Nursing Admission Criteria & Procedures
Associate Degree Nursing & Practical Nursing Certificate

Application begins October 1, 2015 • Application deadline January 15, 2016
Supporting documentation due February 15, 2016
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Letter of Introduction

Thank you for inquiring about nursing at Heartland Community College. Nursing is a diverse profession, and Heartland Community College provides nursing students with a strong foundation in the basic concepts of nursing. Nurses are employed everywhere in our society: hospitals, long-term care facilities, hospice, home care, clinics, schools, industry, correctional institutions, physicians’ offices, and churches.

At Heartland, nursing faculty are readily available to assist students and are committed to nursing education. Heartland Community College offers many support services to assist students in the nursing program.

If you are interested in a profession that provides you numerous opportunities to care for people in many different settings, as well as personal and professional growth, I urge you to consider a career in nursing.

Additional information on both Heartland Community College and the nursing programs is available on our website at http://www.heartland.edu/hhs/nurs/.

Nursing is a very rewarding career with many opportunities. Thank you for showing an interest in nursing and the nursing programs at Heartland.

Regards,

Rebecca LaMont, MSN, RN
Dean of Health & Human Services
## Associate Degree Nursing

### 68 Semester Hours

The Associate Degree Nursing program prepares individuals to write the NCLEX-RN exam for licensure as a registered professional nurse (RN). Registered nurses provide care to people of all ages and in a variety of health care settings. The program is designed for individuals aspiring to a career in nursing and for nursing assistants and LPNs seeking career advancement in nursing. The ADN program is accredited by the Accrediting Commission for Education in Nursing. For admission criteria and procedures, please refer to the information contained in this booklet.

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</table>

**Total Credit Hours** 68.0

Students admitted as LPNs will be awarded 19 hours of proficiency credit for the first and second semester nursing courses when they complete the Associate Degree Nursing program.

Graduation requirements for the Associate in Applied Science degree are listed in the Nursing Handbook and college catalog under “Graduation Requirements.”
Practical Nursing Certificate

41 Semester Hours

The Practical Nursing program is a one-year certificate program designed to prepare individuals to function under the supervision of a registered nurse, licensed physician, or licensed dentist. As a member of the health team, practical nurses provide care to people of all ages and in a variety of health care settings such as hospitals, long-term care facilities, physicians’ offices, and in home environments. Individuals completing the practical nursing curriculum meet the educational requirements for writing the NCLEX-PN exam to become a licensed practical nurse (LPN). For admission criteria and procedures, please refer to the information contained in this booklet.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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Graduation requirements for the Practical Nursing certificate are listed in the Nursing Handbook and college catalog under “Graduation Requirements.”

Equal Opportunity Statement

Heartland Community College is an equal opportunity/affirmative action institution. No person, on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service or veterans status shall be discriminated against in employment, in educational programs and activities, or in admissions. Heartland Community College complies with applicable federal and state laws prohibiting discrimination, including the Civil Rights Act of 1964, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the Illinois Human Rights Act.

Heartland Community College further provides that no otherwise qualified disabled person shall, by reason of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the College (as required by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Illinois Human Rights Act).
Functional Abilities, Activities, & Attributes

The students’ health must enable them to fulfill the requirements and outcomes of the nursing program. The Heartland Community College Nursing Program recommends the following as functional abilities for nurses:

- **Gross Motor Skills**: Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
- **Fine Motor Skills**: Fine motor skills sufficient to perform manual psychomotor skills.
- **Physical Endurance**: Physical stamina sufficient to perform client care activities for entire length of work role.
- **Physical Strength**: Physical strength sufficient to perform full range of required client care activities.
- **Mobility**: Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.
- **Hearing**: Auditory ability sufficient for physical monitoring and assessment of client health needs.
- **Tactile**: Tactile ability sufficient for physical monitoring and assessment of health care needs.
- **Emotional Stability**: Emotional stability sufficient to assume responsibility/accountability for actions.
- **English Language**: Ability to use the English Language (oral and written) to communicate effectively.

The College offers services for students with documented sensory, physical, learning, or other disabilities. Students must submit appropriate documentation and then participate in an interactive process with Disability Support Services to determine reasonable accommodations. Students with documented disabilities may benefit from the following accommodations: notetakers, testing accommodations (extended time, readers, scribes), sign language interpreters, and a host of others.

