

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. **Where is your campus located?**

Delaware Technical & Community College (DTCC) Terry Campus is located at 100 Campus Drive, Dover, Delaware, 19904. It is in Kent County on Route 13. You can also access it off Route 1, Scarborough Road Ramp.

2. **What nursing programs are offered at your campus?**

Delaware Technical & Community College Terry Campus offers the:

- Licensed Practical Nursing Program (LPN);
- Associate Degree Nursing Program (RN);
- Associate Degree Nursing - Advanced Placement Program (LPN to RN); and Paramedic to RN; and
- Full-Time and Part-Time Associate Degree Nursing and Associate Degree Nursing – Advanced Placement Programs

3. **Where can I get information about the nursing programs?**

Information on all programs can be obtained by contacting the Admissions office at (302) 857-1020 and scheduling an appointment with an initial advisor.

4. **What is the difference between the Practical Nursing and Associate Degree Nursing program?**

- The Licensed Practical Nursing program is a one-year program.
- The Associate Degree Nursing program is a minimum two-year program.

There is a difference in the scope of practice between the two types of nurses. At the completion of the nursing program you will take the NCLEX licensure for the respective program you completed.

5. **Do you have a part-time nursing program?**

Delaware Technical & Community College Terry Campus does offer a part-time nursing program. Specific information regarding this option may be discussed at the time of your admission interview.

6. How long is the nursing program?

There are prerequisite courses that must be completed prior to beginning the clinical portion of the program. Once a student begins his or her nursing courses, the PN program will take one (1) full time year, and the ADN program will take two (2) full time years. The part-time program for Advanced Placement students will take six (6) semesters to complete, which includes two (2) summer semesters.

7. What are “all” the classes listed that are required for the programs?

A Recommended Curriculum Sequence Sheet lists all the courses that are required to complete the nursing programs. The Recommended Course Sequence Sheet can be obtained by contacting the Admissions office at (302) 857-1020. Information is also available on the Nursing Technology Information Sheet and in the College Catalog.

8. How do I transfer from another campus or college to the Terry Campus?

Students should contact the Terry Campus Admissions office at (302) 857-1020 and indicate they are a student at another campus or college and they wish to transfer to the Terry Campus Nursing Program. An appointment will then be scheduled to start the transfer process with an initial advisor.

9. What do I have to do to register for classes?

Individuals must complete the admissions process to attend Delaware Technical & Community College Terry Campus before they can register for classes. This can be done on-line or in person. International students must be admitted in person. Once students have signed up for their first set of classes on Campus with an initial advisor, the student must meet with their major advisor within the first semester they are taking classes. At that point, registration may occur on-line or on Campus. The Program strongly recommends that students routinely meet with their nursing advisors at least once a semester.

10. What is the difference between my initial advisor and my major advisor?

The initial advisor is in the Advisement Center. He or she will guide you through the admissions process into the College and will provide you with very valuable information regarding the Program. The initial advisor will also assist the student with career options and personal challenges related to his or her educational process. The major advisor is a nursing faculty member who will guide you through the process of becoming a nurse. You should meet with your major advisor on a frequent basis to discuss career goals, course sequencing to apply to the clinical point ranking list and progress through the program.

11. Who is my major advisor? How can I make an appointment to see my major advisor?

The name, phone number, email address and location of a student's major advisor will be given to the student during the admission process and can be found on the Student Education Plan (SEP). The student should contact his or her particular advisor in order to schedule an appointment.

12. Do I have to request my high school transcript? Does it cost anything?

It is the student's responsibility to request his or her official high school transcript and determine whether or not it has been received by Delaware Technical & Community College Terry Campus. The cost of the official high school transcript is per the student's school's policy. A student will not be able to apply to the clinical portion of the program unless the official transcript is on file at the Terry Campus.

13. Where does the high school transcript get mailed? How do I know if it's been received?

The official high school transcript should be mailed to Delaware Technical & Community College, Admissions Office, 100 Campus Drive, Dover, Delaware, 19904. Students can check with the Admissions office at (302) 857-1020 to determine if the transcript has been received and scanned into the computer.

14. Why does an official high school transcript need to be filed if the College accepted me and I have already started classes?

It is a requirement from the Delaware Board of Nursing that prior to taking the Nursing Boards, graduated students must have proof of a high school diploma through their graduating college. Therefore, in order to apply for a clinical seat, the student must have proof of a high school diploma or GED certificate on file. International students must proceed with a process for high school equivalency through the Campus Admissions office.

15. Can I hand deliver the high school transcript myself?

Students can hand deliver the **official** high school transcript to the Terry Campus Admissions office. It *must* be in a *sealed* (unopened) envelope in order to be accepted as official. This transcript will have a seal applied by the school denoting an official transcript. The official transcript will also have an applied raised seal on it with a signature of the high school registrar.

