Application for Associate of Sciences Degree Nursing Program

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

LPN TO RN Transition Course

APPLYING FOR FALL 2022-DEADLINE: FEBRUARY 15, 2022-*COVID VACCINATION IS REQUIRED APPLICATIONS WILL BE ACCEPTED IN PERSON & VIA MAIL (If Mailing, application MUST BE POST MARKED BY THE DEADLINE. NO EXCEPTIONS). OFFICIAL TRANSCRIPTS MUST BE RECEIVED NO LATER THAN FEBRUARY 1ST. TRANSCRIPTS WILL BE ACCEPTED ELECTRONICALLY TO: TRANSCRIPTS@HARFORD.EDU OR VIA MAIL.

BEFORE YOU BEGIN, CAREFULLY READ THE PROCEDURES AND UNDERSTAND THE APPLICATION REQUIREMENTS ON PAGE 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 **February 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 page 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 **February 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 ATTACHED to this application, if applicable:

1. Application for Enrollment to Harford Community College, if necessary. Review checklist/instructions on page 2 of this application to see if met.
2. **COPY** of current LPN License: LPN License#_____ Institution Attended_____ Year of LPN Graduation_____
3. **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 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** and have followed **ALL** instructions. I know the Test Center must receive my **ATI TEAS** (**a score less than 58.7, not eligible**) by **February 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 – FALL 2022 LPN TO RN Transition Course

*COVID VACCINATION IS REQUIRED-ANY QUESTIONS EMAIL: NAHPCLINICAL@HARFORD.EDU

All official college transcripts **MUST** be sent by the transfer school either electronically or via mail by the **February 1st, 2022 deadline and all applications MUST be received by the February 15th deadline** for Fall 2022 consideration **THERE ARE NO EXCEPTIONS**. Applications will be accepted in person to the Registration & Records office located in the upper level of the Student Center or via Mail to: Harford Community College, 401 Thomas Run Road, Bel Air, MD 21015. This checklist is provided to assist you in submitting a complete application packet.

1. 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 <u>OwlNet: My Academic Life Tab: Registration Status</u>.
   ❐ **YES, enrolled or eligible to register (credit).**   ❐ NO, apply online at http://www.harford.edu/admissions/apply-now.aspx.

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

   Verify your <u>major</u> on <u>OwlNet: My Academic Life tab: View/Print Transcript: Major #1: NURP Pre-Nursing</u>.
   ❐ **YES, I am declared as pre-nursing major.**   ❐ NO, submit "Change of Major" form online by deadline.

3. Completed SPRING 2022 LPN to RN Nursing Application. Signed and dated. ❐ **YES**   ❐ NO

4. Copy of current LPN license. ❐ **YES**   ❐ NO

   - **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. **Official college transcripts can be submitted by the transfer school either electronically to: transcripts@harford.edu or through the regular mail to: Harford Community College, 401 Thomas Run Road, Bel Air, MD 21015, Attention: Registration & Records. We also accept electronic transcripts through Parchment and the National Student Clearinghouse.** Be aware of individual institution timelines to request and receive transcripts. We cannot accept student-printed copies or emailed transcripts.

   - **If you <u>previously</u> 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 resend new reports.

College Transcript(s) I Must Attach	Issued w/in last 12 months	Sealed institution envelope	Attached to Nursing Application
_____	❐ YES	❐ YES	❐ YES
_____	❐ YES	❐ YES	❐ YES
_____	❐ YES	❐ YES	❐ YES

1. **The $25 non-refundable application fee.** ❐ **YES**   ❐ NO

2. The following MUST be SUBMITTED <u>separately</u> 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 February 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 recorded)   ❐ NO, I did not take/send TEAS scores (you are not eligible)
   ❐ **YES**, I took/will take **ATI TEAS** at another test center or **ATI remote/online** <u>AND</u> I will request **ATI** to send my official scores to HCC Test Center after testing. (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).

3. ^MATH REQUIREMENT – To meet <u>the math requirement to</u> **QUALIFY** 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 **February 15, 2022,** will not be considered in the course evaluation of this application.
- Students who are offered summer admission must complete Anatomy & Physiology II and PSY 214 prior to beginning nursing courses in May.
- All applicants are expected to review the Nursing webpage 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.