



# Admission Packet

## ***ADMISSION PACKET***

### ***ASSOCIATE OF APPLIED SCIENCE***

### ***IN***

### ***NURSING***

2018

Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.



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East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.

## ***Compliance Contacts Statement***

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

Office of the District Director of Human Resources, Payroll and EEOC/OCR  
1512 Kemper Street  
Scooba, Mississippi 39358  
662.476.5274

Office of the Dean of Students & District Director of Recruitment  
District Disability Services Coordinator  
8731 South Frontage Road  
Mayhew, MS 39753  
662.243.1979

Office of the Executive Vice President  
Title IX Coordinator  
8731 South Frontage Road  
Mayhew, MS 39753  
662.243.1900



# Admission Packet

## **NURSING-ASSOCIATE OF APPLIED SCIENCE DEGREE**

Welcome to East Mississippi Community College. Thank you for your interest in our program. East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is *evidence* that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

The purpose of the program is to prepare men and women for the role of the registered nurse, competent to function as a professional and valuable member of the health care team in providing care for individuals, families, and communities. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning. IHL contact information: Address, 3825 Ridgewood Road Jackson, MS 39211: telephone, (601) 432-6198, fax, (601) 432-6972. Website, <http://www.ihl.state.ms.us>. This nursing education unit is accredited by the Accreditation Commission for Education in Nursing (ACEN). Information about the Accreditation of EMCC's Associate Degree Nursing program with ACEN can be obtained from their website <http://www.acenursing.org/>, by emailing Marsal P. Stoll, EdD, Chief Executive Officer of ACEN at [mstoll@acenursing.org](mailto:mstoll@acenursing.org) or by writing to Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse (NCLEX-RN®). Successful completion of



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the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs. Please see the National Council of State Boards of Nursing website, [www.ncsbn.org](http://www.ncsbn.org), for more information.

Please utilize the following admission guidelines when applying.

## ADMISSION PROCEDURE:

To be considered for the ADN program, applicants must complete all testing, meet the minimum requirements, and submit all required paperwork by October 1 each year for spring admission. Incomplete admission packets will not be considered for admission. **All pre-requisites must be completed with the required grade prior to the October 1 deadline.** The applicant is responsible for ensuring that all required documents are received, correct, and complete.

Please note: Meeting all admission requirements does not guarantee acceptance into the ADN program. Admission is competitive and enrollment is limited. The number of applicants accepted is limited due to the nature of the program. **Students are not chosen with regard to race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law.**

**All students are admitted provisionally, pending completion of admission packet and a clear criminal background check.**

1. Go to [http://www.eastms.edu/index.php?option=com\\_wrapper&Itemid=186](http://www.eastms.edu/index.php?option=com_wrapper&Itemid=186) and select the "Apply Now!" link to submit an online application for admission to East Mississippi Community College.



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2. Acceptance to East Mississippi Community College does not guarantee acceptance to the ADN program. Letters of pending acceptance will come from the Director of Nursing and Allied Health.
  3. Submit a completed School of Nursing Application to the Allied Health Administrative Assistant.
  4. Submit an official high school transcript from an accredited high school showing date of graduation and principal's signature;  
or  
Submit an official GED transcript with satisfactory scores.
  5. Submit transcripts from **all colleges** previously attended. The transcript must go to the registrar's office. Transcripts cannot be stamped "issued to student". Transfer credit is not given for nursing classes taken at other institutions.
  6. Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. A letter of good standing indicates that the student is eligible for immediate readmission into the former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants who have been unsuccessful more than once in any nursing school will not be eligible for admission into the Associate Degree Nursing program at EMCC for a period of five years from last attendance in a nursing program.
  7. Applicant must have:
    - a. A minimum composite score of 19 with subscore of 19 in reading on the ACT.
    - b. A grade of "C" or higher in College Algebra, and Anatomy and Physiology I&II-prerequisite science classes must have been completed within the last 5 years.
    - c. Cumulative GPA of 2.5 or higher on a 4.0 scale for all previous college work attempted.
    - d. Students with less than the required ACT composite score must have completed a minimum of 12 semester hours, including Anatomy and Physiology, with a 2.5 grade point average before being admitted. They must have made at least a grade of "C" in Anatomy and Physiology courses.
    - e. A Kaplan Nursing School Admission exam score of at least 65% - PLEASE NOTE THAT NO SMART WATCHES OF ANY TYPE ARE ALLOWED IN THE TESTING AREA.
- APPLICANTS MUST MEET THE MINIMUM ACT SCORE OR MEET THE**



