

Dear Student,

Welcome to the 2024 Nursing Selection Process! Please carefully review the instructions below before beginning. Applications will be accepted starting Friday, March 1, 2024. The application deadline is **Monday, June 3, 2024**. There are no exceptions. Please note the college will be closed Monday, May 27, 2024 in observance of Memorial Day and closed on Fridays for the summer beginning May 24, 2024. Only submit the two application pages and requested documents. All other documents will be discarded.

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. Only your Atlantic Cape email address (no personal email addresses) will be accepted. If you have difficulty accessing your account, please contact the One-Stop Welcome Center at admissions@atlanticcape.edu.

Section I:

1. If you are transferring in your prerequisite courses, please do so as soon as possible.
2. If you have not kept a personal copy of your transcript and you do not know the grade of your prerequisite course, please write "TR" on the line. Your prerequisite course grade will be entered and your prerequisite GPA will be verified once the official transcript is reviewed.
3. Do not round your GPA. Drop off any number after the hundredths place, for example 3.85, not 3.858.
4. Your overall GPA is a calculation of all courses completed at Atlantic Cape. This may be found in Self Service. Please leave it blank if you have not completed courses at Atlantic Cape.

Section II:

1. We do **not** require an official TEAS score report/transcript. The score sheet that you submit must have your name, the date of the exam and the score.
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. If you have to order it, please make sure that you keep a copy for yourself.
 - 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 provided by the vendor that you select.
3. A copy of your driver's license or NJ Non-driver's ID is required. The address on your license must match the address you have provided in the demographic section. If you have moved, please also provide proof of your address change. You can change your address or receive this confirmation at no charge on the MVC website at (<https://mymvc.state.nj.us/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. The renewal confirmation from the NJ Department of Consumer Affairs will also suffice.
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.



NURSING PROGRAM APPLICATION

\$25 Non-Refundable Processing Fee required
Applications will not be considered for review until completed.
All documents must be received by Monday, June 3, 2024.

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.*

***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.*

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 the program application have been received by the Enrollment Services office.
- 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 Self Service)
- Enter composite score on the TEAS _____ (**58.7 or higher** on the TEAS exam, taken after July 1, 2021).
- Enter initials to indicate that you have read and understand that upon notification of conditional acceptance into Atlantic Cape's Nursing program that you are required to participate in two (2) Nursing BootCamp sessions. Session 1 will be held Tuesday, July 9 and July 16 and Session 2 on Thursday, July 11 and July 18. Students are only required to attend one day per session. All sessions will run from 9 a.m.-5 p.m.on the Mays Landing Campus. _____ (More information to follow.)

SECTION II – ALL APPLICANTS
PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- Attach** a copy of your TEAS score. The score sheet must contain your name and date of exam. It does not have to be an official sealed score transcript.
- Attach** a copy of your high school diploma, GED, or a copy of your final high school transcript showing proof of high school graduation. International education requires additional evaluation.
- Attach** a copy of NJ Driver's License or State of 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 (BIOL121 or BIOL221).
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 Atlantic Cape's One-Stop Welcome Center.

Signature of Applicant

Date

Atlantic Cape Rep. (Initials)

Campus Location

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.

PAYING YOUR \$25 PROCESSING FEE

There are two options to pay your processing fee:

1. In-person, at any campus location
 2. In your Self Service account
(preferred)
1. To pay at the Bursar (cashier) office, visit any of our three Atlantic Cape Community College campuses. Sign into the QLess system to see the Bursar. Please make sure you have photo identification. This is required to perform any transactions on your account.
 2. To pay in your Self Service account, you must first email the Bursar at bursar@atlanticcape.edu
 - a. The subject of your email should be: "Nursing Application Fee".
 - b. The body of your email should state your name and student ID number along with the following message: "I am applying to the Nursing program. Please add the \$25 processing fee to my record."
 - c. The Bursar's office will process your request during normal business hours and you will be notified via email upon completion.

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	=	_____ Prerequisite GPA

*BIOL120 was renamed BIOL220, effective Fall 2016.

PLEASE RETAIN FOR YOUR INFORMATION

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 JUNE 3rd 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. Residents of other counties are admitted on a space-available basis.**
- 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 One-Stop Welcome Center 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), evidence of the TDAP vaccine within the last 10 years, influenza vaccination (flu shot) required annually, COVID-19 vaccination.
 - *Students are highly encouraged to discuss these requirements with their provider. Waivers are available to be completed, which must be approved by the program's clinical partners. If a student is rejected by any clinical site and no replacement site is available, they will need to withdraw from the nursing program.*
 - Tuberculin Skin Test (TST) or equivalent (PPD) must be updated 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.