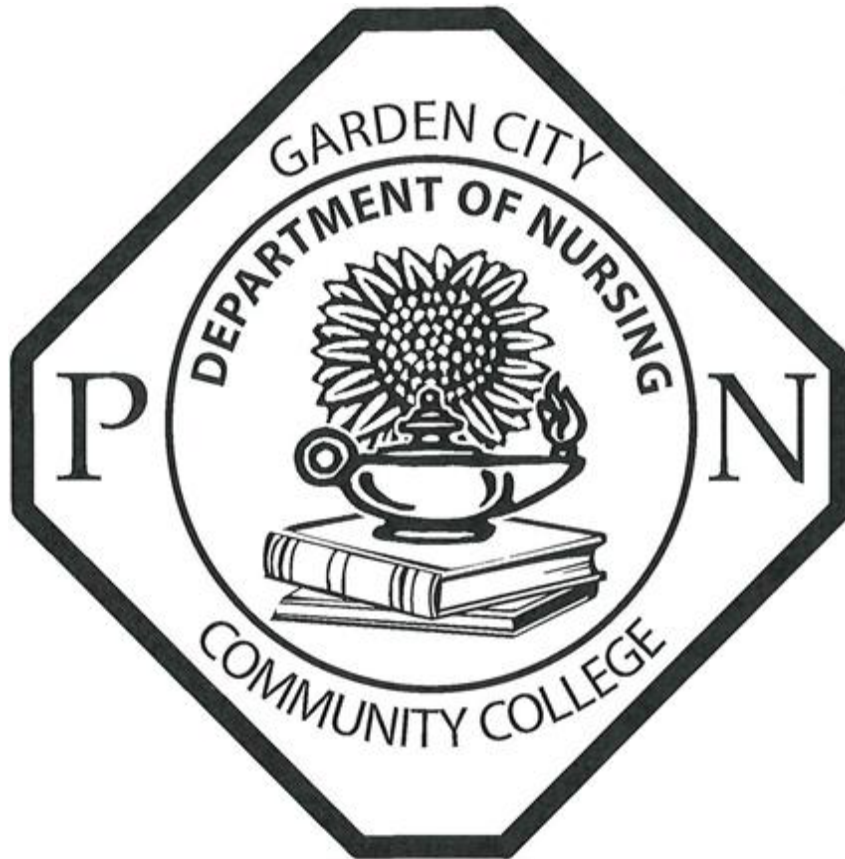


APPLICATION FOR ADMISSION INTO THE PRACTICAL NURSING PROGRAM



*Application is online, DEADLINE: JANUARY 15th @ 4 PM
FOR THE FOLLOWING FALL SEMESTER*



GARDEN CITY COMMUNITY COLLEGE
801 Campus Dr
Garden City, KS 67846
620-276-7611 main campus
620-276-9560 nursing department
www.gcccks.edu

Dear Prospective Nursing Student:

Thank you for your interest in a career in nursing and the Practical Nursing Program at Garden City Community College. The Practical Nursing program was initiated in 2004 to accommodate the growing need for Licensed Practical Nurses. Our graduates are successful professionals in a variety of clinical settings and are well respected for their clinical expertise. Many of our graduates choose to return to advance their career in our Associate Degree Nursing Program.

The Nursing Program at Garden City Community College is approved by the Kansas State Board of Nursing. After successful completion of the Practical Nursing Program, you will be awarded a certificate, and will be eligible to take the examination for licensure as a Practical Nurse.

We know the road to becoming a Licensed Practical Nurse is challenging, but the first step on this road is learning what you need to get started. In this booklet, you will find the materials and information necessary to meet the requirements for pre-nursing status as well as the process for admission into the Practical Nursing Program. To simplify the process, we have included a checklist within this booklet.

After completing the items on the pre-nursing checklist, we encourage you to call the Department of Nursing Education at 620-276-0447 or 620-276-9560 for an appointment to discuss your plans to pursue a career in nursing.

Again, thank you for considering the Practical Nursing Program at Garden City Community College. We look forward to meeting you and helping you achieve your educational goals.

Sincerely,

Shellie Emahizer, EdD, MSN, RN
Director of Nursing Education
Garden City Community College

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GENERAL INFORMATION

Garden City Community College offers a Practical Nursing Program. Class selection begins in the spring with the program beginning in August.

The program is approved by the Kansas State Board of Nursing. Garden City Community College is officially accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle, Suite 2400, Chicago, IL 60602, and the Kansas State Board of Regents.

EQUAL OPPORTUNITY

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, sexual orientation, or other non-merit reasons, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Those concerned about the above should contact the Director of Human Resources, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-7611.

ADA/EQUAL ACCESS

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations". Please notify the instructor during the first week of class of any accommodations needed for the course. Garden City Community College is complying with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact the Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-7611.

