

## **Admissions**

The intent of SRMCPS is to offer educational opportunities in the health science field to anyone who has the interest, desire and ability to pursue a health care program offered by the Schools. The Professional Schools asks for a wide range of information in order to evaluate applicants. The Professional Schools seeks applicants for its programs who demonstrate qualities of scholarship, responsibility, accountability, motivation and commitment to academic and personal growth. Specific entrance requirements vary for individual programs.

Admission is competitive with specific standards for each program of study. SRMCPS reserves the right to deny admission or readmission to any applicant if his or her admission is not considered in the best interest of the applicant or School. The School does not offer development courses for remedial studies.

All materials submitted for the application process become the property of the School and cannot be returned or forwarded.

Equal opportunity for admission is offered to applicants without regard to age, race, religion, ancestry, gender, sexual orientation, physical ability, national origin or legally protected classifications.

### **Admission Deadlines**

#### **Nursing**

Fall Semester (August start)..... May 1  
Spring Semester (January start)..... September 1

#### **Radiation Sciences**

Fall Semester (August start)..... May 1

#### **Diagnostic Medical Sonography**

Spring Semester (January start)..... September 1

Completion of all admission requirements is not a guarantee of acceptance into a program. Applicants not accepted for their semester of choice must submit a letter of intent in order to be reviewed for admission in the consecutive semester and update their applications as required. Applicants desiring to be reviewed for a non-consecutive semester must reapply. Information regarding the reapplication process may be obtained from Student Services. All applications resulting in non-admission are purged from school files one year from date of receipt. A new application and fee must be submitted.

### **General Admission Requirements**

1. Must be 18 years of age or older by the admission deadline
2. Submit the application with the application fee.
3. Submit official transcripts for all high school/GED and college courses. Transcripts MUST be in English. The transcript must bear the official school stamp/seal.
4. Each program has additional admission requirements. Please see the program sections included in this catalog.

### **Entrance Testing**

Programs at SRMCPS may require entrance testing as part of the admission requirements. These standardized tests are basic skill level assessments which compare candidates' Reading, Math, Science and English & Language Usage scores against national averages. The programmatic admission criteria in this section state whether testing is required. Information on standardized testing, score interpretation

and study aids can be obtained from [www.atitesting.com](http://www.atitesting.com). Registration for the entrance tests may be completed after submitting the application for admission. Entrance tests may be taken once per admission cycle. Only scores attained at SRMCPS will be accepted. Payment for entrance testing must be in the form of cash or money order and is payable at the time of testing.

## Prerequisite & Co-requisite Course Completion

Admission to SRMCPS programs is contingent upon the completion of prerequisite courses. Program-specific prerequisite requirements can be found in the Academic Programs section of this catalog, obtained online at [www.srmconline.com](http://www.srmconline.com), or from Student Services. The application for admission may be submitted before the prerequisite courses are completed; however, applicants must successfully complete prerequisite courses prior to final acceptance into the designated program. GPA calculation for selection purposes will be based on the highest grade achieved by the admission deadline.

Prerequisites and co-requisites appear on SRMCPS transcripts as transfer courses, except in case of co-requisite courses completed at Richard Bland College in concurrence with SRMCPS curriculum plan requirements. For example, Microbiology is scheduled as a co-requisite requirement in the AAS degree in Nursing in the second semester of the program. If Microbiology is completed at RBC during the second semester, it is not considered a transfer course, and will be computed in the student's SRMCPS grade point average.

Prerequisite college courses and courses considered for transfer credit must appear on transcripts from colleges and universities whose accreditation is recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). Transfer credits are not included in the computation of a student's SRMCPS grade point average (GPA). All credits will be assessed for transfer on a case-by-case basis. The Professional Schools does not accept credit for experiential learning unless it has resulted in recognized healthcare licensure or certification. Pass/fail courses will meet the admission requirement and will be recorded with no value in the GPA. **Developmental courses will not meet prerequisite or transfer credit requirements.**

Credits from foreign universities/colleges/schools must be evaluated as equivalent by an approved international consulting agency at the applicant's expense.

Each program specifies the minimum grade required in prerequisite courses for admission.

