

ADVANCED STANDING GUIDE

2008-2009

Challenge Examinations

Articulation Agreements

Transfer Credit

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Introduction

Thomas Nelson Community College is a two-year institution of higher education established as part of a statewide system of community colleges in Virginia. Courses of study provide individuals with the knowledge and skills required for employment, to continue their education at four-year colleges and universities, and to become generally educated citizens able to function in a complex world.

Each year Thomas Nelson Community College enrolls a large number of students with prior educational experience from many areas of the United States. The college has prepared this handbook as an aid to students planning to enter Thomas Nelson with credit for previous education. It contains general policies pertaining to admission and transfer credit, advanced standing, waivers, and exemptions.

Welcome to Thomas Nelson Community College! **Directory Information**

Enrollment Services – Hampton Campus

Admissions and Welcome Center.....	(757) 825-2800
Career Center.....	865-5886
Placement Testing	825-2858
Financial Aid/Veterans' Affairs.....	825-2848
Graduation.....	825-2846
Records.....	825-2843
TNCC Transcripts	825-3515
Transfer Evaluations.....	825-3517
Web Address.....	www.tncc.edu

Student Development – Hampton Campus

Office of Student Development	825-2827
Academic Planning & Transfer Center.....	825-3647
Career Liaison.....	825-2852
College Success Skills (SDV 100).....	825-2827
Disabled Student Services.....	825-8233 (V) 825-2853 (TDD)
Virginia Relay System.....	1-800-828-1120

Student Development - Historic Triangle Campus

Enrollment Services.....	253-4882
Financial Aid.....	253-4756
General Information.....	253-4755

Academic Divisions

Business Public Services & Social Sciences Division.....	825-2900
Communications and Humanities Division.....	825-2799
Mathematics, Engineering and Technologies Division.....	825-2898
Science & Allied Health Division.....	825-3670

Admissions Information and Transfer Policy

General Admission to the College

Any person who has a high school diploma or the equivalent or who is 18 years of age or older and is able to benefit from a program of study at Thomas Nelson Community College may be admitted as either a curricular or non-curricular student. The college reserves the right to evaluate special cases and to refuse admission to applicants when such action is considered advisable in the best interest of the college. Students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members, and/or staff. The college does not discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age, or handicap in accordance with Section 504 of the Rehabilitation Act of 1973, or on the basis of other non-merit factors, and complies with the Civil Rights Act of 1964.

Admissions Requirements

Curricular students are those who wish to work full- or part-time toward the completion of a degree, certificate, or diploma offered by the college. For curricular students the following items are required for official admission:

1. A completed official application for admission.
2. A completed application for Virginia in-state tuition rates (for those persons requesting in-state tuition rates).
3. Official transcripts for all high schools, colleges, and universities attended. High school transcripts may not be required if the record is more than ten years old or if the student has completed twenty semester hours (or the equivalent) at a regionally-accredited college or university. An exception to this policy is for all nursing and medical laboratory applicants. Their high school transcripts or GED scores must be sent to Thomas Nelson Community College regardless of the age.
4. Successful completion of assessment screening.

Non-curricular students are those individuals who currently do not intend to apply credits toward completion of a program of study (degree, diploma, or certificate) offered by the college. A non-curricular student, therefore, is not formally admitted to one of the curricula.

For non-curricular students, the following items are required:

1. A completed application for admissions.
2. A completed application for Virginia in-state tuition rates (for those requesting in-state tuition rates).
3. Successful completion of assessment screening.

Assessment/Placement Policy

After persons have applied to the college, they will be assessed for academic placement prior to meeting with one of the college counselors for these reasons:

1. Discuss the student's educational interests.
2. Discuss test scores and course prerequisites.
3. Plan student's entry to a specific curriculum or program at the college.
4. Validate assessment criteria for final admission to the college.

Transfer Policy

One original, official transcript is required from all postsecondary institutions attended, whether or not transfer credit is desired. An evaluation of transfer credits is only completed after a student submits a Request for Transfer Evaluation form. Only those courses completed with grades of “C” or better with Thomas Nelson Community College equivalents will be transferred. No credit with a grade of “D” or “Pass/Fail” transfers under any circumstance. Course credits are transferred in, but not grades.

Transfer of Credits

Thomas Nelson Community College accepts credits from courses completed with a grade of “C” or better at other institutions where the courses are equivalent to TNCC courses as determined by TNCC. Courses meeting these criteria that are from institutions which are accredited by a regional accrediting body (such as the Commission on Colleges of the Southern Association of Colleges and Schools) are normally accepted. Courses from all other institutions are considered on a course by course basis. No credit with a grade of “D” or “Pass/Fail” transfers. It must be emphasized that the appropriateness of transfer credits to a particular degree program is dependent upon approval and acceptance by the division dean or designee in the student’s program.

To request an official transfer credit evaluation, a student must complete and submit a **Request for Transfer Evaluation** form at the Admissions and Welcome Center, Room 201, Griffin Hall (Hampton Campus) or 161A John Jefferson Square (Historic Triangle Campus). An official transcript must be on file from each institution previously attended; these should be sent directly from each institution to the Admissions and Welcome Center. The evaluation process can take 4 to 6 weeks to complete.

Armed Services School

Academic credits may be allowed for military courses of formalized instruction. Generally, Thomas Nelson Community College may assign lower-level credit as recommended by the American Council of Education in those programs for which Thomas Nelson Community College offers instruction. Students wishing to have any courses evaluated should submit a DD295 (military education record), AARTS transcript, a SMART transcript, or DD214/certificates, listing the complete name of service schools, course number (if applicable), and the dates of the courses.

Cooperative Experience (CO-OP) and Internships

As a rule, CO-OP experience and internships cannot be transferred into Thomas Nelson Community College.

Transcripts From Institutions Outside the U.S.

International credentials are accepted by Thomas Nelson Community College for transfer credit; however, the college does not translate or evaluate foreign documents. Applicants with educational documents from outside the U.S. are referred to the Josef Silny & Associates, Inc., International Education Consultants, 7101 SW 102 Avenue, Miami FL 33173, for a course-by course evaluation. Application forms are available in the Admissions and Welcome Center, Room 201, Griffin Hall. An International Education Consultants evaluation is then reviewed in the Admission and Welcome Center to establish Thomas Nelson Community College course equivalencies.

