Nursing Program Admissions Policy and Requirements

> ### HCC offers Four options for Admission to the
> ### Associate of Science in Nursing (ASN) and Practical Nursing (PN) Programs

The Traditional ASN & PN Programs
1. **Associate of Science in Nursing (ASN) Program -** The two-year ASN Program prepares students to take the NCLEX-RN exam to become a Registered Nurse (RN).
2. **Practical Nurse (PN) Certificate Program** - The 40-week PN Program prepares students to take the NCLEX-PN exam to become a Licensed Practical Nurse (LPN).

Advanced Placement LPN2RN and the Educational Mobility 1+1 ASN programs
3. **Advanced Placement LPN2RN Program -** Applications are available online for an LPN who has earned the credential from another nursing program or has graduated from the HCC PN program in 2 or more applications cycles and wants to apply for advanced placement consideration for entry into the HCC ASN program. Please refer to the Advanced Placement LPN2RN Policy. The LPN that wants to be considered for the traditional ASN program must also apply for the ASN option.
4. **Education Mobility 1+1 ASN Program** - The HCC PN graduates are eligible to apply for consideration for educational mobility to the third semester of the ASN Program. Applicants must have graduated from the HCC PN Program, acquire a LPN license meeting Good Moral Character compliance, and be employed as an LPN for approximately six months prior to the start date of the third semester of the ASN program. This option is available for two consecutive application cycles from the PN certificate of completion date.   A student who is seeking Educational Mobility in the 1+1 ASN Program must meet the admission policy as published and current at the time the student is applying.

ASN and PN Readmission - Students who have successfully completed the Fundamentals of Nursing Course are eligible for readmission. This policy applies to any student who wishes to return into the nursing program after unsuccessful completion from a nursing course, withdrawal from a nursing course, or departure from the nursing program. **All** applicants for readmissions must meet the admission policy and requirements as published and current for the term to which the student is applying. Please refer to the current published readmissions policy.

Applicants may apply for admission into one or more options but will only be considered for the options they have applied for. **Please identify on the application which program options you are applying for:**
☐ **Associate of Science in Nursing (ASN) Program**
☐ **Practical Nurse (PN) Certificate Program**
☐ **Education Mobility 1+1 ASN Program**
☐ **Advanced Placement LPN2RN Program**
☐ **Readmission into the ASN program**
☐ **Readmission into the PN program**

The application deadline is February 1.
- Applications are available online for prospective students at www.hcc.edu\nursing.
- Applicants may apply for admission into one or more options but will only be considered for the options they have applied for.
- The completed application, all supplemental documents (including attendance at a mandatory Nursing Information Session), PAX/NACE exams, and Health Service records must be submitted and postmarked or received in the HCC Admissions Office by **February 1st** of the year in which you plan to enter the program.
- Admission requirements must be in compliance by the February 1st deadline for all new applicants and all those applying for readmission into the ASN and PN programs.
- Your application will be reviewed once your application file is complete.

- **All** students must meet the admission policy and requirements as published and current for the term to which the student is applying.

Candidate Eligibility

In accordance with the regulatory requirements of the Massachusetts Board of Registration in Nursing, (ref: 244 CMR 6.04(3)(a)1):

a. Candidates must provide satisfactory evidence of secondary school graduation, or its equivalent, (Official High School or GED/HiSET transcript required). Equivalent also includes receipt of a college transcript/degree (AS/AA, BS/BA, MS/MA, PhD).

b. Candidates submitting proof of secondary education completion in a language other than English must submit a certified translation*. The translated document must specify the date on which the student completed secondary school and must include grades for each subject the student completed.

c. Proof of college or university completion in a language other than English must be a certified translation and include a list of subjects studied and the date on which the student completed their degree. Students who may also seek transfer credit from a college or university not in the U.S. are encouraged to submit an official course-by-course equivalency performed by an authorized credential evaluation service*.

d. Provide proof of compliance with the immunization requirements specified by the MA Department of Public Health and verification of all HCC Health Service requirements of titers and immunizations submitted to HCC Health Services.

*Students may find more information about credential evaluations at NACES.org

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Transfer Policy

Holyoke Community College nursing programs accepts transfer of credits in general education requirements only. HCC does not accept transfer of nursing credits. The Student Records Office maintains student records, evaluates transcripts for transfer credit from other institutions, and certifies students for the completion of degree requirements. For further information please review the current HCC Student Handbook.

