Arnot Health

Arnot Ogden Medical Center
School of Nursing

The Arnot Ogden Medical Center School of Nursing is a two-year academic program leading to an Associate Degree in Nursing.

Basic requirements needed to apply:

- **Meet high school/college academic requirements** – ***including*** ***mandatory Chemistry and Algebra course requirement*** *as stated on page 9.*
- **Successfully complete the ATI TEAS** (Test of Essential Academic Skills) examination. Test registration, payment & test date scheduling: www.atitesting.com. Online-testing is completed at the School of Nursing for our applicants. All scores will be submitted to the Arnot Ogden School of Nursing after completion of the test. ***Refer to the end of the catalog for more information about the ATI TEAS exam registration***

What forms are required to be submitted in my completed application packet?

A complete application packet should contain:

- Completed and signed application form with the **$100.00** application fee
- A résumé and brief essay as outlined on the back of the application form
- Two completed reference forms - included in this catalog
  - The school will consider only reference forms in **sealed envelopes with the reference signature over the seal.** The references must be provided by people who are **not** relatives or friends of the applicant and who have experience with the candidate's personal, scholastic and/or professional capabilities.
- **Official** high school transcript – contact your high school to request an ***official/sealed*** copy be mailed to you to submit in your application packet. All applicants must submit an **official** high school transcript(s) regardless of graduation year.
- *If applicable*, **Official** college transcript(s) - contact each college to request that an ***official/sealed*** transcript be mailed to you to submit in your application packet
- A *preliminary official* transcript should show courses in progress
- *If applicable*, submit a copy of GED scores and an **official** high school transcript indicating the withdrawal date and indicating successful completion of the required Chemistry and Algebra courses
- **Practical Nurse (PN) Applicants** are also required to submit an ***official/sealed*** transcript from their PN nursing school

All documents, transcripts, and ATI TEAS results must be received by the May 15th application deadline date to be considered for a fall semester admission date.

Mail the completed application packet to:

Arnot Ogden Medical Center
School of Nursing
600 Roe Ave.
Elmira, NY 14905

Application checks are to be made payable to the Arnot Ogden School of Nursing

The information contained within this catalog is informational only and not intended to be contractual in nature.

I certify that:
The information contained in this notification form is true and correct in content and policy.

Signature of Institution Official

Systems Director, Education/School of Nursing
Title

July 30, 2019

ArnotHealth
Arnot Ogden Medical Center
School of Nursing

ESSENTIAL FUNCTIONS

The Arnot Ogden School of Nursing is an equal opportunity institution. The School of Nursing does not discriminate regarding applicants and/or students on the basis of age, race, color, sex, sexual preference, creed, marital status, national or ethnic origin, or handicapping conditions in the administration of the admission policies, education policies, scholarship and loan programs or other school-administered programs and services.

The Arnot Ogden School of Nursing is located on the campus of the Arnot Ogden Medical Center, which is designed to accommodate the needs of the handicapped individual. The School of Nursing provides handicapped parking, ramps, and access to restroom facilities. Prospective students with physical limitations are encouraged to tour the school and discuss with their family physician to determine their ability to successfully complete the program requirements. Additional information and tours can be arranged by calling the school.

Listed below are the Essential Functions of a Student Nurse at Arnot Ogden Medical Center School of Nursing. Applicants need to be aware of the Essential Functions prior to attendance. They will enable you to be able to function in a safe manner. It is the student's responsibility to notify the School of Nursing of any disability impacting on his or her ability to perform the essential functions prior to entering Arnot Ogden Medical Center School of Nursing. Arnot Ogden Medical Center School of Nursing will provide reasonable accommodations to a qualified individual with a disability. It is the responsibility of the applicant or student to request the accommodations that are needed to perform the essential functions. To be eligible for a reasonable accommodation, applications must provide clear documentation of disability.

Essential Function Performance Requirements

Ability to use senses

Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physicians orders, monitors, equipment calibrations, measure medications in syringes, IV's, etc. Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker's face. Tactile ability to feel differences in skin temperature and to perform physical assessment.

Motor Ability

Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients/equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of hands to insert tubes, prepare medications, and perform technical skills.

Ability to Communicate

Ability to communicate effectively in English in verbal and written form through interaction with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient's record for legal documentation.

Ability to Problem-Solve

Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data.

Ability to Maintain Emotional Stability

Ability to function safely under stress and adapt to changing clinical and patient situations.

ArnotHealth
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Frequently asked questions:

- *How long is the program?*
  The Arnot Ogden School of Nursing program is 2 years.
- *What type of nursing program – RN or LPN?*
  We are a hospital-based **RN Associate Degree** program.
- *When do the classes start? Is there a January admission date?*
  Admissions are in August of each year, there are no January admissions.
- *When is the application packet deadline?*
  Application deadline is May 15th of each year.
- *What is needed to qualify as a "**complete application packet**"?*
  - A complete and signed application form
  - **$100 non-refundable** application fee
  - Resume' and essay
  - 2 reference letters using the enclosed reference forms
  - Official high school transcript and/or GED certificate. If a GED certificate is submitted, an official high school transcript including all completed grades is also required
  - Official transcripts from all colleges attended

❖ **All the documents should be received in one envelope prior to the May 15th application deadline.**

❖ **The pre-entrance test (ATI TEAS) must also be completed prior to the May 15th application deadline date for committee review. The ATI TEAS may be completed before submitting your application packet.**

- *What basic courses do I need to apply to the program?*
  High school applicants must have biology, chemistry and algebra. If the courses were not completed in high school, you should submit an official *college* transcript indicating successful completion of chemistry and algebra (grade of 75% or higher). The biology will be waived for post-high school applicants.
  Physical science courses must have been completed within five (5) years of enrollment.
- *If I have been out of high school for a while, it is really necessary to submit my high school transcript?*
  Yes, all applicants must submit an official copy of their high school grades to be considered for admission.
- *How often are application packets reviewed?*
  During the school year, the Recruitment Committee meets on a monthly basis and reviews completed application packets and pre-entrance ATI TEAS test results.
- *What type of pre-entrance test is offered?*
  The School of Nursing uses the ATI TEAS (Test of Essential Academic Skills) pre-entrance test. **Registration and payment is submitted directly to ATI by the applicant prior to completing the exam at the School of Nursing.**
- *How often is the pre-entrance test offered? What is the cost?*
  - Test dates are available on the ATI website www.atitesting.com
  - We typically test one day of each calendar month.
  - The exam and study guide cost is approximately $100.00 and payment is made to ATI upon registration

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Frequently asked questions continued

- *How can I prepare for the TEAS exam?*
  We *strongly* encourage applicants to use the study manual and practice tests to prepare for the exam. Study manuals may be purchased on the ATI website. Refer to the end of the catalog for more information regarding the ATI TEAS exam.
- *If I fail the pre-entrance exam, may I retake it?*
  If the first attempt at the test is unsuccessful, applicants **may repeat** the ATI TEAS exam **one time**. **Remediation and review is strongly recommended before you repeat the exam.**
- *How long are the ATI TEAS test results good for?*
  Test scores are valid for **24 months** after the exam is taken
- *Will my college credits transfer?*
  You may be eligible for course exemptions. However, exemptions cannot be determined until the Recruitment Committee reviews the application packet and all *official* college transcripts. Science courses over 5 years will not be considered for exemption.
- *How long after I apply will I know if I am accepted?*
  - Depending on the date of receipt of the application packet, the process may take 1-2 months.
  - The ATI TEAS exam must be successfully completed before a final decision of acceptance
- *Is there a part-time option?*
  The nursing program is a full time 2-year program
- *If I am already an LPN, how long will it take me to complete the program?*
  PN/LPN applicants should plan to complete the 2-year program.
- *Do we have a "tuition-waiver" program?*
  No, unfortunately we no longer have a tuition-waiver program (i.e. work hours for school hours post-graduation)
- *Is financial aid available?*
  Yes, a financial aid counselor is available with the Arnot Ogden Medical Center. The office is located in the Health Center for Women/Accounting Dept.
- *Is there a scholarship available to help with tuition and fee costs?*
  Yes, refer to the **AH Scholarship Fund Application** located at the end of this school catalog. ***Scholarship application deadline is May 31st of each year.***

D: 10/13; 9/14; 6/15; 7/16; 7/17; 2/19; 4/19; 3/20

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School of Nursing

L.D. Clute Education Building
600 Roe Avenue
Elmira, New York 14905
(607) 737-4153 www.arnothealth.org
FAX: (607) 737-4116

ACCREDITATIONS AND MEMBERSHIPS

Accreditation: This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing
Registered by: New York State Education Department
Memberships: National League for Nursing Council of Diploma Programs
New York State Council of Hospital Schools of Professional Nursing
American Hospital Association Assembly of Hospital Schools

Registered by the State Education Department
The University of the State of New York
Division of Professional Education
Professional Education Program Review
Education Building
89 Washington Avenue, 2nd Floor, West Wing
Albany NY, 12234
Tel. (518) 486-2967
Fax (518) 473-0114
www.op.nysed.gov

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing

Accreditation Commission
for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE Suite 850
Atlanta, GA 30326
Tel. (404) 975-5000
www.acenursing.us/candidates/candidacy.asp

ARNOT OGDEN MEDICAL CENTER
Accreditation: The Joint Commission

Approved by: Rochester Regional Health and Hospital Council
New York State Department of Health
New York State Department of Social Services

Memberships: American Hospital Association
Hospital Association of New York State
Rochester Regional Hospital Association

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HISTORY

A CENTURY OF CARING

The year was 1864 and the nation was embroiled in a bitter Civil War. Physicians laboring in Elmira's prisoner-of-war camp recognized a pressing need for a community hospital, and determined to found such an institution for the people of the region. Shortly thereafter, in 1875, Marianna Arnot, a patient of one of the physicians and eldest daughter of John Arnot, pioneer Elmira merchant and banker, married William Butler Ogden. Mr. Ogden had achieved wealth and prominence as a national figure—as the first mayor of Chicago and first president of the Union Pacific railroad. But just two years after the marriage he died, and Mrs. Ogden decided to fund construction of Elmira's first hospital as a tribute to her late husband.

On December 20, 1888, Arnot Ogden Memorial Hospital opened its doors with 25 beds and a staff of seven physicians, three nurses, a matron and four other employees.

Early during the hospital's very first year of service, the Board of Managers initiated a search for additional qualified nurses to meet a growing demand for care. Recruiting efforts failed in the United States, but by spring of 1889, the Board located two new nurses willing to move to Elmira from Canada.

A decision followed to start a program to educate professional nurses in Elmira. On September 1, 1889, the Arnot Ogden Memorial Hospital Training School of Nurses welcomed a freshman class of three. Since that time, the School of Nursing has educated more than 2,500 professional nurses whose skills, talents and expertise Arnot Ogden Hospital administration acknowledges and traditionally seeks to employ. Our graduates are highly employable in other states and settings due to their strong clinical expertise. The Arnot Ogden School of Nursing continues to prepare nurses for the new millennium.

Today, Arnot Ogden Medical Center is a regional medical center serving the people of southern New York and northern Pennsylvania. At Arnot Ogden Medical Center, patients and physicians find a range of specialty services and technical sophistication normally associated with urban medical centers. These services include referral centers for perinatology and neonatology, for cardiac surgery and advanced cardiology services, emergency and trauma care, hemodialysis, chemo and radiation therapy, and women's health services—to name a few. These referral centers are backed up by comprehensive patient and community education programs as well as state-of-the-art diagnostic resources including the MRI Center, Single Photon Emission Computerized Tomography, and a complete range of radiologic and clinical laboratory services.

MISSION STATEMENT

The mission of the Arnot Ogden Medical Center School of Nursing is to prepare graduates to function as an entry level professional nurse with the knowledge, skills, and competencies needed to promote and restore health to a diverse patient population utilizing safe quality standards of care.

VISION

The vision of the Arnot Ogden Medical Center School of Nursing is to implement a cost-effective, accredited quality nursing education program that is guided by, and in accordance with, the values of the Faculty and those of the governing organization.

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PHILOSOPHY

The philosophy of the Arnot Ogden Medical Center School of Nursing is based on the belief that each person is a unique individual with inherent worth and basic rights. The faculty believes that:

Person: Each individual has inherent dignity, a creative drive toward higher and more positive levels of existence and self-actualization. The individual makes life choices and is accountable for his/her own actions.

Health is a dynamic and an ever-changing state of physical, psychological, and social well-being. Each individual, influenced by heredity and environment, attempts to achieve an optimum state of health. Each member of society has a right to health care regardless of age, race, color, gender, sexual orientation, creed, national or ethnic origin, marital status, spiritual beliefs, handicapping conditions, or political beliefs.

Nursing is a holistic process that focuses on the individual/family/community to prevent illness and restore health. It is an art and science, which incorporates principles from the biological, behavioral, and social sciences. The uniqueness of professional nursing emerges from the synthesis of theory with practice, the integration of the nursing process and nursing role utilizing critical thinking skills and evidence-based practice, with a balance between autonomy and collaboration. The nurse provides services with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems. The nurse acts as an advocate and is accountable to provide safe, competent and quality nursing care to individuals throughout the life span. Nursing utilizes professional standards of care and practice to achieve quality improvement outcomes.

Education is a continuous process of learning, which strengthens knowledge, skills, attitudes, and values of the learner. As a result of the educational process the student utilizes interpersonal skills, develops technical skills and intellectual skills of critical thinking. The learner is a motivated person who is willing to assume legal and ethical responsibilities. The learner demonstrates growth in self-worth and self-evaluation. The learner progresses in personal and professional growth in establishing life-long learning habits.

Nurse Educators prepare learners for the practice of nursing. They recognize the role of nurses in providing holistic care for the emotional, psychological, spiritual and physical needs of individuals/families/communities. Nurse educators have a responsibility to be knowledgeable in health care trends and wellness issues. Knowledge of political issues, trends in employment strategies and career choices is essential. As facilitators of learning, nurse educators assist each student to reach full potential through knowledgeable presentation of theoretical concepts and clinical skills. As role models, nurse educators are active participants in professional activities and professional organizations, and are actively involved in or support nursing research. The individuality of each student is acknowledged and encouraged to strive toward leadership and professionalism.

