

ADMISSION PROCEDURE

Application to the Nursing Program

Application to the Nursing Program is a separate application within the college and attendance at a Nursing Program information session is required. Application should be made *only after completion of all admission criteria*. Incomplete applications will not be accepted. Courses still in progress or absence of required documentation such as official transcripts from high school or other colleges attended render a file incomplete. A grade of D will not satisfy admission and graduation requirements for the Nursing Program. Students with a previous college degree are not required to submit a high school transcript. For all other students, a high school transcript must be attached. An application will be returned if the file is incomplete.

Students who are new to the college must complete a college application form. The college application form is available at www.anokaramsey.edu or in the Records office. Upon receipt of the admission form and application fee, students sign up for assessment testing in math, reading, and English (unless previous college coursework shows these courses) and a college orientation session. Assessment tests determine skill level for appropriate placement in general college courses.

A completed application for the **Two-Year Track Option** includes:

1. Completed college admission form (\$20.00 fee required for students new to ARCC only)
2. Official transcripts from high school and all colleges attended (See below for official transcript definition)
3. Nursing Program Application form
4. Official ACT score or verification of baccalaureate degree
5. Original Certificate of Attendance at a required Information Session

A completed application for the **LPN Mobility Option** includes:

1. Completed college admission form (\$20.00 fee required for students new to ARCC only)
2. Official transcripts from all colleges attended (See below for official transcript definition)
3. Nursing Program Application form
4. Official ACT score or verification of baccalaureate degree
5. Letter from employer on official company letterhead verifying recent work experience if PN degree was completed more than two year prior to program start date.
6. Copy of State Board of Nursing LPN license
7. Original Certificate of Attendance at a required Information Session

Official high school transcripts or credentials from foreign countries must be in English. College degrees from foreign countries must be evaluated by the Educational Credential Evaluators (ECE) or the World Education Services (WES) and a completed report from ECE or WES must accompany the application, and/or be on file with the college *at the time of application*. Students are encouraged to meet with the International Student Advisor for assistance.

Students must indicate previous admission to the program on the Nursing Program application form.

Admission Procedure

Applications will be accepted only during the published application dates listed below. The application period will be extended if an insufficient number of qualified applications are received. Check our website regarding notification of an extended application period. Application forms will be available approximately four months prior to each application period. Notification will be approximately three months after the end of the application period.

- Application period for fall-start 2-Yr Track (Coon Rapids only) is January 2 through January 21
- Application period for spring-start 2-Yr Track (Cambridge and Coon Rapids) is June 1 through June 21
- Application period for 2010 spring-start Mobility (Coon Rapids only) is September 1 through September 21

Students will be admitted according to admission ranking, based on points awarded for selection criteria, until the program is filled. All students must meet minimum criteria for admission.

Admission ranking will be determined by scoring on the following variables: cumulative GPA, ACT, completion of A & P I and A & P II, completion of general education credits for the A.S. in Nursing degree, repeated science courses, and previous enrollment at Anoka-Ramsey Community College. **Only courses that have been completed and awarded a grade by the time of application will be used to compute these scores.** See below for a sample scoring rubric.

Students applying for program admission for a second time within 6 months after an original application and who have met the minimum admission criteria but were not accepted into the program may not need to resubmit official transcripts or ACT results if official copies were submitted with the original nursing application.

- All grades, GPA and ACT scores will be used from the original application documentation.
- One updated transcript/ACT will be allowed if an official copy is attached to the new application.
- Students must sign-off on the back of the new application that the previous documentation should be used for admission purposes.

If more than one application period has passed, new transcripts/ACT must be submitted with a new application. For example, if a student applied to the nursing program for a Fall 2009 start with original documentation, new transcripts/ACT do not need to be resubmitted with the Spring 2010 application but would need to be resubmitted with a Fall 2010 or later application.

Alternate List Procedure

A limited number of applicants will be placed on a ranked alternate list. Students placed on this list will be eligible for last-minute admission to the program if space becomes available prior to the beginning of the term. **ALL** students who wish to gain admission to future nursing classes must reapply, including those who were on the previous period's alternate list.

Application Status Notification

All applicants will be notified by the Records office of acceptance or denial of admission approximately three months after the end of the application period. Students offered admission must respond within 10 days of notice to accept their seat in the program. Admitted students will be notified of the date and time for the required nursing student orientation.

Admission Scoring Rubric

Students will be admitted according to admission ranking, based on points for selection criteria. All students must meet minimum criteria for admission.

A minimum rubric score of 6.0 must be achieved to qualify for admission. This score is based on the minimum GPA, ACT, ARCC resident credits and completion of at least 4 general education credits.

Scoring Rubric	Example
Cumulative GPA: point-for-point	3.25 (GPA of 3.25)
ACT composite score: score divided by 10 NOTE: <i>Applicants with a previous baccalaureate degree or higher will automatically be awarded 2.5 points. Evidence of a score greater than 25 may be submitted to receive a higher score.</i>	2.3 (ACT score of 23)
Anatomy & Physiology I completed: .5 points	.5 (A & P I completed)
Anatomy & Physiology II completed: .5 points	.5 (A & P II completed)
# of 30 General education credits completed (# of general education credits divided by 10)	2.4 (24 cr. of gen eds completed)
Repeats of required science courses within past 7 years (Chemistry 1020, Biology 1106, 2113 or 2114): subtract one point for each D, F	.0 (no repeated science course)
ARCC student with 12 earned credits - add one point	1.0 (14 resident ARCC cr.)
ADMISSION SCORE	9.95

NURSING PROGRAM DEFINITIONS

Accredited/Non-accredited Institutions: Accredited colleges are degree-granting colleges accredited by one of the regional associations of colleges and schools, or by a comparable international college or university. Regional accreditation for this policy is defined as the accreditation conferred by The Higher Learning Commission: a Commission of the North Central Association of Colleges and Schools in the central U.S., and by parallel accrediting agencies in other regions of the U.S. Courses taken at regionally accredited institutions are accepted for transfer. Courses taken at non-accredited institutions are not accepted for transfer. Non-accredited institution transcripts do not need to be submitted with the nursing application (institutions such as beauty schools, etc.)

Cumulative Grade point average (GPA): The average of all courses from all accredited institutions as determined by ARCC's Records department. Instructions on how to calculate a cumulative GPA are provided at the mandatory ARCC Nursing Information Sessions.

Final Transcripts: Transcripts that reflect completed, graded coursework. Courses that are in-progress will not be used in determining the general education portion on the scoring rubric.

International Transcript Evaluations: Official international transcripts must be evaluated through either ECE (Educational Credential Evaluators) or WES (World Education Services). ECE and WES evaluate how education in other countries compares to U.S. education. For more information go to www.ece.org or www.wes.org.

Nursing Information Session: Required session for application to the Nursing Program where the current requirements and procedures are reviewed. Certificate of Attendance must be dated no earlier than 12 months prior to the application period. No sessions will be offered during the last two weeks of every application period.

Nursing Program Orientation: A specific session for students admitted into the nursing program. This is a mandatory meeting. Students new to ARCC will need to attend both the general college orientation and the nursing orientation.

Official Transcripts: Official transcripts must be sent with your application in the original, sealed, unopened sending institution envelope.