



Admission Requirements



Nash Community College adheres to the “Open Door” philosophy in regards to college admission. However, the College reserves the responsibility to conditionally assign students in regards to program entry. Students must meet all curriculum program standards for full acceptance and subsequent degree requirements.

Nash Community College reserves the right to refuse admission to any student who has been suspended, expelled, refused admission by, or left another educational institution due to code of conduct violation(s).

Prospective students must be high school graduates or possess the equivalent, as prescribed by the State of North Carolina or must be at least 18 years old or meet special eligibility requirements.

Curriculum Program Admission Procedures

The following required procedures must be completed prior to admittance into a curriculum program of study:

1. Completion of a NCC application. Applicants must apply online at www.nashcc.edu. In-State students will need to complete the Residency Determination Service (RDS) as part of this process.
2. Submission of an official final high school transcript documenting graduation from high school or an official copy of HSE (High School Equivalency) or AHSD (Adult High School Diploma) scores. To be considered official, transcripts must be unopened and received directly from the institution attended or sent electronically directly from the school to the Office of Admissions at admissions@nashcc.edu. All transcripts become the property of Nash Community College and cannot be reproduced or returned to the student. Faxed copies are not considered official transcripts. The College will recognize high school diplomas from regionally and nationally accredited schools or home schools registered with the state. Unaccredited high schools operating in the State of North Carolina are also permissible as long as they are considered valid. In order for a student to be fully admitted to their program, the transcript must be received within 30 days of their first semester enrolled.
3. Students with an associate degree or higher may submit a college transcript in place of a high school transcript with the exception of applicants seeking Veteran’s (VA) benefits. Students seeking VA benefits must submit a high school transcript and all college transcripts before being eligible for certification.
4. Completion of Course Readiness Assessment (CRA). Students may submit SAT or ACT scores in lieu of taking a CRA (5 years current from first date of enrollment into Nash Community College). College graduates not transferring math credit must take the math portion of the course readiness assessment. Assessment hours are posted under

the “frequently asked questions” section of the College’s website at www.nashcc.edu/cra. Established minimum scores required on the SAT and ACT are described under “SAT and ACT Scores.” Students having graduated high school within 5 years from the first date of enrollment into Nash Community College may be exempt from completing the assessment. Please see “Placement by High School GPA.”

5. A conference with a counselor for the purpose of reviewing assessment scores and selecting educational goals.
6. Students seeking admittance to Health Sciences programs should reference the section titled “Admission to Health Sciences Programs” for additional program application steps.

Residency Determination Service (RDS)

The Residency Determination Service (RDS) was established in coordination with the University of North Carolina (UNC), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) as the centralized service for determining residence status for students. The RDS allows a student to submit one residency determination for admission applications to multiple North Carolina public colleges and universities and to prove residency for tuition purposes at all (public and private) North Carolina colleges and universities.

All prospective NCC students will complete an application found on the College website at www.nashcc.edu. In-state students will also need to complete the North Carolina Residency Determination Service (RDS) as part of this application process.

Lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency requirements mandate only individuals that can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina meet eligibility for in-state tuition. The statute also places the burden of proof on the student to establish residency by a preponderance of evidence.

Information that may be needed to establish North Carolina RDS residency may include the following (this list represents typical types of documentation that may be requested and is NOT intended to be all-inclusive):

- Driver’s License
- Vehicle Registration
- Voter Registration
- Marriage Certificate
- Warranty Deed
- Rental/Lease Agreements
- Federal/State Tax Return
- Military Leave and Earning Statements (LES)
- Permanent Resident Card
- Approved I-130/140/360
- Federal Tax Form to confirm dependent status for parent with approved I-130/140
- Immigration Court Order
- I-797 Notice of Approval from USCIS
- Conditional Green Card

Placement By High School GPA

High school graduates, who graduated within five years of enrollment, must provide an official high school transcript for evaluation. Admissions will only evaluate high school Grade Point Averages based on submission of official high school transcripts. A student may be eligible to enroll directly into college level gateway courses based on their unweighted high school Grade Point Average (GPA) if they meet the following criteria:

1. The student graduated from high school within five years prior to their first date of enrollment with Nash Community College.
2. The student has at least a 2.6 unweighted GPA. (Current high school seniors, who apply to the College before high school graduation, may be evaluated based on their GPA at the end of their first semester.)
3. The student must demonstrate completion of qualifying math courses.

Readmission Procedures

Students who return after an absence of more than one year shall complete a new application for admission to update student information. Students returning to a curriculum program must follow current program admission procedures and requirements.

Multiple Measures for Enrollment

Nash Community College uses multiple measures to assess students for enrollment into gateway courses for each degree or diploma program (see exceptions that follow regarding degree holders and transfer students). Students can meet enrollment requirements for gateway courses in one of three ways:

1. Official High School Transcript - See "Placement by High School GPA" section above
2. SAT and/or ACT scores - Applicants with SAT and/or ACT scores can enroll in gateway courses if their scores meet the following criteria:

Tests Taken Prior to March 2016

Gateway courses with math prerequisites

SAT Math > 500

ACT Math > 22

Gateway courses with English and Reading prerequisites

SAT Critical Reading > 500

ACT Reading > 22 or ACT English > 18

SAT/ACT scores are valid for five years.

Tests Taken After March 2016

Gateway courses with math prerequisites

SAT Math > 530

ACT Math > 22

Gateway courses with English and Reading prerequisites

SAT Critical Reading > 480

ACT Reading > 22 or ACT English > 18

SAT/ACT scores are valid for five years.

3. **Course Readiness Assessment** – Applicants who do not meet the above criteria for enrollment into gateway courses can take one of the College’s approved course readiness assessments. Currently Nash Community College offers two forms of assessment approved for placement purposes. Those assessments are the College Board’s Accuplacer and the North Carolina Diagnostic Assessment and Placement (NCDAP).

Requirements to take a Course Readiness Assessment (CRA):

To qualify to take the CRA an applicant must:

1. Apply to Nash Community College
2. Have a valid driver’s license or state-issued ID
3. Be prepared to test for approximately 2 to 4 hours (depending on the assessment)

Special note: Personal calculators are not allowed, one will be provided on the computer screen.

To test, applicants must obtain a testing slip from Student and Enrollment Services or schedule the test in advance. The assessment is administered in the library. After testing, the student may return to Student and Enrollment Services to meet with a counselor to discuss the scores and their next steps.

Transferring CRA Scores to Another School:

Nash Community College proudly offers all assessments to Nash Community College students at no charge. However, individuals interested in taking a placement test at the College with the goal of transferring the scores to another school must pay a \$20.00 fee at the cashier’s window before testing. The North Carolina Diagnostic Assessment and Placement (NCDAP) is available by appointment only and the administration of the NCDAP to individuals transferring the scores to another school will be based on the above stated criterion

and scheduling availability. The fee will be waived if the applicant has previously attended Nash Community College and now wishes to transfer.

