DOCUMENTS FOR ACCEPTED STUDENTS
2019-2020 ACADEMIC YEAR

Three Rivers Community College
574 New London Turnpike
Norwich, CT 06360

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

Congratulations! It is my pleasure to welcome you to the Nursing Program at Three Rivers Community College. I am hopeful that your nursing education will provide you with exciting opportunities and a chance to grow personally and professionally.

Please note, as part of your admission, you **must** provide the following documentation:

- Health verification documents
- **Healthcare provider** CPR certification
- A criminal background check
- A drug screen

You will submit this documentation through Castlebranch.com® and you will receive instructions about how to use this electronic portal during your orientation on **May 15, 2019**. Please begin collecting your health and CPR documents upon receipt of this letter so you will be ready to submit.

Failure to provide health and CPR documentation by July 1, 2019 (fall 2019 admission) and December 1, 2019 (spring 2020 admission) **will result in your losing your seat** as this is a strict requirement of the school and all of the clinical facilities. You will receive instructions (via email) when and how to process a criminal background check and drug screen in August 2019 (fall 2019 admission) and January 2020 (spring 2020 admission).

In effort to help prepare you for admission, you are **required** to attend a NUR* K120 specific orientation on **May 15, 2019 at 5:30-7:30 pm in the Multipurpose room (F117)**. I look forward to meeting you and your classmates at that time.

Sincerely,

Edith Ouellet MSN, RN
Director of Nursing and Allied Health
Three Rivers Community College
Mandatory General Nursing Orientation  
Wednesday May 15, 2019  
5:30PM – 7:30PM  
Room F117 (Multipurpose room)

Mandatory Nursing Fundamentals Bootcamp  
Wednesday August 21, 2019  
5:00PM – 8:00PM  
Location TBA

Thursday August 22, 2019  
(Family members strongly encouraged to attend this session)  
5:30PM – 7:30PM  
Location TBA

**Accepted Students must attend the mandatory general orientation and both sessions of the Bootcamp to retain their seat in the nursing program**
CONNECTICUT COMMUNITY COLLEGE NURSING PROGRAM
Capital Community College, Gateway Community College, Naugatuck Valley Community College, Northwestern CT Community College, Norwalk Community College, Three Rivers Community College

Certification of Academic History

As a matriculating student to the 2019-2020 cohort of the CT Community College Nursing Program (CT-CCNP), I certify that I have provided true, correct, and complete information.

I acknowledge understanding that any misleading information provided by me in my application to the CT-CCNP or at anytime thereafter may be cause for immediate dismissal from the CT-CCNP.

I agree to release my Castlebranch.com Information to the Nursing Department.

Name (please print): ____________________________________________________________

Signature: ________________________________________________________________

Date: ________________________________

This form must be received at the following address by June 1, 2019

Nursing and Allied Health, C-245
Three Rivers Community College
574 New London Turnpike
Norwich, CT 06360
MICROBIOLOGY ALERT

CONGRATULATIONS again on your acceptance into the Nursing Program! I would like to take an opportunity, now that you are accepted, to STRONGLY encourage you to take Microbiology in the summer before you begin Nursing NUR* K120. The Plan of Study does allow Microbiology (BIO* K235) to be taken as a co-requisite with Nursing NUR* K120, however, it does increase the difficulty level and students find this extremely challenging.

The faculty know that the rigors of a nursing education will occupy many hours of your student life. If you have not yet taken Microbiology and are unable to take it during the summer 2019, I would suggest that you request spring 2020 admission rather than fall 2019 admission. This will allow you to take Microbiology before you enter and will support your success in the Nursing Program.

I wish you the best as you begin this wonderful journey towards becoming an RN!

Sincerely,

Edith Ouellet MSN, RN
Director of Nursing and Allied Health
Three Rivers Community College
Student Statement of Responsibility-Academic Adjustments

Students with a Diagnosed Disability must self-disclose and provide appropriate documentation to the Learning Disabilities Specialist. This process must be done thirty (30) days prior to the beginning of the semester. A request should be made every semester if the student requires reasonable accommodations.

For more information contact Learning Disability Specialists Matt Liscum (mliscum@threerivers.edu or 860-215-9265) or visit/call the Student Disabilities Services office is located in Room A119/860-215-9017.

Please see the TRCC Policy regarding requesting academic adjustments at https://www.trcc.commnet.edu/wp-content/uploads/2017/06/trccdisabilityservicestostudents.pdf

I acknowledge that I have received written directions on the procedure for requesting academic adjustments, including when and to whom to make the request.

__________________________
Student Name (Please Print)

__________________________  _____________
Student Signature                      Date
Three Rivers Community College
Disability Self-Disclosure Form

CONFIDENTIAL

If you wish to disclose a disability, please complete and sign this form as soon as possible. You will receive written instructions from your Disability Services Provider. Please deliver or mail this form to:

Three Rivers Community College
Counseling & Advising Office (Room A119)
574 New London Turnpike
Norwich CT 06360

Check the appropriate box or boxes:

☐ Learning Disability
☐ Attention Deficit Disorder (ADD/ADHD)
☐ Autism Spectrum Disorder
☐ Mobility Impairment
☐ Medical Disability
☐ Speech Disability
☐ Hearing Impairment
☒ Developmental Disability
☐ Psychological/Psychiatric Disability

Please Note: The disability information you disclose on this form will not be shared with faculty or staff. This form will be kept in a confidential file, apart from other records.

