



Office of Admissions and Records
851 SE 30 AVE
Rochester MN 55904-4999

Practical Nursing - Program Application

FALL 2011

ADMISSION UPDATE: SEE POINT STRUCTURE ON PAGE 2

Please Print Clearly and Complete All Sections

PERSONAL DATA

NAME: _____ STUDENT ID OR SSN: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ E-MAIL: _____

New to RCTC Currently at RCTC Previously at RCTC

DEADLINE

June 15th *Everything **MUST** be received by RCTC Admissions and Records prior to 4:30PM on June 15th.
*Late applications, transcripts, and/or supporting documentation will **NOT** be considered.

PRACTICAL NURSING (LPN) ADMISSION REQUIREMENTS

- ✓ All prerequisites or their equivalents, listed below, must be **satisfactorily completed**, prior to the admission deadline, to meet the program entrance requirements. Grades of "C" or better are required.
- High School Diploma or GED -----School: _____ Graduation Date: _____
- Cumulative College GPA at or above 2.0 ----Cumulative GPA: _____
- Nursing Assistant ----- NA 1500 **OR** Completed equivalent course at _____
- College Reading and Writing Skills ----- ASAP into ENGL 1117 (**attach**) **OR** Completion of: ENGL 1117 **OR** Equivalent
- Elementary Algebra (College) ----- Accuplacer into MATH 0099 (**attach**) **OR** Completion of: MATH 0098 or higher **OR** CHEM 1117
- Current CPR (American Heart = Healthcare Provider or Red Cross = CPR/AED for the Professional Rescuer or HLTH 1110)

PREVIOUS EDUCATION – Please list ALL previously attended colleges

College attended	Dates of attendance	Official transcript submitted? ("X")
		Yes
		Yes
		Yes

STATEMENT OF UNDERSTANDING

By signing below, I agree to the following:

- 1) This application is valid only for the year for which I have applied. If necessary, it will be my responsibility to reapply.
- 2) I have reviewed and successfully completed the Practical Nursing (LPN) Program prerequisites and admission requirements.
- 3) My official high school transcript with graduation date or GED is on file at RCTC (needed if requirements were completed in high school)
- 4) Current official transcripts from all previously attended colleges have been submitted to RCTC.
- 5) My **cumulative** GPA is 2.0 or higher (Calculation includes courses taken in last 10 years. Developmental courses are NOT factored into the cumulative GPA).
- 6) I have submitted the general college application http://www.rctc.edu/admissions/html/how_to_apply1.html
- 7) I have attached a copy of a current CPR card (CPR/AED for the Professional Rescuer). Please copy front and back of card.
- 8) If Nursing Assistant was not completed at an accredited school, I have submitted a copy of my **MN State Registry Card**.
- 8) All correspondence will be mailed to the address above. Please e-mail address updates to chris.wolf@roch.edu
- 9) I understand that if information is missing from my file, I will **NOT** be admitted to the Practical Nursing (LPN) Program.

- An e-mail address is required for verification of receipt of application
- You must be in good standing with RCTC and its partners.
- All applicants will be notified of admission status within one month after the deadline.
- **Incomplete applications will not be accepted.** Please initial here _____ ←

Signature: _____

Date: _____

ADMISSION POINT STRUCTURE

Cumulative GPA

3.75 – 4.00 = 24
3.50 – 3.74 = 21
3.25 – 3.49 = 18
3.00 – 3.24 = 15
2.75 – 2.99 = 12
2.50 – 2.74 = 9
2.25 – 2.49 = 6
2.00 – 2.24 = 3

Max = 24

General Education

BIOL 1107 OR BIOL 1217 AND BIOL 1218 = 5
ENGL 1117 = 3
PSYC 2618 = 3

Max = 11

Previous Degree

Associate's = 1
Bachelor's = 2
Master's = 3

Max = 3

Nursing Assistant

Current MN State Registry = 2
Direct Patient Care Employment = 3

Max = 5

- Admission to the program will be based on total accumulation of points earned **prior** to the admission deadline.
 - Points will be awarded, as indicated above, for courses completed with grades of "B" (3.00) or better.
 - Points will only be awarded for the highest degree completed
 - Two points will be awarded for a current (non-expired) MN State Registry (Verified by the MDOH).
 - Three points will be awarded for verification of employment with direct patient care (see form for details).
A new form is needed each time you apply. An older form will NOT be awarded points.