College Success Skills (SDV 100) Waiver

Applicants to Thomas Nelson Community College who have completed a two-year academic degree program or any four-year academic degree or above at a regionally accredited U.S. institution of higher education may request a waiver of the College Success Skills (SDV100) course. Students requesting a waiver of SDV 100 will be required to fulfill the program requirements by the election of additional credit hours to compensate for the credit waived. Students receiving a waiver for the SDV 100 course assume all responsibility for knowledge of the college's policy on curricular requirements, scholastic dishonesty, and standards of conduct for the student body.

Students who have completed SDV 100 at other Virginia community colleges will receive transfer credit for the course.

Transferring students from other two-year colleges and any four-year college or university will receive, upon request, a copy of the college catalog and the current schedule. Any transfer student who arrives in good standing (GPA of 2.0 or higher) with college credit for an orientation or College Success Skills course, will be given transfer credit for SDV 100.

Credit Options for Students in Hampton, Newport News, New Horizons Career & Technical Education Center (CTEC), Poquoson, Williamsburg James City and York County Schools

Career Pathways: Career Pathways are comprehensive programs that provide a seamless transition for students from secondary to postsecondary education and the skilled workforce, and that position students for high wage, high demand, and/or high skill careers. A Career Pathway is a coherent sequence of rigorous academic and career/technical education (CTE) courses commencing in the secondary school and leading to an associate or baccalaureate degree and beyond, to industry-recognized certification, and/or to nationally or state-recognized licensure. Career Pathways are developed, implemented, and maintained by partnerships of secondary and postsecondary education, business, and employers.

Students who choose to take a course that is part of a Career Pathways, *may* receive college credit as well as high school credit for successful completion of the course, through the Dual Enrollment program. Please contact the Office of Outreach and Recruitment, 757-825-2905 for information on the list of courses, their availability, and the dual enrollment application/enrollment process.

Information Notice

Please note that changes can be made to the information included in this guide without prior notice. Every effort will be made to have the most up-to-date information on our website at www.tncc.edu.

Advanced Placement Program (AP), College-Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Services (DANTES):

AP Examinations:

For selected courses determined by the academic divisions, Thomas Nelson Community College grants credit to students who have taken approved examinations and have met Thomas Nelson Community College performance standards. Official test reports must be sent directly to the Admissions and Welcome Center to be evaluated. Credits awarded are as follows:

AP Exam	Minimum Score	TNCC Course	Credits
History of Art	3	ART 101-ART 102	6
Studio Art--Drawing Portfolio	3	ART 121	3
Studio Art--General Portfolio	3	ART 131	3
Biology	3	BIO 101-BIO 102	8
Chemistry	3	CHM 101-CHM 102 or CHM 111-CHM 112	8
Computer Science A	3	CSC 201 or ITP 120	4-3
*Computer Science AB	3	CSC 201-CSC 202	8
Economics--Macroeconomics	3	ECO 201	3
Economics--Microeconomics	3	ECO 202	3
English--Language and Composition	3	ENG 111	3
French Language	3	FRE 101-FRE 102	8
French Literature	3	FRE 201-FRE 202	8
German Language	3	GER 101-GER 102	8
Government and Politics-- U.S.	3	PLS 135	3
History--European	3	HIS 101-HIS 102	6
History--United States	3	HIS 121-HIS 122	6
Statistics	3	MTH 157	3
Mathematics--Calculus AB	3	MTH 173	4
	5	MTH 173-MTH 174	8
Mathematics--Calculus BC	3	MTH 173-MTH 174	8
Physics B	3	PHY 201-PHY 202	8
Physics C--(Mechanics)	3	PHY 241	4
Physics C--(Electricity and Magnetism)	3	PHY 242	4
Psychology	3	PSY 201 **	3
Spanish--Language	3	SPA 101-SPA 102	8
Spanish--Literature	3	SPA 201-SPA 202	8
World History	3	HIS 111-HIS 112	6

*currently TNCC uses C++ for CSC 201 and JAVA for CSC 202

**credit awarded will be PSY 200 beginning Fall 2008

CLEP Examinations:

CLEP was established by the College Entrance Examination Board (CEEB) to enable individuals who have acquired their education in non-traditional ways to demonstrate their academic achievement. This testing program is designed for those individuals who have gained their education outside the classroom through such means as correspondence study, television courses, independent reading, on-the-job training, occupational experience, etc. One of the purposes of this program is to provide an opportunity of assessing an individual's proficiency and to use the test results in establishing college credit. **CLEP examinations are not offered through Thomas Nelson Community College.**

CLEP General Examination

CLEP General Exam	Minimum Scaled Score (before July 2001)	Minimum Scaled Score (after July 2001)	TNCC Course	TNCC Credits
English Composition with Essay	500	50	ENG 111	3
Humanities	450	50	HUM 201-202	6
College Mathematics	450	50	MTH 120 or MTH 151-152 (as required by specific curriculum)	3-6
Natural Sciences	450	50	Non-Lab Science Credit	3

CLEP Subject Examination

CLEP Subject Exam	Minimum Scaled Score	TNCC Course	TNCC Credits
<i>Literature</i>			
American Literature	50	ENG 241-242	6
English Literature	50	ENG 243-244	6
<i>Foreign Language</i>			
College French (Level 1 & 2)			
Level 1 (two semesters)	40	FRE 101-102	8
Level 2 (four semesters)	50	FRE 201-202	8
College German (Level 1 & 2)			
Level 1 (two semesters)	40	GER 101-102	8
Level 2 (four semesters)	50	GER 201-202	8
College Spanish (Level 1 & 2)			
Level 1 (two semesters)	40	SPA 101-102	8
Level 2 (four semesters)	50	SPA 201-202	8
<i>Social Science and History</i>			
American Government	50	PLS 135	3
History of the U.S. I: Early Colonization to 1877	50	HIS 121	3
History of the U.S. II: 1865 to the Present	50	HIS 122	3
Human Growth and Development	50	PSY 231-232	6
Principles of Macroeconomics	50	ECO 201	3
Principles of Microeconomics	50	ECO 202	3
Introductory Psychology	50	PSY 201-202*	6
Introductory Sociology	50	SOC 200	3

* Beginning Fall 2008 the credit awarded will be PSY 200 3 credits.

