



**ASSOCIATE IN SCIENCE NURSING DEGREE
INFORMATION PACKET**

APPLICATION DEADLINE FOR SPRING 2025*

Monday, August 26 at 3:00 PM

Chipola College

3094 Indian Circle

Marianna, FL 32446-2053

[Chipola College Nursing](#)

***Must have active LPN license and graduated from Florida Panhandle Technical College or graduated from any Florida Technical College within the past 3 years.**

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WELCOME

Welcome to Chipola College School of Health Sciences information packet for the Associate in Science Degree in Nursing (ADN). The information included in this packet is intended to give an overview of the nursing program and the process for continuing your nursing career by becoming a nursing student in the ADN program.

The ADN program is 72 credit hours. The program is approved on a continuing basis by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, (850) 245-4444. The ADN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (1997), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org.

Upon successful completion of the program, the student receives an Associate in Science Degree in Nursing and is qualified to apply for the State Board of Nursing NCLEX examination. If successful on this exam, the graduate becomes a registered nurse (RN). A Baccalaureate of Science in Nursing (BSN) program was established at Chipola College in 2008 providing RNs a pathway to obtain a BSN.

The faculty are experientially prepared both academically and clinically. They are committed to providing a rigorous nursing curriculum that offers the student the opportunity to develop knowledge and skills that are necessary to promote better health care for all people in the community. Students receive guidance in a simulated lab along with supervision in the clinical facilities.

I wish you the best as you pursue your educational journey in health care.

Dr. Trilla A. Mays
Dean, School of Health Sciences

GENERAL PROGRAM INFORMATION

Functional Skills Required for Nursing

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. All students must be able to meet these essential functions with or without reasonable accommodations for admission and progression in the program. The student requiring reasonable accommodations must schedule a meeting with the Disability Student Services Office.

Functional Ability	Examples (not all-inclusive)
Gross Motor Skills	Sit/stand and maintain balance Reach above shoulders (e.g., IV poles) Reach below waist (e.g., plug electrical appliance into wall outlets)
Fine Motor Skills	Grasp small objects with hands (e.g., IV tubing, pencil) Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist or squeeze (e.g., turn objects/knobs using hands, squeeze eye dropper)
Physical Endurance	Stand for prolonged periods (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire shift) Push, pull, lift and support 25 pounds (e.g., position clients, ambulate client, pick up a child) Move heavy objects weighing from 11 to 25 pounds
Mobility	Twist, bend, stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs)
Hearing	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)
Vision	See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) See objects more than 20 feet away (e.g., client in a room or at the end of the hall) Distinguish color (e.g., color codes on supplies, charts, bed) and color intensity (e.g., flushed or pale skin) Visual acuity to read calibrations on 1 ml syringe Spatial relationship ability (e.g., administer injections or assess wounds of varying depths)
Tactile	Ability to feel pulses, feel skin temperature changes, palpate veins, etc.
Smell	Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) Detect smoke, gases, or noxious smells
Emotional Abilities	Establish therapeutic boundaries while providing patients with emotional support Deal with the unexpected (e.g., complex patient situation, crisis) Focus attention on task, including in distracting/chaotic environment Work with other healthcare providers in stressful situations in a professional manner Perform multiple responsibilities concurrently
Interpersonal Abilities	Communicate clearly and correctly in writing and verbally in English (e.g. education patients, write nurse's notes in the health record) Ability to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds Negotiate conflict

References

Persaud, D., & Leedom, C. L. (2002). The Americans with Disabilities Act: effect on student admission and retention practices in California nursing schools. *Journal of Nursing Education, 41*(8), 349–352.

Adapted from: Yocum, C. (1996). Validation study: Functional abilities essential for nursing practice. National Council of State Boards of Nursing, Inc.

Nursing Education Information

Nursing education has three components:

1. Theory instruction, in-class or online.
2. Skills laboratory (lab) is where students learn psychomotor hands-on skills and the decision-making for those skills.
3. Clinical experience in extended care, acute care, and community agencies is where students learn the holistic practice of nursing.

Academic credits for lecture is ½ contact hour per credit hour per week.

Academic credits for lab and clinical are 1 clinical hour per credit hour per week

Nursing courses require more in-class hours-per-week than most academic courses due to the clock to credit hours' ratio. Generally nursing classes, clinical, and skills lab are offered over three to four days a week, with periodic testing on another day. The lecture and testing can be scheduled during the morning or afternoon. The skills lab and clinical hours can be scheduled during the day, the evening, Monday through Friday or Saturday and Sunday. Schedules vary each semester.

