



Nursing Admission Information Packet

Updated December 1, 2022

Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

MaricopaNursing Program Contact Information

MaricopaNursing Program Location	Program Director	Advisors/Admission Officer
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MaricopaNursing Administrator: Margi Schultz: schultz@domail.maricopa.edu

Web Page: www.nursing.maricopa.edu

E-mail for general questions: nursing@domail.maricopa.edu

The Maricopa Community Colleges reserve the right to change materials, information, curriculum, requirements, and regulations in this publication.

I. MaricopaNursing Program Information

Nursing programs are available at eight of the Maricopa Community Colleges which comprise the MaricopaNursing consortium. Clinical experiences are provided in a variety of settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing.

MaricopaNursing programs are approved by the Arizona State Board of Nursing (AZBN), 1740 W Adams Street, Suite 2000, Phoenix, AZ 85007, Phone: 602.771.7800 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, Phone: 404.975.5000.

II. Occupational Information

Graduates receiving an Associate in Applied Science in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). Completing the MaricopaNursing program does not guarantee licensure. The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. RNs may be employed in a variety of acute, long-term, and community-based health care settings. They practice within their scope and follow professional standards when caring for clients and families across the life span. The AAS degree provides the graduate with a foundation for articulation into the university setting.

III. Eligibility for Licensure

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses through the AZBN. Licensing fees and requirements are determined by and are the sole responsibility of the AZBN.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

Applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. For all questions about eligibility for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.

IV. MaricopaNursing Program Options

A detailed and current list of all program options and program partnerships with special admission processes is available at <http://nursing.maricopa.edu/pdfdocs/ProgramOptions.pdf>. For all options, student schedules must be flexible to accommodate the required days and hours of the clinical rotations at health care agencies. Clinical experiences may occur during the day, evening, or night hours, on weekends, and may include 8, 10, and/or 12- hour shifts including Saturdays and Sundays. Weekend shifts for all rotations are not guaranteed for evening or alternative schedule options.

- a. **Four Semester Traditional Option**- Classes are offered primarily during daytime hours during traditional fall and spring semesters for two years (four semesters).
- b. **Full-time Evening/Alternative Schedule Options**- Classes in the evenings generally begin after 5:00 p.m. and assignments may include a Friday, Saturday, and/or Sunday clinical. The Glendale Community College Weekend cohort and the GateWay Community College Full-time Evening Program make every effort to schedule experiences on weekends. Clinical schedules are not guaranteed and weekday clinicals may be required.
- c. **Accelerated Degree Option**- Classes are offered primarily during daytime class hours and one Block will be completed during the summer months (18 months total).

Concurrent Enrollment Programs (CEP) - CEP Associate-Baccalaureate partnerships are offered at all MaricopaNursing program sites. These programs are designed for qualified students interested in earning their Bachelor's of Science in Nursing (BSN) degree while pursuing their Associate of Applied Science (AAS) in Nursing degree. Please check with your college advisor to see which universities offer a concurrent enrollment option for advanced placement students.

Cost Estimate for MaricopaNursing Programs*

Tuition (up to 74 credits x \$85.00; Maricopa County Resident)		\$6,290.00
Course Fees Estimate		925.00
Textbook & Electronic Resources Estimate	Cost will Vary	1,400.00
Fingerprint Clearance Card	Cost will Vary	70.00
Background Check, Drug Screen	Cost will Vary	150.00
Clinical placement registration	Cost will Vary	50.00
Uniform and Clinical Supplies	Cost will Vary	300.00
Immunizations/Health Requirements	Cost will Vary	350.00
Health document tracking		35.00

Total Estimated Cost of the MaricopaNursing Program **\$ 9,570.00**

*Cost estimate is for the total number of credits for the nursing courses in all 4 Blocks as well as pre and co-requisite courses. Total credits will depend upon the Block of placement (for example, advanced placement students cost would be less as they would enter at blocks 2, 3, or 4.) Fees are subject to change by the Governing Board of the Maricopa County Community College District.

