East Central University School of Nursing v10.01.24

Application to the Pre-licensure Nursing Program



For admission to a fall semester, application materials must be submitted no later than March 1st

For admission to a spring semester, application materials must be submitted no later than September 1st

Questions regarding international requirements; university applications; status, etc., must be directed to the International Student Services office at intlstu@ecok.edu or 580-559-5669. The SoN will only address nursing application questions. Webpage can be found at https://www.ecok.edu/International.

Email all correspondence and materials to nurse_sec@ecok.edu

East Central University, School
of Nursing
1100 E. 14 th Street PMB V-8
Science Hall, RM 318
Ada, OK 74820
580-559-5434 OR 580-559-5933
FAX# 580-559-5785

^{*}If the due date falls on a weekend or holiday, submissions will be due on the next business day.

^{**}Applications may be mailed, faxed, emailed, or delivered in person to the nursing office.

Application Checklist

<u>Please use the checklist below to ensure that you have completed and submitted all the required documents</u> for your application.

Submit a nursing program application (pgs. 3-14) by the cycle closing date (pg. 6), making sure
you have completed all areas, to include signing, initialing, and dating in required areas
Submission of an incomplete application may result in it being voided
Apply to ECU & submit all required documentation (see links below) by the cutoff date (pg. 6)
Submit all transcripts as instructed (pgs.6-7)
Include copies of any licenses/certification, etc. with your application submission (pgs. 3-4). If no copies are included, no points will be awarded in those areas
Take the HESI A2 (pgs. 11-14) by the cycle closing date (pg. 6)
If accepted to the program, attend the mandatory orientation (pg. 9), held the Wednesday
before the start of each semester. This will be a full day. The date, time, and location will be
provided once you are accepted.
Update the SoN of any changes to your contact information – this includes your email, phone, and
mailing address

Please consider sending unofficial transcripts to the SoN so that your advisor can review and evaluate them, and advise you appropriately. You may email them to nurse_sec@ecok.edu. Admission status notifications will be sent out approximately 4 weeks after the admission cycle closes, via the email address you provided on your application. Please do not call or email the office to ask about your status; we cannot release this information over the phone. We are using that time to review applications and get the notifications out as quickly as possible.

Helpful Links

Nursing Home Pages (all about TigerNursing!)

Admissions Home Page (information on applying to ECU)

SLATE Application Portal (to create & submit your ECU application)

Office of the Bursar Homepage (enrollment fees, room & meal plans, course specific fees)

Paying for College - Financial Aid (to include ECU scholarships)

ECU Foundation Scholarships

Transfer Student Homepage

ECU Transfer Matrix

Office of International Students

International Student Services & Payments

Student Clubs & Organizations

Student Resources

FIND US ON
Facebook ECU #TigerNursing @ECUTigerNurse
Instagram @ ecutigersnursing

APPLICANT INFORMATION Last Name Address (PGO Box, Apt#, etc.) City State Alternate Phone Preferred Phone Preferred Phone Preferred Phone Alternate Phone Preferred Phone Preferred Phone DOB: Are you a current ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a returning ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student? YES NO If yes, what is your ID#? Are you a current ECU student If yes, what is your ID#? Are you a current ECU student If yes, what is your ID#? Are you a current ECU student If yes, what is your ID#? Are you a current ECU student If you have ever attended a registered nursing program (including East Central University), please provide the following information: Name of School City State/Country Entrance Date *If you have ever attended a registered nursing program (Associate or Bachelor only), please become familiar with ECU School of Nursing's policy for equating nursing courses, available on our website at yow.ecok.edu/nursing under Prospective Nursing Students - 'Nurs			/	Applicat	ion for	· Admis	ssion -	Trad	litiona	l v10.01.20	24		
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	School of	Nursing's	policy fo	r equating	gnursing	courses,	availab	le on c	our web				
	-					-	<u> </u>			r license/o	ertifica	ition wit	h app.