The ADN program qualifies for financial aid. An individual student's award is based on credits per semester. We recommend that students look at the credit allocations for nursing *by semester* for full-time nursing (with and without the co-requisite general education courses) and consider the related financial aid allocations.

Summer and Spring Admissions

Students may be admitted in May (summer semester) or January (spring semester). Per the Chipola College – Florida Panhandle Technical College (FPTC) Articulation Agreement, you will receive eleven (11) semester hours of college credit towards the AS Nursing R.N. upon completion of the program. It is your responsibility to initiate this process by completing a **Career Pathway Agreement Form after completing Phase Three of the Nursing Admission Process.**

If you are an LPN who graduated from a Florida technical college (other than FPTC) within the past three (3) years, you are eligible to apply to enter the second semester of the ADN program. Upon completion of the program, you will receive eleven (11) semester hours of college credit towards the A.S. Nursing R.N. upon completion of the program.

Required courses that must be completed prior to applying as an LPN:

1. ENC 1101 – English Composition I
2. BSC 2085 & BSC 2085 L – Anatomy & Physiology I
3. PSY 2012 – General Psychology
4. MAC 1105 – College Algebra or higher level math (i.e. statistics)
5. Civics Course: AMH 2020 – Introductory Survey Since 1877 or POS 2041 – American Federal Government
6. BSC 2086 & BSC 2086 L – Anatomy & Physiology II

If you are an LPN who did not graduate from a Florida technical college or graduated from a Florida technical college greater than three (3) years ago, you are not eligible to apply to enter the second semester. You are eligible to enter the first clinical semester of the ADN program, which admits each fall and spring. Review the ADN Information Packet and ADN application.

The nursing courses for LPNs are offered over three semesters. Each NUR course is offered two out of the three semesters in an academic year. The nursing courses during each of the three semesters total 12-18 credit hours. Students taking the second semester nursing courses (NUR 1211C & NUR 1211L, NUR 2142) should plan for at least 15 hours (total contact hours) Monday through Friday in class, lab, clinical, and taking tests. Students should allow 2 to 3 hours of study per contact hour or 30 to 45 hours for studying and clinical preparation for a total of 40 to 60 hours of time devoted to the two NUR courses in the second semester of the nursing program. For those students who are also taking Microbiology with a lab (MCB 2010 & MCB 2010L), an additional 4 hours of class/lab and an additional 15 hours for studying. The second semester nursing student taking 18 credit hours will need to devote approximately 70 hours for class, lab, clinical, and study/preparation.

To be successful in this nursing program, **we recommend that students do not work full-time while in the program.** See the example below for the required hours for a student who has not completed all of the non-nursing courses for the second semester.

Course	Contact hours per week		Study hours (2.5 hour per contact hour per week)		Total hours per week	
	Spring 15 weeks	Summer 12 weeks	Spring 15 weeks	Summer 12 weeks	Spring 15 weeks	Summer 12 weeks
NUR 1211C & 1211L	13 hours	16.5 hours	32.5 hours	41.5 hours	45.5 hours	58 hours
NUR 2142	2 hours	2.5 hours	5 hours	6.5 hours	7 hours	9 hours
MCB 2010 & 2010L	6 hours	7.5 hours	15 hours	19 hours	21 hours	26.5 hours
DEP 2004	3 hours	4 hours	7.5 hours	10 hours	10.5 hours	14 hours
Total hours per week					84 hours	107.5 hours

Credit – Contact Hours

At first glance, the credit hours for the nursing program often do not qualify for financial aid just based off of a student’s schedule alone. Therefore, we have created the table below to break down the actual credit to contact hours in order for students to provide the necessary information to organizations that require full time credit hours.

