Application for Associate of Sciences Degree Nursing Program

Harford Community College • 401 Thomas Run Road, Bel Air, MD 21015-1698 • Tel. (443) 412-2222

LPN to RN Transition Course

APPLYING FOR SPRING 2015 • DEADLINE: OCTOBER 1, 2014, 5PM

BEFORE YOU BEGIN, CAREFULLY READ THE PROCEDURES AND UNDERSTAND THE APPLICATION REQUIREMENTS ON THE BACK/PG 2 OF THIS FORM.
Follow instructions for each STEP as you complete the application.

Harford ID #: **H** _____ Last Name: _____ First Name: _____ Maiden Name: _____

Street Address: _____ City: _____ State: ____ Zip: _____

Contact Phone Number: _____ Email address: _____

STEP 1 **ALL courses must be COMPLETED.** **Circle HCC or TR (TRANSFER/EXAM SCORE) for EACH course.**

Courses below require a grade of C or better

English Composition HCC or TR
Anatomy & Physiology I HCC or TR
Anatomy & Physiology II HCC or TR
Human Development Across the Life Span HCC or TR
Microbiology HCC or TR
General Psychology HCC or TR
College Level General Education Math HCC or TR

IMPORTANT: If the above courses are not COMPLETED with required grade by October 1, 2014, you are **NOT QUALIFIED** and should not apply.

STEP 2 **Courses required for graduation. Completion optional to apply. Circle HCC or TR (TRANSFER) for each COMPLETED course.**

General Sociology HCC or TR
****Humanities GenEd1** HCC or TR
#Physical Education Fitness HCC or TR
****Humanities* GenEd2** HCC or TR

#/**Refer to current HCC on-line catalog for course options.
**Humanities must be chosen from two different disciplines.

STEP 3 **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 back/pg 2 of this application to see if met.

2. COPY of 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 (**attached to this application**) 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 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: _____

STEP 4 **$15 Application Fee (Non-refundable)**

❒ Application fee: **$15.** 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 Cashiers Office, Student Center.

Cashier's Office Use Only

Receipt #: _____ Cashier's Initials: _____ Date: _____

I have **read** the **application requirements** on the **back/pg 2** and have followed **ALL** instructions. I am submitting a complete admissions **packet**. I know the HCC Test Center must receive my **TEAS V test** results by October 1, 2014. 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 2015 LPN to RN Transition Course

The following items **MUST** be submitted to the **Registration and Records Office, Student Center**, as a **COMPLETE** admissions **PACKET,** stapled or in large envelope**,** by the October 1, 2014, 5:00PM deadline for consideration into the Spring 2015 program. **THERE ARE NO EXCEPTIONS.** This checklist is provided to assist you in submitting a complete application packet.

1. Current (Credit) **Application for Enrollment to HCC**. If you are currently enrolled or have attended classes at HCC within the last two academic years; or you have submitted an HCC application within the last academic year you do not need to submit a new application. You **should verify** your enrollment status on OwlNet: My Academic Life tab: Registration Status.
   ❒ **YES, enrolled or eligible to register** ❒ NO, attach completed HCC application to nursing application

2. 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

3. Completed SPRING 2015 LPN-RN **Nursing Application**. Signed and dated.
   ❒ **YES** ❒ NO

4. Copy of **LPN license.** ❒ **YES** ❒ NO

5. **Official transcripts** from all colleges previously attended (do not submit HCC transcripts) **and** official test score reports** 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 transcripts in their original, sealed envelopes MUST BE ATTACHED to this application, EVEN IF they had been previously submitted for evaluation or submitted with a previous term nursing application packet. ONLY transcripts submitted with this application packet will be used to verify nursing course requirements.**
   - Request your transcripts to be sent directly to you from the issuing institution in a sealed institution envelope. DO NOT OPEN. Attach sealed envelopes to nursing application. Be aware of individual institution timelines to request and receive transcripts. We **do not accept** student-printed copies, electronic, or emailed transcripts.
   - **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 attach new reports to your application.

College Transcript(s) I Must Attach	Issued w/in last 12 months	In sealed institution envelope	Attached to Nursing Application
_____	❒ YES ❒ NO	❒ YES ❒ NO	❒ YES ❒ NO
_____	❒ YES ❒ NO	❒ YES ❒ NO	❒ YES ❒ NO
_____	❒ YES ❒ NO	❒ YES ❒ NO	❒ YES ❒ NO

6. **$15 (**non-refundable) **application fee**. ❒ **YES** ❒ NO

7. The following MUST be SUBMITTED **separately** from the Nursing application to our **Test Center**, (443) 412-2476. **OFFICIAL TEAS V** scores taken within the last 2 years must be **reported by ATI to our Test Center by October 1, 2014**. No late scores accepted.
   ❒ **YES**, TEAS V test taken at HCC (scores automatically reported) ❒ NO**,** I did not take/send (you are not eligible)
   ❒ **YES**, I took/will take **TEAS V** at another test center AND I will have my official scores sent to HCC Test Center.

Important to Know

- Courses not COMPLETED October 1, 2014 will not be considered in the course evaluation of this application.
- All applicants are expected to review the Nursing website at www.harford.edu/academics/divisions/nahp/nursing 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.

Yellow Copy/Completed Checklist is YOUR Copy to Keep