Application for Associate of Sciences Degree Nursing Program

Harford Community College • 401 Thomas Run Road, Bel Air, MD 21015

APPLYING SPRING 2014 • DEADLINE: OCTOBER 1, 2013, 5:00PM

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: _____ Previous Name: _____

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

Contact Phone Number: _____ Email address: _____

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

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

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)
(You MUST also meet the minimum **MATH** requirement listed on back/pg 2 of application)

IMPORTANT: If the above 3 courses are not COMPLETED with required grade by October 1, 2013, 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

IMPORTANT: If at least 2 of the above 5 courses are not COMPLETED by October 1, 2013, you are **NOT QUALIFIED** and should not apply.

STEP 3 **These are optional courses. Circle HCC or TR (TRANSFER) for each COMPLETED course.**

***Physical Education Fitness:** HCC or TR ****Humanities Elective #1:** HCC or TR ****Humanities Elective #2:** 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 & 2, MUST be ATTACHED to this application, if applicable, and submitted by the deadline.**

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. Review checklist/instructions on back/pg 2 of this application.

Please list names of 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 please include: credit card information, check or money order (attached to application) made payable to Harford Community College. DO NOT MAIL CASH.

❒ VISA ❒ MASTERCARD _____
❒ DISCOVER ❒ AMEX Credit Card Number Expiration 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, 2013. 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 2014 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, 2013, 5:00PM deadline for SPRING 2014 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 2014 **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 to be sent directly to you from the issuing institution/s 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 this application.

College/s I Attended are:	Issued w/in last 12 months	In sealed institution envelope	Attached to Nursing Application
_____	❒ YES	❒ YES	❒ YES
_____	❒ YES	❒ YES	❒ YES
_____	❒ YES	❒ YES	❒ 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 must be **reported to our Test Center by October 1, 2013**. 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** Successfully completed a college-level General Education math course (MATH 101, 102, 216, etc.)

Please review the following statements:

- Courses not COMPLETED by October 1, 2013 will not be considered in the course evaluation of this application.
- We strongly recommend all applicants applying to the Nursing Program review the Nursing website at www.harford.edu/nursing for specific requirements, TEAS requirement, and more information prior to submitting your application. We also recommend you meet with an Academic Advisor each semester to review 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.