Nursing Program Application Guide Sheet for ARCC – Spring 2024

Knowing expectations and following directions are key indicators of success in the nursing program at ARCC and the nursing profession. Review this document thoroughly before accessing the Nursing Application form at the end. Please review all the nursing program information on the ARCC nursing webpage, especially documents posted under *Nursing Holistic Admissions at ARCC*, www.anokaramsey.edu/nursing

1. Applicants **must complete General Admission to ARCC** before applying to the nursing program. The ARCC Tech ID is required on the application.
   a. If you have never taken courses at ARCC, you must complete General Admission to ARCC before submitting the nursing application. The 8-digit Tech ID for ARCC is required on the application. http://www.anokaramsey.edu/admissions/steps-to-become-a-student/general-or-transfer-student
   b. If you attended ARCC in the past and have not taken courses in the past 2 years, follow the Returning Student steps to validate your Tech ID. http://www.anokaramsey.edu/admissions/steps-to-become-a-student/returning-student/

2. Nursing applicants must complete the TEAS (Test of Essential Academic Skills) Version 7 test before submitting the nursing application. https://www.atitesting.com/ Only the TEAS 7 version will be accepted. A copy of the TEAS transcript must be uploaded with the nursing application form.

3. CNA (Certified Nursing Assistant) Certification with registry placement must be completed, in progress, or enrolled at the time of application for Spring 2024. Applicants must provide the CNA certificate number on the application if completed or indicate if in progress/enrolled. CNA certification must be completed before starting nursing courses. CNA is not required for LPN applicants. The Nursing Program Exception Request form used to request CNA substitutions is posted under Important Links on the nursing webpage www.anokaramsey.edu/nursing.

4. 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

5. Students have 30 minutes to complete the nursing application form before submitting. Gather all necessary information needed before accessing the nursing application form.

   a. You will need to list the school you completed prerequisite General Education courses required in the nursing program, grade and the year taken (or enrolled). This information is shown on your degree audit, including your ARCC Tech ID. See tutorial on how to access your degree audit. https://mediaspace.minnstate.edu/media/Degree+Audit+Report/1_odogbcbq?_ga=2.231742806.83788 9 391.1632084376-261396546.1624286025

   b. Students are strongly encouraged to compose the three up to 250-word essay responses under the Attributes section before opening the application and cut and paste responses where applicable. Grammar, punctuation, and spelling are part of essay evaluations.

   c. Have your employment and volunteer information at hand before opening the application form, just as you would to create a resume.

   d. Submit only one nursing application form. Approach this application as carefully as you might when applying

for employment online. Reviewers will evaluate responses from only the first application form submitted. Contact nursingadmissions@anokaramsey.edu if you need to withdraw an application for resubmission.

6. Be prepared to respond to the following questions on the ARCC nursing application:
    a. Demographic information: legal name, Star ID, Tech ID, email, phone, birthdate, ethnicity, and gender
    b. Are you an International student with F-1 visa status? (requested for advising purposes only)
    c. Are you a Veteran or active military? (requested for advising purposes only)
    d. Have you previously either withdrawn after enrollment or not passed a Nursing Program?
    e. List college name and state of colleges enrolled or attended outside of the Minnesota State (MnSCU) system. Official transcripts from colleges outside of the Minnesota State system must be sent to ARCC.
    f. Review the *Nursing Curriculum Plans to confirm you have the required courses for the ARCC program. List the first semester courses you have completed and second semester prerequisite courses you have completed or have in progress/enrolled. Include the name of the institution course was taken and year taken (or in progress/enrolled). Check course equivalencies at www.transferology.com.
    g. Provide TEAS 7 Test Date and the Total Score. An unofficial copy of the TEAS transcript must be uploaded with the application. An official copy must still be sent to ARCC from ATI if TEAS was not taken at ARCC.
    h. Provide CNA status information if not LPN (Complete, In progress or enrolled, or Nursing Program Exception Request submitted).

