

Reading this script does not replace completing the online session and quizzes. It's for reference only.

NURSING INFORMATION SESSION SCRIPT

INTRO

This is Julie Fountain, Student Success Navigator for Nursing here at Henry Ford College. Welcome to the online Nursing Information Session. This should only take you an hour to complete. Be sure to allow plenty of time to really listen to the information and review the slides.

This session is mandatory because ALL of this information is important. You are responsible for knowing these details. Please give this your complete attention.

As you go through the session you will notice a few things. There are documents at the bottom of the pages that you can download and save for future reference. There are links imbedded throughout the session that will give you more details about the topic. There are also quizzes as you go along to see how well you are learning the information. This includes a final quiz at the end that you must pass with a 100% score to earn credit for the

session. Please write down the date you complete the final quiz. You will need to include this information on your nursing application. There is no place for students to see what date they attended, so you must write it down. Thanks for coming along. Here we go!

ADVISING WORKSHEET PAGE ONE

Let's start with the nursing advising worksheet.

Step 1 - apply to HFC. If you have applied previously you do not need to apply again. If you have been out a few years, you will want to work with an advisor to update your program into the most recent catalog year. That way your courses will match up with your plan. Students should apply to HFC as Pre-Nursing. A lot of students get confused about the difference between Pre-Nursing and Nursing. You must complete all of your prerequisites and be accepted into the Nursing program to be able to declare your program as Nursing AAS. For now, students who plan to pursue Nursing should be in Pre-Nursing.

Step 2 is really just a FYI for the future that once you are admitted to the program, there are other non-academic items that need to be completed for you to enter clinicals and complete the program. They are listed here for you

to review. Again, just making you aware for the future. You will NOT need to submit these with your nursing application. This comes AFTER admission to the program. Step 3 is your checklist of items to complete before being eligible to apply to the nursing program. If you are checking to see if you are eligible, this is your list. You will not be following the program evaluation or the catalog information online. Let's review the items and then I will go through them in more detail.

Number one is to attend a Nursing Information Session within two years of applying to the program. You are doing that now, and again, be sure to write down the date you take your final quiz. While the requirement is to complete the session within two years, I recommend students attend a session at the start of their prerequisites, and then again just before applying. This ensures you are up to date on how to apply and can see any changes that have been noted since your last session.

Number two is the Nursing Admissions Test or the HESI exam. You will see NAT and HESI used interchangeably here at HFC. That's because the Nursing Admissions Test is the HESI exam. Just be aware that they are the same

thing – there are not two tests. We will talk about the HESI in detail later during this session, but just keep in mind that the HESI can be done at any point prior to applying. You do not have to have any classes done before taking it, or you can wait until closer to applying. It is not tied to the prerequisite classes.

Number three is the list of prerequisite classes. I'll go through them one by one on the next slide.

Prerequisite classes. We're going to go into detail about each course and the prerequisite GPA that's calculated based on the grades for these five classes.

A quick note - you must earn at least a C grade to pass. A C- is considered failing.

BIO 233 – this is Anatomy and Physiology 1. There are a few specific things to know about this course. First of all, it has a prerequisite of a first level BIO course. Most students take BIO 131. Some students have taken high school biology and feel they could go directly into A & P without the intro course. Those students may be eligible

for a waiver for BIO 131. The requirement is that you have two semesters of high school biology with at least a B grade both semesters. If you think you are eligible for the waiver, contact a nursing advisor for information on how to request this waiver. If you are not eligible, you should plan to take BIO 131 first, and then register for BIO 233 a following semester.

Another thing to know about BIO 233 is that this is the only prerequisite that has a time limit. It must be taken within 5 years of application to the program. If it's older, you must refresh your course first. You can do this by repeating BIO 233, or taking a refresher course. Discuss options with a nursing advisor first before making a decision about which BIO course to use to update as there are specific details that determine which option you are eligible for.

The next course is ENG 131. This is College Composition Writing 1. Note that you will use the grade for ENG 131 even if you have taken other English courses and done better. It is ONLY the ENG 131 grade that will be used. If you are not happy with your ENG 131 grade and want to increase it, you need to repeat ENG 131. No other grades for English courses can be used.

