

Steps to apply to the MANE Nursing Program at ARCC

Knowing expectations and following directions are key indicators of success in the MANE nursing program and the nursing profession. Read this document thoroughly before accessing the Nursing Application form.

- 1) Read the Nursing Information Packet on the ARCC nursing webpage. www.anokaramsey.edu/nursing
- 2) Nursing applicants must complete the TEAS VI test **before** submitting the nursing application. www.atitesting.com
- 3) Applicants that wish to petition nursing prerequisite courses need to submit Academic Standards Petitions by January 15 to meet the Fall nursing application deadline or May 15 to meet the Spring deadline. <http://www.anokaramsey.edu/search/?q=petition>
- 4) Before filling out the nursing application, read/print this document and gather all necessary information. You will need a list of your nursing prerequisite classes, term, grades, credits, etc. This information is shown on your degree audit, including your ARCC Tech ID and a suggested BIOL 1106 write-in course (if applicable). See tutorial on how to access your degree audit
https://mediaspace.minnstate.edu/media/Degree+Audit+Report/1_odogbcbq?_ga=2.231742806.837889391.1632084376-261396546.1624286025
- 5) Applicants may use this single application form to apply to multiple Minnesota State community colleges that offer the MANE Nursing Program: Anoka-Ramsey, Century, Inver Hills, Normandale, North Hennepin, and Ridgewater. Please review nursing program information posted on respective community college websites before completing this application. Information about application to MANE's two university partners, Metropolitan State University (Fall semester admission only) and Minnesota State University-Moorhead can be found on their respective websites.
- 6) **IMPORTANT:** Applicants must first fully complete general admission to each campus you wish to have your nursing application considered; the campus assigned 8-digit Tech ID provided after general admission to each campus is required on the nursing application. Official transcripts for non-Minnesota State colleges must be sent to each MANE campus you wish to have your nursing application considered.
- 7) Approach this application as carefully as you might when applying for employment online. Please submit the MANE nursing application form only once. MANE reviewers will pull responses to Experiences and Attributes sections from only one application form; if you must resubmit the form, make sure you use the same Experience and Attributes responses each time. This form is not accessible for editing once submitted.
- 8) Be prepared to respond to the following questions on the MANE nursing application form:
 - a) Demographic information: legal name, Star ID, Tech ID, email, phone, birthdate, address, ethnicity, gender
 - b) Are you an International student with F-1 visa status?
 - c) Are you a Veteran?
 - d) Have you previously either withdrawn after enrollment or not passed a MANE Nursing Program?
 - e) List college name and state for each college enrolled or attended in the U.S. Official transcripts from non- Minnesota State colleges must be sent to each campus you are applying for the nursing program.
 - f) MANE College Campus Choices: Identify the first and second semester prerequisite courses you have completed or have in progress/enrolled for each MANE campus you wish to be considered for admission to the MANE Nursing Program. Include name of institution course was taken, year, and grade (or in progress/enrolled). **Prerequisite courses differ on MANE campuses.** Check course equivalencies at www.transferology.com.

- g) Have you fully completed a college degree: Associate, Bachelor, Masters, Doctorate or International?
 - h) Provide TEAS Test Date, test method (online/remote or location) and TEAS Total Score.
 - i) Are you an LPN? License information will be required for LPNs accepted to the program.
 - j) **EXPERIENCES**
 - i. Work/Volunteer Experiences: List up to five work or volunteer experiences that were or are most impactful for you. Provide name of organization, position/role, and timeframe of involvement.
 - ii. Lived Experience: 250 words or less and may be typed or cut and paste. Do not include your name in essay. "Describe your personal lived experiences outside of work and educational experiences. Include how this inspires you to become a nurse and what this teaches you about the commitment and drive it takes to be a successful and committed nurse."
 - k) **ATTRIBUTES**
 - i. Other Educational & Training Experiences: List up to five other educational or training experiences that were or are most impactful for you. Provide name of organization, title of experience, and timeframe of involvement
 - ii. Teamwork/Collaboration & Accountability: 250 words or less and may be typed or cut and paste. Do not include your name in essay. "Describe a situation in your life that demonstrates your experience with Teamwork/Collaboration & Accountability. What was your role and what was the outcome of this experience?"
 - iii. Beliefs and Values: 50 words or less and may be typed or cut and paste. Do not include your name in essay. "Briefly describe a person or one experience that has prepared you to care for diverse populations. Specifically, with respect for the dignity, worth and human rights of all individuals."
- 9) The ARCC Writing Center/Academic Support Center offers limited writing tutoring services for current ARCC students on a first come/first serve basis. Writing tutors do not proofread or help with nursing related content in essays; they check for grammar, formatting, and other writing errors and teach students how to fix mistakes. Students seeking assistance should do so as early as possible. Expect more limited availability to services during finals weeks. <http://www.anokaramsey.edu/resources/tutoring-services> Please note: Academic or admission advisors cannot review or proofread nursing applications prior to submission.
- 10) If you have questions related to prerequisite courses or applying to the nursing program at ARCC: Current ARCC students: contact your assigned academic advisor
Prospective & Transfer students: follow steps for ARCC admission to initiate course evaluations or call 763-433-1300 if questions <http://www.anokaramsey.edu/admissions/steps-to-become-a-student/transfer-student/> Email Nursing Admissions at nursingadmissions@anokaramsey.edu if questions about the nursing application form.

How do I know my application was received? After submission, a confirmation email will be sent to the email address on your nursing application form. Check your Spam/Junk folder if you do not receive an email confirmation the same day you apply. If confirmation is not found, contact Nursing Admissions at nursingadmissions@anokaramsey.edu

How will I know if I get accepted or not? Notification emails (acceptance, alternate list, denied) will be emailed to the address on our application form by noon for Fall semester applicants on April 1 and for Spring semester applicants on August 1. Check your Spam/Junk folder if you do not receive a decision notification that day. If notification is not found, contact Nursing Admissions at nursingadmissions@anokaramsey.edu

The secure link to the MANE Nursing Program application is located under Prospective Students on the MANE website: <https://manemn.org/>

MANE Nursing Program Application Cycles:

Fall Semester Cohort: Application opens December 1 through February 1; application submission deadline is **February 1 at 11:59p.m.** Decision notifications are sent to applicants on April 1.

Spring Semester Cohort: Application opens April 1 through June 1; application submission deadline is **June 1 at 11:59p.m.** Decision notifications are sent to applicants on August 1.