**How do I apply?**

The following checklist is provided for your convenience. Candidates will find the checklist helpful to assure that application requirements have been met.

- Meet high school academic requirements – **mandatory** Chemistry and Algebra course requirement. (See additional information under Admission Requirements section)

- Submit an **official** high school transcript(s) regardless of graduation year.
  
  - **OR**

- If applicable, submit a copy of GED scores and an **official** high school transcript indicating the withdrawal date and indicating successful completion of mandatory Chemistry and Algebra courses

- If completed in high school level, provide ACT/SAT scores. If you did not complete while in high school, it is not necessary to seek a test date.

- Complete and sign the Application Form.

- Attach a résumé and brief essay to the completed Application (as outlined on the back of the Application form).

- Application fee - $50.00 to accompany completed Application form

  **Please note: June 30th is the deadline for all completed applications.**

- Reference Letters – may be submitted separately by individual(s) or by applicant with completed Application form.

- **Official** college transcript(s) - If applicable, contact each college to request that an official/sealed copy be mailed to the School of Nursing.

**Practical Nurse (PN) Applicants are also required to submit:**

- **Official** transcript from PN nursing school

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*The information contained within this catalog is informational only and not intended to be contractual in nature.*
The Arnot Ogden School of Nursing is an equal opportunity institution. The School of Nursing does not discriminate regarding applicants and/or students on the basis of age, race, color, sex, sexual preference, creed, marital status, national or ethnic origin, or handicapping conditions in the administration of the admission policies, education policies, scholarship and loan programs or other school-administered programs and services.

The Arnot Ogden School of Nursing is located on the campus of the Arnot Ogden Medical Center, which is designed to accommodate the needs of the handicapped individual. The School of Nursing provides handicapped parking, ramps, and access to restroom facilities. Prospective students with physical limitations are encouraged to tour the school and discuss with their family physician to determine their ability to successfully complete the program requirements. Additional information and tours can be arranged by calling the school.

Listed below are the Essential Functions of a Student Nurse at Arnot Ogden Medical Center School of Nursing. Applicants need to be aware of the Essential Functions prior to attendance. They will enable you to be able to function in a safe manner. It is the student’s responsibility to notify the School of Nursing of any disability impacting on his or her ability to perform the essential functions prior to entering Arnot Ogden Medical Center School of Nursing. Arnot Ogden Medical Center School of Nursing will provide reasonable accommodations to a qualified individual with a disability. It is the responsibility of the applicant or student to request the accommodations that are needed to perform the essential functions. To be eligible for a reasonable accommodation, applications must provide clear documentation of disability.

Essential Function Performance Requirements

**Ability to use senses**
Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physicians orders, monitors, equipment calibrations, measure medications in syringes, IV’s, etc. Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; to hear blood pressure, heart, lung and abdominal sounds with a stethoscope; to understand a normal speaking voice without viewing the speaker’s face. Tactile ability to feel differences in skin temperature and to perform physical assessment.

**Motor Ability**
Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients/equipment of 20 lbs. or more, to maneuver in limited space, to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of hands to insert tubes, prepare medications, and perform technical skills.

**Ability to Communicate**
Ability to communicate effectively in English in verbal and written form through interaction with patients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient’s record for legal documentation.

**Ability to Problem-Solve**
Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data.

**Ability to Maintain Emotional Stability**
Ability to function safely under stress and adapt to changing clinical and patient situations.
ACCREDITATIONS AND MEMBERSHIPS

SCHOOL OF NURSING
Accreditation: National League for Nursing Accrediting Commission
Registered by: New York State Education Department
Awarded College Credit by: State University of New York National Program on Non-collegiate Sponsored Instruction
Memberships: National League for Nursing Council of Diploma Programs
New York State Council of Hospital Schools of Professional Nursing
American Hospital Association Assembly of Hospital Schools
Approved by: New York State Division of Veteran’s Affairs for the training of veterans and other eligible persons

ARNOT OGDEN MEDICAL CENTER
Accreditation: Joint Commission on Accreditation of Healthcare Organizations
Approved by: Rochester Regional Health and Hospital Council
New York State Department of Health
New York State Department of Social Services
Memberships: American Hospital Association
Hospital Association of New York State
Rochester Regional Hospital Association

HISTORY

A CENTURY OF CARING

The year was 1864 and the nation was embroiled in a bitter Civil War. Physicians laboring in Elmira’s prisoner-of-war camp recognized a pressing need for a community hospital, and determined to found such an institution for the people of the region. Shortly thereafter, in 1875, Marianna Arnot, a patient of one of the physicians and eldest daughter of John Arnot, pioneer Elmira merchant and banker, married William Butler Ogden. Mr. Ogden had achieved wealth and prominence as a national figure—as the first mayor of Chicago and first president of the Union Pacific railroad. But just two years after the marriage he died, and Mrs. Ogden decided to fund construction of Elmira’s first hospital as a tribute to her late husband.

On December 20, 1888, Amot Ogden Memorial Hospital opened its doors with 25 beds and a staff of seven physicians, three nurses, a matron and four other employees.

Early during the hospital’s very first year of service, the Board of Managers initiated a search for additional qualified nurses to meet a growing demand for care. Recruiting efforts failed in the United States, but by spring of 1889, the Board located two new nurses willing to move to Elmira from Canada.

A decision followed to start a program to educate professional nurses in Elmira. On September 1, 1889, the Arnot Ogden Memorial Hospital Training School of Nurses welcomed a freshman class of three. Since that time, the School of Nursing has educated more than 2,400 professional nurses whose skills, talents and expertise Arnot Ogden Hospital administration acknowledges and traditionally seeks to
employ. Our graduates are highly employable in other states and settings due to their strong clinical expertise. The Arnot Ogden School of Nursing continues to prepare nurses for the new millennium.

Today, Arnot Ogden Medical Center is a regional medical center serving the people of southern New York and northern Pennsylvania. At Arnot Ogden Medical Center, patients and physicians find a range of specialty services and technical sophistication normally associated with urban medical centers. These services include referral centers for perinatology and neonatology, for cardiac surgery and advanced cardiology services, emergency and trauma care, hemodialysis, chemo-and radiation therapy, and women’s health services—to name a few. These referral centers are backed up by comprehensive patient and community education programs as well as state-of-the-art diagnostic resources including the MRI Center, Single Photon Emission Computerized Tomography, and a complete range of radiologic and clinical laboratory services.

MISSION STATEMENT

The mission of the Arnot Ogden Medical Center School of Nursing is to prepare graduates to function as an entry level professional nurse with the knowledge, skills, and competencies needed to promote and restore health to a diverse patient population utilizing safe quality standards of care.

VISION

The vision of the Arnot Ogden Medical Center School of Nursing is to implement a cost-effective, accredited quality nursing education program that is guided by, and in accordance with, the values of the Faculty and those of the governing organization.
PHILOSOPHY

The philosophy of the Arnot Ogden Medical Center School of Nursing is based on the belief that each person is a unique individual with inherent worth and basic rights. The faculty believes that:

Person: Each individual has inherent dignity, a creative drive toward higher and more positive levels of existence and self-actualization. The individual makes life choices and is accountable for his/her own actions.

Health is a dynamic and an ever-changing state of physical, psychological, and social well being. Each individual, influenced by heredity and environment, attempts to achieve an optimum state of health. Each member of society has a right to health care regardless of age, race, color, gender, sexual orientation, creed, national or ethnic origin, marital status, spiritual beliefs, handicapping conditions, or political beliefs.

Nursing is a holistic process that focuses on the individual/family/community to prevent illness and restore health. It is an art and science, which incorporates principles from the biological, behavioral, and social sciences. The uniqueness of professional nursing emerges from the synthesis of theory with practice, the integration of the nursing process and nursing role utilizing critical thinking skills and evidence-based practice, with a balance between autonomy and collaboration. The nurse provides services with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems. The nurse acts as an advocate and is accountable to provide safe, competent and quality nursing care to individuals throughout the life span. Nursing utilizes professional standards of care and practice to achieve quality improvement outcomes.

Education is a continuous process of learning, which strengthens knowledge, skills, attitudes, and values of the learner. As a result of the educational process the student utilizes interpersonal skills, develops technical skills and intellectual skills of critical thinking. The learner is a motivated person who is willing to assume legal and ethical responsibilities. The learner demonstrates growth in self worth and self-evaluation. The learner progresses in personal and professional growth in establishing life-long learning habits.

Nurse Educators prepare learners for the practice of nursing. They recognize the role of nurses in providing holistic care for the emotional, psychological, spiritual and physical needs of individuals/families/communities. Nurse educators have a responsibility to be knowledgeable in health care trends and wellness issues. Knowledge of political issues, trends in employment strategies and career choices is essential. As facilitators of learning, nurse educators assist each student to reach full potential through knowledgeable presentation of theoretical concepts and clinical skills. As role models, nurse educators are active participants in professional activities and professional organizations, and are actively involved in or support nursing research. The individuality of each student is acknowledged and encouraged to strive toward leadership and professionalism.

Community is defined as the people of Chemung County and neighboring counties. By focusing on academic excellence, critical thinking, personal and professional development, the graduate is prepared for a life of productive work, personal enrichment, and community involvement as an individual, family and community member. The faculty recognizes the responsibility to be sensitive to the expanding health care system and to assume an active role in meeting the changing health needs of the community.

The school is responsible for achieving quality, cost effective educational outcomes through a sound program which supports and adheres to standards established by the New York State Education Department, the National League for Nursing, ANA Standards and the Nurse Practice Act. The faculty provides leadership in maintaining and improving the standards of nursing care; and preparing competent beginning nurses capable of meeting the needs of the individual, family, and community.

