



NURSING PROGRAM APPLICATION

Dear Student,

Welcome to the 2021 Nursing Selection Process! Please carefully review the instructions prior to filling in your application. Applications will be accepted between Monday, March 1, 2021 and Tuesday, June 1, 2021 only. The deadline to receive applications is **Tuesday, June 1, 2021**. There are no exceptions. Please note the college will be closed on Monday, May 31, 2021.

Application Instructions for the Nursing Program

Demographic Information:

1. Atlantic Cape Community College considers the address on your driver's license (or NJ non-driver's ID) to be your legal residence. If you are the spouse of a Coast Guard member stationed locally, please provide proof of your housing assignment or lease as proof of address for eligibility.
2. You must use your Atlantic Cape email address on this application. No other email address will be accepted. Please contact register@atlantic.edu if you have issues accessing or identifying your student email.

Section I:

1. Do not round your GPA.
2. Your overall GPA is a calculation of any courses you have completed at Atlantic Cape **only** and can be found in your WebAdvisor account. If you have not completed any courses at Atlantic Cape, please leave this blank.

Section II:

1. We do **not** require an official TEAS score report/transcript however, all submitted scores must include your name, the date of the exam and the score on the score report.
2. Proof of high school completion can be a copy of your diploma or a transcript showing your graduation date. An official transcript is not required.
 - For foreign credentials, a certified translation will be accepted for the purposes of applying. However; an official evaluation will be required if offered conditional acceptance to the Nursing Program. A student in need of foreign evaluation services can visit www.naces.org/members.html to find and select an agency approved by NACES to perform their foreign credential evaluation. Please carefully follow the directions provide by the vendor that you select.
3. If you have moved, please also provide proof of your address change.

Section III (LPN applicants only):

1. If you are an LPN and your license is expiring, please also provide proof of renewal with your license.
2. Completion of Anatomy and Physiology II is required to be considered for LPN Advanced Placement. If A&P II has not been completed, or you have not earned at least a "C" in the course, your application will be reviewed with the general RN cohort.

Selection Process for the Nursing Program

- Admission to the Nursing program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other healthcare settings.
- The number of seats can vary from year to year. Selection of students is made once a year after the JULY 1ST application deadline. All students who meet the admission criteria and apply to the program are ranked according to the TEAS score and the prerequisite GPA. The highest ranking students are offered the available program seats on a conditional basis.
- **PLEASE NOTE: Atlantic and Cape May County residents are given priority consideration in the selection process.**
- Conditional acceptance by the Nursing program, should they meet the post-acceptance requirements, permits the student to enter the program in September of the year in which they applied. Students who are not accepted into the fall class will need to reapply to the Nursing program the following year and may retake the TEAS test or any prerequisite courses to improve the likelihood of success in the competition for admission.

Conditional Acceptance Process

Students admitted to the Nursing program will receive a conditional acceptance. Students are not considered accepted to the Nursing Program until the following requirements are met:

- Students must begin the program in the fall of the year they receive the conditional acceptance. Those who are unable to do so must contact the Admissions Office in writing to decline their seat and reapply to the program to be considered for a future class.
- Students conditionally admitted must complete the entire Nursing Program within a three year period.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical practice.
- **Students' Health Requirements include:**
 - Physical Examination
 - Immunization Requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers)
 - Tuberculin Skin Test (TST) or equivalent (PPD) must be updated annually
 - Influenza Vaccination (Flu Shot) required annually
 - Health Insurance – Required upon conditional acceptance and for duration of Nursing program
- Completion of an Assumption of Risk and Release Form, which indicates an understanding of hazards inherent to the healthcare field.
- Completion of a Criminal History Background Check (CHBC).
- Completion of Urine for Drug Screening (UDS).
- Completion of the CPR certification is required before entering the Nursing Program. The only acceptable CPR certification program permitted for admission to the Nursing Program is Basic Life Support for the Healthcare Provider offered by the American Heart Association.

Computing GPA (Grade Point Average) for selection to the Nursing Program

Compute a Grade Point Average (GPA) based upon only the four prerequisites of the AAS degree in Nursing:

English Composition I	(3 credits)
General Psychology	(3 credits)
Principles of Sociology	(3 credits)
Human Anatomy & Physiology I	<u>(4 credits)</u>
	(13 credits)

The GPA computation is based on Quality Points earned per final grade in each course.