If you believe you are eligible to receive accommodations due to a documented disability, please contact Disability Support Services.

The program reserves the right to require a simulated clinical test to verify an applicant’s/student’s ability to perform the actions listed above.”

Criminal Background Check & Drug Screening Policy

Heartland Community College is committed to providing a safe environment for students, patients cared for by students, and employees. Therefore, the Nursing Program at Heartland Community College will require a drug screening and criminal background check using the name, social security number, and birth date of all students who wish to be enrolled. The criminal background check and drug screening will be conducted through companies selected by Heartland Community College and are paid for by the student. Students receiving a positive criminal background check (i.e. a background check that discloses a criminal record) whose offense is on the “Crimes that Disqualify” list from the Illinois Department of Public Health (IDPH) must obtain a waiver from IDPH to continue in the nursing program. Students receiving a positive drug screening result will not be able to enter or continue in the Nursing Program.
Requirement for Licensure Examination

Legal Limitations

The following statements must be answered by applicants seeking licensure in the State of Illinois. If you answer “yes” to any of the questions, you may be required to go through a due process prior to issuance of a license. The decision to allow an individual to take the examination for licensure or be granted a license after passing the examination rests with the Illinois Department of Financial and Professional Regulation Committee on Nursing.

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?

2. Have you been convicted of a felony?

3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board?

4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession?

5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?

6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position?

The above information should not deter you from applying for the nursing program. Please discuss any questions with the Heartland Community College Director of Nursing Education for specific guidance.

Benefits and Services for Nursing Students

Academic Support Center:
The Academic Support Center (ASC) at Heartland provides students with the assistance and resources they need to meet the challenges of higher education and also prepares them for a lifetime of learning. ASC services include:

- *Disability Support Services:* Access to note-takers, sign language interpreters, and technology
- *Library:* Access to research assistance, books, eReserves, and other Library resources
- *Open Computing Lab:* Access to Internet-ready computers and personal assistance
- *Reading Center:* Access to small group instruction to improve reading and language skills
- *Testing Services:* Access to a quiet environment for those needing make-up exams or extended time on tests
- *Tutoring Services:* Access to trained tutors in one-on-one or group formats
- *Writing Services:* Access to Heartland English faculty members who can assist with writing projects
Benefits and Services for Nursing Students (continued)

Counseling:
Heartland Community College offers Counseling Services to students. Call or email Faye Freeman-Smith (309-268-8419 or Faye.FreemanSmith@heartland.edu), Heartland's Director of Student Counseling, to set up an appointment.

The Perkins Program:
Funded by the Carl D. Perkins Vocational and Applied Technology Education Grant, (a U.S. Department of Education Grant) the Perkins Program provides a wide variety of services and assistance to students in Career and Technical Education (CTE) certificate and degree programs.

Heartland Community College is committed to meeting the needs of all students and recognizes that for some, academic or financial concerns can become high hurdles. It's for that reason, Heartland has created a variety of programs intended to remove obstacles which could keep individuals from reaching their dreams.

Some of the services Heartland offers to help individuals obtain their personal and professional goals are provided through the Perkins Grant. The services Heartland provides through the Perkins Grant are detailed at http://www.heartland.edu/services/perkins/.

Admission Criteria

Basic Skills Assessment
- Applicants must complete the Heartland basic skills assessment in English, math, and reading comprehension and score at the college level in all three areas unless they have earned sufficient transfer credit or ACT scores. The required scores will show placement into the following courses: ENGL 101, MATH 106 or above, and READ 101 or above.
- Applicants whose scores are below the levels required for admission must successfully complete the courses needed to reach the college level before being deemed eligible for the program. These developmental courses are not counted in the cumulative grade point average.

Nursing Assistant
- Regular Admission applicants must be listed as an active CNA on the Illinois Public Health Registry (Health Care Worker Registry) by February 15, 2016.
Admission Criteria (continued)

Grade Point Average
- A grade point average of 2.5 (4 pt. scale) is required for consideration.
- Applicants with less than seven hours of college credit must have a high school GPA of 2.5 (4 pt. scale). Applicants who do not meet the minimum high school GPA must successfully complete at least seven semester hours of college-level work and achieve a 2.5 (4 pt. scale).
- For applicants with seven or more hours of college credit, all college-level work will be included in the calculation of the GPA. Applicants with a GPA below 2.5 (4 pt. scale) will need to successfully complete additional college-level courses to raise their cumulative GPA to 2.5.