The Following is a Detailed Description of each CRA the College Offers:

ACCUPLACER

College Board's Accuplacer is a computerized placement test that is divided into three sections: Reading Comprehension, Sentence Skills, and Arithmetic / Elementary Algebra. (A College Math assessment is also available if an applicant qualifies with appropriate test scores and/or other forms of multiple measures placement). Accuplacer assessments are currently offered Monday - Thursday from 8:30 am to 4:00 pm. (Testing is available on Fridays by appointment only). Extended hours of testing are available during times of registration. Written portions of the CRA are available for students needing accommodations; however, proper documentation will be required.

Accuplacer Reassessments

Accuplacer scores are valid for five years from the date the assessment was given. Applicants are allowed to test twice in a 12-month period; however, prior to taking the assessment a second time, it is recommended that students study independently to upgrade deficiencies. Students may review sample assessment questions on the College's website (www.nashcc.edu/cra) or by visiting Accuplacer's website (accuplacer.collegeboard.org).

Accuplacer Math Placement

The following Accuplacer scores are required to enter the math classes listed below:

- Arithmetic score 20-29 = Student must see a counselor to determine further steps
- Arithmetic score 30-54 = Student begins enrollment in DMA 010
- Arithmetic score 55-120 = Student needs to take the Elementary Algebra Accuplacer Assessment
- Elementary Algebra score 20-54 = Student begins enrollment in DMA 040
- Elementary Algebra score 55-74 = Student begins enrollment in DMA 060 or (if program requires MAT 143)
- Elementary Algebra score ≥ 75 Student may begin gateway math (MAT 121, 143, or 171)

**Students must check with an advisor to determine which math classes are necessary for their particular program.*

Accuplacer English Placement

The following Accuplacer scores are required to enter the English classes listed below:

**Accuplacer Reading and Sentence Skills Assessment scores are added together to determine placement. After testing, students must see a counselor in Student and Enrollment Services, Building A, to determine English placement.*

- Reading Comp PLUS Sentence Skills score 40-71 = Student must see a counselor
- Reading Comp PLUS Sentence Skills score 72-91 = Student begins enrollment in DRE 096
- Reading Comp PLUS Sentence Skills score 92-128 = Student begins enrollment in DRE 097
- Reading Comp PLUS Sentence Skills score 129-165 = Student begins enrollment in DRE 098
- Reading Comp PLUS Sentence Skills score \geq 166 Student begins enrollment in ENG 111

Online Placement Testing

Nash Online students who are not physically able to come to campus may use the College's online testing option to take the College Board's Accuplacer assessments. The College has partnered with a service called B Virtual Proctoring so that students may take a placement test anywhere in the world at any time. Online proctors will visibly monitor a student taking a placement test by use of webcam technology. In order to utilize this option, students must have access to the following:

- WebCam
- Internet Access
- Audio Capabilities

To schedule an exam, students must follow the process listed below:

1. Apply to Nash Community College and obtain a student ID number.
2. Fill out the Online Placement Test Request Form <http://bit.do/nashonlineplacement>.
3. A counselor will contact the student within one business day.
4. The counselor will determine what portions of the placement test is needed.
5. The counselor will set up a voucher in Accuplacer for the proctoring service to use.
6. The student will then go to the site <http://accuplacerlive.onlineproctornow.com/>.
7. From there, the student will work with B Virtual Proctors to schedule the test.
8. B Virtual Proctoring charges a \$25 fee that the student will need to pay.
9. The proctoring company will administer the test based on the voucher generated.
10. After testing, the student's scores will be uploaded to the College's system.

Frequently Asked Questions about B Virtual Proctoring can be found at

<http://onlineproctornow.com/faq.php>

Degree Holders

Students with a four-year degree from an accredited college or university are not required to take the Course Readiness Assessment (CRA) provided non-fundamental corequisites and prerequisites have been met and documented by an official transcript. Students with a four-year degree not meeting the mathematics corequisite or prerequisite must take the math portion of the course readiness assessment before enrolling in a math course or a course with a non-fundamental math prerequisite.

Students who have an associate degree are not typically required to take the CRA unless they are seeking admission to College Transfer and have not met the program admission requirements. However, non-fundamental corequisites and prerequisites must be met and must be documented by an official transcript from a regionally or nationally accredited school.

Admission by Transfer

Nash Community College will accept transfer students from other regionally or nationally accredited universities or colleges provided that such students complete the required admission procedures and provide an official transcript from the institution(s) previously attended. Transcripts must be evaluated by the College Director of Records and Registrar. Educational work completed from recognized and accredited post-secondary institutions may, where applicable, be credited toward the requirements of a degree, diploma, or certificate program at Nash Community College. Transfer credit is the sole responsibility of Nash Community College. For additional information, see "Transfer of Credit between Institutions".

Admission of Veterans Administration (VA) Educational

Benefits Recipients

Students who are eligible to receive VA educational benefits are required by law to furnish official written records (Official Transcripts) of all prior education and training. Such records will be evaluated and credit may be granted toward graduation requirements. No person shall be certified to the Veterans Administration for the purpose of receiving VA educational benefits until such records are on file. Please contact veterans@nashcc.edu for questions or additional information.

Admission of Non-Degree Seeking Students

A classification of non-degree seeking student is designed for high school graduates or non-graduates who are 18 years of age or older and want to enroll in courses without declaring a major program of study. Non-degree seeking students will be permitted to accumulate eighteen (18) credit hours before completing program admission requirements. Upon completion of eighteen (18) credit hours, non-degree seeking students must talk with

a counselor prior to registration to declare a program of study and complete registration in individual classes. When the student selects a program of study, appropriate credits earned as a non-degree student will be accepted toward meeting the requirements for graduation. Once a program of study is declared, students must register for the appropriate English and Math courses associated with the declared program of study. Students declaring a program of study must meet all Curriculum Program Admission Procedures. Non-degree seeking students are ineligible for Title IV Funding.

Career and College Promise Program

North Carolina Legislative Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program.

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. College Transfer Pathway leading to a college transfer certificate;
2. Career and Technical Education Pathway leading to a certificate, diploma, or degree;
3. Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115C of the General Statutes.

Nash Community College developed and offers these structured opportunities for qualified high school juniors and seniors to enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills. Academic credits earned through Career and College Promise enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. For complete program requirements, required test scores, and detailed information about all three program pathways, go to the College website at www.nashcc.edu/ccp

Career Technical Education Pathway

The Career Technical Education Pathway leads to a certificate or diploma aligned with high school Career Cluster.

