Documents for Accepted Students
2018-2019 Academic Year

Capital Community College
950 Main Street
Hartford, CT 06103

Please note: this information is ONLY for accepted students to the CT-CCNP for the 2018-2019 academic year.
April, 2018

Dear Nursing Student:

_Congratulations_ on your acceptance to the Connecticut Community Colleges Nursing Program at Capital Community College (CCC). We are pleased that you have selected our program for your nursing education.

As part of the admission process, you will be _required to attend_ a mandatory orientation program. At this session you will receive detailed information about the profession of nursing, the Connecticut Community Colleges Nursing Program, clinical requirements, health, physical examination, and immunization requirements, student services, and student uniforms.

Please see the following attachments for completion of _required information prior_ to attending the mandatory orientation on **JUNE 11 2018**.

On behalf of the entire nursing faculty at Capital Community College, I welcome and congratulate you on your acceptance into our nursing program. We know that you have worked very hard to secure admission. Please know that we are here to support you and wish you much success.

We look forward to meeting you on **JUNE 11, 2018**.

Sincerely,

_Dawn R. Bunting, EdD, MSN, RN, CNE_
Division Director, Nursing
Capital Community College
950 Main Street,
Hartford, CT 06103
Phone 860 906-5150, Fax 860 906-5148
dbunting@capitalcc.edu
MANDATORY REQUIREMENTS

All of the following requirements listed below need to be completed by the due date!!

Failure to complete these requirements by the due date will result in a loss of seat in the nursing program.

Please read all of the following directions, which will assist you in retaining your place in the program.

1) You are required to attend a **MANDATORY Student Orientation Program** at

   Capital Community College
   MONDAY, June 11, 2018
   8:00 a.m. until 1:00 p.m
   Centinel Hill Hall Auditorium - 11th floor.

   It is very important that you **arrive on time**. You will need to register at the Orientation Desk located in Centinel Hill Hall Auditorium (11th floor) prior to the start of the orientation program. Faculty will be available to assist and direct you. **Parking directions are attached.**

2) **REGISTRATION**

   You must be registered in NUR 101 by **JUNE 8, 2018** to attend the mandatory Nursing Orientation Program. If you do not register by this deadline you will **forfeit your place in the class**

   Registration procedures are as follows:

   Each student must contact the Counselor Office to register for NUR 101. The Counseling Department is located in room 208, on the second floor of the college. Students may call the counseling office at 860-906-5040. Please visit the counseling office website at http://www.ccc.commnet.edu/counseling.htm for important registration information before contacting the college.

   Please note the date for registration, as it is the student’s responsibility to register on time.

3) **CPR REQUIREMENT** – See attached list of Sessions offered

   All nursing students must be certified in Professional CPR, Adult, Infant and Child. Contact Continuing Education at 860 906-5130 for courses offered during the summer. Deadline to sign up for CPR course is: **JUNE 8, 2018.**

4) **HEALTH REQUIREMENTS**

   Please complete all requirements on the attached Health form by **JUNE 8, 2018.**

   If you do not have a health care provider, the following facilities can be contacted:
   Community Health Services, 520 Albany Ave., Hartford, CT (860) 249-9625
   Burgdorf Primary Care Center, 131 Coventry St., Hartford, CT (860) 714-2813
Please submit a copy of your Health Documentation at the JUNE 11th Orientation Day.

You will not be able to continue in the program if these requirements are not completed in full.

5) Yes BACKGROUND CHECK and DRUG TESTING – See attached forms

Our clinical partners require background checks and Drug Testing for nursing students entering their facilities.

To comply with this mandate, the CT-CCNP at Capital Community College is requiring you to have a CORE background check & Drug Screening offered by The Connecticut League for Nursing.

The fee for the CORE background check and the Drug Screening are $65.00 each payable by credit card.

Students must follow the instructions for securing a background check from the Connecticut League for Nursing www.ctleaguefornursing.org

VERY IMPORTANT: please use INTERNET EXPLORER as browser to register.

Please initiate this process no later than JUNE 8, 2018. Failure to complete this process will result in a loss of seat in the nursing program.

In order to initiate the Drug Testing students must pay the fee to Connecticut League for Nursing, after the fee is paid it will initiate the process of obtaining the Drug Screen. More details will be given on June 16th.

The Background Check will cover all states and residences in which you have lived in for the past (5) years, as well as current residence and school location. The Background Checks will take 10-14 business days to conduct from the day of registration and receipt of payment.