Community is defined as the people of Chemung County and neighboring counties. By focusing on academic excellence, critical thinking, personal and professional development, the graduate is prepared for a life of productive work, personal enrichment, and community involvement as an individual, family and community member. The faculty recognizes the responsibility to be sensitive to the expanding health care system and to assume an active role in meeting the changing health needs of the community.

The school is responsible for achieving quality, cost effective educational outcomes through a sound program which supports and adheres to standards established by the New York State Education Department, the National League for Nursing, ANA Standards and the Nurse Practice Act. The faculty provides leadership in maintaining and improving the standards of nursing care; and preparing competent beginning nurses capable of meeting the needs of the individual, family, and community.

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GOALS

Upon completion of the nursing program, the graduate will function competently as a beginning practitioner in a variety of health care settings within the community. The beginning practitioner will utilize the nursing process based on scientific principles and therapeutic communication skills in meeting the holistic needs of the individual and family. The beginning practitioner will be a self-directed, contributing member of the nursing profession and society through participation in educational and professional activities. The graduate will accept professional accountability for nursing practice within the framework of legal and ethical guidelines.

FACILITIES AND ALLIANCES

STUDENT POPULATION

The School of Nursing is coeducational and comprised of students representing diverse cultural and educational backgrounds. The student body includes recent high school graduates, college graduates, persons seeking new career goals, students with some college credit seeking a career in nursing, individuals preparing to reenter the workforce, and licensed practical nurses seeking further professional education.

NON-DISCRIMINATORY POLICY

Arnot Ogden Medical Center School of Nursing fully subscribes to all federal and state civil rights laws banning discrimination in higher education. No qualified candidate shall be discriminated against in regard to race, color, religion, gender, sexual preference, national or ethnic origin, age, disability, marital status, sexual orientation, political affiliation or any other characteristic protected by law.

RESIDENCE FACILITIES

School of Nursing students have a wide range of residence options. Students may choose to live in dormitory facilities on the Elmira College campus, at home, or in a residence elsewhere in the community. All students are responsible for their own transportation. Elmira College facilities offer double rooms and/or suites, which are comfortable and modern. Basic furniture includes a bed, dresser, desk and chair. Residence facilities also include formal lounges, kitchenettes, TV rooms and laundry facilities. The formal lounges are designed for student parties and other group activities. Elmira College assumes responsibility for governing residence living. Students are required to abide by the Elmira College rules and regulations.

EDUCATIONAL FACILITIES

The School of Nursing's main teaching area is located within the L.D. Clute Education Building on the Arnot Ogden Medical Center campus. The School of Nursing teaching areas include: the Theresa Gulati Lecture Hall, the Virginia Hilfiger Room, the Ruth Nesbit Learning Research Center (LRC), which includes computers for student use and simulated patient beds with a simulated manikin, and additional classrooms. All teaching areas are equipped with up-to-date audiovisual teaching equipment. The faculty offices and a conference room are also located in the L.D. Clute Education Building. Internet access is provided for student use and teaching purposes. Student library facilities in the Wey Memorial Library are located on the main floor of the medical center. The Wey Memorial Library offers a collection of nursing and medical volumes, and maintains subscriptions to professional medical and nursing journals. Resource personnel are available to provide assistance with library use, computer/internet access to journals, loan of printed and audiovisual materials, copy facilities and special research needs. Arnot Ogden Medical Center offers clinical facilities for experiences in general medical-surgical nursing, orthopedics, perioperative, and neurology nursing. In addition, experiences are offered in specialty areas such as: emergency care, ambulatory services, cardiac services, critical care/trauma services, dialysis, geriatrics, oncology, diabetes care team, pediatrics, perinatal/neonatal, and substance abuse. Planned field and teaching experiences, workshops and conferences in the community supplement the instruction and clinical experience.

ASSOCIATE AGENCIES AND INSTITUTIONS

Members of the Elmira College faculty teach foundation courses in physical, biological and social sciences as well as a course in English for School of Nursing students. Classes meet on the Elmira College campus. Elmira College is fully accredited by the Middle States Association of Colleges and secondary Schools. Students are welcome to use

Elmira College library facilities at the Gannett-Tripp Learning Center. The Elmira Psychiatric Center and BSU at St. Joseph's Hospital, located in downtown Elmira, provides clinical facilities for psychiatric nursing. Other community resources may be utilized as deemed necessary to meet curriculum and individual learning needs.

ADMISSION REQUIREMENTS

All School of Nursing applicants must be graduates of accredited high schools or have successfully completed the high school equivalency examination. Students in the process of completing high school requirements for graduation are encouraged to apply.

If an applicant is currently in high school, a GPA of 85 or 2.8 is required for admission to candidacy, including the following subjects: Chemistry w/lab, (passing grade of at least 75%), Mathematics w/Algebra component, Biology, (passing grade of at least 75%) Earth or General Science, English, Social Studies and electives.

Currently in high school - at least 19.5 units are required for admission to candidacy, including the following subjects:

***Chemistry with lab**	1 unit
***Mathematics with Algebra component**.....	2 units
Biology	1 unit
Earth or General Science	1 unit
English	4 units
Social Studies.....	2 units
and Electives	

***The Recruitment Committee places emphasis on strength in mathematics and science during the evaluation process*.

For accepted candidates who graduated from high school several years prior to application for admission, the faculty may, under certain circumstances, consider waiver of some high school subjects. However, this **does not** include the mandatory **chemistry and algebra requirement.** **Applicants who did not take algebra and/or chemistry (with a lab component) in high school, must complete college level algebra and a college chemistry course with lab (4 credits) within 5 years prior to submitting a completed application packet (grades must be a grade of "C" or higher for eligibility).** All candidates will be considered individually on the basis of their qualifications.

Criminal Background Check

All applicants to the Arnot Ogden Medical Center School of Nursing must submit to and satisfactorily complete a background check within 10 days of receiving an acceptance letter. A criminal background check is a condition of admission into the School of Nursing. An offer of admission will not be final until the completion of the background check with the results as deemed favorable. Admission may be denied or rescinded based on a review of the background check.

Students who refuse to submit to a background check will be denied admission to the School of Nursing.
Past criminal history may have an impact upon the ability to obtain licensure and employment as a registered nurse. All fees for the criminal background check are the responsibility of the applicant. It is the responsibility of each applicant to pay the fee for the screening directly to CastleBranch. All background screenings are conducted by a third party to ensure privacy. **Results from any other agency will not be accepted.**

Students must agree that all results are available to the program and the clinical sites associated with the program. **Should a clinical agency refuse to place a student based on the outcome of criminal background check, the Arnot School of Nursing has no responsibility for arranging alternate clinical placements.**

Results of the criminal background check will be valid so long as the student remains in the program. If the student leaves the program for any reason, a new criminal background history check will be required before readmission.

CHARACTER AND PERSONALITY

The faculty evaluates potential students on the basis of integrity, intelligence, stability and maturity as well as the level of concern the applicant genuinely feels for people, because these qualities are critical to success in the field of professional nursing. The faculty takes into consideration letters of recommendation submitted by professional and personal sources that are **not** a relative or friend of the applicant. These letters may address character, personality, personal integrity, citizenship and diligence on behalf of the School of Nursing applicant. The faculty will consider only those recommendations provided by references that have experience with the applicant's personal, scholastic and/or professional capabilities.

HEALTH

After final acceptance, applicants are expected to present evidence of good physical health, confirmed with an examination by the Arnot Ogden Medical Center Occupational Health Center. Due to mandatory drug and alcohol testing that is conducted at the time of the appointment, the pre-entrance physical must be done by the Occupational Health office. Admission to the Arnot Ogden Medical Center School of Nursing is contingent upon the drug and alcohol screening test results indicating no evidence of drug or alcohol use. In the event of a drug and/or alcohol screening result indicating use of an illegal drug, controlled substance without a legal prescription and alcohol use, student admission to the nursing program will be withdrawn. Results will be submitted to the System Director, Education/School of Nursing.

Any such student whose admission is withdrawn to the Arnot Ogden Medical Center School of Nursing due to a positive drug and/or alcohol test will be considered for readmission if the following conditions are met:

1. Submit to an evaluation for substance and/or alcohol abuse by an approved treatment agency and complete the prescribed treatment plan.
2. Submission to a drug test prior to admission/readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for admission.
3. Submission to random drug test as requested by the Arnot Ogden Medical Center School of Nursing after admission into the program. A positive drug test will result in permanent dismissal for the Arnot Ogden Medical Center School of Nursing

Each candidate will submit the following reports at the time of their physical and **prior** to entering the nursing program:

- MMR: 2 doses of mmr vaccine or proof of positive titers for mumps, rubella and rubeola
- Varicella: 2 doses of vaccine or proof of positive varicella titer or proof of disease with MD signature and date of disease
- Polio: childhood series x4 vaccines or adult series x3 vaccines
- Meningitis: ONLY if boarding at the college
- PPD (2 step)
- Hepatitis B and Tetanus/Tdap are still voluntary

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ADMISSION REQUIREMENTS

All documents, transcripts, and ATI TEAS results must be received by the May 15th application deadline date to be considered for a fall semester admission date.

The application form, reference letters and high school transcript request forms are included in the back of this catalog. All correspondence for admission to the School of Nursing should be addressed to:

System Director, Education/School of Nursing
Arnot Ogden Medical Center School of Nursing
600 Roe Avenue
Elmira, NY 14905

Each **fall semester,** a new group of student nurses begin classes at the School of Nursing. There are no January admissions to the program. Prospective students interested in enrolling should submit applications well in advance of the May 15th deadline to allow the School sufficient time to process credentials. **All completed application packets must be accompanied with a $100 non-refundable application fee by the May 15th application deadline.**

A faculty committee reviews and evaluates the applicant's credentials including the application, transcripts (including high school and/or each school or college attended), ATI TEAS score, and letters of reference.

Criteria for acceptance include:

- **Class ranking in the upper half of the candidate's high school graduating class**
- **Cumulative grade average of 85%, 2.8 or above**
- ***If the applicant is currently in high school*: Grades of 75% or above for courses in Algebra, Biology and Chemistry. *Biology requirement* is waived if the applicant has already graduated from high school.**
- ***Or if applicant did not complete Chemistry in high school,* completion of college level Chemistry (grade of C or higher) within 5 years of application.**
- ***Completion of the ATI TEAS exam (Test of Essential Academic Skills) with a proficiency score**

The faculty grants admission to the program on the basis of the following:

- Interest in the field of nursing
- Demonstrated scholastic ability
- Letters of reference which may include statements from school principals, counselors and teachers, business associates and supervisors or other references who are **not** relatives or friends
- *Results of ATI TEAS exam
- Essay stating the reasons for selecting nursing as a career, selecting AOMC School of Nursing, and career plans.
- Criminal background check results – to be completed by applicant within 10 days after receipt of the acceptance letter
- Pre-entrance physical results

*The Arnot Ogden School of Nursing does not require completion of the SAT examination. We use the ATI TEAS exam as one component of the evaluation criteria for admission. **All applicants** must take the ATI TEAS assessment **prior to the May 15th application deadline**. Final acceptance is based on the candidate's entire application: grades, ATI TEAS results, etc. If the first attempt at the test is unsuccessful, applicants may repeat the ATI TEAS exam one time.

The Recruitment committee reviews and evaluates credentials individually. Applicants accepted into the program reserve their place by submitting a ***nonrefundable*** deposit of $150 within 30 days of receiving the formal notice of acceptance.

Students who wish to live at the Elmira College residence facilities must reserve space with an additional $150 deposit. The School applies this nonrefundable fee toward the costs of the first semester residence fee. **All admissions to the Arnot Ogden Medical Center School of Nursing will submit to and must satisfactorily complete a criminal background check within 10 days of receiving an acceptance letter for admission. All new admissions will attend a freshmen orientation program held annually.**

INCOMPLETE APPLICATIONS
Records for candidates who do not enter the School of Nursing due to incomplete application folders or who do not meet the admission criteria are secured in a separate confidential area for the year of application.

WAIT LIST
At the discretion of the Arnot Ogden School of Nursing, qualified applicants may be wait-listed when the School's clinical and facility capacity have reached maximum levels. Wait-listed applicants will be notified if space becomes available. When offered admission, these applicants must meet the post-acceptance requirements as outlined in our admissions policy**.**

CURRICULUM

The School of Nursing offers full time study. We are a two-year academic program leading to an Associate Degree in Nursing. Upon admission to the program of study, the student has 3 years to complete requirements for graduation.

Application for Admission by Transfer or Advanced Placement
Applicants submit an official transcript from all schools attended and a personal evaluation from the institution from which the student is transferring. School of Nursing applicants seeking admission with advanced standing must meet the admission requirements and/or the equivalent to qualify for consideration as transfer or advanced placement candidates. This includes successful completion of the ATI TEAS exam with a proficiency score. The faculty grants transfer credits for a final course grade of "C" or higher (a grade of C- or lower is not eligible for transfer status). The faculty plans programs for each transfer student individually to preserve the continuity of required sequential courses. Previously completed nursing courses are not eligible for transfer credit or advanced placement.

Readmission

- Students who withdraw or resign from the School of Nursing may apply for readmission depending upon the terms of their departure. The student should contact the School of Nursing for an *Application for Readmission* form. The *Application for Readmission* form should be submitted to the school (12) **twelve weeks** in advance of the semester **with a $100.00 reapplication fee**. Acceptance and placement within the program will be considered on an individual basis.
- All readmissions to the Arnot Ogden Medical Center School of Nursing must submit to and satisfactorily complete a criminal background check within 10 days of receiving an acceptance letter for readmission. The criminal background check process will be provided upon acceptance.
- Substance abuse testing at the Occupational Medicine Clinic will be conducted prior to readmission.
- All outstanding financial obligations must be met in accordance with agreements with the Financial Aid Officer prior to readmission.

Returning Students Competencies Policy
Purpose: The following guidelines will be utilized for any returning student prior to re-entering a nursing course in which they were unsuccessful. These competencies must **ALL** be completed prior to reentry into a nursing course. The student will have **TWO (2)** attempts to successfully complete the competencies.
Guidelines:

1. All returning students must successfully complete all required competencies pertinent to the level in which they are returning.

