



# Application for Associate of Sciences Degree Nursing Program

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

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

**BEFORE YOU BEGIN, CAREFULLY READ THE PROCEDURES AND UNDERSTAND THE APPLICATION REQUIREMENTS ON THE BACK/PAGE 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: \_\_\_\_\_

**Incomplete applications will be returned to applicant after the October 1st deadline WITHOUT review.**

**STEP 1 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 Grade: C or better) General Psychology: HCC or TR Anatomy & Physiology I: HCC or TR (Required Grade: C or better)

**IMPORTANT:** If the above 3 courses are not COMPLETED with required grade by October 1, 2014, you are NOT QUALIFIED and should not apply.

**STEP 2 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 Grade: C or better) Anatomy & Physiology II: HCC or TR (Required Grade: C or better)

Microbiology: HCC or TR (Required Grade: 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:** If at least 2 of the above 5 courses are not COMPLETED with required grade by October 1, 2014, you are NOT QUALIFIED and should not apply.

**STEP 3 Courses required for graduation. Completion optional to apply. Circle HCC or TR (TRANSFER) for each COMPLETED course.**

#Physical Education Fitness: HCC or TR \*\*Humanities GenEd1: 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 4 The following items, #1 and #2, 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: 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 5 \$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 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 the back/pg 2 and have followed ALL instructions. I am submitting a complete admissions packet. I know the Test Center must receive my TEAS V test scores 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 Nursing Application

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

1. Current (Credit) **Application for Enrollment.** If you are currently enrolled or eligible to enroll as a 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, attach completed credit 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 Nursing Application.** Signed and dated.     **YES**     **NO**
4. **Official transcripts** from all colleges previously attended (do not submit Harford 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 college 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 be sent directly to you from the issuing institution/s in a sealed institution envelope. **DO NOT OPEN.** Attach sealed envelope/s to nursing application. Be aware of individual institution timelines to request and receive transcripts. We can 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 this application.

<u>College Transcript(s) I Must Attach</u>	<u>Issued w/in last 12 months</u>	<u>In sealed institution envelope</u>	<u>Attached to Nursing Application</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
_____	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES

5. **\$15 (non-refundable) application fee.**     **YES**     **NO**
6. 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.
7. **^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 550+ 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 (017, 018, 023 or 026), **or**
  - YES**    Earned college-level MATH General Education credit (MATH 101, 102, 103, 109, 111, 216, 203, transfer: MATH REQR/M ELC-M).

### 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](http://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.