with a focus in Nursing. This includes 36 credits of general education courses. Participation in the articulation model grants credit for 16 of the 34 nursing credits.

Candidates should schedule an interview with a nursing faculty member for guidance concerning this option (845) 431-8570.

Students must successfully complete all non-nursing course prerequisites prior to entering The NY State Transition Course, which includes BIO 131, BIO 132 and BIO 212. Information about the course can be found online at: [www.LPNtoRN.info](http://www.LPNtoRN.info)

### DCC BRIDGE COURSE IN NURSING

Students must complete The NY State Transition Course before eligibility to take the Bridge Course (generally offered in the Spring Semester). The content familiarizes the student with Dutchess Community College Nursing Program philosophy and conceptual framework as well as applied nursing process. Students must pass a dosage calculation exam with 100% accuracy. This course is a prerequisite to entering NUR 213 and NUR 215.

The departmental bridge course is required and assists in preparing students to be successful in the program. Once completed, a “J” grade will appear on the transcript for NUR 100, NUR 105, NUR 107 and NUR 112. A total of 40 credits...
may be transferred into the program. This includes the 16 credits awarded through the articulation model.

The Bridge Course may not be repeated. If a grade of “C” is not achieved, the student must make an appointment with the Department of Nursing Appeals Committee to discuss progression.

Seating for advanced standing is limited (please refer to page 4 under length of program for full details).

Students must receive permission from the Registrar Counselor to register for the NY State Transition Course and Bridge Course. Students must be CPR certified (Health Care Provider) and have health waiver clearance for each nursing science course.

CHECKLIST FOR LPN’S TO COMPLETE THE NURSING PROGRAM

• Provide proof of LPN status. A copy of licensure from any state should be forwarded to the Registrar’s Office.

• Provide proof of Dutchess or Putnam County residence

• Matriculate as a nursing student at Dutchess Community College. Contact the Office of Registrar for part-time status or the Admissions Office for full-time status.

• Send an official transcript for transferable credit application to the Office of the Registrar for evaluation.

• Successfully complete all non-nursing course prerequisites prior to entering The NY State Transition Course. This includes BIO 131, BIO 132 and BIO 212.

• Complete the New York State LPN to RN Transition Course. Information regarding availability of this course can be found at www.LPNtoRN.info

• Complete the DCC supplemental course, LPN to RN Bridge Course in Nursing, with a grade of C or better, the semester preceding entrance into NUR 213 and/or NUR 215.
4. TRANSFER STUDENTS

Dutchess Community College does not accept the transfer of any Nursing Science courses.

To be considered for immediate entry into the first Nursing Science course (NUR 105), for a fall semester (Day), students must fulfill the following requirements:

- Acceptance into the Nursing Program by March 15th (Steps for acceptance are listed below).
- Students must have completed 28 required credits including BIO 131 and 132.
- An overall minimum grade point average of a 2.75

Please note: currently enrolled students have priority for placement into the first nursing science course. Transfer students are only considered after currently enrolled students are placed.

Requirements for acceptance into the program:

- A completed College application
- Official transcripts from other colleges
- Testing, if determined necessary
- A copy of either a High School Diploma or GED
- A study plan completed by an Advisor in The Registrar’s Office (part-time students only)
- Proof of Dutchess or Putnam County residence

5. DETERMINATION OF TIME COMMITMENT FOR COMPLETION OF COLLEGE COURSES

The Carnegie Unit of Measure is used to determine the number of hours required for each credit in a course. According to this system:

- one lecture hour is equal to one credit hour
- two college laboratory hours is equal to one credit hour
- three clinical laboratory hours are equal to one credit hour
- three hours of lecture, two hours of college laboratory, and six hours of clinical laboratory each week would equal 11 hours for a six credit course
This reflects class time only. Additionally, students need to be aware of the out-of-class time commitment for homework, assignments, and studying.

A rule of thumb recommends 3 clock hours of preparation or homework for each hour of the course; there, enrollment in NUR 105 would mean approximately 33 hours per week of out-of-class time for the course.

If this same unit of measurement is applied to NUR 112 or NUR 213, it would use the 5 hours of lecture, 2 hours of college laboratory, and 6 hours of clinical laboratory or a total of 13 hours of instruction with an additional 39 hours of outside-of-class work for the week. The number of hours represents suggested minimal hours of study for successful completion of a course.

6. PROGRESSION POLICY
Nursing students must receive a minimal grade of “C” (70) to progress from one Nursing Science course to the next.

7. CPR CERTIFICATION
All students must present valid, current CPR Certification for the health care provider upon entry to NUR 105. This includes one and two person rescue, infant and child CPR, and use of the automated defibrillator. Courses may be taken at local hospitals or through the Office of Community Services at DCC. HED 134 does not meet the CPR requirements. It is the student’s responsibility to maintain this certification throughout the nursing science courses. A photocopy of the current CPR card must be submitted to the clinical instructor along with the health waiver on the first clinical day. CPR certification must be current for all nursing clinical courses.