CLEP Subject Exam	Minimum Scaled Score	TNCC Course	TNCC Credits
Western Civilization I: Ancient Near East to 1648	50	HIS 101	3
Western Civilization II: 1648 to the Present	50	HIS 102	3

Science and Mathematics

Calculus with Elementary Functions	50	MTH 173	4
College Algebra	50	MTH 158	3
College Algebra-Trigonometry (No longer available after June 30, 2006, replaced by Precalculus)	50	MTH 115-116 or MTH 163-164	6 6
Precalculus	50	MTH 163-164	6
General Biology*	50	BIO 101-102	6
General Chemistry*	50	CHM 111-112	6
Trigonometry (No longer available after June 30, 2006, replaced by Precalculus.)	50	MTH 116 or MTH 164	3

*Credit for science courses listed will be awarded only upon successful completion of the lab component of the course in question: e.g., a student who received passing score in the CLEP General Biology exam, must enroll in BIO 199 (one credit) for each course listed and take the lab for the appropriate credit.

Business

Information Systems and Computer Applications	50	ITE 115** or CSC 110	3
Principles of Management	50	BUS 200	3
Principles of Accounting	50	ACC 211-212	6
Introductory Business Law	50	BUS 241	3
Principles of Marketing	50	MKT 100	3

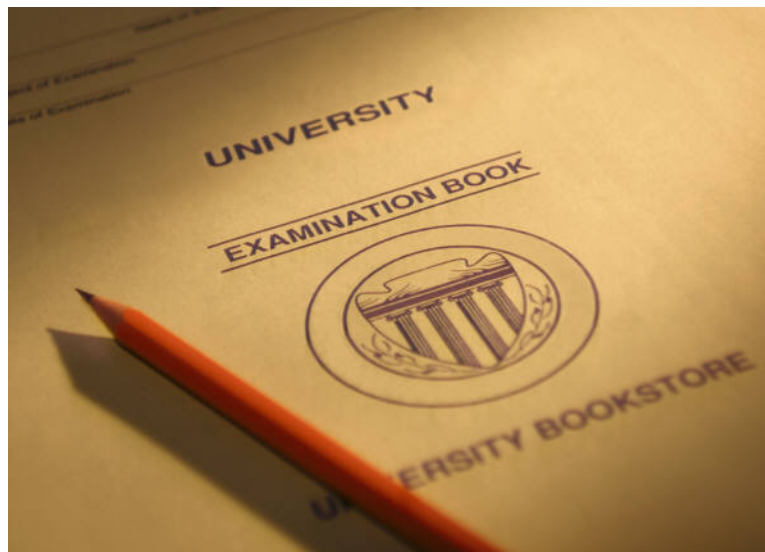
** Credit awarded will be ITE 119 beginning Fall 2008

DANTES Examinations:

Thomas Nelson Community College welcomes students with DANTES scores and awards appropriate credit for selected examinations. As a rule, the college follows ACE Guide recommendations for awarding credit.

DANTES Exam	Title	Minimum Equivalent	TNCC Course
SF 525	Principles of Financial Accounting	49	ACC 211
SF 528	Cost Accounting	46	ACC 231
SF 529	Auditing I	41	ACC 241
SE 508	Here's to Your Health	64	HLT 110
SF 494	General Anthropology	47	SOC 211
SF 490	Life Span Developmental Psychology	56	PSY 238
SF 498	Criminal Justice	50	ADJ 100
SF 562	Fundamentals of Counseling	50	HMS 121
SF 470	Human/Cultural Geography	54	GEO 210
SE 461	Art of the Western World	60	ART 102
SE 549	Principles of Marketing	47	MKT 100
SE 812	Business Mathematics	45	BUS 121
SF 531	Organizational Behavior	48	BUS 201
SE 543	Introduction to Business	46	BUS 100

DANTES Exam	Title	Minimum Equivalent	TNCC Course
SE 532	Principles of Supervision	46	BUS 111
SE 534	Business Law II	52	BUS 241
SF 530	Personnel/HR Management	48	BUS 205
SF 788	Electric Circuits	56	ETR 115
SF 784	Electronics Devices	55	ETR 121
SE 782	Fundamentals of Electronics	40	MEC 103
SE 450	Statistics	48	MTH 157
SE 770	Basic Technical Drafting	48 and previous AutoCAD training	DRF 151
		48 and DRF 151 Prof Exam or DRF 241	DRF 151
SE 536	Intro to Computers with BASIC	45	ITE 120



Local CLEP Test Administrators

Visit www.collegeboard.com for the most recent listing of locations.

Hampton

Hampton University
Testing Services
Tyler Street, Wigwam Room 212
Hampton VA 23668
757-727-5493

Saint Leo University – Langley AFB
P O Box 65519
450 Weyland Road Bldg 1027
Langley AFB VA 23665
757-766-1814

Chesapeake

Saint Leo University-Chesapeake
209A Dominion Blvd South
Chesapeake VA 23320
757-382-7599

Strayer University – Chesapeake Campus
LRC Manager
700 Independence Parkway
Suite 400
Chesapeake VA 23320
757-547-6075

Tidewater Community College – Chesapeake
Test Administrator
1428 Cedar Road
Chesapeake VA 23322
757-822-5302

Portsmouth

Tidewater Community College
Testing Center Administrator
7000 College Drive
Portsmouth VA 23510
757-822-2210

Virginia Beach

ECPI College of Technology – Virginia Beach
Administrator
5555 Greenwich Road, Suite 300
Virginia Beach VA 23462
757-671-7171

Regent University
Academic Advisor
1000 Regent University Drive
Virginia Beach VA 23464
757-226-4324

Newport News

ECPI College of Technology - Newport News
1001 Omni Boulevard
Newport News VA 23606
757-838-9191

Saint Leo University – Fort Eustis
US Army Education Center
1500 Madison Avenue
Newport News VA 23604
757-887-1166