Each student must sign a release to allow this information to be sent to the Nursing Department. Students choosing not to consent to this procedure will be ineligible to participate in the required clinical potion of the course and will not progress in the program. Students who are found guilty of committing a felony/misdemeanor may be prevented by a facility from participating in clinical experiences. If you cannot participate in a clinical rotation at an assigned facility, you may not be able to complete the objectives of the course and of the program. Here is the procedure:

Should a background check reveal a student is guilty of committing a felony/misdemeanor, the Connecticut League for Nursing agrees to makes two phone calls to clinical agencies where the student will be placed. The clinical site is asked if they will accept the student given the background check found the student guilty of committing a felony/misdemeanor. The CLN does not give the college, student name or actual crime, just the category of offense and date of offense. If two of the College’s clinical sites say they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course. The Director notifies the student and the student is terminated from the Program.

6) Courses must be completed: BIO 235 & PSY 111 are co-requisites for NUR 101 and must be completed by December, 2018. Please register now for these courses if you have not already completed them. We encourage students to meet these requirements in the summer if possible.
7) Medication Dose Calculation Exam

During the first week of Nursing 101, you are expected to pass a medication dose calculation exam with a grade of 90% or better. If you do not attain a grade of 90% or better, you will have two opportunities to retake the examination, and if still unsuccessful, you will be withdrawn from Nursing 101.

Professor Lori Cerone will review the Medication Calculation textbook and software at the Orientation on **JUNE 11, 2018**

8) Students with a Diagnosed Disability: Students with disabilities in higher education are protected by The American Disabilities Act and Amendment of 2008 & Section 504 of the Rehabilitation Act. To request academic adjustments, the student should voluntarily disclose a documented disability. The student should contact the Disabilities Services Coordinator to make an appointment now. The student should provide appropriate documentation to determine eligibility for academic adjustments at least thirty (30) days prior the beginning of the semester; and once the student is registered for courses at CCC. **If a student has been approved for academic adjustments, he or she must request a Letter of Adjustment from the Disabilities Services Coordinator each semester.**

*For additional information contact Helena Carrasquillo, Disabilities Services Coordinator, 860-906-5204, www.capitalcc.edu/disability*

9) Notice of Nondiscrimination

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

- **Josephine Agnello-Veley**, Director, Human Resources and Labor Relations
  - 950 Main Street, Room 214A, Hartford, CT 06103
  - Tel. (860) 906-5002
  - E-mail: jagnello-veley@capitalcc.edu

- **Doris Arrington**, Title IX and Section 504/ADA Coordinator (Secondary) and Dean of Students
  - 950 Main Street, Room 212, Hartford, CT 06103
  - Tel. (860) 906-5086
  - E-mail: darrington@capitalcc.edu
10) Capital Community College Policy for Students with Special Needs/ Disabilities

Capital Community College is committed to equal access for persons with disabilities. Academic adjustments are provided to students with disabilities to assure equivalent access to academic and campus programs. For more information about academic adjustments and how to request them, please contact Helena Carrasquillo, Interim Disability Services Coordinator, Room 208, (860) 806-5204, hcarrasquillo@capitalcc.edu. Helena works with students to discuss individual requests, review the type of adjustments and services that the college will provide and inform them about any documentation that may be necessary to arrange for certain adjustments. Students with disabilities are encouraged to contact Helena at least one month before classes begin to avoid any delay in providing academic adjustments, especially when the College must arrange for external resources to provide the adjustments. Please also note that academic adjustments cannot be given retroactively. For further information, please visit http://www.capitalcc.edu/disability/.

Rev. 3/2018
PARKING FOR CAPITAL COMMUNITY COLLEGE
GUESTS AND VISITORS

** If you are visiting the College, free secure parking is available at the Morgan Street Garage and present your ticket for validation at the front desk in the lobby.

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<th>Parking for Capital Students</th>
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<td>- Morgan Street Parking Garage</td>
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Parking for Capital students is in the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). Handicap-access is available.

From Interstate 91 North or South

Take Exit 32-B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into Garage entrance.

From Interstate 84 East (from West Hartford, Farmington, etc.)

Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into Garage entrance.

From Interstate 84 West (from E. Hartford, Manchester, Route 2)

Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into Garage entrance.

To Enter the College

The entrance to Capital is located diagonally across the intersection of Market and Talcott Streets. Please use the pedestrian signal lights to cross this intersection!

Go through the revolving door and take the escalator two flights up to the Main Street level. Walk through the mall to Capital's Main lobby. From there, you can take the elevator to your destination.

You will be stopped by security. Please let them know that you will be attending Nursing Orientation on the 11th Floor.
Certification of Academic History

As a matriculating student to the 2018-2019 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 CTCCNP.

I agree to release my Background Information and Drug Testing findings to the Nursing Department.

