



**APPLYING FOR SPRING 2023 • DEADLINE: SEPTEMBER 15, 2022 AT CLOSE OF BUSINESS (7 PM)**

**OFFICIAL TRANSCRIPTS MUST BE RECEIVED NO LATER THAN SEPTEMBER 1<sup>ST</sup>.**

TRANSCRIPTS WILL BE ACCEPTED ELECTRONICALLY SENT FROM THE TRANSFER SCHOOL TO: [TRANSCRIPTS@HARFORD.EDU](mailto:TRANSCRIPTS@HARFORD.EDU) OR VIA MAIL TO: HARFORD COMMUNITY COLLEGE, 401 THOMAS RUN ROAD, BEL AIR, MD 21015, ATTN: TRANSCRIPT EVALUATOR, NURSING APPLICATION. WE ACCEPT OFFICIAL TRANSCRIPTS FROM PARCHMENT OR NATIONAL STUDENT CLEARING HOUSE AS LONG AS IT IS SENT FROM THE TRANSFER SCHOOL.

## LPN TO RN Transition Course

**BEFORE YOU BEGIN, CAREFULLY READ THE PROCEDURES AND UNDERSTAND THE APPLICATION REQUIREMENTS ON THE PG 2 OF THIS FORM.**

Harford ID #: H \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### PLEASE FOLLOW INSTRUCTIONS BELOW

**ALL THREE courses must be COMPLETED to apply. Circle HCC or TR (TRANSFER/EXAM SCORE) for EACH course.**

English Composition: HCC or TR (Required C or better)      General Psychology: HCC or TR      Anatomy & Physiology I: HCC or TR (Required C or better)

*IMPORTANT:* If the above 3 courses are not COMPLETED with required grade by **September 15, 2022**, you are **NOT QUALIFIED** and should not apply.

**At least TWO of these courses must be COMPLETED. Circle HCC or TR (TRANSFER/EXAM SCORE) for COMPLETED courses. ^You MUST also meet the minimum MATH requirement listed on back/pg 2 of this application.**

Human Development Across the Life Span: HCC or TR (Required C or better)      Anatomy & Physiology II: HCC or TR (Required C or better)  
 Microbiology: HCC or TR (Required C or better)      Introduction to Sociology: HCC or TR      College Level General Education Math^: HCC or TR  
 ^see MATH requirement on back, if not complete

*IMPORTANT:* At least 2 of the above 5 courses must be COMPLETED with required grade by **September 15, 2022**. If not, you are **NOT QUALIFIED** and should not apply.

**Courses required for graduation. Completion optional to apply. Circle HCC or TR (TRANSFER) for each COMPLETED course.**

Physical Education Elective: HCC or TR      Humanities GenEd1: HCC or TR      Humanities GenEd2: HCC or TR  
 Refer to current HCC on-line catalog for course options to satisfy the above requirements.

**The following items, #1, #2 and #3, MUST be completed and received by the listed due dates:**

- Application for Enrollment to Harford Community College, if necessary. Review checklist/instructions on page 2 of this application to see if met.
- COPY** of current LPN License: LPN License# \_\_\_\_\_ Institution Attended \_\_\_\_\_ Year of LPN Graduation \_\_\_\_\_
- Official copies of ALL undergraduate transcripts** from which you intend to use coursework towards meeting the nursing course requirements and from which you hold a bachelor's degree, if applicable. Only submitted transcripts will be used to verify nursing course requirements/grades. Follow checklist/instructions on the page 2 of this application.  
 Please list names of all colleges from which you are attaching transcripts: \_\_\_\_\_  
 Are you using course/exam credit from **PREVIOUSLY SUBMITTED**: AP CLEP IB MILITARY? (indicate by circling)  
 Are you using coursework from a **PREVIOUSLY SUBMITTED** evaluated foreign transcript? Yes No (indicate by circling)  
 If you hold a bachelor's degree, please indicate institution, year, and degree: \_\_\_\_\_

#### Non-refundable \$25 Application Fee

Application fee: \$25. If submitting by mail a check or money order made payable to Harford Community College must be attached to this application. DO NOT MAIL CASH or Credit Card Information. If submitting in person, pay at the Cashier's Office, Student Center prior to submitting Nursing application.

#### Cashier's Office Use Only

Receipt #: \_\_\_\_\_ Cashier's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the instructions/requirements on page 2 including the **COVID Vaccination requirement** and have followed **ALL** instructions. I know the Test Center must receive my **ATI TEAS (a score less than 58.7, not eligible)** by **September 15, 2022**. I believe I have met the minimum requirements for the Associate of Sciences Degree Nursing Program.

Student Signature (Agrees to Statement)

Date

## Procedures/Checklist – SPRING 2023 LPN TO RN Transition Course

\*By completing and submitting this application, students confirm that they are either fully vaccinated for COVID-19 or able to be fully vaccinated by the program deadline. The COVID vaccination is required to enter the nursing program. Religious and medical waivers are not accepted in lieu of the vaccination. (A person is defined as fully vaccinated two weeks after receiving all recommended doses in the primary series of their COVID-19 vaccination). COVID-19 boosters may be required by some clinical sites.\*

The following items **MUST** be submitted to the **Registration and Records Office, Student Center** either in-person or via the mail by the due dates at the close of business for Spring 2023 consideration. **THERE ARE NO EXCEPTIONS.**

This checklist is provided to assist you in submitting a complete application packet.