Do you currently have a nursing license, in the U.S. or any other country? (circle)	YES NO
If yes, what kind (LPN or RN) and from where (Country/State)?	
Do you have a current Certified Nursing Assistant (CNA) license? (circle) YES	NO
If yes, where from (State)?	NO
n yes, mere nom (state).	
Do you have experience in the Military, Law Enforcement, Emergency Medical Servi	ces, First Responder, or Vet
experience? (circle) YES NO	
If yes, please specify which of these and how many years.	
Do you have a current medic license (any level)? (circle) YES NO	
If yes, what level and where from (State)?	
Do you have any other training/certifications that you feel are pertinent to your ap	oplication? YES NO
If yes, please tell us what.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Annual Control VEC NO	
Are you currently working? YES NO If so, please tell us where?	
ii so, piease teli us wiiere.	
Are you a student athlete? YES NO	
If so, please list what sport(s).	
Are you involved in any student organizations on campus? YES NO	
If so, please list them.	
Honesty Statement:	
By signing & dating below, and initialing & dating each required section, I affirm that	the information I am providing in
all areas of the application is true and accurate to my knowledge. I understand that	· · · · · · · · · · · · · · · · · · ·
on this application will result in penalties, including, but not limited to, my applicati	on being immediately rejected.
Printed	Date
Signature	Date
-	

Section A: Signature Form

	, hereby apply for admission to the nursing program at East Central Univer	sity.
and clinical resources. Sele qualified applicants, as app	er of students admitted by the School of Nursing is limited by availability of faction is competitive; therefore, the school may be unable to admit all potentication submission does not guarantee admission. I affirm that I have read rese Position Description on the School of Nursing website. I certify that I actions as set forth therein.	tially and
Student Initials:	Date:	
	Section B: Criminal Background:	
	ENSURE YOU ANSWER THE QUESTION, AND MARK ONLY ONE! Failure to do so may void your application!	
	equired to have criminal background and sex offender searches during the special and senior years, and at other times if deemed necessary. Please select the following statements:	
taken into custody, law or ordinance or	NOT have a criminal record and/or history. I have never been summoned, arre dicted, convicted or tried for, or charged with, or plead guilty to, the violation one commission of any misdemeanor or felony, or requested to appear before an or investigative agency in any matter.	of any
custody, indicted, co	D have a criminal record and/or history. I have been summoned, arrested, taker nvicted or tried for, or charged with, or plead guilty to, the violation of any law commission of any misdemeanor or felony, or requested to appear before any or investigative agency in any matter.	
to discuss my optio	cord, I understand that I must immediately contact the School of Nursing Direst PRIOR to submitting my application to the Nursing Program, and provide the charge and current status.	ector
Student Initials:	Date:	

Section C: Application & Admission Acknowledgement

Please be sure **NOT** to confuse the ECU application for the application to the nursing program. They are two completely separate applications, and **due dates may be different than those of the university.**

Nursing program applications must be received in the nursing office by the designated cutoff date. If this date falls on a weekend (Saturday or Sunday), or on a public holiday, the due date will be the following business day. Cutoff dates for **submitting the nursing program application** are as follows:

For spring semesters, September 1st For fall semesters, March 1st

Acceptance letters are sent out via email approximately four weeks from the cycle closing date. If you have not been accepted to ECU by that time, you will receive a provisional letter, pending your acceptance.

ECU applications must be completed/submitted to the portal by the designated cutoff date, to include all required application documents. Cutoff dates for applying to ECU, with all required documentation are as follows:

For spring semesters: Applications & all documents must be in the portal no later than November 1st.

For fall semesters: **Applications & all documents must be in the portal no later** than May 1st

Again, all applications and related/required materials must be submitted to your portal by the cutoff date to receive full acceptance and additional program information. If you have not applied to ECU, and/or submitted all required documents, by the cutoff date, your application will be voided.

Student Initials: Da	te:
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Section D: Transcript Requirement Acknowledgement

As part of the application process, you **MUST** submit transcripts from **each college and/or university** you have attended. These documents are used to determine your program, cumulative, and institution (retention) GPA based on currently completed courses, as well as assist in the assignment of points during the scoring process. Initially, you may submit unofficial transcripts, but must submit **official** ones prior to the start of the admitted semester. Failure to submit all transcripts may result in the application being voided.

