

Anoka-Ramsey Community College

Nursing Program Application Guide Sheet

Knowing expectations and following directions are key indicators of success in the nursing program at the Anoka-Ramsey Community College (ARCC) and the nursing profession. **Before applying, please review the Nursing Program Application and Admission Information Session video posted on the nursing webpage.** Below is part of the information provided in the Information Session.

1. Complete General Admission to ARCC before applying to the nursing program. An ARCC Tech ID is required.
 - a. If you have never taken courses at ARCC, complete General Admission to ARCC before submitting the nursing application. [General or Transfer Student Admission](#)
 - 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. [Returning Student to ARCC](#)
2. The TEAS (Test of Essential Academic Skills) Version 7 test must be completed **before** submitting the nursing application. <https://www.atitesting.com/> Only the TEAS 7 version is accepted. An official TEAS transcript of your TEAS score must be sent to ARCC by ATI and a copy of the transcript must be uploaded with the nursing application form.
3. Proof of a current or expired CNA (Certified Nursing Assistant) certification is required at the time of application. The certificate number must be provided on the nursing application. LPNs are not required to have CNA certification. Students with other licenses or certifications, or who have CNA training without certification, or other healthcare experience that includes direct patient care may submit a Nursing Program Exception Request for CNA substitution consideration. The Request form is available on the nursing webpage. The Request form is not required for expired CNA certifications.
4. If applicable, Academic Standards Petitions for required general education courses must be submitted at least two weeks prior to the application deadline date. <http://www.anokaramsey.edu/search/?q=petition>
5. You have 30 minutes to complete the nursing application form. Gather all the information needed before you open the nursing application form.
 - a. Be prepared to identify which of the nine General Education courses listed on the Nursing Curriculum Plan you have completed with a "C" or greater grade at the time of application. Your General Education courses information and your Student Tech ID are shown on your degree audit. [Tutorial on How to Access Your Degree Audit](#)
 - b. You are strongly encouraged to compose the three essay responses under the Attributes section before opening the application and cut and paste responses on the application. Each essay is 250 words or less. Grammar, punctuation, and spelling are part of essay evaluations.
 - c. Gather names and dates for employment and volunteer information, just as you would to create a resume.
 - d. Submit only one nursing application form. 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?
 - c. Are you a Veteran or active military?
 - d. Have you previously either withdrawn after enrollment or not passed a RN program at any institution?
 - e. List name of all non-Minnesota State colleges you have enrolled or attended in the U.S. Official transcripts from non- Minnesota State colleges must be sent to ARCC.
 - f. List the college name attended and course status (completed, in progress, enrolled, or plan to enroll) for each of the nine general education courses that are required in the nursing program. Check course equivalencies at www.transferology.com.
 - g. Provide the TEAS 7 version test date and the Total Score. Upload TEAS transcript.
 - h. Provide either the CNA certificate number for a current or past CNA certification or the date you submitted a Nursing Program Exception Request.
 - i. **EXPERIENCES** (work or volunteer experiences from inside or outside the USA are accepted)
 - i. Have you fully completed a college degree: Associate, Bachelor, Masters, Doctorate or International? If yes, list the name of the college and the year the highest degree was earned.
 - ii. Are you an LPN? License number and expiration are required on the application.
 - iii. List Healthcare Related Work Experiences (Paid): Name of Organization, Primary Duties, Month/Year Start and End dates, Organization Phone
 - iv. List Other Work Experiences (Paid) Non-Healthcare related: Name of Organization, Primary Duties, Month/Year Start and End dates, Organization Phone
 - v. List Volunteer Activity (Unpaid) Experiences: Name of Organization, Primary Duties, Month/Year Start and End, Organization Phone, Frequency (weekly, monthly or # time/year)
 - j. **ATTRIBUTES** (250 words or less; do not include your name in the essays) Grammar, punctuation, and spelling are part of essay evaluations.
 - i. **Teamwork, Collaboration & Accountability:** Describe a specific example in your life that demonstrates your experience with Teamwork, Collaboration & 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 impact 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. <https://www.anokaramsey.edu/tutoring>
The Job Readiness Services staff at ARCC is also available to assist currently enrolled ARCC students with resume writing as you gather information for the nursing application. [Job Search Assistance & Resources](#)
Academic or admission advisors cannot review or proofread nursing applications prior to submission.

8. If you have questions related to general education courses or applying to the nursing program at ARCC:
 - a. Current ARCC students: contact your assigned academic advisor [Advising Services](#)
 - b. Prospective & Transfer students: follow steps for ARCC admission to initiate course evaluations or call 763-433-1300 if you have questions.
9. **How do I know my application was received?** A confirmation email will be sent to the email address you list on your nursing application. 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 of accept, waitlisted or denied will be sent to the email you list on your nursing application. Notifications are sent for Fall semester on April 1 and for Spring semester on August 1. Check your Spam/Junk folder if you do not receive a decision notification that day. If a notification is not found, email nursingadmissions@anokaramsey.edu
11. The nursing application form is posted on the nursing webpage during application cycles.
Fall 2024 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.
Spring 2025 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.
Fall 2025 Semester Cohort: Application opens for one month January 1 through February 1; application submission deadline is February 1 at 11:59p.m. Decision notifications are emailed to applicants on April 1.

Contact Nursing Admissions if you have questions about the nursing application form or your notification decision nursingadmissions@anokaramsey.edu