Highland Community College
Spring 2020 Nursing Admission Criteria –PART-TIME NURSING PROGRAM
All paperwork is due October 1, 2019

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 official transcripts sent to our Admissions & Records Department to determine course transfer. After you have met with an academic advisor you will need to attend a mandatory information session in order to receive your application materials. To schedule an information session you can call 815-599-3657. To find a list of available dates please visit https://highland.edu/wp-content/uploads/2018/08/Nursing-Information-Sessions.pdf   ***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.****

Students are required to attend one information session during the admission cycle in which they are applying for in order to receive an application to apply for our program. As we strive to encourage professionalism within our programs, we expect to see professional behaviors at all times from applicants applying for our program. Applicants who display unprofessional behaviors will have these behaviors documented and stored with their application for review by the selection committee and such may not be considered for admission. Such behaviors include:

- Signing up for an information session and then not showing
- Scheduling an appointment and not showing
- Loud or inappropriate language
- Poor attitudes
- Etc.

Overview of the Application Process

1. **Academic requirements:** Academic ability is important to success in the HCC nursing program. The <u>minimum</u> overall GPA will be set at 2.75. Anything less than a 2.75 will **not** be considered for admission. Points will be awarded as per the following:
   2.75-2.99 (1 point)
   3.00-3.49 (2 points)
   3.50-4.00 (3 points)

2. **Pre-requisite Courses:** All pre-requisites must be completed by the end of the Fall semester. **Returning LPN's must have all pre-requisite & support courses completed by the end of the Fall semester in which they are applying**. All pre-requisite and support courses must be completed with a letter grade of C or better. **Grades will be awarded as per the following:**

	Students who earn an A	Students who earn a B	Students who earn a C
BIOL 213 Anatomy & Physiology I	3	2	1
ENGL 121 Rhetoric & Composition	3	2	1
PSY 161 Intro. To Psychology	3	2	1
CHEM 120 Elem. Chemistry	3	2	1

3. **Support Courses:** Support courses are not required to be completed for entrance into the Full-time Associate Degree of Nursing Program but must be completed 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 application will be given more points towards their application (based upon completion and grades) and hold a better chance of acceptance into the program. The nursing core curriculum is a full-time curriculum each semester and adding a support course makes it extremely difficult to successfully complete the program.

	Students who earn an A	Students who earn a B	Students who earn a C
BIOL 214 Anatomy & Physiology II	3	2	1
BIOL 211 Microbiology	3	2	1
PSY 262 Human Growth & Development	3	2	1

4. **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/LPN you currently work with
   3. Professional Reference of your choice, community leader, instructor, etc.
   Those not working in healthcare will need letters from:
   1. Boss/Supervisor
   2. Any two of the following: community leaders, instructors, or other professional reference.

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

5. **KAPLAN 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 following categories:**

	Overall Score	Reading	Writing	Math	Science
0 points	60-65	64-71	50-55	50-62	25-35
1 point	66-71	72-80	56-68	63-70	36-45
2 points	72 & up	80 & up	69 & up	71 & up	46 & up

6. CNA Requirements: The applicant must provide successful documentation that they are active as a CNA on the Illinois Health Care Worker Registry. To do this the applicant should visit: https://hcwrpub.dph.illinois.gov/Search.aspx enter their information and provide a print out which states under Last Employment Verification it needs to have a current date/ACTIVE/CNA Certified Nurse Aide.

7. 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. LPN's will also need to provide documentation of current Illinois Licensure.

8. Service to Others: Students must have a minimum 10 documented hours at a volunteer organization within the last year from the application deadline. Because nursing is a "helping profession" it is important for our applicants to have participated in service to others. This may include, but is not limited to, volunteer work, community activities, etc. Volunteer work must be unpaid/uncompensated and within a year from the application deadline. 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 also need to write a 1-1 1/2page, typed, double spaced essay on the impact of their community service and how it related to the nursing profession. A student who fails to turn in a minimum of 10 community service hours and/or their essay will be considered as an incomplete application.

9. Submitting Your Application: Students will be required to make an appointment to submit their application materials to the Nursing & Allied Health Coordinator. Students can schedule these appointments any time after September 1st through October 1st 2019. Students wishing to check the status of their application will need to make an appointment. Information on the completeness of a student's application will be not discussed via email or phone.

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."***

Nursing Student Checklist-Spring 2020

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 2019**

**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
_____	Kaplan Nursing Entrance Exam results
_____	Current CNA or LPN certificate/license on file
_____	All official transcripts on file in admissions/unofficial copies with application
_____	Application signed and dated
_____	Current phone number listed for prospective nursing student
_____	Current phone number(s) included for all references
_____	3 Letters of recommendation **must come directly from person providing reference**
_____	Volunteer log & essay
_____	G.P.A. of 2.75 or higher
_____	Scheduled appointment to submit application

Pre-requisite Course Work

- _____ BIOL 213 Anatomy and Physiology I (4)
- _____ ENGL 121 Rhetoric and Composition I (3)
- _____ PSY 161 Intro to Psychology (3)
- _____ CHEM 120 Elementary General Chemistry (4)
- _____ Math placement test results indicating no math course under MATH 158 is needed or completion of MATH 067 Basic Algebra or higher.

Support Course Work

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

CORE CURRICULUM 48 Credit Hours

Semester	Course	Credits
Spring 2020	Fundamentals (NURS 191) **BIOL 214 Anatomy & Physiology II (If Needed)**	8 (4)
Summer 2020	Pharmacology (NURS 103) Physical Assessment (NURS 296)	2 2
Fall 2020	Health & Illness I (NURS 192)	8
Spring 2021	Family Nursing (NURS 291) **PSY 262 Human Growth & Development (If Needed)**	5 (3)
Summer 2021	Psychiatric Nursing (NURS 293)	5
Fall 2021	Health & Illness II (NURS 292)	8
Spring 2022	Health & Illness III (NURS 294) Leadership (NURS 298) **BIOL 211 Microbiology (If Needed)**	8 2 (4)

Must be completed by the end of the semester they are listed.

Alicia Kepner
Nursing & Allied Health Coordinator
Alicia.kepner@highland.edu
Natural Science Building, Office N-164
815-599-3657