

# Anoka-Ramsey Community College

## Nursing Program Application Guide Sheet

(starting with application to the Fall 2025 cohort)

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 steps below and the program information posted on the nursing webpage.

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: [General or Transfer Student Admission](#)
  - b. If you have not taken courses at ARCC in the past 2 years: [Returning Student to ARCC](#)
2. The Health Science Reasoning Test (HSRT) taken at ARCC is required instead of the TEAS test; TEAS is no longer accepted. Information about HSRT testing is posted [ARCC Nursing Program Webpage](#)
  - A minimum HSRT score of 74 is required; applicants with scores below 74 are not eligible to apply. Practice tests are available <https://testing.insightassessment.com/ng/en/#/login>
  - Scores for HSRT tests taken at other colleges or institutions will not transfer to ARCC.
  - The HSRT may be taken at ARCC once per application cycle; test scores are valid for 2 years.
  - The highest score vs most recent is used for admission for tests taken at ARCC within 2 years of the nursing application deadline for which student is applying.
  - Testing is open for three months for respective application cycles:

Application Term	Nursing Application Open	HSRT Testing Open
Fall	January 1 - February 1	November 1 – February 1
Spring	June 1 - July 1	April 1 – July 1

3. The certification number for current or expired CNA (Certified Nursing Assistant) certification is required at the time of application or proof of completion of a CNA program for students that completed coursework but did not take the test for registry. The certificate number (current or expired) or the name of school or facility where course was completed, and completion year must be listed on the nursing application. LPNs are not required to have CNA certification. Nursing Program Exception Requests for CNA substitutions for other trainings or certifications will be considered only if additional training and education documentation is provided with a Nursing Program Exception Request form found at <https://www.anokaramsey.edu/nursing.aspx>.
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 opening the nursing application form.
  - a. Review the Nursing Curriculum Plans. All three Semester One courses (APA Documentation, Human Anatomy & Physiology I, and Chemistry) must be completed at the time of application to receive minimal admission credit. The amount of credit awarded increases based on the number of additional general education courses completed; maximum credit is awarded if all 9 courses are completed. Additional credit is awarded if at least 4 of the general education were completed through ARCC or ATC. Credit is not awarded for courses in progress. 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. A resume may be requested for verification purposes *for students that are offered seats in the program*.
  - d. Submit only one nursing application form. Reviewers will evaluate responses from only the first application submitted. Contact [nursingadmissions@anokaramsey.edu](mailto:nursingadmissions@anokaramsey.edu) to withdraw an application for resubmission.

6. Be prepared to respond to the following questions on the ARCC nursing application form:
- e. Demographic information: legal name, Star ID, Tech ID, email, phone, birthdate, ethnicity, and gender
  - f. Are you an international student with F-1 visa status?
  - g. Are you a Veteran or active military?
  - h. Have you previously either withdrawn after enrollment or not passed a RN program at any institution?
  - i. 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.
  - j. List the college name 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](http://www.transferology.com).
  - k. List HSRT score and the date the test was taken at ARCC.
  - l. List one of the following for CNA: the CNA certificate number for a current or past CNA certification, the name of the \*school or facility you completed CNA course and date completed if you do not have a certification number, or the date you submitted a Nursing Program Exception Request. \*An official Certification of Completion will be requested if the CNA course is not noted on a college transcript.
  - m. **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? If yes, list license number and expiration date.
    - 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)
  - n. **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 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 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:
  - a. Current ARCC students: contact your assigned academic advisor [AdvisingServices](#)
  - 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](mailto: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. 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](mailto:nursingadmissions@anokaramsey.edu)
11. The nursing application form is posted on the nursing webpage during application cycles.
  - **Fall 2025 Semester Cohort:** Application opens for one month January 1 through February 1; application submission deadline is Feb, 1 at 11:59p.m. Decision notifications are emailed to applicants April 1.
  - **Spring 2026 Semester Cohort:** Application opens for one month June 1 through July 1; application submission deadline is July 1 at 11:59p.m. Decision notifications are emailed to applicants September 1.

Contact Nursing Admissions if you have questions about the nursing application form or your notification decision [nursingadmissions@anokaramsey.edu](mailto:nursingadmissions@anokaramsey.edu)