Strayer University – Newport News Campus
Learning Resource Center Manager
813 Diligence Drive
Newport News VA 23606
757-873-3114

Norfolk

Old Dominion University
Office of Exp. Learning & Testing
138 Gronto
Norfolk VA 23529
757-683-3697

Saint Leo University – Norfolk
9268 First Ave Bldg U-40
Naval Station
Norfolk VA 23511
757-489-0969

Tidewater Community College – Norfolk
IS Administrator
Workforce Development
300 Granby Street
Norfolk VA 23510
757-822-1571

Virginia Wesleyan College
1584 Wesleyan Drive
Norfolk VA 23502
757-455-3244

Saint Leo University – Virginia Beach
249 Central Park Ave, Suite 350
Virginia Beach VA 23462
757-493-6029

Strayer University – Virginia Beach
LRC Manager
249 Central Park Avenue, Suite 350
Virginia Beach VA 23462

TNCC Challenge Examinations

Students wishing to pursue credit by TNCC Challenge Examination may initiate the process by picking up the “Application for Credit by Challenge Examination” form in the Admissions and Welcome Center, Room 201, Griffin Hall, (757) 825-3517, (Hampton Campus) or 161A John Jefferson Square (757) 253-4882 (Historic Triangle Campus).

Business, Public Services & Social Sciences

The Business, Public Services and Social Science Division offers challenge examinations for the following courses to enable the award of credit to students who have prior learning experiences:

AST 101 Keyboarding I
BUS 121 Business Mathematics I
BUS 209 Continuous Quality Improvement
ECO 110 Consumer Economics
HMS 170 Creativity and Youth Engagement
ITE 120 Principles of Information Systems
ITE 119 Information Literacy
ITN 100 Introduction to Telecommunications
ITN 154 Networking Fundamentals – CISCO

Communications & Humanities

Art and Photography:

Students wishing to submit portfolios for review to receive credit for Art and Photography courses may do so only on the designated dates which occur two times a year: once in mid-August during the period immediately before the start of the fall semester, and once in early January during the period immediately before the start of the spring semester. On these days, a group of faculty will be available by appointment to do the review. Students may call the division office (825-2799) for the specific dates for an appointment. Students wishing to submit portfolios must submit an application one week before the review date. Forms are available from the Admissions and Welcome Center. Awards of credit by portfolio review are normally limited to the following courses:

ART 121-122	Drawing I-II
ART 131-132	Fundamentals of Design I-II
ART 221-222	Drawing III-IV
ART 241-242	Painting I-II
PHT 101-102	Photography I-II
PHT 135	Electronic Darkroom

Mathematics, Engineering and Technologies

The Mathematics department offers challenge examinations for the following courses:

MTH 105-MTH 106	Survey of Technical Mathematics I-II
MTH 120	Introduction to Mathematics

Science & Allied Health Division

The Science & Allied Health Division offers challenge examinations for the following courses:

HLT 106	First Aid and Safety
PED 123	Tennis I
PED 126	Archery
PED 133	Golf I
PED 135	Bowling I
PED 141	Swimming I
PED 152	Basketball
PED 154	Volleyball
PED 156	Softball

Credit for Experiential Learning

In general, Thomas Nelson Community College does not award credit for life experiences, or for training in a work setting. However, students who wish to have a particular experience or portfolio evaluated for credit may pursue their requests with the Admissions and Welcome Center. Detailed position statements for each academic division are provided below. **It should be noted that credits for previous experience by TNCC Challenge Examination are generally not accepted for transfer credit by four-year colleges and universities. Further, credit for experiential learning by TNCC Challenge Examination may comprise no more than 25% of a student's curriculum (VCCS Policy 5.7.6.1.0.3).**

Internship Experience: Business, Public Services & Social Sciences

Students wishing to submit documentation of work experience for review to receive credit toward an internship experience may do so at any time during the academic year. Students should contact the division administration (825-2900) for specific procedures and guidelines.

Industry Certificates in Information Systems Technology:

Thomas Nelson Community College awards credit toward completion of Associate in Applied Science (AAS) degrees in Information Systems Technology (IST) and Information Technology (IT), and applicable Career Studies Certificates, for industry-related certifications. Credentials for advanced standing or credit will be reviewed and appropriate credit will be posted at the time a student enrolls at TNCC. Following is a non-inclusive list of current industry-related credentials:



Business, Public Services & Social Sciences College Credit for Noncredit Courses & Industry Certifications

If you have or are currently completing noncredit courses or industry certifications through Workforce Development at Thomas Nelson Community College, you may qualify to receive college credit. Below is a list of courses and certifications that currently qualify for college credit upon successful completion of either the course or the industry examination.

Get a jump start on a career studies certificate or associate degree by taking advantage of this unique opportunity. Interested individuals should review the courses and certifications to see if there are any that meet your professional or educational needs. The process for applying for college credit for these courses and certifications is detailed on the following page.

Courses (successful completion of courses required for college credit)

<u>Noncredit Course Code/Title/CEUs</u>	=	<u>Credit Course Code/Title/Credit Hours</u>
HLTH 3300 & 3305 Human Anatomy & Physiology I & II (4.8)	=	PNE 155 Body Structure and Function (3)
HLTH 3325 & 3330 Medical Terminology I & II (4.8)	=	HLT 143 Medical Terminology (3)
HLTH 3400 & 3405 Medical Office Procedures I & II (4.8)	=	AST 271 Medical Office Procedures (3)
HLTH 3430 & 3435 Medical Transcription I & II (4.8)	=	AST 245 Medical Machine Transcription (3)
HLTH 3450 & 3455 Medical Coding & Billing I & II (4.8)	=	MDA 208 Medical Office Coding (2)

Certifications (passing score on industry certification examination required for college credit)