Minimum Admission Requirements

New applicants and students applying for readmission into the ASN and PN programs must be in compliance with admission requirements by the February 1st deadline. Your application will be reviewed once your application file is complete. The process is competitive and your file will be reviewed using the posted admissions requirements as follows:

☐ Complete the Holyoke Community College Nursing Application, please indicate which options you are applying for, ASN, PN, 1+1 &/or LPN2RN.

☐ Attend a mandatory Nursing Information Session attendance prior to February 1 and no more than 1 year ago. Please indicate date of attendance on the application.

☐ Provide proof of Math and English College Eligibility.

☐ Complete the NLN Pre-Admission Exam (PAX), a requirement for **ALL** ASN, PN, 1+1 and LPN2RN applicants. All three (3) sections must be taken with a minimum score of 50% in English Verbal. There is no minimum score for Math and Science but higher scores may increase a student's eligibility for admission. Candidates should prepare to do their best on all sections. Scores are valid for two application cycles.

☐ Complete the NLN NACE Proficiency Exams, a requirement for **ONLY** the LPN2RN applicants. All three (3) sections must be taken with minimum scores for admission into the third semester of the ASN program. Please refer to the advanced placement policy.

- Fundamentals of Nursing: $\geq$ 70%
- Care of the Child: $\geq$ 50%
- Care of the Childbearing Family: $\geq$ 50%

☐ LPN2RN applicants may be considered for advanced placement into the NUR 180 course if they do not meet the minimum scores for the NUR 270 course. Candidates should prepare to do their best on all sections. Please refer to the advanced placement policy.

☐ Provide satisfactory evidence of secondary school graduation, or its equivalent, (Official High School or GED/HiSET transcript required). Equivalent also includes receipt of a college transcript/degree (AS/AA, BS/BA, MS/MA, PhD).
1. All documents must be received directly from the high school, college or testing facility.
2. International high school credentials must be translated and evaluated to U.S. standards through an approved credential evaluation agency.
☐ Provide official college transcripts from all colleges attended:
1. Identifies educational background and prior degrees completed.
2. Demonstration of credits completed at HCC and credit hours completed in a semester.
3. Demonstration of Grade Point Average (GPA) for those courses applicable to the nursing curriculum (e.g. English, Psychology, Anatomy & Physiology, etc.).
4. Nursing students must achieve a C+ or better in all nursing and laboratory science courses, Anatomy & Physiology I and II (BIO 217 and BIO 218) and Microbiology (BIO 229) to graduate from the HCC Nursing Programs. Only the first or second attempt grades will be considered for admissions consideration.
5. International college/university transcripts approved agencies can be found at www.naces.org or CED in Boston www.cedevaluations.com.
☐ Complete the HCC Health Affiliate form and submit to **Health Services by February 1st**.
1. Provide proof of compliance with the immunization and antibody titer requirements specified by the MA Department of Public Health and HCC Health Services. Official verification of all titers and immunizations.
2. Complete the Health Immunization Acknowledgement Form.
3. Attend a mandatory Health Services appointment. It is required to schedule your appointment well in advance of the application deadline of February 1. Please contact Health Services at 413.552.2401 or healthservices@hcc.edu .
4. Meet the Essential Functional Abilities requirements necessary to successfully complete the Nursing Programs.
☐ Complete Work Experience Form if you have two or more years of direct (work) patient care experience in the healthcare field.
☐ Complete the Laboratory Science Petition Form (if applicable); please refer to Science Proficiency Policy.
☐ Complete the Proficiency/Coursework Assessment Form.
☐ Complete CNA waiver form (if applicable).

Final Enrollment Requirements - For students accepted into the ASN or PN Programs.
The following program enrollment requirements must be complete by the start of classes for all ASN and PN students to begin the program:
1. Certified Nurse Aide (CNA) or it's equivalence direct patient care. If you have questions regarding CNA certification or recertification, please go to www.cnalicense.org or www.nursinglicensure.org.
2. CPR certification through American Heart Association, Basic Life Support (BLS) CPR and AED
3. Two step TB testing will be done on campus at HCC Health Services: the first test will be completed in the summer and the second test will be completed in the first few weeks of the start of classes.
4. CORI/SORI information, drug screening, and fingerprinting completed at HCC.
5. Mandatory Health Insurance Coverage: All students must be covered by health insurance either through the college or through their family health plan. College Health Insurance will cover students for exposures and/or injuries sustained in traveling to or from the college, as well as attending any college-related activity including clinical experiences.
6. Liability Insurance of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college's liability insurance policy, which will be billed through student fees.
7. To ensure patient safety, all students throughout the program must be able to demonstrate the essential functions. See the current Essential Functions Policy.
8. Transportation: Students are required to travel off campus to reach clinical sites, there is no special consideration given for clinical practice environment placements.