GOALS

Upon completion of the nursing program, the graduate will function competently as a beginning practitioner in a variety of health care settings within the community. The beginning practitioner will utilize the nursing process based on scientific principles and therapeutic communication skills in meeting the holistic needs of the individual and family. The beginning practitioner will be a self-directed, contributing member of the nursing profession and society through participation in educational and professional activities. The graduate will accept professional accountability for nursing practice within the framework of legal and ethical guidelines.
FACILITIES AND ALLIANCES

STUDENT POPULATION
The School of Nursing is coeducational and comprised of students representing diverse cultural and educational backgrounds. The student body includes recent high school graduates, college graduates, persons seeking new career goals, students with some college credit seeking a career in nursing, individuals preparing to reenter the workforce, and licensed practical nurses seeking further professional education.

NON-DISCRIMINATORY POLICY
Arnot Ogden Medical Center School of Nursing fully subscribes to all federal and state civil rights laws banning discrimination in higher education. No qualified candidate shall be discriminated against on the basis of age, gender, sexual preference, marital status, race, color, national or ethnic origin, creed, political affiliation or disability.

RESIDENCE FACILITIES
School of Nursing students have a wide range of residence options. Students may choose to live in dormitory facilities on the Elmira College campus, at home, or in a residence elsewhere in the community. All students are responsible for their own transportation. Elmira College facilities offer double rooms and/or suites, which are comfortable and modern. Basic furniture includes a bed, dresser, desk and chair. Residence facilities also include formal lounges, kitchenettes, TV rooms and laundry facilities. The formal lounges are designed for student parties and other group activities. Elmira College assumes responsibility for governing residence living. Students are required to abide by College rules and regulations.

EDUCATIONAL FACILITIES
The School of Nursing’s main teaching area is located within the L.D. Clute Education Building on the Arnot Ogden Medical Center campus. The School of Nursing teaching areas include; a lecture hall, classrooms, and the Learning Research Center (LRC), which includes computer for student use and simulated patient beds with manikins. All teaching areas are equipped with up-to-date audiovisual teaching equipment. The faculty offices and a conference room are also located in the L.D. Clute Education Building. Internet access is provided in select locations for student use and teaching purposes.

Student library facilities in the Wey Memorial Library are located on the main floor of the medical center. The Wey Memorial Library offers a collection of nursing and medical volumes, and maintains subscriptions to professional medical and nursing journals. A professional staff is available providing assistance with library use, computer access to libraries, loan of printed and audiovisual materials, copy facilities and special research needs. Arnot Ogden Medical Center offers clinical facilities for experiences in general medical-surgical nursing, orthopedics and neurology nursing and long-term care nursing. In addition, experiences are offered in specialty areas such as: emergency care, ambulatory services, cardiac services, critical care/trauma services, dialysis, geriatrics, oncology, the Arnot Health Diabetes Center, pediatrics, perinatal/neonatal. Planned field and teaching experiences, workshops and conferences in the community supplement the instruction and clinical experience.

ASSOCIATE AGENCIES AND INSTITUTIONS
Members of the Elmira College faculty teach first- and second-year foundation courses in physical, biological and social sciences as well as a course in English for School of Nursing students. Classes meet on the Elmira College campus. Elmira College is fully accredited by the Middle States Association of Colleges and secondary Schools. Students are welcome to use Elmira College library facilities at the Gannett-Tripp Learning Center and all other campus facilities. These include the tennis courts, swimming pool, gymnasium, game rooms and bowling alley. The Elmira Psychiatric Center, located in downtown Elmira, provides clinical facilities for psychiatric nursing. Other community resources may be utilized as deemed necessary to meet curriculum and individual learning needs.
ADMISSION REQUIREMENTS

All School of Nursing applicants must be graduates of accredited high schools or have successfully completed the high school equivalency examination. Students in the process of completing high school requirements for graduation are encouraged to apply.

At least 19.5 units are required for admission to candidacy, including the following subjects:

- Chemistry with lab .............................................. 1 unit
- Mathematics with Algebra component ............. 2 units
- Biology ............................................................. 1 unit
- Earth or General Science ......................... 1 unit
- English ............................................................ 4 units
- Social Studies .................................................. 2 units
- Electives

*The Recruitment Committee places emphasis on strength in mathematics and science during the evaluation process.*

For applicants who graduated from high school several years prior to application for admission, the faculty may, under certain circumstances, consider waiver of some high school subjects. However, this does not include the mandatory chemistry and algebra requirement. Applicants who did not take chemistry with lab in high school, must complete a college chemistry course with lab (4 credits) and receive a grade of “C” or higher prior to submitting an application to meet the application and admission requirements. All candidates will be considered individually on the basis of their qualifications.

STANDARDIZED TESTS

If the applicant has completed the Scholastic Aptitude Test (SAT) or American College Testing (ACT), scores will be considered for admission. However, they are not an admission requirement. High school principals and guidance counselors generally make information about these tests available to students. The faculty also reviews New York State Regents Examinations and similar achievement scores during the evaluation process, but these are not required. Applicants who graduated from high school several years prior to application for admission and did not take these tests will be evaluated on an individual basis.

INCOMPLETE APPLICATIONS

Records for candidates who do not enter the School of Nursing due to incomplete application folders or who do not meet the admission criteria are secured in a separate confidential area.

CHARACTER AND PERSONALITY

The faculty evaluates potential students on the basis of integrity, intelligence, stability and maturity as well as the level of concern the candidate genuinely feels for people, because these qualities are critical to success in the field of professional nursing. The faculty takes into consideration letters of recommendation submitted by professional and personal sources that are not members of the candidate’s family. These letters may address character, personality, personal integrity, citizenship and industry on behalf of the School of Nursing applicant. The faculty will consider only those recommendations provided by references who are not relatives or friends of the applicant and who have experience with the candidate’s personal, scholastic and/or professional capabilities.
HEALTH
Applicants are expected to present evidence of good physical health, confirmed with an examination by the School of Nursing physician. The faculty asks candidates to submit the following reports prior to entering the nursing program:

- Immunizations:
  - Diphtheria/Tetanus Toxoid (adult type) within the past five years
  - Measles, Mumps and Rubella (MMR vaccine (applicants born after 1/1/57 only)

APPLICATION AND ACCEPTANCE
The deadline for all completed applications (including all transcripts and references) is June 30th

Application forms are included in this catalog. All correspondence concerning admission to the School of Nursing should be addressed to:

Office of the Director
Arnot Ogden Medical Center School of Nursing
600 Roe Avenue
Elmira, NY 14905

Each year, a new group of student nurses begins classes at the School of Nursing in September. Prospective students interested in enrolling should submit applications well in advance of the admission date to allow the School sufficient time to process credentials. All completed applications must be accompanied with a $50 non-refundable application fee.

Applicants should request the following appropriate institutions provide an official transcript directly to the School of Nursing, Office of the Director:

- High School
- College-level, if applicable

A preliminary transcript should show courses in progress.

A faculty committee reviews and evaluates the credentials including the application, transcripts (including high school and/or each school or college attended), College Entrance Examination Board SAT or ACT test scores, and letters of reference.

Criteria for acceptance include:

- Class ranking in the upper half of the candidate’s high school graduating class
- Cumulative grade average of 80% or above
- Grades of 75% or above for courses in Algebra, Biology and Chemistry
- (If completed) A minimum combined SAT score of 900 or a minimum ACT composite of 20
- Successful completion of the *TEAS exam (Test of Essential Academic Skills*)

The faculty grants admission to the program on the basis of the following:

- Interest in the field of nursing
- Demonstrated scholastic ability
- Letters of reference which may include statements from school principles, counselors and teachers, business associates and supervisors or other references who are not relatives
- Results of aptitude tests

* As part of the admission process, the faculty committee reviews and evaluates credentials individually, then sends applicants additional correspondence to schedule a personal interview and TEAS testing. The TEAS is a 170-item, four-option, multiple-choice assessment. The TEAS was developed to measure basic essential skills in the academic content area domains of Reading, Mathematics, Science, and English/Language usage. These entry-level skills were deemed important for nursing program applicants by a panel of nursing program curriculum experts. Final acceptance is based on the candidate’s entire application: grades, the interview process, TEAS results, etc.
Applicants accepted into the program reserve their place by submitting a nonrefundable deposit of $120 within 30 days of receiving the formal notice of acceptance. Students who wish to live at the Elmira College residence facilities must reserve space with an additional $100 deposit. The School applies this nonrefundable fee toward the costs of the first term residence fee. Following acceptance, the School of Nursing requires a physical examination, which is provided by the School of Nursing.

**CURRICULUM**

**Upon admission to the program of study, the student has five years to complete requirements for graduation.**

The School of Nursing offers the following curriculum rotation options:

1) **Full time Study:** Six 13-week and three 9-week terms within three academic years lead to a Diploma in Nursing.

2) **Part-time Study:** for the individual wishing to begin part-time, it is advisable to meet with the Director to plan course sequences. In general, non-nursing courses could be taken on a part-time basis.

3) **Practical Nurse to RN:** Full or part-time study developed specifically for the licensed practical nurse desiring career advancement to an RN level.

**Application for Admission by Transfer or Advanced Placement**

The faculty expects applicants to submit an official transcript from all schools attended and a personal evaluation from the institution from which the student is transferring. School of Nursing applicants seeking admission with advanced standing must meet the admission requirements and/or the equivalent to qualify for consideration as transfer or advanced placement candidates. Advanced placement in comparable nursing courses will be given if completed within the last 5 years. Comparable nursing courses taken over 5 years ago must be repeated within our curriculum. The faculty grants transfer credits for a final course grade of "C" or higher (a grade of C- or lower is not eligible for transfer status). The faculty plans programs for each transfer student individually to preserve the continuity of required sequential courses. The faculty committee will also determine the required length of each transfer student's program.