Next we have PSY 131 – introduction to Psychology. Again, other Psychology courses do not meet this requirement and you CANNOT use the grades in those other Psych courses in place of this grade. ONLY PSY 131 grades can be used here. If you are not happy with the grade you earned in PSY 131, you should retake PSY 131 to get a higher grade. You cannot use a grade from another Psychology course.

MATH – for this category you have several options: YOU ONLY NEED ONE MATH COURSE. Your options are listed here - MATH 115 College Algebra, MATH 131 College Mathematics, MATH 141 Statistics, MATH 165, 175 which are Pre-Calculus, and 180 which is Calculus 1. The biggest mistake students make when looking at these options is to assume that the class with the lowest number is also the easiest class. That is not always true. Most pre-nursing students take MATH 131 College Mathematics because it is level 1 math, the lowest level class on the list. It's a good idea to discuss with a nursing advisor what the best option for you may be based on your math placement and which school you plan to transfer to for a BSN. Each BSN program could have a different math course requirement. If you can decide

what BSN program you plan to attend, that will help you make a decision about which math course to take.

Computers – Again, you have a list of options but you only need ONE of these. HCS 131 is Health Care and computers and CIS 100 is general computers. Nursing does not have a preference for which course you take. I do like to caution students that if you have selected a back-up option to nursing, that other program may have a preference. For instance, the other health career programs at HFC would require HCS 131, so if your back up program is another health career, HCS 131 may be the best option. If your back up option is a non-health career program at HFC such as Liberal Arts or Science, and especially if you plan to transfer out to complete a bachelor's degree in that area, CIS 100 may be the best option.

Let's talk about the GPA. You can see on the worksheet that a minimum 2.7 GPA is required on above courses to be eligible. Note that this is not the cumulative GPA of all courses you've taken, this is a separate prerequisite GPA based only on the five classes listed above. This does NOT include courses like BIO 131, developmental Math

or English courses. It is only the five courses listed here. If you look under “Current Students” in the Student portal there is a GPA calculator you can use to input the credits and grades for the five classes to see what your prerequisite GPA is to be sure you meet the minimum.

Another really important point about the GPA: The nursing program admission is selective - which means that the minimum GPA is generally NOT the GPA that will get you admitted. It only means that you must have at LEAST a 2.7 prerequisite GPA to be even be eligible to submit an application.

The prerequisite GPA is not the only way to get points but it is a fairly big point category. The higher you can get this prerequisite GPA the better. Most students admitted in the last several rounds have had over a 3.5 prerequisite GPA. I recommend you aim for B+ and higher in these five courses to keep your GPA in the higher range.

ADVISING WORKSHEET PAGE TWO

Continuing on with the advising worksheet. Corequisite requirement. So, what is a corequisite? It’s a class that is required for your associate degree, but it’s not required

that the class be completed before submitting your Nursing application. The only corequisite required for the Nursing program is BIO 234. This is the second half of Anatomy & Physiology. It also has a 5-year time limit. The course is actually built into the first semester of the Nursing program, but Nursing strongly encourages students to complete this course prior to beginning the nursing program.

Two failure policy. What this means is that if you have two failures in any of these required courses within 5 years, you are not eligible to apply to the program. This could be that you have two failures in one course such as ENG 131, or perhaps you failed two different courses in a subject. For instance, maybe you've failed both HCS 131 AND CIS 100, or maybe you failed two classes from the math course options. These would make you ineligible to apply to the Nursing program. If you feel you may be in this situation, be sure to connect with an advisor so we can confirm whether or not you are eligible. If you are not currently eligible, we can discuss the timing of when in the future you could apply and other career options.

The prerequisites and corequisite do not need to be completed at HFC. You can take equivalent courses elsewhere and transfer them back. Keep in mind that the transfer credit must be posted to your HFC transcript prior to submitting your Nursing application. You must also have a C or higher in your class for it to transfer. The process of transferring credits can take up to a month. It's important that you plan ahead for any transfer credits and be sure you are proactive about getting transcripts requested in a timely manner and check for posting to your HFC transcript. If you submit an application to Nursing with any courses missing, your application is deemed ineligible.

