



MINNESOTA ALLIANCE FOR NURSING EDUCATION (MANE) **PROGRAM APPLICATION**

The Minnesota Alliance for Nursing Education (MANE) is comprised of member community colleges and Metropolitan State University who collaboratively offer a Bachelor of Science in Nursing (BSN) degree, with dual admittance to Anoka-Ramsey Community College and Metropolitan State University for degree completion. This opportunity provides nursing students flexibility in their educational and career planning.

You must be an admitted student to Anoka-Ramsey Community College. In addition, completion of this application provides the information necessary to be considered for full admission to a MANE collaborating college and/or university nursing program.

Applications for Spring semester are accepted starting April 1 and submission deadline is June 1. Applicants who are licensed as a Practical Nurse (LPN), with Advanced Standing are offered admission only in the Fall semester and only at the Coon Rapids campus. All requirements for application must be completed and submitted by the application deadline. **Nursing Requirements are subject to change without notice.**

Enter all information requested into the online form and print. Please initial where requested and sign both pages.

Last Name _____ First Name _____ MI _____
Previous names used _____
Anoka Ramsey Community College Student ID # (required) _____ Star ID # _____
Street address _____ City _____ State _____ Zip _____
Anoka-Ramsey Community College e-mail address _____
Home Ph. # _____ Cell Ph # _____

Check your Campus of Choice: ☐ Cambridge ☐ Coon Rapids ☐ No Preference
(This does not guarantee assignment to your campus of choice)

Have you applied previously to the nursing program at Anoka-Ramsey Community College? Yes ☐ No ☐
If you answered no, please skip the boxes below.

- ☐ Use all of my previously submitted official transcripts from the application cycle immediately prior to this application.
☐ I have attached updated official transcript(s) showing additional coursework and/or the first page of the new ATI TEAS score/certificate. Use the other documentation from the application cycle immediately prior to this application. I am aware that only original documentation from application cycle immediately prior to this application will be acceptable.

For your application to be processed, the items listed below must be completed. Credits earned must be from a Regionally Accredited institution(s). Applicants are encouraged to consult with an ARCC Health Science advisor to confirm that criteria for program eligibility has been met. Advising Office: 763-433-1230

Must be completed prior to applying:	Course name and course # (ex: ENGL 1121)	Credit Amount	Name of College	Semester & Year course was taken	Grade Received
1. English 1121 or equivalent					
2. General Psychology 1110 or equivalent					
3. Biology 1106 or equivalent*					
4. Chemistry 1050 or equivalent (Chem 1061 is an option) Chem 1020 accepted only if taken prior to Fall 2015 for this application cycle only.					

*Course cannot be an identified MANE course requirement on the MANE Program Plan.

Check Transferology to confirm course equivalences: <https://www.transferology.com/>

Signature _____ Date _____

The following information is required for your application to be processed.

1. All applicants are required to have taken the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadlines. The new ATI TEAS test became effective September 1, 2016. All applicants must have completed the new ATI TEAS. **Submit the first page of student Individual Performance Profile taken at a MANE school with the paper application or submit the first page from a non-MANE school and request a transcript from ATI by calling 1-800-667-7531 and speaking to a Client Care Specialist so your score may be verified and validated.**

2. Applicants must enclose the Certificate of Attendance provided at the mandatory ARCC information session with this application. Certificates are valid for two consecutive application cycles.

3. Applicants must demonstrate English language proficiency via examination if (1) English is not their native speaking language; and (2) the applicants have lived in the US fewer than 8 years at the time of application to the program. Results from one of the following must be submitted to demonstrate English language proficiency via examination:

- TOEFL iBT •IELTS •MELAB •Pearson Test of Academic English

☐ Check here if exam taken and include printed documentation with your application

4. Applicants licensed as a Practical Nurse (LPN) must attach proof of current, unencumbered licensure from any state in the United States and **list License Number & Expiration Date here** _____

Education: Applicants must provide official transcripts for **all US and international** post-secondary institutions at which they previously enrolled, even if no credit or clock hours were earned. Official transcripts are also required for all post-secondary credits including College Level Examination Program (CLEP) and Advanced Placement (AP). **Official transcripts must arrive with the application in a sealed envelope from the college unless current transcripts were previously submitted to the college.**

International Transcripts: If you have college level courses earned at a college outside of the U.S. that you would like considered for the nursing program, that transcript must be evaluated by WES (World Education Services) at www.wes.org or ECE (Educational Credential Evaluators) at <http://www.ece.org>. These evaluations can take 6-8 weeks and must be submitted in a sealed envelope from ECE or WES. Check here if you plan to use credits earned outside the U.S. and you have submitted transcript to WES or ECE ☐

List names of colleges and/or universities you previously enrolled. Please include ARCC in the list if you have previously attended.