- If you are a **current ECU student** and have submitted your transcripts to the Admissions Office &/or your application portal, you **DO NOT** need to resubmit. Please make us aware of this when you submit your application.
- If you are a transfer or new student to ECU and have submitted your transcripts to the Admissions Office &/or your application portal, you **DO NOT** need to resubmit. Please make us aware of this when you submit your application.
- If your **official transcripts** are to be delivered **electronically**, please have them sent to <u>nurse_sec@ecok.edu</u>

- Official transcripts may be included with your nursing program application packet, or delivered in person as long as they remain sealed. If you are having official transcripts mailed, please have them sent to ECU School of Nursing, 1100 E 14th Street PMB V-8, Ada, OK 74820
 Transcripts MUST be received, regardless of method, no later than the application cutoff dates
- For classes that you are currently enrolled in OUTSIDE of ECU; these will require official transcripts to be submitted to the SoN upon the completion of the current semester. We will forward these to Admissions for you. You may send an unofficial while waiting for grades to post.

Student Initials:	Data:	
Student initials:	Date:	

Section E: GPA, Grades, & CLEP Exams Acknowledgement GPA

As part of the application process, transcripts are evaluated and used to determine your program, cumulative, and institution (retention) GPA based on currently completed courses, as well as assist in the assignment of points during the scoring process.

- Any "D" or "F" that you have made at East Central University or any other institution attended, in any course listed on the School of Nursing GPA Form may be used to calculate your School of Nursing GPA.
- Any "D", "F", or "W" that you have made at East Central University or any other institution attended, will be used in the assignment of points during the scoring process.
- Any "D" or "F" that you have made at East Central University or any other institution attended, may be used to calculate your cumulative and institution (retention) GPA.
- If you have a "D", "F" or a "W" that does not show up on this form at this time, the admissions committee may add the "D", "F" or "W" to this form and recalculate your School of Nursing, cumulative, and institution (retention) GPAs.

Grades

For the purpose of nursing; To maintain the integrity of program policies, the following will be considered while advising, reviewing transcripts and applications, etc. A grade of "P" denotes course completion with a passing grade but is NOT considered to be equivalent to a grade of "C" toward any admission points and may not be considered for program retention requirement.

CLEP Exams

At ECU, students can receive credit for the College Board's College-Level Examination Program (CLEP; Subject exams only). All credit for awarded will be transcribed with a P-grade (Passed). Unless previously accepted and transcribed at another Oklahoma regionally accredited institution, an original copy of the credit by examination must be submitted to ECU.

Student Initials:	Date:

Section F: Program & Clinical Requirements

Below is a list of clinical and program requirements that, once you have been accepted which will need to be completed **by the designated due date**. Once you have been accepted, you will receive additional information on these requirements and due dates.

- Background Check (Est Cost \$110.00, to include drug screen)
- Drug Screen
- CPR Must be American Heart Association Basic Life Support (BLS) for Healthcare Providers
- **Immunizations:** Records must be legible, with name and date given visible. Statements such as "as a child," "up to date," or "not needed," are not acceptable
 - Annual Influenza for current flu season
 - o Tetanus, Diphtheria, & Pertussis (Tdap)
 - o Measles, Mumps, & Rubella (MMR
 - Varicella (Chicken Pox)
 - Hepatitis B
 - Initial 2-Step Tuberculin Skin Test OR Negative Tspot blood test OR Negative QuantiFERON blood test
 - If previous or current positive test results, Clearance for Public Contact must be obtained from the Health Department
 - o COVID-19 vaccination complete series (boosters are not required at this time)

Vaccination Statement

The clinical facilities that have agreed to provide experiential education within the ECU School of Nursing program curriculum require designated vaccinations to participate in clinical and/or instruction at their facility. ECU SoN has no authority to waive the clinical sites vaccinations requirements. The clinical facilities are also responsible for the evaluation and administration of requests for exemptions to their respective vaccination requirements, which may vary among clinical facilities. **Due to these facility vaccination requirements, unvaccinated students may not be able to satisfy a required component of the curriculum and therefore may be unable to complete the nursing program.** Any student wishing to be exempt must contact the Clinical Coordinator, or in their absence, the Director. They will also be responsible for contacting their assigned clinical facility(ies) for the waiver process. Copies of any approved waivers must be submitted to the SoN, and the student will be required to sign a disclaimer acknowledging understanding.