GED Scores
- Applicants who have less than seven hours of college credit and hold a GED certificate must have a minimum score of 170 on each section of the 2014 Series test.
- Applicants who do not meet the minimum GED requirement must successfully complete at least seven hours of college-level work and achieve a 2.5 (4 pt. scale).

Test of Essential Academic Skills (TEAS)
- A minimum composite score of 58.7% (or Proficient) on the TEAS is required to be considered for admission to the Nursing Program.

Biological Science
- Applicants who have not previously completed BIOL 181 (or equivalent) with a “C” or better must meet the prerequisite for BIOL 181. This includes: 1) high school or college level biology course within the last five years OR completion of BIOL 099 with a grade of “C” or higher, 2) placement at college level math, and 3) placement at college level English and reading.

Residency
- Applicants who are legal residents of Community College District #540 will be given preference for admission provided all admission criteria are met. Applicants will be required to submit a driver’s license or State of Illinois ID as proof of residency as part of the application process, and students admitted to the program will be required to show proof of residency at the time of registration each term.
- Applicants who are granted the in-district tuition rate because they work in the district, have a parent or guardian who works in the district, or are military are not considered in-district applicants for selective admission programs. Applicants who attend other institutions of higher education within District 540 and live in college/university housing are not considered in-district applicants for selective admission programs.
- Out-of-district applicants will be considered for admission after all qualified and eligible in-district applicants have been offered admission. Applicants with temporary visas will not be considered until all qualified and eligible in-district and out-of-district applicants have been offered admission.
- Official definition of residency and description of District #540 boundaries are available at http://www.heartland.edu/payingForCollege/cost/residency.html.
Application Procedures

A. Submit the Application for Nursing located at the back of this packet. Applications for Nursing must be postmarked or office stamped Enrollment Services in Normal between **October 1, 2015** and **January 15, 2016**. No early or late applications will be accepted. Applications may be reopened at a later date if seats remain available.

Applicants must specify the category of admission for which they wish to apply. There are two admission categories:
1. **Regular Admission** – for applicants who wish to enter the first semester of the Nursing Program. Applicants must be an active CNA listed on the Illinois Public Health Registry (Health Care Worker Registry).
2. **Advanced Placement – Admission as an LPN** – for applicants who have graduated from a State approved Practical Nursing program and meet the work, licensure and testing requirements outlined below. Completion of BIOL 181, BIOL 182, PSY 101, and ENGL 101 required by the end of Fall 2015. Students start with NURS 112 and 122 in the summer and continue into the second year of the ADN program.

B. Submit required documents for evaluation by **February 15, 2016**.

**Note: all transcripts and GED scores must be sent directly from the issuing institution to Admissions, Heartland Community College, 1500 W. Raab Road, Normal, IL 61761.**

1. **Regular Admission.** Current Heartland Community College application for admission and Application for Nursing is due by **January 15, 2016**. The supporting documentation listed below must be on file by **February 15, 2016**.
   - Official copy of high school transcript or GED test scores
   - Official copies of all college transcripts
   - Photocopy of driver’s license or State of Illinois ID
   - Listing as active on the Illinois Public Health Registry (Health Care Worker Registry [formerly known as the CNA Registry]).
   - The Test of Essential Academic Skills (TEAS V) will be required for all applicants. Testing will be done at HCC, and applicants should email nursing.admissions@heartland.edu to reserve a seat. The TEAS will be offered at 9:00 a.m. in SCB 2001 on the following dates—October 22, 2015; November 6, 2015; December 3, 2015; or January 14, 2016. There is a $55 fee for the TEAS that must be paid at the time of testing. The TEAS score will remain on file for 2 years. Study materials are available at www.atitesting.com. Students may retake the TEAS at HCC one time within the application period (October 1 – February 15). The highest grade within the application period will be used for evaluation. A minimum composite score of 58.7% or Proficient on the TEAS V is required to be considered for admission to the program.