NUR	Name	Lecture Credits	Weekly Contact Hours	Sem Lecture Contact Hours	Lab Credits	Weekly Contact Hours	Semester Lab Contact Hours	Total Contact Hours	Semester Hour Credits
1211C&L	Adult Nursing I	4.5	4.5	72	4.5	9	144	216	9
2142	Pharmacology II	2	2	32	0	0	0	32	2
2440C&L	Maternal Child Nursing	3	3	48	3	6	96	144	6
2522C&L	Mental Health	1.5	1.5	24	1.5	3	48	72	3
2243C&L	Adult II Nursing	5.5	5.5	88	5.5	11	176	264	11
2950	Capstone	2	2	32	0	0	0	32	2
		25		400	19		608	1008	44

Time Management Worksheet

Time management is key to success in any health sciences program, especially in nursing. Below is a worksheet you can use to assist you. Directions:

1. Block off the time you are in class, lab, or clinical.
2. Block off time each day to study (2 to 4-hour time blocks).
3. Block off time for meals and sleep. Remaining hours are what you have left for other activities.

TIME MANAGEMENT WORKSHEET

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							

FAQ

1. How do I apply to the nursing program if I am transferring from another college?

- A. Complete the Chipola College Application, declaring nursing as your major.
- B. Request official transcript(s) from your high school and all colleges you have attended.
- C. Complete the FASFA (Free Federal Student Aid) and seek out available grants, loans, and scholarships to assist with funding your education.
- D. Make an appointment to meet with a Chipola College advisor and register for any non-nursing course(s) you still need to take.
- E. After you have been accepted as a Chipola College student and all transcripts have been evaluated, you can begin the nursing application process; see question 2.

2. How do I apply and get accepted into the nursing program if I am a current Chipola College student?

- A. Complete all the requirements for Phase One.
- B. Complete Phase Two by submitting the required nursing application and documents by the deadline.
- C. Complete all the requirements for Phase Three.

3. Can another Math course be used in place of MAC 1105 – College Algebra?

Yes, as long as it is a higher level MAC, MAP, or STA course such as MAP 2302 – Differential Equations, or STA 2023 – Introduction to Statistics. Courses with a MGF prefix cannot be used to replace MAC 1105 because they are not equivalent, such as MGF 1106 – Mathematics for Liberal Arts I or MGF 1107 – Mathematics for Liberal Arts II.

4. Can another Science be used in place of BSC 2085 – Anatomy & Physiology I?

No. Because Nursing courses involve the human body and its anatomy so heavily, Anatomy & Physiology are required in order to be accepted to the program. BSC 2010 and BSC 2011 cannot replace BSC 2085.

5. What GPA is required for acceptance into the ADN program?

The prerequisite GPA must be a 2.75 in the required prerequisite courses.

6. How is the GPA calculated?

The prerequisite GPA is calculated using the pre-requisite courses that are required prior to applying to the program: BSC 2085 – Anatomy and Physiology I, BSC 2085L – Anatomy and Physiology I Lab, ENC 1101 – Communication Skills I, PSY 2012 – General Psychology, MAC 1105 – College Algebra, a Civics course, BSC 2086 – Anatomy and Physiology II, and BSC 2085L – Anatomy and Physiology II Lab.

7. What score is required for the TEAS test?

There is not a set required score at this time; however, the higher your overall TEAS score is, the more points you will receive.

8. Do I have to take all general education courses prior to acceptance and entrance into the ADN program?

It is not required; it is recommended. The nursing program is comprised of lecture class, skills lab, and clinicals along with the recommended 3 hours of study time per contact hour. See question 18 for the number of hours per week for each class each semester.

9. How many points do I need to have to be accepted into the ADN program?

The maximum number of points possible for the required criteria is 36 points; for the optional criteria is 41 for a total of 77 points. The minimum points for an applicant to be accepted can vary semester to semester depending on the pool of applicants and the number of points each student achieves. Applicants who are cleared through Phase One of the application process will receive a score based on the chart included in the nursing information packet. The applications are sorted by scores ≥ 20 required points and ≥ 40 total points; the top 40 applicants on that list will proceed to Phase Two. If you have less than 20 required and/or less than 40 total points, you should meet with an advisor to see what you can do to increase your total number of points.

10. What can I do if I am not accepted into the nursing program?

- a. Make an appointment with an advisor to review your transcript.
- b. If you have not taken all of the optional prerequisite courses, take those courses with the goal to make a grade of A or B, and reapply to the nursing program during the next application cycle.
- c. If you have taken all required prerequisite courses, talk to the advisor to see if there is anything else you can do to increase your points such as taking and making a grade of A on a higher level math course.
- d. Study and retake the TEAS to increase the number of points you can earn for that test.
- e. Discuss other career options with the advisor.