Step 4 – Apply to the program! You've completed all these steps and now you are ready to apply. There are two deadlines per year and the Nursing department starts cohorts in the Fall and Winter. In 2020 the Nursing department began using an online application system. The application is available on the Nursing admissions page during the application window. I encourage you to review the information on the Nursing admissions page for details on current deadlines, when the application is available, and how to complete it properly. Steps outline

the process and there are supporting documents at the bottom of the page with detailed information. Be sure to read through this information prior to starting the online Nursing application.

So what about the Pre-Nursing degree audit? As I mentioned, students only need to follow the RN Advising worksheet to see exactly what they need to apply to the program. If you've looked at the Pre-Nursing degree audit, though, you've probably noticed that there are several more classes listed. Sometimes students get confused and think that they need to have all of these classes completed in order to be eligible to apply to the Nursing program. That's not true. Students only need what's on the advising worksheet. The Pre-Nursing audit can be helpful because there are some extra courses there that you can take that Financial Aid will pay for. However, just keep in mind that you don't need all of them. Some of them may be required for a bachelor's degree in the future, but not all of them. To know which ones you may need, you will want to select a BSN program. We'll talk more about that later.

A word about Financial Aid...the federal government has a requirement that students must be enrolled into a degree-granting program for them to receive financial aid for their classes. Because the handful of prerequisite courses are not enough for a degree, the college had to add a few classes to create a full degree program for Pre-Nursing students. What's great about this is that you will have extra courses to choose from when you're trying to fill out your schedule. You can use these to become full time or, if you are looking ahead to a bachelor's program, you can use these to start working on those other general education classes now. Keep in mind that this policy of Financial Aid only paying for classes on your evaluation is true for any program. Only courses listed on your program evaluation program are covered by Financial Aid. One other thing to know is that when you are admitted to Nursing and are moved to the Nursing AAS program, all of these extra classes go away. So, that's why your time as a Pre-Nursing student is the best time to be working on all of your general education classes. If you have questions about your courses, it's best to consult with an advisor. If you have specific Financial Aid questions, though, you always want to

check with a Financial Aid staff member so they can review your situation.

You may be wondering, “Where can I find this program evaluation?” This is housed in the student portal. When you are in student planning, click on Academics and an option for “My Progress” will be listed. If you are curious about other programs, or want to check to see if you are MTA satisfied, you can click on the button that says “View a New Program.” From there a list of program at HFC will be shown and you can click on a program to see what classes would be required. This is a great tool if you are looking at a back-up options, just in case you are not admitted to nursing.

Let’s talk about HESI exam policies. At HFC we only test students over for subjects – Math, Reading, Vocabulary, and Grammar. You must get 80 or higher in each of these sections to pass. You may test twice. After two failures you must wait two years from the first attempt. What we recommend you do is try to complete all four sections in your first attempt. If for some reason you don’t pass a section, you have the option to only take the failed

sections during your second attempt. This allows you to focus only on just the sections you need to repeat instead of all four. There is a policy, though, that you can retake a section that you already passed to see if you can earn a higher score. You are not going to be penalized. If for some reason you score lower the second time, you can just use the better, original score.

There is a \$50 testing fee per attempt. You want to make sure to pay for that if your financial aid does not cover it. Students can be dropped for non-payment. There are no discounts if you don't take the full exam. The amount the college has to pay to the testing company is the same no matter how many sections a student completes. You will have access to all four sections every time you test. Results are good for three years so keep that in mind when testing. Be sure you are studying for and attempting the NAT sooner rather than later. Since you do get two attempts you want to make sure you are not saving your first attempt until too close to the application deadline. Try to do it a little earlier. There is no waiting period between your first and second attempt. It's only once you have failed it twice that a waiting period kicks in. To register for the exam, search for "NAT 100" in the

student registration system. Each section is a different testing date and time.

You will receive your scores as soon as you finish each section of the test, so you'll have your results right away. The cumulative composite score is basically just the average of the four sections. If you pass the exam in one sitting, when you download your score report, the cumulative composite will be listed at the bottom of the report. If you need two tests to pass all four sections, you will need to average the scores manually by adding up the scores and dividing by four. Don't worry about the sub-scores. Sometimes they are less than 80. What matters is that each of the main categories (Math, Reading, Vocabulary, and Grammar) are 80 or higher. The HESI score report will be available within 48 hours of testing. The company does archive scores, so try to download the PDF of your score report within a few weeks of testing. You can do this by login in to the account you created before taking the test.