16. I am an international student and submitted a high school transcript. Why does it have to be evaluated? Can I go on the point ranking list while it is being evaluated?

It is Nursing Department policy that all students who graduate from non-U.S. high schools complete the process for U.S. high school equivalency. A student will not be able to have his or her name placed on the point ranking list until the letter is received stating the student has met U.S. high school equivalency. This is a requirement of the Delaware Board of Nursing prior to taking the Nursing Boards.

17. What do I have to do if I am an international student and do not have a high school transcript?

International students need to contact Maria Harris in the Admissions office at (302) 857-1020 for assistance.

18. Can I get credit for classes taken at another institution? What do I have to do to have the credits transferred?

Credits for classes successfully completed at other institutions may be transferred to Delaware Technical & Community College. Students must request for these credits to be transferred by submitting an **official** transcript from the institution where the courses were completed. Once the official transcript has been received, it will automatically be evaluated. This process could take up to two (2) weeks. Therefore, it is important to request your official transcripts as close to admission to the College as possible.

19. I am a Stanton/Wilmington or Owens Campus student and want to come to the Terry Campus. Can I still take classes at Stanton/Wilmington or Owens since it is closer to my home?

Students may take classes at Stanton/Wilmington or Owens campuses until the time clinical (NUR) classes begin. In most instances, there are Campus locks for science courses. Students must then commute to the Terry Campus in order to complete the clinical portion of the program.

20. How do I get on your wait list?

There is no longer a “wait list”. Associate Degree Nursing students will be chosen for clinical seats every six (6) months based upon a competitive process. Licensed Practical Nursing students are chosen once a year.

Students must submit an application in order for his or her name to be added to the point ranking list. In order for this to occur, the student must

- be a Terry Campus Nursing student
- have completed the NLN exam
- have his or her official high school transcript on file at the Terry Campus
- for some programs, Chemistry must be completed with a C average or better or high school chemistry within the last five (5) years with a C average or better

For the Associate Degree Nursing – Advanced Placement program, all of the above is required as well as:

- copy of current LPN license/NREMT-P certification
- official transcript of LPN/Paramedic Education program

Success strategies to assist with attaining a clinical nursing seat should be discussed with your major advisor. Applications are submitted to the Nursing Department secretary.

21. Is chemistry needed for the PN program?

Chemistry is not required for the Licensed Practical Nursing program.

22. Can I go on the point ranking list if the high school transcript has been requested but not yet received?

No. Requirements are to be completed at the time the application is submitted for the student's name to be added to the point ranking list.

23. Can I still get on the point ranking list if I do not pass the NLN exam?

If a student does not receive the minimum required NLN Pre-Entrance exam score (50 composite percentile or 60 verbal), he or she may be placed on the point ranking list if he or she meets very specific GPA requirements. Questions regarding these requirements will be addressed once the NLN exam is completed by your major advisor. Applications for clinical admission are accepted on an ongoing basis and are ranked twice a year for Associate Degree Nursing and once a year for Licensed Practical Nursing. The application is good for one (1) year.

24. When are the application deadlines?

- February 1st for an August seat.
- August 15th for a January seat.

If the deadline date falls on a weekend, applications must be submitted in person on the Friday prior to the deadline date or faxes must be received on or before the deadline date.

25. How will I know if I am being offered a clinical seat?

Letters offering admissions for clinical will be sent to students in the spring and in the fall prior to the semester they are to begin clinical rotations. For the PN program, which is offered in the fall semester only, letters will be sent out in the spring semester prior to beginning clinical rotations. Once the class is chosen, remaining applicants will be informed that the process has been completed.

26. I am a Stanton or Owens student. Can I be on your point ranking list? Can I be on both Terry and Stanton or Owens point ranking lists?

According to the Terry Campus Nursing Admissions Handbook, students may only list at the Terry Campus. If a student is also listed at either the Stanton or Owens Campus, his or her name will be removed from the Terry Campus point ranking list.

27. I'm done all of my classes and only need to finish the clinical portion of the Program. Can I go to the top of the list of students that are ranked for clinical eligibility ranking?

No. Clinical seats are offered to the students as their names appear in order on the point ranking list based upon the total points accumulated from NLN scores and required core courses. Major advisors will recommend classes that the student may take to continue to build a good foundation until a clinical seat is offered.

28. If I decline a clinical seat invitation, will I automatically be offered a seat the following semester?

No. Students are allowed to decline; however, because applications are ranked twice a year, there is no guarantee they will be offered a seat for the following semester. Additionally, applications for clinical admission are only good for one (1) year.

29. Where do I get the application for clinical admission?

Applications can be obtained from the front lobby of the Science and Engineering Technology building. Submit the application to the Nursing Department secretary.

