

SELECTION PROCEDURES FOR PROGRAMS WITH SELECTIVE ADMISSION

The following procedures are followed in selecting students for programs with selective admission.

A. ASSOCIATE DEGREE NURSING PROGRAM

The registered nursing program is a selective admission program which involves three steps:

1. Admission to the College;
2. Completion of prerequisites as indicated in a folder in Monroe County Community College Admissions Office which confirms that the minimum standards listed below have been met by the deadline date of **April 30**;
3. Selection of qualified nursing applicants by use of the numerical process.

The potential nursing applicant needs to be aware that meeting the standards at the minimum level does not insure admission to the nursing program. The applicants for the nursing program tend to be well qualified and only the top forty (40) candidates are selected each year.

Specific Criteria for Step Two:

Developing a folder in Monroe County Community College Admissions Office consists of the following:

1. Evidence of high school graduation must be submitted (diploma or G.E.D.). Transcripts must be sent which confirm this requirement for those with no prior college or university degree. High school students may apply, but acceptance is contingent upon high school and prerequisite completion;
2. Official transcripts from all post-secondary schools must be submitted for evaluation, including L.P.N. and R.N. programs, if applicable;
3. An accumulative grade point average of 2.5 (on a 4.0 scale) is required from the **most recent** academic institution attended, whether high school or college. High school grade point averages are based on five academic areas of study: English, mathematics, foreign language, social sciences, and natural sciences. The measuring point for the accumulative grade point average will be the end of winter term for college students or the most recent grading period for high school students;
4. High school-level chemistry must be completed (two semesters), or CHEM 150, Fundamental Principles of Chemistry (one semester), with a grade point average of "C" (average) or better. The chemistry class must be within the past ten (10) years;

A. Associate Degree Nursing Program (continued)

5. High school-level biology must be completed (two semesters), or BIOL 152, Biological Science (one semester), with a grade point average of "C" (average) or better. The biology class must be within the past ten (10) years;
6. The American College Test (ACT) is required of all applicants. The minimum composite score to be considered as an applicant is a seventeen (17) on the Enhanced Test, or fourteen (14) if tested prior to 1989;
7. Successful completion of the Monroe County Community College mathematics graduation requirement (Policy 3.12, General Requirements for Graduation);
8. MELAB (80 percentile) or TOEFL (550) tests may be required to show proof of English language proficiency for those whose native language is not English.

These are minimum requirements for consideration. Meeting the minimum requirements does not guarantee admission into the nursing program.

Specific Criteria for Step Three:

Once minimum standards have been met, the applicants will be evaluated to determine admission status. Criteria for this evaluation may be obtained from the Monroe County Community College Admissions Office.

General Information:

1. The class of forty (40) will be selected from among the pool of applicants by use of the numerical process.
2. A physical examination and immunizations are required of students selected for the program at the student's expense which verify capabilities and general health status.
3. Applicants should be aware that any previous or current conviction of a crime and/or treatment for substance abuse may result in ineligibility to be licensed as a registered nurse. The determination of (in) eligibility is made by the Michigan State Board of Nursing. Any questions or concerns about the licensing should be directed to them.
4. Registered nursing at the associate degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program, all applicants should possess:
 - a. sufficient visual acuity, such as needed in the accurate preparation and administration of medications and for observation, necessary for patient assessment and nursing care;

A. Associate Degree Nursing Program (continued)

- b. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, I.V. infusion pumps, Doptone, fire alarms, etc.;
- c. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs;
- d. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
- e. sufficient intellectual and emotional functions to plan and implement care for individuals;
- f. psychological stability, allowing the student to perform at the required levels in the clinical portions of the program;
- g. the capability to concentrate for long periods of time in selecting correct techniques, equipment, and safety measures to assure maximum care and safety of the patient. Therefore, the applicant must be able to exercise independent judgments under both routine and emergency conditions. A person under the habitual influence of alcohol or consciousness-altering drugs could not meet the above criteria;
- h. the ability to tolerate and function safely in environmental conditions, such as exposure to a variety of substances and conditions within the laboratory and clinical environment: temperature fluctuations; electromagnetic radiation; hazardous waste materials including chemicals, poisonous substances, blood, body tissue or fluids; loud or unpleasant noises; high humidity; inhalants such as dust.

Applicants should have reasonable expectation that they can complete the program of study and meet the educational objectives. Accommodations are unreasonable if they essentially impair or change the curriculum. Questions should be directed to the Special Populations Coordinator in the Learning Assistance Laboratory.

- 5. Students who successfully complete at least one nursing class must complete the nursing portion of the program within four years of initial entry into the program. Failure to meet the time framework necessitates re-application to the nursing program.