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**QUALIFICATIONS IN D ABOVE PRIOR TO TAKING THE ENTRANCE TEST. IT IS THE RESPONSIBILITY OF THE APPLICANT TO MAKE SURE THIS REQUIREMENT HAS BEEN MET.** Applicants may register to take the Kaplan Nursing School Admission exam with the Allied Health administrative assistant. The cost of the testing must be paid when you register. Entrance tests may be retaken once in order to achieve a higher score. If you would like to prepare for the exam, Kaplan has developed a preparatory book titled Kaplan Nursing School Admission Exams. This book is available on Amazon.com.

## **SELECTION CRITERIA:**

If the prospective student fails to complete the application process, fails to register, or is not accepted into the program, the application process must be repeated for consideration for the next class as a wait list is not maintained.

Selection of applicants is made by using a point system. (The Associate of Applied Science Degree Applicant scoring sheet is included in this packet for informational purposes only.) Extra points may be earned in one of four ways: Two years of High School Medical Technology with a letter of recommendation from instructor, Current CNA certificate with letter of recommendation from employer, an Associate degree or higher in another field or as a currently Licensed Practical Nurse. Extra points are awarded only if letters of recommendation, current CNA certificate, current LPN license, and/or transcripts are included in required admission paperwork packet. Applicants are ranked numerically and the top students are offered admission pending completion of admission paperwork. The remaining applicants will be placed on the alternate list in rank order. If one of the students offered pending admission does not accept, the alternate applicants, in rank order, will be offered pending admission. Points will be awarded on the following criteria:

- a. GPA from each prerequisite class. All prerequisites must be complete by Oct. 1 deadline.
- b. ACT scores, or completion of a minimum of 12 semester hours, including Anatomy and Physiology, with a 2.5 grade point average



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**c. Admission test score of 65 or greater**

If there is a tie, the applicant with the higher GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first. Further ties will be decided based on Admission test scores.

All students selected are considered pending admission until all required paperwork is turned in and a “clear” criminal background check is received.

All applicants meeting the requirements for the program will be sent a letter stating they are either pending admission, not accepted, or on the alternate list.

Applicants pending admission will receive a packet including a health form and CPR information. The health forms must be dated no earlier than 45 days before the first day of class. All health forms, immunization forms, lab results, letters of good standing from former nursing programs, and proof of CPR certification must be turned in to the Allied Health Administrative Assistant by December 1<sup>st</sup> for spring admission. All required paperwork must be submitted as a complete package. **INCOMPLETE PACKAGES WILL BE RETURNED TO THE STUDENT.** Without completed paperwork, students will not be allowed in class

1. Health Form (physical must be within **45** days of the beginning of class).
2. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case by case basis prior to final acceptance into the nursing program. Cost of the drug screen is the responsibility of the applicant
3. HIV testing (required by area affiliates)
4. Current CPR card. The CPR card has to be an American Heart Association BLS (cannot expire before the end of the program). If you need CPR you may call Terasa Harpole at 243-1945 or Brenda Waldrop at 251-2190 for class times. You may also call your local hospital to see if classes are scheduled.
5. Current Immunization form and proof of Tetanus vaccination within the last 5 years.
6. Proof of uniform order
7. A negative two step TB skin Test or proof of a previous two step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine



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which test is necessary. This is a yearly requirement. A copy of the results of the test must be submitted to the Allied Health Administrative Assistant annually.

8. Proof of vaccination for Hepatitis B or a waiver signed by students who choose not to protect themselves with the vaccination series. Please note that some facilities will not allow the waiver.
9. Proof of current flu vaccination or sign a waiver and agree to wear a face mask from October thru March while in the clinical setting will be due by October 1<sup>st</sup> of each year.
10. Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a “clear” criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, , ( felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from **any clinical agency for any reason** they will not be eligible to enter or continue in the program.