College Transfer Pathway

The College Transfer Pathway leads to a college transfer certificate requiring the successful completion of at least thirty (30) semester hours of transfer courses, including English and mathematics, for qualified junior and senior high school students

Cooperative Innovative High Schools Pathway

Nash-Rocky Mount Public Schools (NRMPS) Early College High School represents a partnership between the NRMPS and Nash Community College to implement a Cooperative Innovative High School program. NRMPS-Early College High School is designed to introduce students to the college setting in their sophomore year of high school by taking Nash Community College courses. The school offers a five-year program through which students have the opportunity to earn both their high school diploma and an associate degree by successfully completing two years of transferable college credit. For additional information regarding the NRMPS-Early College High School, please refer to their web site at <https://www.nrms.k12.nc.us/Page/63>

Basic College Transfer Pathway Requirements

1. Junior/Senior Only
2. 3.0 Weighted High School GPA (minimum)
3. Required college readiness test score— All three Categories (English, Reading, and Mathematics) See provisional waiver requirements.
4. Meet all course prerequisites (NCC Catalog)
5. Complete a Career and College Promise application each semester. Submit an official high school transcript during the first semester attending NCC each calendar year.

Basic Career & Technical Education Pathway Requirements

1. Junior/Senior Only
2. 3.0 Weighted High School GPA (minimum) or High School Principal/Designee approval
3. Meet all course prerequisites as stated in the NCC Catalog.
4. Complete a Career and College Promise application each semester. Submit an official high school transcript during the first semester attending NCC each calendar year.

College Readiness Provisional Waiver

A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet all of the following criteria:

- Have a cumulative weighted GPA of 3.5
- Have completed two years of high school English with a grade of 'C' or higher
- Have completed high school Algebra II (or a higher level math class) with a grade of 'C' or higher
- Obtain the written approval of the high school principal or his/her designee
- Obtain the written approval of the community college president or his/her designee

A Provisional Status student may register only for college mathematics and college English courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation
- Maintain a 2.0 GPA in college coursework after completing two courses
- Enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

Home School Career and College Promise Requirements

In addition to meeting the above requirements for the Career and College Promise program, the home school student must meet additional requirements prior to enrollment, as outlined below.

The home school administrator must provide evidence that the home school is abiding by laws regulating home schools in North Carolina and is currently registered with the NC Division of Non-Public Education. This means that the administrator must have a school approval number, a charter for the school, or documentation that denotes approval from the NC Division of Non-Public Education. The administrator must provide copies of this information with the application. The home school administrator must also submit an official transcript from the home school, including student GPA using a 4.0 scale. Note that NCC does not accept transcripts from non-accredited correspondence schools. If the home school administrator does not have the proper certification, the student cannot register as a Career and College Promise student at Nash Community College.

Continuing Education Enrollment

Please contact the Continuing Education department concerning enrollment in Continuing Education classes.

Admission of Undocumented Immigrants

In accordance with the North Carolina Administrative Code (23 NCAC 02C .0301), the College will adhere to the following policy with regards to admission of undocumented immigrant students. As defined by the code, an undocumented immigrant is an immigrant who is not lawfully present in the United States. North Carolina community colleges shall admit undocumented immigrants under the following conditions:

1. Community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law.
2. When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications.
3. Undocumented immigrants admitted under Subparagraph (b) (1) of this Rule must comply with all federal and state laws concerning financial aid.
4. An undocumented immigrant admitted under Subparagraph (b) (1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b) (1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina.
5. When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
6. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Residency Determination

Residency and the appeals process is now regulated by the State of North Carolina. The following message regarding the residency process is required of all students, and is managed by the state:

The state of North Carolina partially subsidizes the cost of North Carolina public college and university tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Residency determination establishes if students should have in-state or out-of-state tuition. Because North Carolina residency status is governed solely by North Carolina statute, lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for in-state tuition. The statute also places the burden of proof on the

student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

For more information about residency, how it's determined, and the process for appealing residency status for the state of North Carolina, visit www.ncresidency.org

Tuition, Fees and Other Expenses

Nash Community College receives financial support from local, state, and federal sources, making it possible to offer students educational opportunities at minimal cost. The tuition fee is set by the North Carolina General Assembly and is subject to change without notice. The cost of textbooks, laboratory fees, supplies, and college activity fees vary by curriculum and are an additional expense.

Payment of tuition and fees must be arranged at the time of registration with a payment option secured by the posted deadline to pay. If tuition and fees have not been paid, or financial aid or a payment plan secured, by the last day to pay the student will be dropped from their classes.

Students may be eligible to receive education tax credits that can offset some expenses. There are two education credits available, the American Opportunity Credit and the Lifetime Learning Credit. Students should refer to IRS Publication 970, Tax Benefits for Education for further information.

Student Activity Fee

The Board of Trustees of Nash Community College has approved a \$5.00 per credit hour (\$35.00 max) student activity fee. This fee entitles a student to participate in all Student Government Association activities, and to have coverage under the College's Student Accident Insurance Plan.

Student Technology Fee

The Board of Trustees of Nash Community College has approved a Student Technology Fee of \$6.00 per credit hour to a maximum of \$48.00 per semester. This fee entitles a student use of computers and other technology services.

College Access Parking and Security (CAPS) Fees

The Board of Trustees of Nash Community College has approved a CAPS Fee of \$14.00 per semester. This fee is used to address security, safety, and parking needs on campus.

Student Accident Insurance

All students who register for curriculum classes are insured for accidental injuries which may occur while in class or on college property. This coverage does not apply to commuting time between home and class.

Students in Continuing Education classes may acquire student accident insurance at a minimum cost per session. This charge may be required for some Continuing Education classes.

Information regarding detailed coverage of this policy may be obtained from the Student and Enrollment Services Office or by visiting the College website at www.nashcc.edu/studentaccident.

Student Health Insurance

Nash Community College is pleased that students have an opportunity to purchase medical, vision, and dental insurance coverage through a group plan designed for community college students and their families. The Community College Student Insurance medical plan and vision plan are offered by United Healthcare and the dental plan is offered by Humana. United Healthcare and Humana are responsible for enrollment, eligibility verification, benefits administration, and premium collection for the plans. The program requires a minimum of 3 credit hours per semester. It is important to note that NCC does not specifically endorse this plan or these providers. The plan is a voluntary option for our students. Interested students should contact the plan provider to directly enroll or compare with other plans. For additional information, please call the plan provider at 1-800-509-6988 or visit www.studentccsi.com.