Student Initials:	Date:		
11.c p. 05. a.m			
the program.			
It is highly recommended that the adn	nitted student complies with all v	accinations for uninterrupted progres	s through

Section G: Admission Requirements & Consideration

Please remember that every application is reviewed and considered, with any exceptions to admission requirements approved on a case-by-case basis by the Director and committee of faculty. Please talk with your advisor and/or the nursing office if you are missing/deficient in any requirement, about submitting your application.

- Meet both ECU and SoN admission requirements and application deadlines; following the processes as instructed.
 - Once admitted to the nursing program, complete/maintain all remaining requirements, related to clinical, attestations, and accreditation, to include attending the mandatory cohort orientation, held the Wednesday prior to the start of the semester.
 - GPA: minimum of 2.7/4.0 (program and cumulative/grad/retention) on all course work completed at the time of application.
 - HESI A2: overall composite score of 75% achieved within two attempts. If you do not score a 75% composite on the first attempt, you MUST take a second attempt to be considered.
 - Minimum of 24 hours of gen eds/required related work courses, or the equivalent thereof completed at the time of application, or that will be completed prior to the admission term.
 - The following courses must be completed prior to beginning the 1st semester of the program, and must be passed with a grade of "C" or higher:
 - o English Composition I & II
 - o Functions & Modeling OR College Algebra
 - o Chemical Principles OR General Chemistry (must have lab)
 - General Biology (must have lab)
 - Human Anatomy OR Anatomy & Physiology I (must have lab)
 - Basic Nutrition
 - General Psychology
 - If accepted, all additional required related work must be completed prior to beginning the third semester of the program, and must be passed with a grade of "C" or higher. Human Physiology (OR A& P II), and Microbiology must have a lab.
 - If you do not score the benchmark on the Math section of the HESI, you will be required to take the Medical Math class with the other 1st semester nursing courses.

Application Scoring

The application scoring rubric is not published, and is subject to change per admission cycle, based on assessment. Application scoring is based on points that may include, but not limited to: GPA (program and Cumulative/Grad /Retention), required related work (math and science courses) grades, earned degrees, relative experience, licensures, and certifications (found on application; with verification), and hours earned at ECU.

Student Initials:	Date:

Section H: Nursing Semester-by-Semester Schedule

(Please know that this is subject to change)

Clinical rotation days are determined by availability from facilities, and may include, but are not limited to: 8 or 12-hour shifts, weekends, evenings, and nights

Semester 1: (Junior I)

Monday

NRSG 4318 LPN Transitions 900-1150 NRSG 3193 Pharmacology I 100-350

Semester 2: (Junior II)

Monday

NRSG 3883 Research 900-1150 NRSG 3218 Med-Surg II 100-350

Wednesday

NRSG 3393 Pharmacology II 900-1150

NRSG 3218 Med-Surg II 100-350

Semester 3: (Senior I)

Tuesday

NRSG 4214 Psychiatric Mental Health 900-1150 (you can attempt to test out of this class in your 2nd semester) NRSG 4375 Med-Surg III 100-350

Wednesday

NRSG 4164 Child Bearing Family 900-1150

Semester 4: (Senior II – Final Semester)

Thursday

NRSG 4513 Prioritization & Critical Thinking 800-1050

NRSG 4283 Community Health 1200-150

NRSG 4382 Leadership 200-350

NRSG 4954 Transition to Professional Practice 400-450

IMPORTANT: Clinicals may include, but are not limited to: 8- or 12-hour shifts; days, evening, nights, weekends, etc., and may occur on any day of the week that you are not scheduled to be in class. Our Clinical Coordinator will be working with you to help place you in the facility/clinical site that best fits your needs. However, we are limited to what our clinical sites have available for us for placement.

