



Hartnell College
Nursing and Allied Health
Hartnell College Main Campus
CALL Building, 2nd Floor
Salinas, CA 93901
831-770-6146



Registered Nursing, Associate of Science Degree
Fall 2012 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.
- American Heart Association Healthcare Provider CPR certification
- 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 62% on the pre-readiness for nursing assessment: ATI Testing's Test of Essential Academic Skills V (TEAS) (www.atitesting.com)

The completed registered nursing application and the following documents must be received in the Nursing Program office by Monday, February 27, 2012, 4:30 pm. There are no exceptions.

- One (1) sealed, official Hartnell College transcript mailed to Hartnell Nursing Program 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 Nursing Program and one must be mailed or submitted to the Hartnell College Office of Admissions and Records
- Proof of US high school education through 12th grade as documented by an official high school transcript, GED report, proficiency report, or foreign high school equivalency certification by an outside credential evaluator.
- Three (3) completed Recommendation/Rating Forms.
- One 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. 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.
- Official score report from ATI Testing's TEAS V Test indicating a comprehensive score of 62% or higher. ATI TEAS scores within 2 years of the application submission date will be accepted.
- Copy of current American Heart Association Healthcare Provider CPR card.



Hartnell College
Registered Nursing, Associate of Science Degree
Fall 2012 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
- 2.5 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 within the last 7 years.
- A final comprehensive score of 62% on the ATI Testing's Test of Essential Academic Skills V (TEAS)
- Current American Heart Association Healthcare Provider CPR certification

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 62% on the ATI Testing's TEAS V, 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 are considered during the selection process. Drug screening and a Lifescan background check are completed after conditional acceptance in the program. Questions regarding these requirements should be directed to the Director of Nursing (831)770-6146.

Application Process

The Registered Nursing (RN) 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 or on the Hartnell College website (www.hartnell.edu). The RN program information packets and applications are available in December for the following Fall semester. They are available in the Nursing Program office and on the Hartnell College website. The completed application with official documents of verification must be submitted in person to the Nursing Program office by the published deadline date. There are no exceptions.

Application Dates and Contact Information

Final Submission Date: Monday, February 27, 2012 by 4:30 pm

Acceptance/Denial Notification by mail: March 30, 2012

Orientation: Wednesday, May 9, 2012 4-6pm. All accepted students are required to attend.

Nursing Program:

Mailing address: Hartnell College Nursing Program, 411 Central Avenue, Salinas, CA, 93901

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

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

Hartnell College Counseling: Tele: (831) 755.6820

Hartnell College Office of Admissions and Records: 411 Central Avenue, Salinas CA 93901;
831.755.6711

Official Transcripts:

- High school: Proof of US high school education through 12th grade as documented by one of the following: One (1) official high school transcript, GED report, or a foreign high school equivalency certification by an outside credential evaluator.
- Hartnell College: Students must request that an official, sealed Hartnell College transcript be sent to the Nursing Program office.
- Other Colleges: Official transcripts from colleges other than Hartnell College must be mailed or delivered to Hartnell College Admissions and Records *and* to the Nursing Program.
- Request for Course-to-Course Evaluation Form: An academic counselor must evaluate course descriptions provided by the student for each prerequisite or general education course completed at another institution. Once reviewed, the counselor completes and signs the form that must be included with the nursing application. Contact the Hartnell College Counseling Office for appointments.
- 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 co requisite 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 healthcare-related nursing coursework or employment in a healthcare-related field (e.g., CNA, MA, HHA, Paramedic). Personal recommendations from relatives or friends are not accepted.

Healthcare-related Work Experience Statement:

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

American Heart Healthcare Provider CPR certification:

Applicants must provide proof of current American Heart Health Care Provider Certification. Maintenance of Healthcare Provider certification is required by the Nursing Program.

ATI TEAS: 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. Scores within two years of the application submission date are acceptable. The TEAS test sites and dates can be obtained on the ATI website: www.atitesting.com. The date and time of ATI testing at Hartnell College may be obtained by calling the Nursing Program office.



Hartnell College
Registered Nursing, Associate of Science Degree
Application for Fall 2012 Admission



Name: _____

Healthcare-related Work Experience Statement

REGISTERED NURSING STUDENT APPLICANT:

Please type a brief statement on your healthcare- related work or volunteer experience. Describe your direct patient/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 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 Monday, February 27, 2012 in the Hartnell Nursing Program 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:
 _____ Outstanding _____ Above Average _____ Average _____ 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%	Cannot Rate
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: Nursing Program
 411 Central Avenue
 Salinas, CA 93901