

Steps to apply to the MANE Nursing Program at ARCC-Spring 2022

Read this document 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 May 15, 2021 for the Spring 2022 nursing admission cycle. <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 a degree audit via eServices. https://mediaspace.minnstate.edu/media/Degree+Audit+Report/1_odogbcbq
- 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 important nursing admission information posted on respective community college websites before completing this application. Details about the MANE program offered at Metropolitan State University and Minnesota State University-Moorhead are available 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. Determine which campuses you wish to apply (and have the required Tech ID) and submit only ONE application form by the June 1, 2021 deadline. The nursing application is not accessible for editing once submitted.
- 8) Be prepared to respond to the following questions on the MANE Nursing Program application.
 - a) Demographic information: 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 in April as much of May is a very busy time for tutors, especially during finals week. <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. If you do not receive an email confirmation the same day you apply, **check your Spam/Junk folder**. 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 sent by noon on July 15, 2021 to the email address on your nursing application form. If you do not receive an email notification on July 15, **check your Spam/Junk folder**. If notification is not found, contact Nursing Admissions at nursingadmissions@anokaramsey.edu

Good Luck!

The nursing application opens on April 1, 2021 and the submission deadline is June 1, 2021 at 11:59 pm.
The secure link to the Spring 2022 MANE Nursing Program application is located under **Prospective Students** on the MANE website: <https://manemn.org/>