Requirements for Admission

- 1. Enrollment:** Students who have not previously attended a Maricopa Community College should follow the online [Enrollment Steps](#). You will need to create a MEID account, apply for admission to any Maricopa college, and submit proof of identification and residency. Once these steps are complete and your identification has been verified, access to Maricopa student tools and resources is available.
- 2. Advisement:** Following review of the Information Packet, applicants must meet with an Advisor at the college of first choice to complete the application process. A mandatory orientation session, either virtual or in-person, may be required prior to making an individual appointment with a nursing advisor; please check with your preferred campus for specific information.
- 3. High school graduation or GED:** is required for the Associate in Applied Science degree in nursing. Applicants must attest they meet this requirement by signing the statement of high school graduation or noting high school graduation on the application. Official high school transcripts may be required by individual colleges and universities.
- 4. Transcripts:** All official college/university transcripts should be sent to the Admissions Office at the **college of first choice** for evaluation. Pre-and co-requisite courses will be evaluated by a Maricopa advisor/admission officer to determine transferability.
- 5. Level One DPS Fingerprint Clearance Card:** A current Level One DPS Fingerprint Clearance Card (FCC) is required for application to MaricopaNursing. See application website for information: <http://fieldprinterarizona.com/>. Allow up to 8 weeks to receive the FCC.
- 6. HESI Admission Assessment (HESI A2)**:** All students applying to MaricopaNursing must show evidence of passing HESI A2 scores. Both components (English composite and math) must be taken (or retaken) together at the same time; individual components will not be combined from different dates or different locations. If a student is caught cheating on the HESI A2 examination, the scores will be posted as “0” and the student will be required to wait one year before submitting a new application meeting all current criteria.

A score of 80% or higher in the English language composite score and a 75% or higher in math must be achieved to apply to MaricopaNursing. The cost of the HESI A2 is approximately \$45.00. The HESI A2 Study Guide is available in select college bookstores and libraries to assist in exam preparation. If unable to achieve the minimum score, remediation is advised before repeating the test. Applicants may retest after a 60-day period for a maximum of 3 times per 12-month period. Scores from students who retake prior to the 60 day wait period will not be accepted. Additional HESI A2 information is available on the MaricopaNursing website under “Prospective Students”.

- 7. Background Check/Drug Screen/Infractions:** All Maricopa Community College healthcare students are required to complete a criminal background check and urine drug screen during the registration process. Enrollment is contingent upon receiving passing results from the

background check and drug screen. Students will receive specific instructions on completing the background check and urine drug screen at some point during the orientation process. Students are required to complete the urine drug screening procedure within the specified timeframe and according to directions given at the time of notification. Drug screen results obtained outside of this process will not be accepted.

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. Additional information regarding Maricopa Community Colleges drug screening and medical marijuana policies is available at <https://www.maricopa.edu/academics/healthcare/requirements>

Once admitted, students have a duty to report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of the DPS FCC or removal/discipline imposed on any professional license or certificate at any time during enrollment in a Program. A student has 5 business days to report any of these infractions. Arrests, convictions, placement on exclusion databases, suspension or removal of DPS FCC, or removal or discipline imposed on any professional license or certificate may result in withdrawal and/or expulsion from the program related to inability to meet program requirements due to loss of eligibility to participate in clinical experiences.