2. **Advanced Placement – Admission as an LPN.** Current Heartland Community College application for admission and Application for Nursing is due by **January 15, 2016**. The supporting documentation listed below must be on file by **February 15, 2016**.
   - Official copy of high school transcript or GED test scores
   - Official copies of all college and LPN transcripts
   - Photocopy of driver’s license or State of Illinois ID
   - Photocopy of current Illinois LPN License showing 2019 expiration.
Application Procedures (continued)

- Verification of 1000 work hours as an LPN since February 2014. Submit signed letter from your supervisor on organizational letterhead.
- The Test of Essential Academic Skills (TEAS V) will be required for all applicants. Testing will be done at HCC, and applicants should email nursing.admissions@heartland.edu to reserve a seat. The TEAS will be offered at 9:00 a.m. in SCB 2001 on the following dates—October 22, 2015; November 6, 2015; December 3, 2015; or January 14, 2016. There is a $55 fee for the TEAS that must be paid at the time of testing. The TEAS score will remain on file for 2 years. Study materials are available at www.atitesting.com. Students may retake the TEAS at HCC one time within the application period (October 1 – February 15). The highest grade within the application period will be used for evaluation. A minimum composite score of 58.7% or Proficient on the TEAS V is required to be considered for admission to the program.

Transfer Students
Transfer students with credits from another nursing program may apply. Nursing credits will be evaluated on a course-by-course basis. All other credits are subject to Heartland Community College’s transfer policy. Transfers will be admitted as space permits, after regular admissions and re-entry students. The following materials must be submitted:

- Letter requesting transfer into the HCC nursing program
- Heartland Community College application for admission
- Official copy of high school transcript or GED test scores
- Official copies of all college and nursing school transcripts
- Assessment scores in math, English, and reading comprehension
- Photocopy of driver’s license or State of Illinois ID
- Syllabus and detailed content outline of each nursing course completed with a “C” or better

Re-entry Students
Students seeking re-entry to the program must meet the Readmission and Re-entry Criteria as stated in the HCC Nursing Handbook. Students will be readmitted as space permits and by approval of the Nursing Admissions Team. The following materials must be submitted:

- Letter requesting re-entry to the nursing program (see Nursing Handbook)
- Official copies of transcripts for all college courses taken since previous enrollment
- Update of work hours as an LPN since previous admission, if applicable
- Photocopy of driver’s license or State of Illinois ID

For information on re-entry and readmission procedures, students should refer to the Heartland Community College Nursing Handbook.
Notification of Eligibility

Applicants will be emailed by April 1, 2016 notifying them whether or not they have met the basic requirements for possible admission.

Those who are eligible will be evaluated, ranked, and admitted as described on the following pages.

Those who are not currently eligible will receive an email explaining why their application could not be approved at this time. These individuals should work with an academic advisor to satisfy basic admission requirements and reapply when admission requirements have been met.

Please note that applications are not held from year to year. Applicants who are not eligible and applicants who are eligible but are not admitted due to space limitations must reapply and be evaluated again.

*NOTE: All students in the Practical Nursing or Associate Degree Nursing Program are required to carry personal health insurance. Students are responsible for the cost of these insurance premiums and policies.

Evaluation of Qualified Applicants

A. One point will be awarded for each GPA point (4 pt. scale). Satisfactory GED scores will be worth 2.5 points. MAXIMUM POINTS – 4

B. One-half point will be awarded for a grade of “A” or “B” and one-quarter point for a grade of “C” for prior completion of each of the eight general (non-nursing) courses required for the ADN. “C” or better is required for all general (non-nursing) courses. MAXIMUM POINTS – 4

C. High school seniors will be awarded points for ACT scores. Applicants who graduated from high school within the past two years and have less than seven hours of college credit may be awarded points for ACT scores. MAXIMUM POINTS – 4

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<td>24-29</td>
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<td>21-23</td>
<td>2 pts.</td>
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<td>19-20</td>
<td>1 pt.</td>
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<td>18 and below</td>
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D. Applicants will be awarded points based on their Test of Essential Academic Skills score. MAXIMUM POINTS – 3

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<td>Advanced</td>
<td>2 pts.</td>
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<tr>
<td>Proficient</td>
<td>1 pt.</td>
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E. One-half point will be awarded for a grade of “A” or “B” and one-quarter point for a grade of “C” will be awarded for each additional physical science course not included in the ADN curriculum. (This excludes earth science, geology, and geography.) Science courses must be completed with a “C” or better. High school science credit will be awarded for 2014 or 2015 high school graduates only. MAXIMUM POINTS – 2

