Documents for Accepted Students
2019-2020 Academic Year

Norwalk Community College
188 Richards Ave.
Norwalk, CT 06854

Please note: this information is ONLY for accepted students to the CT-CCNP for the 2019-2020 academic year.
April 2019

Dear Nursing Student,

Congratulations on your acceptance to the Connecticut Community College Nursing Program (CT-CCNP) at Norwalk Community College (NCC). Please review the information below and in this packet for important dates and information on the acceptance process.

The NCC mandatory orientation will be offered twice, you may choose between Friday July 12, 2019 (morning) or Thursday August 8, 2019 (evening). The sessions will provide an overview of the program and information on important dates and materials. Textbooks and uniforms are available through the NCC Bookstore and will be reviewed at orientation. Course information will be made available on BlackBoard about 1 week before the fall term begins.

Information regarding the registration process for nursing courses will be communicated via your College email. You cannot register for nursing on-line you must meet with a faculty member. Your deadline for registering at the records office is June 7, 2019.

Students are required to provide documentation of current Healthcare Provider Level certification in CPR for adult, child, infant and AED by July 12, 2019. (Heart Saver is Not Acceptable) Certification can only be earned through the American Heart Association or the American Red Cross and must remain current throughout the program. More information about course offerings is included in these documents.

All of our clinical partners have specific health requirements that you must comply with in order to attend clinical. Information about the requirements and the forms you will use are enclosed with these documents. All Health Assessment Forms must be completed by your Healthcare Provider and uploaded to Castle Branch by July 12, 2019. Questions about completing the process should be addressed with Castle Branch. Some of our clinical partners require background checks, drug testing and possible fingerprinting for nursing students entering their facilities. You can anticipate that you will need to comply with at least the background check and drug screen at some point during your experience at NCC. Information about this process will be relayed to you via your College email when necessary. Do not order the background check or drug screen at this time.

Please review the following link to learn about Norwalk Community College’s Non-Discrimination notice: https://norwalk.edu/about/notice-of-non-discrimination

For more information about academic adjustments and how to request them, please contact Dr. Fran Apfel, Coordinator of Student AccessAbility Services, East Campus, Student Success Center, Room E107, at fapfel@norwalk.edu or visit https://norwalk.edu/sas/

If you are an LPN and have questions about the LPN to RN Articulation plan or you have questions about your status in the admission process, please contact Ms. Carol Yoder at (203) 857-7147 or Dr. Linda Melodia at (203) 857-7137.

We are very happy to extend this offer to you and look forward to your enrollment in the nursing program. Congratulations and best wishes as you seek to further your education.

Sincerely,

Mrs. Angela Chlebowski, MSN, RN
Interim Director Nursing & Allied Health

Mrs. Tanisha Tyson, MSN, RN
Interim Nursing Chair
Order Instructions for
Norwalk Community College - Nursing

1. Go to https://mycb.castlebranch.com/

2. In the upper right hand corner, enter the Package Code that is below.

Package Code NG71c2021: Medical Document Manager
$25 for length of nursing program

About

About CastleBranch

Norwalk Community College - Nursing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.
OSHA STUDENT REQUIREMENTS

Our affiliated health care facilities require that all students complete the Connecticut Hospital Association Health and Safety Training Course for Students.

Please follow the directions below to complete the course. **Bring your completed exam to orientation.**

Directions for taking the “Connecticut Health and Safety Training Course”:

2. Read the interactive course content. The course has several sections, each dealing with different aspects of client and staff safety and infection control.
3. The course should take approximately 1 to 1 ½ hours to complete.
4. At the completion of all of the sections, select the link to the Connecticut Health and Safety Training Course Test. Print the test, complete it and bring the completed test to Orientation.

**Please Note:**

*Our affiliating health care facilities will not permit students who have not satisfactorily completed the competency exam to participate in patient care. Students who do not satisfactorily complete the “Course Assessment” exam by the required date will not be allowed on clinical. Clinical absences will be recorded for the time missed and may result in dismissal from the program.*
**Uniform & Supply Requirements**

The uniform that you are required to wear during clinical experiences consists of a white scrub top, royal blue pants and a white lab jacket. The style numbers listed below are available for purchase at the **NCC Bookstore** as well as **The Uniform Factory** (See address below) and many other local uniform stores and in selected catalogs.