<u>Certification Title, Provider and Abbreviation</u>	=	<u>Credit Course Code/Title/Credit Hours</u>
Internet and Computing Core Certification (IC3)	=	ITE 120 Principles of Information Systems (3)
Microsoft Office Specialist: Word, Excel, Access & PowerPoint ¹	=	ITE 115 Computer Applications & Concepts (3) ³
Microsoft Office Specialist – Word Expert	=	AST 236 Specialized Software Applications (3)
Microsoft Office Specialist – Excel Expert	=	ITE 140 Spreadsheet Software (3)
Microsoft Office Specialist – PowerPoint Specialist ²	=	ITE 170 Multimedia Software (3)
Microsoft Office Specialist – Access Specialist	=	ITE 150 Desktop Database Software
CompTIA A+ Certified Professional	=	ITE 221 PC Hardware and OS Architecture (3)
CCNA Cisco Certified Network Associate	=	ITN 154 Networking Fundamentals – Cisco (4)
		ITN 155 Introductory Routing - Cisco (4)
		ITN 156 Basic Switching and Routing - Cisco (4)
		ITN 157 WAN Technologies – Cisco (4)
<u>Any One of the Following:</u>		
CompTIA Network+ Certified Professional	=	ITN 100 Introduction to Telecommunications (3)
Microsoft Certified Professional (MCP)		
Microsoft Certified Systems Administrator (MCSA)		
Microsoft Certified Systems Engineer (MSCE)		
EMT Basic Certification	=	EMS 111 (6) and EMS 120 (1)
Certified Nursing Assistant (CNA)	=	NUR 21 Nurse Aide Clinical Experience (2)
Certified Professional Secretary	=	Please see page 19 for further information

Call (757) 825-2937 or 825-2935 for additional information

Business Public Services Social Sciences can be reached at 757-825-2900

*New courses and certifications added each semester. Check to see if your course or certification has been added to the list.
Updated February 2008*

¹MOS will be accepted if current release level being offered at TNCC or one release below.

²MOS PowerPoint has only one level.

³Beginning Fall 2008 ITE 119 Information Literacy (3) will be awarded instead of ITE 115.



College Credit for Noncredit Courses & Industry Certifications (continued)

How Do I Receive College Credit for These Courses or Certifications?

If you are interested in receiving college credit for qualifying noncredit courses or industry certifications, follow the process below:

1. Successfully complete the series of courses or industry certification examination that has an equivalent credit course. Courses and preparation courses for certifications must be completed at Thomas Nelson Community College.
2. Apply for admission to Thomas Nelson Community College. An online application is available on the college website under *Admissions*.
3. Complete Compass placement testing in reading, writing skills and math. Tests can be completed at either the Hampton or Williamsburg campuses by appointment only. To schedule a testing appointment in Hampton, call (757) 825-2800. To schedule a testing appointment in Williamsburg, call (757) 253-4300. Additional helpful hints about placement testing can be found on the TNCC website under *Admissions*.
4. Complete the application and testing processes well in advance of registration periods so you can have the opportunity to register for the best selection of classes.
5. Register for and successfully complete six (6) credit hours of college-level coursework (courses numbers 100 and higher) at Thomas Nelson Community College.
6. Once you have successfully completed six (6) credit hours at Thomas Nelson Community College, complete a *Request for Transfer Evaluation Form*. This form can be found on the TNCC website under *Admissions*, then *Forms*. A copy of this flyer detailing courses and certifications eligible for college credit must be attached to the form. For those seeking credit for industry certifications, a photocopy of the industry certification must also accompany the application (passing score on industry examination required).
7. A sample form is available in the Office of Workforce Training and Continuing Education to assist students in completion of the form. Workforce Development students are encouraged to make an appointment for assistance in completing the form and compiling required documentation.
8. *Request for Transfer Evaluation Forms*, along with supporting documentation, should be submitted to the Admissions Office to the attention of Ms. Gilbert.

Call (757) 825-2937 or 825-2935 for additional information

*New courses and certifications added each semester. Check to see if your course or certification has been added to the list.
Updated February 2008*

Industry Certifications/Apprenticeships: Mathematics, Engineering and Technologies

Automotive Credits for ASE Certifications

TNCC awards credit for ASE certifications, exams that are professional certifications in the automotive industry. To request credit, the student should apply with the division office when entering the automotive degree program. The certifications must be current at the time of graduation for credit to be awarded. The maximum credit a student may receive for ASE certifications is 17 credits. When the student qualifies for credit in more than four courses, the selection of courses for credit is at the discretion of the automotive program head.

TNCC Course	Credits	ASE Certification
AUT 112 Automotive Engines II	4	Engine Repair
AUT 126 Auto Fuel and Ignition Systems	3	Engine Performance
AUT 141 Automotive Power Trains I	4	Manual Drive Train and Axles
AUT 236 Automotive Climate Control	4	Heating and Air Conditioning
AUT 242 Automotive Electricity	4	Electrical/Electronic Systems
AUT 251 Automatic Transmissions	4	Automatic Transmissions/Transaxles
AUT 266 Automotive Alignment	4	Suspension and Steering
AUT 267 Auto Suspension and Braking Systems	4	Suspension and Steering and Brakes

SpaceTEC Certification

Transfer Credit will be awarded for each of the following courses with documentation of the SpaceTEC core exam certification.

Introduction to Aerospace	MEC 195	2
D.C. and A.C. Circuits	ETR 115	3
Electronic Troubleshooting	ETR 126	3
Machine Shop Practices	MAC 161	3
Introduction to Metrology	IND 145	3
Safety and Quality in the Aerospace Industry	IND 141	3
Total Credits:		17

Transfer Credit for New Horizons Electrical Apprenticeship

New Horizons Electrical Apprenticeship

TNCC – Credits

DC Theory 1 st Year	ELE 150 - 3 credits (not included AAS Degree)
Electrical Wiring Residential 2 nd Year	ELE 127 - 3 credits
Commercial/Industrial Wiring 3 rd Year	ELE 173 - 3 credits
Motor/Machine Controls 4 th Year	ELE 225 - 4 credits
National Electrical Code 4 th Year	ELE 131 - 3 credits

Credit for Military Service Schooling

Advanced Standing Credit for: *Navy Nuclear Power School*

TNCC Course	TNCC Course Title	Credits
DRF 151	Engr. Drawing Fundamentals I	3
MEC 113	Materials & Processes in Industry	3
MAC 161	Machine Shop Practices I	3
MEC 100	Introduction to Engineering Technology	2
MEC 210	Machine Design	3
MEC 161	Basic Fluid Mechanics-Hydraulics/ Pneumatics	3
MTH 163-MTH 164	Precalculus I-II	6
PHY 201-PHY 202	General College Physics	8

Advanced Standing Credit for: *Basic Training*

Students who have completed military basic training will receive 2 credits of PED elective. If a specific HLT/PED course is required for your degree contact the transfer specialist regarding your options.

