



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 SPRING 2020-DEADLINE: SEPTEMBER 16, 2019, 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 September 16th 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 **September 16, 2019**, 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) Anatomy & Physiology II: HCC or TR (Required C or better)
 Microbiology: HCC or TR (Required 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: At least 2 of the above 5 courses must be COMPLETED with required grade by **September 16, 2019**. 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 \$15 Application Fee

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 **ATI TEAS (a score less than 58.7, not eligible)** by **September 16, 2019**. 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 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 **September 16, 2019**, by the close of business for Spring 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 **OwNet: 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 **OwNet: 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 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.**

<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

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 ATI TEAS scores taken within the last 2 years must be reported by ATI to our Test Center by September 16th, 2019 (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/will 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, 203, 204, 211, 212, 216, transfer: MATH REQR/M ELC-M).

Important to Know

- Courses not **COMPLETED** by **September 16, 2019**, 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/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.