

## Practical Nursing Advisement Sheet

Last Name	First Name	Student ID	DOB or Alt Pin

Your first step towards starting the nursing program is to complete the CPTC application process. The application can be found on our web site and is to be submitted to the admissions office along with your driver's license, high school transcripts, and college transcripts. The transcripts will be reviewed by the registrar and what is accepted will be posted on your CPTC transcript in Banner which can be accessed on our web site. Please make sure you review what has been accepted for transfer credit. Your major will be listed as Health Care Assistant when you apply for enrollment.

How do I log into my accounts?

- Go to the school website [www.coastalpines.edu](http://www.coastalpines.edu) and click on the link MYCPTC
  - You can access your email, blackboard, and banner web accounts from here
  - You can view the Schedule of Classes to choose the classes that best fit your schedule
    - Select the upcoming term and campus of your preference
    - Select All for faculty
    - Search for the class you want to take and give the advisor the CRN number for registration
    - Your advisor will also need your banner pin, if you change this from your date of birth be sure to let your advisor know what the new number is. They cannot register you without this.

Most communication is via email. So how do I log into my student email?

- Your username is your email address [@student.coastalpines.edu](mailto:student.coastalpines.edu)
- Your password is CptcMMDDYY (date of birth) \_\_\_\_\_

How do I log into Banner Web & Blackboard?

- Your username is your email address ONLY (Example: astudent45) \_\_\_\_\_
- Your password is CptcMMDDYY (date of birth) \_\_\_\_\_

### Courses Required for Selection:

- These courses must be finished by the end of **Summer 2020** term for **Spring 2021** selections.
- These courses must be finished by the end of **Spring 2021** term for **Fall 2021** selections

Course Requirements & Equivalents	Grade Earned	Credit Hours	Quality Points A = 4 x credit hrs. B = 3 x credit hrs. C = 2 x credit hrs.
<b>ALHS 1011</b> (Structure/Funct of Human Body) or AHS 101 or (BIOL 2113 & 2114) If degree level lecture/lab is taken calculate QP by adding points for each grade & divide by the number of grades		5	
<b>ALHS 1090</b> (AHS 109) – Medical Terminology for AHS		2	
<b>ENGL 1010</b> (Fundamentals of English) or ENG 101 or ENG 191 or ENG 111 or ENGL 1101 or ENGL 1111 or ENGL 1012		3	
<b>MATH 1012</b> (Foundations of Mathematics) or MAT 101 or MAT 191 or MAT 111 or MAT 1013 or MATH 1100 or MATH 1101 or MATH 1011 or MATH 1111 or MATH 1012		3	
<b>PSYC 1010</b> (Basic Psychology) or PSY 101 or PSY 1101 or PSY 191		3	
<b>Calculate GPA</b>	<b>Total Credits</b>	<b>Total Quality Points</b>	<b>GPA</b>
<ul style="list-style-type: none"> <li>• Count highest grade earned for each class.</li> <li>• Minimum GPA of 2.75 required.</li> <li>• Calculate your GPA by dividing Total Quality Points by Total Credits</li> </ul>	16		

March 3, 2020

When you complete these courses (ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, & PSYC 1010), submit the Practical Nursing application online. See directions for application submission on page 3 of this packet. This should be submitted by the last scheduled class day for **Spring term** if applying for **Fall selections** & the last scheduled class day for **Summer term** if applying for **Spring selections**.

**HCA TCC Additional Core Courses Required:** Must complete with a minimum of a C by the end of **Summer Term 2020 for Fall 2020** selections and by the end of **Fall 2020 for Spring 2021** selections. These courses (COMP 1000, ALHS 1040, & ALHS 1060) must be completed with a minimum of a C. However, they are not calculated into the GPA used for selections.

Course	Grade
<b>COMP 1000</b> (SCT 100) – Intro to Computer Literacy	
<b>ALHS 1040</b> (AHS 104) – Introduction to Health Care	
<b>ALHS 1060</b> (Diet & Nutrition for AHS) or AHS 103	

**Occupational Specialization Options:** Must complete one of the following options with a minimum of a C by the end of **Summer Term 2020 for Fall 2020** selections and by the end of **Fall 2020 for Spring 2020** selections. These courses must be completed with a minimum of a C. However, they are not calculated into the GPA used for selections.