1.	2.
3.	4.
5.	6.

By signing this application you agree to allow ARCC to obtain all official transcripts from Minnesota State (formerly MnSCU) institutions. For a list of Minnesota State institutions please visit <http://www.mnscu.edu>. You must include copies of unopened official transcripts of all other **non-Minnesota State** institutions you have been enrolled. Transcripts must be **enclosed** with this MANE ARCC application form unless previously submitted to the college.

Have you filed Academic Petition form(s) at Anoka-Ramsey Community College? Yes ☐ No ☐

If yes, attach the signed copies of the petitions to this application whether approved or denied.

Misrepresentation of application information is grounds for canceling application. I certify the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge. **Initial** _____

You may either drop off application in a sealed envelope at the Nursing Admissions mailbox located in the nursing areas on either the Cambridge or Coon Rapids campus prior to the application deadline or mail to: **Nursing Department/Anoka-Ramsey Community College – 11200 Mississippi Blvd NW, Coon Rapids, MN 55433.** A confirmation postcard will be mailed to you.

Signature _____ Date _____

You are encouraged to make a copy of this application. Application questions can be directed to the ARCC Advising Office at 763-433-1230.

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

Note: This application is available in alternative formats for people with disabilities. For more information, call Disabilities Services at 763-433-1350 (voice) or TTY: 763-433-1450.

Note: If an applicant has been arrested, charged or convicted of any criminal offense, he or she should investigate the impact that the charge or conviction may have on his or her chances of employment or licensure as a registered nurse and the student's chances to obtain federal, state and other higher education financial aid (by Minnesota Statute 135A. 157).

If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the MANE program.

Note: Involuntary termination from a healthcare institution may prohibit you from completing this program.

Note: Application requirements are subject to change.

ADMISSION CHECKLIST for ARCC's MANE BSN Program

Applicants **MUST** meet all of these criteria before applying for admission to the nursing program or the application will be denied. Refer to the [MANE Admission/Acceptance](#) information on the nursing program website for complete information on admission criteria.

- ☐ Applicants must apply and be accepted to ARCC before submitting a nursing application. You must list your ARCC student ID number on your application.
- ☐ Minimum cumulative GPA of 2.75 achieved on the first semester courses of ARCC's MANE BSN curriculum.
- ☐ All applicants are required to have taken the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to the application deadlines. The most current ATI TEAS became effective September 1, 2016. All applicants must take this newest version of the test. Take the TEAS at a MANE school or you will need to request to have the transcript sent to ARCC by calling 1-800-667-7531 and asking to speak to a Client Care Specialist. You **must** submit the first page of the Student Individual Performance Profile with the application.
- ☐ If English is not the applicant's native spoken language and the applicant has lived in the US fewer than 8 years at the time of application, a Test of English Proficiency score must be submitted with application.
- ☐ Applicants who are licensed as a Practical Nurse (LPN), must supply proof of current, unencumbered licensure from any state in the United States. You will be required to provide your license number and expiration date on your application. LPN advanced standing cohort is offered Fall semester at the Coon Rapids campus only.
- ☐ All non-Minnesota State (formerly MnSCU) final and official college transcripts must be attached to application sealed and unopened, unless previously submitted to the college.
- ☐ A current Certificate of Attendance at an ARCC Nursing Information Meeting must be included with application.
- ☐ Copies of all Academic Petitions with ARCC must be included with the application (whether approved or denied).
- ☐ I am aware that in-progress grades will not be considered in my application evaluation.

We strongly recommend that you meet with an [ARCC advisor](#) (763-433-1230) if you have questions regarding your general education credits. Advisors specializing in Nursing are: [Stacy Brunsgaard](#), [Kate Hostnick-Harper](#), [Deanne Kosel](#), and [Abbey Soldner](#).

Applications will be accepted from April 1 to June 1 for spring admission. Drop materials at designated Nursing Admission mailboxes on both campuses or mail to:

**Nursing Department – Admissions
Anoka-Ramsey Community College – Coon Rapids Campus
11200 Mississippi Blvd NW, Coon Rapids, MN 55433**

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

NOTE: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms and materials that are sent as part of any application for admission will be open to the student's review upon request.