LEGAL QUALIFICATIONS FOR APPLYING FOR LICENSURE

Kansas State Law, as documented by the Kansas Nurse Practice Act, states:

1. Qualification. An applicant for a license to practice as a licensed practical nurse shall:
 - Have graduated from an approved school of practical nursing or professional nursing in the United States or its territories or from a school of practical nursing or professional nursing in a foreign country which is approved by the board as defined in the rules and regulations. Instructions for Foreign Nurses may be found

- on the Kansas Board of Nursing website.
 - Have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
 - File with the board a written application for a license.
2. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse or as a licensed practical nurse if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:
- to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 of chapter 21 of the Kansas Statutes annotated, or K.S.A. 2012 Supp. 21- 6104, 21-6325, 21-6326 or 21-6418, and amendments thereto.
 - Prospective students must also understand the Grounds for disciplinary action/denial of license and Crimes against persons.

From: Kansas Nurse Practice Act Statutes & Administrative Regulations. Topeka, KS. Kansas State Board of Nursing, April 2016. Sections 65-1116 and 65-1120.

STUDENT BACKGROUND CHECK POLICY

The Joint Commission mandates staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services, would be expected to have criminal background checks verified when required by law and regulation and organization policy.

The background check policy is to apply to all students accepted into Garden City Community College (GCCC) Nursing Program that involves assignment to a clinical health care facility. Full admission is contingent upon a favorable background check.

**GARDEN CITY COMMUNITY COLLEGE DEPARTMENT OF NURSING
EDUCATION DOES HAVE A DRUG/ALCOHOL TESTING POLICY THAT MUST
BE FOLLOWED BY ALL STUDENTS ENROLLED IN THE NURSING PROGRAM.**

APPLICATION PROCESS

Guidelines for pre-nursing students PRIOR TO ACCEPTANCE into the nursing program

APPLICANT'S FILE MUST BE COMPLETE by January 15th. Late applications may be accepted at the discretion of the Director of Nursing Education. Address all application materials to:

Garden City Community College
Department of Nursing Education
801 Campus Drive
Garden City, KS 67846

1. **Complete an Application for Admission to Garden City Community College.**
2. **Complete the online PN nursing application to the Department of Nursing Education.**
3. **Complete placement testing.**
 - a. **TEAS Exam with a comprehensive score of 56.5 or higher.**
 - b. **Accuplacer math placement test** (not required if a math class has already been successfully completed (Intermediate or College Algebra))
 - c. **Basic English, Reading Improvement and/or College Reading, College Math and English as a second language classes may be required** if placement scores indicate weakness in any subject. These classes then must be completed with a minimum grade of "C" or better.
 - d. **English as a second language:** If English is the student's second language, the student will be advised to take an English as a Second Language Class, Basic English, Reading Improvement and/or College Reading based on the placement score. (K.A.R. 60-3-107).
4. **Proof of completion of a C.N.A. class with a C or higher or CNA certification.**

5. **Complete a Plan of Study with the Nursing Advisor in the Advising Department. Coordinator at which time the following will be reviewed:**
- a. **High School Diploma and transcript/ GED completion:** A high school transcript or GED completion is required for college entrance. The classes will be reviewed and help direct your plan of study.
 - b. **College transcript:** If you have completed any college courses at another college or university, an **official transcript** must be sent to the registrar's office at Garden City Community College (transcript request forms are at the end of this application booklet). When you meet to develop your plan of study, an unofficial transcript or a copy is sufficient for counseling purposes.
 - c. **Completion of the following with a minimum grade of a "C" prior to admission:**
 1. Anatomy & Physiology I & II (BIOL 211 & 212) - 8 hours
 2. Developmental Psychology (PSYC 210) - 3 hours
 3. General Psychology (PSYC 101) - 3 hours
 4. College Success (PCDE 101) - 1 hour
 5. Intermediate Algebra (MATH107) - 3 hours
 - d. **Grade Point Average:** If high school or college grade point average (GPA) is less than 2.5 (on a 4.0 system) then applicants will be required to:
 1. Enroll and successfully complete one college semester of 12 hours in general education and laboratory science courses.
 2. Follow college policy on placement based on assessment testing.

RANKING FOR FINAL SELECTION

Students will be ranked based on the following:

- TEAS composite score
- Cumulative GPA
- Grades earned in required science courses
- Student must have completed the math requirement as well as all other prerequisites courses with a "C" or above.
- Applicant not meeting deadlines cannot be guaranteed consideration for admission

ACCEPTANCE OF APPLICANTS

Admission into the nursing program is dependent upon faculty availability, availability of clinical experiences, the quality and number of applicants (40 students program maximum), and requirements set by Kansas State Board of Nursing.

Applicants will be notified in writing of their acceptance or non-acceptance. Scholarship, health history forms and the background check procedure form will be given to accepted applicants at this time. Applicants must respond in writing of their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter.

****Failure to respond will result in forfeiture of the position into the Practical Nursing Program.****

REAPPLICATION

1. Applicants who are not selected for admission must reapply for the next class by the **January 15th deadline or August 15 for second semester readmission.**
2. Files of applicants who do not reapply will be deleted.