2. The student will have **only two (2)** attempts to successfully complete the competencies.
3. *Competencies must be completed prior to the first day of the course that the student is entering.
4. The course facilitator for the respective course will evaluate the student on the competencies.
5. Dates for the competencies will be set as follows: 1. For those students returning to NSG 1012 or 2012 or 2013 the date will be set during finals week in December of each year. 2. For those students returning to NSG 2010 or 2011, the date will be set during orientation week in August of each year.
6. Competency- evaluations will be conducted in a simulation-case scenario.

***Refer to each course for the required competencies as provided by the instructor.**
D: 1/20

TRANSPORTATION, EMPLOYMENT & ACADEMICS

TRANSPORTATION
The School of Nursing requires students to provide their own transportation to the School of Nursing, Elmira College, clinical agencies, workshops and teaching days. Students are generally able to arrange car pools for locations not within walking distance.

STUDENT EMPLOYMENT
The School of Nursing participates in the work-study program, which offers a number of part-time, call-in positions to students who can demonstrate financial need.

Employment opportunities at Arnot Ogden are dependent upon government funding levels and include these positions, when available:

- MIS
- Patient Accounting
- Cardiac Rehab/Fitness Center

Additional information about the work-study program can be obtained in the Financial Aid office (607 271-3887). The School of Nursing does not permit students to seek employment as nursing interns in any medical center or medical facility at any time during the nursing program due to New York State and Department of Education licensing requirements.

ACADEMICS
There is an established grading system from which all grades are computed giving recognition to both theory and clinical experiences.

Definition of clock hours for lecture and clinical:

- Theory: one clock hour = 50 minutes
- Clinical: one clock hour = 60 minutes
- 15 hours instruction (lecture) = 1 credit
- 60 hours clinical practice = 1 credit

Semester lecture hours to clinical hours:

1st semester: 1:4
2nd semester: 1:4
3rd semester: 1:4
4th semester: 1:4

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SUPPORT SERVICES

STUDENT RECORDS

Students are to notify the School of any change in name, address, email, phone or any other data necessary for maintenance of accurate records.

In compliance with the Family Education Rights and Privacy Act of 1974, students have the right to review their records, which are on file in the System Director's office. Students must submit written consent before educational information, health records, letter of reference, or transcripts can be released to another educational institution or prospective employer.

HEALTH SERVICES

The faculty assists students with preventive and protective measures to guard against chronic or acute illness. Should illness occur, the School is equipped to provide prompt intervention and treatment through the Arnot Ogden Medical Center's Occupational Health office. The office provides consultant services, nursing assessment, health assessment, and health teaching.

During enrollment, the School of Nursing may schedule health assessments for each student. Students must schedule all required examinations and assessments with the medical center unless they approve other individual arrangements.

***All students should note*: The School requires all students be covered by hospitalization insurance for the duration of the School of Nursing program.** If for any reason a student's coverage lapses (i.e. policy expiration), the student or family will be totally responsible for any Arnot Ogden Medical Center healthcare expenses not covered by personal insurance. Policies should be reviewed closely and changes made to assure adequate coverage throughout the program. The School does not assume the cost of elective procedures. Medical referrals and consultations are available to a limited extent. The School assumes no responsibility for illness related to physical defects present at the time of the physical examination, for accidents occurring outside of School activities, or illness treated outside student health services. Students are responsible for expenses resulting from special therapies, dental care and eye refraction.

The faculty believes that an organized and carefully planned student health service is an essential element of the curriculum. Students must maintain good health principles and assume responsibility for their own health.

GUIDANCE SERVICES

Guidance services available through the School of Nursing are designed to complement the School of Nursing philosophy. Based on the premise that each student has unique capabilities and a responsibility to nurture and develop this potential, guidance services help each individual identify and enhance personal strengths while assuming responsibility for professional growth and development. The School encourages independence, teaching students to become increasingly adept in solving personal and professional challenges through formal and informal conferences with the System Director, Education/School of Nursing and members of the faculty.

School of Nursing faculty members provide services in two different settings. Each School of Nursing class is assigned a faculty class advisor for group direction and counseling. Likewise, each student receives a personal faculty advisor who provides individual guidance during periodic private conferences about individual progress. Faculty advisors are always available to assist students with any emergent need or question.

GRIEVANCE POLICY

The School of Nursing offers students an appeal process developed in a cooperative venture involving students and faculty. Any student who feels unfairly treated may seek recourse through this grievance procedure and the accompanying appeal procedures. Students will find the appeal process described thoroughly in the Student Handbook.

VACATIONS AND LEAVES OF ABSENCE

Scheduled breaks and/or vacations take place between School of Nursing semesters and during the summer. Other breaks and/or vacations coincide with observance of the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Thanksgiving Day
- Christmas Day

Student's requests for a leave of absence should be submitted to the faculty for individual consideration. Generally, the School of Nursing considers requests for health-related leaves with approval from a physician. In the case of pregnancy-related leave of absence, the initiation and the length of the leave is decided by the student's obstetrician and the faculty. The faculty, on a case-by-case basis, considers leaves of absence requested for other reasons.

Students must submit permission from the physician to return to class and clinical assignments.

Excessive loss of time from any one class or nursing level may require repetition of a course or transfer into another class to meet educational requirements.

WITHDRAWALS AND RESIGNATIONS

Students who wish to withdraw from the School of Nursing may do so by submitting a letter of resignation to the System Director, Education/School of Nursing. The School encourages students to arrange interviews with the System Director of the School before leaving to avoid jeopardizing readmission to the program at a later date. To be eligible for refunds, the withdrawal or resignation notice must be in writing. The refund depends on the date of withdrawal/resignation – refer to the financial plan.

The faculty reserves the right to request withdrawal from any student who appears academically, clinically or personally unable to carry-out professional responsibilities in nursing.

VETERANS BENEFITS AND TRANSITION ACT

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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STUDENT LIFE

All School of Nursing students are members of the Student Association. The Student Association functions as the voice of the total student body by providing organized and self-directed government. The organization enhances communication among students as well as between the faculty and the student body.

Students also may become members of the Student Nurses Association of New York State and the National Student Nurses' Association. Representatives from this group may attend meetings and conventions sponsored by state and national association chapters.

Each School of Nursing class receives guidance from an assigned faculty advisor, who assists in planning fundraising activities to underwrite the cost of extracurricular activities and special class projects.

Students are expected to assume initiative and responsibility for planning social activities. Community cultural resources include the First Arena, Clemens Center for the Performing Arts, Elmira Little Theater, Corning Glass Center and a variety of Elmira College programs.

Students enrolled in the School of Nursing assume an obligation to conduct themselves in a manner compatible with the School's function. Policies and privileges concerning student conduct, Student Association, use of facilities, and related matters are stated in the Student Handbook, which is presented to each student upon admission. The Student Handbook also includes the constitution and bylaws of the Student Association. Each student is responsible for observing school policies as stated in the Student Handbook.

LICENSURE

Arnot Ogden Medical Center School of Nursing's curriculum, program of study, meets the educational requirements to award the Associate in Science, Nursing degree upon successful completion of the program. Graduates are eligible to take the NCLEX-RN exam for Registered Nurse licensure in New York. Other states may have different educational requirements for Registered Nurse licensure. Arnot Ogden Medical Center School of Nursing has not made a determination of whether the curriculum meets educational requirements for professional licensure in states other than New York.

GRADING AND PROGRESSION

GRADING SYSTEM

When a course has both theory and clinical components, each component may have separate factors that are graded and weighted according to course requirements. A student will receive a numerical grade for the theory and a satisfactory or unsatisfactory grade for the clinical component. Students must maintain 80% B- (2.7) average in theory and a satisfactory performance clinical in nursing courses. An unsatisfactory grade in clinical performance will result in automatic failure regardless of the grade attained in a theory grade. A theory grade of less than 80% B- (2.7) will constitute a course failure regardless of the grade achieved clinically. When a course has theory and clinical components, both components are taken at the same time and must be completed satisfactorily in order to meet course requirements. Each nursing course, with a clinical component, has a medication Dosage and Calculation Competency for medications specific for that specialty which the student must successfully complete.

At the completion of each nursing course with a clinical component, the student receives a comprehensive clinical evaluation for the course. The student shall sign the evaluation following discussion with the instructor. The student shall also have the option of signing a statement as to whether they agree or disagree with the evaluative comments.

Both theory and clinical components of a course must be satisfactorily completed at the same time to constitute passing the course. Faculty will evaluate a student who will not complete the program within the 3-year timeframe. The faculty keeps students continuously informed of their progress. Upon written consent of the student, the faculty will notify parents or guardians of the student's progress in the program on a regular basis.

Final grade(s) for each course will be withheld until all financial aid obligations have been satisfied. Once the school is notified from Financial Aid that the issue is resolved, the final grade(s) will be released.

PROGRESSION POLICY

A failure in a nursing course means the student may not progress to the next semester until the failed course has been repeated successfully. A *second failure* of a nursing course will constitute *dismissal* from the program.

Students must obtain a "C" in all college courses. If the student does not obtain a C, they are required to retake the course, obtaining a "C" or higher before progressing to the next semester.

Progression from First Level to Second Level:

The School of Nursing will progress students to the second level upon successful completion of the first level, provided the student achieves the following minimum requirements:

- A final grade of 80% B- (2.7) in NSG 1010, 1012, and Developmental Psychology 1300
- Satisfactory clinical performance in NSG 1010 & NSG 1012
- All financial obligations are met prior to progression
- All outstanding lab materials must be returned
- Successful completion of college courses

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GRADING AND PROGRESSION continued

Semester I to Semester II
A final grade of 80% B- (2.7) in NSG 1010

- Satisfactory clinical evaluation for NSG 1010
- All financial obligations are met prior to progression
- All outstanding lab materials must be returned
- Successful completion of college courses

Semester II to Semester III

- A final grade of 80% B- (2.7) in NSG 1012 and Developmental Psychology 1300
- Satisfactory clinical performance in NSG 1012
- All financial obligations are met prior to progression
- All outstanding lab materials must be returned
- Successful completion of college courses

Semester III to Semester IV

- A final grade of 80% B- (2.7) in NSG 2010 and NSG 2011
- Satisfactory clinical performance in NSG 2010 and NSG 2011
- All financial obligations are met prior to progression
- All outstanding lab materials must be returned
- Successful completion of college courses

Semester IV to Graduation

- A final grade of 80% B- (2.7) in NSG 2012 and NSG 2013
- Satisfactory clinical performance in NSG 2012 and NSG 2013
- All financial obligations are met prior to graduation
- All outstanding lab materials must be returned

A faculty committee assumes the responsibilities for periodic evaluations of student achievement and decides upon the progression of students at the close of each semester of the program. **Once the student is formally enrolled in the Arnot Ogden Medical Center School of Nursing program, the student must complete the program within 3 academic years**. Both theory and clinical components of a course must be satisfactorily completed at the same time to constitute passing the course. The faculty provides individual evaluation of students who will not complete the program within the required timeframe due to extenuating circumstances (i.e. military commitment or illness).

GRADUATION

Qualification for award of the Associate's degree in nursing depends upon more than completion of formal course requirements with the required grade-point average. To qualify for graduation and the nursing degree, students must meet the following personal and academic requirements.

- Satisfactory completion of the full program of studies
- Satisfies all financial obligations
- Favorable faculty recommendations covering both professional and academic qualifications

Graduation Honors
The faculty traditionally honors members of the graduating class who have demonstrated outstanding achievement in the School of Nursing program. These individuals are formally recognized during commencement.

PUBLIC DISCLOSURE STATEMENT and LICENSURE

Upon completion of the nursing program, graduates of the Arnot Ogden Medical Center School of Nursing must take a state licensing examination in order to practice as a registered nurse. The state licensing examination for registered nurses is the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Any individual who has been convicted of a felony may take the licensing examination but may not receive licensure until the New York State Board of Nursing has reviewed the case.

ELMIRA COLLEGE COURSES

BIO 1210. Anatomy & Physiology I
Enables the student to:

- Identify the gross and microscopic components of the skeletal, muscular and nervous system and the cells, tissues and organs of the body
- Achieve familiarity with anatomic positions and terminology of human anatomy
- Explain physical and physiological mechanisms involved in interactions of body System required for homeostasis
- Recognize and indicate ways in which body System and processes may malfunction

Prerequisites: High School Biology and Chemistry or permission of instructor. 4 credit hours.

BIO 1211. Anatomy & Physiology II
Enables the student to:

- Identify gross and microscopic components of the circulatory, respiratory, digestive, excretory, reproductive and endocrine System
- Explain physical and physiological (functional) mechanisms of these System
- Describe and explain mechanisms involved in maintaining homeostasis in the interactions of the System
- Recognize and indicate ways in which body System may malfunction

Prerequisites: BIO 1210 or permission of instructor. 4 credit hours.

BIO 1110. Microbiology
Enables the student to:

- Examine the structure of life processes of microbial organisms with emphasis placed upon bacteria and viruses; their relationship to human life; control and destruction of disease-producing organisms
- Learn aseptic technique, staining, characteristics of growth under laboratory conditions, sterilization and action of antibiotics in laboratory, classroom and recitation sessions
- Learn composition and special uses of the more common culture media

Prerequisites: High School Biology, CHE 1010, BIO 1210. 4 credit hours.

WRT 1010. College Composition
Enables the student to:

- Achieve proficiency in college-level written communication
- Improve general written communication skills

Prerequisite: High School English. 3 credit hours.

PSY 1010. Introductory Psychology
Enables the student to:

- Learn introductory principles of psychology, including physiological psychology, sensation and perception, learning and memory, emotion and motivation, personality, behavior problems and psychotherapy, behavior changes across the life span, attitudes, conformity and social groups.

No prerequisites. 3 credit hours.

SOC 1010. Introductory Sociology
Enables the student to:

- Acquire introductory sociological concepts, basic information and elementary skills for the study of human societies
- Acquaint the student with sociological view of social reality
- Introduce the student to the history of sociology and major concepts, techniques, theories, and findings in the field
- Identify forms, functions and relationships of groups and analyze social institutions, processes, values and controls through classroom meetings, readings and reports.