Testing may happen in person or online. If you are testing in person be sure you confirm the time and

location of the test and try to get to the testing site early. If you are testing online, be sure your computer has a camera and is compatible with the testing software. More details about testing online are available on the Nursing admissions page. Whether you are testing in person or online, the proctor will send an email a few days ahead of the test date to give you instructions. Students can drop a section of the NAT until one day before the test. However, “no-shows” or students who do not drop the test but then do not show up, will be marked as failing. A dress code may be in effect, so check the instructions from the proctor.

How can students study for the HESI exam? There are many resources students can use to prepare for the exam. There is a book available from the company that administers the test. The 5th edition was released in 2020, although the 4th edition also still works. The first four chapters of this book cover the course subjects required by HFC. The HFC Learning Lab has worksheets available for download at their website. Look under the “Course Placement Testing and Learning Resources” area. The Learning Lab also offers NAT Prep Workshops for both the Math and English sections of the exam. You

can register for sessions on the Nursing News & Events page. There are Smart phone apps, some free, that can also help you study. There are also many, many resources online on other websites such as YouTube.

Selective Admission Point Categories At HFC our Nursing application process is considered selective admission. What this means is that applicants are ranked based on points and the top candidates are admitted.

The main categories for points are – number one – GPA. The GPA for the five prerequisite courses is probably going to be the most significant area. Remember, this is NOT the cumulative GPA. This is just the five prerequisite classes required for nursing. Students can calculate their prerequisite GPA using the GPA calculator in the student portal. Another major area is the cumulative composite score for the HESI exam. This is the combined average of your scores for the four HESI subjects. A third category is total credits completed at Henry Ford College. Note, this does not include any transfer credits. This number is only the credits actually taken and successfully completed at HFC.

There are some *optional* categories as well. First, test scores. If students earned an 18 or higher on the ACT or 860 or higher on the SAT, they can submit documentation of the score for additional points.

Second, previous degrees. Students will need to submit a supporting document such as a diploma or a transcript noting the degree was conferred. Next, certain current health care licenses can receive extra points. Those that qualify for optional points are Certified Medical Assistant, Certified Nurse Aide, Licensed EMT, Licensed Respiratory Therapist, and Registered Physical Therapy Assistant. To earn points students must be currently certified or licensed. No other health career areas are awarded points. Work experience without certification does not count. Finally, military service with documentation can receive additional points.

Remember, just because a student meets minimums does not mean they will be accepted into the program. It's not a matter of just completing the items on the checklist. An applicant would want to make their application as competitive as possible, so try to apply with as many points as possible to increase chances of acceptance.

What about admission? In this section I'll cover some common questions about admission to the nursing program. Some key points are that there are two cohorts per year – Fall start and Winter start – with 100 students accepted for each group. This comes out to about 200 students per year. Our deadlines are May 30 for Fall start and September 30 for Winter start. If a student applies but is not accepted, they are welcome to reapply in the future. I often recommend that students work with an advisor to help improve their application if they do decide to reapply.

As of 2020, there is a new online Nursing application. The link to this application will be on the Nursing admissions page during the application window of time. This is generally April 1 to May 30 for Fall, and August 1 to September 30 for Winter. Students will input their information into the application and upload supporting documents. Decision letters are generally emailed to student Hawkmail accounts about a week after the deadline. It's very important that students be checking their Hawkmail accounts regularly, especially once you apply, as any missing documents or questions from the admissions team will come to your Hawkmail email. It's

also very important to be sure any transfer credits are posted well in advance of the deadline. The Registrar's Office may need up to a month to process transfer credits. If you submit your transcript to HFC less than a month before the deadline, there is no guarantee a student's credits will be posted in time. It's the student's responsibility to be sure they are working ahead of this timeline.

Students often ask if they need to submit CPR cards or health records with their nursing application. None of these items are required as part of the application process. Only once students are admitted will they need to complete their compliance requirements. There will be orientations for admitted students where these requirements are reviewed so no need for students to take action until they are offered admission. At that point the nursing office staff will send information for what items students need to complete. This is also when students will complete a Change of Program form to move them to the Nursing Associate Degree in Applied Science program, or Nursing AAS.

