



**Registered Nursing, Associate of Science Degree
Fall 2010 Program Admission**

Application Checklist

I understand that to be considered for admission to the Registered Nursing Program at Hartnell College, I must have completed all of the following:

- All prerequisite coursework.
- Application for Admission submitted to Hartnell College Admissions Office, if currently not enrolled.
- Healthcare Provider CPR certification, *American Heart Association card preferred.*
- High School, through 12th grade or equivalent.
- Consultation with a Hartnell College nursing counselor *if* required courses were taken elsewhere.
- A final comprehensive score of 67% on the pre-readiness for nursing assessment: ATI Testing's Test of Essential Academic Skills (TEAS). After initial review, likely admits who have met the minimum qualifications for admittance but have not taken the assessment test will be notified by the Department of Nursing of a test date and time.

The completed registered nursing application may be submitted in-person or mailed to the Department of Nursing office by Tuesday, February 9, 2010, 5:00pm. Mailed documents must be post-marked no later than deadline date. The following documents are required:

- One (1) official Hartnell College transcript mailed to Department of Nursing office or submitted with the application packet.
- Two (2) official transcripts from every college attended. One transcript must be mailed or submitted with the application packet to the Department of Nursing and one must be mailed or submitted to the Hartnell College Office of Admissions and Records:
Hartnell College ATTN: Dept. of Nursing, 411 Central Ave., Salinas, CA 93901
Hartnell College ATTN: Office of Admissions & Records, 411 Central Ave., Salinas, CA 93901
- Proof of US high school education through 12th grade as documented on the following: official high school transcript, GED report, proficiency report, or for foreign high school an equivalency letter by outside credential evaluator.
- Three (3) completed Recommendation/Rating Forms.
- One half page typed statement on work or volunteer experience, preferably in a health-related field.
- Authorized Request for Course-to-Course Evaluation Form for coursework completed at other colleges or institutions. The form must be signed by a nursing program counselor (Dr. Ignacio Pando or Ms. LaVerne Cook). Foreign transcripts must be evaluated by an outside credential evaluator before a Request for Course-to-Course Evaluation Form can be completed by a nursing counselor.
- Copy of current Healthcare Provider CPR card, *American Heart Association preferred*
- Official score report from ATI Testing's TEAS Test indicating a comprehensive score of 67% or higher if the pre-assessment test was taken within the last two years.



Hartnell College
Registered Nursing, Associate of Science Degree
Fall 2010 Program Admission and Application Instructions



Minimum Requirements for Admission Eligibility:

Hartnell College enrollment: If not currently enrolled, a Hartnell College Application for Admission indicating eligibility must be completed and on file in the Office of Admissions and Records.

Completion of high school: Official high school transcript or equivalent required (Board of Registered Nursing, Rules and Regulations, Section 1412).

Completion of all prerequisite courses with a grade of "C" or better as documented on official transcripts.

Science GPA Requirement: Completion of anatomy, physiology, and microbiology prerequisites with an overall GPA of 2.5. The science GPA will be reduced by 0.33 for each W, D, F and/or repeat.

A final comprehensive score of 67% on the ATI Testing's Test of Essential Academic Skills (TEAS).

Current Healthcare Provider CPR certification, *American Heart Association preferred*

Selection Process

The Hartnell College Registered Nursing Program is impacted because more students apply for admission than can be accepted. Selection is based on criteria established by the Hartnell College Nursing Program and on the California Community College Associate Degree Nursing Prerequisite Model for Admissions to Nursing Programs. The criteria include overall college GPA, English GPA, and core science GPA for anatomy, physiology, and microbiology courses. In addition, students must have a final comprehensive score of 67% on the ATI Testing's Test of Essential Academic Skills, a California Community College Chancellor's Office approved pre-readiness for nursing assessment test. Letters of recommendations and performance ratings from persons familiar with the applicant's work and/or education in a health-related field, e.g., certified nursing assistant, paramedic, medical assistant and/or instructors, are considered during the selection process. Drug screening and a Lifescan background check are required and completed after conditional acceptance in the program. Questions regarding these checks should be directed to the Director of Nursing.

Application Process

The Registered Nursing Program has a separate admission application process from the Hartnell College admission process. General college application materials are available in the Office of Admissions and Records on the main campus or on the Hartnell College website (www.hartnell.edu).

Currently, the registered nursing program has a four semester curriculum and admits a new class each Fall. Nursing program applications are available in December for the following Fall semester. The Nursing program information packets and application forms are available in the Department of Nursing office located in the CALL Building on the Hartnell College. The completed application with official documents of verification must be submitted to the Nursing Department office by the published deadline date. **There are no exceptions.**

Application Dates and Contact Information

Final Submission Date: **Tuesday, February 9, 2010**

Projected ATI TEAS Test Date: **Friday, March 5, 2010** (\$25.00)

Acceptance/Denial Notification by mail: **March 26, 2010**

Orientation: **Wednesday, May 12, 2010 4pm-6pm.** All accepted students are required to attend.