**Application for Admission by a Practical Nurse**

The faculty committee governing admissions reviews applications from practical nurses that seek to further their professional education through the School of Nursing. A request for the PN to RN program of study is based on the following criteria:

- Graduation from an approved LPN program
- General admission requirements have been met
- GPA of 2.0 or above in basic practical nurse program

**Readmission**

Students who withdraw, resign, or dismissed from the School of Nursing may apply for readmission depending upon the terms of their departure. The student should contact the School of Nursing for an Application for Readmission form. The Application for Readmission form should be submitted to the school six weeks in advance of the term. Acceptance and placement within the program will be considered on an individual basis.
TRANSPORTATION

The School of Nursing requires students to provide their own transportation to the School of Nursing, Elmira College, clinical agencies, workshops and teaching days. Students are generally able to arrange car pools for experiences not within walking distance.

STUDENT EMPLOYMENT

The School of Nursing participates in the work-study program, which offers a number of part-time, call-in positions to students who can demonstrate financial need.

Employment opportunities at Arnot Ogden are dependent upon government funding levels and include these positions, when available:

- Business Office Clerk
- Human Resources Office Clerk
- Library Monitor
- Other employment opportunities may be available.

Additional information about the work-study program can be obtained in the Financial Aid office (607 737-4321). The School of Nursing does not permit students to seek employment as registered nurses in any medical center or medical facility at any time during the nursing program due to licensing requirements.

ACADEMICS

There is an established grading system from which all grades are computed giving recognition to both theory and clinical experiences.

Definition of clock hours for lecture and clinical:

Theory: one clock hour = 50 minutes
Clinical: one clock hour = 60 minutes

15 hours instruction (lecture) = 1 credit
45 hours clinical practice = 1 credit
STUDENT RECORDS
The School of Nursing faculty expects students to notify the Director of any change in name, address or any other data necessary for maintenance of accurate records.

In compliance with the Family Education Rights and Privacy Act of 1974, students have the right to review their records, which are on file in the Director’s office. Students must submit written consent before educational information, health records, letter of reference, or transcripts can be released to another educational institution or prospective employer.

HEALTH SERVICES
The faculty assists students with preventive and protective measures to guard against chronic or acute illness. Should illness occur, the School is equipped to provide prompt intervention and treatment. Students will be scheduled for a pre-entrance physical examination and healthcare through Arnot Ogden Medical Center’s Occupational and Environmental Medical Office. The office provides consultant services, nursing assessment, health assessment, and health teaching.

The School of Nursing office schedules a complete physical examination for each School of Nursing student. Students must submit a medical history and certification of required immunizations before the initial examination takes place. During enrollment, the School of Nursing may schedule health assessments for each student. Students must schedule all required examinations and assessments with the medical center unless they approve other individual arrangements.

Effective 8/1/05 the Arnot Ogden Medical Center adopted a comprehensive substance abuse testing policy. The policy is designed to maintain a drug and alcohol-free workplace and thus ensure a safe, high quality environment for employees as well as superior healthcare for the patients. Therefore, all incoming students will be drug screened (hair sample required) and will have a breath alcohol test at the time of the pre-entrance physical.

All students should note: The School requires all students be covered by hospitalization insurance for the duration of the School of Nursing program. If for any reason a student’s coverage lapses (i.e. policy expiration), the student or family will be totally responsible for any Arnot Ogden Medical Center healthcare expenses not covered by personal insurance. Policies should be reviewed closely and changes made to assure adequate coverage throughout the program. The School does not assume the cost of elective procedures. Medical referrals and consultations are available to a limited extent. The School assumes no responsibility for illness related to physical defects present at the time of the physical examination, for accidents occurring outside of School activities, or illness treated outside student health services. Students are responsible for expenses resulting from special therapies, dental care and eye refraction.

All students should note: The School requires all students be covered by hospitalization insurance for the duration of the School of Nursing program. If for any reason a student’s coverage lapses (i.e. policy expiration), the student or family will be totally responsible for any Arnot Ogden Medical Center healthcare expenses not covered by personal insurance. Policies should be reviewed closely and changes made to assure adequate coverage throughout the program. The School does not assume the cost of elective procedures. Medical referrals and consultations are available to a limited extent. The School assumes no responsibility for illness related to physical defects present at the time of the physical examination, for accidents occurring outside of School activities, or illness treated outside student health services. Students are responsible for expenses resulting from special therapies, dental care and eye refraction.

The faculty believes that an organized and carefully planned student health service is an essential element of the curriculum. Students must maintain good health principles and assume responsibility for their own health.

GUIDANCE SERVICES
Guidance services available through the School of Nursing are designed to complement the School of Nursing philosophy. Based on the premise that each student has unique capabilities and a responsibility to nurture and develop this potential, guidance services help each individual identify and enhance personal strengths while assuming responsibility for professional growth and development. The School encourages independence, teaching students to become increasingly adept in solving personal and professional challenges through formal and informal conferences with the Director of the School of Nursing and members of the faculty.
School of Nursing faculty members provide services in two different settings. Each School of Nursing class is assigned a faculty class advisor for group direction and counseling. Likewise, each student receives a personal faculty advisor who provides individual guidance during periodic private conferences about individual progress. Faculty advisors are always available to assist students with any emergent need or question. The School offers an opportunity for upper-class members to participate in orientation and guidance of freshmen students. The School also offers the services of a qualified counselor who provides individual counseling sessions at no charge to the student.

GRIEVANCE, ABSENCE, & RESIGNATION POLICIES

GRIEVANCE POLICY
The School of Nursing offers students an appeal process developed in a cooperative venture involving students and faculty. Any student who feels unfairly treated may seek recourse through this grievance procedure and the accompanying appeal procedures. Students will find the appeal process described thoroughly in the Student Handbook.

VACATIONS AND LEAVES OF ABSENCE
Scheduled vacations take place between School of Nursing terms. Other vacations coincide with observance of the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Student’s requests for a leave of absence should be submitted to the faculty for individual consideration. Generally, the School of Nursing considers requests for health-related leaves with approval from a physician. In the case of pregnancy-related leaves of absence, the initiation and the length of the leave is decided by the student’s obstetrician and the faculty. The faculty on a case-by-case basis considers leaves of absence requested for other reasons.

Students must submit permission from the physician to return to class and clinical assignments.

Excessive loss of time from any one class or nursing level may require repetition of a course or transfer into another class to meet educational requirements.

WITHDRAWALS AND RESIGNATIONS
Students who wish to withdraw from the School of Nursing may do so by submitting a letter of resignation to the Director of the School of Nursing. The School encourages students to arrange interviews with the Director of the School before leaving to avoid jeopardizing readmission to the program at a later date. To be eligible for refunds, the withdrawal or resignation notice must be in writing. The refund depends on the date of withdrawal/resignation – refer to financial plan.

The faculty reserves the right to request withdrawal from any student who appears academically, clinically or personally unable to carry out professional responsibility in nursing.
All School of Nursing students are members of the Student Association. The Association functions as the voice of the total student body by providing organized and self-directed government. The organization enhances communication among students as well as between the faculty and the student body.

Students also may become members of the Student Nurses Association of New York State and the National Student Nurses’ Association. Representatives from this group may attend meetings and conventions sponsored by state and national association chapters.

Each School of Nursing class receives guidance from an assigned faculty advisor, who assists in planning fundraising activities to underwrite the cost of extracurricular activities and special class projects.

Students are expected to assume initiative and responsibility for planning social activities. Community cultural resources include the First Arena, Clemens Center for the Performing Arts, Elmira Little Theater, Corning Glass Center and a variety of Elmira College programs.

Students enrolled in the School of Nursing assume an obligation to conduct themselves in a manner compatible with the School’s function. Policies and privileges concerning student conduct, student association, use of facilities, and related matters are stated in the Student Handbook, which is presented to each student upon admission. The handbook also includes the constitution and bylaws of the Student Association. Each student is responsible for observing school policies as stated in the Student Handbook.
GRADING AND PROGRESSION

GRADING SYSTEM
When a course has both theory and clinical components, each component may have separate factors that are graded and weighted according to course requirements. A student will receive a numerical grade for the theory and a satisfactory or unsatisfactory grade for the clinical component. Students must maintain an 80% or B- (2.5) average in theory and a satisfactory clinical in nursing courses. An unsatisfactory grade in clinical performance will result in automatic failure regardless of the grade attained in a theory grade. A theory grade of less than 80% will constitute a course failure regardless of the grade achieved clinically. When a course has theory and clinical components, both components are taken at the same time and must be completed satisfactorily in order to meet course requirements.

At the completion of each nursing course with a clinical component, the student receives a comprehensive clinical evaluation for the course. The student shall sign the evaluation following discussion with the instructor. The student shall also have the option of signing a statement as to whether they agree or disagree with the evaluative comments.

Both theory and clinical components of a course must be satisfactorily completed at the same time to constitute passing the course. Faculty will evaluate a student who will not complete the program within the 5-year timeframe.

The faculty keeps students continuously informed of their progress. Upon written consent of the student, the faculty will notify parents or guardians of the student’s progress in the program on a regular basis.

PROGRESSION POLICY
Students who receive more than one “D” in the college courses cannot progress in the program of studies without permission of total faculty.