NURSING ASSISTANT REQUIREMENT

- Submit either an official college transcript with proof of successful completion of NA 1500 or equivalent OR
- Submit a copy of your MN State Registry card
- If completed at a college, the official transcript **MUST** be submitted.

CPR REQUIREMENT

- **CPR/AED for the Professional Rescuer** – card **MUST** be valid past June 15th (attach copy of front and back of card)
- **HLTH 1110** – this is the RCTC course that satisfies this requirement (CPR does not need to be completed at RCTC)
- There are many different types of certification. If you are uncertain, please contact chris.wolf@roch.edu

TRANSCRIPTS

- Please submit official transcripts from **all** previously attended colleges
 - Your most current official transcripts need to be on file at RCTC prior to the admission deadline
- Only OFFICIAL transcripts will be accepted
 - Please request that the high school and college(s) mail the transcript(s) directly to RCTC
 - If delivered by you, official transcript(s) **MUST** be sealed in an envelope by the school
- UNOFFICIAL and INCOMPLETE transcripts will **NOT** be accepted
 - Faxed transcripts are unofficial
 - A broken or tampered envelope seal is unofficial
 - Missing grades, grades of incomplete, and missing graduation dates will be deemed incomplete
- Please allow 3 weeks from the date we receive your official transcript(s) for a transfer evaluation to be completed
- You do **NOT** need to submit a transcript from RCTC.

TRANSFER STUDENTS

- If a course is questionable, ALWAYS submit a detailed course syllabus (usually an issue with the algebra requirement)
 - If necessary, submit placement test results from other colleges (ACCUPLACER, COMPASS, etc.)
- If your major is something other than Practical Nursing, your transfer evaluation will NOT be correct
 - You may request, at the Admissions counter, to have your transcripts re-evaluated for Practical Nursing

NEW STUDENTS (No previous college experience)

- Submit a final official high school transcript with graduation date or GED
- Submit Accuplacer test results (attach to this application)
 - You **MUST** test into ENGL 1117 and MATH 0099 or higher to be eligible

ADDITIONAL RESOURCES

Practical Nursing (LPN) Program Website: <http://www.rctc.edu/program/pnm/>

Web Portal: <http://www.rctc.edu/webportal/>

Online Catalog: <http://www.rctc.edu/catalog/courses/index.html>

Counseling/Advising: http://www.rctc.edu/counseling_career_center/html/advisors.html

Admission requirements are subject to change. The requirements outlined on this application are for Fall 2011.



Get there.

UNIVERSITY CENTER ROCHESTER
 851 30TH AVENUE SE
 ROCHESTER, MN 55904-4999
 PHONE: 507-285-7210
 TTY RELAY # 1-800-627-3529
<http://www.rctc.edu>

Health Sciences and Nursing Programs

Verification of Direct Patient Care Skills

Program Applicant: Please fill out the first four lines and have your supervisor fill out the remainder of the form. You will need to submit the completed form with your application.

1. Employee/Program Applicant's Name: _____
2. Employer: _____
 Position Title: _____ Hours worked per pay period _____
3. Name of Supervisor: _____ Phone: _____
4. I give permission for RCTC to call my supervisor for any clarification. YES NO
 Signature _____ Date: _____

Dear Supervisor:

As a prerequisite for applying to RCTC nursing programs, applicants need to complete a Nursing Assistant Course. This has proven to be a good opportunity for students to see if they desire to pursue a career in either nursing or other health careers. While we do not put a limit on the currency of the nursing assistant course, we have determined that a student who is current in "direct patient care" skills should receive three (3) additional admission points. We are requesting your assistance by validating whether or not the above named employee is engaged in the following direct patient care tasks as a regular part of their job description. Your assistance is appreciated. Please return the signed form to your employee so they may include it with their application to the nursing program. Thank you.

