**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 2020 • DEADLINE: FEBRUARY 17, 2020, AT CLOSE OF BUSINESS (7 PM)**

**BEFORE YOU BEGIN, CAREFULLY READ THE PROCEDURES AND UNDERSTAND THE APPLICATION REQUIREMENTS ON THE BACK/PG 2 OF THIS FORM.**

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 February 17th deadline WITHOUT review.

**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 17, 2020**, 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 back/pg 2 of this application.

- **Human Development Across the Life Span**: HCC or TR (Required C or better)
- **Microbiology**: HCC or TR (Required C or better)
- **Introduction to Sociology**: HCC or TR
- **Anatomy & Physiology II**: HCC or TR (Required C or better)
- **College Level General Education Math**: HCC or TR

**IMPORTANT**: At least 2 of the above 5 courses must be COMPLETED with required grade by **February 17, 2020**. 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 back/pg 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 (attached to this application) will be used to verify nursing course requirements/grades. Follow checklist/instructions on the 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:

**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 the back/pg 2 and have followed **ALL** instructions. I am submitting a complete admissions packet. I know the Test Center must receive my **ATI TEAS** (a score less than 58.7, not eligible) by **February 17, 2020**. I believe I have met the minimum requirements for the Associate of Sciences Degree Nursing Program.

  Student Signature (agrees to statement) __________________ Date: ____________

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Procedures/Checklist – FALL 2020 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 together or in large envelope, by February 17, 2020, by the close of business for Fall 2020 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 an 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, 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 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 FALL 2020 LPN to RN Nursing Application. Signed and dated.  □ YES □ NO

4. Copy of current LPN license.  □ YES □ NO

5. 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 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 cannot 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.

<table>
<thead>
<tr>
<th>College Transcript(s) I Must Attach</th>
<th>Issued w/in last 12 months</th>
<th>In sealed institution envelope</th>
<th>Attached to Nursing Application</th>
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<tbody>
<tr>
<td></td>
<td>□ YES □ YES □ YES</td>
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6. $25 (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 ATI TEAS scores taken within the last 2 years must be reported by ATI to our Test Center by February 17th, 2020 (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 reported)
   - NO, I did not take/send (you are not eligible)
   - YES, I took/ill take ATI TEAS at another test center AND I will have my official scores sent to HCC Test Center (Request should be made through ATI. TEAS scores sent via paper copy will not be accepted. Scores less than 58.7, not eligible).

8. 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 500 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 (023, 026 or 027), 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 by February 17, 2020, 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 website at www.harford.edu/academics/nhhs/nursing.aspx 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.