F. Points will be awarded for prior academic achievement. Number of points awarded will be based on the highest level attained. MAXIMUM POINTS – 1

<table>
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<td>One-year College Certificate Program</td>
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<tr>
<td>Bachelor’s Degree or higher</td>
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Evaluation of Qualified Applicants
(continued)

G. Students who have completed **ALL** eight general (non-nursing) courses for the ADN will be awarded one-half point for a grade of “A” or “B” and one-quarter point for a grade of “C” for each of the electives listed below. **MAXIMUM POINTS – 2**

- CHEM 120 Fundamentals of Chemistry
- CHLD 102 Growth & Development of the Young Child
- COMM 120 Interpersonal Communication
- HLTH 110 Medical Terminology
- HLTH 111 Diseases of the Human Body
- HLTH 116 Health Effects of Recreational Drugs
- HLTH 120 Nutrition
- HUMA 101 Introduction to the Humanities
- HUMA 203 Non-Western Humanities
- MATH 141 Introduction to Statistics
- PHIL 101 Introduction to Philosophy
- PHIL 114 Ethics
- PSY 207 Introduction to Child Psychology
- PSY 209 Human Growth & Development
- PSY 210 Social Psychology
- PSY 216 Adolescent Psychology
- PSY 217 Adult Development and Aging

Points will be awarded only for courses completed by the end of Fall 2015.
Selection & Acceptance Procedures

- Qualified applicants will be placed in rank order based on the number of points received in the evaluation.

- If the applicants selected decline to enter the program, the next applicant in the rank order will be admitted.

- Applicants accepted into the program must respond with an acceptance or declination by the date specified on the acceptance letter. Failure to respond will be considered a declination, and the seat will be offered to the next qualified applicant.

- If seats remain available after all applications are evaluated, HCC may reopen applications, and applicants will continue to be evaluated and admitted until the program is full.

- If all seats are filled for the current year, remaining qualified applicants will need to submit a new Application for Nursing for the following year. Applications and waiting lists of qualified applicants are not maintained from year to year.

Additional Information

- Students completing HCC’s CNA program or the Practical Nursing program who wish to advance through the program are not guaranteed progression from one level to the next. These students must follow the application procedures as outlined above.

- Applicants who wish to appeal their status must submit a letter explaining any extenuating circumstances to nursing.admissions@heartland.edu by February 29, 2015 to be considered for entry into the Nursing Program in Fall 2016. Only one appeal per applicant is allowed.

If you have any questions concerning admission requirements and the application process, please ask for clarification. Academic advisors are available to work with you in Normal, Lincoln, and Pontiac.
Frequently Asked Questions

- **Is Nursing for You?**
  Yes, if you are caring and compassionate, accept responsibility, use good judgment, have initiative as an adult learner, are willing to be ethically and legally accountable for your actions, and are respectful of the rights of people of all ages, ethnic backgrounds, social status, and religious beliefs.

- **Do I have to be a CNA?**
  Students applying for Regular Admission to the program must be a CNA and listed as active status on the Illinois Public Health Registry (Health Care Worker Registry). Students applying for Advanced Placement – Admission as an LPN do not have to be a CNA.

- **How are students admitted to the Heartland Community College nursing program?**
  Applications for the Practical Nursing and Associate Degree Nursing programs may be submitted from October 1 to January 15. Supporting documentation must be submitted by February 15. Check current application materials for the exact deadline dates. Evaluations are completed during February and March. Notification of acceptance or rejection is sent by April 1. Students admitted to the program begin classes the following summer or fall term.

- **How long is the program?**
  Heartland offers a one-year Practical Nursing Certificate and a two-year Associate Degree Nursing program. Both programs include general (non-nursing) courses as well as nursing courses. We strongly encourage students to complete all or most of the general (non-nursing) courses prior to being admitted to the Nursing Program. Also, students may need to take English, math or reading courses if placement testing indicates a student’s skills are below college level in any of these areas, and students will need to take BIOL 099 if they do not have the prerequisite for Anatomy and Physiology I or if they have not previously completed the Anatomy and Physiology I course.

  Once admitted to the program, Practical Nursing students take classes for two consecutive semesters and a summer term, completing coursework in July. ADN students take classes for four consecutive semesters and graduate in May of their second year. The sequencing of nursing courses does not allow for a more rapid progression through the program even if general (non-nursing) courses have been completed prior to admission into the nursing program.