Another common question is whether references, recommendation letters, or interviews are required. They are *not* required. Also note that the nursing application system does not allow for extra documents to be uploaded. Some students want to submit recommendation letters or references along with their application. This is *not* allowed. Not only does it create extra paperwork for the admissions team to review, but there are no point values assigned to these documents so they have no impact on admission.

We generally encourage students to apply to the program if they meet minimum requirements. Because each pool of applicants has the potential to range in both the number of applications and the points awarded, there is no way to predict exactly what requirements a student must have to be admitted. That being said, we know from past admissions, that the most successful applicants have A's and high B's in their five prerequisite courses and a GPA near 3.5 or higher. We encourage students to aim for HESI composite scores in the high 80's and low 90's. Again, these do not guarantee admission, but they put students in a better position to be ranked higher.

Things to consider – So here are a few things to think about as you are working through the nursing requirements. First of all, should I attempt my prerequisites on a part-time or full-time basis? The answer may be different for each student. Of course, it's very important that you be successful in these courses so you do not want to overload your schedule. That being said, we encourage students to finish their prerequisites in 2-3 semesters if possible. This allows students to work through the classes at a good pace. Remember, the nursing program itself is two years, so students should try to complete the prerequisites in a timely manner so they don't delay their nursing application.

What semester do you hope to start the nursing program? Sometimes it's helpful to know this so we have an end goal in mind and can schedule prerequisite accordingly. Are you able to handle full-time days? Do you have the support of your family and employer? Do you have back up transportation or child care? Can you afford a reduced work schedule?

Should I look at other options? The answer is almost always YES. We do admit a lot of students, but since the program is selective and not everyone will be admitted, it's a good idea to have a back-up plan. This might be another nursing program, or perhaps another career. Many students will review other *health career* options at HFC as those are not selective admission and just require that you complete a checklist if items to be qualified.

Program Expectations The Nursing program is full-time which means you will spend close to 40 hours per week attending classes or clinicals, or studying. Many students ask if they can work during the program. While there are no specific rules about working, students are strongly encouraged to either not work or work a very minimal number of hours a week. This will help you ensure you have enough time to adequately prepare for your classes and clinicals. Students also wonder about clinicals in the program. The program is set up so that you have at least one clinical course each semester. The first semester you will have one clinical course while you complete your health assessment and first pharmacology course. The remaining semesters you will have two clinical courses. A clinical shift is typically 6-8 hours and can be any day of

the week and any time of day, except for overnight. Clinicals are assigned by the nursing office so students are not involved in selecting their clinicals. This means students should keep their schedules open until they receive their clinical placements. I've included the four-semester outline of the nursing program and information about time management to the bottom of this slide for students to review in detail.

Nursing is not for everyone In addition to the academic requirements to enter the program, there are other standards students must meet to participate in clinicals. These include criminal background check, drug screen, and verification by a physician that the student is capable of meeting performance standards. The role of a nurse also involves very personal interactions with patients. If this level of contact will be an issue, we recommend exploring other career options.

Consider the Michigan Transfer Agreement, also known as MTA What is the MTA? This is an agreement between schools in Michigan to allow students to seamlessly transfer from a community college to a four-year college.

There are six categories that must be fulfilled to be MTA satisfied. Almost every four-year school will require that students complete MTA so it's a good idea to be working on these classes while taking your nursing prerequisites. An advisor can help you determine what classes you will need based on what BSN program or school you plan to attend after HFC. Generally, for most students completing MTA will require a total of two English classes, one math, two social sciences, two humanities, and two natural science classes. Students can check their status for MTA using the same audit tool found in student planning. When you select "view a new program" and the program options appear, click on the one that says "Michigan Transfer Agreement non-degree." That will give you a good starting place for a conversation with your advisor.

What about an advanced degree? Almost all students who earn an associate degree in nursing will be required by their employer to complete a bachelor's in nursing within a few years of hire. Just like there are general education classes required for the associate degree, there will be *another* list of general education classes required for the bachelor's degree. The best time to take

these classes is while you are at HFC taking your other nursing prerequisites. When planning classes for a semester, if there is space available in your schedule for any additional classes, an advisor can help you find ones towards MTA or your specific bachelor's program.

