Highland Community College
Fall 2014 Nursing Admission Criteria
All paperwork is due March 1, 2014

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 attend an information session. 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: Starting in Fall 2014, the nursing admission assessment will be done in two different phases. Phase One will include: Academic Requirements, Pre-requisite and Support Course, Recommendation Letters, ATI test scores, and CNA Requirements. All of the above must be turned in to the nursing office no later than March 1, 2014. If a student meets Phase One requirements, they will be sent a letter giving them the opportunity to participate in Phase Two of the Admission Assessment. Phase Two will include registering for a time slot to come in during a scheduled time to complete a professional interview with faculty & staff.

Phase One Admission Assessment:
1. Academic requirements: Academic ability is important to success in the HCC nursing program. The minimum overall GPA will be set at 2.5; a higher GPA will be considered exceptional. **Those students wishing to apply for our Online Nursing Program will need to obtain a minimum 2.75 G.P.A. as well as had one previous online course (passing with a C or better) as well as all other admission requirements. Anything less than a 2.5 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 nursing program but must be completed prior to entering the final Spring semester of the nursing program. Returning LPN’s must have BIOL 211-Microbiology completed by the end of the Spring semester. It is recommended to complete many, if not all of the support courses before entering the program. The nursing core curriculum is a full-time curriculum each semester and adding a support course makes it extremely difficult. 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. The review committee is looking for substantial comments about the applicant and his/her suitability for the nursing profession. To be complete, three letters from the appropriate people must be turned in. Letters from instructors must be from within the past two years of the application date.

   **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. One Service to Others*

   **Those not working in healthcare will need letters from:**
   1. One Service to Others*
   2. & 3. Any two of the following: community leaders, instructors, or supervisors.

   *If no service to others experience, students may choose an alternative letter of recommendation.

4. **ATI TEAS Test (1st Level Applicants Only):** The Test of Essential Academic Skills (TEAS) measures basic essential skills in the academic content areas of reading, mathematics, science, and English and language usage. The test is intended for use primarily with adult nursing program applicants. The objectives assessed on the TEAS exam are those which nurse educators deemed most appropriate and relevant to measure entry level academic readiness of nursing program applicants. The student has 209 minutes to complete the proctored exam. Applicants are allowed to take the test up to two times per application cycle.

5. **ATI LPN Step Test (2nd Level Applicants Only):** The LPN STEP Proctored Assessment is an insightful pre-admissions tool that consists of an eight topic screening assessment that is based on the NCLEX-PN test plan. The assessments are based on the following areas: Adult Medical Surgical, Fundamentals, Management, Maternal Newborn, Mental Health, Nursing Care of Children, Nutrition, and Pharmacology. All items are tied directly to the NCLEX-PN Test Plan. Individual and group total score reports are available in all eight topic areas. National means and percentile ranks are provided as well. The student has 180 minutes (3 hours) to complete the proctored assessment. Applicants are allowed to take the test up to two times per application cycle.

6. **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.
Phase Two Admission Assessment:
Students who have met Phase One Admission Criteria will be sent a letter inviting them to participate in the interview portion (phase two) of the admission process. On a scheduled day, students will be given a specified amount of time to display professionalism while answering situational type questions given by nursing faculty and staff. The student will be evaluated for professionalism, clarity, and pertinence to nursing.

Additional Assessment Information:
Experience in a health care field: Applicants who have worked in the health care field as a CNA, or in other “hands on” patient care, such as respiratory therapy, emergency medical technician, medical assistant, military medic/corpsman, or a similar occupation may be given higher consideration than those with no experience. We reserve the right to evaluate your occupation and experience as to the pertinence to the nursing profession.

Service to Others: 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 past three years. The applicant who reports service to others must have one letter of recommendation from the community or group leader to substantiate the applicant’s activities in the organization or group.

TOEFL (Test of English as a Foreign Language Evaluation): Students having English as a second language may be asked to take the TOEFL prior to admission and complete any necessary skills recommendations made by HCC learning lab faculty.

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.