Advanced Standing Credit for: *Military Training*

All other military training will be reviewed on a case-by-case basis. Submit the appropriate documentation (AARTS, SMART, CCAF, Coast Guard Institute, DD214 or DD295) for review.

Industry Articulation Agreements

Dale Carnegie Courses

TNCC Credit for Specific Dale Carnegie Courses:

Carnegie Course

The Dale Carnegie Course (Oral Communication and Interpersonal Skills) all versions

Sales Advantage (versions 1 and 2)

Sales Advantage (version 3)

Leadership Training for Managers (LTM-1) - formerly

Dale Carnegie Management Seminar

All versions

High Performance Teams

World Class Customer Service

How to Sell Like a Pro (Sales Advantage Seminar)

The Leadership Advantage (Leadership Training for Managers Seminar)

The People Side of Process Improvement

Dale Carnegie High Impact Presentations

TNCC Credit

BUS 236, Communication in Management

SPD EEE -- Elective (3 semester hours)

(versions 1, 2, and 3)

MKT 110, Principles of Selling

MKT EEE -- elective (2 semester hours)

BUS EEE -- elective (2 semester hours)

BUS EEE -- elective (1 semester hour)

BUS EEE -- elective (1 semester hour)

MKT EEE -- elective (2 semester hours)

BUS EEE -- elective (2 semester hours)

BUS EEE -- elective (1 semester hour)

SPD EEE -- elective (1 semester hour)

Hampton Roads Regional Academy of Criminal Justice

This agreement is made between Thomas Nelson Community College and Hampton Roads Regional Academy of Criminal Justice schools for the transfer of the courses in the Law Enforcement program to TNCC's Police Science A.A.S. degree program. Upon successful completion of the following conditions, the student will be awarded credit for ADJ 100 (3 credits), ADJ 211 (3 credits), ADJ Elective, and PED Electives (2) in the Administration of Justice curriculum:

1. Mastery of all competencies at an achievement level of 3.0 or better on a 0-4 scale.
2. Successful completion (C or better) of the final examination for the high school law enforcement course.
3. Continuation of study in the Police Science curriculum within two academic years after graduation from the secondary school.

International Association of Administrative Professionals

Certified Professional Secretary (CPS)* Course Equivalents for Related Sections:

Students who attain the CPS rating will receive credit for the following TNCC courses:

CPS Section	TNCC Course Number	TNCC Course Title	TNCC Credits
PART I – Office Systems Technology	AST 230	Introduction to Office Technology	3
PART II - Office Administration	AST 243 AST 107	Office Administration I Editing & Proofreading Skills	3 3
PART III - Management	BUS 200 or BUS 205	Principles of Management Human Resources Management	3 3

Certified Administrative Professional (CAP)* Course Equivalents for Related Sections:

The Cap examination covers Parts I, II & III listed above and Part IV. Students who attain the CAP rating will also receive TNCC credit for the following TNCC course:

CAP Section	TNCC Course Number	TNCC Course Title	TNCC Credits
PART IV – Advanced Organizational Management	BUS 201	Organizational Behavior	3

* There are courses available through TNCC's Office of Workforce Development to prepare students for the above listed professional examinations. Call (757) 825-2937 or 825-2935 for additional information.

Licensed Practical Nursing (LPN)

The Thomas Nelson Community College Associate Degree Nursing Program offers an optional articulation plan for eligible licensed practical nurses to become registered nurses. Detailed information on the LPN Articulation nursing admission process is available in the Admissions and Welcome Center (room 201 Griffin Hall) and the Nursing Office (room 929, Templin Hall).

IN ORDER TO APPLY TO THE LPN to RN ARTICULATION PROGRAM, APPLICANTS MUST NOT ONLY COMPLETE STEPS 1-6 BUT ALSO HAVE A CURRENT UNRESTRICTED LPN LICENSE.

STEPS TO ADMISSION

STEP 1 Apply to the College

Official high school transcripts, GED certificate, LPN school transcripts, and any official college transcripts must be sent to the Admissions and Welcome Center In order for official college transcripts to be evaluated a request for Transfer Evaluation Form must be completed and submitted to the Admissions and Welcome Center.

STEP 2 Take College Placement Tests in Math, English, and Reading

As required by TNCC placement test results, all developmental courses **MUST** be satisfactorily completed prior to applying to the Nursing Program.

STEP 3 Meet Nursing Program Prerequisite Requirements

The following courses will meet the nursing program prerequisite requirements.

High School Chemistry – one year required with a final course **grade of “C”** or higher.

If the high school prerequisite has not been met, any of the following courses will satisfy this requirement: CHM 01 or CHM 101 or CHM 111 or any higher level CHM course.

High School Biology – one year required with a final course **grade of “C”** or higher.

If the high school prerequisite has not been met, any of the following courses will satisfy this requirement: BIO 01 or BIO 101 or any higher level BIO course. .

High School Algebra – one year required with a final course **grade of “C”** or higher.

If the high school prerequisite has not been met, the following course will satisfy this requirement: MTH 03 or any higher level MTH course.

STEP 4 Complete BIO 141 and BIO 142 With a Minimal Grade of “C”

BIO 141 and BIO 142, Anatomy and Physiology I and II, must be completed with a grade of “C” or higher in order to complete the nursing LPN articulation admission application

STEP 5 Begin the Pre-Nursing Career Studies Curriculum Courses to Earn Points Toward Admission

Students are advised to pursue the Pre-Nursing Career Studies Certificate Curriculum in preparation for application to the program.