First Level to Second Level
The School of Nursing will progress students to the second level upon successful completion of the first level, provided the student achieves the following minimum requirements.

- A final grade of 80% in Nursing 101, 102, 103; Nutrition, Pharmacology, and Developmental Psychology
- Satisfactory clinical performance in Nursing 102 and 103
- All financial obligations are met prior to progression
- All lab/library materials that are outstanding must be returned and any fines paid
- Successful completion of college courses

Second Level to Third Level
Students completing the second level progress to the third level provided the student achieves the following minimum requirements.

- A final grade of 80% in Nursing 201, 202, and 203
- Satisfactory clinical performance during the second level
- All financial obligations are met prior to progression
- All lab/library materials that are outstanding must be returned and any fines paid
- Successful completion of college courses
Third Level to Graduation

Prior to Nursing 302, the student must successfully pass a dosage and calculation exam. Students will have three opportunities to achieve a score of 90%. If not successful, the student is dismissed from the program.

At the completion of the third level, the student may be recommended for graduation provided the following requirements have been met:

- A final grade of 80% in Nursing 301, 302, and 303.
- Satisfactory clinical performance during the third level
- All courses must be completed within the planned program of studies
- All lab/library materials that are outstanding must be returned and any fines paid
- All financial obligations must be met prior to graduation

A faculty committee assumes the responsibilities for periodic evaluations of student achievement and decides upon the progression of students at the close of each term or level of the program. Once the student is formally enrolled in the Arnot Ogden Medical Center School of Nursing program, the student must complete the program within five academic years. Both theory and clinical components of a course must be satisfactorily completed at the same time to constitute passing the course. The faculty provides individual evaluation of students who will not complete the program within the required timeframe due to extenuating circumstances (i.e. military commitment or illness).

GRADUATION

Qualification for award of the nursing diploma depends upon more than completion of formal course requirements with the required grade-point average. To qualify for graduation and the nursing diploma, students must meet the following personal and academic requirements.

- Satisfactory completion of the full program of studies
- Satisfactory adjustment of all financial obligations
- Favorable faculty recommendations covering both professional and academic qualifications

Graduation Honors

The faculty traditionally honors members of the graduating class who have demonstrated outstanding achievement in the School of Nursing program. These individuals are formally recognized during commencement.

LICENSURE

School of Nursing graduates must apply for licensure in order to practice professional nursing. Any individual who has been convicted of a felony may not take the licensing examination until the New York State Board of Nursing has reviewed the case.
BIO 1210. Anatomy & Physiology I
Enables the student to:
- Identify the gross and microscopic components of the skeletal, muscular and nervous systems and the cells, tissues and organs of the body
- Achieve familiarity with anatomic positions and terminology of human anatomy
- Explain physical and physiological mechanisms involved in interactions of body systems required for homeostasis
- Recognize and indicate ways in which body systems and processes may malfunction
Prerequisites: High School Biology and Chemistry or permission of instructor. 4 credit hours.

BIO 1211. Anatomy & Physiology II
Enables the student to:
- Identify gross and microscopic components of the circulatory, respiratory, digestive, excretory, reproductive and endocrine systems
- Explain physical and physiological (functional) mechanisms of these systems
- Describe and explain mechanisms involved in maintaining homeostasis in the interactions of the systems
- Recognize and indicate ways in which body systems may malfunction
Prerequisites: BIO 1210 or permission of instructor. 4 credit hours.

CHE 1010. Introductory Chemistry
Enables the student to:
- Acquire sound laboratory techniques
- Prepare chemical solutions and identify chemical families
- Use the metric system
- Recognize the chemical basis of certain physiological activities
- Recognize all the gas laws and recognize their relationship to respiration; to recognize the components of blood, and to recall their function; and to recognize the components of normal and pathological urine
No prerequisites. 4 credit hours.

BIO 1110. Microbiology
Enables the student to:
- Examine the structure of life processes of microbial organisms with emphasis placed upon bacteria and viruses; their relationship to human life; control and destruction of disease-producing organisms
- Learn aseptic technique, staining, characteristics of growth under laboratory conditions, sterilization and action of antibiotics in laboratory, classroom and recitation sessions
- Learn composition and special uses of the more common culture media
Prerequisites: High School Biology, CHE 1010, BIO 1210. 4 credit hours.
ENG 1600. English (Writing Seminar)
Enables the student to:
- Achieve proficiency in college-level written communication
- Improve general written communication skills
Prerequisite: High School English. 3 credit hours.

PSY 1010. Introductory Psychology
Enables the student to:
- Learn introductory principles of psychology, including physiological psychology, sensation and perception, learning and memory, emotion and motivation, personality, behavior problems and psychotherapy, behavior changes across the life span, attitudes, conformity and social groups.
No prerequisites. 3 credit hours.

SOC 1010. Introductory Sociology
Enables the student to:
- Acquire introductory sociological concepts, basic information and elementary skills for the study of human societies
- Acquaint the student with sociological view of social reality
- Introduce the student to the history of sociology and major concepts, techniques, theories, and findings in the field
- Identify forms, functions and relationships of groups and analyze social institutions, processes, values and controls through classroom meetings, readings and reports. No prerequisites. 3 credit hours.
First Level Course Descriptions

Nursing 101 is designed for the beginning student to develop knowledge of the roles of the nurse based on moral, legal, ethical and professional standards. The concept of the individual as a patient/consumer is explored as appropriate in health and illness. The student begins to develop problem-solving, intellectual and technical skills used to assist individuals in meeting activities of daily living in a safe comfortable environment. Classroom and laboratory activities use critical thinking concepts and the nursing process to study actual and simulated patient care situations. **No prerequisites.**

- Classroom hours  52
- Clinical experience hours  52

Nursing 102 builds upon previously learned concepts, techniques and principles to form the foundation for expanding the student’s knowledge base to promote healthy response patterns in the hospitalized adult experiencing the stress of illness. The focus of the course is on applying the nursing process to meet specific health problems and the principles related to medication administration, pain, sensory alteration, rest and sleep, wound care, thermal applications, oxygen administration, gastrointestinal and urinary elimination. Concurrent theory and clinical laboratory experiences assist the students in applying concepts and psychomotor skills to the care of selected adult hospitalized patients. **Prerequisites:**

Nursing 101, Anatomy & Physiology I, Chemistry

- Classroom hours  52
- Clinical experience hours  52

Nursing 103 is designed to give the student a holistic, health-orientated approach to assessment of the patient/consumer throughout the life span. Developmental and cultural factors, which require modifying assessment techniques and nursing interventions, are integrated. Health assessment is viewed as the opportune time to explore actual or potential health issues and address learning needs at any stage of life and/or illness. Basic health assessment techniques are studied, practiced and utilized with patients in any age group, in acute and ambulatory care settings. **Prerequisites:** Nursing 101, 102, Pharmacology, Anatomy I & II, Chemistry

- Classroom hours  45
- Clinical experience hours  90

Pharmacology 110 introduces a science based upon information from anatomy, physiology, and chemistry. This course assists the student in correlating the principles, practices and nursing responsibilities inherent in the safe administration of medications and includes the computation of medication dosages. Pharmacology will include the discussion of nursing practice. Utilizing the nursing process and selected case studies will emphasize critical thinking and patient teaching. **Prerequisite:**

Nursing 101

- Classroom hours  37.5

Developmental Psychology 130

This course is designed to provide the student with a comprehensive introduction to developmental psychology using a life span approach. Societal and cultural influences affecting human evolution are investigated. The physical, cognitive, social and emotional development seen during childhood, adolescence, adulthood, and aging are examined. Erickson’s personality development and Piaget’s cognitive development help form the foundation for the discussion on major developmental tasks to be
accomplished at each stage of life. The teaching of Kübler Ross and others are used in the discussion of death as a normal life process. **Prerequisite: General Psychology**

- Classroom hours 37.5

*Nutrition 120* is designed to provide an opportunity for the student to acquire knowledge of the principles of nutrition in the maintenance and promotion of optimum health. This course provides the foundation for sound dietary planning for people in any age group as well as for themselves. The course focuses on the concept of dietary balance to maintain or restore to the best possible level of health. The diet must furnish sufficient energy and nutrients to meet the metabolic needs at all stages of the life cycle. The principles of nutrition are integrated with the physiologic, cultural and socioeconomic factors influencing the daily selection of foods. Nutritional and dietary planning, food habits and cultural food patterns are studied in relation to influences on nutritional needs during health and illness. **Chemistry preferred but not a prerequisite.**

- Classroom hours 37.5

*Second Level Course Descriptions*

**Nursing 201** is designed for the junior level student to apply the nursing process and critical thinking skills to meet the complex needs of patients/consumers throughout the life span and/or their families who are responding to acute and chronic medical-surgical health problems. The theory and clinical experiences are planned to gain knowledge of concepts and clinical competency skills to promote, maintain, and restore optimal wellness of patient/consumers responding to alteration in function related to fluid and electrolyte imbalances, diabetes mellitus, and infectious conditions. Response to complex health problems associated with altered musculoskeletal, respiratory, integumentary, gastrointestinal, and genitourinary function is discussed. Emphasis is placed on the student functioning as a contributing interdisciplinary health team member in collaborating to provide primary, secondary, and tertiary prevention for medical-surgical patient/consumers and/or families at various points along the wellness-illness continuum in acute care and a variety of community-based settings. **Prerequisites: Completion of First Level courses.**

