

**BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM 2017  
LAWRENCEBURG CAMPUS INFORMATION SHEET**

**ADMISSION STANDARDS:** By the first day of classes, you must have the following courses, or the approved equivalent courses, completed in order to maintain your admission status MAT 150 or MA 111 or higher, PSY 110, BIO 137, computer literacy requirement, and listed as a State Registry Nurses' Aide or equivalency. Mathematics and BIO must be completed with a grade of "C" or better.

**ACCEPTING YOUR SPOT:** You must accept your spot in your SAS account by **April 14, 2017**. **We will withdraw your acceptance and offer your position in the Nursing program to the next qualified alternate if you do not accept your spot in your SAS account.** Once you accept your spot, the Registrar's office will then change your academic plan to Nursing. Your program plan must be recorded as Nursing in order for you to register for NSG 101 (first nursing course). April 17, 2017 is the scheduled date that the registrar's office will change all candidates accepting their spot.

**REGISTRATION:** Registration for NSG 101 course must be done by August 1, 2017. **If you do not register for NSG 101 by August 1, 2017 you will lose your place in the class.** If, after you register, you are dropped for non-payment, you will need to re-register for the course. Please notify the site coordinator, Dixie Webb at [dixie.webb@kctcs.edu](mailto:dixie.webb@kctcs.edu) if you are dropped for non-payment so your spot in the program is secured.

**VERY IMPORTANT:** If at any point you decide to enroll at another college, or otherwise find that you do not plan to enroll in the BCTC Nursing Program, please notify the BCTC Office of Admissions, at [melissa.terry@kctcs.edu](mailto:melissa.terry@kctcs.edu) as soon as possible so that another student can be contacted. It is vital that we are able to fill all positions in the class and, just as you, other students are very anxious to begin making their plans.

**REQUIRED DOCUMENTS:** Immunizations must be completed and all documents must be uploaded to CastleBranch by **August 1, 2017**. **Students who are incomplete with immunization requirements will be dropped from the nursing program on August 7, 2017. Students dropped for non-compliance with required documentation may resubmit their name to the alternate list after evidence of completing immunization requirements.**

\*\*Students placed on the alternate list in April should wait until they are notified of an admission spot before submitting their documents to CastleBranch. Students called for a placement into the program in August will have 2 weeks to complete and upload their documents to Certified Background.

All students must be current with the following immunizations prior to starting the program:

1. Hepatitis B series (can begin the program with 1<sup>st</sup> immunization out of the 3 in the series)
2. Flu vaccine (due October 1)
3. MMR (2) (can begin the program with 1<sup>st</sup> immunization out of the 2 in the series)
4. TB screening (2 step or IGRA, T-SPOT, and QuantiFERON Gold)
5. Tdap vaccine
6. Varicella vaccine (can begin the program with 1<sup>st</sup> immunization out of the 2 in the series)
7. Proof of active insurance **coverage letter** (will not accept health insurance cards)
8. Current CPR for the healthcare provider or professional rescuer from American Heart Association

9. Background check through CastleBranch
10. Drug screen through CastleBranch

We are unable to accept individual or another facilities' background or drug screen.

**PROFESSIONAL LIABILITY INSURANCE:** All students must purchase professional liability insurance. This is included in your tuition and fees and must be paid each semester.

**ORIENTATION:** All students (accepted and those on the alternate list) must attend a mandatory orientation for the Nursing Program. **This orientation will occur on May 11, 2017 at 4:00pm at the Lawrenceburg Campus (Room 106).** You will get better acquainted with the responsibilities of the program requirements and meet the faculty.

Please be sure your tuition fees have been paid **by the deadline:**

[http://bluegrass.kctcs.edu/Student\\_Billing](http://bluegrass.kctcs.edu/Student_Billing)

If you have any questions, please call the Office of Admissions at 859.246.6210 or the Site Coordinator, Dixie Webb, at [dixie.webb@kctcs.edu](mailto:dixie.webb@kctcs.edu) or 859.246.6818.