

Summer 2016 Practical Nursing Certificate (PNC) Admission Requirements

The information in this document is not designed to be a contractual agreement with an applicant. The program reserves the right to change without notice such things as program admission or completion requirements, costs and curriculum as needed and in accordance with Harper College policy.

Important Dates

Summer 2016 PNC Application Dates.....**October 1, 2015– March 15, 2016***

***March 15, 2016 is the application deadline; check the program web site for information on the application status.**

Attend an Information Meeting (Optional)

- Learn more about the nursing career and the Harper College PNC curriculum, admission standards and program participation requirements.
- Check the Harper web site at www.harpercollege.edu for the “in-person” meeting schedule, and reserve your seat online.

Submit College Application and Fee

- If you have not previously applied to the College, this is your next step.
- This application and fee can be submitted online or in person.

Submit the (PNC) Program Application with a Valid National League for Nursing (NLN) Pre-Admission RN Exam Score Report

- Submit your PNC Application to the Health Careers Division Office, Avanté Center, Room X250, within the time frame indicated above. Your **Harper College Application** must already be on file, and you must attach a valid copy of your **NLN Pre Admission RN Exam** results showing that all minimums have been satisfied in order for Admissions Processing to accept your PNC application.
- You can apply to either the Practical Nursing Certificate program **OR** the Nursing (RN) Degree program, but not both.

Meet with Director of Nursing

- **After submitting your Practical Nursing Certificate application, you must email the PNC Coordinator, Joella Tabaka, at jtabaka@harpercollege.edu or the Director of Nursing, Julie D’Agostino, at jdagost2@harpercollege.edu to schedule an individualized planning session. This mandatory meeting, which will take approximately 15 minutes, is designed to provide you with an opportunity to learn about the commitments that are required of Practical Nursing Certificate students and the options that are available to you at Harper College. This conversation will not influence your admission decision.**

Valid NLN Pre-Admission RN Exam Report – You must satisfy **each** of the minimum percentile scores:

<i>Minimum Score</i>	<i>NLN Score Report</i>
Composite: 60 th percentile or higher	The Composite Percentile can be identified by converting the 'overall score' listed on your score report using the 'Composite Score to Composite Percentile Conversion Table' .
Verbal: 40 th percentile or higher	Verbal, Math and Science Percentiles will be used from the 'Relative Performance' column listed on your score report.
Science: 40 th percentile or higher	
Math: 40 th percentile or higher	

- You can access information on NLN Pre-Admission RN Exam registration and payment steps from the Testing Center web site. Go to harpercollege.edu; click on **Academics**; scroll down to **Assessment and Testing Center**; then click on **Limited Enrollment (NLN Entrance Exam)**.
- Scores from an NLN Pre-Admission RN Test are valid for three years. (Refer to the chart later in this document for detailed information regarding expiration dates.) **There must be a minimum of six months between test dates.**
- For details on how to interpret your NLN score report, please refer to the program web site.
- Resources for test preparation include the [Review Guide for NLN-RN Pre-entrance Exam, Third Edition](#) available at the HarperStore, online and through retail bookstores; a course offered through Harper's Continuing Education division titled: NLN Pre-Entrance Exam Preparation; and McGraw-Hill's NLN PAX-RN Prep app.
- **NLN Scores must be from testing completed after January 1, 2013.**

Submit Additional Documentation

Note: Official documents are those sent directly from the institution to Harper College.

Official High School Transcript OR GED Results – The final high school transcript must have the graduation date posted; the GED report must show passing scores.

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) www.ece.org or World Education Services (WES) www.wes.org stating **U.S. Equivalence: High school diploma.**
Note: If chemistry completed in a foreign high school is being used to satisfy the chemistry admission requirement, a course-by-course evaluation will be necessary. WES does not provide course-by-course high school evaluations; ECE does.
- This high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

Official College Transcripts – You will need to submit transcripts from other colleges attended if the document(s) show completion of courses you think may fulfill course admission requirements or support course work applicable to the Harper College PNC Program.