Refund Policy – Curriculum Credit Courses

1. A refund shall not be made except under the following circumstances:
 - a. A 100 percent refund of tuition shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund of tuition and activity fees if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
 - b. A 75 percent refund of tuition shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
 - c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund of tuition shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund of tuition shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
 - d. For contact hour classes, use 10 calendar days from the first day of the class(es) as the determination date.
 - e. No refund will be made on such fees as student activity, technology, success, CAPS, cap and gown fee, etc.

2. To comply with the applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
3. The refund policy is set by the State Board of Community Colleges and is subject to change without notice.
4. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

Textbooks and Supplies

The cost of textbooks and supplies will vary according to the curriculum. Textbooks and supplies may be purchased at the college Campus Store as well as the online Campus Store. Textbook and other information is available online at www.nashcampusstore.com.

In addition to textbooks and supplies, individual programs may require additional costs for uniforms, malpractice insurance, assessment tests, state licensing exams, criminal background checks, drug screens, etc.

Other Costs

Students in the Electrical/Electronics Technology, CISCO Certificate, Machining, and Architectural Technology program are required to purchase basic tools. Tool costs are available from the respective department.

Intellectual Property Rights

In an educational and academic environment, the development of creative, original, and scholarly works of various forms is encouraged and supported. A wide variety of legal protections governing copyrights, patents, trademarks, and trade secrets exist for the benefit of the author and the supporter of such projects. The rights of faculty, staff, students, and the College in the creation of intellectual property should be protected to the fullest extent of the law. Negotiated agreements are encouraged whenever possible to protect the rights of all parties involved in the creation of intellectual property, particularly when the potential exists for monetary gain. Intellectual property includes, but is not limited to, scientific discoveries or inventions, computer software, scholarly publications, works of art, movies, dramatic productions, etc.

The College has no intellectual property rights for works created by faculty, staff, or students as the result of individual initiative outside of the scope of regular job duties or traditional scholarly work created for academic purposes, as long as no more than incidental use of College facilities is made. The author retains responsibilities for securing copyrights and/or

patents, and receives sole benefit and royalties from dissemination of the works. While the author retains intellectual property rights of traditional scholarly work, the College retains the right to unlimited, royalty-free use of works created for academic purposes using College resources. To avoid a dispute or concern about the ownership of intellectual property, the faculty, staff, or student should obtain clarification prior to creation. If significant use of institutional resources is anticipated, the faculty, staff, or student and the College should agree in writing before the project begins regarding use of facilities, rights to the work product, sharing of benefits related to commercialization of the product, and rights and ownership of the products of any such projects. Intellectual property right disputes involving students is addressed using the due process review by the Student Affairs Committee and described in the Catalog in the Student and Public Grievance/Complaint Procedure.

Addressing Distance Education Student with Disabilities

Nash Community College has a proactive approach on preparing faculty in distance education for students with disabilities. The college ensures all syllabi and materials that are used are ADA compliant and meet the needs of students with disabilities.

Admission to Brewing, Distillation, and Fermentation Program

Students entering the Brewing, Distillation, and Fermentation program must be 21 years of age or older in order to be accepted into the program. Applicants who wish to start on general education studies prior to their 21st birthday may enroll as a Special Credit student until they reach 21 years of age.

Admission to Health Sciences Programs

Criminal Background Checks and Drug Screens

Criminal background checks and drug screens are not required for admissions to the Health Sciences programs. Once admitted to the program, however, students can expect to submit to criminal background checks (state and/or federal, which may also include fingerprint, National Sex Offender Search, social security verification, and health care fraud and abuse) and drug screens in order to meet regulatory criteria of facilities participating in the clinical education component of the Health Sciences program. The Health Sciences faculty recognizes and is fully supportive of clinical facilities mandating criminal background checks and/or drug screens on students in the program.

If a clinical facility prohibits a Health Sciences student from participating at the facility based on the results of the criminal background check and/or drug screen, the student will be dismissed from the respective Health Sciences program. No alternative clinical experience will be arranged on behalf of the student, resulting in the inability of the student to meet the curriculum requirements of the program. Students are encouraged to follow due process procedures described in respective Health Sciences program Student Handbooks should they feel ineligibility was determined as a result of false or inaccurate information.

Students can expect to absorb all costs related to criminal background checks and/or drug screens. Specific procedures will be provided to students in the Health Sciences program upon acceptance and enrollment. Students should also expect to submit to a criminal background check, at their own cost, when seeking eligibility for state licensure or national certification.

Admissions to Associate Degree Nursing (Day Option)

A. Nash Community College Application

Students must complete an application for admission to Nash Community College by January 30 before beginning Step I. Submission of high school transcripts is also required for program admissions (See Curriculum Program Admission Procedures).

B. Associate Degree Nursing Program Application Process

Step I: Submit an Associate Degree Nursing program application to the Health Sciences Admissions Coordinator by February 1 for consideration for admissions in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111 and MAT 171.
2. The student's overall grade point average must meet or exceed 2.0.
3. Students must complete a Nurse Aide I program and demonstrate current certification on the North Carolina Registry for Certified Nursing Assistant I (CNAI). The student is responsible for providing documentation to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Associate Degree Nursing degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, applicants are ranked and selected for admission based on the following criteria:

1. HESI-A2 composite percentage score.

2. Successful completion of the following courses with a grade of “C” or higher by the program application deadline of February 1:
 - BIO 168 Anatomy & Physiology I 2 Points
 - BIO 169 Anatomy & Physiology II 2 Points
 - CHM 130/130A Intro to Chemistry/Lab 2 Points
 - MAT 171 Precalculus Algebra 2 Points
3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.
4. Current NAII status by the NCBON will score 1 point in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator by the application deadline.
5. A student currently enrolled at the College will score 1 point in the ranking of students.
6. A letter of conditional admission will be sent to the student.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the College. All additional correspondence will occur through the College’s student email. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the ADN Program:

1. Submission of a completed physical examination form. The physical exam can be performed within a time frame of 12 (twelve) months prior to enrollment for the fall semester.
2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.
3. Submission of evidence of current AHA BLS Provider CPR certification.

Admissions to Associate Degree Nursing Program (Evening Option)

A. Nash Community College Application

Students must complete an application for admission to Nash Community College by May 18 before beginning Step I. Submission of high school transcript is also required for program admissions (see Curriculum Program Admission Procedures).