Key points We've covered a lot of important information in this session but there are some key points I want to make sure you are clear on before we finish up. Let's review.

- All prerequisites must be done to apply. Nothing can be pending. The grade for each class must be at least a C and the combined prerequisite GPA for all five classes must be at least 2.7. Again, these are minimums. The grades you need to be admitted will likely be higher. Aim for A's and high B's in these courses.
- If you transferred in credits for a prerequisite, that original grade will be used in the GPA calculation.
- When you request a transcript, have one sent to yourself. It's a good idea to have a copy for your personal records and you may need to provide a copy in your nursing application.

- AP or CLEP can be used for the prerequisites. For AP credit, you will need to use the grade you earned in your high school AP course and upload your high school transcript noting your AP course grade in your nursing application. For CLEP there are no grades associated with the test so you would only use the grades from the other four classes to compute the GPA. You will upload a copy of your CLEP test scores for supporting documentation in your nursing application.
- Remember that, although there are only five prerequisite classes, some of require other courses first. For instance, BIO 131 must be taken before BIO 233 so plan ahead.
- English and Math classes require placement. If you have transfer credit for these courses, you can waive the placement. If not, you need to provide information to the assessment office such as high school GPA or ACT or SAT scores. If you don't have any of these items, you can test.
- The HESI exam must be completed successfully with an 80 or higher in all four subjects – Math, Reading, Vocabulary, and Grammar. You get two attempts. Students should try to take all four areas on their

first attempt, then on their second attempt they can choose to only take the sections they failed previously.

- Use a variety of resources when studying for the HESI exam. Remember that HFC Learning Lab offers free NAT Prep Workshops and free resource worksheets on their website. A full list of HESI resources is on the Nursing admissions website.
- Deadlines will typically be May for Fall start and September for Winter start. The Nursing admissions page will have the current deadline dates and the nursing application.
- Since our application process is selective admission based on points, it doesn't matter when you submit the application as long as it's within the application window and by the deadline. There are no points assigned for WHEN students submit their application. There is no difference in points for someone who applies early or who applies right at the deadline. The important thing is that your application is complete and submitted before the deadline.
- Financial aid only covers courses listed on your program evaluation. If you register for a class that's

not listed, you will need to pay out of pocket.

Another thing to remember – if you are registered for classes and using financial aid, be sure to check with financial aid before making any changes to your schedule, especially if you are dropping or withdrawing from a course. Your current or future financial aid status could be negatively impacted.

- Not sure what classes to take after your prerequisites? Look at your program evaluation or the checklist from your bachelor's program.
- Aim to be MTA satisfied when you leave HFC. If you have questions about MTA, talk to an advisor. We're happy to help see what remaining classes you have for MTA.
- A few final words about communication. First of all, be sure to use your Hawkmail email for any communication with HFC staff. Read your email regularly, daily if possible, so you don't miss any important information. It's really helpful if students include their name, student ID number, and contact phone number when sending emails. This helps us look up information faster, which means you may get a quicker reply. I suggest creating an email signature that will add this information to your email

automatically. Remember to be professional in your email by including a greeting and detailed information about your question. This will help avoid a lot of back and forth emails to clarify. It also helps to do a quick read of your email for tone and accuracy before sending.

Certified Nurse Aide Course The HFC Nursing department offers a course called NCS 112 that provides the education and clinical hours necessary to become a Certified Nurse Aide in Michigan. After completing this course, students are eligible to take the state test and get their certification. It is NOT a requirement that you take this class or be a CNA when applying to the nursing program, but students do receive additional points on their application if they are currently certified at the time of application. If you are interested, check the class schedule for sections and availability.

Getting involved can be a fun part of college life. If you're interested in joining club with students with similar career interests, the Student Nurse Association

may be for you. Check out the details of how to become a member and learn about the benefits students enjoy.

Here are some **helpful links** for things like the Learning Lab, transfer information, and the GPA calculator.

If you have any follow up questions, you can contact one of the nursing advisors by email or you can schedule an advising appointment in the student portal.

To do this, go to the Student Portal under the Student Academic Resources section and click on the link that says “schedule an advising appointment.” If you have general advising questions that any advisor could answer, there is a link just below where you can “Ask a Question” and the next available advisor will respond.

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