8. ADDITIONAL COSTS
Additional requirements for the nursing students require purchases and fees over the cost of the college’s tuition and lab fees, and text purchases. These requirements and approximate fees include:
- CPR certification (varies),
- physical exam (varies),
- nurse practice packs for NUR 112 and NUR 213 ($150),
• travel and parking fees to clinical sites ($4-$5/day),
• licensure fees to NCLEX-RN (after completion of program, approximately $335) and
• possibly NCLEX-Review Course fees ($300-$400).

9. **GRADE APPEAL**

Students who are appealing a course grade should follow the process outlined in the *Rights and Responsibilities Handbook*. Results of the Appeals Committee will be forwarded to the Dean of Academic Affairs.

Students who are granted re-entry register for the course after first time candidates have been registered on a seat available basis.

Students who have a one-year or more hiatus from the nursing sequence are required to take a re-entry exam.

Students must maintain a CPA of 2.0 in order to remain in the nursing sequence.

10. **TECHNICAL STANDARDS FOR THE PROFESSION OF NURSING**

For admission and participation in the nursing curriculum students must meet, maintain, and satisfactorily demonstrate technical standards* throughout the program. Students must not pose a physical or emotional threat to the well-being of patients, other students, staff or themselves. Those seeking reasonable accommodations** should contact the Coordinator of Disability Services in the Student Services Center. The skills and abilities that have been identified as required to meet nursing technical standards include but are not necessarily limited to:

**Visual Acuity** that is sufficient to perform health assessment and appropriate nursing interventions.

Examples: — Detect changes in client condition
— Collect data from technological devices used in client care
— Draw up correct quantity of medication into syringe

**Hearing Ability** that is sufficient to perform health assessment and appropriate nursing interventions.

Examples: — Hear body sounds using stethoscope.
— Detect alarms related to client care.
—Respond to client with or without view of client’s face.

**Tactile ability** that is sufficient to perform health assessment and appropriate nursing interventions.

Examples:
—Detect changes in skin temperature and texture.
—Detect unsafe temperature levels in heat-producing devices used in client care.
—Detect physical abnormalities related to diseases.

**Fine Motor Skills** that are sufficient to execute movement required to provide nursing care to clients in all health care settings.

Examples:
—Manipulate equipment involved in client care.
—Safely dispose of needles in sharps container.
—Accurately record data on documentation sheets.

**Strength and Mobility** that is sufficient to perform all nursing care.

Examples:
—Manually position clients that are lying in bed or sitting in a chair.
—Lift 40 pounds.
—Push an occupied wheelchair, shower chair, stretcher, or bed.
—Move immobile clients from stretcher to bed, bed to stretcher, or bed to chair alone or with assistance from personnel.

**Physical Endurance** that is sufficient to complete periods of assigned clinical practice.

Examples:
—Be able to stand or walk 5-8 hours.
—Complete care within the allotted time.

**Communication** that is sufficient to give and receive verbal and non-verbal communication. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language.

Examples:
—Speak clearly during oral communication i.e., shift reports, telephone conversations.
—Read and understand English printed documents.
—Teach/instruct clients regarding medical problems.
—Write correctly/legibly in client records.
Emotional Stability that is sufficient to function effectively under stress, adapt to changing environments, and display flexibility.

Examples: — Deal with the unexpected i.e., frequently changing client status.
— Adapt readily to changes and multiple demands.

PLEASE NOTE:
It is the student’s responsibility to make needs known. Those seeking reasonable accommodations ** must contact the Coordinator of Disability Services in the Student Services Center.

*“Technical Standards” refers to nonacademic criteria used for admission and participation in a program. From How the Law Applies – Rehabilitation Act of 1973 – Section 504.

**Reasonable accommodations are adjustment of course/program requirements which are not (1) unduly costly, (2) extensive, (3) disruptive, and (4) do not fundamentally alter the nature of the course/program.

11. LEGAL LIMITATIONS TO LICENSURE

Upon completion of the program, the student is eligible to take the New York State examination for RN licensure in nursing. Graduation from the program does not guarantee admittance to the licensing examination. Individuals who have prior convictions, felony or misdemeanor, exclusive of parking violations, are advised to contact the New York State Board of Nursing for advice on legal limitations for licensure.
APPENDIX I. SCIENCE PLACEMENT

Science Screening Test Guide
The science screening test is used to help students enroll in a course that is appropriate for their background and to help students succeed in the biology courses they take. The science screening test is about academic preparation and background knowledge for college level biology courses. It does not test your knowledge of anatomy and physiology. BIO 030, Introduction to Biology, will cover academic preparation for biology courses including study skills, scientific reading and mathematical skills. BIO 130, Introduction to Physiology, will cover factual background information that is needed in the anatomy and physiology courses BIO 131 and BIO 132.

The science screening test has forty questions arranged in two parts.
Achieve a score of 13 or below on the first part to place in BIO 030. If you place into BIO 030, you need a grade of C or better in BIO 030 to take BIO 130.

If you achieve a score of 14 or better the second part of the test will be evaluated.

If you achieve a score of 13 or below on the second part of the test you will place into BIO 130. If you place into BIO 130, you need a grade of C or better in BIO 130 to take BIO 131.