Does the above named employee perform these direct patient care tasks in their current position?	Daily	Weekly	Never
Ambulate patient/resident			
Patient transfer-bed to chair/chair to bathroom, etc			
Oral Care			
Feeding patient/resident			
Bathing patient/resident including Peri-care			
Re-Positioning patient/resident fowlers and semi-fowlers position			
Bed making			

Supervisor Signature: _____ Date _____

PRACTICAL NURSING (LPN) – FREQUENTLY ASKED QUESTIONS

How are students selected for Practical Nursing?

All applications submitted prior to the deadline (June 15) will be reviewed. Only students who have successfully completed the minimum qualifications will be considered for admission. Students will be ranked by earned points. Grades from all colleges, with the exception of developmental courses, will be factored into the cumulative GPA. The 40 most qualified students will be extended an offer to join the Practical Nursing program that year.

How is cumulative GPA calculated?

Your cumulative GPA, at the time of the admission deadline, will be used for admission purposes. A minimum cumulative GPA of 2.00 is required. If you have been to more than one college, those grades will be averaged to calculate your cumulative GPA. Cumulative GPA = GPA Points divided by GPA Credits for any and all attempted college credits (credits more than 10 years old will NOT be calculated). Grades earned in developmental courses will be removed from your cumulative GPA. Usually, courses under 1000 level represent developmental courses (i.e. ENGL 0980, MATH 0098, etc.)

What are the requirements for admission to Practical Nursing and what satisfies each of them?

High School Diploma or GED

- Final official high school transcript with graduation date
- GED

Cumulative College GPA at or above 2.0

- Calculation includes **any and all** attempted college credits (please see above for a more detailed description of the calculation)
- The sum of GPA Points divided by the sum of GPA Credits **MUST** be at least 2.00

Nursing Assistant

- Successful completion of NA 1500 at RCTC
- Successful completion of an equivalent course at an accredited school
- In not completed at an accredited school, you must submit a copy of your CNA Registry card

College Reading and Writing Skills

- ACCUPLACER placement into ENGL 1117 (you **MUST** attach ACCUPLACER results to this application)
- Successful completion of ENGL 1117 or equivalent

Elementary Algebra ("C" or better)

- ACCUPLACER placement into MATH 0099 or higher (you **MUST** attach ACCUPLACER results to this application)
- Successful completion of MATH 0098 or higher or equivalent
- Successful completion of CHEM 1117 or equivalent or ACT score of 21 or higher

Current CPR Certification (American Heart = Healthcare Provider or Red Cross = CPR/AED for the Professional Rescuer or HLTH 1110 at RCTC)

- Copy of current CPR card (both sides of card)

Is there any other information I need to submit?

Please make sure that all information is submitted to RCTC prior to 4:30PM on the day of the deadline. RCTC will not request missing information. It is the responsibility of the applicant to ensure that all information has been submitted prior to the deadline. If you haven't already done so, you need to apply to RCTC. If you were previously a student at RCTC and more than one year has passed since you were enrolled last, please submit the online application. Applications are available online at www.rctc.edu. If your transcripts were not evaluated for the Practical Nursing Program, please request that they be re-evaluated (Admissions and Records).

What if I am in the process of completing one or more of the requirements?

Only students who have successfully completed all admission requirements, prior to the deadline, will be offered admission. Should additional seats become available "in progress" students will be ranked by earned points and admitted accordingly. Those "in progress" will not be offered admission until the prerequisite coursework has been completed and grades have been posted. All qualified students will be offered admission before any "in progress" students.

What number am I on the list?

It is possible that you meet all of the qualifications, but do not get offered admission. This is because there were at least 40 applicants with a higher earned point total. As applicants decline our offer for admission, the next qualified applicant will be offered. If you are one of the top 15 "next qualified" applicants, you will be directed to a website to track your admission status.

Where can I obtain additional information about Practical Nursing at RCTC?

Please visit the RCTC Practical Nursing website at <http://www.rctc.edu/program/pnm/>

I have a question that is not addressed here. Who can I contact?

Please contact chris.wolf@roch.edu