

## Nursing Programs Admissions Policy and Requirements

**The Nursing Programs application deadline is January 15th for students eligible for all fall options and/or for the Jan Term PN course.**

**The Nursing Programs application deadline is September 15th for all Readmission to Spring and Summer PN Courses.**

- All students must meet the admission policy and requirements as published and current for the term to which the student is applying.
- Please complete an application for each program option you are applying for.

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

#### The Traditional ASN & PN Programs

1. **Associate in 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 an 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 (NUR/PNR 170) 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.

#### **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.

### **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).
  - Candidates submitting proof of secondary education completion in a language other than English must submit a certified evaluation.\*
  - International high school credentials must be evaluated to U.S. credit standards through an approved credential evaluation agency and received directly from that agency.
  - The evaluated document must specify the date on which the student completed secondary school and must include grades for each subject the student completed.
  - 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.
  - International college/university transcripts: approved credential evaluation agencies can be found at [www.naces.org](http://www.naces.org). A course-by-course evaluation is required.\*
- b. Provide proof of compliance with the MA Department of Public Health Regulations with verification of all required immunizations, titers and physical exam submitted to the HCC American Data Base Services by the application deadline.

\*Students may find more information about credential evaluations at [NACES.org](http://NACES.org)

### **Minimum Admission Requirements**

New applicants and students applying for readmission into the ASN and PN programs must be in compliance with admission requirements as published and current for the term to which the student is applying and submitted by the application 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:

1. Complete the Holyoke Community College Application.
2. Attend a mandatory Nursing Information Session attendance prior to **application deadline** and no earlier than 1 year prior to the application deadline.
3. Provide proof of eligibility for college algebra (HCC MTH 104) and college level English.
4. 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 increase a student's eligibility for admission. Candidates should prepare to do their best on all sections. **Scores are valid for two application cycles.**
5. LPN2RN only: Complete the NLN NACE Proficiency Exams, a requirement for **ONLY** the LPN2RN applicants.

All three (3) NACE sections with minimum scores of;

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

\* Please refer to the advanced placement policy on the website for detailed information.

6. Provide satisfactory evidence of secondary school graduation, or its equivalent, (Official High School or GED/HiSET transcript required). All documents must be received directly from the high school, college or testing facility.
7. Provide official college transcripts from all colleges attended:
  - Identifies educational background and prior degrees completed.
  - Demonstration of credits and credit hours completed in a semester.
  - Demonstration of Grade Point Average (GPA) may include those courses applicable to the nursing curriculum (e.g. English, Psychology, Anatomy & Physiology, etc.). Only the first or second attempt grades in the sciences will be applied towards application consideration, (includes course Withdrawals).

- Nursing students must achieve a C+ or better in all nursing, Pharmacology 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.
8. **All Health Requirements must be submitted to the HCC American DataBase Services by the application deadline.**
- Provide proof of compliance with the MA Department of Public Health Regulations with verification of all required immunizations, titers a physical exam.
  - Complete and submit the Health Immunization Acknowledgement Form.
  - Submit your up to date Physical Examination form from your primary care provider dated within the last year.
  - Meet the **Essential Functional Abilities** requirements necessary to successfully complete the Nursing Programs.
9. Complete Work Experience Form if you have two or more years of direct (work) patient care experience in the healthcare field, (CNA, Corpsman, Counselor/Social Worker/Therapist, EMT, LPN, MA, Medic, Paramedic, PCT/TA, Phleb, Surg. Tech, Vet Tech, MAP Certification).
- Submit the applicant Employer Verification Form (LPN2RN & 1+1 applicants only)
  - Complete the Laboratory Science Petition Form (LPN2RN only); please refer to Science Proficiency Policy.
  - Complete the Nursing Program Acknowledgement form of additional program requirements. (All Applicants)

**To register for the PAX &/or NACE exams:**

- You must register for your PAX or NACE exam a minimum of 5 days prior to the test date.
- Go to the NLN website: [www.nlnonlinetesting.org](http://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 exams. LPN2RN applicants will also register for the NACE exams.
- Click on the registration tab and complete registration and payment. Cost – PAX approximately \$40, NACE approximately \$130. PAX and 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 and scores are valid for two consecutive application cycles.
- NLN recommends the online PAX review that may be purchased directly from [www.nlnonlinetesting.org](http://www.nlnonlinetesting.org)
- Students who may need accommodations should contact the HCC Office for Students with Disabilities and Deaf Services (OSDDS) by visiting DON 147, emailing [osd@hcc.edu](mailto:osd@hcc.edu), or calling the main office at 413.552.2417 or Deaf Services Video Phone at 413.650.5502. Please allow for up to two weeks to establish eligible accommodations.

**On the day of your PAX or NACE exam:**

1. On the day of the exam, candidates are expected to arrive no later than 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 testing room and started the test, they are not permitted to exit 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, adjacent to the Admissions Office . 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. Letters of recommendations are not accepted.

Applications are reviewed and evaluated using the following criteria:

1. Meeting of the Massachusetts Board of Nursing regulations.
2. Proof of eligibility for college algebra (HCC MTH 104) and college level English.
3. Grade Point Average (GPA).
4. Educational background (prior degrees completed).
5. PAX results and NACE results as applicable to the selected program options.
6. Attendance at a Mandatory Nursing Information Session.
7. Two or more years of direct (work) patient care experience in the healthcare field.

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 the beginning of March. Students are notified of their status by the Admissions Office. 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<sup>®</sup>).

### **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 certification in direct patient care. If you have questions regarding CNA certification or recertification, please go to [www.cnalicense.org](http://www.cnalicense.org) or [www.nursinglicensure.org](http://www.nursinglicensure.org).
2. Completion of the CNA waiver form of equivalent certifications (Corpsman, Counselor/Social Worker/Therapist, EMT, LPN, MA, Medic, Paramedic, PCT/TA, Phleb, Surg. Tech, Vet Tech, MAP Certification).
3. CPR certification through American Heart Association, Basic Life Support (BLS) CPR and AED.
4. A two step TB testing will need to be completed before the Program start date and annually. All Health Requirements submitted to the American DataBase.
5. CORI/SORI information, drug screening, sanction exclusion, fit mask test waivers, and fingerprinting completed at HCC.
6. Proof of 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.
7. 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.
8. Online Dementia training and Centralized Clinical Placement orientation will need to be completed before the first day of classes.
9. Reliable 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 annually before October 15th for all ASN and PN students to remain in the program:**

- Influenza vaccine

**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: Olivia Kynard, HCC's Interim Affirmative Action Officer/ Title IX Coordinator. Ms. Kynard can be reached by email at [okynard@hcc.edu](mailto:okynard@hcc.edu), phone at 413.552.2173, or in Marieb 319.

9/10/18 Nsg & Admissions Finalized. Revised, 9/24/19.