- Classroom hours 78
- Clinical experience hours 156

**Nursing 202 – Maternity Nursing**

Students in this 13-week course learn to utilize the nursing process to meet the needs of the individual and/or family during the childbearing phase of life. The student gains knowledge and skills such as technical, critical-thinking, problem solving, and teaching/learning. Theory and clinical experiences include all aspects of the maternity cycle, such as prenatal, intrapartal, postpartal, and newborn. The student also gathers experience in dealing with the specialized problems/needs of high-risk mothers and/or infants. Women’s health issues are also included. Cultural, nutritional, psychological, social, pharmacological, developmental, and legal/ethical concepts are integrated throughout the course. The students learn by participating in selected clinical independent studies, such as hands on newborn and bonding assessments, discussion groups, conferences/seminars, and community experiences such as visits to an infertility office, midwives office, high-risk OB office, neonatal intensive care unit, and a visit to a local birthing center. **Prerequisites: Completion of First Level courses.**

- Classroom hours 78
- Clinical experience hours 156
Nursing 203 is nine weeks in length and designed to expose the student to concepts of Psychiatric/Mental Health Nursing. The student will utilize scientific principles, nursing knowledge and critical thinking skills to care for clients with psychiatric disorders. The course offers individual, family and group concepts of mental illness that teach students to address the needs of these clients. Primary prevention and maintenance of mental health are also addressed. Course content includes theories of personality development, functions and structure of the family. Emotional and psychiatric disorders of infancy, childhood, adolescence and adulthood are taught with clinical experiences provided. Other stress-related problems such as psychoneuroimmunologic disease, substance abuse, child abuse, spouse abuse and elder abuse are included. **Prerequisites: Completion of First Level courses.**

- Classroom hours 72
- Clinical experience hours 144
**Third Level Course Descriptions**

**Nursing 301** is the advanced medical-surgical course that builds upon the student’s previous knowledge and experiences. The nursing process is the framework that the students utilize to plan, implement, and evaluate their nursing care. Students provide care for one to two patients/consumers/patients, who are experiencing a return of a chronic health problem or a new onset of a problem. The focus this semester includes hematologic, endocrine, basic cardiovascular, renal, and oncologic concerns. Integrated throughout the term include concepts such as, cultural, nutritional, psychological, pharmacological, social, developmental, and legal/ethical. Besides care of the consumer/patient in the acute care medical center setting, the student also has the following experiences: dialysis, cardiac catheterization, breast care specialist, and the Falck Cancer Center. Throughout the term, the students gain skills in problem-solving, critical thinking, and the use of evidence-based nursing practice. **Prerequisites: Completion of First and Second Level courses.**

- Classroom hours 79
- Clinical experience hours 237

**Nursing 302** is designed to enable students to apply the nursing process while caring for human needs of the unstable patient who is undergoing change in critical life processes. The students will apply critical thinking process with knowledge, principles, and skills in new situations experienced in the care of persons who are at various levels of development and encountering critical life situations. These situations include critical respiratory and cardiac conditions, poisonings, trauma, neurologic disorders and burns. Care is provided to patients in the Intensive Care Unit, Neonatal Intensive Care Unit, and Emergency Department. Other sites include home care and the community. **Prerequisites: Completion of First and Second Level courses, Nursing 301, and 90% pass rate on dosage and calculation competency.**

- Classroom hours 79
- Clinical experience hours 237

**Nursing 303** is designed to assist students’ transition into the role of the graduate nurse. The major emphasis is the role of the nurse as a health team member and as a leader/manager in the care of groups of patients. The students examine theories and develop skills that are essential for the nurse as a leader/manager in nursing practice. Students continue to develop and refine their own philosophy of nursing. In as much as this is a time of personal growth, the issues of human rights, nurses’ rights, collegial relationships and interpersonal factors are discussed. Students are assigned to a medical/surgical unit where they increase their proficiency in the use of the nursing process using categories of human responses with patients and families. The stresses of practicing as a graduate nurse and the use of appropriate coping skills are explored. **Prerequisites: Completion of First and Second Level courses, Nursing 301 and Nursing 302.**

- Classroom hours 60
- Clinical experience hours 180

**AWARDED COLLEGE CREDIT**

As of 2002, the Arnot Ogden Medical Center School of Nursing received 35 credits from the State University of New York Program on National Program for Non-collegiate Sponsored Instruction (NPONSI), which may be accepted in lieu of transfer credits to an upper-division nursing program.
From the east—
From Route 17/I86, take exit 56. On the exit ramp, take the second left onto Church Street into the city of Elmira. Proceed straight on Church St. into the residential town area to the Walnut Street traffic light. Turn right at the intersection of Church and Walnut Streets. Continue on Walnut to the Roe Avenue traffic light. Proceed past the intersection and take the second left on to Ivy Street. The L.D. Clute Education Building is a single-story brick facility located at the corner of Ivy and Grove Streets adjacent to the Emergency Room entrance.

From the west—
Exit Route 17/I86 at the Route 352 South Corning ramp. Continue on Route 352 into the Town of Elmira. Continue eastbound on Water Street and follow the blue medical center signage. Signs will direct you to turn left at Hoffman Street, and to continue straight to the intersection at Roe Avenue. Turn right onto Roe Avenue. After the Ogden Avenue intersection, the Falck Cancer Center will be visible on the left. Turn left into the Medical Center complex. The L.D. Clute Education Building, a single-story brick facility, is located straight ahead at the corner of Ivy and Grove Streets adjacent to the Emergency Room entrance.
Please note:
- A $50.00 non-refundable application fee, résumé, and essay must accompany this completed/signed application.
- Application fee is waived for veterans.
- Application deadline is June 30th. All documents including transcripts must be received by this deadline date to be considered for a September admission date.

Please check one:
- [ ] Regular Admission  [ ] Nursing Transfer  [ ] LPN-Advanced Standing  [ ] US Veteran

Date of application: ____________ Academic year for which you are applying: ________________

Name: ________________________________________________________________________________
   (Last)                            (First)                             (Middle)                   (Maiden)
Social Security No. ________ - ________ - ________ Telephone number: (_____) __________________

Address: _______________________________________________________________________________________
   (Street and Number)
   _____________________________________________ (City)                                             (State)                                                    (Zip Code)

Email address: ________________________________ Cell phone: ( _____ ) ____________________________

- Citizenship:  [ ] U.S.  [ ] Non-U.S.  
  If non-U.S., give Permanent Resident Card number ______________________________

- Have you ever been convicted of a felony?  [ ] Yes  [ ] No  
  If yes, explain in a separate letter.
  Any individual who has been convicted of a felony may not take the licensing examination until the New York State Board of Nursing has reviewed the case.

- Have you been dismissed from another educational institution?  [ ] Yes  [ ] No  
  If yes, please explain in a separate letter. (Please note: Answering yes to this question does not automatically disqualify you from admission)

- Have you previously applied for admission to this school?  [ ] Yes  [ ] No  
  If yes, when? __________ Last name at that time: ______________________________

- Are you an Arnot Ogden Medical Center employee?  [ ] Yes  [ ] No  
  If yes, please indicate department ____________________________ extension __________

- Are you related to an Arnot Ogden Medical Center employee?  [ ] Yes  [ ] No  
  If yes, please indicate employee name/relationship ______________________________
High School last attended: _______________________________ Date of Graduation: ________________
City/State/Zip: _______________________________ Date of GED: ______________________

➢ Have you taken college entrance examinations: ☐ Yes ☐ No
If yes, which? ☐ S.A.T. ☐ ACT Date: ________________

Identify all formal education beyond high school. List in order of most recent

<table>
<thead>
<tr>
<th>School or College</th>
<th>Address</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Diploma or Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

List two references: (i.e. teacher, counselor, employer). See enclosed Applicant Reference #1 & #2 forms for use.

~Please do not use friends or relatives as a references~

#1) Name: ________________________________________________________________
Address: __________________________________________________________________
Position/Title: ____________________________________________________________

#2) Name: ________________________________________________________________
Address: __________________________________________________________________
Position/Title: ____________________________________________________________

Person to notify in the event of an emergency:
Name: __________________________ Telephone: (____) ________ Office/Home/Cell?
Relationship: __________________________

PLEASE SUBMIT A RESUMÉ AND BRIEF ESSAY WHICH INCLUDE:
1) Work experiences and activities for the past 3-5 years
2) Reasons for selecting nursing as a career
3) Reasons for desiring entrance into the Arnot Ogden School of Nursing
4) Plans for the future

I certify that I have read the catalog and instructions for applying to the Arnot Ogden Medical Center School of Nursing. I certify that the information provided on this application is true and correct. I further understand that falsification of information herein will result in cancellation of this application and dismissal from the School of Nursing if enrollment has occurred.

Signature_________________________________________ Date__________________________

D: 6/84; R: 2/07, 7/09
ARNOT OGDEN MEDICAL CENTER SCHOOL OF NURSING
600 Roe Avenue, Elmira, NY 14905
(607) 737-4153 fax (607) 737-4116
www.arnothealth.org
email: mlyon@aomc.org or lmacauslan@aomc.org.

Applicant: fill in your name and submit to your #1 reference:

Name: ___________________________________________________________________________________
(First)                                        (Middle)                                                (Last)

Reference:
➢ The above candidate is applying for admission to the Arnot Ogden Medical Center School of Nursing.
➢ This form is to be completed by a non-relative who is at least 21 years of age.
➢ How long have you known this applicant? __________________________
➢ In what capacity? ________________________________________
➢ Do you know of any factors that might interfere with the applicant’s performance in a school of nursing?
  o Yes   o No

Please indicate your impression of the applicant in the following categories:

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholastic Ability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Dependability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Adaptability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Integrity</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Leadership</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Attendance</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

Comments on your above responses:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Date: ___________________________ Signature: ___________________________
Position: ___________________________________________________________
Address: ___________________________________________________________
City/State/Zip: _____________________________________________________
Telephone: _________________________________________________________

Action on this applicant awaits your response. Therefore, please promptly fax or return this form to the
Director, School of Nursing, Arnot Ogden Medical Center. Thank you.