The Nursing Department receives more applications for admission to the program than there are spaces available. Therefore, applications are reviewed and ranked by the Nursing Department

A point value has been assigned to each of the Pre-Nursing Curricular courses. For courses successfully completed prior to the application period, the points will be awarded as follows:

BIO 141 ¹	5 points	ENG 111	2 points
BIO 142	2 points	SPD 100 or SPD 126	2 points
BIO 150	5 points	SOC 200	2 points
HLT 143	2 points	PHI 220	2 points
PSY 201	2 points		

1 If a student has completed BIO 145 prior to December 31, 2005, this course will substitute for BIO 141 and BIO 142. If the student has completed BIO 145, ITE 115 must be completed.

The student must have a **curricular GPA of 2.500** or above the semester **prior to** applying to the nursing LPN to RN Articulation Program. The curricular GPA is calculated using all Pre-Nursing Curricular courses (listed above) that have been completed. The Admissions and Welcome Center will calculate the curricular GPA.

IMPORTANT NOTE TO ALL TRANSFER STUDENTS: No transfer credit shall be given for courses with grades lower than “C”. If all courses completed have been transferred to TNCC, no GPA is documented and this requirement is waived. If any curricular courses were taken at TNCC, curricular GPA must be a 2.500 or above. If the only courses taken at TNCC were non-curricular, the cumulative GPA must be 2.500 or above.

STEP 6: Apply to the LPN to RN Articulation Nursing Program (Application period September 1 to October 31 or the last workday in October). Nursing applications are available in the Admissions and Welcome Center.

NOTE: First consideration for admission to the program will be given to any student awarded **Alternate Status** (and not offered a seat) in the previous year’s admission period who upon reapplication continues to meet all admission criteria.

Second consideration for admission to the program will be given to LPNs who have graduated from articulated LPN schools within 5 years of LPN graduation. The following LPN programs are included: Norfolk, Portsmouth, Virginia Beach, Chesapeake or Suffolk Public Schools, Lafayette, Riverside, New Horizons, Medical Careers Institute, and Rappahannock Community College.

Third consideration for admission to the program will be given to LPNs who are domiciliary residents of Hampton, Newport News, Williamsburg, Poquoson, James City County and York County. If there are other spaces available, consideration will be given to (1) other Virginia residents (2) out-of-state applicants (3) international students with student and diplomatic visas.

The Admissions and Welcome Center (Griffin Hall, Room 201) will accept completed applications in person and attach a copy of the student’s curriculum progress report, a copy of high school transcripts and /or GED, a copy of the LPN school transcript and a copy of the LPN license.

Official high school transcripts, GED certificate, and any official college transcripts must be on file in the Admissions and Welcome Center prior to completion of an application.

All students who apply to the Nursing Program will be notified of their admission status by mail on or before **November 15**. There are two types of acceptance, conditional and alternate.

Conditional Acceptance: The student has met all the admission requirements with the exception of submission of a Pre-Entrance Medical Examination with required laboratory results and immunization records, validation of successful completion of the American Heart Association’s Healthcare Provider CPR course and attendance at a Nursing Orientation. **Failure to meet all of the requirements by the due dates identified will result in cancellation of acceptance status to the program.**

Alternate Status: Alternates have met the admission requirements but the number of applications that were received exceeded the number of students that could be accepted. Normally, the Nursing Program has students decline admission and attrition occurs. Should seats become available, students with alternate status may then be offered **conditional acceptance** based upon their point totals. In the event that alternates have equal points, curricular GPA will be used to determine admission status. If alternates are not offered admission, they will be given **first admission priority** during the following year’s admission process. Alternates who are not admitted **MUST** reapply in the following year’s admission period and must maintain a **minimum curricular GPA of 2.500**.

*Applications to the Nursing Program may also be completed at the Student Development Center (Suite 161-A) Historic Triangle Campus.

Accelerated Evening/Weekend LPN to RN Articulation Program Nursing 30 Week Program

The Thomas Nelson Community College Associate Degree Nursing Program offers an optional accelerated evening/weekend program for eligible licensed practical nurses to become registered nurses. **In order to apply to the accelerated evening/weekend LPN to RN articulation program, applicants must complete steps 1-6 and must also meet the following criteria:**

1. **A current unrestricted LPN license**
2. **Documented completion of all general education requirements**
3. **Documented completion of BIO 141, BIO 142, and BIO 150 with a grade of “C” or higher on the first enrollment.**
4. **Documented full-time employment in an acute care facility for the past 12 months**

All classes will be taught at the Historic Triangle Campus in Williamsburg and clinicals will be held at healthcare agencies in the Williamsburg area.

STEPS TO ADMISSION

STEP 1 Apply to the College

Official high school transcripts, GED certificate, LPN school transcripts, and any official college transcripts must be sent to the Admissions and Welcome Center. In order for official college transcripts to be evaluated a request for a Transfer Evaluation Form must be completed and submitted to the Admissions and Welcome Center.

STEP 2 Take College Placement Tests in Math, English, and Reading

As required by TNCC placement test results, all developmental courses **MUST** be satisfactorily completed prior to applying to the program.

STEP 3 Meet Nursing Program Prerequisite Requirements

The following courses will meet the nursing program prerequisite requirements.

High School Chemistry – one year required with a final course **grade of “C”** or higher.

If the high school prerequisite has not been met, any of the following courses will satisfy this requirement: CHM 01 or CHM 101 or CHM 111 or any higher level CHM course.

High School Biology – one year required with a final course **grade of “C”** or higher. If the high school prerequisite has not been met, any of the following courses will satisfy this requirement: BIO 01 or BIO 101 or any higher level BIO course. .

High School Algebra – one year required with a final course **grade of “C”** or higher. If the high school prerequisite has not been met, the following course will satisfy this requirement: MTH 03 or any higher level MTH course.

STEP 4 Complete BIO 141, BIO 142, AND BIO 150 With a Minimal Grade of “C”

BIO 141, BIO 142, (Anatomy and Physiology I and II) and BIO 150, (Microbiology) must be completed with a grade of “C” or higher on the first enrollment in order to complete the nursing LPN articulation admission application. .

STEP 5 Complete the Pre-Nursing Career Studies Curriculum.