### ASSOCIATE DEGREE READMISSION POLICY

Students must maintain at least an 80 in each nursing course. If a final grade below 80 is received in any nursing class the student will be withdrawn from the program. Any student leaving the Nursing program before their anticipated graduation date must follow one of the policies below:



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**1. If the student leaves the program before successfully completing the first semester he/she must:**

Follow the guidelines in the current admission packet to reapply to the program. No more than 10% of the total admission will be composed of readmission students.

**2. If a student successfully completes a semester and then withdraws or is unsuccessful in a subsequent semester, the following is required for readmission:**

- Request readmission in writing to the Director of Nursing and Allied Health. Requests for readmission must be received within one month of leaving the program. The following information must be included in the letter:
- Reasons why the student was unsuccessful
- How circumstances leading to failure or withdrawal have changed
- A detailed plan outlining how the student plans to be successful if readmitted into the nursing program. The plan must be signed and will become a contract that the student will follow throughout the rest of the nursing program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the nursing program. No student will be readmitted without a detailed plan of academic readiness.
- Current contact information including: address, phone number, email address
- Which semester the student wishes to be readmitted
- Students desiring readmission must be able to document mastery of previously learned materials. Students seeking readmission must adhere to the EMCC ATI testing plan. An advisor will meet with the student to assign which tests or modules must be completed by the student. The student must perform at or above a Level II in order to be considered for admission.
- The student will be required to demonstrate mastery of clinical skills before being allowed to perform skills in the clinical setting. Students will be asked to perform one of any of the previously learned skills at a satisfactory level within one attempt. Students must also take a calculations exam and score a 90% or greater on the first attempt.
- No more than 10% of the total admission will be composed of readmission students.



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The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, and will only be required to repeat any nursing course they were unsuccessful in or withdrawn from. The student must complete the remainder of the program during this admission.

Although readmission depends on openings in the class every consideration and opportunity will be given to help students reach their goal of completing the nursing program. If there are more applicants than space, applicants will be ranked using the Associate of Applied Science Nursing applicant scoring sheet included in this packet. The highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first. Further ties will be decided based on Nursing School Admission test scores

Any student readmitted into the program will follow policies in the handbook in use during his/her readmission. Please be aware that EMCC requires a 2.0 GPA in order to graduate in any of the Associate Degree Programs. This qualification **MUST** be met prior to graduating from the RN program.

All students selected for readmission are considered pending admission until all required paperwork is turned in and a “clear” criminal background check is received.

All students meeting the requirements for readmission will be sent a letter stating they are pending admission, or were not accepted.



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## East Mississippi Community College Associate Degree Nursing PROGRAM OF STUDY

The Associate of Applied Science degree is a 62 hour program. The program consists of 26 hours of general academic classes and 36 hours of nursing classes. The program is designed to be completed within 2 years of entrance into the first nursing class. All students must take nursing classes in sequential order.

### PRE-REQUISITES:

BIO 2514—ANATOMY AND PHYSIOLOGY I	4 HOURS
BIO 2524—ANATOMY AND PHYSIOLOGY II	4 HOURS
MAT 1313—COLLEGE ALGEBRA	<u>3 HOURS</u>
TOTAL PRE-REQUISITE HOURS	11 HOURS

FRESHMAN	SOPHOMORE
FIRST SEMESTER	FIRST SEMESTER
HOURS	HOURS
NUR 1119 NURSING I 9	NUR 2319 NURSING III 9
ENG 1113 ENGLISH COMP I 3	SOC 2113 INTRO TO SOCIOLOGY 3
PSY 1513 GENERAL PSYCHOLOGY 3	SPT 1113 PUBLIC SPEAKING I 3
<b>TOTAL: 15 HOURS</b>	<b>TOTAL: 15 HOURS</b>
SECOND SEMESTER	SECOND SEMESTER
HOURS	HOURS
NUR 1229 NURSING II 9	NUR 2429 NURSING IV 9
	FINE ARTS ELECTIVE 3
<b>TOTAL: 9 HOURS</b>	<b>TOTAL: 12 HOURS</b>
TOTAL HOURS 62	



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This applicant scoring sheet is for informational purposes only. Do not fill it out.