If you have any additional comments, which would assist the Admissions Committee in appraising the potential of
this applicant for nursing, please use the reverse side of this form.
Reference #1 additional comments:
APPLICANT REFERENCE \#2

ARNOT OGDEN MEDICAL CENTER SCHOOL OF NURSING
600 Roe Avenue, Elmira, NY  14905
(607) 737-4153  fax (607) 737-4116
www.arnothealth.org
email: mlyon@aomc.org or lmacauslan@aomc.org.

Applicant: fill in your name and submit to your \#2 reference:

Name:___________________________________________________________________________________
(First)                                        ( Middle)                                                          (Last )

Reference:

- The above candidate is applying for admission to the Arnot Ogden Medical Center School of Nursing.
- This form is to be completed by a non-relative who is at least 21 years of age.
- How long have you known this applicant?_________________________
- In what capacity? ____________________________________________
- Do you know of any factors that might interfere with the applicant’s performance in a school of nursing?
  o Yes        o No

Please indicate your impression of the applicant in the following categories:

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholastic Ability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Dependability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Adaptability</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Integrity</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Leadership</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>Attendance</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

Comments on your above responses:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date:  _________________       Signature: ________________________________
Position: ____________________________
Address: ____________________________
City/State/Zip: ____________________________
Telephone: ____________________________

Action on this applicant awaits your response. Therefore, please promptly fax or return this form to the
Director, School of Nursing, Arnot Ogden Medical Center. Thank you.

If you have any additional comments, which would assist the Admissions Committee in appraising the potential of
this applicant for nursing, please use the reverse side of this form.

R: 2/07
Reference #2 additional comments:
HIGH SCHOOL TRANSCRIPT REQUEST

ARNOT OGDEN MEDICAL CENTER SCHOOL OF NURSING
600 Roe Avenue, Elmira, NY 14905
(607) 737-4153  fax (607) 737-4116
www.arnohealth.org  email: mlyon@aomc.org or lmacauslan@aomc.org

Applicant:
Please fill in the following information and forward this form to your high school.

Name: ________________________________________________________________________________
  Last                                                            First                                        If applicable, maiden name
Address: ______________________________________________________________________________
Phone: ___________________________   SS# ____________________________
Graduated________________________       or years attended: ___________________________________

High School: Please attach an official transcript to this form and return.
We do not accept faxed official transcripts.

List the subjects currently enrolled in, as well as those completed. A supplementary report should be submitted upon completion of high school.

Please complete the following if not indicated on the high school transcript:

1. Ranked ____________ in a class of ____________ students.
2. Attendance __________________________
3. Final or current grade average ______________
4. Passing grade of school ______________
5. Accreditation of the school ________________________
6. ACT/SAT scores: ___________ Verbal
                      ___________ Mathematics
6. Graduated ______________ or, will graduate on ______________________
7. We would appreciate your estimate of the applicant's ability and general qualifications for the study and practice of nursing. Include any special recognition, if any, that the applicant has received

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Date: ____________________________

Signature:________________________

Title: ____________________________

Additional comments reverse side.
Transcript Request Additional Comments:
PUBLIC DISCLOSURE STATEMENT

Upon completion of the nursing program, graduates of the Arnot Ogden Medical Center School of Nursing must take a state licensing examination in order to practice as a registered nurse. The state licensing examination for registered nurses is the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

NCLEX-RN Pass Rates
Current NCLEX-RN results for the three most recent graduating classes are:

<table>
<thead>
<tr>
<th>Graduating Class</th>
<th>Number Graduating</th>
<th>Number Passing</th>
<th>% Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>June Class of 2006</td>
<td>8</td>
<td>7</td>
<td>88%</td>
</tr>
<tr>
<td>June Class of 2007</td>
<td>9</td>
<td>9</td>
<td>100%</td>
</tr>
<tr>
<td>June Class of 2008</td>
<td>6</td>
<td>5</td>
<td>83%</td>
</tr>
</tbody>
</table>

Retention Rate as measured by number of students returning each year:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Retention Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-2001</td>
<td>62%</td>
</tr>
<tr>
<td>2001-2002</td>
<td>60%</td>
</tr>
<tr>
<td>2002-2003</td>
<td>71%</td>
</tr>
<tr>
<td>2004-2005</td>
<td>89%</td>
</tr>
<tr>
<td>2005-2006</td>
<td>66%</td>
</tr>
</tbody>
</table>

Graduation and Employer Satisfaction Surveys
Surveys received from graduates and their employers indicate average and above average satisfaction with the program.

Standardized Test Results
Standardized NLN Achievement Test results are available upon request from the office of the Director, School of Nursing.

Upon request, Arnot Ogden Medical Center’s School of Nursing will provide a copy of the documentation describing the institution’s accreditation and licensing approval. Information available by calling the School of Nursing or writing to the National League for Nursing Accrediting Commission (NLNAC) at the following address:

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Rd. NE
Suite 500
Atlanta, GA 30326
(404) 975-5000
www.nlnac.org.

Arnot Ogden Medical Center School of Nursing was reviewed for continued accreditation by the National League for Nursing in February 2002, and has received official notification of full accreditation through the year 2010.
SECURITY STAFFING AND HISTORY

Arnot Ogden Medical Center maintains a full-time security force on campus 24 hours a day, 7 days a week. Officers are certified and are easily accessible throughout all shifts.

In accordance with the Student Right-To-Know and Campus Security Act (Pub.L.101-542) the following table lists crimes that have been reported on the Arnot Ogden Medical Center campus:

<table>
<thead>
<tr>
<th>REPORTED</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape/Sexual Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Violations</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

This report is compiled on an annual basis (Jan. 1 – Dec. 31). It is provided to all current students and employees, and is available to any applicant for enrollment or employment upon request.

NOTE: Students who are either enrolled or reside at Elmira College should refer to the Elmira College Campus Security Brochure for the statistics that apply to crimes occurring on the Elmira College Campus.

January 2008
Fred Farley, PhD, RN, FACHE  
Vice President, Chief Operating Officer  
B.S.N.: Frances Payne Bolton School of Nursing  
M.S.N.: Case Western Reserve University  
Ph.D.: Binghamton University  

Linda MacAuslan, MS, RN, CDE  
Director, School of Nursing  
Diploma: Robert Packer School of Nursing  
B.S.: Elmira College  
M.S.: Syracuse University  

Christie Ellis, MSN, RN-BC  
Assistant Director/Instructor, Nursing  
B.S.N.: East Carolina University  
M.S.N.: East Carolina University  

Patricia Allen, MSN, RN  
Instructor, Nursing  
Diploma: St. Joseph’s Hospital School of Nursing  
B.S.: Elmira College  
M.S.N: University of Phoenix  

Danielle Brotherhood, MSN, RN  
A.D.N.: Blackhawk Technical College  
B.S.N.: Keuka College  
M.S.N.: University of Phoenix  

Susan Cagir, MSN, RN  
Instructor, Nursing  
A.S.N. /B.S.N.: Pace University  
M.S.N.: College of New Rochelle  

Carol Fowler, MSN, RNC-OB  
Instructor, Nursing  
A.A.S.: Corning Community College  
B.S.N: Mansfield University  
M.S.N.: University of Phoenix  

Krystal Jubilee, MSN, RN  
Instructor, Nursing  
B.S.N:  University of Pennsylvania  
M.S.N: University of Pennsylvania  

Ellen Justice, MSN, RN, ONC  
Instructor, Nursing  
A.D.N.: Troy State Univ.  
B.S.N.: Univ. of S. Carolina  
M.S.N.: Univ. of Phoenix  

David Lester, MLS  
Medical Librarian  
M.L.S.: Southern Connecticut State University  

John Jacobs, RD, MA, CD  
Instructor, Nutrition  
R.D. /C.D.: Oneonta State University  
M.A.: Syracuse University  

Joan Ozog, MS, RN  
Instructor, Nursing  
Diploma: St. Joseph’s Hospital School of Nursing  
B.S.: State University of Binghamton  
M.S.N: Excelsior College  

Lisa White, MSN, RN  
Instructor, Nursing  
B.S.N: Alfred University  
M.S.N.: University of Phoenix  

Barbara Horton, MS, RN, Recruitment  
Michelle Lyon, Administrative Assistant  
Terry Bellinger, Financial Aid Officer
# Arnot Ogden Medical Center School of Nursing CURRICULUM PLAN

## First Year (Freshman Level)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology I *</td>
<td>4</td>
<td>72</td>
<td>Microbiology *</td>
<td>4</td>
<td>72</td>
<td>Nursing 301 (Med/Surg)</td>
<td>►10.5</td>
<td>79</td>
</tr>
<tr>
<td>Chemistry *</td>
<td>4</td>
<td>72</td>
<td>Nursing 201 (Med/Surg)</td>
<td>►8.5</td>
<td>78</td>
<td>156</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing 101</td>
<td>►4.5</td>
<td>52</td>
<td>52</td>
<td>TERM I TOTAL</td>
<td>8</td>
<td>196</td>
<td>52</td>
<td></td>
</tr>
</tbody>
</table>