B. RESPIRATORY THERAPY PROGRAM

For a student to be considered for the respiratory therapy program, Monroe County Community College, Division of Health Sciences, requires:

B. Respiratory Therapy Program (continued)

1. Graduation from high school or G.E.D. A grade point average of 2.5 or better in high school work and in college-level courses, if taken, is preferred. High school grade point averages are based on the evaluation of five academic areas of instruction: English, mathematics, foreign language, social sciences, and natural sciences;
2. Completion of CHEM 150, Fundamental Principles of Chemistry, or a higher level college chemistry course. An applicant with one year of high school chemistry can be accepted into the program contingent upon his or her successful completion of CHEM 150 or higher prior to starting fall semester respiratory therapy classes. A challenge exam is available for CHEM 150 through the Monroe County Community College credit by examination process. It is required that chemistry be repeated if it has not been taken within ten (10) years of the application deadline;
3. Completion of one year of high school-level biology or Biology 152, Biological Science. Preferred grade of "B" or better in biology. It is required that biology be repeated if it has not been taken within 10 years of the application deadline date;
4. Completion of MATH 150, Beginning Algebra, or a higher level college mathematics course. An applicant with one year of high school algebra can be accepted into the program contingent upon his or her successful completion of MATH 150 or higher prior to starting fall semester respiratory therapy classes. A challenge exam is available for MATH 150 through the Monroe County Community College credit by examination process. It is required that algebra be repeated if it has not been taken within ten (10) years of the application deadline;
5. The American College Test (ACT) examination is required of all applicants who have not completed 25 semester hours of college courses by application deadline. An ACT composite of 21 or above is preferred for applicants taking the exam after Fall 1989, and 19 or above if taken prior to Fall 1989;
6. At least two references:
 - a. If you have had any health care experience, volunteer or other, include one reference from someone in a position to evaluate your potential as a respiratory therapy student;
 - b. If you have been employed within the last two years, include one reference from an immediate supervisor;
 - c. If you are under 21, include one reference from high school counselor, teacher, or principal;
 - d. If you have taken college course work, include a reference from an instructor or professor who can evaluate your academic potential.
7. Official transcripts from high school (if needed to verify algebra, chemistry, or biology) and all colleges or universities, if applicable;

B. Respiratory Therapy Program (continued)

8. Personal interview with member(s) of the Health Sciences Division for applicants who meet the above criteria.

People whose native language is not English may be required to submit proof of English language proficiency via MELAB or TOEFL tests.

Selection of respiratory therapy class members is determined by the total consideration and evaluation of the applicant's standing in relation to all the above criteria.

A physical examination and immunizations are required of students selected for the program at the student's expense which verifies capabilities and general health status.

Registered Respiratory Therapists at the associate degree level involve the provision of direct care for individuals and are characterized by the application of verified knowledge in the skillful performance of respiratory therapy functions. Therefore, in order to be considered for admission or to be retained in the program, all applicants should possess:

- a. sufficient visual acuity, such as needed in the accurate interpretation of gauges, preparation and administration of medications and observation necessary for patient assessment and care;
- b. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, pulse oximeters, mechanical ventilators, fire alarms, etc.;
- c. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- d. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
- e. sufficient intellectual and emotional functions to plan and implement care for individuals;
- f. psychological stability allowing the student to perform at the required levels in the clinical portions of the program;
- g. the capability to concentrate for long periods of time in selecting correct techniques, equipment, and safety measures to assure maximum care and safety of the patient. Therefore, the applicant must be able to exercise independent judgments under both routine and emergency conditions. A person under the habitual influence of alcohol or consciousness-altering drugs could not meet the above criteria;

B. Respiratory Therapy Program (continued)

- h. the ability to tolerate and function safely in environmental conditions such as exposure to a variety of substances and conditions within the laboratory and clinical environment: temperature fluctuations; electromagnetic radiation; hazardous waste materials including chemicals, poisonous substances, blood, body tissue or fluids; loud or unpleasant noises; high humidity; inhalants such as dust and aerosol mists.

C. **RADIOGRAPHY**

The radiography program is offered in cooperation with Jackson Community College. Students must apply at the Monroe County Community College Admissions Office prior to the December 1 deadline date. The selection of students for the program is made by Jackson Community College.

Students selected will have dual enrollment with Jackson Community College and Monroe County Community College. The specialized radiography courses will be taken at Jackson Community College; liberal arts courses will be taken at Monroe County Community College.

Radiography Admission Steps:

1. Apply for admission at both Monroe County Community College and Jackson Community College. Indicate the degree preference of Radiography.
2. Develop a folder in the Monroe County Community College Admissions Office. Data collected will include:
 - a. grades for the required prerequisite courses of BIOL 157 and 158 and HLTSC 110;
 - b. ACT/SAT/ASSET/COMPASS scores.

Students must request a MCCC transcript be sent to Jackson Community College to officially show transferable course work. Two prerequisite courses (HOC 130 and DMS 100) must be taken at Jackson.

3. Selection of applicants is done by Jackson Community College. It is recommended that radiography applicants check with the Jackson Community College Program Director or counselors for specific program information and advanced placement issues.

D. **CULINARY SKILLS AND MANAGEMENT**

For a student to be considered for the Culinary Skills and Management program, the Monroe County Community College Business Division requires:

1. High school graduation or successful completion of the General Education Development (G.E.D.) Test.
2. Completed Monroe County Community College Application for Admission form.
3. Official transcripts from high school and all post-secondary schools (if applicable).

D. Culinary Skills and Management Program (continued)

4. Two letters of personal reference. (References from food service employers or instructors preferred.)
5. One of the following: ACT scores of 18 or higher in math, reading, and English; COMPASS scores meeting currently accepted levels for placement above 090 course levels; or satisfactory completion of mandated 090 courses in math, reading, and/or English.
6. Recent employment record. (The Culinary Skills and Management Admissions Committee is interested in your exposure to and experience with the food service industry; therefore, previous work experience is preferred.)
7. Applicant must have a completed folder on file in the Admissions Office no later than May 1 of the year the student wishes to enter the program.
8. When all of the above steps have been completed, the applicant must contact the Culinary Skills and Management Office to set up an interview appointment. An admissions interview is required.