No prerequisites. 3 credit hours.

SCHOOL OF NURSING COURSES

Nursing 1010 - Fundamentals of Nursing/Health Assessment is designed for the beginning student to develop knowledge of the roles of the nurse based on moral, legal, ethical and professional standards. The concept of the individual as a patient is explored as appropriate in health and illness. The student begins to develop problem-solving, intellectual and technical skills used to assist individuals in meeting activities of daily living in a safe comfortable environment. Students are taught the nursing process to meet specific health problems and the principles related to medication administration, sensory alteration, wound care, thermal applications, nursing care plans, culture and spirituality, holistic nursing and the basic principles of physical assessment. The student will also learn assessment skills associated with each body system and demonstrate proper assessment techniques in the laboratory setting including age -related developmental assessment skills. Concurrent theory and clinical laboratory experiences assist the students in applying critical thinking skills, the nursing process, and psychomotor skills to the care of selected adult hospitalized patient and simulated patient care situations.
Prerequisites: None
Co-requisites: Anatomy and Physiology I
Credit Credits/Hours: 7.0 /195 hours (1:4)
Theory Credits: 5 70 hours contact hours
Clinical Credits: 2 112 contact hours

NSG 1012 - Medical-Surgical is designed for the student to apply the nursing process and critical thinking skills to meet the needs of patients throughout the life span, from birth to death and/or their families who are responding to acute and chronic medical-surgical health problems. The theory and clinical experiences are planned to gain knowledge of concepts and clinical competency skills to promote, maintain, and restore optimal wellness of patients responding to alteration in function related to acute and chronic illnesses. Emphasis is placed on the student functioning as a contributing inter-professional health team member in collaborating to provide primary, secondary, and tertiary prevention for medical-surgical patient and/or families at various points along the wellness illness continuum in acute care.
Prerequisites: Completion of First semester
Credit Credits/Hours: 7.0 /195 hours (1:4)
Theory Credits: 4.5 63 hours contact hours
Clinical Credits: 2.5 140 contact hours

NSG 1300 – Developmental Psychology
This course is designed to provide the student with a comprehensive introduction to developmental psychology using a lifespan approach. Societal and cultural influences affecting human evolution are investigated. The physical, cognitive, social and emotional development seen during childhood, adolescence, adulthood, and aging are examined. Erickson's personality development and Piaget's cognitive development help form the foundation for the discussion on major developmental tasks to be accomplished at each stage of life. The teaching of Kübler Ross and others are used in the discussion of death as a normal life process.
Classroom hours: 36
Credit Hours: 3

NSG 2010 – Maternal Newborn Health students learn to utilize the nursing process to meet the needs of the individual and/or family during the childbearing phase of life. The student gains knowledge and skills such as technical, critical-thinking, problem solving, and teaching/learning. Theory and clinical experiences include all aspects of the maternity cycle, such as prenatal, intrapartal, postpartal, and newborn. The student also gathers experience in dealing with the specialized problems/needs of high-risk mothers and/or infants. Women's health issues are also included. Cultural, nutritional, psychological, social, pharmacological, developmental, and legal/ethical concepts are integrated throughout the course. The students learn by participating in selected clinical experiences.

Prerequisites: Completion of NUR 1010 and NUR 1012

Credit/Hours: 4.5 /135 hours **(this course is a 7 week course) (1:4)**
Theory Credits: 3 42 hours contact hours
Clinical Credits: 1.5 84 contact hours

NSG 2011 - Mental Health is designed to expose the student to concepts of Psychiatric/Mental Health Nursing. The student will utilize scientific principles, therapeutic2013 communication, nursing knowledge and critical thinking skills to care for patients with psychiatric disorders. The course offers individual, family and group concepts of mental illness that teach students to address the needs of these patients. Primary prevention and maintenance of mental health are also addressed. Course content includes theories of personality development, functions and structure of the family. Emotional and psychiatric disorders of infancy, childhood, adolescence and adulthood are taught with clinical experiences provided. Other stress-related problems such as substance use disorder, child abuse, spouse abuse and elder abuse are included.

Prerequisites: Completion of Nursing 1010 and 1012

Credit/Hours: 4.5 /135 hours **(this course is a 7 week course) (1:4)**
Theory Credits: 3 42 hours contact hours
Clinical Credits: 1.5 84 contact hours

NSG 2012 - Advanced Medical-Surgical Nursing is the advanced medical-surgical course that builds upon the student's previous knowledge and experiences. The nursing process is the framework that the students utilize to plan, implement, and evaluate their nursing care. Students provide care for one or more patients, who are experiencing complex and/or life threatening health problems across the life span from birth to death. Integrated throughout the semester include concepts such as, cultural, nutritional, psychological, pharmacological, social, moral, developmental, and legal/ethical. Throughout the semester, the students gain skills in problem-solving, critical thinking, and the use of evidence-based nursing practice and interprofessional collaboration.

Prerequisites: Completion of NUR 2010 and 2013

Credit/Hours: 6 /180 hours (1:4)
Theory Credits: 4 56 hours contact hours
Clinical Credits: 2 112 contact

NSG 2013 - Leadership is designed to assist students' transition into the role of the graduate nurse. The major emphasis is the role of the nurse as a health team member and as a leader/manager in the care of groups of patients. The students examine theories and develop skills that are essential for the nurse as a leader/manager in nursing practice. Personal growth, the issues of human rights, nurses' rights, inter-professional relationships and interpersonal factors are examined. Students select an acute care unit where they increase their proficiency in the use of the nursing process using categories of human responses with patients and families while under the guidance of an approved preceptor. The stresses of practicing as a graduate nurse and the use of appropriate coping skills are explored.

Prerequisites: Completion of First and First Semester Second Level courses.

Credit/Hours: 7 /270 hours (1:4)
Theory Credits: 3 44 hours contact hours
Clinical Credits: 4 224 contact hours (4 hours of simulation and 236 hours of clinical)

Arnot Health

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Arnot Health
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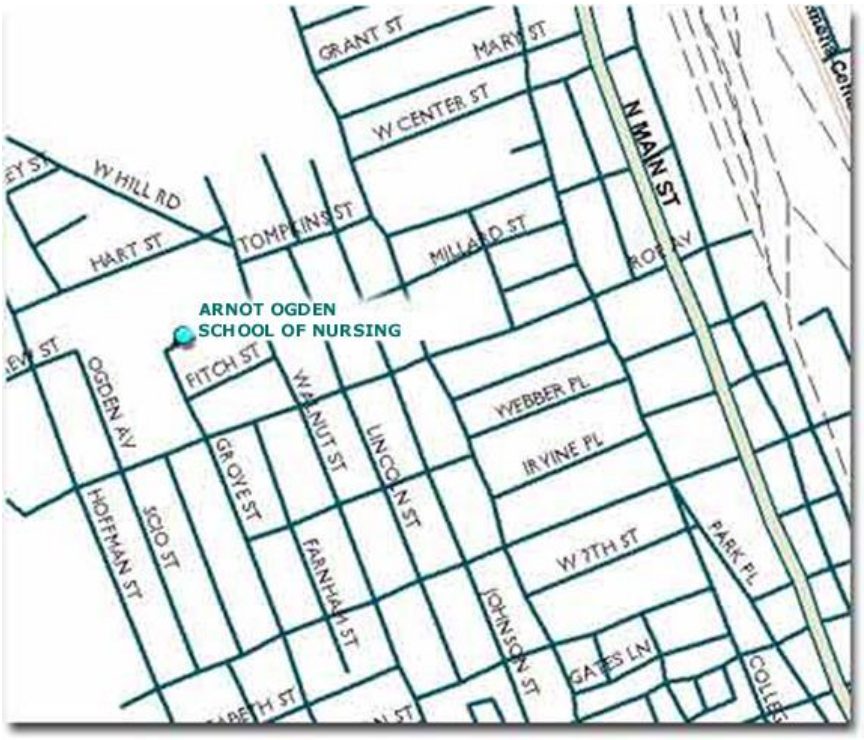
LOCATION

Arnot Ogden Medical Center School of Nursing
L.D. Clute Education Building
Corner Grove and Ivy Streets
Elmira, NY 14905



From the east—
From Route I86, take exit 56. On the exit ramp, take the **second left** onto Church Street into the city of Elmira. Proceed straight on Church St. into the residential town area to the Walnut Street traffic light. Turn right at the intersection of Church and Walnut Streets. Continue on Walnut Street to the Roe Avenue traffic light. Proceed past the intersection and take the second left on to Ivy Street. The L.D. Clute Education Building is a single-story brick facility located at the corner of Ivy and Grove Streets adjacent to the Emergency Room entrance.

From the west—
Exit Route I86 at the Route 352 South Corning ramp. Continue on Route 352 into the Town of Elmira. Continue eastbound on Water Street and follow the blue medical center signage. Signs will direct you to turn left at Hoffman Street, and to continue straight to the intersection at Roe Avenue. Turn right onto Roe Avenue. After the Ogden Avenue intersection, the Falck Cancer Center will be visible on the left. Turn left into the Medical Center complex. The L.D. Clute Education Building, a single-story brick facility, is located straight ahead at the corner of Ivy and Grove Streets adjacent to the Emergency Room entrance.

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NCLEX-RN Pass Rates (Diploma Student Achievement Data)

Current NCLEX-RN **first time test taking** results for the three most recent graduating classes are:

	Number Graduating	Number Passing on first attempt	% Passing	Employment Rate % actively seeking employment as RN & employed within 12 months of graduation
June Class of 2016	17	16	90%	100%
June Class of 2017	14	9	64%	93%
June Class of 2018	9	6	66.7	100%
June Class of 2019	11	11	100%	100%

Retention Rate as measured by number of first-time students who return the following fall:

Class of 2019	88%
Class of 2020	82%
Class of 2021	88%

Graduation and Employer Satisfaction Surveys

Surveys received from graduates and their employers indicate average and above average satisfaction with the program.

Upon request, Arnot Ogden Medical Center's School of Nursing will provide a copy of the documentation describing the institution's accreditation and licensing approval. Information available by calling the School of Nursing or writing to Accreditation Commission For Education In Nursing, Inc. (ACEN) at the following address:

Registered by the State Education Department
The University of the State of New York
Division of Professional Education
Professional Education Program Review
Education Building
89 Washington Avenue, 2nd Floor, West Wing
Albany NY, 12234
Tel. (518) 486-2967
Fax (518) 473-0114
www.op.nysed.gov

In Candidacy Process for Accreditation by Accreditation Commission
for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE Suite 850
Atlanta, GA 30326
Tel. (404) 975-5000
Fax (404) 975-5020
www.acenursing.org

Arnot Ogden Medical Center School of Nursing diploma program was reviewed for continued accreditation by the New York State Education Department in October 2018 and Accreditation Commission For Education In Nursing, Inc. (ACEN) in October 2018. The School received accreditation with conditions through October 2020.

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SCHOOL OF NURSING FACULTY & STAFF

Sandra McCarthy, MSOL, DNP, MSN, RN
Sr. Vice President, Chief Nursing Officer
A.A.S. Community College of Beaver Court
B.S.N. Jacksonville University
M.S.N. University of Phoenix
D.N.P. Samford University

Denise Berry Talenti, DNP, CNE, CNM, RN
System Director, Education/School of Nursing
Diploma: Arnot Ogden Medical Center School of Nursing
B.S.N. Alfred University
M.S.N. Syracuse University
D.N.P. Duquesne University

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M.S. Keuka College

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B.S. Western Governor's University
M.S. Western Governor's University

Rebecca L. Drake, MSN RN-BC
Instructor, Nursing
A.A.S. Corning Community College
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M.S.N. Excelsior College

Emily Grose, MS, RN
Instructor, Nursing
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M.S. Keuka College

Corinne Ludwig, MSN, RN
Instructor, Nursing
Diploma Arnot Ogden Medical Center School of Nursing
B.S.N. University of Phoenix
M.S.N University of Phoenix

Michelle Lyon, Administrative Assistant
Elyse Bellinger, Financial Aid

Arnot Health

Arnot Ogden Medical Center
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Curriculum Plan

2020-21

We are a two-year academic program leading to a Associates Degree in Nursing. Upon admission to the program of study, the student has 3 years to complete requirements for graduation. The program is a total of 60 weeks in length.

First Semester - 15 weeks				**Second Semester - 15 weeks**			
	Credits	Class Hrs	Clin Lab		***Credits***	Class Hrs	Clin Lab
Anatomy & Physiology I * **BIO 1210-02** Mon/Wed/Fri 225-325 Lab Mon 815-1120	4	72		**Anatomy & Physiology II*** **BIO 1211-02** Mon/Wed/Fri 225-325 Lab Mon 815-1120	4	72	
English* **WRT 1010-28** T/Th 140-310	3	36		**Psychology *** **PSY 1010-28** T/Th 140-310	3	36	
NSG 1010 (Fundamentals)	►7	70	112	NSG 1300 Dev. Psychology	►3	36	
				NSG 1012 (Med-Surg)	►7	63	140
SEMESTER I TOTAL	***14***	***178***	***112***	***SEMESTER II TOTAL***	***17***	***207***	***140***

SUMMER BREAK

Third Semester - 15 weeks				**Fourth Semester - 15 weeks**			
	Credits	Class Hrs	Clin Lab		***Credits***	Class Hrs	Clin Lab
Sociology* **SOC 1010-28** M/W 255-425	3	36		NSG 2012 (Advanced Med Surg)	►6	56	112
Microbiology* **BIO 1110-28** M/W/F 8-9 Lab Fri 10-12 **(New 2020)**	4	72					
NSG 2010 (Mental Health) (7 weeks each)	►4.5	42	84	NSG 2013 (Leadership)	►7	44	224
NSG 2011 (Maternal Child) (7 weeks each)	►4.5	42	84				
SEMESTER III TOTAL	***16***	***192***	***168***	***SEMESTER IV TOTAL***	***13***	***100***	***336***

***Courses taught at Elmira College = 21 credits**

GRADUATION

Program Totals	**60**	**677**	**756**

► Nursing credits = 39

R: 10/00; 9/01; 10/02; 2/03; 11/06; 2/07; 7/09; 7/11; 6/13; 3/14; 6/15; 2016; 12/17; 4/19; 6/19; 3/20; 7/20

Arnot Health
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School of Nursing

FINANCIAL PLAN

All expenses indicated in this material are approximate and based on the School of Nursing's current costs. Therefore, they are subject to revision at any time.

