



**Steps to apply to the MANE Nursing Program at
Anoka-Ramsey Community College**

Step 1:

Apply to Anoka-Ramsey Community College <http://www.anokaramsey.edu/apply>

Step 2:

Review the Online Nursing Information session and Nursing Information Packet
under "Important Links"

<http://www.anokaramsey.edu/nursing>

Step 3:

Complete the MANE Nursing Program Checklist and Application (3 pages)

Step 4:

Print the MANE Nursing Program Checklist and Application

Step 5:

Sign and submit all 3 pages to the address listed on Application

Important deadlines for the Fall 2019 application cycle:

February 1 – applications due

March 15 – ARCC will mail accept, alternate or deny notification letters

April 1 – accept or alternate response forms due

APPLICATION CHECKLIST FOR ANOKA-RAMSEY COMMUNITY COLLEGE (ARCC) NURSING PROGRAM**CHECK OFF THE FOLLOWING CRITERIA AND SUBMIT THIS CHECKLIST WITH APPLICATION**

Applicants **MUST** meet all of the following criteria before applying for admission to the nursing program or their application will be denied.

I have reviewed and am aware that I am responsible for all information provided under “Important Links” on RCC’s Nursing webpage, in particular the Online Nursing Information Session and Nursing Information Packet at <http://www.anokaramsey.edu/nursing>

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 must be achieved on the first semester courses as listed on the application and on ARCC’s MANE BSN curriculum plan. I am aware that in-progress first semester courses will not be considered in my application evaluation.

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. 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. You must submit the first page of the Student Individual Performance Profile with the application. A minimum score of 58.7 is required for application to the nursing program.

Applicants licensed as a Practical Nurse (LPN) must provide license number and expiration date on the application. LPN advanced standing is offered fall semester at the Coon Rapids campus only.

All non-Minnesota State (formerly MnSCU) final and official transcripts must be attached to the application sealed and unopened, unless previously submitted to ARCC. Applications will not be processed if required transcripts are not received by the end of the application cycle.

Academic Petitions must be filed at least 2 weeks prior to the application deadline.

We strongly recommend that you meet with an [ARCC Academic Advisor](#) (763-433-1230) if you have questions regarding your general education credits. Academic Advisors will not review entire nursing applications prior to submission, but can answer specific questions regarding the application.

Applications will be accepted from December 1 to February 1 for fall admission and April 1 to June 1 for spring admission. You may either drop off the application in a sealed envelope at the designated Nursing Admissions mailbox located in the nursing area on either the Cambridge or Coon Rapids campus or mail to:

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

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 (ARCC) and Metropolitan State University for degree completion. You must be an admitted student to ARCC before submitting this application, which provides the information necessary to be considered for admission to the MANE nursing program.

The application deadline for the Fall 2019 cohort is February 1, 2019. Applicants who are licensed as a Practical Nurse (LPN) with Advanced Standing may be offered admission in the Fall semester only at the Coon Rapids campus. Applicants are required to review information provided in the Online Nursing Information Session and the Nursing Information Packet on ARCC's Nursing webpage at <http://www.anokaramsey.edu/nursing>. Nursing requirements are subject to change without notice.

Type all information requested on this form before printing. Initial and sign where requested. Incomplete applications are not processed.

Last Name _____ First Name _____ MI _____
 Previous Names Used _____
 Anoka-Ramsey Community College Student ID# (required) _____ Star ID# _____
 Street Address _____ City _____ State _____ Zip _____
 Preferred Phone Number _____
 Preferred E-mail _____

Application receipt will be sent to this email address within one week of application submission. Email nursingadmissions@anokaramsey.edu if you do not receive email confirmation within one week.

Check your Campus of Choice: ☐ Cambridge ☐ Coon Rapids ☐ No Preference
 Campus choice is honored to the extent possible as space permits. Coon Rapids (80 seats); Cambridge (32 seats)

Have you previously applied to the nursing program at ARCC? ☐ Yes ☐ No
 If yes, I understand previously submitted documentation and official transcripts from the application cycle immediately prior to this application will be used. I have also submitted a copy of updated TEAS score if test was retaken since last cycle, and official transcripts showing additional coursework completed or in progress since the previous application cycle.

The courses below must be completed with a minimum 2.75 GPA for your application to be processed. Applicants are strongly encouraged to consult with an ARCC Academic Advisor before submitting this application to confirm that criteria for program eligibility has been met. Check Transferology to confirm course equivalences at <http://www.transferology.com>

These courses must be completed prior to applying:	Course Name and # (ex: ENGL 1121)	Credit Amount	Name of College	Semester/Year	Grade
English 1121 or equivalent					
*Elective MnTC General Education course or BIOL 1106 (BIOL 1106 is a required pre-requisite for BIOL 2113 and BIOL 2201)					
Chemistry 1050 or Chemistry 1061 or equivalent. (Chem 1020 is not accepted)					
Psychology 1110 or equivalent					

*MnTC course cannot be an identified MANE course requirement listed on the MANE Curriculum Plan noted in the Nursing Information Packet.

1. TEAS VI: All applicants are required to have taken the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS). The minimum TEAS score for consideration is 58.7%. Submit the first page of the Student Individual Performance Profile for tests taken at a MANE school with this application. If TEAS was taken at a non-MANE school, call ATI to request the transcript be sent to ARCC, so your score can be verified and validated. A copy of my score page is attached. ☐
2. LPNs: Licensenumberandexpirationdateisrequiredfor LPN(Licensed Practical Nurse) licensure from any state in the United States. License # and Expiration Date _____ ☐ Not applicable
3. PETITIONS: Have you filed Academic Petition or Request for Exception to Policy form(s) at ARCC? ☐ Yes ☐ No
4. U.S. TRANSCRIPTS: Applicants must provide official transcripts for all U.S. institutions that are not part of Minnesota State and for international post-secondary institutions at which you 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), Advanced Placement (AP) and International Baccalaureate (IB). Official transcripts must arrive with this application in a sealed envelope from the college, unless transcripts were previously submitted to ARCC. Unless previously submitted to ARCC, official transcripts must arrive with the application in the sealed envelope as received from the colleges.

INTERNATIONAL TRANSCRIPTS: If you would like to have college-level courses earned at colleges outside the U.S. considered for the nursing program, transcripts must be evaluated by World Education Service at <http://www.wes.org> or Educational Credential Evaluators at <http://www.ece.org>. Results must be submitted to the Records Office in a sealed envelope from ECE or WES. Evaluations are not needed if you do not plan to have courses considered for the nursing program. Check here if you have submitted transcript(s) to WES or ECE for evaluation. ☐

List names of colleges and universities you previously enrolled, even if you did not attend and/or earn credit.

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

You do not need to submit transcripts from Minnesota State (formerly MnSCU) institutions. By signing this application, you agree to allow ARCC to obtain all official transcripts from Minnesota State institutions. Official transcripts from all other institutions, including international institutions, must be provided with this application unless previously submitted to ARCC.

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

You are encouraged to keep a copy of your completed application. Please drop the application with requested material in a sealed envelope at the designated Nursing Admissions mailbox located in the nursing area on either the Cambridge or Coon Rapids campus or mail postmarked by February 1 to: Nursing Department/Anoka- Ramsey Community College, 11200 Mississippi Blvd NW, Coon Rapids, MN 55433. Confirmation receipt of application will be emailed within one week of submission.

Signature _____ Date _____

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) and 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