B. Associate Degree Nursing Program Evening Option Application Process

Step I: Submit an Evening Option Associate Degree Nursing program application to the Health Sciences Admissions Coordinator. Applications for the next cohort will be accepted

September 1, 2017 - May 20, 2018 for consideration for admissions in the following fall semester (August 2018). To be eligible for a program application, the student must meet the following criteria:

1. All non-NUR prefix curriculum coursework must be completed by the application deadline.
2. The student's overall grade point average must meet or exceed 2.0.
3. Students must complete a Nurse Aide I program and demonstrate current certification on the North Carolina Registry for Certified Nursing Assistant I (CNAI). The student is responsible for providing documentation to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Associate Degree Nursing degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score.
2. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.
3. A student currently enrolled at the College will score 1 point in the ranking of students.
4. Current NAII status by the NCBON will score 1 point in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator by the application deadline.
5. A letter of conditional admission will be sent to the student.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the college. All additional program correspondence will occur through the College's

student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the ADN Program evening option:

1. Submission of completed physical examination form. The physical exam can be performed within a time frame of twelve (12) months prior to enrollment for the fall semester.
2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students in the health care environment.
3. Submission of evidence of current AHA BLS Provider CPR certification.

Admissions to Advanced Placement for the Licensed Practical Nurse (Transition Program)

A. Nash Community College Application

Students must complete an application for admission to Nash Community College by January 30 before beginning Step I. Submission of high school transcripts is required for program admissions (see Curriculum Program Admission Procedures).

B. LPN Nurse Transition Plan Program Application Process

Step I: Submit LPN Transition Plan program application to the Health Sciences Admissions Coordinator by November 1 for consideration for admissions in the following spring semester Nursing Transition Concepts (NUR 214) course. To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111.
2. Students must demonstrate placement out of, or completion of, all fundamental math modules - DMA 010 through DMA 080.
3. Students must have taken or be currently enrolled in: ACA 122, BIO 168 and CHM 130/130A. If selected for program entry, students must have completed or be currently enrolled in PSY 150 and BIO 169.
4. Students must demonstrate successful completion of NUR 101, NUR 102 and NUR 103 from a regionally and nationally accredited university or college.
5. The student's overall grade point average must meet or exceed 2.0.
6. Evidence of a current unencumbered LPN license. The student is responsible for providing this information to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of “C” or higher in non-nursing courses and nursing (NUR) courses with a grade of “B” or higher will count toward completion of the Associate Degree Nursing degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score.
2. Successful completion of the following courses with a grade of “C” or higher by the program application deadline of November 1:
 - BIO 168 Anatomy & Physiology I 2 Points
 - BIO 169 Anatomy & Physiology II 2 Points
 - CHM 130/130A Intro to Chemistry/Lab 2 Points
 - MAT 171 Precalculus Algebra 2 Points
3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.
4. A letter of conditional admission will be sent to the student.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the College. All additional program correspondence will occur through the College’s student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the LPN Transition Plan:

1. Submission of a completed physical examination form. The physical examination can be performed within a time frame of twelve (12) months prior to enrollment for the fall semester.
2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.
3. Submission of evidence of current AHA BLS Provider CPR certification.

4. Evidence of successful completion of ACA 122, BIO 168, and CHM 130/130A; completion of or enrollment in BIO 169, AND PSY 150.

Admissions to Practical Nursing Diploma (PN) Program

A. Nash Community College Application

Students must complete an application for admissions to Nash Community College by January 30 before beginning Step I. Submission of high school transcripts is also required for program admissions (see Curriculum Program Admission Procedures).

B. Practical Nursing Diploma Application Process

Step I: Submit Practical Nursing program application to the Health Sciences Admissions Coordinator by February 1 for consideration for admissions in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. The student must be eligible for enrollment in ENG 111.
2. Students must demonstrate placement out of, or completion of, all fundamental math modules - DMA 010 through DMA 080.
3. The student's overall grade point average must meet or exceed 2.0.
4. Students must complete a Nurse Aide I program and demonstrate current certification on the North Carolina registry for Certified Nursing Assistant I (CNAI). The student is responsible for providing documentation to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Practical Nursing diploma.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score

2. Successful completion of BIO 163 Basic Anatomy and Physiology with a grade of “C” or higher by the program application deadline of February 1 will score 2 points in the ranking of students.
3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.
4. Current NAII status by the NCBON will score 1 point in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator by the application deadline.
5. A student currently enrolled at the College will score 1 point in the ranking of students.
6. A letter of conditional acceptance will be sent to the student.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the College. All additional program correspondence will occur through the College’s student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the PN Program:

1. Submission of a completed physical examination form. The physical exam can be performed within a time frame of twelve (12) months prior to enrollment for the fall semester.
2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.
3. Submission of evidence of current AHA BLS Provider CPR certification.

Readmissions and Transfer Policies for Nursing Programs

Readmission Policy

The following policy clarifies the conditions under which a student who exits the program without satisfying all of its requirements may return to the program to resume progress toward the Associate Degree Nursing or Practical Nursing Education Diploma.

1. A student who fails to complete any of the Nursing programs as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.
2. A student who fails to complete the nursing programs as scheduled is eligible for two (2) readmissions. This includes a total of three (3): one (1) application for initial admission to a nursing program; and, two (2) readmissions. The total of three (3) admissions includes all tracks of the Nash Community College Nursing Programs. A student who

applies for nursing program re-entry for the first semester of the curriculum sequence will participate in the admission process as stated in the specific nursing program admission procedures. Students who have not been enrolled in the nursing programs in greater than three (3) years must re-apply through the general application process.

3. Re-entry into the programs is not guaranteed and will be considered on a case by case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed clinical education learning experiences.
4. The student will be required to demonstrate retention of knowledge and skills in NUR courses by successfully completing both a written proficiency examination with a minimum score of 80% and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course. A dosage calculation examination will also be required. The student must achieve a score of 90 or above on the dosage calculation examination to be eligible for re-entry. A challenge exam taken by a student seeking readmission to a nursing program counts toward the total number of eligible readmissions. (refer to #2 above) All proficiency exams must be completed between 30 and 120 days prior to the beginning of the semester that the student plans to re-enter.
5. A student may be approved to audit a NUR course prior to the semester of desired re-entry. The student is eligible to audit a NUR course if they have received a grade of "B" or higher for the NUR course from the previous academic year, or equivalent transfer course work, and have successfully completed proficiency examinations and competencies for the NUR course during the readmission process to the nursing program. The student approved to audit a NUR course will not be admitted to the program or permitted to participate in the clinical portion of the course. Approval to audit a NUR course is considered on a case by case basis as with the applicant who is seeking readmissions.
6. A student dismissed from a nursing program as a result of any of the following conditions will not be considered for re-entry to the Nursing programs: inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety and clinical education policies; or, significant concerns in regard to clinical expectations for safe, ethical, and legal standards.

Transfer Policy

The following policy clarifies the conditions under which a student who wishes to transfer from another nursing program may resume progress toward the Associate Degree Nursing or Practical Nursing Education Diploma.