1. Upon notification of acceptance, the School of Nursing requires applicants to pay a **non-refundable** $150 matriculation fee. This pre-admission fee will be applied toward the student's initial payment.
2. Students are required to pay a nominal health fee.
3. Students are required to have health insurance coverage at the time of admission and throughout the program.
4. Tuition and fees are paid according to the "Schedule of Payments".
5. Students are required to purchase their own nursing uniform, shoes, and graduation uniform.
6. A credit balance in a student account resulting from withdrawal, overpayment, or adjustment will be refunded. Please refer to the REFUND POLICY for more detail.
7. All fees, fines and expenses, including tuition must be paid prior to progression and prior to graduation in order to receive the Arnot Ogden School of Nursing degree and pin**.**
8. **ALL FEES, FINES, AND EXPENSES, INCLUDING TUITION MUST BE PAID PRIOR TO RELEASE OF A TRANSCRIPT.**
9. Part-time students are charged the same per credit hour rate that full time students are charged.
10. Cost of transportation to and from cooperating agencies or institutions and all personal expenses are the financial obligation of the student.
11. The cafeteria and Arnot Diner at the Arnot Ogden Medical Center are available for dining at the student's own expense.
12. If a student finds it necessary to withdraw from the program prior to completing a semester or level, refunds for tuition, fees, and room charges assessed will be made according to the following schedule, less a $100 administrative fee. This includes refund rates for Elmira College.
13. For resident students, an ala Carte meal plan is optional through Elmira College. Meals may be prepared in the residence halls.
14. Resident students are housed at Elmira College and are required to pay $500 per year for the Student Activities Program.
15. In addition to the acceptance deposit ($150), for students desiring to live in residence at Elmira College, an additional $150 non-refundable deposit is required from all incoming freshmen, enrolled students, transfer students, and/or readmitted students. This deposit will be applied toward the cost of the room.

Semesters (15 weeks each)	
During <u>Orientation</u> week: • 90% of basic charges refunded *First week of class*: • 70% of basic charges refunded *Second week of class*: • 50% of basic charges refunded *Third week of class*: • 30% of basic charges refunded *Fourth week of class*: • 10% of basic charges refunded *Fifth week of class*: • no refund given	***During <u>break</u> week:*** • 90% of basic charges refunded *First week of class*: • 70% of basic charges refunded *Second week of class*: • 50% of basic charges refunded *Third week of class*: • 30% of basic charges refunded *Fourth week of class*: • 10% of basic charges refunded *Fifth week of class*: • no refund given

Arnot Health
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FINANCIAL PLAN continued

The student must provide the school with written notification of withdrawal. The refund is calculated based on the date the written notification is received by the school. If they received federal grants or loans, then Financial Aid will process a refund through federal student aid return of Title IV funds on the web. A refund will be issued according to the federal calculation.

Arnot Ogden Medical Center will credit refunds in the following manner:

1. To outstanding balances on the Federal Direct Student Loans.
2. To Federal Pell Grant Awards.
3. To Federal Supplemental Educational Opportunity Grant (FSEOG) awards.
4. To other Title IV Student Assistance;
5. To the New York State Tuition Assistance Program (TAP) per State adjustments to TAP based on adjusted tuition charges; and
6. To the student.

The Arnot Ogden Medical Center is required to process Title IV Federal Grant or Loan refunds through the US Dept of Education's Title IV Refund Website. Any Federal refunds calculated must be returned to the proper agency within 10 days of a written withdrawal notice. R: 7/94;5/95;7/96;7/97;5/98;3/99;5/99;10/00;1/07;2/09;6/15; 7/17

SCHEDULE OF PAYMENTS - *Subject to change*

AD Program	Semester I	Semester II	TOTAL YEAR 1	Semester III	Semester IV	TOTAL PROGRAM
TUITION	$ 4270	$ 5185	*$ 9455*	$ 4880	$ 3965	***$18,300***
FEES						
Library	30	30	*60*	30	30	*120*
Activity	50	50	*100*	50	50	*200*
Health	135		*135*	45	45	*225*
Equipment	30	30	*60*	30	30	*120*
Graduation					250	*250*
Books*	680	680	*1360*	680	680	*2720*
Elmira College Lab Fee	75	75	*150*	75		*225*
ATI Testing*	350	350	*700*	350	350	*1400*
ATI Live NCLEX Review					375	*375*
TOTAL	$5620	$ 6400	$ 12,020	$6140	$ 5775	***$23,935***
*If using Elmira College housing, there is a residence student charge for room and board. **Board is optional**						
ROOM**	3200	3200	6400	3200	3200	***$12,800***
GRAND TOTAL	8820	9600	18,420	9340	8975	
DUE DATES (approx.)	8/20	1/21		8/21	1/22	***$36,735***

Total represents the ***approximate cost of ***all*** required textbooks and standardized tests:

Elmira College courses/textbooks: the student is responsible for payment directly to the Elmira College campus bookstore for the required textbooks.

School of Nursing courses/textbooks: students purchase textbook package at www.rittenhousebookstore.com via the https://arnotogdenson.org website link and https://lippincottdirect.lww.com website.

****$150 charge for rooms canceled after July 1 for semester I or after November 1 for semester II.
Resident students housed at Elmira College and are required to pay $500 per year for the Student Activities Program.
During the first four weeks of the semester, the student must give at least seven days' notice, in writing, and Elmira College will refund the balance to the Arnot Ogden Medical Center after the conclusion of the notice period, in accordance with the college's standard prorated room charges. After the first four weeks of the semester, there will not be a refund for withdrawal from the housing agreements.

D: 4/19 R: 7/19

FINANCIAL AID

Contacts:

Elyse Bellinger (607) 271-3887 email: **elyse.bellinger@arnothealth.org**
Arnot Ogden Medical Center/**HCFW- Lower Level**
600 Roe Avenue
Elmira, NY 14905 Fax (607) 271-7030

Financial Aid Policy:

A. Requirements for Financial Aid:
   1. All accepted students are contacted and sent instructions to complete the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.ed.gov. If your application is pending, you can contact the Financial Aid Officer to obtain instructions. The student is responsible for filing all required applications prior to the required deadline date.
   2. The student must apply for financial aid on an annual basis.
   3. A Federal Direct Loan Entrance Interview must be completed by all students at: studentloans.gov.
   4. All students are selected for verification and must submit the requested, W-2 Wage Statements and any other documents required. The information may include parent or spouse. **Awards cannot be made prior to the completion of the verification process.**
   5. The student must meet the academic requirements of the school, any requirements stipulated by the Title IV Federal Aid Program and/or by the individual scholarships.

B. Procedure for Financial Aid:
   1. The student must complete a Free Application for Federal Student Aid (FAFSA). If you are a New York State resident you must also complete a NYS Tuition Assistance Program (TAP) application. The FAFSA and TAP applications can be filed online at www.fafsa.ed.gov and https://webapps.hesc.ny.gov
   2. The Financial Aid Officer will determine from the Institutional Student Information Report which Federal assistance that the student is eligible for.
   3. Students that are interested in a Federal Direct Loan must submit a completed Loan Request Form to the Financial Aid Office. The Electronic Master Promissory Note must be filed and signed online at studentloans.gov.
   4. Applicants for financial assistance will be notified in writing of their award.
   5. If student status changes for any reason the student must notify the Financial Aid Office.

C. Student Records Policy:
   1. Maintenance, confidentiality, and access:
      a. All records and conversations between the applicant, his/her family and the financial aid staff are confidential and entitled to the protection ordinarily given a counseling relationship.
      b. Public announcements will not be made of award amounts to individual students.
      c. Financial aid records will not be released without written permission of the student or the Financial Aid Officer as circumstances may dictate (Federal and State audits).
      d. The Financial Aid Officer will determine whose permission is required in consideration of and professional ethics surrounding each request for information.
      e. All student financial aid records will be maintained for a period of not less than five (5) years.

All requests are reviewed individually. Funding available for assistance may vary from year to year. Also, other sources of funding may be available from service clubs or through the Internet.

For an easy tutorial to process the FAFSA forms, please visit the "Seven Easy Steps to the FAFSA: A Student's Guide to the Free Application for Federal Student Aid" link located on our website www.arnothealth.org listed with the *Loans and Scholarships* information for the School of Nursing.

SCHOOL OF NURSING AUDIT POLICY

Persons seeking permission to audit nursing courses should submit a completed ***Application for Auditing Courses*** form to the School of Nursing clarifying the purpose(s) for auditing the requested course(s). Upon approval by the Recruitment, Admission and Progression Committee, the auditor will be required to attend all specified classes as deemed necessary by the instructor(s). The auditor may not enroll later than one week following the beginning of the course. The auditor may take examinations or participate in written assignments if deemed necessary by the instructor. No student will be permitted to change from audit to credit or from credit to audit after the course has begun. The auditor will not receive a grade for the course. Books and other necessary course materials will be a separate charge. The application may be obtained by contacting the School of Nursing Administrative Assistant. Clinical hours are not eligible for audit.

TRANSFER POLICY

Transfer Credits

Students seeking transfer of previously earned credits for courses required by the Arnot Ogden Medical Center School of Nursing from other educational programs will be considered for advanced placement. The previously earned credits will not be computed in the grade point average. The program of study for each student with transfer credits is planned on an individual basis.

In addition to the requirements for application, the applicant must submit an official transcript from each institution attended. Each transcript is evaluated on an individual basis. **Physical science courses must have been completed within five (5) years of enrollment.** These include: Anatomy & Physiology I & II (8 credits total), Chemistry (4 credits), and Microbiology (4 credits). Other required courses will be evaluated on an individual basis. These courses include: Introductory Sociology (3 credits), Introductory Psychology (3 credits), Writing Seminar/English Composition (3 credits). Completion of Integrated Science I and II will qualify the applicant for an exemption in Chemistry and Microbiology if the final grades are a "C" or better. A course description and/or syllabus may be requested for courses for which the student is requesting transfer credit. All courses accepted for transfer must have been completed with a grade of "C" or better (C- or below is not transferable). Additional course which may be transferred Developmental Psychology (2.5 credits minimum). Previously completed nursing courses are not eligible for transfer credit.

Credit is allowed for successfully completing the following College Level Examination Program (CLEP) exams, which are applicable to the curriculum requirements: General Psychology, College Composition, Introductory Sociology, and Human Growth and Development. Requests to use any other CLEP exams must be made in writing to the Recruitment Committee. **Final grades for the exams must be received by the school before the start of the semester in which the course is offered.**

Arnot Health

Arnot Ogden Medical Center
School of Nursing

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APPLICATION FORM

600 Roe Avenue, Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116 www.arnothealth.org.

Please note:

- ***The application process is not complete until the required ATI TEAS exam is taken. Registration, payment and scheduling for the exam: www.atitesting.com Testing is completed at the School of Nursing and results are submitted directly to the school from ATI for review.*** (The ATI TEAS exam fee is not included in the $100 School of Nursing application fee).
- ***A $100 non-refundable application fee, résumé, essay and all applicable official transcripts must accompany this completed/signed application.***
- ***Checks payable to: Arnot Ogden School of Nursing***
- ***Application fee is waived for veterans.***
- ***Application deadline is May 15th. All documents, including transcripts and references, and ATI TEAS results must be received by this deadline date to be considered for a fall semester admission date.***

Please check one:

O Regular Admission O Nursing Transfer O LPN-Advanced Standing O US Veteran

Date of application: _____ Academic year for which you are applying: _____

Name: _____

(Last) *(First)* *(Middle)* *(Maiden)*

Social Security No. _____ - _____ - _____ Telephone number: (_____) _____

Address: _____

(Street and Number)

_____

(City) *(State)* *(Zip Code)*

Email address: _____ Cell phone: (_____) _____

- Citizenship: O U.S. O Non-U.S.
  If non-U.S., give Permanent Resident Card number _____
- Have you ever been convicted of a felony? O Yes O No *If yes, explain in a separate letter.*
  Any individual who has been convicted of a felony may take the licensing examination but may not receive licensure until the New York State Board of Nursing has reviewed the case.
- Have you been dismissed from another educational institution? O Yes O No
  If yes, please explain in a separate letter. (Please note: Answering yes to this question does not automatically disqualify you from admission)
- Have you previously applied for admission to this school? O Yes O No
  If yes, when? _____ *Last name at that time:* _____
- Are you an Arnot Health employee? O Yes O No
  If yes, please indicate department/facility _____ *phone*_____
- Are you related to an Arnot Health employee? O Yes O No
  *If yes, please indicate employee name/relationship/department/facility*_____
  _____
- Have you been a participant in a Shadowing experience, New Visions Program, or MASH Camp?
  If yes, please circle the appropriate experience and provide date of attendance: _____
- How did you learn about the Arnot Ogden School of Nursing?_____
  (i.e. recruitment visit, website)

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School of Nursing

High School last attended: _____

City/State/Zip: _____ Date of Graduation:_____

If applicable, Date of GED:_____

Identify all formal education beyond high school. List in order of most recent

School or College	Address	City/State	Dates Attended		Diploma or Degree Earned
			FROM	TO	

List two references: (i.e. teacher, counselor, employer). See enclosed *Applicant Reference #1 & #2* forms for use. Each reference should be submitted in a sealed/signed envelope along with the application form and official transcripts.

~Please do not use friends or relatives as a references~

#1) Name: _____

Address: _____

Position/Title: _____

#2) Name: _____

Address: _____

Position/Title: _____

Person to notify in the event of an emergency:

Name: _____ Telephone: (_____) _____Office/Home/Cell

Relationship: _____

Please submit a resume' and a typewritten/double spaced essay which includes:

1) Work experiences and activities for the past 3-5 years
2) Reasons for selecting nursing as a career
3) Reasons for desiring entrance into the Arnot Ogden School of Nursing
4) Plans for the future

I certify that I have read the catalog and instructions for applying to the Arnot Ogden Medical Center School of Nursing. I certify that I am a high school graduate and/or have received a GED. I certify that the information provided on this application is true and correct. I further understand that falsification of information herein will result in cancellation of this application and dismissal from the School of Nursing if enrollment has occurred.