The following program requirements must be completed before October 15 for all ASN and PN students to remain in the program:
☐ Influenza vaccine

To register for the PAX &/or NACE exams:
You must register for your PAX or NACE exam a minimum of 3 days prior to the test date.
• Go to the NLN website: www.nlnonlinetesting.org.
• Create a new account or log in if you already have an account set up.
• Type Holyoke Community College in School field.
• All applicants will register for the PAX exam and the LPN2RN for the NACE exam if applicable.
• Click on the registration tab and complete registration and payment. Cost – PAX approximately $40, NACE approximately $130. PAX/NACE testing takes place in the Assessment Center at HCC. This fee is non-transferable and non-refundable.
• Prospective applicant may take the PAX or NACE twice per application cycle. Scores are valid for two application cycles.
• Copies of PAX review guides are available in the HCC library. NLN recommended online reviews may also be purchased directly from www.nlnonlinetesting.org.

On the day of your PAX or NACE exam:
1. On the day of the exam, candidates are expected to arrive no later the 15 minutes prior to the exam start time. Please allow approximately 3 hours for testing.
2. A current and valid government issued photo identification is required to enter the exam. Once a candidate has entered the building and registered, they are not permitted to exit the building until the exam is completed. If the candidate leaves their designated testing room for any reason before the exam is completed the results will not be processed and the fee will be forfeited.
3. The PAX/NACE are administered at HCC in the Assessment Center, Frost Building, room 271. The Assessment Center can be reached by calling 413.552.2015.
4. Electronic devices are not permitted in the testing room. It is strongly advised that all personal belongings, other than the photo identification be locked in the candidate's vehicle during the exam. If a candidate is found with a cell phone or other electronic devices in the testing room the exam will not be processed and the fee will be forfeited.

Selection Process
The ASN Programs and the PN Certificate Program candidates are selected from a pool of applicants who have displayed the minimum academic requirements for admission to the program. Space is limited and not all applicants are accepted. Applications will be reviewed and candidates will be notified of the admissions decision. Recommendations are not accepted.
Applications are reviewed and evaluated using the following criteria:
1. Grade Point Average (GPA) for those courses applicable to the nursing curriculum (e.g. English, Psychology, Anatomy &
   Physiology, etc.).
2. Two or more years of direct (work) patient care experience in the healthcare field.
3. Educational background (prior degrees completed).
4. PAX results and NACE results as applicable to the selected program options.

All applications will be reviewed and processed according to the criteria contained in this admission policy. Candidates will be notified of admissions decision by mail &/or email on or about April 15. Students are notified of their status by the Admissions Department. Candidates may be accepted or not accepted.

Accessibility Accommodations
Students with Disabilities are not required to disclose their disability unless an accommodation is requested. If a student or applicant requires an accommodation during the application or admissions process the student may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations. For further information, please refer to the current published HCC Student Handbook or contact the Office for Students with Disabilities and Deaf Services (OSDDS) for disclosure requirements.

The Students with a documented disability must be able to meet the essential eligibility requirements for licensure as a Licensed Practical Nurse or Registered Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board-approved nursing education program, achievement of a passing grade on the National Council Licensure Examination (NCLEX ®).

HCC Affirmative Action Policy
Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Please refer to the Policy on Affirmative Action, Equal Opportunity and Diversity in the current HCC Student Handbook for further information. Inquiries regarding compliance with Title IX, Affirmative Action, and/or Equal Opportunity may be directed to: Nicholas D'Agostino, HCC's Affirmative Action Officer/ Title IX Coordinator. Mr. D'Agostino can be reached by email at ndagostino@hcc.edu, phone at 413.552.2173, or in Marieb 319.

9/10/18 Nsg & Admissions Finalized.