- Foreign college transcripts must first be evaluated by World Education Services (wes.org) or Educational Credential Evaluators, INC (ece.org). A copy of the completed course-by-course WES or ECE evaluation must be submitted to the Harper College One Stop Center, Building A, Room A250.
- To learn if/how credits from other colleges will transfer to Harper, applicants must complete the evaluation request form available online at harpercollege.edu (Harper does not charge for this service.)

Illinois CNA Registry – You must provide proof of your having passed the state CNA registry exam and having current registry status as an Illinois CNA. Go to www.idph.state.il.us/nar/home.htm to print a copy of your registry from the Illinois Department of Public Health web site.

Re-entry Permission – If you were previously enrolled in either of Harper’s nursing programs (Practical Nursing Certificate or RN associate degree), departmental permission is required for re-entry. Without this department approval, your file is incomplete.

Academic Prerequisites

Harper Grade Point Average

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

English Composition - ENG 101 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the English Composition course requirement.

Chemistry Course - At least two semesters of high school chemistry each with grades of C or better or at least one semester of college chemistry with a grade of C or better.

- Once college course work has been completed in chemistry, only college course work will be used to determine if the chemistry admission requirement has been fulfilled.
- The course must have a chemistry prefix or a chemistry course title in order to be considered; courses with titles such as “Science” or “Science and Technology” would not satisfy this requirement. Also, the course must have chemistry content as its focus in order to satisfy this chemistry admission requirement.
- If chemistry completed in a foreign high school is being used to satisfy the chemistry admission requirement, a course-by-course evaluation is necessary. World Education Services (wes.org) does not provide course-by-course high school evaluations; Educational Credential Evaluators, INC (ece.org) does.
- There is no expiration date on the chemistry course requirement.

Biology Course - At least two semesters of high school biology each with grades of C or better or at least one semester of college biology with a grade of C or better.

- Once college course work has been completed in biology, only college course work will be used to determine if the biology admission requirement has been fulfilled.
- The course must have a biology prefix or a biology course title in order to be considered; courses with titles such as “Science” or “Science and Technology” would not satisfy this requirement. Also, the course must have biology content as its focus in order to satisfy this biology admission requirement.
- If biology completed in a foreign high school is being used to satisfy the biology admission requirement, a course-by-course evaluation is necessary. World Education Services (wes.org) does not provide course-by-course high school evaluations; Educational Credential Evaluators, INC (ece.org) does.
- There is no expiration date on the biology course requirement.

Math Assessment – Demonstrate competency in Harper’s MTH 060 with one of the testing or course options listed below; there is no time limit for any of the following:

Testing Options	Course Options
COMPASS Algebra Placement Test Score of 35 or higher	Harper’s MTH 060 or 063 or 068 or 082 with a C or better (or equivalent transfer course) Credit earned for Harper’s MTH 080, MTH 101 or MTH 103-299 or MGT 225 (or equivalent transfer course)
ALEKS Math Placement Test Score of 30 or higher	
ACT Math Score 20 or higher	
Passing Score on the MTH 080 Final Exam (applicable to those who tested while attending one of Harper’s feeder high schools)	

Admission Decisions

- Ranking scores will be calculated based on a point system with a maximum of 50 points. You can calculate your ranking score based on the following chart. **(no points will be added to an admission score for coursework completed after the priority deadline.)**

Factor	0 points	5 points	10 points	15 points	20 points
NLN Composite Percentile	60 – 69		70 – 79	80 – 89	90 – 99
NLN Verbal Percentile	40 – 49		50 – 69	70 – 89	90 – 99
BIO 160*		C	A or B		

*BIO 160 is not required for admission; however, the PNC applicant who has completed this course with a C or better within the five-year time limit and before admission decisions are made will earn additional points as indicated above.

- Early Admission Option:** Applicants whose files are complete upon application may qualify for early admission. To be eligible for this option, applicants must meet specific conditions as follows:
 - Applicant must be a resident of Harper’s district or a community college district with which Harper has a cooperative agreement; and
 - The file must be complete—all academic and document requirements must be satisfied; and
 - The ranking score must be **35 or higher**; and
 - The applicant must submit the application and meet all admission requirements by **December 1, 2015**. If the program should fill prior to December 1st, qualified applicants will be placed on an alternate list.

