

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/PAGE 2 OF THIS FORM.

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

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

Contact Phone Number: _____ Email address: _____

PLEASE FOLLOW INSTRUCTIONS BELOW

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 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.

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 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: _____

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** scores (Scores less than 58.7, are 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 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 **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** 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 (**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

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 ATI TEAS scores taken within the last 2 years must be reported by ATI to our Test Center by September 16, 2019. Scores less than 58.7, are 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).

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 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.