ENTRANCE REQUIREMENTS

After notification of admission, the applicant must provide proof of the following prior to the first day of class:

1. Submission of completed **favorable background check**.
2. Current **American Heart Association CPR** certification for Health Care Providers.
3. Current Certified Nurse Aide certification (CNA).
4. Each student must have a physical examination by a physician, nurse practitioner, or a physician assistant and a completed health screening/health history form supplied by Garden City Community College Department of Nursing Education.
5. Health records from colleges and/or students will be required to include the following for each student:
 - **Immunizations required:**
 1. MMR - Proof of Rubella immunity or immunization record.
 2. Tetanus - a dose within the last ten (10) years. A one-time dose of Tetanus, Diphtheria, and Pertussis (Tdap) is recommended for health care providers.
 3. Chicken Pox - Varicella titer with proof of immunity or appropriate vaccination is needed.
 4. Hepatitis B - The Hepatitis B Vaccination series is not required but strongly encouraged.
 5. Influenza vaccine annually in season.
 6. Covid 19 vaccine
 - **Testing Required:**
 1. TB - Prior to beginning clinical rotation the student must submit proof of having had one-step TB Testing using the PPD Mantoux method or current proof of yearly tests. Yearly TB Testing is required thereafter. The readings must be documented in terms of "**mm**", **not just the word negative**.
 2. Positive TB Skin Test-Any student with a positive TB Skin Test will be required to submit a baseline chest X-Ray and proof of prophylactic treatment prior to any patient contact or clinical rotation. After baseline requirements are met, the student will be required to answer St. Catherine Hospital's Annual TB Questionnaire. Annual TB Questionnaire will be placed in the students Health/Medical File.

Failure to comply with the above entrance requirements may result in forfeiture of position in the nursing class.

GCCC NURSING EDUCATION

2026-2027 APPROXIMATE EXPENSES For PN Program

Resident Type	Tuition	Credit Hour Fees	Total (Per Credit Hour)
Finney County	\$ 62.00	\$ 72.00	\$134.00
Kansas	\$ 66.00	\$ 72.00	\$138.00

Cost of 1st Semester 13 Credit Hours (134 X 13= \$1,742.00)

Cost of 2nd Semester 15 Credit Hours (134 X 15= \$2,010.00)

Background Check: Validity (Link sent with packet)

- First time students: \$ 41.50
- Returning students \$ 34.50

Books: (Costs are approximate)

- Fall Bundle- \$ 550.00
- Spring Bundle- \$ 400.00

Uniforms: (Costs are approximate)

- 2 sets of grey scrubs with Power G on sleeve; Optional grey scrub jacket
- Purchased from Bronc Buster Bookstore
- Cost of uniforms \$130.00

Nursing Fees:

- ATI, Liability Insurance, Lab Kits/Fees are built into student fees

Licensing Fees:

- KSBN & NCSBN Fees (subject to change) refer to KSBN and NCSBN websites
- KSBN:
 - PN ~\$75 Single State; \$125 Multi State
 - Fingerprint and background check \$ 57.00
 - NCSBN NCLEX \$200

Practical Nurse (PN Graduate)

Option	Total
LPN Single-State	\$75 + \$200 + \$57 = \$332
LPN multi-state	\$125 + \$200 + \$57 = \$382

Transportation

- Transportation to and from campus, clinical sites, simulation experiences, and other required nursing activities is the responsibility of the student.
- Clinical experiences may occur outside of Garden City and may require travel.

Clinical Pocket Supplies

Students should plan for the purchase of the following items:

- Stethoscope
- Bandage scissors
- Penlight
- Black ink pens
- Permanent marker (Sharpie)
- Small pocket notebook
- Watch with a second hand or digital seconds display
- Clinical badge holder/reel (optional)

Estimated Cost: \$50–\$150 (depending on brand and quality)

Estimated PN Program Cost:

Item	Estimated Cost
Tuition & Fees	\$3,752
Background Check	\$41.50
Books	\$950
Uniforms	\$130
Subtotal Before Licensure	\$ 4,873.50
Licensure & NCLEX (Estimated)	\$ 332-382
Estimated Total Program Cost	\$ 5, 205. 50-\$5,255.50

CHECKLIST FOR APPLICATION GCCC PRACTICAL NURSING PROGRAM

The following must be completed before the program director will review your application and by the January 15th deadline to be considered for the next class:

1. ____ Complete the admission application to Garden City Community College.
2.

 Complete PN Nursing Application to GCCC Nursing Program.
3.

 Send official high school transcript/GED test scores to GCCC Registrar.
4.

 Send all official college transcripts from all schools to GCCC Registrar.
5.

 Complete Nelson Denny reading placement test with a composite score of 12 or above ***(required for all nursing students)***.
6. ____ Complete Accuplacer writing and math placement tests.
7. ____ Complete all prerequisite courses with a minimum grade of "C" or higher
8. ____ Current Kansas CNA Certification or a grade of "C" or higher on transcript showing completion of CNA class.
9. ____ Plan of Study developed with the Nursing Student Success Coordinator (Call 620-276-0447 to schedule an appointment)
10. ____ *International Students:* all required documentation on file with the Admission Office at GCCC.