- **Can I complete general (non-nursing) courses while I am in the nursing program?**
  Yes, however applicants are encouraged to complete the majority of general (non-nursing) courses prior to enrolling in the nursing program.

- **What is the difference between an RN and an LPN?**
  LPNs (Licensed Practical Nurses) are technically trained nurses, according to the Illinois Nursing and Advanced Practice Act. They practice nursing under the supervision of an RN or other health care professional. Registered Professional Nurses (RNs) are nurses who use their professional knowledge, judgment, and skills in the assessment and implementation of the nursing process to meet patient and family needs.
Frequently Asked Questions (continued)

- **What is the future role of the LPN in health care?**
  There have been groups in the past that felt that there was no longer a place for LPNs in nursing. At present, LPNs are working in almost every area and type of nursing imaginable, and it is our belief that this trend will continue.

- **What is the difference between a two-year and a four-year nursing program?**
  A two-year Associate Degree Nursing degree is usually completed at a community college while the four-year Bachelor of Science in Nursing is completed at a four-year college or university. Students with an ADN and a BSN sit for the same NCLEX-RN exam to become Registered Professional Nurses. For entry-level positions, there may be no pay difference between the two, although some employers may prefer Bachelor’s prepared nurses or may require a BSN for advancement into management positions. Heartland nursing graduates are employed in a wide variety of settings: hospitals, long-term care facilities, hospice, home care, clinics, schools, industry, correctional institutions, physicians’ offices, and churches.

- **How much does the program cost?**
  The tuition rate for nursing courses is the same as for all other Heartland courses. Other items and approximate costs include:

  Tuition & Fees:
  - full ADN program (at $142/credit hour) $10,836
  - full PN program (at $142/credit hour) $6,472
  Pre-entrance Criminal Background Check $40-50
  Pre-entrance Drug Screening $40-50
  Pre-entrance TEAS Test $55
  Pre-entrance physical immunizations and labwork varies
  Books $1,500-1,700
  Uniforms, Lab Coat, Shoes, and Supplies $325
  Stethoscope $40-50
  CPR Certification $40-60
  2 – School Patches ($3-$4 each) $6-8
  Personal Health Insurance (student’s responsibility) varies
  NCLEX Application & Exam Fee $300
  LiveScan Criminal Background Check for NCLEX Examination $60
  State of Illinois Nursing License Fee $60
  Travel to Clinical Sites varies
  Graduation Pin $35-$150
Frequently Asked Questions (continued)

There are a variety of immunizations required by our clinical partners. A list of immunizations will be distributed after acceptance into the program.

*All tuition, fees, and cost estimates are subject to change without notice.

- **Are financial aid and scholarships available?**
  Yes, financial aid is available. Please check with the Financial Aid Office in Enrollment Services to determine your eligibility for financial aid and various college-wide scholarships. Students must complete the FAFSA form to be considered for financial aid and/or scholarships.

- **How much math is involved in nursing?**
  To be eligible for admission, students must test into college-level math or take the appropriate courses to reach college-level math by February 15. The college placement test will tell you and your advisor if you need some assistance in meeting the nursing admissions requirement.

  NURS 113 requires students to complete math calculations. In addition, nursing classes have a math component that requires students to pass a Clinical Calculations Test in each clinical course. Students must pass the Clinical Calculations Test to pass the nursing courses.

- **Where are the clinicals?**
  Most clinicals are in the Bloomington/Normal area and include Advocate BroMenn Medical Center, O.S.F. St. Joseph’s Medical Center, and various long-term care facilities. A limited amount of travel will be required to sites in Chenoa, El Paso, Lincoln, Peoria, Pontiac, and/or Springfield for some specialized clinical experiences.

- **Do you have a waiting list?**
  Heartland does not carry over a waiting list of qualified applicants from year to year. Qualified applicants who are not admitted need to submit a new application the following year so that we are aware of their continued interest in the program.

- **When will I know if I’ve been admitted to the program?**
  An email will be sent to all applicants by April 1, 2016 telling them whether or not they have been admitted.
Nursing Application Checklist

Please work with an Academic Advisor to clarify requirements and prerequisites. Keep this checklist for your records.