Signature_____Date_____

D: 6/84; R: 2/07, 7/09, 10/10; 6/11; 9/11; 6/12; 6/13; 3/14; 4/15/ 7/16; 7/17; 6/19

ArnotHealth
Arnot Ogden Medical Center
School of Nursing
600 Roe Avenue, Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org
email: michelle.lyon@arnothealth.org

APPLICANT REFERENCE LETTER #1

Applicant:** fill in your name and **submit** to your #1 reference.* ***Please do not give reference forms to close friends or relatives. References should be at least 21 years of age.

Name:_____
(First) *(Middle)* *(Last)*

Reference: The above candidate is applying for admission to the Arnot Ogden Medical Center School of Nursing.

- How long have you known this applicant?_____
- In what capacity? _____
- Do you know of any factors that might interfere with the applicant's performance in a school of nursing?
  ☐ *Yes* ☐ *No*
- Would you recommend this person taking care of a member of your family? ☐ Yes ☐ No
  Remarks:_____

Please indicate your impression of the applicant in the following categories:

	Outstanding	Above Average	Average	Below Average	Unable to Evaluate
Scholastic Ability	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Adaptability/Cooperativeness	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Attendance/Punctuality	☐	☐	☐	☐	☐
Appearance	☐	☐	☐	☐	☐
Problem solving	☐	☐	☐	☐	☐

Comments on your above responses:

_____

_____

_____

_____

Date: _____

Signature: _____
Print name: _____
Position: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Email: _____

Action on this applicant awaits your response. Therefore, please promptly return this form to the applicant in a sealed envelope with your signature over the seal. Thank you. If you have any additional comments, which would assist the Admissions Committee in appraising the potential of this applicant for nursing, please contact the School of Nursing.

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School of Nursing

Reference #1 additional comments:

ArnotHealth
Arnot Ogden Medical Center
School of Nursing
600 Roe Avenue, Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org
email: michelle.lyon@arnothealth.org

APPLICANT REFERENCE LETTER #2

Applicant:** fill in your name and **submit** to your #1 reference.* ***Please do not give reference forms to close friends or relatives. References should be at least 21 years of age.

Name:_____
(First) *(Middle)* *(Last)*

Reference: The above candidate is applying for admission to the Arnot Ogden Medical Center School of Nursing.

- How long have you known this applicant?_____
- In what capacity? _____
- Do you know of any factors that might interfere with the applicant's performance in a school of nursing?
  ☐ *Yes* ☐ *No*
- Would you recommend this person taking care of a member of your family? ☐ Yes ☐ No
  Remarks:_____

Please indicate your impression of the applicant in the following categories:

	Outstanding	Above Average	Average	Below Average	Unable to Evaluate
Scholastic Ability	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Adaptability/Cooperativeness	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Attendance/Punctuality	☐	☐	☐	☐	☐
Appearance	☐	☐	☐	☐	☐
Problem solving	☐	☐	☐	☐	☐

Comments on your above responses:

_____

_____

_____

_____

Date: _____

Signature: _____
Print name: _____
Position: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Email: _____

Action on this applicant awaits your response. Therefore, please promptly return this form to the applicant in a sealed envelope with your signature over the seal. Thank you. If you have any additional comments, which would assist the Admissions Committee in appraising the potential of this applicant for nursing, please contact the School of Nursing.

R: 2/07; 7/11; 3/12; 9/19

Reference #2 additional comments:

Arnot Health
Arnot Ogden Medical Center
School of Nursing

HIGH SCHOOL OFFICIAL TRANSCRIPT REQUEST

ARNOT OGDEN MEDICAL CENTER SCHOOL OF NURSING
600 Roe Avenue, Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org email: michelle.lyon@arnothealth.org

Applicant:
Please complete, sign, and forward this form to your high school.

Name:_____
Last First If applicable, maiden name
Address: _____

Phone: _____ SS# _____

Graduated_____ or years attended: _____ Birth date: _____

Signature: _____

High School:
Please attach an official transcript including the school address and phone number.
Return this form and official transcript to the applicant in a sealed envelope to submit to the Arnot Ogden School of Nursing with the application packet

- ***We do not accept faxed official transcripts.***
- ***List the subjects currently enrolled in, as well as those completed.***
- ***A supplementary report should be submitted upon completion of high school.***

Please complete the following if not indicated on the high school transcript:

1. Ranked _____ in a class of _____ students.
2. Attendance _____
3. Final or current grade average _____
4. Passing grade of school _____
5. Accreditation of the school _____
6. Graduated _____ or, will graduate on _____
7. We would appreciate your estimate of the applicant's ability and general qualifications for the study and practice of nursing. Include any special recognition, if any, that the applicant has received

_____

_____

_____

_____

_____

Date: _____
Signature: _____
Title: _____

Additional comments reverse side

R: 2/07, 10/10; 2/11; 7/11; 4/17

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Transcript Request Additional Comments:

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ACADEMIC CALENDAR

2020-21

FALL ~ 2020 AD	
August 24 - 26	**Class 2022AD**/Freshmen Orientation
August 31	Elmira College classes begin
October 12 & 13	**MID-TERM MINI BREAK**
November 23 - 27	**THANKSGIVING BREAK - END OF EC CLASSES**
November 30	School of Nursing classes resume
December 7-11	Final Exams & Evaluations
December 14, 2020 - January 10, 2021	**WINTER BREAK**

WINTER ~ 2021 AD	
January 11, 2021	**ALL** Classes resume
January 18 Martin Luther King Day	**NO CLASSES**
February 22 - 26	**MID-TERM BREAK**
March 1	**ALL** Classes resume
April 12-16	Final Exams & Evaluations
April 16	**End of Semester II - SPRING/SUMMER BREAK**
April 16 (Friday)	**GRADUATION – CLASS 2021AD**

Arnot Health

Arnot Ogden Medical Center
School of Nursing

Financial Assistance Handbook

Financial Aid consists of grants, scholarships, loans and work-study programs to assist students in meeting financial obligations to enter or complete their programs at the Arnot Ogden Medical Center School of Nursing. Grants are outright gifts of money. They do not have to be repaid. Loans are borrowed monies, which must be repaid with interest. In work-study programs (through employment in the medical center based positions), you may earn funds to assist you in meeting your financial obligations. Applicants are encouraged to seek scholarships through their local high school and communities as well as competitive scholarships

Financial Aid sources may vary from year to year. Financial Aid packages are based on need which is defined by the United States Department of Education as "the difference between your educational costs- tuition, fees, room, board, books, supplies and miscellaneous expenses and the amount you and your family can be expected to pay for your education". There are various factors used in determining need; however, basic indicators are income, assets and family size.

Important Points

1. If you are planning to apply for Financial Aid, you are responsible for the completion of the appropriate application forms. The primary form is the Free Application for Federal Student Aid (FASFA) and is located at: www.fafsa.ed.gov.

2. You are also responsible for checking with the Financial Aid Office regarding the processing of your application.

3. Financial Aid is granted annually therefore, applications must be filed annually.

4. The monies received must be used for educational purposes only and the student is responsible for repayment of monies that cannot be reasonably attributed to these expenses.

5. Federal regulations require that the total financial assistance granted by the School in conjunction with any other sources may not exceed the total need calculated.

6. Where any question of eligibility exists, the student or applicant should contact the Financial Aid Officer at AOMC at 607-271-3887

7. Any loan funds must be repaid according to the agreed upon condition of the loan.

R: 8/10; 3/14; 7/16; 2/19

8. Students receiving Federal Aid (i.e., Federal Pell Grant, Federal SEOG, and Federal Direct Student Loans) who withdraw from classes and/or resign from the program must see the Financial Aid Officer regarding tuition refunds. All students that resign and have received any type of federal grant or loans are processed through the Return of Title IV Funds on the Web (R2T4). The USDOE calculates the amount of grant and or loan refunds due from the student or the school. The program is completed within 10 days of the student's withdrawal. All funds are returned by the school through the Federal Return of Funds website.

9. Students who have received financial assistance during enrollment in the School of Nursing are required to have an exit interview with the Financial Aid Officer prior to graduation and also complete the required Federal Online Direct Loan Exit Counseling at www.studentloans.gov.

10. Order of Application for Financial Assistance:

    A. Free Application for Federal Student Aid
    B. Tuition Assistance Program – NYS TAP
    C. Scholarships
    D. Loans

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Financial Assistance Handbook continued

Federal Regulations require that before any type of Financial Assistance may be disbursed, there must be a Federal Application for Student Financial Aid, (FAFSA) on file, and all types of income must be verified by the Financial Aid Officer at AOMC.

II. Academic Policy – Standard for Satisfactory Progress Students are expected to maintain a grade average of 80% in each course at the completion of each semester of the program.

There is a provision for academic probation when a student has less than an 80% average. A student may be placed on probation at the midterm and/or at the completion of a level that constitutes a warning that a dismissal may result for lack of improvement

All students are required to take and complete a full program each semester so as to complete the entire program in two years. A grade below 80% at the completion of a course will result in the student being dismissed from the School of Nursing.

Consumer Information

A. The Arnot Ogden Medical Center provides free parking to all students.
B. The Arnot Ogden Medical Center School of Nursing is a hospital-based educational program and handicapped accessible. This includes the L. D. Clute Education Building and handicapped parking.
C. Additional costs to the student besides those explained on the financial sheet are as follows:
    1. Transportation to and from Elmira College for the first two years.
    2. It is anticipated that students might take field trips for educational purposes. While not mandatory, the students are expected to participate. The total cost of these trips normally should not exceed $250.00.
    3. Additional expenses would include:
        A. Uniforms at approximately $100.00 each
        B. Uniform footwear
        C. Normal living expenses.

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School of Nursing

FINANCIAL ASSISTANCE FROM FEDERAL PROGRAMS

PROGRAM	APPLICATION PROCEDURE	ELIGIBILITY	AMOUNT OF AWARDS	RIGHTS AND RESPONSIBILITIES
Federal Pell Grant	Free Application for Federal Student Aid (FAFSA) available from the Financial Aid Officer at the Arnot Ogden Medical Center, High School Guidance Counselor. Applications may also be filed electronically at: www.fafsa.ed.gov Other federal websites of interest to students are: www.studentloans.gov Renewal applications are mailed to the student every December.	1. All accepted or enrolled full-time, 3/4 or 1/2 time students. 2. Financial need is determined by a formula applied to all applicants. 3. Grants are on a yearly basis subject to need criteria and federal funding. 4. FAFSA application must be submitted prior to June 30 of the academic year for which you are applying. 5. All types of income must be verified. Considered an Independent if: 1. An individual at least 24 years old by 12/31 of the award year. 2. An orphan or ward of the court. 3. A veteran of the Armed Forces of the United States. 4. An individual with legal dependents other than a spouse. 5. A graduate or professional student who will not be claimed as an income exemption by his or her parents.	Awards range $596-5,920 but not more than 60% of the total cost. Pell Grant is not duplicative of state awards. Pell Grants are paid for up to first baccalaureate degree. Awards may vary according to congressional appropriations.	Student must continue to demonstrate satisfactory academic progress in the program. *Student must not owe any refunds on Pell Grant or be in default on repayment of any student loan. Student must sign affidavit (Financial Aid Office) that all money received will be used for the cost of education, i.e., tuition, room, board, and miscellaneous expenses. Student must sign Statement of Educational Purpose. *All information in this paragraph applies to any Federal Title IV monies, i.e., Student Loans, SEOG, Work-Study, and NSL.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Application is obtained from the Financial Aid Office SAR and income verification must be on file	Applicant must be: • In exceptional need. • Pell Grant Eligible.	Awards range between $100 and $4,000 based on funding levels.	Student must continue to demonstrate satisfactory academic progress in their program of study.

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PROGRAM	APPLICATION PROCEDURE	ELIGIBILITY	AMOUNT OF AWARDS	RIGHTS AND RESPONSIBILITIES
Federal Direct Student Loan Program	Master Promissory Note is completed at www.studentloans.gov. Student Aid Report must be on file before loan can be processed. All income must be verified by tax return, social security statement, etc., before loan may be applied to the student's account. Student must complete the Federal Direct Loan Entrance Counseling at: www.studentloans.gov.	1. United States citizen or resident alien. 2. Enrolled or admitted at least half-time in an approved post-secondary institution. 3. Be a NYS resident for one year if you are attending school out of state. 4. Be in good academic standing and make satisfactory progress.	Dependent under-graduate students annual limits – $3,500 Sub, $2,000 Unsub - Year 1 $4,500 Sub, $2,000 Unsub - Year 2 $5,500 Sub, $2,000 Unsub - Year 3 Independent undergraduate students annual limits - $3,500 Sub, $6,000 Unsub - Year 1 $4,500 Sub, $6,000 Unsub - Year 2 $5,500 Sub, $7,000 Unsub - Year 3	When loan is approved, the student signs the Master Promissory Note. Funds may not be disbursed earlier than the first day of classes for the fall semester. Payment of principal is at a relatively low interest rate with no payment for six months following graduation or cessation of program of studies. Payment of principal may further be deferred during various times. Check with your lender or school for specific circumstances. Formal arrangements for repayment must be made with the lending institution. Maximum repayment period is 10 years and may not exceed 15 years excluding authorized deferments of payments.
Federal Direct Student Loan Program cont'd	Student must complete and return to the Financial Aid Office the Federal Loan Request Form.	5. Have no outstanding debt from a previous loan default.	Year of loan limits are based on successful completion of prior year grade level. Loan amounts prorated for less than nine months of attendance. Dependent Aggregate limit - $31,000 Independent Aggregate limit - $57,500 Each has a $23,000 Maximum Subsidized Aggregate of $23,000 Demonstrated need.	Loans are subject to an insurance premium. The premium is deducted when the loan check is issued. There is also an origination fee deducted at that time. The interest rate is variable and changes annually with a cap of 8.25%. There is no interest or payment until six months after leaving school.
Federal Work Study Program	Application to Financial Aid Officer. SAR and income verification on file	Demonstrated Need	Paychecks are issued twice be-weekly based on the number of hours worked and hourly wage set.	Must maintain satisfactory academic progress and satisfactory work habits.