### TERM I TOTAL

8 | 196 | 52

## Second Year (Junior Level)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology II *</td>
<td>4</td>
<td>72</td>
<td>Sociology *</td>
<td>3</td>
<td>36</td>
<td>Nursing 302 (Med/Surg)</td>
<td>►10.5</td>
<td>79</td>
</tr>
<tr>
<td>Pharmacology 110</td>
<td>►2.5</td>
<td>37.5</td>
<td>English *</td>
<td>3</td>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology *</td>
<td>3</td>
<td>36</td>
<td>Nursing 202 (Maternity)</td>
<td>►8.5</td>
<td>78</td>
<td>156</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing 102</td>
<td>►4.5</td>
<td>52</td>
<td>52</td>
<td>TERM II TOTAL</td>
<td>7</td>
<td>197.5</td>
<td>52</td>
<td></td>
</tr>
</tbody>
</table>

### TERM II TOTAL

7 | 197.5 | 52

## Third Year (Senior Level)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Psych.130</td>
<td>►2.5</td>
<td>37.5</td>
<td>Nursing 203 (Mental Health)</td>
<td>►8.0</td>
<td>72</td>
<td>144</td>
<td>Nursing 303 (Group Nursing)</td>
<td>►8.0</td>
</tr>
<tr>
<td>Nutrition 120</td>
<td>►2.5</td>
<td>37.5</td>
<td>Nursing 103</td>
<td>►5.0</td>
<td>45</td>
<td>90</td>
<td>TERM III TOTAL</td>
<td>120</td>
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### TERM III TOTAL

120 | 90

### Summer Break

### Spring Break ~ 1 Week

### Holiday Break ~ 3 Weeks

### First Year Totals (Freshman Level)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
<th>Credits</th>
<th>Class Hrs</th>
<th>Clin Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST LEVEL TOTAL</td>
<td>15</td>
<td>513.5 **19</td>
<td>194 **13</td>
<td>SECOND LEVEL TOTAL</td>
<td>10</td>
<td>372</td>
<td>456</td>
<td>THIRD LEVEL TOTAL</td>
</tr>
</tbody>
</table>

*Courses taught at Elmira College

Financial Aid Nursing Credits:

► Freshmen Level Total = 21.5
► Junior Level Total = 25.0
► Senior Level Total = 29

R: 10/00; 9/01; 10/02; 2/03; 11/06; 2/07; 7/09

Program Totals 25 | 1103.5 | 1304
All expenses indicated in this material are approximate and based on the School of Nursing’s current costs. Therefore, they are subject to revision at any time.

1. Upon notification of acceptance, the School of Nursing requires applicants to pay a **non-refundable** $120 matriculation fee. This pre-admission fee will be applied toward the student’s initial payment.

2. Students are required to pay a nominal health fee.

3. Students are required to have health insurance coverage at the time of admission and throughout the program.

4. Tuition and fees are paid according to the “Schedule of Payments”.

5. Uniform costs are approximately $50-70 for uniforms. Students are required to purchase their own nursing uniform, shoes, and graduation uniform.

6. A credit balance in a student account resulting from withdrawal, overpayment, or adjustment will be refunded. Please refer to the REFUND POLICY for more detail.

7. All fees, fines and expenses must be paid prior to progression and prior to graduation in order to receive the Arnot Ogden School of Nursing diploma and pin.

8. **ALL FEES, FINES, AND EXPENSES MUST BE PAID PRIOR TO RELEASE OF A TRANSCRIPT.**

9. Part-time students are charged the same per credit hour rate that full time students are charged.

10. Cost of transportation to and from cooperating agencies or institutions and all personal expenses are the financial obligation of the student.

11. The cafeteria and Café at the Arnot Ogden Medical Center are available for dining at the student’s own expense.

12. If a student finds it necessary to withdraw from the program prior to completing a term or level, refunds for tuition, fees, and room charges assessed will be made according to the following schedule, less a $100 administrative fee. This includes refund rates for Elmira College.

13. For resident students, an ala Carte meal plan is optional through Elmira College. Meals may be prepared in the residence halls.

14. Resident students are housed at Elmira College and are required to pay $400 per year for the Student Activities Program.

15. For students living in residence at Elmira College, a $220 non-refundable deposit is required from all incoming freshmen, enrolled students, transfer students, and/or readmitted students. This deposit will be applied toward the cost of the room.

<table>
<thead>
<tr>
<th>Term I – 13 wks</th>
<th>Term II – 13 wks</th>
<th>Term III – 9 wks</th>
<th>Summer Term – 6 wks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first Session: 100%</td>
<td>Before first session: 100%</td>
<td>Before first session: 100%</td>
<td>Before first class: 100%</td>
</tr>
<tr>
<td>After: 1st week 90%</td>
<td>After: 1st week 80%</td>
<td>After: 1st week 80%</td>
<td></td>
</tr>
<tr>
<td>2nd week 80%</td>
<td>2nd week 60%</td>
<td>2nd week 60%</td>
<td></td>
</tr>
<tr>
<td>3rd week 70%</td>
<td>3rd week 40%</td>
<td>3rd week 40%</td>
<td></td>
</tr>
<tr>
<td>4th week 60%</td>
<td>4th week 30%</td>
<td>4th week 30%</td>
<td></td>
</tr>
<tr>
<td>5th week 50%</td>
<td>5th week 0</td>
<td>5th week 0</td>
<td></td>
</tr>
<tr>
<td>6th week 30%</td>
<td>6th week 0</td>
<td>6th week 0</td>
<td></td>
</tr>
<tr>
<td>7th week 10%</td>
<td>7th week 0</td>
<td>7th week 0</td>
<td></td>
</tr>
<tr>
<td>8th week 0</td>
<td>8th week 0</td>
<td>8th week 0</td>
<td></td>
</tr>
</tbody>
</table>
The student must provide the school with written notification of withdrawal. The refund is calculated based on the date the written notification is received by the school. If they received federal grants or loans, then Financial Aid will process a refund through federal student aid return of Title IV funds on the web. A refund will be issued according to the federal calculation.

- NO REFUND WILL BE MADE TO A STUDENT WHO WITHDRAWS UNOFFICIALLY OR WHO HAS BEEN REQUIRED TO WITHDRAW BY THE SCHOOL.

Arnot Ogden Medical Center will credit refunds in the following manner:

1. To outstanding balances on the Federal Family Educational Loan Program (FFEL).
2. To outstanding balances on Federal Perkins Loans.
3. To Federal Pell Grant Awards.
4. To Federal Supplemental Educational Opportunity Grant (FSEOG) awards.
5. To other Title IV Student Assistance;
6. To the New York State Tuition Assistance Program (TAP) per State adjustments to TAP based on adjusted tuition charges; and
7. To the student.

A student receiving Federal Grant or Loans, the Arnot Ogden Medical Center is required to process Title IV Federal Grant or Loan refunds through the US Dept of Education’s Website. Any Federal refunds calculated as refunded to the proper agency within 10 days of a written withdrawal notice. For students not receiving Federal Grants or loans, the above refund policy applies.

SCHEDULE OF PAYMENTS - Subject to change

<table>
<thead>
<tr>
<th></th>
<th>YEAR ONE</th>
<th>YEAR TWO</th>
<th>YEAR THREE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TERM I</td>
<td>TERM II</td>
<td>TERM III</td>
<td>TOTAL</td>
</tr>
<tr>
<td>TUITION</td>
<td>$ 3300</td>
<td>$ 3696</td>
<td>$ 2640</td>
<td>$ 9636</td>
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<td>FEES</td>
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<tr>
<td>Library</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
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<tr>
<td>Activity</td>
<td>30</td>
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<td>Health</td>
<td>135</td>
<td>135</td>
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<td>45</td>
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<tr>
<td>Equipment</td>
<td>35</td>
<td>35</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>Graduation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books*</td>
<td>650</td>
<td>300</td>
<td>445</td>
<td>1395</td>
</tr>
<tr>
<td>ATI Testing</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>225</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 4260</td>
<td>$ 4071</td>
<td>$ 3160</td>
<td>$ 11,491</td>
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</table>

In addition, there is a residence student charge for room and board. **Board is optional**

<table>
<thead>
<tr>
<th></th>
<th>YEAR ONE</th>
<th>YEAR TWO</th>
<th>YEAR THREE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TERM I</td>
<td>TERM II</td>
<td>TERM III</td>
<td>TOTAL</td>
</tr>
<tr>
<td>ROOM**</td>
<td>3050</td>
<td>3050</td>
<td>340</td>
<td>6440</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>7310</td>
<td>7121</td>
<td>3500</td>
<td>17,931</td>
</tr>
<tr>
<td>DUE DATES (approx.)</td>
<td>8/09</td>
<td>1/10</td>
<td>4/10</td>
<td>8/10 &amp;</td>
</tr>
</tbody>
</table>

*Total represents the approximate cost of all required textbooks and standardized tests:
Elmira College courses: the student is responsible for payment directly to the Elmira College campus bookstore for the required textbooks.
School of Nursing courses: students purchase all textbooks via virtual bookstore on school website.

**$150 charge for rooms canceled after July 1 for Term I or after November 1 for Term II.
Financial Aid Policy:

A. Requirements for Financial Aid:
   1. All accepted students are sent a Financial Aid Package. If your application is pending you can contact the Financial Aid Officer to obtain a Financial Aid Package. The student is responsible for filing all required applications prior to the required deadline date.
   2. The student must apply for financial aid on an annual basis.
   3. A Federal Stafford Loan Entrance Interview and an exit interview must be completed by all students at: www.mapping-your-future.org.
   4. All students are selected for verification and must submit the requested 1040, W-2, and any other documents required. The information may include parent or spouse. Awards cannot be made prior to the completion of the verification process.
   5. The student must meet the academic requirements of the school, any requirements stipulated by the Title IV Federal Aid Program and/or by the individual scholarships.