EAST MISSISSIPPI COMMUNITY COLLEGE  
ASSOCIATE OF APPLIED SCIENCE DEGREE APPLICANT  
SCORING SHEET

Applicant \_\_\_\_\_ Total Score \_\_\_\_\_

ITEM	1	SCORE	POINTS
ACT		<19	0
(19/19)		19-21	1
		22-24	2
		25-27	3
		28-29	4
		30 or >	5

POINTS EARNED \_\_\_\_\_

ITEM	2	SCORE	POINTS
Nursing Entrance Exam		65-69%	1
		70-79%	3
		80 or >	5

POINTS EARNED \_\_\_\_\_

ITEM	3	SCORE	POINTS
GPA for prerequisite work:			
Algebra		2.50-3.0	3



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	3.01-3.5	4
	3.51-4.0	5
Anatomy and Physiology I	2.50-3.0	3
	3.01-3.5	4
	3.51-4.0	5
Anatomy and Physiology II	2.50-3.0	3
	3.01-3.5	4
	3.51-4.0	5

POINTS EARNED \_\_\_\_\_

## **EXTRA ITEMS**

## **POINT**

Medical Technology <i>(Must have completed 2 years of Medical Technology with a Letter of Recommendation from instructor)</i>	½ (one half)
CNA with recent work experience (proof of CNA certification With letter of Recommendation from employer)	½ (one half)
Associates of Arts or Associates of Applied Science (transcript)	1 (one)
Licensed Practical Nurse	1 (one)
Bachelor's degree or higher in another field (transcript)	1.5 (one)

POINTS EARNED \_\_\_\_\_

**TOTAL POINTS EARNED** \_\_\_\_\_



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## THE APPLICATION PROCESS CHECKLIST

### ☐ STEP 1

Go to <http://www.eastms.edu/> and select the “Apply Now!” link to submit an online application for admission to East Mississippi Community College. Acceptance to East Mississippi Community College does not guarantee acceptance to the ADN program. Letters of pending acceptance will come from the Director of Nursing and Allied Health.

### ☐ STEP 2

Fill out an application for the School of Nursing (included in this packet). This application should be returned to the Allied Health Administrative Assistant. Make sure to include letters of recommendation, letters of good standing from former nursing directors, and copy of CNA certification if applicable.

### ☐ STEP 3

Request transcripts to be sent to EMCC from all other educational institutions you have attended- this includes high school. (Transfer Request Form included in this packet). Make sure you request transcripts from all schools attended.

### ☐ STEP 4

Make sure your ACT scores (minimum composite score 19 with a subscore of 19 in Reading) are on file in the admissions office or schedule and take your ACT before the Oct. 1 deadline.

### ☐ STEP 5

After you have obtained the minimum ACT score, you may see the Allied Health Administrative Assistant to schedule your Nursing School Admission test. **Please be sure you have met the ACT requirement prior to scheduling your test.**



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### ☐ **STEP 6**

The cost of the nursing entrance test must be paid when you register for the test. Payment should be made at EMCC Business Office. The Entrance test may be retaken once in order to achieve a higher score. The book: Kaplan Nursing School Entrance Exams: Your Complete Guide to Getting Into Nursing School can be ordered from Amazon and other online book stores if you would like a study guide for the entrance test.

### ☐ **STEP 7**

After the deadline you will be notified if you have been selected for pending admission. If you accept a slot in the program, you will be sent an information packet to complete. EMCC does not keep a wait list for admission. If you are not chosen for the program, you will have to reapply the next time a class starts. Nursing entrance test scores are good for 1 year. It is your responsibility to be sure that all of your paperwork is on file prior to the deadline. Remember, just because you request a document to be sent to EMCC does not mean that it was actually sent or received.



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## Transcript Request Form

Please send an official copy of my transcript to the address checked below.