30. Can you fax the application to me?

Applications can be faxed, emailed, or mailed. It is the responsibility of the student to return the application to the Nursing Department secretary.

31. Can I file the application for clinical admission before I take the NLN exam or get test scores back?

No. Policy is that all requirements are to be completed at the time the application is submitted for the student's name to be ranked for clinical admission.

32. Can I file the application now if I'm currently in a class that is needed for GPA requirement?

No. Policy is that all requirements are to be completed at the time the application is submitted for the student's name to be ranked for clinical admission.

33. What are the classes that are needed to meet GPA requirements if the NLN exam score was below the minimum required score?

To best assist you with the admission process in nursing courses, it is strongly recommended an appointment be made with your major advisor who will outline grades necessary to enter by GPA or the NLN scores.

34. When can I take the NLN exam?

Dates for the NLN exam held on the Terry Campus and the registration form are available in the lobby of the Science & Engineering Technology building. The exam may also be taken at other Delaware Tech campuses. If, on the other hand, the NLN exam was completed at another college, an **official** score must be sent to the attention of Jo Ann Baker, Nursing Department Chair, from NLN. The most appropriate time to take this exam will be determined in collaboration with your major advisor.

35. What is the cost of the NLN exam?

The NLN Pre-Entrance Exam currently costs \$55. The cost of the exam is subject to change with the current cost being found on the registration form.

36. What is a passing NLN score?

A **composite percentile score** of 50 or better or **verbal percentile score** of 60 or better is required for the level exam taken. For students interested in the PN program, the score can be found under the "DI" column. For students enrolled in the ADN program, the score can be found under the "AD" percentile column.

37. How long does it take to get NLN scores back?

The exam is taken electronically and scores are received immediately upon completion of the exam.

38. How long are NLN scores valid?

NLN Pre-Entrance Exam scores are valid for three (3) years from the date the exam was taken.

39. How often can I take the NLN exam?

Students will be able to re-take the NLN exam six (6) months after their last test date.

40. If I took the NLN exam somewhere else, do I have to retake it at the Terry Campus?

No. The NLN Pre-Entrance Exam scores are accepted even if taken at another institution as long as the test scores are valid. Scores are valid for three (3) years from the date of the exam. However, an **official** copy of test results will have to be sent to the Terry Campus from the National League for Nursing if taken at another college.

41. I took the NET exam. Can I use these scores?

No. Delaware Technical & Community College does not accept the NET exam. Students will need to complete the NLN Pre-Entrance Exam in order to have their name placed on the point ranking list.

42. What are the classes I need to have completed to be able to start clinical classes?

There are certain classes that all students must have completed before they are able to begin the clinical portion of the program. This information will be discussed in detail when a student meets with the initial and major advisors.

43. When will I start clinicals?

Applications are accepted on an ongoing basis and consideration for clinical seats will occur twice a year for the Associate Degree Nursing and Associate Degree – Advanced Placement Nursing Programs (once a year for the Practical Nursing Program). Students will receive the official offer of a clinical seat via first class mail. All of the prerequisite courses must be completed prior to beginning the clinical portion of the program.

44. What is involved in the evening/weekend program? Are clinicals all day on Friday and Saturday? Is there anything on Sunday?

Typically, theory classes are held Monday-Friday beginning at 4 p.m. with clinical rotations occurring predominantly on the weekends on either the day or evening shift. Schedules can change based upon program needs. At this time, Sunday is not used as a clinical day but is subject to change.

45. If I start in the day program, can I transfer into the evening/weekend program later? If I start in the evening/weekend program, can I transfer into the day program later?

A request can be made to transfer from one program into the other. Approval will occur on a case by case basis based upon available seats only, and can only be requested one time during the students tenure in the Program.

46. Once I accept a clinical seat invitation, what will be expected of me?

The student who has accepted a clinical seat will be expected to complete a physical exam which includes tuberculosis screen test (either PPD or Chest X-ray), a drug screen, a background check, and adult and child registry checks. A copy of your current immunization record will also be requested. A current American Heart Association – Healthcare Provider or American Red Cross – CPR/AED for the Professional Rescuer course must be completed or a current card presented.

47. What happens if my background check shows that I have a criminal record?

Depending on the infraction, you may be ineligible for a clinical seat. This decision is based on the Clinical Site Policies and the Board of Nursing Regulations. If your background check lists an infraction, the Instructional Coordinator will contact you to set up a meeting to discuss this with you. You may also contact the Board of Nursing if you feel that a past infraction may hinder admission into the clinical portion of the program.

48. Can you give me information about the nursing assistant program?

The Certified Nursing Assistant program is offered through the Corporate & Community Training Division of Delaware Technical & Community College, Terry Campus. The number to contact for this program is 857-1419.