B. Procedure for Financial Aid:
   1. The student must complete a free application for Federal Student Aid (FAFSA). If you are a New York State resident you must also complete a Tuition Assistance Program (TAP) application. The FAFSA and TAP applications can be filed online at www.fafsa.ed.gov and www.hesc.com.
   2. The Financial Aid Officer will determine from the Institutional Student Information Report which Federal assistance that the student is eligible for.
   3. Students that are interested in a Federal Student Loan must submit a completed Loan Request Form to the Financial Aid Office. The Electronic Master Promissory Note must be filed online at www.hesc.com for NYS residents and www.aessuccess.org for PA residents.
   4. Students interested in the AOMC Tuition Scholarship must submit the required application to the Financial Aid Office by the May 1st deadline.
   5. Applicants for financial assistance will be notified in writing of their award.
   6. If student status changes for any reason the student must notify the Financial Aid Office.

C. Student Records Policy:
   1. Maintenance, confidentiality, and access:
      a. All records and conversations between the applicant, his/her family and the financial aid staff are confidential and entitled to the protection ordinarily given a counseling relationship.
      b. Public announcements will not be made of award amounts to individual students.
      c. Financial aid records will not be released without written permission of the student or the Financial Aid Officer as circumstances may dictate (Federal and State audits).
      d. The Financial Aid Officer will determine whose permission is required in consideration of and professional ethics surrounding each request for information.
      e. All student financial aid records will be maintained for a period of not less than five (5) years.

D. Deadline Date: May 1st - Tuition Scholarship Application.
   Refer to end of catalog for Scholarship Information details.

If you qualify for admission and are eligible for the Scholarship program, you must apply for financial aid to defray educational expenses. To do this you will need to . . .
Obtain a Federal Application for Federal Student Aid (FAFSA) from the Arnot Ogden Financial Aid Office or if you are a high school student, from your guidance counselor. Fill it out and return it to the address listed on the form.

Discuss your options. These include scholarships and loans available through private and government resources. Our Financial Aid Officer can advise you about several options including:
- Tuition Assistance Program (TAP)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Pell Grants
- Federal Family Educational Loans
- Federal Perkins Student Loan Program
- Federal College Work-Study Program

All requests are reviewed individually. Funding available for assistance may vary from year to year. Also, other sources of funding may be available from service clubs or through the Internet.

SCHOOL OF NURSING
AUDIT POLICY

Persons seeking permission to audit nursing courses should submit a completed Application for Auditing Courses form to the School of Nursing clarifying the purpose (s) for auditing the requested course (s). Upon approval by the Recruitment, Admission and Progression Committee, the auditor will be required to attend all specified classes as deemed necessary by the instructor (s). The auditor may not enroll later than one week following the beginning of the course. The auditor may take examinations or participate in written assignments if deemed necessary by the instructor. The Faculty Organization will review requests for a clinical component on an individual basis. The requests should include clearly written clinical learning objectives to be met. An additional fee for the clinical experience will be assessed. References on work and professional background are required. No student will be permitted to change from audit to credit or from credit to audit after the course has begun. The auditor will not receive a grade for the course.

The fee schedule for auditing will be one-half of the present cost of the courses. Books and other necessary course materials will be a separate charge.

The application may be obtained by contacting the School of Nursing Administrative Assistant.
PRACTICAL NURSE (PN) TO REGISTERED NURSE (RN) CURRICULUM

The School of Nursing at Arnot Ogden Medical Center offers the PN to RN Curriculum as a program of study developed specifically for the practical nurse desiring career advancement to a registered nurse level. This program recognizes the fact that the PN currently has competent levels of knowledge, skill and experience, and can build upon that basis.

Some specific advantages of the PN to RN Curriculum include:

- Recognition of previous knowledge and skills
- Elimination of the need to repeat previously learned concepts and skills

To be eligible for the PN to RN Curriculum applicants must:

- Meet general admission requirements, excluding high school Chemistry requirement
- Be a graduate of an accredited practical nurse program
- Have a GPA of 2.0 or above in basic practical nurse program
- Complete Orientation for Students including an introduction to the nursing process and computerized documentation

For more information or to apply to the Arnot Ogden Medical Center School of Nursing:
Phone (607) 737-4153
Email mlyon@aomc.org or lmacauslan@aomc.org.
Write to: Director, Arnot Ogden Medical Center School of Nursing, 600 Roe Avenue, Elmira, NY 14905
**ARNOT OGDEN MEDICAL CENTER SCHOLARSHIP**

*MAY 1st DEADLINE*

_The scholarships are very limited and are awarded to the best-qualified applicants._

- **Important:** Only applicants who have committed to the School of Nursing and paid the $120 acceptance fee may apply and be considered for the scholarship.

- Arnot Ogden Medical Center may award scholarships to students enrolled in the program of studies.

**Candidates must meet the following minimum criteria:**

1. **Financial need** based upon the percentage of deficit between financial aid and tuition costs.

2. **Academic standing:**
   - 85% grade point average in high school AND 80% and above grade in algebra, biology and chemistry in high school, OR
   - GED score of 50% or above in each category tested, OR
   - Transfer courses from accredited college with a grade point average of 3.0 or above, OR
   - Successful completion of an accredited L.P.N. program with a cumulative average of 85% and above

3. **Citizenship** – US citizen

**Procedure:**

1. **After** you have paid the $120 Acceptance Deposit, the student (applicant) submits a **TUITION SCHOLARSHIP APPLICATION** form and required financial income information to the Financial Aid office by **May 1st.**
   - If you did not receive the Tuition Scholarship Application following your payment of the acceptance deposit, contact Terry Bellinger in the Financial Aid office for a full application form. (607) 737-4321

2. The financial aid officer reviews the application form for completeness and financial need.

3. Recruitment, Admissions, and Progression Committee will select applicants for scholarships.

4. A letter notifying the applicant regarding eligibility status will be mailed by mid-June.

5. The applicant contacts the Financial Aid Office to make arrangements for contract review and signatures.

6. Annual renewal for the scholarship is based on mutual agreement and:
   a. Satisfactory academic standing in both theory and clinical performance
   b. Evidence of financial responsibility for current applications
   c. Monies/positions available.

7. **Receipt of Tuition Scholarship Application forms after the May 1st deadline will not be considered.**

**Obligation:**

Student’s obligation to Arnot Ogden Medical Center is identified at the time the scholarship contract is signed.
ACADEMIC CALENDAR

ARNOT OGDEN MEDICAL CENTER SCHOOL OF NURSING
600 Roe Avenue, Elmira NY 14905
(607) 737-4153 or fax (607) 737-4116
email: mlyon@aomc.org, or lmacauslan@aomc.org.

<table>
<thead>
<tr>
<th>FALL TERM ~ 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 - 4</td>
</tr>
<tr>
<td>September 7, Labor Day</td>
</tr>
<tr>
<td>September 8</td>
</tr>
<tr>
<td>October 19 &amp; 20</td>
</tr>
<tr>
<td>November 23-27</td>
</tr>
<tr>
<td>November 30</td>
</tr>
<tr>
<td>December 14-18</td>
</tr>
<tr>
<td>December 21-January 8, 2010</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WINTER TERM ~ 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, 2010</td>
</tr>
<tr>
<td>February 22-26</td>
</tr>
<tr>
<td>March 1</td>
</tr>
<tr>
<td>April 12-16</td>
</tr>
<tr>
<td>April 19-23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING TERM ~ 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 26</td>
</tr>
<tr>
<td>May 31</td>
</tr>
<tr>
<td>June 21-25</td>
</tr>
<tr>
<td>June 25</td>
</tr>
<tr>
<td>June 25</td>
</tr>
</tbody>
</table>
Transfer Students-Advanced Placement

Students seeking transfer of previously earned credits for courses required by the Arnot Ogden Medical Center School of Nursing from other educational programs will be considered for advanced placement. The previously earned credits will not be computed in the grade point average. The program of study for each student with transfer credits is planned on an individual basis.

In addition to the requirements for application, the applicant must submit an official transcript from each institution attended. Each transcript is evaluated on an individual basis. Physical science courses must have been completed within ten years of enrollment. Other courses will be evaluated on an individual basis. A course description and/or syllabus may be requested for courses for which the student is requesting transfer credit. All courses accepted for transfer must have been completed with a grade of C or better (C- or below is not transferable).

Credit is allowed for successfully completing the following College Level Examination Program (CLEP) exams, which are applicable to the curriculum requirements: General Psychology, English Composition, Introductory Sociology, and Human Growth and Development. Requests to use any other CLEP exams must be made in writing to the Faculty Committee. Grades for these exams must be received by the school before the start of the semester in which the course is offered.

Applicants, who meet the requirements for admission and have previously attended a school of nursing and left in good academic standing, may receive transfer credits for a nursing course(s) comparable to courses offered by the AOMC SON.

Catalog descriptions and/or outlines of the nursing courses(s) being considered for transfer must be submitted to the faculty admission’s committee. The faculty admission’s committee then reviews and compares course descriptions and/or outlines of courses to ensure that courses are comparable. It is necessary for students to perform competencies prior to being eligible to transfer credits. A recommendation from the head of the previous school of nursing is also essential.

The transfer nursing student must complete a minimum of five terms prior to graduation in order to be awarded a Diploma in nursing. Students with advanced standing may not be eligible for awards at graduation based upon the total credits awarded by the Arnot Ogden Medical Center School of Nursing.