Name (please print): ____________________________

Signature: ___________________________________

Date: _______________________________________

This form must be received at the following address by JUNE 1, 2018:

Amy Lemire
alemlire@capitalcc.edu
860-906-5150
FAX: 860-906-5148
Capital Community College
950 Main Street Hartford,
CT 06103

Rev. 3/18
April 13, 2018

TO: Nursing Students

FROM: Nursing Program, Capital Community College

RE: Processing of a 12-Panel Drug Screen for Your Clinical Experience

Due to the requirement by clinical sites in Connecticut for students to have completed a 12-Panel Drug Screen PRIOR to beginning a clinical/internship experience, our school has partnered with the Connecticut League for Nursing (CLN) to coordinate this service. No student will be allowed to begin a clinical placement experience without having this screening conducted.

Please visit the CLN website at www.ctnursingguide.com. Click on the Background Check & Drug Screen Icon on the right-hand column of the GUIDE homepage to access the registration page, complete the application, pay for this screening and input your information into the secure portal. The fee for the 12-Panel Drug Screen is $65.00.

DO NOT register by using your PHONE as this method WILL NOT allow you to complete the second step of the registration process due to security & confidentiality issues. Should you be charged twice as a result of not using a computer you WILL NOT be refunded the $65.00 fee. If you encounter a problem with registering for your screening DO NOT register twice, please call CLN at 203-691-5013 for assistance.

The Registration is open from April 13, 2018 to June 30, 2018.

Please select the following:

School: Capital Community College
Program: CCC Nursing- Drug Screen 4-13-18

MANDATORY!!!!! Please NOTE on the ERS Page requesting Personal Information, you will see 2 mandatory fields to enter “School” and “Type”.

Use the following Codes: School: DRUG Type: DRUG

You will receive a form for your QUEST Lab Drug Screen from CCC once your payment is confirmed, and a separate email stating that your information is being processed by Employers Reference Source, Inc. (ERS). Our school will receive periodic reports from CLN, informing us which students have completed the screening. We will contact you directly should any additional information need to be gathered prior to your clinical experience. Should you have questions related to this process please contact CLN at 203-691-5013.

Please sign-off on the bottom of this page and return the slip to the Nursing Program at CCC allowing our School to release your name to CLN so that they can accurately report on your completion of the screening process.

I allow the Nursing Program at Capital Community College to release my name to the CLN to track my completion of the 12-Panel Drug Screen.

Name:  
Signature:  
Date:  

Connecticut League for Nursing, 110 Washington Ave., Lower Level, North Haven, CT 06473
April 13, 2018

TO: Nursing Students

FROM: Nursing Program, Capital Community College

RE: Processing of a CORE Background Check for Your Clinical Experience

Due to the requirement by clinical sites in Connecticut for students to have completed a CORE Background Check PRIOR to beginning a clinical/internship experience, our school has partnered with the Connecticut League for Nursing (CLN) to coordinate this service. No student will be allowed to begin a clinical experience without having this screening conducted.

Please visit the CLN website at www.ctnursingguide.com Click on the Background Check Icon on the right-hand column of the GUIDE homepage to access the registration page, complete the application, pay for this screening and input your information into the secure portal. The fee for the CORE Background Check screening is $65.00.

DO NOT register by using your PHONE as this method WILL NOT allow you to complete the second step of the registration process due to security & confidentiality issues. Should you be charged twice as a result of not using a computer you WILL NOT be refunded the $65.00 fee. If you encounter a problem with registering for your screening DO NOT register twice, please call CLN at 203-691-5013 for assistance.

The Registration Period is open from April 13, 2018 to June 30, 2018.

Please select the following: School: Capital Community College  
Program: CCC Nursing- CORE Check 4-13-18

Please NOTE on the ERS Page requesting Personal Information, you will see 2 mandatory fields to enter “School" and “Type”. Please use the following Codes: School: CORE Type: CORE

You will also receive a separate email stating that your information is being processed by Employers Reference Source, Inc. (ERS). Our school will receive periodic reports from CLN, informing us which students have completed the screening. We will contact you directly should any additional information need to be gathered prior to your clinical experience. Should you have questions related to this process please contact CLN at 203-691-5013.

Please sign-off on the bottom of this page and return the slip to the Nursing Program. This allows us to release your name to CLN so that they can accurately report the status of your check to CCC.

I allow the Nursing Program at Capital Community College to release my name to the CLN to track my completion of the mandatory background screening.

Name: ____________________________________________
Signature: __________________________________________
Date: __________________________________________________________________

Connecticut League for Nursing, 110 Washington Avenue, Lower Level, North Haven, CT 06473