11. After I receive my letter stating I am eligible to proceed to Phase Three, what is the next step?

- a. Register and pay for CastleBranch document management system.
- b. Schedule fingerprinting for criminal background screening.
- c. Complete and have a negative alcohol and drug screening.
- d. Complete a CPR class, must be BLS for healthcare providers, and upload CPR card to CastleBranch.
- e. Upload completed physical exam, immunizations, and PPD to CastleBranch

12. How do I attain final acceptance?

An Admissions Committee will meet after completion of Phase Three to review each potential applicant's completed application packet. Members will review the following in determining admission to the program:

- a. Phase Two Scores based on points
- b. Phase Three required items uploaded to CastleBranch, including the criminal background check, drug screening, and alcohol tests.
- c. Transcripts

13. What type of schedule will I have once I start the ADN program?

Nursing school is like a full-time job, see explanation of study time in question 7. Lecture classes are Monday and Wednesday or Tuesday and Thursday. Skills lab will be Tuesday and/or Thursday for 8 to 9 hours. Clinical schedule varies; see number 16 below.

14. What is a clinical?

The clinical portion is where you take what you have learned in skills lab and apply it by taking care of patients in an acute care setting.

15. Where is clinical?

The main clinical facilities Chipola College uses are Jackson Hospital in Marianna, FL, and Northwest Florida Community Hospital in Chipley, FL. We have limited use of the following clinical facilities: Gulf Coast Regional Medical Center in Panama City, FL; Flowers Hospital in Dothan, AL; and Southeast Alabama Medical Center in Dothan, AL.

16. Do I have a choice of the day and location of clinical?

No, the day and location can vary each semester depending on the availability of the unit we request.

17. When is clinical?

Clinical day and time can vary due to the availability of the clinical facility and clinical instructors. Clinical can be scheduled as 8-hour, 10-hour- or 12-hour days. Clinical can be scheduled Monday through Saturday starting as early as 6:00 AM and ending as late as 11:00 PM. The final semester includes a preceptor clinical during the second half of the semester. You will be paired with an RN preceptor at the hospital. You go to clinical when your RN preceptor is working. Your clinical schedule can be any day (Sunday through Saturday) during the day, evening, or night shift.

18. What does it take to be successful in nursing school?

First and most important, you must read the textbook. Second, you must put in two to three hours of study per contact hour. The table below displays the weekly lecture and clinical contact hours for a 15-week semester. The summer semester will have more contact hours per week since it is a 10-week semester.

Semester -Course	Total credit hours	Weekly lecture contact hours	Weekly Skills lab/clinical contact hours	Weekly Study hours (3 hr per contact hour)	Class, clinical, and study total hours per week
SEMESTER ONE					
Fundamentals in Nursing	8	4	8	36 hr/week	48 hr/week
Geriatrics	1	0.5	0.5	3 hr/week	4 hr/week
Pharmacology I	2	2	0	12 hr/week	10 to 14 hr/week
Total hours per week of class, clinical, and study time for semester one					66 hr/week
SEMESTER TWO					
Adult Nursing I	9	4.5	9	40.5 hr/week	54 hr/week
Pharmacology II	2	2	0	6 hr/week	9 hr/week
Total hours per week of class, clinical, and study time for semester two					63 hr/week
SEMESTER THREE					
Maternal Child Nursing	6	3	6	27 hr/week	36 hr/week
Mental Health	3	1.5	3	13.5 hr/week	18 hr/week
Total hours per week of class, clinical, and study time for semester three					54 hr/week
SEMESTER FOUR					
Adult Nursing II	11	5.5	11	49.5 hr/week	66 hr/week
Capstone	2	2	0	6 hr/week	8 hr/week
Total hours per week of class, clinical, and study time for semester four					74 hr/week

19. How soon can I apply for the RN to BSN program once completing the ADN program?

If you have completed all the general education requirements, you can apply to enter the RN to BSN the day you graduate from the ADN program.

ADN APPLICATION PROCESS

Chipola College has an open door policy; however, the nursing program is limited access. This means a student must apply separately to the ADN program. The college and ADN program applications are a separate process requiring the college application prior to submitting the ADN application. Students must have the following before submitting the ADN application. Students must be 18 years of age from the first day of the nursing program. All of the following must be submitted by the deadline for a student to be cleared for Phase One of the application process.