Student Initials:	Date:
·	

^{*}You will have one clinical rotation during the week/weekend; schedule/location to be determined

^{*}You will have clinical rotations during the week for all three courses, schedule/location to be determined

^{*}You will have a clinical rotation for NRSG 4283 during the first 8 weeks; Your 144 hours of preceptorship will be done in the second eight weeks, schedule to be determined

Section I: HESI A2 Entrance Exam

Instructions regarding the HESI A2 can be found at <u>Major in Nursing</u>. You **MUST** take the HESI A2 entrance exam offered through ECU SoN. No other exam results will be accepted. A breakdown in exam content can be found on page 10. **If you DO NOT score a 75% composite on the first attempt, you are required to take a second attempt as well. If you score below a 75% composite and do not take a second exam, your application will not be considered. While we look for a minimum composite score of 75%, each application is reviewed and considered.** Please remember that admission is competitive, and that exam scores are a high consideration.

The cost of the exam is approximately \$90.00 per attempt. You are allowed two attempts for each application cycle, and the results are valid for 12-months from the date the exam was taken. **There is no prescribed wait time between attempts**, the exception being any scheduling requirements for ProctorU. Candidates will be allowed 6 hours (360 mins) to complete the exam.

All candidates taking this **HESI A2** exam understand their results will be automatically sent to the Director, East Central University School of Nursing for admission consideration. Adherence to academic integrity is expected of all candidates. A founded breech of academic integrity of any kind, discovered prior to or after testing and/or submission of application, may result in a candidate's ineligibility to apply/be admitted to the program.

Incident reports are received from ProctorU for any noted deviations from the instructions. All incident reports will be investigated as a possible academic integrity violation and may result in the application being voided.

Candidates must adhere to the following instructions:

- During pre-checks, show a valid, current, English ID, with the name matching the exam registration. The ID information must be clearly visible to the proctor
- During pre-checks, perform a 360-degree scan of the room and show a clear desk with only the allowed resources: (cell phones and smartwatches are NOT permitted during testing)
 - (1) sheet of paper inside a transparency sleeve used with a dry erase marker or Kleenex OR a whiteboard
 - (1) bottle of water with the label removed is permitted
- Remain in view of the camera at all times, unless taking a bathroom break
- Be alone in the room for the entirety of the exam
- Bathroom breaks are permitted, with the understanding the exam time does not pause. If you
 do take a break, DO NOT STOP OR LOG OUT OF YOUR EXAM
- Complete all sections of the exam for the score to be considered, to include the Learner Profile and Critical Thinking

Student Initials:		
	Date:	Student Initials:

Section J: HESI Admission Assessment (A2) Exam Information

The HESI Admission Assessment (A2) tests program applicants in three main academic areas – English Language, Math, & Science. This test is designed to assess the academic and personal readiness of prospective students in nursing and health professions. Two additional exams are required; Learner Profile and Critical Thinking.

The **English Language** portion of the test includes the following sub-categories:

- Reading Comprehension: Provides reading scenarios in order to measure reading comprehension, identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences, etc.
- <u>Vocabulary and General Knowledge:</u> Contains vocabulary terms that are commonly used in both general English-speaking settings and in health care fields.
- <u>Grammar:</u> Contains basic grammar, including parts of speech, important terms and their uses, commonly occurring grammatical errors, etc.

The **Math** portion of the test covers the following:

• <u>Basic Math Skills:</u> Focuses on math skills needed for health care fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, etc.

The **Science** portion of the test includes the following sub-categories:

- <u>Biology:</u> Covers biology basics, water, biological molecules, metabolism, cells, cellular respiration, photosynthesis, etc.
- <u>Chemistry:</u> Contains test items that cover matter, chemical equations and reactions, the periodic table, atomic structure, nuclear chemistry, chemical bonding, etc.
- Anatomy and Physiology: Provides coverage of general terminology and anatomical structures and systems.