Options	Occupational Specialization Options	Courses	Grade
<b>1</b>	<b>Certified Nursing Assistant</b>	NAST 1100 – Nurse Aide Fundamentals	
<b>2</b>	<b>Phlebotomy</b>	PHLT 1030 – Introduction to Venipuncture PHLT 1050 – Clinical Practice	
<b>3</b>	<b>Medical Assisting</b>	BUSN 1440 – Document Processing MAST 1060 – Medical Office Procedures	
<b>4</b>	<b>Medical Assisting</b>	MAST 1010 – Legal and Ethical Concerns in the Medical Office MAST 1060 – Medical Office Procedures MAST 1100 – Medical Insurance Management MAST 1110 – Administrative Practice Management	
<b>5</b>	<b>Surgical Technology</b>	SURG 1010 – Introduction to Surgical Technology SURG 1020 – Principles of Surgical Technology SURG 1080 – Surgical Microbiology	

Note if you took C.N.A. at another facility, submit a waiver form and your registry card along with proof of employment within the past 6 months to the Dean of Allied Health – Dr. Faye Mathis [fmathis@coastalpines.edu](mailto:fmathis@coastalpines.edu) to apply for exemption credit for the course.

Students seeking a waiver for Health Care Assistant that have completed a diploma or degree in a healthcare field from an accredited institution, should submit a waiver form and transcripts to the Dean of Allied Health – Dr. Faye Mathis [fmathis@coastalpines.edu](mailto:fmathis@coastalpines.edu) for review.

You can get the waiver form from any nursing advisor.

Learning Support:

English:

- If Diploma level – they need Learning Support English I
- If degree level – they need Learning Support English II

Math:

- If Diploma level- they need Learning Support Math I
- If Degree level- they need Learning Support Math 2 or 3 depending on Test scores (check with admissions)

### How are students selected for admission into the program?

- After you complete the courses required for selection (ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, & PSYC 1010), you may apply for the next upcoming class.
  - If you are applying for **Fall cohort selections**, the application will be available Spring term and must be submitted to the admissions department by the deadline posted on the application.
  - If you are applying for **Spring cohort selections**, the application will be available Summer term and must be submitted to the admissions department by the deadline posted on the application.
  - The GPA for these 5 courses (ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, & PSYC 1010) are used for selection.
  - The highest grade earned in these courses are used to calculate the GPA.
  - A minimum of a 2.75 GPA is required for selection.
  - If you take an exemption test, that course is exempt and the credit hours are not calculated into your GPA for selection.
    - For example, if you take the ALHS 1060 exemption test and pass it, your total credit hours would change from 16 to 14 when calculating your GPA.
- How do I submit my application?
  - Go to the CPTC website [www.coastalpines.edu](http://www.coastalpines.edu)
  - Click on Programs
  - Click on Allied Health
  - Click on Practical Nursing
  - Click on Application Information, you will be redirected to document
  - On the bottom of the Practical Nursing Application Information document you will see How to Apply with a link below, click on the [https://www.surveymonkey.com/r/Practical\\_Nursing\\_Fall\\_2020\\_Application](https://www.surveymonkey.com/r/Practical_Nursing_Fall_2020_Application) link and enter the requested information selecting a 1<sup>st</sup> and 2<sup>nd</sup> campus choice and type your name in the box at the bottom of the page, then click DONE.
- When applications are submitted, all students who applied and meet the criteria are ranked by GPA with 4.0 as the first ranking and 2.75 as the final ranking.
  - What if there is a tie for placement?
    - Students are ranked as follows by highest grade earned:
      - ALHS 1011 grades with A as the highest grade and C as the lowest then by,
      - ALHS 1090 grades with A as the highest grade and C as the lowest then by,
      - ENGL 1010 grades with A as the highest grade and C as the lowest then by,
      - MATH 1012 grades with A as the highest grade and C as the lowest then by,
      - PSYC 1011 grades with A as the highest grade and C as the lowest
- How are students placed in different cohorts (campus selection)?
  - Offerings will be posted on the Nursing Application which must be submitted online to the admissions office.
  - We encourage all students to select at least 2 campuses.
  - Cohorts are filled starting with the preference of the 1<sup>st</sup> ranked student to the last ranked student
- You have the opportunity to finish the remained courses (ALHS 1040, ALHS 1060, COMP 1000, & NAST 1100) the semester prior to starting the program. You must earn at least a C in these courses or if selected, you will lose your seat in the program.
- How will I know if I am selected?
  - You will be sent an email to your student email account if you are selected or declined.

Students are only allowed to re-enter the program once. If you are accepted and fail or withdraw, you can reapply one time.

**Practical Nursing Faculty Contact Information**  
**Coastal Pines Technical College**  
**Alma Campus 912-632-0951**  
**Baxley Campus 912-367-1716**  
**Golden Isles Campus 912-280-4000**  
**Jesup Campus 912-427-6265**  
**Waycross Campus 912-287-6584**

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