Students MUST complete the Pre-Nursing Career Studies Certificate Curriculum in preparation for application to the program. This includes the following courses:

BIO 141 ¹	5 points	ENG 111	2 points
BIO 142	2 points	SPD 100 or SPD 126	2 points
BIO 150	5 points	SOC 200	2 points
HLT 143	2 points	PHI 220	2 points
PSY 201	2 points		

¹If a student has completed BIO 145 prior to December 31, 2005, this course will substitute for BIO 141 and BIO 142. If the student has completed BIO 145, ITE 115 must be completed.

The student must have a **curricular GPA of 2.500** or above the semester **prior to** applying to the nursing LPN articulation program. The curricular GPA is calculated using all pre-nursing curricular courses (listed above) that have been completed. The Admissions and Welcome Center will calculate the curricular GPA.

IMPORTANT NOTE TO ALL TRANSFER STUDENTS: No transfer credit shall be given for courses with grades lower than “C”. If all courses completed have been transferred to TNCC, no GPA is documented and this requirement is waived. If any curricular courses were taken at TNCC, curricular GPA must be a 2.500 or above. If the only courses taken at TNCC were non-curricular, the cumulative GPA must be 2.500 or above.

STEP 6: Apply to the Accelerated Evening/Weekend LPN to RN Articulation Nursing Program (Application period March 15 to April 15).

NOTE: **First** consideration for admission to the program will be given to any student awarded **Alternate Status** in the previous year’s admission period who upon reapplication continues to meet all admission criteria.

Second consideration for admission to the program will be given to LPNs who have graduated from articulated LPN schools within 5 years of LPN graduation. Articulation admission is offered to LPN graduates of the following LPN programs: Norfolk, Portsmouth, Virginia Beach, Chesapeake or Suffolk Public Schools, Lafayette, Riverside, New Horizons, Medical Careers Institute, and Rappahannock Community College.

Third consideration for admission to the program will be given to LPNs who are domiciliary residents of Hampton, Newport News, Williamsburg, Poquoson, James City County and York County. If there are other spaces available, consideration will be given to (1) other Virginia residents (2) out-of-state applicants (3) international students with student and diplomatic visas.

Nursing applications are available in the Admissions and Welcome Center from **March 15 to April 15**. The Admissions and Welcome Center (Griffin Hall, Room 201) will accept completed applications in person and attach a copy of the student’s curriculum progress report, a copy of high school transcripts and /or GED, a copy of the LPN school transcript and a copy of the LPN license.

Official high school transcripts, GED certificate, and any official college transcripts must be on file in the records office prior to completion of a nursing program application. Documentation of employment forms are available in the Admissions and Welcome Center. The completed form must be submitted with the nursing application.

All students who apply to the Nursing Program will be notified of their admission status by mail on or before **May 1**. There are two types of acceptance, conditional and alternate.

Conditional Acceptance: The student has met all the admission requirements with the exception of submission of a Pre-Entrance Medical Examination with required laboratory results and immunization records, validation of successful completion of the American Heart Association’s Healthcare Provider CPR course and attendance at a Nursing Orientation. **Failure to meet all of the requirements by the due dates identified will result in cancellation of acceptance status to the program.**

Alternate Status: Alternates have met the admission requirements but the number of applications that were received exceeded the number of students that could be accepted. Normally, the Nursing Program has students decline admission and attrition occurs. Should seats become available, students with alternate status may then be offered **conditional acceptance** based upon their point totals. In the event that alternates have equal points, curricular GPA will be used to determine admission status. If alternates are not offered admission, they will be given **first admission priority** during the following year’s admission process. Alternates who are not admitted **MUST** reapply in the following year’s admission period and must maintain a **minimum curricular GPA of 2.500**.

*Applications to the Nursing Program may also be completed at the Student Development Center (Suite 161-A) Historic Triangle Campus.

Newport News Shipbuilding Apprentice School

NNS Apprentice School Courses

TNCC Semester Courses

A211 (by TNCC)	ACC 211
A212 (by TNCC)	ACC 212
B112 and B121	BUS 200
B117 (by TNCC)	BUS 117
B209 (by TNCC)	BUS 209
B214	BUS EEE
B216 (by TNCC)	BUS 216
C111	ENG 101
C211	ITE 115 or ITE 119 or MEC 100
C221 (by TNCC)	CHM 111
C231	ENG 115
C243	SPD 100
D111 and 50 hours of AutoCad certificates or 40 hours of computer-aided drafting instruction or DRF 241 at TNCC	DRF 151
D241 (by TNCC)	DRF 241
D244	Tech EEE
E111 (by TNCC)	ENG 111
E112 (by TNCC)	ENG 112
E201 (by TNCC)	ECO 201
E202 (by TNCC)	ECO 202
E241 (by TNCC)	ENG 241
E271 (E273) (by TNCC)	ETR 273
E272 (E274) (by TNCC)	ETR 274
E231 (by TNCC)	ETR 231
E238 (by TNCC)	ELE 238
E298 (by TNCC)	ETR 298
H121 (by TNC)	HIS 121
H122 (by TNCC)	HIS 122
H295	HLT EEE
M111	MTH 115
M112	MTH 116
M113 (by TNCC)	MEC 113
M131	MEC 131
M132 (by TNCC)	MEC 132
M163 (by TNCC)	MTH 163
M165 (by TNCC)	MTH 164
M173 (by TNCC)	MTH 173
M270 (by TNCC)	MTH 270
N111 and N222	MAR 136

**NNS
Apprentice School
Courses**

**TNCC
Semester
Courses**

N236 (N234) and O233 (O232)
N237 (N235)
P221 and P222

P103
P199 (by TNCC)
P202 (by TNCC)
X311
X 312 and X 310 (soldering qualification)
X313
X314
X315
X316

Two years on-the-job training at NGNN
One year participation in varsity athletics
(may be repeated for second year of varsity athletics)
Health and Safety Education at NGNN

MAR 212
MAR 211
PHY 201 (students still require
PHY 199 lab)
PHI 101
PHY 199
PHY 202
ETR 115
ETR 126 and ETR 215 and ETR 217
ETR 145
ETR 121 and ETR 259
ETR 179
ELE 239
MAC 161

HLT EEE or PED EEE (1 credit)
HLT EEE or PED EEE (1 credit)