If you plan to attend the Scooba Campus, Meridian Navy Base Extension, or Macon Extension use this address:

☐ East Mississippi Community College • Office of Admissions • P.O. Box 158 • Scooba, MS 39358  
662-476-8442

If you plan to attend the Golden Triangle Campus or the Columbus Air Base Extension use this address:

☐ East Mississippi Community College • Office of Admissions • P.O. Box 100 • Mayhew, MS 39753  
662-243-1900

\_\_\_\_\_ Last School/College Attended \_\_\_\_\_ Date of Attendance or Graduation

Name \_\_\_\_\_  
(Please use name you were enrolled under)

Student's Current Address \_\_\_\_\_  
(Number or Street) (City) (State) (Zip)

Student's Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send transcript: ☐ Immediately ☐ After grades are posted ☐ After graduation

Note: On high school transcript, please show date of graduation, ACT/ SAT scores, and principal's signature.

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**Do Not Mail This Form Back To EMCC. Complete It And Mail To Last School Attended. Make Sure You Send The Appropriate Transcript Fee With This Request. Athletes Must Provide Transcripts From All Colleges Previously Attended.**



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## SCHOOL OF NURSING APPLICATION

Please return application to:  
Associate Degree Nursing  
East Mississippi Community College  
PO Box 100  
Mayhew, Mississippi 39753  
(662)243-1910

PLEASE TYPE OR PRINT

### ASSOCIATE OF APPLIED SCIENCE (RN)

#### Important Deadline

Deadline for completed admission requirements (Application, ACT, Admission testing, transcripts, and pre-requisites)

**October 1 each year for Generic option**

**July 1<sup>st</sup> each year for the LPN to RN Transitions option**

**(return completed paperwork to the Allied Health Administrative Assistant )**

### Personal Information

Name: \_\_\_\_\_

Last

First

Middle

Maiden

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street

Apt. #

P.O. Box

City

State

Zip Code

Email address \_\_\_\_\_

Telephone #s: Home \_\_\_\_\_ Cell \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact number \_\_\_\_\_



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Academic Information*			
High School Attended _____		Graduation Date _____	
School Address, City, State _____			
GED Test ____yes ____no			
List all colleges attended (including EMCC)			
Name and location of institution	Dates attended	Major or area of Study	Degree Awarded

\* An official transcript from all educational institutions attended and/or GED results must be mailed to:

Admissions  
East Mississippi Community College  
P.O. Box 100  
Mayhew, Mississippi 39753

Have you ever been convicted of, pled no contest to, or are charges pending against you for a felony or misdemeanor in any state/ jurisdiction?

YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever attended nursing school in this or any other program?

Yes \_\_\_\_\_ NO \_\_\_\_\_ Please list all schools and dates attended. You must have a letter of good standing from your previous nursing school Director in order to be considered for this program. You are not eligible for consideration if you have had two unsuccessful attempts in any nursing program.

Have you filled out an application for admission to EMCC within the last 12 months?

Yes \_\_\_\_\_ No \_\_\_\_\_. If not, you must apply to the school for admission before being considered for the nursing program.

**Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX exam or application for licensure. A Board of Nursing may, at its discretion, refuse to accept the licensure**



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**application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues. Students will be fingerprinted by the State Board of Nursing prior to taking the NCLEX.**

I state that the foregoing statements in this application are true and accurate. I am aware that omission of transcripts from other schools attended, or any false, misleading, or incomplete statements made on this application could be grounds for non-admission to, or later dismissal from, the nursing program.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law**

The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Theresa Harpole**

District Director of Human Resources  
P.O. Box 158 Scooba, MS 39358



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## ***Compliance Contacts Statement***

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

Office of the District Director of Human Resources, Payroll and EEOC/OCR  
1512 Kemper Street  
Scooba, Mississippi 39358  
662.476.5274

Office of the Dean of Students & District Director of Recruitment  
District Disability Services Coordinator  
8731 South Frontage Road  
Mayhew, MS 39753  
662.243.1979

Office of the Executive Vice President  
Title IX Coordinator  
8731 South Frontage Road  
Mayhew, MS 39753  
662.243.1900