Phase One

- Received letter of acceptance to Chipola College.**
All applicants to the ADN program must submit the Chipola College application and be accepted to Chipola College as a student in good standing. It is recommended that an applicant begin the Chipola College admission process six weeks before the application deadline for nursing admission if transferring from another institution.
- Completed the Prerequisite Coursework and BSC 2086/BSC 2086L per the Academic Guide [Academic Pathway](#)**
- GPA of 2.75**
Calculation is based on the grades earned in BSC2085, BSC2085L, ENC1101, PSY2012, Civics and MAC1105.
- Nursing Admission Test**
ADN program applicants are required to take the Test of Essential Academic Skills (TEAS) or the HESI exam. The exam must be current within the two years prior to the application date. If the applicant has taken the TEAS or HESI elsewhere, it is the applicant's responsibility to obtain the official test transcript and submit it in a sealed envelope with the nursing application.
- Physical examination** completed and signed by your healthcare provider.
- Immunization Form** filled out completely with the dates of immunizations or titers (**not both**)
- Two-step PPD:**
Completed with dates, results and signed by the healthcare provider or an IGRA blood test with the lab results
- Medical Release Form** signed, dated, and notarized.
- Applicant Acknowledgment Form** signed and dated.

Have you completed all 9 items above?

- Yes, Proceed to Phase Two.
- No, do not go any further until all four things have been completed. If an application is received without all ten items above, the application will not be processed.

NOTE: Make copies of your Physical Examination Form, Immunization Form, Two-step PPD, any titers or lab results, the signed/notarized Medical Release Form, and the signed Applicant Acknowledgment Form.

Phase Two

Phase two of the admission and acceptance process for the ADN program includes the submission of the ADN application by the deadline. Points will be calculated using the table below. Health Sciences will review the applications and determine which applicants are qualified to move forward to Phase Three. Applicants will be notified through Chipola email and postal mail as to their status. Notification will contain the information about Phase Three, if qualified to proceed.

Completing Phase Two and entering Phase Three of the Admission Process requires you to submit the ADN Application by the deadline with the required documents:

1. Application
2. Physical exam filled out completely and signed by the medical provider
3. Two-step PPD or IGRA blood test with the lab results attached
4. Immunization form filled out completely
5. Influenza vaccine
6. Medical Release Form signed, dated, and notarized.
7. Applicant Acknowledgment Form signed and dated.
8. Copies of any certifications/license (CNA, EMT, Paramedic, LPN)

You can use the worksheet on the next page to calculate the number of points you will receive. Points are awarded for first or second attempt at a course. If it took you three attempts to make a passing grade, that grade will not earn you any points.

Worksheet for Points Toward ADN Program Admission

This worksheet is provided for your personal use so you can calculate your optional and total points. **Do not turn in. Very Important:** The points are awarded for **FIRST or SECOND ATTEMPT** at a class. A grade of A, B, or C earned during a third or additional attempt **will not** receive points.

***Note – Because Civics is a pre-requisite, it will be used to calculate your pre-requisite GPA, but because it is not a pre-nursing course, it will not be used to calculate Required Points and will instead factor into Additional Points. If you are applying under the LPN-RN Career Pathway agreement, you must also have completed BSC2086 & BSC2086L.**

Pre-Req Course Name	Attempt 1 Grade	Attempt 2 Grade	Score	Additional Attempts *No Score Given
BSC2085 – Anatomy & Physiology I			A = 8 B = 4 C = 1	
BSC2085L – Anatomy & Physiology I Lab			A = 8 B = 4 C = 1	
ENC1101 – English Composition I			A = 3 B = 2 C = 1	
PSY2012 – General Psychology			A = 3 B = 2 C = 1	
MAC1105 – College Algebra or higher _____			A = 8 B = 4 C = 1	
Pre-Req GPA	3.50+ = 3	3.01-3.49 = 2	2.75-3.00 = 1	
TEAS Score _____	Reading _____ Math _____	Science _____ English _____	90+ = 6 81-89 = 5 75-80 = 4	70-74 = 2 <69 = 0
Required Total:				
Co-Req Course Name	Attempt 1 Grade	Attempt 2 Grade	Score	Additional Attempts *No Score Given
BSC2086 – Anatomy & Physiology II			A = 8 B = 4 C = 1	
BSC2086L – Anatomy & Physiology II Lab			A = 8 B = 4 C = 1	
Civics – either AMH2020 or POS2041			A = 3 B = 2 C = 1	
MCB2010 - Microbiology			A = 8 B = 4 C = 1	
MCB2010L – Microbiology Lab			A = 8 B = 4 C = 1	
Humanities Core _____			A = 3 B = 2 C = 1	
Additional Points Total:				
Required + Additional Points Total:				