### Prerequisite Course Examples

RBC Course Number	Course Name	Credits	JTCC Course Number	SVCC Course Number	JSRCC Course Number
BIO 205	Human Anatomy and Physiology I*	4	BIO 141	NAS 161** BIO 231	NAS 161** BIO 231
BIO 206	Human Anatomy and Physiology II*	4	BIO 142	NAS 162** BIO 232	NAS 162** BIO 232
ENGL 101	Writing & Research	3	ENG 111	ENG 111	ENG 111
PSY 210, 201 or 202	Survey of General Psychology	3	PSY 201, 202	PSY 200, 201, 202	PSY 201, 202
MTH 101	College Algebra	3	MTH 163	MTH 163	MTH 163
BIO 111	Medical Terminology	2	HLT 143	HLT 143	HLT 143
CSCI 110	Computer Concepts	3	ITE 115	ITE 115	ITE 115

\* Courses need to have been taken within the past 10 years.

\*\* Credits may not transfer to baccalaureate programs.

The above table provides examples of courses that are most frequently transferred from other colleges and universities in the Petersburg area but is not a comprehensive listing. For more information regarding specific courses, contact Student Services at 804.765.5214 or 804.765.6756.

One credit hour is equivalent to 15 clock hours of lecture, or 30 clock hours of lab, or 45 clock hours of clinical/externship. An academic year is equivalent to a minimum of 900 clock hours and/or 24 semester credit hours and 30 weeks.

## Transcripts

Official transcripts must be in English, and can be mailed directly by the college/university/high school to the following address:

Southside Regional Medical Center Professional Schools  
Student Services  
737 South Sycamore Street  
Petersburg, VA 23803

Transcripts carried or mailed by the student are not considered official transcripts if the envelope seal has been broken. Files will not be considered complete until official transcripts are received at the above address. Transcripts marked as "issued to student" are not accepted as official.

Transcripts must reflect final grades for all prerequisite courses prior to enrolling in the program of choice. For prerequisite courses that are in progress at the time of application, official transcripts showing successful completion of all prerequisite courses must be received before acceptance is considered final. Transcripts must be requested from each college/university granting transfer credits. **It is the responsibility of the applicant to verify with the Student Services that the required transcripts have been received.** Failure by the applicant to submit official transcripts showing successful completion of coursework in progress at the time of application by the matriculation deadline will result in the revocation of acceptance.

## Selection Process

Admission is competitive, offered on a space available basis for the top-ranked candidates. Qualified applicants are placed in rank order according to the following:

### Nursing

Core Science Course GPA  
Entrance Test Scores  
Personal Interview

### Medical Imaging

Overall GPA  
Core Science Course GPA  
Personal Interview

Meeting all admission requirements is not a guarantee of admission into a program. The school retains the right to immediately dismiss an applicant who has falsified their application. Admission may be denied if the drug screen is positive, if the applicant misses any deadline established by the school, or if the applicant has a prior conviction that would disqualify him or her from clinical rotations.

Acceptance letters will be sent by mail to all qualified candidates within 45 days following the application deadline. An applicant is not considered to be a student at SRMCPS until the enrollment roster is confirmed on the first day of classes.

## Requirements for Enrollment:

1. Return Matriculation form and fee
2. Complete background check (no adverse information found)
3. Complete substance testing (no substance abuse found)

4. Verify immunization requirements
5. Provide verification of CPR completion for American Heart Association Basic Cardiac Life Support healthcare provider course

Failure to complete these requirements by the deadlines specified in the applicant's acceptance letter may result in the revocation of acceptance to the program. Additional enrollment appointments with Student Services may be applicable (i.e. Financial Aid Department).

Fees associated with compliance of enrollment requirements are the responsibility of the accepted applicant and are non-refundable.

### **Criminal Background Checks**

In order for clinical sites and affiliates to comply with The Joint Commission accreditation standards pertaining to due diligence and competency assessment of all individuals whose assignments bring them in contact with patients or employees, employee prescreening requirements are extended to clinical students.

Human Resources conducts criminal background screenings which review a person's criminal history. The review includes the cities and counties of all known residencies.

Following acceptance into a health science program at SRMCPS, a criminal background search must be performed prior to enrollment. Southside Regional Medical Center is authorized to perform such checks. The applicant must submit the required information for a criminal background check by the scheduled date. Failure to do so will be interpreted as a refusal for criminal background check and the acceptance will be revoked.