    i. **EXPERIENCES**
        i. Have you fully completed a college degree: Associate, Bachelor, Master, Doctorate, or International? If yes, list the name of college and year the highest **degree** was earned (do not list diplomas/certificates)
        ii. Are you an LPN? License number and expiration are required on the application
        iii. List 1-5 Healthcare Related Work Experiences (Paid): Name of Organization, Primary Duties, Month/Year Start and Month/Year End dates, and Organization Phone. Response is required in all boxes if an Experience is listed. Credit is awarded based on length of experience(s) and not the number of experiences.
        iv. List 1-5 Other Work Experiences (Paid) Non-Healthcare related: Name of Organization, Primary Duties, Month/Year Start and Month/Year End dates, and Organization Phone. Response is required in all boxes if an Experience is listed. Credit is awarded based on length of experience(s)) and not the number of experiences.
        v. List 1-5 Volunteer Activity (Unpaid) Experiences: Name of Organization, Primary Duties, Month/Year Start and Month/Year end dates, Frequency of volunteering (weekly, monthly, or # times/year), and Organization Phone. Response is required in all boxes if an Experience is listed. Credit is awarded based on length of experience(s) and not the number of experiences.

    j. **ATTRIBUTES** (each essay up to 250 words; do not include your name in the essays) Grammar, punctuation, and spelling are part of essay evaluations.
        i. **Teamwork, Collaboration & Accountability:** Describe a SPECIFIC project or example in your life that demonstrates your experience with Teamwork, Collaboration and Accountability. What was your specific role, what was the communication and decision-making process, and what was the outcome of this experience? This is not a leadership question. Use STAR format: Situation, Task, Action, Response
        ii. **Beliefs and Values:** What specific personal experience(s) inspired you to be a nurse? Include information related to any actions and how they impacted the dignity, worth, and human rights of the individual(s) involved?
        iii. **Challenges and/or obstacles:** Describe your personal experiences that demonstrate your commitment to your continued education, and your ability to access and utilize academic or personal support if needed.

7. The ARCC Writing Center offers limited tutoring services for currently enrolled ARCC students. Support is available through in-person and online appointments as well as asynchronous essay feedback. Writing tutors do not proofread or help with nursing-related content in essays; they are happy to help with grammar, formatting, etc., in addition to teaching students how to fix mistakes independently. For more information, visit their webpage: https://www.anokaramsey.edu/tutoring

   The Job Readiness Services staff at ARCC is also available to assist currently enrolled ARCC students with resume writing that may be helpful as you gather information for the nursing application. http://www.anokaramsey.edu/resources/job-readiness-services/job-search-assistance-resources

   Please note: Academic or admission advisors cannot review or proofread nursing applications prior to submission.

8. If you have questions related to prerequisite courses or applying to the nursing program at ARCC:
   a. Current ARCC students: contact your assigned academic advisor
   b. Prospective & Transfer students: follow steps for ARCC admission to initiate course evaluations or call 763-433-1300 if questions. Email Nursing Admissions at nursingadmissions@anokaramsey.edu if questions about the nursing application form.

9. **How do I know my application was received?** 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

10. **How will I know if I get accepted or not?** Notification emails (acceptance, alternate list, denied) will be emailed to the address on your application form 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

11. **The ARCC Nursing Program Application form will be posted on the ARCC website by April 1, 2023.**
    a. Fall Semester Cohort: Application opens December 1 through February 1; **application submission deadline is February 1 at 11:59p.m.** Decision notifications are emailed to applicants on April 1.
    b. Spring Semester Cohort: Application opens April 1 through June 1; **application submission deadline is June 1 at 11:59p.m.** Decision notifications are emailed to applicants on August 1.

* MANE Nursing Curriculum Plans
http://www.anokaramsey.edu/academics/degrees-diplomas-certificates/associate-degrees/associate-of-science-degrees/nursing/

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