- Due by September 15<sup>th</sup> - Current (Credit) Application for Enrollment.** If you are currently enrolled or eligible to enroll as an HCC credit student, you do not need to submit a new Harford credit application.

Verify your enrollment status on **OwlNet: My Academic Life Tab: Registration Status.**

YES, enrolled or eligible to register (credit).  NO, apply online at <http://www.harford.edu/admissions/apply-now.aspx>.

- Due by September 15<sup>th</sup> - Pre-nursing (NURP) listed** as your current program of study. This is not implied.

Verify your major on **OwlNet: My Academic Life tab: View/Print Transcript: Major #1: NURP Pre-Nursing.**

YES, I am declared as pre-nursing major.  NO, submit "Change of Major" form online by deadline.

- Due by September 15<sup>th</sup> - Completed SPRING 2023 LPN to RN Nursing Application.** Signed and dated.  YES  NO

- Due by September 15<sup>th</sup> - Copy of current LPN license.**  YES  NO

- Due by September 1<sup>st</sup> - Official transcripts** from ALL colleges previously attended (do not submit Harford transcripts) **and** official test score reports (such as International transcripts, CLEP scores, AP scores, IB scores, and/or military transcripts) \*\* you **intend to use to meet nursing course requirements** and from which you hold a bachelor's degree. Transcripts must be printed by the issuing institution within the last 12 months prior to application. Transcripts older than 12 months will not be accepted. If older than 12 months since a transcript has been submitted to HCC, an official transcript will need to be submitted again. **Official college transcripts must be sent from the transfer school either electronically or via mail by September 1<sup>st</sup>. Official transcripts can be sent electronically to: [transcripts@harford.edu](mailto:transcripts@harford.edu) or via mail to: Harford Community College, 401 Thomas Run Road, Bel Air, MD 21015, Attn: Transcript Evaluator, Nursing Application. We accept official transcripts sent to us by Parchment and National Student Clearinghouse.**

- Official transcripts sent by mail must be in a sealed institution envelope. DO NOT OPEN. Be aware of individual institution timelines to request and receive transcripts. We cannot accept official transcripts from students.
- \*\*If you **previously** submitted to Registration & Records: official independently translated/evaluated International transcripts, CLEP scores, AP scores, IB scores, and/or military transcript you do **NOT** need to resend new reports.

<u>College Transcript(s) I Must Provide</u>	<u>Issued w/in last 12 months</u>	<u>In sealed institution envelope or sent electronically by institution</u>
_____	<input type="checkbox"/> YES	<input type="checkbox"/> YES
_____	<input type="checkbox"/> YES	<input type="checkbox"/> YES
_____	<input type="checkbox"/> YES	<input type="checkbox"/> YES

- \$25 (non-refundable) application fee.**  YES  NO

- The following **MUST** be SUBMITTED **separately** from the Nursing application to our **Test Center**, (443) 412-2352. **OFFICIAL ATI TEAS scores** taken within the last 2 years must be **reported by ATI to our Test Center by September 15th, 2022 (scores less than 58.7, not eligible). No late scores accepted. Please note: Students may test up to three times within a one-year period.**

YES, ATI TEAS taken at HCC (scores automatically reported)  NO, I did not take/send (you are not eligible)

YES, I took/will take ATI TEAS at another test center **AND** I will have my official scores sent to HCC Test Center

(Request to send TEAS scores to HCC through ATI. TEAS scores sent via paper copy will not be accepted. Scores less than 58.7, not eligible).

- MATH REQUIREMENT – To meet the math requirement to QUALIFY to apply for the nursing program, you must have MET one of the following:**

YES Received a qualifying score on the **Harford Community College** math assessment test (score valid for 2 years), **or**

YES Achieved a 530 score on SAT mathematics or minimum 21 on ACT mathematics, scores sent to HCC (score valid for 2 years), **or**

YES Successfully completed the highest transitional math course at **Harford Community College** (023, 025, 026 or 027), **or**

YES Earned college-level MATH General Education credit (MATH 101, 102, 103, 109, 111, 203, 204, 211, 212, 216, transfer: MATH REQR/M ELC-M).

### Important to Know

- Courses not COMPLETED by **September 15, 2022**, will not be considered in the course evaluation of this application.
- All applicants are expected to review the Nursing website at <https://www.harford.edu/admissions-and-costs/nursing-program/index.php> for specific requirements and TEAS information prior to submitting the application and meet with an Academic Advisor regularly to review current course, application, and admission requirements.
- Nursing applications will not be processed for review if applicant has a financial, admission/readmission or Dean's hold.
- Acceptance and denial letters are mailed from the Nursing Department approximately six to eight weeks after the deadline.
- Criminal background check and drug screening through a specified vendor will be required of all nursing students. Results could impact clinical attendance, program completion, and eventual licensure as a Registered Nurse. If this is a concern, you can request an appointment with the division dean at 443-412-2229.