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Arnot Ogden Medical Center
School of Nursing

PROGRAM	APPLICATION PROCEDURE	ELIGIBILITY	AMOUNT OF AWARDS	RIGHTS AND RESPONSIBILITIES
Veterans Benefits	Application forms are available at all Dept. of Veterans' Affairs Offices. (800) 827-1000	Eligible veterans, certain dependents of service Connected disabled or deceased veterans. Children, spouses and survivors of veterans whose death or permanent disabilities were service connected may be eligible for benefits under the same conditions as veterans	Varies with cost of program and number of dependents. Payments are made monthly based upon status in the program (full-time, 3/4 time, or 1/2 time attendance.)	The student and the Arnot Ogden Medical Center are required to submit monthly attendance reports. Arnot Ogden Medical Center is required to report promptly to the V.A. interrupted attendance or termination of students receiving benefits. Educational and vocational counseling are provided by V.A. representatives on request. Student must demonstrate satisfactory academic progress in the program.
Parent Plus Loan		Parent actually applies for this for their dependent child. If you are a parent of a dependent undergraduate student.	The remainder of your child's college costs that are not covered by other financial aid. Note: A credit check is required for a parent loan (called a PLUS loan). The loan fee for a PLUS loan is 4.288% and the loan fees for Federal direct loans is 1.072%	

Arnot Health

Arnot Ogden Medical Center
School of Nursing

FINANCIAL ASSISTANCE FROM STATE PROGRAMS

PROGRAM	APPLICATION PROCEDURE	ELIGIBILITY	AMOUNT OF AWARDS	RIGHTS AND RESPONSIBILITIES
Tuition Assistance Program (TAP)	Applicants apply annually to the N.Y.S.H.E.S.C. 99 Washington Ave. Albany, NY 12255 Applications are also available from your counselor or the Financial Aid Officer at the Arnot Ogden Medical Center. Application deadline for filing is May 1st of the academic year when payment is requested. The state website for grants and loans is: http://www.hesc.ny.gov	Dependent United States Citizen, a NYS resident for 12 months prior to seeking and attending an approved program in NYS. You must maintain full-time status. -NYS net taxable income must be under $80,000. -Determined by Higher Education Service Corporation. Independent United States Citizen, a NYS resident for 12 months prior to seeking aid and attend- Ing an approved program in New York State... NYS net taxable income must be under $10,000 for single students with no dependents.	Dependent Financially dependent students are given awards according to tuition charge and family net taxable income. Awards range from $500 - $5,000. Independent Financially independent students are given awards according to tuition charge and family net taxable income. Awards range from $500 - $5000.	Undergraduate students may receive awards for up to four years or eight semesters of study, depending on the length of the academic program the student is currently enrolled in. Have no debts from a defaulted student loan. TAP is a New York State Grant.
State Division of Vocational Rehabilitation NYS Education Department	Contact NYS Vocational Rehabilitation Office, Education Bldg., South Mail, Albany, NY or your local office.	Determined by NYS Rehabilitation Office	Grants may cover all or a portion of tuition, fees and books for up to four years.	Student must maintain a cumulative average of 2.0 or above.

ArnotHealth

Arnot Ogden Medical Center
School of Nursing

FINANCIAL ASSISTANCE FROM INSTITUTIONAL PROGRAMS

PROGRAM	APPLICATION PROCEDURE	ELIGIBILITY	AMOUNT OF AWARDS	DEADLINE FOR APP/AWARDED
Gosden Scholarship Fund	Recruitment Committee selects qualifying student each January from the freshmen class	**Freshmen Student**	$1000.00 credit for tuition and fees. The fund is restricted for tuition and school expenses.	• January/Semester II freshmen student
Janet Case Renko Scholarship (School of Nursing or Dr. Earl D. Smith School of Radiology)	Application to System Director, Education School of Nursing or Director/Dr. Earl D. Smith School of Radiology	**Freshmen Student** Essay/academic standing/financial need	$1000.00 credit for tuition and fees. The fund is restricted for tuition and school expenses	• April 30th application deadline • Award monies will be awarded fall term of the senior year
Arnot Ogden Medical Center Auxiliary Scholarship (School of Nursing or Dr. Earl D. Smith School of Radiology)	Application to Director of Auxiliary prior to commencing Senior year.	**Junior Student** Demonstrated need and academic achievement	Maximum amount $1,000.	• May 1st application deadline • Auxiliary selects timing of award
Laura Manzari Drake Stephenson Scholarship	Recruitment Committee selects qualifying student each May from the junior class. It is awarded in the senior year.	**Junior Student** academic standing/financial need	Maximum amount $1,000.	• May 1st deadline
AH Tuition Scholarship Fund ***(Policy and application provided at the end of school catalog)***	Five (5) full-tuition scholarships will be awarded annually to eligible nursing students.	**Freshmen Student** To be selected upon admission to the program	Tuition and fees	• May 15th deadline with completed application packet
Arnot Ogden Alumni Assoc. Scholarship	Application to Alumni Assoc. by November 1st to be selected by Alumni. Recipient will be notified following next scheduled meeting.	**Junior/Senior students**	To be determined annually	• November 1st deadline • Award recipient/monies will be awarded by Alumni
Gulati Nursing Scholarship	Systems Director, Education/ School of Nursing	**Junior/Senior students** Essay articulating the importance of good surgical nursing/academic standing/financial need	Maximum amount $2,500.	• November 1st application deadline • awarded to a junior or senior student
Virginia Hilfiger Nursing Scholarship	Systems Director, Education/ School of Nursing	**Junior/Senior students** Essay: focus on the profession of nursing, personal passion for nursing & personal perceived strength in the role/ academic standing/financial	Maximum amount $2,500.	• November 1st application deadline • awarded to a junior or senior student
Curvish Surgical Nursing Scholarship	Application to Systems Director, Education/ School of Nursing	**Senior student** High GPA and with a particular interest in surgical room nursing.	Maximum amount $500.	• November 1st application deadline • senior student recipient selected at next scheduled Recruitment meeting
Rosenheck-Dalora Nursing Scholarship	Systems Director, Education/ School of Nursing	**Senior student** Good academic standing and demonstrated financial need	Maximum amount $500	• November 1st application deadline • senior student recipient selected at next scheduled Recruitment mtg

Reviewed/revised: by FA 6/13; 3/14; 9/14; 5/15; 9/15; 3/16; 9/16; 5/17; 11/17; 2/18; 3/18; 9/18; 10/18

Arnot Health

Arnot Ogden Medical Center
School of Nursing

STANDARD OF SATISFACTORY ACADEMIC PROGRESS
FOR DETERMINING ELIGIBILITY FOR STUDENT FINANCIAL AID
(Effective for **students first receiving aid 2020-21 and thereafter for non-remedial students**)
Institution: Arnot Ogden Medical Center School of Nursing, Elmira, NY

Calendar: Semester Program: Associate Degree

BEFORE BEING CERTIFIED FOR THIS PAYMENT	First	Second	Third	Fourth	Total for graduation
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS	0	7 college Credits 7 Nursing Credits	17 College Credits 14 Nursing Credits	24 College Credits 23 Nursing Credits	24 College Credits 36 Nursing Credits
WITH AT LEAST THIS GRADE POINT AVERAGE (in nursing courses)	0	80% 2.7 GPA B-	80% 2.7 GPA B-	80% 2.7 GPA B-	80% 2.7 GPA B-

D: 10/31/12; Revised 12/18; 4/19; 3/20

Arnot Health
Arnot Ogden Medical Center
School of Nursing

ArnotHealth
DEPARTMENT OF PUBLIC SAFETY

In accordance with the Security Guard Act of 1992, all Arnot Health Public Safety Officers are licensed through the New York State Division of Licensing Services, and fall under the direction of the Division of Criminal Justice Services, Office of Public Safety. Officers respond to emergencies 24 hours a day, 7 days a week.

Under NYS General Business Law, Public Safety Officers are designated as agents of the organization and are the primary emergency responders on Arnot Ogden and Saint Joes Campuses. The Department of Public Safety works closely with local Police, Fire, and EMS to ensure a safe environment on Arnot Health properties.

CLERY ACT
Federal statue (20 USC 1092(f)) requires all colleges and universities that participate in Federal Title IV student financial aid programs to disclose campus crime statistics and security information. Compliance with the Clery Act falls under the mandate of the US Department of Education.

The Clery Act requires that Institutions must collect, classify, and count reported crimes that occur on campus and related properties, and that this information be published and distributed to students and employees. It further requires that an institution provide emergency notification when a situation that presents an immediate threat to the health and safety of students or employee is occurring on campus.

The Clery Act also requires that the campus community be informed on where to obtain information regarding sex offenders.

RECORDS COLLECTION AND RETENTION
Public Safety must keep records of crimes reported, make efforts to obtain certain crime statistics from other law enforcement agencies, and keep a daily log open for public inspection.

VIOLENCE AGAINST WOMEN ACT (VAWA)
The US Department of Education has recently amended the annual security report to include crimes that fall under VAWA. These include: domestic violence, dating violence, sexual assault and stalking.

Additionally, Public Safety will be working with the Arnot Health Education Department to establish and provide education to students and employees regarding these acts

SECURITY REPORT
On the following page you will find the Clery Act required report for Arnot Ogden Medical Center's School of Nursing and School of Radiology, as well as campuses related to medical student and resident facilities.

ArnotHealth

Arnot Ogden Medical Center
School of Nursing

		Crimes Reported											Arrests/Disciplinary Action						VAWA		
		Murder/Non-negligent Manslaughter	Negligent Manslaughter	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Liquor Law Arrests	Liquor Law Referrals	Drug Arrests	Drug Referrals	Weapons Arrests	Weapons Referrals	Dating Violence	Domestic Violence	Stalking
ArnotHealth																					
On Campus	**2017**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non Campus	**2017**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	1	0	0	0	2	1	1	1	0	0	0	0	0
Public Property	**2017**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arnot Health
Arnot Ogden Medical Center
School of Nursing

Pre-entrance testing: ATI TEAS EXAMINATION

What is the ATI TEAS?
The **ATI TEAS exam (Test of Essential Academic Skills)** is a pre-entrance test that is a required part of our admission criteria.
After you have registered with www.atitesting.com and pay the test fee on the ATI website, you will select a test date. The ATI TEAS exam is completed at the School of Nursing facility. The test takes approximately 3½ hours to complete. It is a 170-item, four-option, multiple-choice assessment and is part of the total application process. The ATI TEAS was developed to measure basic essential skills in the academic content area domains of Reading, Mathematics, Science, and English/Language usage. These entry-level skills were deemed important for nursing program applicants by a panel of nursing program curriculum experts.

How to prepare for the ATI TEAS:
Products available to purchase at www.atitesting.com to help you prepare for the ATI TEAS Assessment:

- ATI TEAS Study Manual
- ATI TEAS Online Practice Assessments

It is ***strongly advised*** that you purchase and use an ATI TEAS study manual and/or practice assessments prior to completing the test.

Prior to arriving for the ATI TEAS test: you must create an ATI account for the test. Directions to create this number:

- Access the www.atitesting.com website. Click *Create New Account* and follow the screen prompts. After you have registered on the site, your personal ID will be displayed under *Account Information*. At this screen, you will have an opportunity to print the ID.
- **You should print and retain this and use it for identification on the ATI TEAS test and all future ATI tests.** This ID number will not change; each tester only needs to register once.
- Testers who forget their login information can retrieve it by using the *Forgot Password* feature
- **Please bring a printed copy of this ID number for your test date appointment at the School of Nursing.**

Frequently asked questions regarding the ATI TEAS exam:

- What is the cost of the exam?

The cost is approximately $100; prep packages are an additional cost and can be purchased on the atitesting.com website.

- How can I best prepare for taking the ATI TEAS?

The ATI TEAS consists of four sections, Mathematics, Reading, Science, and English and Language Usage. A review of basic concepts and theories in each area is recommended. ATI has study products: the ATI TEAS Study Manual and an ATI TEAS Online Practice Assessments. All products are available to guide your review and provide feedback about your study progress.

- If I want to purchase or rent the ATI TEAS Study Manual to review prior to the test, how do I find it?

You may contact ATI directly for the purchase or you can visit a bookstore for the purchase or rental of a study guide or quick study guide.

- Where do I take the ATI TEAS?

Students take the ATI TEAS exam at the LD Clute Education Building/Arnot Ogden Medical Center School of Nursing.

- May I use a calculator for the exam?

If you complete a paper or online test, the School of Nursing will provide a calculator for your use at the time of the exam. The online test has a calculator within the test screen but the school will provide a hand-held calculator for convenience of use.

- What is the format of the ATI TEAS?

Currently, the ATI TEAS includes scored multiple-choice questions divided into four subsections: Mathematics, Reading, Science, and English and Language Usage.

- How long will it take for me to get my ATI TEAS scores?

If paper test, your examination will be scored by ATI within 24 hours of receipt. Test results may be viewed at the www.atitesting.com website after the 24 hours. **If online testing**, the results are provided at the conclusion of the testing period.

- How do I know if I passed the ATI TEAS?

Completion of the ATI TEAS with results at a proficiency level is required for acceptance into the program.