1. Completion of the admission requirements as stated in the Admission Policy.

2. Submission of transcript(s) from all other nursing program(s) and other post-secondary work for which the student requests transfer credit.
3. The Director of Records and Registrar and the Director of Nursing Programs will evaluate the transcript and determine course eligibility for transfer.
4. Transfer into programs is not guaranteed and will be considered on a case by case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed clinical education learning experiences.
5. The student will be required to demonstrate retention of knowledge and skills in NUR courses by successfully completing both a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course. A dosage calculation examination will also be required of all transfer students.

Admission to Physical Therapist Assistant Program

A. Nash Community College Application

Students must complete an application for admissions to Nash Community College by May 18 before beginning Step I. Submission of high school transcripts is also required for program admission (see Curriculum Program Admission Procedures)

B. Physical Therapist Assistant Program Application Process

Step I: Submit a Physical Therapist Assistant program application to the Health Sciences Admissions Coordinator by May 20 for consideration for admissions in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. The student's overall grade point average must meet or exceed 2.0.
2. The student must be eligible for enrollment in ENG 111 and MAT 171.

Note to students: Only letter grades of "C" or higher in non-PTA courses and PTA courses with a grade of "B" or higher will count toward completion of the Physical Therapist Assistant degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Applicants are ranked and selected for admission based upon the following:

1. HESI-A2 composite percentage score.
2. Successful completion of the following courses with a grade of C or higher by the program application deadline date of May 20:
 - BIO 168 Anatomy and Physiology I 2 points
 - BIO 169 Anatomy and Physiology II 2 points
 - MAT 171 Precalculus Algebra 2 points
3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students. The student is responsible for providing documentation of this information to the Health Sciences Admissions Coordinator by the program application deadline date of May 20.
4. A student currently enrolled at the College will score 1 point in the ranking of students.

Step IV: Applicants will be notified of their conditional admission status by mail prior to the registration period for the fall semester. All additional program correspondence will occur through the College's student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the PTA Program:

1. Applicants must submit evidence of a recent (within one year) physical examination, using a form provided by the College and available from the Health Sciences Admissions Coordinator. The physical exam must be updated annually following enrollment into the PTA program. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.
2. Applicants must submit evidence of current AHA BLS Provider CPR Certification.
3. Applicants must submit evidence of a minimum of forty hours of observational experience in a physical therapy setting under the supervision of a licensed physical therapist. The requisite form is available from the Health Sciences Admissions Coordinator.

Physical Therapist Assistant Program Readmission

The following policy clarifies the conditions under which a student who exits the program without satisfying all of its requirements may return to the Program to resume progress toward the degree.

1. A student fails to complete the PTA program as a scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.
2. A student will be required to proceed through the regular selection and acceptance procedures or withdrawal by the end of the first technical semester (PTA prefixed courses).
3. A student must submit a written letter of intent for readmission to the Program Director describing reasons for leaving the program, desire for re-entering the program, detailed plan of academic preparedness for future success and the anticipated semester of re-entry. Written request must be received within 90 days of anticipated semester start date.
4. A personal interview may be scheduled between the prospective student and an appropriate member of the PTA program.
5. Readmission into the program is not guaranteed and will be considered on a case by case basis considering the point of re-entry, space availability with the number of currently enrolled students at the point of re-entry, prior academic and clinical student performance, and the number of confirmed clinical education learning experiences.
6. A student will be required to demonstrate retention of knowledge and skills in PTA technical courses by successfully completing both a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course. A student must follow the same program course sequence and expected completion time frames as currently enrolled students at the point of program re-entry.
7. A student will be required to meet all program policies and maintain satisfactory academic progress throughout the program.
8. A student dismissed from the program as a result of inappropriate internet use, student conduct, or professional behavior during on- and off-campus learning activities; or non-adherence to laboratory safety, ethical and legal standards will not be considered for readmission to the PTA program.
9. Any student is allowed only two attempts to complete the PTA program.
10. A student will receive written notification of readmission status.

Admission to Medical Assisting Program

A. Nash Community College Application

Prospective students must complete an application for admissions to Nash Community College by May 18 before beginning Step 1. Submission of high school and all post-secondary transcripts is required for program admission (see Curriculum Program Admission Procedures).

B. Medical Assisting Program Application Process

Step I: Submit a Medical Assisting program application to the Health Sciences Admissions Coordinator by May 20 for consideration for admission in the following fall semester (August). To be eligible for a program application, the applicant must meet the following criteria:

1. Students must be eligible for enrollment in ENG III
2. Students must demonstrate placement out of, or completion of, all fundamental math modules - DMA 010 through DMA 060.
3. The student's overall grade point average must meet or exceed 2.0.

Note: Only letter grades of "C" or higher in non-medical assisting courses and medical assisting (MED) courses with a grade of "B" or higher will count toward completion of the Medical Assisting degree or diploma.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score
2. Successful completion of the following courses with a grade of "C" or higher by the program application deadline date of May 20:

• BIO 163	Basic Anatomy & Physiology	2 points
• MAT 110	Mathematical Meas & Literacy	2 points
3. An earned certificate, diploma, or degree in any Health Care discipline, or degree (Associate, Bachelor, etc) in any field, will also earn 2 points added to the TEAS score. The student is responsible for providing documentation to the Health Sciences Admissions Coordinator by the program application deadline date of May 20.

4. A student currently enrolled at the College will score 1 point in the ranking of students.

Step IV: Notification of Admission

Applicants will be notified of their admission status by mail prior to the registration period for the fall semester. All additional program correspondence will occur through the College's student e-mail.

D. Additional Medical Assisting Program Requirements

1. Students accepted into the Medical Assisting Program must submit evidence of a recent physical examination, using a form provided by the College and available from the Health Sciences Admissions Coordinator. The physical exam must take place no earlier than one year prior to the Clinical Practicum, which takes place during the third semester of the Program (May – July). Immunization requirements must be completed in accordance with North Carolina Law, as well as with recommended immunizations for students working in the health care environment.
2. Students must submit evidence of current AHA BLS CPR Certification.

Medical Assisting Readmission (Degree and Diploma)

The following policy describes the conditions under which a student who exits the program without satisfying all of its requirements may return to the program to resume progress toward the Diploma in Medical Assisting or the Associate in Applied Science in Medical Assisting degree.

1. A student who fails to complete the MED program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.
2. Re-entry into the program is not guaranteed and will be considered on a case by case basis considering the point of re-entry, the number of currently enrolled students at
3. The student will be required to demonstrate retention of knowledge and skills in MED technical courses by successfully completing a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course.
4. A student dismissed from the program as a result of any of the following conditions will not be considered for re-entry to the MED program: inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety and clinical education policies; or, significant concerns in regard to clinical expectations for safe, ethical, and legal standards will not be considered for re-entry to the MED program.

