

ADMISSION PROCEDURE

ALL NURSING CLASSES BEGIN IN AUGUST

1. **Deadline for filing an application is December 1st – PRIOR to the year of entrance. Application must be post-marked by December 1st.**
2. Applicant **MUST** submit standard application with \$25.00 non-refundable application fee **BEFORE** application process begins. Applications will not be processed until application fee is received.

Submitted application consists of the following:

- Completed application form
- \$25.00 non-refundable application fee
- (3) references:
 - one from your immediate supervisor at place of employment
 - one from your college professor / advisor
 - one character reference from individual other than relative

***The Educational Plan must be completed indicating when the required pre-requisites will be completed. Please have an unofficial transcript submitted as each pre-requisite has been completed.**

3. Upon receiving a completed application, the candidate will be considered for an interview. Interviews will be scheduled for qualified applicants during the months of January through April. **During the scheduled interview, a brief essay as well as a personal interview with several members of the Admissions Committee will be required. The admissions interview is considered an essential component of the provisional acceptance decision. In order to qualify for an Interview, an applicant must provide proof of completion of 12 credit hours, or 4 courses of pre-requisites with a minimum QPA of 2.5 by December 31st of year prior to desired admission.**

Incomplete application files will not be considered for an Interview.

4. Decisions on provisional acceptance will be made on going, but no later than May 1st, following completion of interviews.
5. Final acceptance into the nursing program is contingent upon:
 - Maintaining 2.5 QPA in remaining pre-requisites
 - Successful completion of pre-entrance physical exam
 - Act 13, 33/34 clearance
 - Successful completion of Health Care Provider CPR
 - Attend pre-orientation on a designated day in June
 - Completion of required assignments
 - **Submit an official transcript by August 31st of entrance year.**

At the time of provisional acceptance, clarification on requirements will be provided.