

Practical Nursing Advisement Sheet

Last Name	First Name	Student ID	DOB or Alt Pin

Read this advisement sheet in its entirety. It will answer many questions that you may have. Your nursing faculty are often away at clinical or are in class and may not respond back immediately.

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 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? Banner Web? Blackboard?

- Your username is your email address _____@student.coastalpines.edu (for email)
- Your username is your email address ONLY (Example: astudent45) _____ (format for all other logins)
- Your password is CptcMMDDYY (date of birth) _____

Courses Required for Selection:

- These courses must be finished by the end of **Spring 2022** term for **Fall 2022** selections.
- These courses must be finished by the end of **Summer 2022** term for **Spring 2023** 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.
ALHS 1011 (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	
ALHS 1090 (AHS 109) – Medical Terminology for AHS		2	
ENGL 1010 (Fundamentals of English) or ENG 101 or ENG 191 or ENG 111 or ENGL 1101 or ENGL 1111 or ENGL 1012		3	
MATH 1012 (Foundations of Mathematics) or MAT 101 or MAT 191 or MAT 111 or MAT 1013 or MAT 103 or MATH 1100 or MATH 1101 or MATH 1011 or MATH 1111 or MATH 1012		3	
PSYC 1010 (Basic Psychology) or PSY 101 or PSY 1101 or PSY 191		3	
Calculate GPA	Total Credits	Total Quality Points	GPA
<ul style="list-style-type: none"> • Count highest grade earned for each class. • Minimum GPA of 2.75 required. • Calculate your GPA by dividing Total Quality Points by Total Credits 	16		

HCA TCC Additional Core Courses Required: Must complete with a minimum of a C by the end of **Summer Term 2022 for Fall 2022** selections and by the end of **Fall 2022 for Spring 2023** 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
COMP 1000 (SCT 100) – Intro to Computer Literacy	
ALHS 1040 (AHS 104) – Introduction to Health Care	
ALHS 1060 (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 2022 for Fall 2022** selections and by the end of **Fall 2022 for Spring 2023** 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
1	Certified Nursing Assistant	NAST 1100 – Nurse Aide Fundamentals	
2	Phlebotomy	PHLT 1030 – Introduction to Venipuncture PHLT 1050 – Clinical Practice	
3	Medical Assisting	BUSN 1440 – Document Processing MAST 1060 – Medical Office Procedures	
4	Medical Assisting	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	
5	Surgical Technology	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 **AND** have been **currently working** for at least the past 6 months, 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 to apply for exemption credit for the course. Proof of employment must be on letterhead. Screenshots of documents are not permitted and will be rejected.

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 for review. **We do not accept** waivers for CNA classes that were taken at a private facility/training course if you have not been currently working for at least the past 6 months. **We do not accept EMT** waivers in lieu of the CNA waiver. If your Phlebotomy courses were taken at a private facility/training course, no matter the time you have been working, **you do not qualify for a waiver.**

Beginning Fall 2021, students reapplying for admission after failing a class, being withdrawn, or dropped from the program, cannot reapply until one calendar year has passed from the semester of dismissal. Following the second attempt, a student must wait 5 years from the term they were last enrolled to apply for the third time.

If I'm comfortable registering myself, can I do so? YES! You must get your registration code from your advisor first!

Log in:

Connect to CPTC's website www.coastalpines.edu

Go to MYCPTC and click the BannerWeb link

Enter Username and Password

Click **Sign In** (Log on information is on login screen)

To Register

Click **Financial Aid and Student Records**

Click **Registration**

Click **Add/Drop Classes**

Current term should be displayed, if not, select appropriate term

Enter your **Registration Access Code (RAC)** Your RAC can be obtained from your Advisor

Click **Submit**

September 8, 2021

If you know the CRNs of the classes you want:

- Enter the CRN in the input boxes
- Click **Submit**

If you don't know the CRNs of the classes you want:

- Click **Class Search** and enter the search information (Ex: Subject, Course, Number, Title)
- Click **Find Classes**
- Find the classes you want and check the checkbox of the desired classes and click **Register**

Scroll down and verify all the classes you chose are shown and the status is ****Web Registered****.

If registration errors occur, please contact your advisor.

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.
 - **Fall Cohorts: Alma, Baxley, and Golden Isles**
 - **We have a Waycross evening cohort that rotates starting semesters. Reach out to an advisor to see when the next Evening cohort starts.**
 - 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.
 - **Spring Cohorts: Camden, Jesup, and Waycross Day**
 - **We have a Waycross evening cohort that rotates starting semesters. Reach out to an advisor to see when the next Evening cohort starts.**
 - 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. This program is competitive, so a higher GPA is usually needed.
 - 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 1090 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
 - Click on Programs
 - Click on Allied Health
 - Click on Practical Nursing
 - Click on Competitive Admissions Criteria/Program Application, you will be redirected to information document
 - On the bottom of the Practical Nursing Application Information document you will see How to Apply with a link below, click on the survey monkey link and enter the requested information selecting a 1st, 2nd, and possibly 3rd campus choice and type your name in the box at the bottom of the page, then click DONE.
 - If you are submitting a waiver for nurse aide course, answer if you have submitted documentation to the Dean, Dr. Faye Mathis. **If you have not you must do so before the deadline.**
- 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.

September 8, 2021

- Cohorts are filled starting with the preference of the 1st 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 have one week to decline or accept their seat. The seat will be offered to the next applicant on the alternate list if a student does not respond or declines his or her seat.

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
Camden Campus 912-522-4510

Ivie Combs, RN, BSN Program Director Jesup Campus icombs@coastalpines.edu Office: 912-427-1506	Tenesa Lightsey, RN, BSN Full Time Faculty Waycross Campus tlightsey@coastapines.edu Office: 912-287-5842
Patricia Tillman, RN Full Time Faculty Baxley Campus ptillman@coastalpines.edu Office: 912-367-1745	Meaghan Harkleroad, RN, BSN Full Time Faculty Alma Campus mharkleroad@coastalpines.edu Office: 912-632-2594
Kim Lewis, RN Full Time Faculty Camden Campus kLewis@coastalpines.edu Office: 912-522-4524	Sara Ray, MSN, RN Full Time Faculty Waycross Campus Evening sray@coastalpines.edu Office: 912-338-5255
Lauren Rowell, RN, BSN Full Time Faculty Golden Isles Campus lrowell@coastalpines.edu Office: 912-287-5836	Sarah Mathison, RN Adjunct Faculty Campus Varies