Department of Nursing:

Mailing address: Hartnell College Attn: Dept. of Nursing, 411 Central Avenue, Salinas CA 93901

Office location: Hartnell College Main Campus, CALL Building, Second Floor

Tele: (831) 770.6146 Fax: (831) 770.6144

Nursing Counselors: Ms. LaVerne Cook and Dr. Ignacio Pando

Tele: (831) 755.6820.

Hartnell College Office of Admissions and Records: 411 Central Avenue, Salinas CA 93901

Tele: (831) 755.6711 Fax: (831) 759.6014

Official Transcripts:

High school: Proof of US high school education through 12th grade as documented with one of the following: One (1) official high school transcript, GED report, or a foreign high school equivalency letter by an outside credential evaluator mailed or submitted with the application packet.

Hartnell College: Students must request that an official Hartnell College transcript be sent to the Department of Nursing office.

Other Colleges: Official transcripts from colleges other than Hartnell College must be mailed or delivered to Hartnell College Admissions and Records *and* the Department of Nursing.

Request for Course-to-Course Evaluation Form: A nursing counselor must evaluate course descriptions provided by the student for each prerequisite or general education course completed at another institution. Once reviewed, the nursing counselor completes and signs the form that must be included with the nursing application. Appointments with the nursing counselors, Ms. LaVerne Cook or Dr. Ignacio Pando, may be made by calling the Hartnell College Counseling Office at (831) 755.6820.

Foreign high schools and colleges: Official transcripts must be evaluated for course work equivalency to United States educational standards by a credentials evaluation service approved by Hartnell College. For required prerequisite or corequisite courses, a comprehensive evaluation including subjects, units, and grade listings is required. For US high school through 12th grade documentation an equivalency letter is acceptable. Contact Hartnell College Office of Admissions and Records for more information.

Rating/ Recommendation Forms:

Recommendations from three (3) sources are required, preferably from those who can comment on the applicant's health-related nursing coursework or employment in a health-related field (e.g., CNA, MA, HHA, Paramedic, etc.).

Health-related Work Experience Statement:

A brief (typed) statement on the applicant's work or volunteer experience in health-related field must be submitted.

Healthcare Provider CPR certification:

Applicants must provide proof of current certification. Maintenance of Healthcare Provider certification is required by the Department of Nursing.

Pre-readiness for Nursing Assessment:

One official score report from ATI TEAS: Test of Essential Academic Skills. (ATI Test.com) must be mailed or submitted with the application packet. After initial review, likely admits who meet the minimum qualifications for admittance but who have not taken the assessment test will be notified by the Department of Nursing of a test date and time. The cost of the test is approximately \$25.00.



Hartnell College
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Name: _____

Health-related Work Experience Statement

REGISTERED NURSING STUDENT APPLICANT:

Please type a brief statement on your work or volunteer experience. Describe your direct client care experience. Please include additional information you would like to share during the application process.



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Recommendation/Rating Form

TO THE APPLICANT: Provide this form to persons familiar with your work and/or education as it relates to nursing. Each Recommendation/Rating Form should be returned to the nursing office in a sealed envelope unless you do not waive the right to examine the responses. Three (3) recommendations are required. You may photocopy this form.

TYPE OR PRINT THE FOLLOWING INFORMATION:

Applicant Name _____

Mailing Address _____

Present Occupation _____ Employer/Institution _____

Expected Date of Acceptance _____

Name /Title of Evaluator _____ Relationship to Applicant _____

I hereby waive the right to examine this evaluation. *I do not want to review my references.*
 do not waive the right to examine this evaluation. *I want to review my references.*

Applicant's Signature _____ Date _____

TO THE EVALUATOR: The person named above has applied for admission to the Registered Nursing Program at Hartnell College and has asked you to evaluate her/his ability to work in nursing. If the applicant has not waived the right to review this rating form, you should consider it non-confidential, and you may return the form uncompleted. Evaluations must be received by Tuesday, February 9, 2010 in the Hartnell Department of Nursing office.

1. How long have you known the applicant and in what capacity? (Give dates, if possible)

For Instructors only: Course Name: _____

Ranking in the course top: _____% of approximately _____ students

2. Estimate of Potential: (Use Outstanding, Above Average, Average, or Below Average)

3. Please rate the applicant in comparison with others you have known and/or supervised:

	Upper 5%	Upper 10%	Upper 25%	Upper 50%	Lower 50%	No Basis To Judge
Academic Ability						
Oral Communication						
Written Communication						
Motivation/initiative						
Cooperation						
Emotional Maturity						
Dependability						
Creativity						
Ability to work with others						
Critical Thinking						
Integrity						
Overall Potential						

4. Recommendation concerning admission (check one):

_____ I recommend the applicant with confidence.

_____ I recommend the applicant with reservation. (Please explain in Item #5.)

_____ I do not recommend the applicant. (Please explain in Item #5.)

5. Please provide additional comment of the applicant's potential in nursing school.

Include any particular strengths and/or weaknesses. We appreciate your candid appraisal. Attach additional sheet, if necessary.

Please Print or Type:

Signature: _____ Name: _____

Position/Title: _____ Date: _____

Company or Institution: _____ Phone: _____

Please mail to: Hartnell College
 ATTN: Department of Nursing
 411 Central Avenue
 Salinas, CA 93901