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 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 minimum overall GPA will be set at 2.75. Anything less than a 2.75 will **not** be considered for admission.

2. **Pre-requisite Courses:** All pre-requisites must be completed by the end of the semester in which you are applying. All pre-requisite and support courses must be completed with a letter grade of C or better. The following are the pre-req courses: **BIOL 213 Anatomy & Physiology I, ENGL 121 Rhetoric & Composition, PSY 161 Intro. to Psychology, and CHEM 120 Elementary Chemistry.**
   Points will be assigned to a Pre-Req ONLY GPA broken down into categories points awarded accordingly:

   6 Points - 3.75-4.00 GPA
   5 Points - 3.50-3.74 GPA
   4 Points - 3.25-3.49 GPA
   3 Points - 3.00-3.24 GPA
   2 Points - 2.75-2.99 GPA
   1 Points - 2.50-2.74 GPA
   0 Points - less than 2.50 GPA

3. **Support Courses:** Support courses are not required to be completed for entrance into the Nursing Program but must be completed as outlined in the nursing coursework. 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 challenging curriculum and adding a support course(s) 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 Letters:** 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.   One Service to Others*

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

**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) are 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 that researchers deemed most appropriate and relevant to measure the entry-level academic readiness of nursing program applicants. Students will be able to take this exam no more than two times per application cycle or three times within a calendar year.

Kaplan Entrance Exam Results:
68.2% or higher is required to be considered for entrance into the nursing program.

	Overall Score
0.25 Point	60-63.4
0.50 Point	63.5-71.8
0.75 Point	71.9-80.2

1 point	80.3 & above

 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 printout 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. 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 2022
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 2022

<u>**Starting out**</u>

_____   Are you a current HCC student? If yes, great! If not please visit https://highland.edu/admissions/new-students/apply-online/   and fill out an online application.

_____   Have you met with an academic advisor? If not call 815-599-3573 to schedule an appointment.

_____   Are official transcripts from all colleges attended on file in admissions? If not, you will need to request transcripts from all colleges attended to be sent to our admissions & records department. If you need help with this please contact Admissions & Records at 815-599-3414.

_____   Complete college placement tests if needed.

<u>**Next step**</u>

Once you have done the above steps and you are ready to apply to our nursing program:

_____   Schedule an information session by calling 815-599-3657 or by emailing your name and the date of the information session you would like to attend to Alicia.kepner@highland.edu

<u>**Working on your application**</u>

Now that you have attended the information and received the most current admission guidelines you need to work on gathering your admission materials.

_____   All Prerequisite courses are or will be completed with a grade of C or better by the end of the semester in which you are applying.

_____   Ask references for letters of recommendation (must be received by the application deadline). Do this early/don't wait until the last minute.

_____   Schedule your Kaplan exam by calling the testing center at 815-599-3680

_____   Pay for your Kaplan exam by contacting Alicia Kepner at 185-599-3657

_____   Must obtain a Reading score of 68.2 or higher on the Kaplan entrance exam

_____   Obtain unofficial transcripts for the nursing department

_____   Obtain current CNA or LPN certification/licensure

_____   Participate in a minimum of 10 hours of community service & complete volunteer log

_____   Submit community service essay

_____   Must obtain a 2.75 G.P.A. by the end of the semester in which you are applying

Submitting your application

_____ Schedule your appointment to submit your application by calling 815-599-3657 or email Alicia.kepner@highland.edu prior to the application deadline. The sooner you have your application ready the better prepared you are. This will also give you an opportunity to submit any documentation that is missing or to follow up with references on missing letters of recommendation.

_____ Application-completely filled out, signed, and dated

_____ Unofficial transcripts

_____ CNA/LPN documentation

_____ Kaplan results

_____ Community service log-with appropriate signatures

_____ Community service essay

_____ Verify that all three letters of recommendation have been received

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 090 is needed or completion of the remedial math courses.

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 or 815-599-3657
Natural Science Building, Office N-164