**General requirements only; see Admission Requirements by Classification to determine requirements needed according to individual circumstances*

*** HESI score requirements subject to change.*

8. General Education Course Requirements (Minimum grade required is a “C” or 2.0):

General Education Prerequisites		BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4	
Completion of a Nurse Assistant course is required to apply for the program.		NUR152	NUR172	NUR252	NUR283	
MAT140, 141, or 142 College Math 3-5 Credits	A C C E P T A N C E	Nursing Theory & Science I 9 Credits	Nursing Theory & Science II 9 Credits	Nursing Theory & Science III 9 Credits	Nursing Theory & Science IV 9 Credits	
BIO156/181 or 1 yr. HS BIO Biology 201 0-4 Credits		CO-REQUISITE COURSES				
CHM130/130LL or 1 yr. HS CHM Chemistry 0-4 Credits		BIO202 Human Anatomy & Physiology II (Recommended Pre- req to NUR172) 4 Credits	PSY101 Introduction to Psychology (Recommended Pre-req to NUR252) 3 Credits	BIO205 Microbiology (Recommended Pre- req to NUR283) 4 Credits	HUM--- Humanities Elective 2 Credits	
ENG 101 or 107 First Year Composition 3 Credits			CRE101 (Recommended Pre-req) Critical Reading 0-3 Credits		ENG102 or 108 First Year Composition 3 Credits	
			TOTAL 13 Credits	TOTAL 12-15 Credits	TOTAL 13 Credits	TOTAL 14 Credits
Prerequisite Credits = 10-20		Total Nursing Core Credits = 36 General Education Co-requisite Credits = 16-19 Total Credits for AAS in Nursing Degree = 62-75				

9. Clinical placement database(s) registration and document management

There is a student charge for all MaricopaNursing and Allied Health students to register in the clinical placement database, myClinicalExchange (mCE) and to upload health and safety documents to American Databank. There is a fee charged for all students and directions for registration and document uploading will be provided during the orientation to the semester.

10. Technology Requirements for all Nursing Students

Minimum Requirements:

- A functioning microphone (internal or external)
- A functioning web camera (internal or external)
- A reliable broadband internet connection with a reliable computer or laptop
- Windows: 75MB permanent space on the hard drive < OR > Mac: 120MB permanent space on the hard drive (If a MAC is used, please let your instructors know as updates and requirements may be different)
- A compatible browser: Google Chrome (preferred), Mozilla Firefox, or Safari
- Adobe Flash

These systems are NOT supported for many of the required resources:

- Google Chromebooks
- Tablets (iPad, Tab, Note, etc.)
- Linux operating systems
- Windows 10 in S mode or Surface RT

Application Process

1. Where to Apply:

The MaricopaNursing application form is online and located at: [Admissions Requirements and Application | Maricopa Community Colleges](#). Gather all required documentation prior to beginning your application and be prepared to upload documents. Only one application is accepted.

2. How to Apply:

- **Complete Application:** When all admission requirements have been met and the application is complete, the application is accepted. If criteria are missing, the student will be notified. Pending or incomplete applications are not accepted.

Requirements for a Complete Application – student is required to provide all copies

- Successful completion of a Nurse Assistant course (must have an in-person clinical component as part of the course). Certification or licensure is not required to apply.
- HESI A2 Entrance Exam - official evidence of required scores within 24 months of application
- Level One Fingerprint Clearance Card - current card – advisor verify and copy the front of card
- Grade of “C” or better for the Pre-requisites and official transcripts on file at the college of first choice.

3. When to Apply:

- MaricopaNursing accepts completed applications only; no provisional or incomplete applications are accepted. Applications that meet all admission requirements are accepted at any time via the electronic application form located at: [Admissions Requirements and Application | Maricopa Community Colleges](#).

4. Notification of Admission Status:

- Once an application is accepted, the student will receive an email notifying them of acceptance.
- Program options change each semester. Applicants will be asked to update their selections each semester. Select only the choices you are willing to accept. Normally, only one deferral is permitted. For extenuating circumstances, please notify the nursing hotline and the MaricopaNursing Administrator will make a determination for a second deferral.
- In all options, student schedules must be flexible to accommodate the required days and hours of the clinical rotations at health care agencies. Clinical experiences may occur during day, evening, or night hours and may be scheduled on weekends. Clinical days are NOT guaranteed and a weekend only or a weekday only clinical rotation is not always possible even in the evening or weekend programs due to clinical site availability. Please note the evening program option at GWCC and the weekend and evening programs at GCC are scheduled during evenings and/or weekends, including Friday, Saturday, and/or Sunday **whenever possible**. Evening program classes are usually scheduled for 2 – 3 evenings per week, approximately 5:00 – 10:00 PM.
- Applicants who accept placement will receive an email admission letter and information from the college prior to the start of the semester. The admission information will contain the dates of the nursing student orientation, registration information, and directions on completing the required program requirements such as mCE and other items as designated by the college. It is the student’s

responsibility to make certain the college has a current Maricopa email on file as most correspondence is sent electronically.