Please print:

Name: __________________________________________________________
Address: ________________________________________________________
Town, State, Zip: _________________________________________________
Student ID: @ ___________________________ Date of Birth: ______________

Telephone Number (Day) ___________________________ (Evening) ________________
E-Mail Address: ____________________________________________________
Signature: __________________________________________ Date: _____________
2019 Connecticut Health & Safety Training Course

Please complete the Health & Safety Training Course and test by accessing the following link:


Please print the post-test and hand in at orientation or on the first day of class
TRCC Nursing has partnered with CastleBranch, a secure online platform, to organize and store your health records that are required for you to attend your clinical experiences. Each student is responsible for creating their own account on CastleBranch and for uploading the required documentation throughout the nursing program. Please note the deadlines for each item.

There is a fee for CastleBranch services which you are responsible for and can pay online by credit card, electronic check or money order.

CastleBranch will notify you as documentation becomes due throughout the RN program and you are responsible for meeting the deadlines. For this reason, it is VERY IMPORTANT that you use an email address which you check regularly.

See the student handbook for policies regarding this topic.

Opening your Account

1) Go to www.castlebranch.com and click on PLACE ORDER.
2) TG65 is the code for the required Health Information Package (Three Rivers Community College - Nursing (Prepay))
3) You will then be directed to set up your CastleBranch account. USE AN EMAIL YOU CHECK REGULARLY!
4) Your “classification” (your cohort) will be your expected month and year of graduation. ie May 2021
5) Upload your information by the date required to the appropriate heading in your account. PLEASE see the detailed sheet on health requirements for a more detailed explanation of requirements.
6) You will also be required to complete a background check and drug screen at a later date on CastleBranch. We will notify you via TRCC email when we make that item available for you to order.

CastleBranch Customer Service: https://www.castlebranch.com/contact-us
Phone: 888.723.4263
| MMR Measles Mumps Rubella                  | -Submit proof of vaccination series or a titer (either qualitative or quantitative) showing immunity.  
|                                           | -Allow for time to get a booster if titer is low |
| Varicella                                 | -Titer showing immunity, evidence of disease, or vaccine series acceptable. |
| Tetanus                                   | -Must be within the last ten years, and updated as needed throughout the program.  
|                                           | -if within 10 years, Tdap meets requirements  
|                                           | -If Tdap was more than ten years ago, Td booster meets requirements |
| Hepatitis                                 | **PLEASE inform your provider that you must have a QUANTITATIVE titer drawn** |
|                                          | -If you have already been vaccinated, you must submit a QUANTITATIVE titer. If your titer is positive, you meet requirements.  
|                                          | -If you have been vaccinated and your titer is equivocal or negative, you must go through the series of immunizations again and have a QUANTITATIVE titer drawn (follow timeline under “If you’ve never been vaccinated”). If your second titer is still negative after a second complete series, you are considered a “non-responder” but still eligible for the program. You must submit a documentation from your healthcare provider stating your non responder status.  
|                                          | -If you’ve never been vaccinated, you must get a series of HepB vaccinations followed by a QUANTITATIVE titer.  
|                                          | -Most providers do a three dose series:  
|                                          |  • First dose is given, second dose is one month later, third dose is five months after that (ie. Third dose is six months after the first dose)  
|                                          |  • Draw a QUANTITATIVE titer two months after the third dose  
|                                          | -You are still eligible for the program if you are in the process of getting the HepB series, but you must stay on track with the vaccinations and upload documentation to CastleBranch as you receive each dose. |
| PPD Annual Requirement                    | -must be done each year: blood test or skin test.  
|                                          | -If you choose the skin test, a two-step PPD is required for your first year of school. You must have two separate skin tests done 2-3 weeks apart.  
|                                          | -Each test requires you to be planted, then read 48-72 hours later (total of four trips to health care provider required).  
|                                          | -in following years, your renewal may be either blood test or single-step TB skin test  
|                                          | -if history of positive TB test, you must submit a chest Xray (CXR) from the past year and submit radiology report. Each year after this, have your MD complete the TB screening form on CastleBranch. You do not need another CXR or TB test. |
| Influenza Annual Requirement              | -due October 1 each year  
|                                          | -Documentation must include all three of the following: the Manufacturer (NOT the vaccine name. This is a common error so be sure to clarify), the lot number and expiry date of the vaccine.  
|                                          | -You must submit all of the above AND proof that you were vaccinated. If you receive your flu shot at a pharmacy, note: a pharmacy prescription alone is not evidence that were vaccinated, so be sure to provide the paperwork that it was ADMINISTERED along with the three required elements. |
| CPR/BLS Usually every two years           | -must be a course for healthcare providers. American Heart Association (BLS) and Red Cross (BLS for healthcare providers) offer the required course  
|                                          | -course must have a practical(hands-on) component (No online ONLY courses)  
|                                          | -American Ambulance (Norwich) 860-886-1463 offers classes frequently |
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:

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<thead>
<tr>
<th>College</th>
<th>Contact Person</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>
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</tbody>
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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.