- Attend an Information Night.
- Read the Nursing Admission Criteria & Procedures packet.
- Submit a Heartland Community College application for admission.
- Submit the Application for Nursing located at the back of this packet.
- Take the Heartland Basic Skills Assessment in English, math, and reading comprehension if needed.
- Meet with an academic advisor to discuss assessment scores and prerequisites.
  - English: Score at the ENGL 101 level or take required writing courses (“C” or better).
  - Math: Score at the MATH 106 level or complete required math courses (“C” or better).
  - Reading: Score at the READ 101 level or take required reading courses (“C” or better).
  - Biology: Take BIOL 099 or the BIOL 099 assessment if you have not completed a high school or college level biological lab science within the past five years.
- *Submit official high school transcripts and/or GED scores to HCC Admissions.
- *Submit official college transcripts from ALL colleges attended to HCC Admissions.
- Submit a photocopy of driver’s license or State of Illinois ID.
- Take the ATI TEAS test.

For Advanced Placement - Admission as an LPN, complete these additional requirements.

- Submit a transcript showing satisfactory completion of a State approved Practical Nursing program.
- Complete BIOL 181, BIOL 182, ENGL 101, PSY 101 with a “C” or better.
- Submit a photocopy of current Illinois LPN license.
- Documentation (by supervisor on organizational letterhead) of 1000 work hours as an LPN since February 2014.
- Take the ATI TEAS test.

*High school, college, and nursing school transcripts and GED scores must be sent directly from the issuing institution to:

Admissions
Heartland Community College
1500 W. Raab Road, Normal, IL 61761.
Heartland Community College  
Application for Nursing  
Fall 2016 Admission  

Applications accepted October 1, 2015 – January 15, 2016

Name:__________________________________________
(first)  (middle)  (last)

Address:________________________________________

City:_________________________  State: _____  Zip:___________

Phone:___________________________  HCC ID#:__________________

Heartland Email Address:__________________________
(All official correspondence will be directed to the applicant’s myHeartland email account.)

Please list all colleges & universities you have attended.

1.______________________________  2.______________________________

3.______________________________  4.______________________________

5.______________________________  6.______________________________

Please read carefully before filling out application form on back. Select **ONE** of these categories.

1. **Regular Admission** is for students taking the full LPN or ADN curriculum and entering the first semester of the Nursing Program. All Regular Admission applicants must be CNAs and listed as active status on the Illinois Public Health Registry (Health Care Worker Registry) by February 15, 2016.

2. **Advanced Placement – Admission as an LPN** is for LPNs who meet the admission criteria for Advanced Placement. Students start with NURS 112 and NURS 122 in the summer and continue into the second year of the ADN program. They must have completed BIOL 181, BIOL 182, PSY 101, and ENGL 101 before admission.

**Fill out the form on the back carefully and completely.**

**Applications may be dropped off in Enrollment Services or mailed to:**

Amanda Rambo  
Heartland Community College  
1500 W. Raab Road  
Normal, IL  61761
Directions for Submitting the Application

1. Select the admission category below that is appropriate for your situation:

   Regular Admission or Advanced Placement – Admission as an LPN

2. Sign and date the application and submit it between October 1, 2015 and January 15, 2016.

   _____ Regular Admission:  
   I am applying for Regular Admission. I understand I must be a CNA listed on the Illinois Public Health Registry by February 15, 2016. I understand that if I am an LPN now or earn such credentials prior to the beginning of the Fall 2016 semester, by applying for Regular Admission, I am waiving consideration, now and at any time in the future, for Advanced Placement - Admission as an LPN for Fall 2016.

   _____ Advanced Placement – Admission as an LPN:  
   I am applying for Advanced Placement - Admission as an LPN. I understand that I must meet the criteria for Admission as an LPN, and that, if accepted, my course of study begins with NURS 112 and NURS 122 in the summer and continues into the second year of the ADN program. I understand that prior completion of BIOL 181, BIOL 182, PSY 101, and ENGL 101 is part of the admission criteria. I also understand that, if accepted under the category of Advanced Placement - Admission as an LPN, I cannot change my enrollment status to Regular Admission.

   _____ I understand all admissions communication will be sent via email.

   _____ I have read and understand the Heartland Community College Nursing Admission Criteria & Procedures for Fall 2016. I have also read and understand this application form and understand that the category of admission for which I am applying is binding even though I may be eligible or become eligible for another category of admission.

   ________________________________  ________________________________
   Signature                                           Date