

## Highland Community College

### Fall 2017 Nursing Admission Criteria – FULL-TIME NURSING PROGRAM

All paperwork is due March 1, 2018

Goal: To admit well-rounded students into the HCC Nursing Program who are academically able to meet the demanding workload nurses require, who are well suited for a health care profession, and who have exhibited a commitment to serving their communities.

Getting Started: In order to be considered for our program, the first thing that you will need to do is fill out an H.C.C. application & become a student. Next you will want to meet with an academic advisor. If you are transferring from another institution you will need to have your transcripts sent to our Admissions & Records Department. After you have met with an advisor you must attend a mandatory information session. Information session dates and times are available online at ***\*It is important to note that the application process is the applicant's responsibility, not the responsibility of the institution. Our responsibility, as an institution, is to fully consider and evaluate each application carefully for admission into our programs. Our responsibility is not to gather appropriate data, but rather to review that data. Data gathering is the responsibility of the person who wishes to be considered for admission.\****

#### Overview of the Application Process

1. **Academic requirements:** Academic ability is important to success in the HCC nursing program. The minimum overall GPA will be set at 2.75; a higher GPA will be considered exceptional. Anything less than a 2.75 will not be considered for admission.
2. **Pre-requisite & Support Courses:** All pre-requisites must be completed by the end of the Spring semester. Support courses are not required to be completed for entrance into the Full-time Associate Degree of Nursing Program but must be completed by the end of the designated semester as outlined in the nursing course work. It is recommended to complete many, if not all of the support courses before entering the program. Although support courses are not required to be completed prior to entering the Nursing Program, those students who complete their support courses prior to entering the nursing program will be given points towards their application based on completion & grades. Returning LPN's must have all pre-requisite & support courses completed by the end of the Spring semester in which they are applying. All pre-requisite and support courses must be completed with a letter grade of C or better.
3. **Recommendation Letter:** Three letters of recommendation are required for admittance into the nursing program. These letters will be in written form, rather than checklists. To be complete, three letters from the appropriate people (see below) must be sent directly to our Coordinator of Nursing & Allied Health; they should be on formal letterhead, signed and accompany the letter of recommendation form you will receive at your information session. Letters from instructors must be from within the past two years of the application date. Please note that when you sign your application you are giving us permission to verify the authenticity of your letters of recommendation.

**All working CNA's, LPN's, or acceptable healthcare positions will need letters from:**

1. Either a DON or Supervisor you currently work with
2. One RN you currently work with
3. Instructor or other professional reference\*

**Those not working in healthcare will need letters from:**

1. Immediate supervisor\*
2. & 3. Any two of the following: community leaders, instructors, co-workers or other professional reference.

\*Letters of recommendation must come from a professional source. Friends and family members are not allowed to write your letters of recommendation.

**NURSING ENTRANCE TEST:** Those students applying for our Associate Degree in Nursing (ADN) program will be required to take our Nursing Entrance Exam. This computerized exam consists of 91 questions covering Reading, Writing, Math, Critical Thinking and Science. Students are allowed 165 minutes to complete the exam. The objectives assessed on the Nursing Entrance Exam are those which researchers deemed most appropriate and relevant to measure entry level academic readiness of nursing program applicants. Students will be able to take this exam no more than two times per application cycle. The NURSING ENTRANCE EXAM will be given points based on the overall score & the reading score. Students must obtain a 65% or higher for their total score and a 72% or higher on their reading score to be considered for the program. Students who require ADA services must make any special arrangements for testing 2 weeks in advance.

4. **CNA Requirements:** Regardless of experience in a health care field, successful completion of CNA skills assessment or the completion of a CNA course with documentation of an active CNA certification is required. Please search online for your state's Nurse Aide Registry. Under last employment verification, it must say where you are currently working. If it does not say where you are working, you will be required to get a "proof of employment" letter from your employer's HR department stating your month and year of hire along with a statement verifying that you are using the 21 CNA nursing skills. Experience as a C.N.A. or L.P.N. is an asset to those students entering Nursing program; therefore, you will be awarded points based on your experience in health care.
5. **LPN-RN Requirement:** All returning LPN students wishing to complete their RN will need to have their LPN transcripts reviewed by the Associate Dean of Nursing & Allied Health along with the Coordinator of Nursing & Allied Health. LPN's wishing to return may require additional course work to be determined after the review of their transcripts.
6. **Service to Others: Students must have 10 + documented hours at a volunteer organization within the last year.** Because nursing is a "helping profession," it is important for our applicants to have participated in service to others. This service may include, but not be limited to, volunteer

work, community activities, etc. Volunteer work must be unpaid and within the last year. The applicant will need to complete the Service to Others form and obtain signatures from supervisors at each organization they report community service. Students will need to write a one page, typed, double spaced essay on the impact of their community service and how it relates to the nursing profession.

**Please remember:** everyone is welcome to apply for the Highland Community College Nursing Program, but we accept all in –district students who qualify and meet our criteria first. As space allows, we will then review out – of – district applicants for admittance into our program. According to the nursing department, in – district is defined as, “students who meet the residency requirements and/or work 20 or more hours a week in our district.”

Students are required to attend one information session during the admission cycle they are applying for in order to receive an application to apply. A list of information session dates is available on Highland’s website.

### ***Nursing Student Checklist***

The following is a checklist for you to fill out and turn in with your application. This is to double check your application and make sure that you turn in everything with it. Please remember the deadline is  
March, 1st 2018

\*\*Students will need to complete HCC placement test that indicated you do not place below MATH 158, ENGL 121 and place at a 12th grade reading level or higher within the last two years.

- Current H.C.C. student
- Met with Program advisor & made guidelines
- Attended information session for the application cycle in which you are applying
- Program choice (must specify on application: ADN or LPN-RN)
- Nursing Entrance Exam results on file
- Current CNA or LPN certificate/license on file (CNA obtained from State Nurse Aid Reg.)
- CNA/LPN proof of employment (active on registry or proof of employment)
- All official transcripts on file for admission/unofficial copies for nursing
- Application signed and dated
- Current phone number listed for prospective nursing student
- Current phone number(s) included for all references
- Letters of recommendation (3 minimum) included
- Volunteer work form with appropriate signatures
- Volunteer essay
- All prerequisite courses completed with grade of C or better
- G.P.A. of 2.75 or higher for traditional
- Reading requirement met  Math requirement met

Prerequisite Courses met:

Must be completed prior to entering the nursing program (14 credit hours)

- BIOL 213 Anatomy & Physiology I (4 credits)
- ENGL 121 Rhetoric & Composition I (3 credits)
- CHEM 120 General Chemistry w/lab (4 credits)
- PSY 161 Introduction to Psychology (3 credits)

Support Courses met:

Must be completed prior to the corresponding course/semester

- BIOL 214 Anatomy & Physiology 2 (4 credits) – *take prior to NURS 292 Health & Illness 2*
- BIOL 211 Microbiology (4 credits) – *take prior to graduation*
- PSY 262 Human Growth & Development (3 credits) – *take prior to NURS 291 Family Nursing*

Please contact me if you have questions before then.

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