The cost of the initial criminal background check is included in the student's matriculation fee.

The following convictions may disqualify an individual from participation in the clinical rotation:

- A. Felony convictions
- B. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- C. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- D. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- E. Registered sex offenders

The following convictions at any time in the past may constitute the inability to participate in clinical rotations: criminal homicide; kidnapping and unlawful restraint; indecency with a child; sexual assault; aggravated assault; injury to a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; conviction under the laws of another state, federal law, or the uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed previously; felony conviction for theft which occurred within the previous five years; and any other offense that the facility may impose.

The Vice President, Dean, Program Director or their designee will notify the student either verbally or in writing if anything in the student's record indicates a conviction barring the student from clinical rotations. If the student is deemed ineligible for clinical rotations at any time during the program due to criminal history record, the student will be required to withdraw from the program and/or related courses as stipulated by the individual health science program.

For more information, see the eligibility for licensure/registry policies in individual program handbooks.

### **Substance Abuse Testing**

Southside Regional Medical Center and SRMCPS are firmly committed to providing environments that are free from the use of substances that may or may not impair performance or cause other adverse effects. As such, substance use/abuse testing may be conducted at the following times:

1. Enrollment
2. Part of the random drug screening process
3. Reasonable suspicion of use

For more information, refer to the Substance Abuse Testing Policy in the Admissions section of the catalog.

### **Student Immunization and Health History**

All applicants entering SRMCPS are required to complete a health history form. This includes documentation of immunization history, titer results and health history. This documentation **must be submitted prior to registering for classes**. Acceptable immunization and health history records may be obtained from the following:

- Health Care Provider
- High School Records
- Personal Immunization Records
- Local Health Department
- Military Records
- Employee Health
- Previous College or University

These documents **must** include the applicant's name and official seal of the issuing institution or the health care provider's signature.

- A. Proof of the following immunizations and/or titer results are required before entrance to the SRMCPS:
  1. 2 MMR's (measles, mumps, rubella) or titer results (Note: only one MMR is required if born before 1957)
  2. Varicella (chicken pox) or titer results
  3. Hepatitis B series dates or titer, or a signed waiver
  4. 2 step Tuberculin Skin Test (TST) within the last 12 months
    - a. applicants without proof of such are required to obtain a 2 step TST test before School entrance, or
    - b. undergo a chest x-ray, if ineligible for TST testing
- B. Once accepted into the program, the Student Health Nurse will schedule an appointment to complete required health documentation. Documentation of immunizations, titers and health history **must be submitted by the date noted in the acceptance letter**. If documentation is not received by that date, titers **must** be obtained to establish immunity levels against certain diseases (measles, mumps, rubella, hepatitis and varicella). It is the applicant's responsibility to pay all fees associated with securing health history documentation. This includes but is not limited to Hepatitis B series, TSTs, immunization, titers and drug screens. If titers do not show immunity, it is the student's responsibility to obtain the appropriate vaccination(s). Proper documentation of these vaccinations **must be submitted prior to validation**. **Applicants who fail to provide this information will lose their admission to the program.**
- C. Applicants are:
  1. required to sign a Statement Assigning Financial Responsibility for Medical Care form. This waiver indicates they acknowledge responsibility for treatment costs arising from any clinical practice-related health issue. This form is retained in the student's health record file.
  2. strongly encouraged to purchase a personal health insurance plan.

3. responsible for all charges for services rendered to them by any healthcare provider for injuries or illness.
  4. responsible for providing copies of all immunizations, titers and health history documentation to the Student Health Nurse. This information will be maintained in each student's health folder, stored in the Student Health Nurse office.
- D. Access to student health records is limited to the Student Health Nurse, Vice President Professional Schools and appropriate school personnel. Records are retained by the Student Health Nurse for three years following graduation or withdrawal from the School, and then destroyed.

There may be additional pre-entrance health requirements mandated by individual programs.

### **Basic Cardiac Life Support Course**

The American Heart Association Basic Cardiac Life Support for the Healthcare Provider is the only course accepted for SRMCPS applicants. CPR training is offered during orientation to accepted applicants who do not already possess a valid CPR certification. The cost associated with this training is the responsibility of the applicant/student.