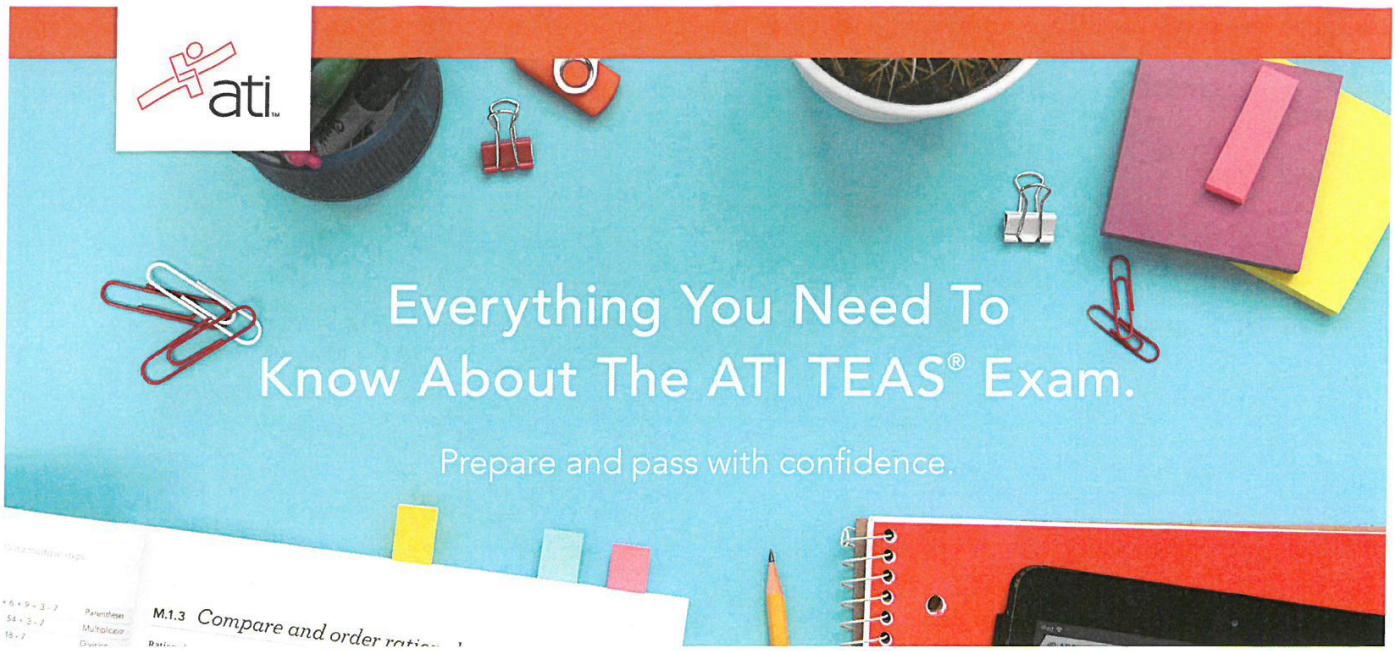
- If I am not successful at passing the ATI TEAS on the first attempt, will I have another opportunity to complete the exam?

If the first attempt at the test is unsuccessful, applicants ***may repeat*** the ATI TEAS exam ***one time within one year*** of their application date. The results are valid for two years.

Please contact ATI at www.atitesting.com or call 800-667-7531 with any additional questions.
R: 7/17; 2/19

ArnotHealth

Arnot Ogden Medical Center
School of Nursing



What is the ATI TEAS?

The ATI TEAS (Test of Essential Academic Skills) is designed specifically to assess a student's preparedness entering the health science fields. Most likely, you've been asked to take the TEAS as part of your basic admissions requirements your nursing or allied health program. That's because studies show a consistent link between a student's performance on the TEAS and future academic success.

The ATI TEAS test is comprised of 170 questions, 20 of which are unsecured pretest items. Questions are designed to test the basic academic skills you will need to perform in class in the areas of: Reading, Math, Science, and English and Language Usage.

170 QUESTIONS

209 MINUTES

How to register for the ATI TEAS:

1. Contact the school in which you are applying. Some schools handle administering the test at the school while others will go through a testing center like PSI.
2. Visit atitesting.com and create a user account.
3. Log-into atitesting.com using your ATI username and password and select the "Online Store" on the top right of the page. Then select either "Register for the TEAS" (through a school) or "Register for the TEAS with PSI" (a testing center). Once you register and pay the testing fees a confirmation email will be sent to you from ATI.
4. If you are registering for the TEAS exam through a PSI testing center, you will need the student or candidate ID# that is located on your confirmation email from ATI. Within 24 hours, you will be sent an email from PSI that will give you a link to schedule your ATI TEAS Exam. You can either register online via the link provided by PSI or call 1-800-733-9267.

Learn more at
atiteasprep.com/about-the-teas/

READ MORE ➡

Arnot Health

Arnot Ogden Medical Center
School of Nursing

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How to prepare for the ATI TEAS Exam:

No matter your study style, ATI has the materials and study packages to help you pass the TEAS in the way you learn best.

ATI TEAS SmartPrep™ Package

Our most comprehensive TEAS preparation package includes a self-directed tutorial, two online practice exams, and a robust study guide. SmartPrep tests your knowledge upfront so you're able to study what you need to know in a focused manner, saving time and gaining traction in the areas you need the most attention and review. Each of the four study modules (Science, Reading, Math, English & Language Usage) is customized to you, beginning with a diagnostic test to assess what you know and what you don't. That way, you study only the material you need to learn rather than concepts you've already mastered.

This package includes the ATI TEAS SmartPrep Tutorial, ATI TEAS Online Practice Exams and the ATI TEAS Study Manual.

ATI TEAS Basic Package

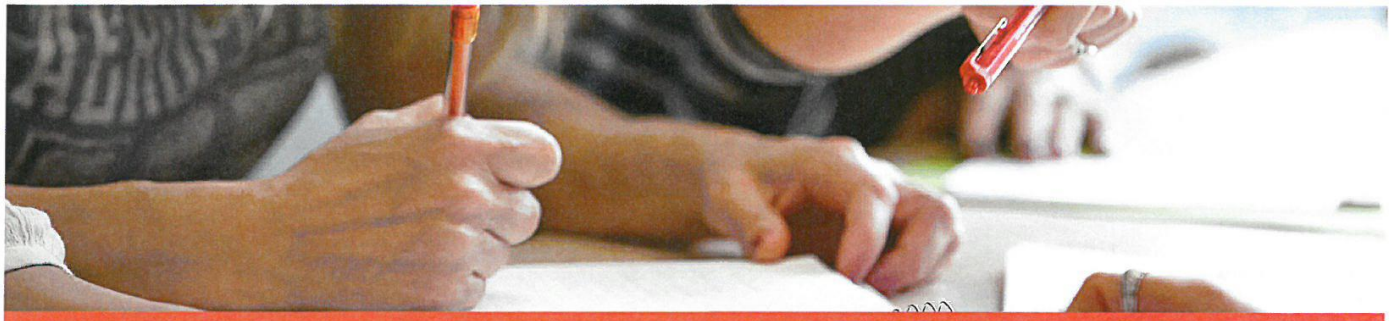
The ATI TEAS Basic package includes both versions of the TEAS online practice assessments and the TEAS Study Manual at a discounted price.

ATI TEAS Study Manual

The TEAS study manual addresses each objective on the exam including Reading, Mathematics, Science and English and Language Usage.

ATI TEAS Online Practice Tests

There are two different versions of our practice test available. Each assessment has 150 questions and is patterned after the original TEAS exam.



Learn more at

atiteasprep.com/about-the-teas/

ArnotHealth
Arnot Ogden Medical Center
School of Nursing

TUITION SCHOLARSHIP FUND PROGRAM

I. Description of Program:

Up to five (5) full- or partial tuition scholarships will be awarded annually to eligible nursing students in the Arnot Ogden Medical Center School of Nursing (AOMC SON). This fund was established to support deserving students and provide guaranteed employment upon graduation from the program. The scholarship covers tuition and fees only. (Provided budget approved).

II. Eligibility:

Any first-year or transfer student who will be attending AOMC SON, or who is a legal dependent of a current employee, is eligible to apply. Applicants must be qualified applicants to the SON and be accepted into the nursing program.

III. Admission Application:

1. Admission applications are available in the Arnot Ogden SON or the arnotogdenson.org website.
2. Deadline for filing an admission application is May 31st each year. It is the responsibility of the applicant to make sure materials related to the application are received in the SON by the May 31st deadline.
3. In addition to filing an application, applicant is required to:
    a. Provide an official high school and/or college transcript.
    b. Fill out a free Application for Federal Student Aid Form (FAFSA) and submit by the deadline.
    c. Complete the income verification form related to FAFSA for Financial Aid (FA).
    d. Provide a copy of the acceptance letter from the school or documentation of enrollment status.
    e. If applicant is an active Arnot Health (AH) employee, eligibility for tuition reimbursement through the hospital must first be investigated. If eligible (see Policy & Procedure #HR. 740), this must be noted on the scholarship application.
    f. Submit 3 letters of reference (can include 2 reference letters from SON application): two from former teachers and one from another professional (guidance counselor, coach, employer, etc.).
    g. Submit an essay articulating the importance of the profession of nursing, personal passion for nursing, and perceived personal strengths for the role.
    h. Interview by Selection Committee.

4. Application forms and related materials will be kept in strict confidence.

IV. Requirements:

1. The Student (families) must complete the FAFSA annually.
2. The Student agrees to apply for all eligible grants and scholarships.
3. All applicable federal and state financial aid will be applied prior to awarding the amount of the scholarship.
4. Students must be accepted in AOMC SON.
5. Students must maintain a minimum grade average of 80%.
6. For each year the student receives the scholarship, one year of full-time employment at Arnot Health (AH) is required.
7. If the Student is placed on academic probation scholarship funds will be suspended until the grade average returns to the required 80%.
8. If the Student must repeat a course, the scholarship is suspended until the student successfully completes the course at their expense and returns to the required course sequence.
9. The Student must successfully complete the NCLEX examination within 60 days of graduation.

Selection Procedure:

1. The Selection Committee will consist of Arnot Health's System Director, Education/ School of Nursing and members of the RAP Committee.
2. The Selection Committee will choose a recipient on the basis of scholastic merit, leadership potential, and financial need.
3. The Selection Committee will also choose an alternate recipient in the event one of the first choices declines or does not qualify for any reason following selection.

V. Scholarship Program Administration:

1. Scholarship program policies are made by AH SON and Administration. Policies may be revised at any time if necessary and advisable.
2. AH's SON Administration is responsible for:
    a. Distributing and receiving applications
    b. Sending Financial Aid a copy of applications and financial release form
    c. Preparing scholarship applications for review by Selection Committee
    d. Establishing membership on Selection Committee together with AH Nursing Administration
    e. Notifying applicants of selected scholarship recipients

VI. Notification of Receipt of Scholarship:

1. Scholarship recipients will be notified by the Tuition Scholarship Committee by June 30. Recipients must sign a scholarship contract indicating agreement with the payment procedure.
2. It is the student's responsibility to notify the SON Administrative Assistant and Financial Aid office of any changes of plan prior to or during the school year which would require discontinuation, transfer or temporary delay of scholarship payment.
3. If a student becomes ill, or has another legitimate reason for temporarily discontinuing

matriculation before the program has been completed, the student can request the remaining scholarship allotment be held until he/she returns to school. A written request should be addressed to the System Director, Education/SON. The scholarship can be held one year and subject to Administration approval.

4. When the student has been awarded other scholarships (including tuition reimbursement for AH employees) which, together with the Tuition Scholarship, total more than the cost of tuition and fees for the year, the amount of the Tuition Scholarship will be reduced accordingly so that the total of all monies will not exceed these expenses. The selected students must agree to inform Financial Aid of any additional scholarship aid he/she receives while a recipient of the Tuition Scholarship.
5. It is the student's responsibility to notify Financial Aid office of all scholarship monies received.

Arnot Health

Arnot Ogden Medical Center
School of Nursing

TUITION SCHOLARSHIP FUND APPLICATION

APPLICATION MUST BE SUBMITTED TO THE SYSTEMS DIRECTOR, EDUCATION/SCHOOL OF NURSING BY May 31st

Received:_____
(For office use only)

Student's Name: _____ **D/O/B:**_____
(first) (middle) (last)

Address:_____
(street) (city) (state) (zip)

Phone: (cell) _____ **(home)** _____

Email: _____

High School: _____**Graduation** _____
Month/Year

(For questions below regarding parents, substitute legal guardian if applicable).

Parent 1 Name _____ **Address** _____
(if different from student's)
Parent 1 employer _____**Occupation** _____

Parent 2 Name _____ **Address** _____
(if different from student's)
Parent 2 employer _____**Occupation** _____

Indicate estimated expenses for applicable year only (including tuition, room, board, books and fees)
First year
Second year

FIRST YEAR STUDENTS

Please:

- Submit copy of SON admission acceptance letter with this application.
- Indicate why you are interested in pursuing the Nursing Profession: attach essay
- List high school or college extracurricular activities, honors, community service, employment, special interests or hobbies which you participated in during the last year (use back if necessary)

Arnot Health
Arnot Ogden Medical Center
School of Nursing

AH TUITION SCHOLARSHIP FUND APPLICATION

TRANSFER

Please:

- Submit a letter from your college indicating you are currently enrolled as a student in good academic standing.
- Indicate why you are interested in pursuing the Nursing Profession: attach essay.
- List high school or college extracurricular activities, honors, community service, employment, special interests or hobbies which you participated in during the last year (use back if necessary

APPLICANT'S RESPONSIBILITIES:

1. Complete your FAFSA and provide income verification to FA office.

   Date you applied? _____

2. Complete application packet submitted to SON:
   - Signed Application form
   - Essay – see page two of the Application form for detail
   - Resume'
   - Two(2) letters of reference
   - Official high school transcript
   - Copy of GED, if applicable
   - Official college transcript(s)
   - Official copy of LPN education

3. If AH employee, have you applied for tuition reimbursement through the AH?
   If so, was reimbursement approved?_____ In what amount? _____

4. Applicant must prove to the Selection Committee that a definite need for assistance exists.

All application information I have submitted is complete and true. I have read and agree to abide by the AH Tuition Scholarship Fund Policies.

Student Name _____

Student's Signature_____ **Date** _____

D: 1/18, rev 6/18

ArnotHealth
Arnot Ogden Medical Center
School of Nursing

Arnothealth Scholarship Fund Financial Aid Release Authorization

I, _____, a nursing student at the Arnot Ogden Medical Center School of Nursing grant permission to the Financial Aid Officer at the Arnot Ogden Medical Center to release the results of my FAFSA application and resulting grants awards to the Arnot Ogden School of Nursing to determine my eligibility for the **Arnothealth Scholarship Fund**

Signature _____

Print Name _____

Date_____

D: 2/18

cc: Financial Aid