- Please note that students must be able to meet Health and Safety requirements prior to beginning courses in the MaricopaNursing Program. All students must provide documentation of compliance with all health and safety requirements essential to protect patient safety. Students are required to have current Health and Safety documents to maintain enrollment in the program. All documents will need to be uploaded to the immunization and documentation tracking system. Instructions will be provided by the admitting college. Questions about these documents should be directed to the individual colleges. If there are questions regarding medical or religious variances, please contact the MaricopaNursing Administrator and be prepared to provide written documentation for variance.

5. Deferring Placement:

- Applicants are placed in open positions according to their date and time stamp and choices. Once placed, the applicant receives an email and will have 10 business days to respond and accept or defer to the next semester. After the 10 day return period, the placement offer expires. Applicants receiving placement within two (2) weeks before the start of a semester must respond within 48 hours to secure their placement status via e-mail or phone.
- Applicants may defer placement. In most instances the deferral option is only valid one time and only before a placement is accepted. Once the deferral is granted, the applicant forfeits additional placements until the next semester. If the applicant chooses not to attend the nursing program after placement is accepted, the applicant may not be eligible for deferral and the application may be withdrawn.
- Once a student accepts a seat in a program that is the final placement for the student. To modify a placement in block 1, the student's application will need to be placed back in the queue with the original date and time stamp and wait for the next placement cycle.

Information for Applicants

- **ZERO TOLERANCE POLICY:** All programs within MaricopaNursing support a Zero Tolerance Policy. For the complete policy, please refer to the Student Handbook located at: [Maricopa Nursing | Maricopa Community Colleges](#).
- **HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All students must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.
- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.

- **DUTY TO REPORT:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted, terms of the action are met and the action dismissed.
- **BACKGROUND CLEARANCES:** The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check as directed by the college. Any student who becomes sanctioned or has his or her FCC revoked while enrolled in the program will not be permitted to continue in nursing courses.

A Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus healthcare programs on or after September 1, 2011. This is the date the updated background check standards became effective. Additionally, students who have been admitted to a MCCCDC healthcare program or who are currently enrolled will be required to sign a MCCCDC Criminal Background Check Disclosure Acknowledgement form. In order for MCCCDC students to be able to complete clinical experiences at local hospitals, students must meet these standards. **A student may be dismissed from the program and may receive a failing grade in the course based on the inability to place the student in a clinical facility.**

This Information Packet describes general admission information and requirements for all MaricopaNursing students. MaricopaNursing programs reserve the right to make program changes as needed, and to change with minimal notice any information requirements and regulations published in this document. Refer to the student handbook posted online at: [Maricopa Nursing | Maricopa Community Colleges](#) for additional nursing student information.

- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. Effective January 1, 2008, applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing <http://www.azbn.gov> or 602-771-7800.
- **Due Processes:** If a student has his/her/their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, or a code of conduct violation



that may prevent the program's ability to place the student at a clinical site or continue in the program, the student will be afforded due process prior to being removed from the class/program.

Health and Safety Requirements

The current Health and Safety requirements are posted along with completion information at: [Health and Safety Requirements | Maricopa Community Colleges](#). Please note that it is important to gather all documents prior to beginning the process of completing the requirements online and be prepared to upload copies of requested documents.

Health and Safety requirements must be completed within one week of beginning the first nursing course and all documents must remain valid for the entire semester of enrollment.

