Application for Associate of Sciences Degree Nursing Program

Harford Community College • 401 Thomas Run Road, Bel Air, MD 21015 • Tel. (443) 412-2222

APPLYING FOR SPRING 2023 • DEADLINE: SEPTEMBER 15, 2022 AT CLOSE OF BUSINESS (7 PM)
OFFICIAL TRANSCRIPTS MUST BE RECEIVED NO LATER THAN SEPTEMBER 1ST.

TRANSCRIPTS WILL BE ACCEPTED ELECTRONICALLY SENT FROM THE TRANSFER SCHOOL TO: 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.

BEFORE YOU BEGIN, CAREFULLY READ THE PROCEDURES AND UNDERSTAND THE APPLICATION REQUIREMENTS ON THE BACK/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.
^You MUST also meet the minimum MATH requirement listed on back/pg 2 of this application.

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.

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 and #2, MUST be completed and/or received by the listed due dates.

1. Application for Enrollment to Harford Community College, if necessary. Review checklist/instructions on back/pg 2 of this application to see if met.

2. **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 back/pg 2 of this application.

   Please list names of all colleges from which you intend to use coursework: _____

   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** scores (Scores less than 58.7, are 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 Nursing Application

*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.

1. **Due by September 15th** - Current (Credit) **Application for** Enrollment. If you are <u>currently enrolled or eligible to enroll</u> 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.**

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

   Verify your <u>major</u> 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.

3. **Due by September 15th** - Completed **SPRING 2023** Nursing Application. Signed and dated. ❐ **YES**   ❐ NO

4. **Due by September 1st -** **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 <u>must be sent from the transfer school</u> either electronically or via mail by September 1st. Official transcripts can be sent by the transfer school electronically to: 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 <u>International transcripts</u>, <u>CLEP</u> scores, <u>AP</u> scores, <u>IB</u> scores, and/or <u>military</u> transcript you do <u>NOT</u> need to attach new reports to this application.

<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>
_____	❐ YES	❐ YES
_____	❐ YES	❐ YES
_____	❐ YES	❐ YES

5. **$25 (**non-refundable) **application fee**. ❐ **YES**   ❐ NO

6. 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 15, 2022**. **Scores less than 58.7, are 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 <u>AND</u> I will have my official scores sent to HCC Test Center
       (Request should be made through ATI. TEAS scores sent via paper copy will not be accepted).

7. ^MATH REQUIREMENT – To meet <u>the math requirement to **QUALIFY**</u> to apply for the nursing program, you must have **MET** <u>one</u> of the following:
       ❐ **YES**   <u>Received a qualifying score</u> 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 <u>completed</u> the highest transitional math course at <u>Harford Community College</u> (023, 025, 026 or 027), *or*
       ❐ **YES**   Earned college-level MATH <u>General Education</u> credit (MATH 101, 102, 103, 109, 111, 203, 204, 211, 212, 216, transfer: MATH REQR/M ELC-M).

<u>Important to Know</u>

- 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 <u>letters</u> are mailed from the <u>Nursing Department</u> approximately <u>six to eight weeks after the deadline</u>.
- 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.