**DO NOT SUBSTITUTE OTHER STYLE NUMBERS FOR THOSE LISTED BELOW**

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>White scrub top</strong></td>
<td><strong>White scrub top</strong></td>
</tr>
<tr>
<td>Brand: Landau</td>
<td>Brand: Cherokee basic V neck</td>
</tr>
<tr>
<td>Style: 8219 <strong>(Unisex)</strong></td>
<td>OR</td>
</tr>
<tr>
<td>or</td>
<td>Landau Style: 7594 <strong>(Unisex)</strong></td>
</tr>
<tr>
<td>Cherokee:</td>
<td>OR</td>
</tr>
<tr>
<td>Style: 759 <strong>(Unisex)</strong></td>
<td>Royal blue pants</td>
</tr>
<tr>
<td><strong>Royal blue pants</strong></td>
<td>Brand: Landau</td>
</tr>
<tr>
<td>Brand: Landau</td>
<td>8550 or 8555</td>
</tr>
<tr>
<td>Style: 8327, 8512 or 8501</td>
<td>White Lab Jacket</td>
</tr>
<tr>
<td><strong>White Lab Jacket</strong></td>
<td>Brand: Landau</td>
</tr>
<tr>
<td>Brand: Landau</td>
<td>Style: 7551</td>
</tr>
<tr>
<td>Style: 7525</td>
<td></td>
</tr>
</tbody>
</table>

Footwear: Shoes are white leather, (usually oxford style.) May be nursing shoes or plain white athletic shoes. **NOT PERMITTED**: Clogs, moccasins, sandals, canvas tennis shoes, or athletic shoes with visible writing or symbols.

**Local resource:** Uniform Factory  
7 Reynolds Street, Uniform Factory will be on your left above Norwalk Linen Service  
Norwalk, CT 06855  
Monday-Friday 9:30-4:30  
(203) 838-2093

**You will need a**

- watch with a second hand
- Stethoscope
- Pen Light
- Bandage scissors

**Other available only via the NCC Bookstore:**

- Nursing uniform Patches: you need 2, one on lab coat and one on white scrub top, sew to Left arm 2 fingers below shoulder.
CPR Requirements:

American Red Cross course is called “CPR/AED for the Professional Rescuer” – Infant, Child and Adult CPR with AED and Heimlich maneuver. **DO NOT** sign up for Adult First Aid CPR/AED if does not include infants and children.

Or

American Heart Association course is called “BLS-Health Care Provider Level CPR” – Infant, Child and Adult CPR with AED and Heimlich maneuver. Some classes are offered with on-line course content followed by on-site practice. **DO NOT** sign up for a HEART SAVER course, it is for the lay public and does not meet your requirements as a healthcare provider.

If you are searching the internet for an **On-Line CPR course be sure it includes a hands-on practice and it is certified by either the American Red Cross or the American Heart Association.**

- CODEONE
  
  [www.CampusCPR.com/NCC](http://www.CampusCPR.com/NCC)
  
  Offers 10% discount to NCC students, see schedule on the website. Use Discount Code “NCC” during registration.

- American Red Cross
  
  [www.redcross.org](http://www.redcross.org)
  
  Put in your zip code and access local class schedule

- American Heart Association
  
  [www.americanheart.org](http://www.americanheart.org)
  
  Put in your zip code and access local classes, some offered with on-line content followed by on-site practice

- Stamford EMS Institute
  
  (203) 325-7164
  
  [www.stamfordems.org](http://www.stamfordems.org)
  
  This is one of the organizations that does offer the on-line independent study with on-ground hand-on practice mentioned above.
Required Textbooks and Digital Teaching & Learning Materials for Nursing Students

Pearson printed textbooks and digital teaching and learning materials will be provided through includED.

Access to digital materials is provided through Blackboard and students will pick up printed textbooks at their college bookstore.