If you achieve a score of 14 or better you will place into BIO 131. Students who have not taken a science course in the last 5 years or more may find that they need to review material they have previously been exposed to. The following questions are similar to questions on the screening test.

1. Some of the questions are mathematical, involving questions such as metric conversions, scientific notation and size estimates. You should know how to set up and solve a proportion problem to answer these questions.

Example - You measured the length of an infant, and she is 19 inches long. When you go to record the length, the chart requires the length in centimeters. You do not have a centimeter tape to measure with. How long is the infant? 1 inch = 2.54 centimeters

a. 0.31 cm
b. 7.5 cm
c. 21.54 cm
d. 48.3 cm
e. none of these is correct
2. Some of the questions are interpretive questions based on written and graphic material. These questions are not the kind you study for.

3. Some of the questions are fact recall questions from the objectives below. Chapter two and parts of chapter three of most college level anatomy and physiology textbooks contain information that can help you review for this part of the placement test. Example - A positive ion is one that has
   a. Gained an electron
   b. Lost an electron
   c. Gained a proton
   d. Lost a proton
   e. Gained a neutron

4. There are additional sample questions on the DCC website. The following objectives are representative of the skills and knowledge level covered in BIO 030. If you have not taken these topics in school before, or it has been some time since you have taken them, you should register for BIO 030. It is better to take a course that will give you the background you need than to take a course that assumes you know material that you do not know.

The student entering BIO 030 should gain a basic understanding of:
1. Study skills in the biological sciences.
2. The basics of scientific vocabulary.
3. The liter, meter, gram and Celsius units and their conversions.
4. The scientific domain and the quantitative hypothesis.
5. Some physical and chemical properties of living matter.
6. The proton, neutron and electron and their role in atomic structure.
7. The ionic, nonpolar covalent, polar covalent, and hydrogen bonds.
8. AMU and Avogadro’s number as they apply to molecules.
9. The ionization of common physiological compounds.
10. The role of hydrogen ions in physiology.
11. Maintaining homeostasis in blood plasma.
12. The basic structure and functions of organic macromolecules.
13. The role of the cell in life processes.
14. The use of common laboratory measuring tools.

The following objectives are representative of the skills and knowledge level covered in BIO 130. If you have not taken these topics in school before, or it has been some time since you have taken them, you should register for BIO 130. It is better to
take a course that will give you the background you need than to take a course that assumes you know material that you do not know.

The student in BIO 130 should gain a basic understanding of:

1. The structure of a Bohr atom and its relevance to physiology.

2. The atomic structure and reactions of common physiological elements (C, H, O, N, Na, Cl, K, Ca, P, S).

3. The formation and reactions of common ions in physiology (H+, Na+, K+, NH4+, Ca+2, O-2, Cl-, OH-, CO3-2, HCO3-, PO4-3, HPO4-2, H2PO4-).

4. Some bonding characteristics (ionic, nonpolar covalent, polar covalent, hydrogen, peptide, disulfide bridges, high-energy phosphate bonds) of compounds common in biology.

5. The role of some groups and compounds in physiology (alcohol, aldehyde, carboxyl, organic acid, ketone, amino, phosphate, methanol, ethanol, glycerol, formaldehyde, glyceraldehyde, formic acid, carboxylic acid, lactic acid, ketones, keto acids, ammonia, amino acids, urea, phosphoglyceraldehyde, adenosine diphosphate, adenosine triphosphate).

6. Acids and bases and their interactions in the body.

7. The action of buffers in cells, plasma and urine.

8. The role of some organic groups and compounds in physiology.


10. The structure and function of the eukaryotic cell.

11. The structures and functions of the cell organelles.

12. Active and passive movement of materials in cellular systems.

13. Transcription and translation in protein synthesis.


15. The role of mitosis in cellular activity.

16. The proper use of a dissecting microscope and compound light microscope.
To Prepare for Science Placement Test:
Make sure you are familiar with all aspects of biochemistry. These topics may include molecular structure, the different types of bonds, diffusion, macro and micro molecules, and pH. Students should also be comfortable with skills such as exponential notation, measurement, and geometry. Then students should review atomic structure, bonds, the electron distribution, kinds of energy, cell structures and their functions, diffusion and osmosis, ATP usage, DNA, cellular reproduction, macro and micro molecules.

Recommended Science Placement Test Review Materials

Human Anatomy and Physiology, by Elaine N. Marieb;
Foundation of Allied Health Sciences: An Introduction to Chemistry and Cell Biology, by Frederick Ross

Allied Health Department also suggests Tortora, Seeley and Martini as good authors to review.

Sample questions are offered on the DCC website:
http://www.sunydutchess.edu/academicservices/testoffered.html

Biology Sequence:

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### Appendix II. Required Courses

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Minimum Total Credits Required 70

*Nursing students may not use BIO117, HED132, HED134, HED224, MSO102 for free elective credit.*
Good luck in your nursing studies!

If you have additional questions regarding the Nursing Program, please contact someone in the Department of Nursing at (845) 431-8570 or the Registrar Counselor in the Registrar’s Office at (845) 431-8098. or Visit our website at www.suny dutchess.edu/nursing