Content Area	# of Test Items	Total Time allowed		
English Language **includes 50 scored and 5 pilot items				
Reading Comprehension	55 items*	60 minutes		
Vocabulary & General Knowledge	55 items*	50 minutes		
Grammar	55 items*	50 minutes		
Math				
Basic Math Skills	55 items*	50 minutes		
Science **includes 25 scored and 5 pilot items				
Biology	30 items**	25 minutes		
Chemistry	30 items**	25 minutes		
Anatomy & Physiology	30 items**	25 minutes		
Cumulative	250 total – 225 scored items	235 minutes		
	Learner Profile			
Learning Style	14 items	15 minutes		
Personality Profile	15 items	15 minutes		
Cumulative	279total – 225 scored items	265 minutes		
Critical Thinking Exam				
_	25 items	45 minutes		
Cumulative	304 total – 225 scored items	310 minutes (we allow for 360 mins; 6 hours)		

The HESI Admission Assessment Exam Review, 5th Edition (ISBN# 978-0323582261) provides students with comprehensive preparatory materials, including topics and question types found in each area of the A2. The guide includes hundreds of sample questions, step-by-step explanations, and comprehensive practice exams to help review subject areas and improve test-taking skills.

HESI A2 Exam Registration

We will be using ProctorU for on-line proctoring of your HESI A2 exams. You must create both a **ProctorU** and a **MyEvolve** account to be able to register for and take your exam. The **HESI Test-Taking Student Portal** is available to walk you through how to create both accounts and schedule your exam. Please follow the instructions carefully.

If you have a ProctorU account with an institution other than ECU, you will need to add a new enrollment with Elsevier – HESI, per the instructions on the portal.

When you create your Evolve account, if you are a current ECU student, please use your ECU email when creating it. If you are not a current ECU student, use your personal email (not another institution). IMPORTANT NOTE: Your username will be auto generated and will be a combination of your first initial, your last name, and a number or series of numbers.

HESI A2 Scheduling

Continue to follow the instructions on the portal to schedule an exam. IMPORTANT....

- In the dropdown labeled "Confirm your Institution" you select "Elsevier-HESI"
- In the dropdown labeled "Select a Term" search for and select East Central University
- In the dropdown labeled "Select your Exam" select the following:
 - o First attempt: SP24 Cycle 1st Attempt
 - Second attempt: SP24 Cycle 2nd Attempt
- You must pay for your exam at the time of scheduling or the exam will be cancelled by ProctorU

HESI A2 Preparation - TO DO prior to exam day

- You must download the Guardian Browser
- Check the Minimum Requirements here
- Using the link on the portal, test your equipment
- .If any part of your equipment fails the test, you can start a live chat with our representatives by clicking the "Need Help? Chat Now!" button in the lower right of your account screen
- On the portal, review the HESI Record + Exam Guide (for HESI Specialty & A2 Exams) & familiarize
 yourself with what is an appropriate testing location & workspace, can log in using your username
 and password, and are compliant with the exam rules

HESI A2 Exam Day

• Before logging in to take your exam, we recommend that you **reboot your computer**. This helps eliminate some technical issues and gives you a fresh computer to test on. When it comes time to take your exam,

go to <u>ProctorU Log In</u> and look for the countdown timer. At your appointment time, it will change to a **Start Exam** button. Click it to get started!

Have Questions? Get Support!

• If you have issues when scheduling or taking an exam, the fastest way to get help is to call the ProctorU Support line at 1-855-772-8678. You may also email support@proctoru.com or start a live chat. If you are starting a live chat, please do not close out of the chat box or you will lose space in line. Regardless of how you reach out, please reference Elsevier HESI in your communication. Due to increased volume, you may experience a longer than normal response times.
Please do not submit multiple requests for the same issue as that will result in longer response times.

Student initials: Date: Date:	Student Initials:	Date:	
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Please submit pages 3 thru 14 to the ECU SoN to be considered for our next cohort. If you have any questions, or there is anything we can help you with, please do not hesitate to reach out via email to nurse_sec@ecok.edu or phone at 580-559-5434 OR 580-559-5933.

Please be aware that this information is subject to change, and once accepted too the program, you will receive additional instructions and information.

All International Student questions regarding application and acceptance to ECU, as well as requirements and status must be directed to that office.