Medical Assisting Transfer (Diploma or Degree)

An applicant who wishes to transfer successfully completed MED technical courses required for the Diploma or Associate in Applied Sciences in Medical Assisting from another CAAHEP accredited program may be considered for entry to the program by meeting the admissions criteria that are in effect at the time of application with the following considerations:

1. Transfer into the program is not guaranteed and will be considered on a case by case basis considering the point of entry, the number of currently enrolled students at the point of entry, and space availability for confirmed clinical education learning experiences.
2. Applicants will be required to demonstrate retention of knowledge and skills for MED technical courses previously completed if more than one year has elapsed since completion of the course. Retention will be demonstrated by successfully completing both a written proficiency examination and laboratory competency examination for each course to the point of re-entry regardless of an original passing grade.
3. Per Nash Community College Graduation Requirements, a minimum of 25 percent of the required semester credit hours of the Diploma or Associate in Applied Sciences in Medical Assisting must be earned at Nash Community College.

Admission to Phlebotomy Program

Admission to the Phlebotomy program is limited to the first twelve (12) applicants to complete all the admissions steps each semester the program is offered (fall or spring). The steps include:

1. A completed Nash Community College application submitted to the Admissions Office.
2. An official high school transcript or copy of high school equivalency scores submitted to the Admissions Office (see Curriculum Program Admission Procedures, p. 16).
3. Placement out of or completion of DRE 098.
4. A completed Phlebotomy program application submitted to the Health Sciences Admissions Coordinator.
5. Evidence of current Tetanus immunization (within 10 years).
6. Evidence of two MMR (Measles, Mumps, Rubella) immunizations.
7. Evidence of current Tuberculin (TB) skin test (within one year).
8. Evidence of Hepatitis B immunization (at least started) or a signed declination form.
9. Varicella (chicken pox) series of two doses or immunity by positive blood titer.

10. Evidence of current AHA BLS CPR Certification.

Phlebotomy Technology Program Readmission

The following policy describes the conditions under which a student who exits the program without satisfying all of its requirements may return to the program to resume progress toward the Certificate in Phlebotomy.

1. A student who fails to complete the PBT program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.
2. Re-entry into the program is not guaranteed and will be considered on a case by case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed clinical education learning experiences.
3. The student will be required to demonstrate retention of knowledge and skills in the PBT 100 technical course by successfully completing both a written proficiency examination and laboratory competency examination, regardless of an original passing grade for the course.
4. A student dismissed from the program as a result of any of the following conditions will not be considered for re-entry to the PBT program: inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety and clinical education policies; or, significant concerns in regard to clinical expectations for safe, ethical, and legal standards.

Admission to Veterinary Medical Technology Program

Students must complete the general admissions application to Nash Community College by May 18th before beginning Step I. Submission of high school transcripts is also required for program admission (see Curriculum Program Admissions Procedures).

Veterinary Medical Technology Program Application Process

Step I: Submit a VMT program application to the Health Sciences Admissions Coordinator by May 20th for consideration of admission in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111 and MAT 171
2. The student's overall grade point average must meet or exceed 2.000.

Step II: Eligible applicants will be invited to take the HESI admission assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the cost to take the A2 at the time of scheduling. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

Determination of Admission Status

Step III: Applicants are ranked and selected for admission based upon the following criteria:

1. HESI -A2 composite percentage score
2. Successful completion of the following courses with a grade of C or better by the program application deadline date of May 20:
 - CHM 130/130A General Organic and Biochemistry/Lab 2 points
 - MAT 171 Precalculus Algebra 2 points
3. An earned degree (Associate, Bachelor, etc) will score 2 points in the ranking of students. The degree awarded must be reflected on the official transcripts submitted to Admissions by the application deadline.
4. Being employed as a Veterinary Assistant, completing a Veterinary Assistant Certificate program, or demonstrating related work or training experience and handling exposure to animals will score 2 points in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator upon program application.
5. A student currently enrolled at Nash Community College will score 1 point in the ranking of students.

Step IV: Applicants will be notified of their conditional admissions status prior to the registration period for fall semester. All program related correspondence will occur by mail (limited) or through the College's student e-mail. Applicants notified of conditional admission must complete the following steps by the established deadlines to be accepted into the VMT Program:

1. Submit evidence of a recent (within one year) physical examination, using a form provided by the College and available from the Health Sciences Admissions Coordinator.
2. Must show proof of a current tetanus vaccination. It is also recommended that the student receive the pre-exposure rabies vaccine. If a student opts to receive the rabies vaccine, it should be completed by the Fall Semester of the first year. If a student has already received the vaccine, proof of an adequate blood titer within the previous 2 years should be provided. If a student declines the rabies vaccine then a waiver must be signed.

In the event that the ranking process results in the same ranking score for more than one student to be offered a seat, priority will be given first to a student currently attending NCC, then the highest overall GPA.

Nash Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status in its programs or activities.

Veterinary Medical Technology Readmission

The following policy clarifies the conditions under which a student, who exits the program, without satisfying all of its requirements, may return to the program to resume progress toward the Associate in Applied Science in Veterinary Medical Technology.

1. A student who fails to complete any of the VMT program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication. Students who reapply to re-enter at the point of non-progression will be considered if less than three (3) years have passed. In situations where greater than three (3) years has passed, the student will need to apply through the general application process, and be expected to start the beginning of VMT prefix courses.
2. Re-entry into the programs is not guaranteed and will be considered on a case-by-case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed off-campus clinical, laboratory and work-based learning experiences.
3. The student will be required to demonstrate retention of knowledge and skills in VMT technical courses by successfully completing both a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course.
4. A student dismissed from the VMT program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety, clinical education and policies; or, significant concerns in regard to clinical expectations for safety, ethical, and legal standards will not be considered for re-entry to VMT Program

Admission to Criminal Justice/ Latent Evidence Technology/ Basic Law Enforcement Training Programs

All prospective students are advised that the North Carolina Criminal Justice Education and Training Standards Commission sets minimum standards for employment for law enforcement officers, correctional officers, state youth services officers, probation and parole officers, surveillance officers, and intake officers. Some of the minimum standards currently used by criminal justice agencies are age, citizenship, health and physical fitness, education, drug testing, psychological screening, background screening, and freedom from felony and/or serious misdemeanor convictions. Applicants with a felony conviction are not eligible for employment with a criminal justice agency.

Applicants with a class “B” misdemeanor conviction within the last five years will not be eligible for employment with a criminal justice agency. (Ref: North Carolina Administrative Code Title 12:09A. 0204 (3) (A) G.S. 176-6 and 17-10).