Through includED the discounted cost of required textbooks and digital teaching and learning materials is part of the tuition and fees payment each semester of the nursing program. Students receive the Pearson materials that will be used throughout the entire program as they begin the first semester. As part of the includED program students pay for these materials in four equal installments of $247.75 when they register for each of the following courses:

- NUR*120 in the first semester,
- NUR*125: in the second semester,
- NUR*220: in the third semester, and
- NUR*225 in the fourth and final semester

An overview of these resources will be presented at the mandatory college nursing program orientation. A more detailed presentation by Pearson representatives and nursing faculty during the first day/week of classes will assist students to access and use the digital and printed learning resources effectively.

Students are encouraged to ask questions about the includED program at their mandatory college nursing program orientation. Students may also contact their college bookstore representatives with additional questions:

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td>Loreen Wall</td>
<td><a href="mailto:0825mgr@follett.com">0825mgr@follett.com</a></td>
</tr>
<tr>
<td>Gateway</td>
<td>Pedro Rosenberg</td>
<td><a href="mailto:0809mgr@follett.com">0809mgr@follett.com</a></td>
</tr>
<tr>
<td>Naugatuck Valley</td>
<td>Joe Bocci</td>
<td><a href="mailto:1169mgr@follett.com">1169mgr@follett.com</a></td>
</tr>
<tr>
<td>Northwestern</td>
<td>Nancy Mueller</td>
<td><a href="mailto:0828mgr@follett.com">0828mgr@follett.com</a></td>
</tr>
<tr>
<td>Norwalk</td>
<td>Laury Thomas</td>
<td><a href="mailto:1168mgr@follett.com">1168mgr@follett.com</a></td>
</tr>
<tr>
<td>Three Rivers</td>
<td>Cheryl Pollard</td>
<td><a href="mailto:0807mgr@follett.com">0807mgr@follett.com</a></td>
</tr>
</tbody>
</table>
Please note: Per U.S. Department of Education federal regulation 34CFR688.164, students have the right to opt out of the includED program. However, it is important to note that opting out will:

- ELIMINATE access to all of the digital resources and learning activities embedded in the nursing courses
- ELIMINATE access to the purchasing discounts negotiated as part of the includED program
- ELIMINATE the ability to pay for textbooks and digital teaching materials in equal installments throughout the program
- REQUIRE students to pay the total retail cost of all required textbooks and digital teaching materials up front when they start the nursing program

The decision to opt out is final on the last day of the add/drop period each semester.

Refunds for the includED program are consistent with the college tuition refund schedule.

A student may obtain the includED opt out form from their Nursing Program Director following the mandatory orientation session.
## NCC Accepted Nursing Student Check Sheet

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Task</th>
<th>Comments</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1/2019</td>
<td>Return Candidate Reply Form to Mr. William Chagnon</td>
<td>drop off at Admissions office or mail (fax not accepted)</td>
<td></td>
</tr>
<tr>
<td>mid-Apr thru Mid-May</td>
<td>Meet with nursing faculty advisor, get signed registration form</td>
<td>Faculty will contact you for appointment</td>
<td></td>
</tr>
<tr>
<td>6/7/2019</td>
<td>Register for classes at the Records office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12/2019</td>
<td>Health Assessment documents due Castle Branch website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12/2019</td>
<td>Healthcare provider CPR document due Castle Branch website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12/2019 or 8/8/2019</td>
<td>Attend one session of mandatory nursing Orientation</td>
<td>no need to sign up</td>
<td></td>
</tr>
</tbody>
</table>

**If You are taking BIO 212 or BIO 235 or PSY 111 in Spring 2019 at another College**

| at end of Spring semester | Submit official transcript to Admissions office prior to registration | Submit e-transcript to William Chagnon |                                |
| at end of Spring semester | Submit "transcript evaluation form" to Admissions office             | Pick up form at Admissions desk or www.norwalk.edu |                                |
| at end of Spring semester | Submit copy of official grade report to Nursing Advisor             | either cyoder@norwalk.edu or lmelodia@norwalk.edu |                                |

**If You are taking BIO 235 or PSY 111 in Summer 2019 at another College**

| at end of Summer session | Submit official transcript to Admissions office                     | Submit e-transcript to Mr.Chagnon      |                                |
| at end of Summer session | Submit "transcript evaluation form" to Admissions office            | Pick up form at Admissions desk or on www.norwalk.edu |                                |
| at end of Summer session | Submit copy of official grade report to Nursing Advisor            | either cyoder@norwalk.edu or lmelodia@norwalk.edu |                                |