Phase Three

To complete Phase Three, applicants must:

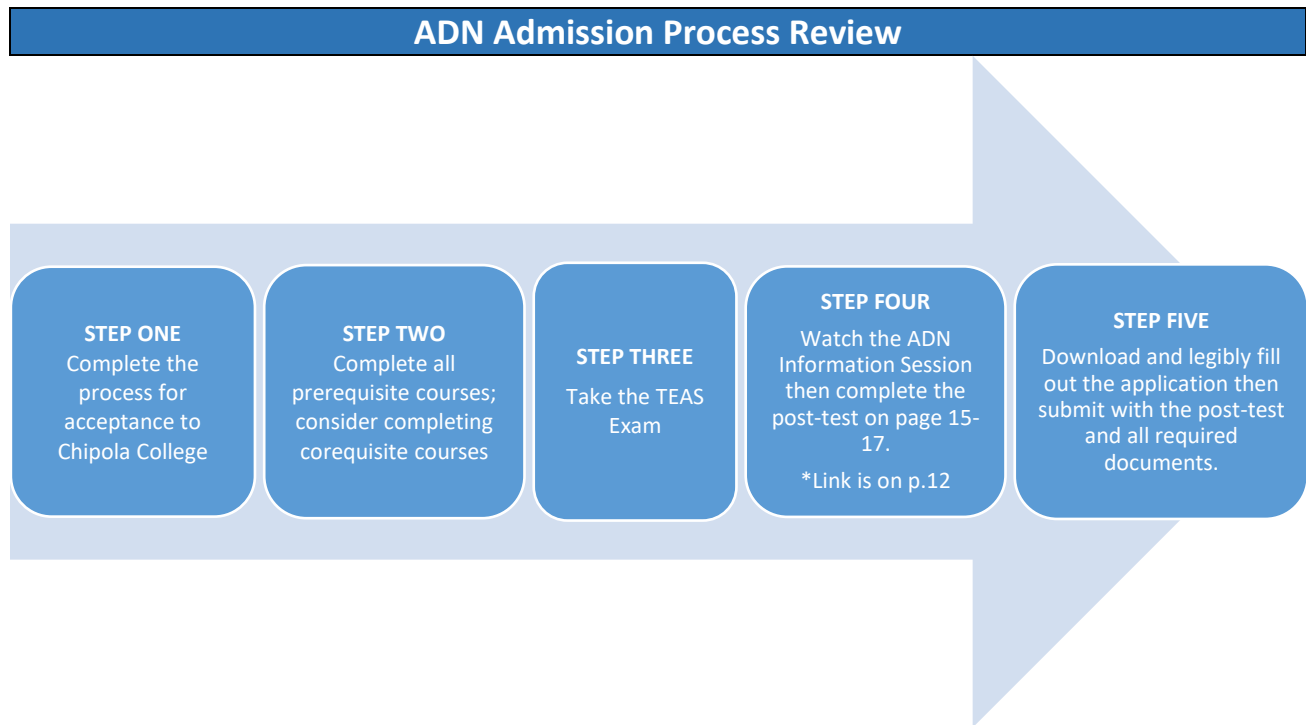
1. Fully accepted as a Chipola College student with all transcripts received and evaluated.
2. Register and pay for CastleBranch document management system.
3. Schedule and complete fingerprinting for criminal background screening.
4. Complete and have a negative alcohol and drug screening.
5. Upload completed physical exam, immunizations, PPD, and CPR card to CastleBranch.

The Admissions Committee will meet to review the complete application packet at this point. All materials for Phases one through three will be considered in selecting students for the nursing program. Applicants will receive notification of final acceptance through email and postal mail.

For applicants who have been granted final acceptance, they must complete the following:

1. Attend the required nursing orientation the week before classes start.
2. Verify all documents were accepted by CastleBranch and make corrections if needed.

Any student who does not complete these last steps will be dropped from the cohort.



VERY IMPORTANT:

You must make copies of all of the documents and forms you submitted with your application when applying for the nursing program. You will need these to upload to CastleBranch if you move into Phase Three of the Admission Process.