Students who have concerns or questions in regard to eligibility are encouraged to contact the Criminal Justice Department or the Basic Law Enforcement Training (BLET) School Director.

Admission to Cosmetology Program

In addition to completing the general admission procedures, applicants to the Cosmetology Program must submit a current (within 12 months) and satisfactory tuberculosis skin test report. This report must remain current while in the program.

Students should also submit a current state ID or driver’s license or social security card.

Cosmetology Program applicants should be aware that the North Carolina State Board of Cosmetic Art reserves the right to deny licensure to anyone convicted of a felony, even after successfully passing the state examination.

Admission to Early Childhood Education Program

Students entering the Early Childhood Education Program should be cautioned that according to the provisions of North Carolina General Statute 110-91(8) persons with certain criminal records or personal habits or behavior which may be harmful to children are excluded from operating or being employed in a child care setting regulated by the NC Division of Child Development. Should a student seek employment in a regulated center a criminal background check will be performed as required by NC General Statute.

Nash Online (Distance Education)

The Department of Nash Online works to ensure that students enrolled in distance education courses are being provided with the same quality instruction and content, and have access to the same services as on-campus students.

Distance Education Course Definitions



Online Course (OL) – A course in which instruction and materials are presented entirely online using a Course Management System (CMS). Completion of a mandatory Enrollment Verification activity is required by every online student within the first 10% point for each online course.

Hybrid Course (H) – Hybrid classes combine the best elements of traditional face-to-face instruction with online instruction, where a portion of instruction takes place online and required face-to-face classroom sessions are appropriately predetermined by the instructor. Both face-to-face and online components must be integrated, and a required face-to-face meeting will occur within the first 10% point of the course. A schedule of expected on-campus class sessions will be made available by the instructor in a Course Management System (CMS) at the beginning of each hybrid course.

Virtual (V) – A virtual class is synchronous, face-to-face instruction provided through two-way audio and video technology, where instructors and distance learning students are connected virtually and communicate at predetermined times. Students are required to have access to a computer with a webcam with microphone and high-speed internet connectivity.

Moodle

Moodle is the primary course management system used to facilitate distance education courses at Nash Community College. Every enrolled curriculum student will receive Moodle login credentials. Login instructions are provided at moodle.nashcc.edu. For security purposes, sharing your student login credentials is prohibited.

Nash Community College requires all faculty members to make their contact information, and course syllabus available in Moodle. Faculty utilize Moodle to include supplemental handouts and resources, grades, and assignment submission links. Other forms of supplemental online instruction may be used in addition to Moodle. Students are encouraged to have independent access to the Internet as a supplemental part of every Nash Community College course.

North Carolina Video Over Internet Protocol (NCVIP) – Information Highway / LEARN InSync

Video conferencing services at Nash Community College allow face-to-face interaction in real time with two-way video and audio communication. Video conferencing technology is a tool that can be used to increase productivity, reduce travel expense, and quickly bring together a number of geographic locations around the State, the nation, and the world.

Online Courses

The College provides courses online via the Internet and shall follow the requirements below in the offering of these classes. It is assumed by the College that any student who enrolls in an online course is acquainted with the Internet, a word processing program, web searches, the use of a web browser, and communicating via e-mail. The student will have a Student Email account provided by the College.

1. The three criteria for establishing an online course are listed below:

- a. The course content is consistent with the mission/purpose of the College.
 - b. The need for the course to be taught in this manner is student-driven.
 - c. The required development lead time and resources to offer the course are adequate and available.
2. Students shall follow the general admission procedures of the College and shall register for the course as the semester schedule indicates (note Admission requirements in the College Catalog).
 3. (OL) section courses officially begin the first day of the semester and will not be made available to students until the first day of the semester. Every student in an online (OL) course is required to complete the Enrollment Verification Activity or first course assignment within the first 10 percent point of each online (OL) course in order to remain enrolled in the course. Completion of the Enrollment Verification Activity or first course assignment indicates that an online (OL) course student verifies his or her enrollment and attendance in the online (OL) course. Online (OL) courses are to be made unavailable to any online (OL) course student who does not complete the Enrollment Verification Activity or first course assignment within the first 10 percent of the course. Furthermore, the student is to be marked as a "no show"(NS) in WebAdvisor attendance tracking. Instructors are responsible for submitting a 10 percent Census Report to the Associate Dean of Institutional Effectiveness after the predetermined 10 percent point of each online course.
 4. Online course requirements, prerequisites, grading and transfer credit shall be consistent with the course, when taught in the traditional manner.
 5. If a text is required for the online course, it shall be consistent with the course, when taught in the traditional manner.
 6. Satisfactory progress and required attendance will be monitored by assessing the completion of assignments by their respective due dates as noted on the online course outline.
 7. Students will evaluate the course and the instructor for Fall and Spring courses in accordance with the established evaluation procedure of the College by the thirteenth week of each semester.
 8. Students taking online courses are subject to the Academic Progress Policy of the College.
 9. Nash Community College does not impose additional student charges related to online programs.

Nash Online's Commitment to Student Enrollment

The college makes every effort to ensure that distance education students are able to enroll and submit the necessary documentations from a distance. The college has dedicated eSupport staff who work with distance education students throughout the enrollment process. The eSupport staff coordinates and works closely with the Director of Records and Registrar's office to assist with distance education students.

If it is determined that a distance education student needs to take a placement test, they may do so at any location of their choice with access to a webcam, high-speed internet, and audio. To take the placement test at a remote location, the distance education student will complete the Online Placement Test Request Form at online.nashcc.edu/get-started/new-students

Counseling Distance Education Students

Distance education students have the same access to a student orientation as the college's traditional face-to-face students. The College provides a mirror Online New Student Orientation Video for student flexibility and distance education students. The content remains the same, only the format is different. The online version requires a login for tracking purposes and short quizzes to make sure the information presented is understood. There is also an evaluation at the end that helps track the value of the experience. This orientation is found on the NCC website.

Nash Online - Tutoring and Supplemental Instruction

All students, including distance education students, have access to tutorial and supplemental instruction resources. Some of these include, but not limited to Smarthinking, online office hours, Turnitin.com, Writing tutoring, NCLIVE, Tutoring for Life, Achieve 3000, etc. Distance education instructors share and provide students with the college's online tutoring resources.

The college also provides Peer Assisted Learning (PAL) tutoring to our distance education students. The PAL tutors are set up in labs on campus with access to a webcam and monitor that allows students to log in ask questions from remote locations.

Nash Online Advising

Distance education students are also assigned an advisor. Once the distance education student is ready to be advised, the advisor proactively reaches out to the student create a plan of study to ensure the student has the best chance of successfully graduating and receiving stackable credentials throughout the degree.

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