

Highland Community College
Spring Nursing Admission Criteria
All paperwork is due October 1st

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.*

The Part-time Nursing program is designed for those students who are working in health care. Students will be required to attend clinical 1-2 days per week and class 1-2 nights per week. These dates and times will vary from semester to semester.

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. After you have met with an advisor you must attend a mandatory 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.****

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 2.75; a higher GPA will be considered exceptional. Anything less than a 2.75 will **not** be considered for admission.
- 2. Pre-requisite & Support Courses:** *Priority admission* will be granted to students who have all pre-requisites support courses completed by the end of the Fall semester in which you 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. 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. NURSING ENTRANCE TEST:** Those students applying for our Associate Degree in Nursing (ADN) or our LPN-RN 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. **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.**

5. 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 profession; therefore, you will be awarded points based on your experience in health care.**

6. 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 last year. 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. **Those students who have 20 + documented hours at a volunteer organization within the last year will receive 1 point towards their application.**

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.

ESL students: Students having English as a second language may contact our Nursing & Allied Health Coordinator if they feel they need extended time on our nursing entrance exam.

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-Spring

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

October 1st

****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
- _____ 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
- _____ All volunteer work listed on back of application
- _____ All prerequisite & 2 of the 3 support courses completed with grade of C or better
- _____ G.P.A. of 2.75 or higher
- _____ Reading requirement met _____ Math requirement met

Prerequisite & Support Courses met:

All pre-requisites courses must be completed by the end of the Fall semester in which you are applying. Priority Admission will be given to those students with all support courses completed with a C or better. All pre-requisite and support courses must be completed with a letter grade of C or better.

Prerequisite Courses

- _____ 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

- _____ BIOL 214 Anatomy and Physiology II (4)
- _____ PSY 262 Human Growth and Development (3)
- _____ BIOL 211 Microbiology (4)

A sign-up sheet will be posted outside my office at the end of January to make appointments to review your application.

Please contact me if you have questions before then.

Alicia Kepner
Office N-164
815-599-3679