A- = 3.7 points	A = 4 points	
B- = 2.7 points	B = 3 points	B+ = 3.3 points
	C = 2 points	C+ = 2.3 points

Multiply the points earned by the number of credit hours for each course, then add the total points earned and divide by 13 credits. The total Quality Points divided by 13 credits will give you the grade point average for your Nursing Program prerequisites.

	Letter Grade	Grade Points		Credit Hours		Quality Points
BIOL120 or BIOL220*			x	4	=	
ENG101			x	3	=	
PSYC101			x	3	=	
SOCL101			x	3	=	
				= 13 Credits		= _____ Total Quality Points (sum of above)
Cumulative GPA for Prerequisites		Total Quality Points = _____	÷	13 credits	=	_____ / _____ Pre-Req. GPA

*BIOL120 was renamed BIOL220, effective Fall 2016.

Process for students to electronically submit Nursing Applications:

1. The student must email the Bursar's Office. That email address is:
bursar@atlantic.edu.
2. The subject of the email should be: **Nursing Application Fee**
3. In the body of the email, they must include:
 - a. First and last name (as it appears in colleague)
 - b. Student ID number (or date of birth)
 - c. State that they wish to pay the Nursing application processing fee of \$25
4. Once the charge is added to their account, they will be directed to pay online via Self-Service.
5. After the above steps are completed, they may then email the application and their proof of payment to **Nursing@atlantic.edu.**
 - a. The application must be scan quality. No photos of documents. (There are many free apps that allow you to scan from your phone camera.)

For any questions, please contact the office of Admissions via email at **Nursing@atlantic.edu.**



NURSING PROGRAM APPLICATION

\$25 Non-Refundable Processing Fee required
Incomplete applications will not be considered for review until complete.
All documents must be received by Tuesday, June 1, 2021.

PLEASE PRINT CLEARLY

Student ID#: _____ Gender:* _____ Ethnicity:* _____

Name: _____

Address: _____

City, ST Zip _____

County of Residence _____ Date of Birth _____

Email: _____@buccaneer.atlantic.edu Phone: _____

I am an LPN Applicant (check here and complete Sections I, II, & III): _____

**For reporting purposes only, optional.*

SECTION I - ALL APPLICANTS
(Check each box when complete)

- I have applied and been accepted to Atlantic Cape Community College.
- Confirm that all documents necessary to transfer any credits that are required for consideration to the program have been received by the Office of Admissions.
- Enter final letter grades for prerequisite courses (C or better required):
 _____ **HUMAN A&P I** _____ **ENGL101** _____ **PSYC101** _____ **SOCL101**
- Enter cumulative GPA for the prerequisite courses _____ (3.0 or higher) (*see GPA Calculator*)
- Enter overall Atlantic Cape cumulative GPA _____ (2.5 or higher) (*available in WebAdvisor*)
- Enter composite score on the TEAS _____ (**58.7 or higher** on the TEAS exam, taken after July 1, 2018)

SECTION II – ALL APPLICANTS

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- Attach** a copy of your TEAS score.
- Attach** proof of high school completion.
- Provide** a copy of NJ Driver’s License or NJ Non-Driver photo ID as proof of residence.

SECTION III - ADDITIONAL REQUIREMENTS FOR LPN APPLICANTS ONLY

- Attach** proof of a current, valid New Jersey LPN license, which must remain active for the duration of the nursing program. **Date of Issue:** _____ **Date of expiration:** _____
- Enter** final letter grade (C or better) in Human Anatomy & Physiology II. **Grade:** _____

APPLICANT ACKNOWLEDGEMENT

I understand that the information I have provided is complete and accurate. I further understand that this application is not considered for review until all documents and information requested within are received by the Atlantic Cape Admissions Office.

I have read and understand that if notified of conditional acceptance into Atlantic Cape’s Nursing program, I am subject to a Criminal History Background Check and additional screenings prior to permission to register for nursing classes.

Signature of Applicant

Date

Atlantic Cape Representative
Initials & Campus (AC, CM, ML)

Receipt #

Date

Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into the program. Atlantic and Cape May County residents are given priority consideration. Residents of other counties will be considered only if all seats cannot be filled with qualified Atlantic and Cape May County students.

Atlantic Cape does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender or sexual orientation.