Applications received after December 1, 2015, and applications that do not meet all four of the above conditions will be considered under the Standard Admission Option. There will be no exceptions to the above criteria.
- Standard Admission Option:** (For seats remaining following early admission) The files of all applicants who have submitted their applications by **March 15, 2016**, (and who were not already accepted through early admission) will be reviewed by the admission selection committee.
 - This file review meeting will be held as soon as possible following the program deadline.
 - A “final” minimum admission score will be determined, and those applicants whose ranking scores are at or above that minimum will be considered.
 - Admission cannot be guaranteed, and will depend upon ranking score, residency and number of seats available.

- If there are more applicants who meet the minimum score than space available, the following will factor into the admission decision process:
 - ° Permanent residents and residents of community college districts with which Harper has cooperative agreements who have satisfied the minimum admission score and who have applied by the application deadline will be admitted (in accordance with college agreements) in ranking score order, before any out-of-district applicants.
 - ° Residency is determined by the Registrar's Office; the address on record with the College will be used by the admission selection committee when they determine admission decisions. Working in district does not constitute residency for limited enrollment selection purposes.
- Provided a program is open past the published deadline, any qualified applicant who submits an application after that date will be considered after all qualified applicants who applied by deadline. Applications will continue to be accepted until the program is closed. Check the web site for information on the application status.
- Depending on the number of qualified applicants eligible for admission when admission decisions are made, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement (except for the NLN percentile minimums, which must be satisfied in order to submit a program application). **When/If contingency offers are extended, the contingent requirement(s) must be satisfied within the semester in which the deadline falls.**
- It is not possible to predict what ranking score an applicant will need in order to be accepted through the Standard Admission process. However, NLN scores in the 80's and 90's and A's and B's in biology course work make applicants more competitive in the selection process. Although satisfaction of minimum admission requirements will result in an admission decision, it does not guarantee acceptance.

Important Admission Notes

- It is the applicant's responsibility to insure that all requirements are met and all documentation is on file.
- All correspondence regarding your limited enrollment application will be mailed to your address of record at Harper College. It is your responsibility to see that your address information is current. To update your address (and/or phone number), you will need to contact the One Stop Center, Building A, Room A250. (The address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions.)
- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Once the transcripts you have listed on your program application have been received, it can take another one to three weeks before you will receive your written evaluation of transfer credit in the mail. If there are courses which require departmental contact, your evaluation will require more time. Please plan accordingly.
- Applicants not accepted into the program who wish to be considered in the selection process for a future term **must reapply**.
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to harpercollege.edu and log into your **MyHarper Student Portal**; limited enrollment information can be found under the **My Academic Record** section of the **My Harper** tab.

- Qualified applicants not selected will be placed on a temporary wait list and identified as alternates. Alternate lists do not carry over from one application cycle to the next; therefore, alternates who are not admitted to a program will need to submit a new program application for a future program start.
- Applicants can submit an application for one limited enrollment program; if identified as an alternate for a program, or if denied admission to a program, the applicant has the option of submitting an application for another open program. However, once an applicant accepts an offer of admission to a program, he/she relinquishes his/her alternate status for any other program.
- A higher tuition rate—200 % of the standard tuition—is assessed for the career-specific courses in this program. The out-of-district rate for all NUR-prefixed courses is more than twice as much as the doubled in-district rate. It is very important that you make financial aid preparations well in advance of any deadlines so that you know exactly what resources are available to you.

HARPER COLLEGE RESOURCES

Office	Location	Phone Number
Admissions Processing for Limited Enrollment Programs	Avanté Center, Room X250	847.925.6533
Admissions Outreach	Bldg C, Room C103	847.925.6156
Academic Advising and Counseling Services	New Students: Bldg C, Room C104	847.925.6208
	Previous or currently enrolled Harper students: Bldg I, Room I117	847.925.6393
Access and Disability Services	Bldg I, Room I103	847.925.6266
Assessment and Testing	Bldg A, Room A148	847.925.6541
Business Office	Bldg A, Room A214	847.925.6880
HarperStore	Bldg L, Room L260	847.925.6275
One Stop Center	Bldg A, Room A250	847.925.6710

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement: <http://www.harpercollege.edu/catalog/about/comply.htm>.

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