

Application Instructions for: Vocational Nursing

Things to do **BEFORE** applying to a Temple College Nursing program:

1. **Get Informed:** Review the Temple College Vocational Nursing (VN) webpage in its entirety.
 - Read the Fact Sheet
 - Watch the Virtual Nursing Information Session on the VN webpage.

All of these resources provide the information necessary to understand the program requirements, and determine if you are ready to apply.

2. **Apply to Temple College:** If you have not already applied to Temple College:
 - Submit a completed application for admission by clicking on the gold colored [Apply Now](#) tab from any TC webpage.
 - Create an account (My Leopard Profile), and then apply to Temple College.
 - **If you have applied in the past but have not attended TC for a year or more, then you need to reapply to Temple College.** To do this, log in to your [My Leopard Profile](#) by clicking the Apply Now button on any Temple College webpage, and selecting *CREATE A NEW APPLICATION*, and Start a New Temple College Application.
 - You must meet all Temple College requirements for testing, transcripts, etc., and you must be TSI compliant.
 - Verify that your personal information i.e. addresses, name, DOB, contact information, is updated within your Temple College profile.
3. **Transcripts:** Request official transcripts (**from EVERY program/college/university you have ever attended**) be sent to TC Admissions & Records (A&R). Transcripts must be received by Admissions & Records by the application deadline listed on the Fact Sheet found on the [VN Webpage](#).
 - If you transferred credits from one college to another, submit an official transcript from the original college as well. Failure to meet this requirement by the time your nursing application is received could jeopardize the processing of your nursing application.
 - **Applying to Temple College is a separate application process from the nursing application process.** The Nursing Department will check with Temple College A&R to make sure all of your requirements have been met prior to processing your nursing application.
4. **Prerequisite Course Equivalencies:** **You are responsible for ensuring that you have met the Nursing prerequisite requirements, and to determine whether or not the prerequisite courses that you have taken at other colleges/universities are equivalent to our Temple College courses. This must be done BEFORE you apply to the Nursing program.**
 - Contact the Temple College Advising Office at: advisingcenter@templejc.edu. All of your transcripts must have been received by A&R, in order for them to evaluate your courses.
5. **Take the HESI A2 exam:** You are required to take the exam through the Temple College Testing Center.
 - For more information on these options, and to schedule your exam, contact the TC Testing Center at: testingcenter@templejc.edu. You can take your exam at either the Temple or Hutto campus. A photo ID is required to test. **Fees:** In-person \$65.
 - ***NOTE*: You may not combine scores from multiple HESI Exams.**

Nursing Application Instructions:

1. Application Window: The application dates are listed on the Fact Sheet that is on the VN webpage.
2. All VN applicants must be 18 years of age or older by the first day of class.
3. ***Non-Citizens:** Other documentation may be required for some of our clinical sites. This can include but is not limited to Visas and/or a valid Social Security Number.
4. Submit the online Nursing Application during the application window (see dates listed on the VN Webpage):
 - A. Go to the Temple College [Vocational Nursing webpage](#).
 - B. Read the following documents located at that webpage under the **Application Procedure** tab:
 - Transcripts and Transfer Information
 - CPR, Drug Screen and Immunization Information
 - Core Performance Standards
 - Texas Board of Nursing Background Check Process
 - C. Click on the **Apply to Nursing** button at that page. (this link can only be used once)
 - D. To continue/review your nursing application and/or upload the required documents you will access it by going to the gold colored Apply Now button from any TC webpage and logging in to your [My Leopard Profile](#) account.

Once you submit your nursing application, you will then upload the following supplemental items to the Supplemental Items & Documents tab of the nursing application.

- Unofficial transcripts that contain the following:
 - VN and/or RN education courses and/or attendance of any other nursing program
 - All prerequisite and any completed co-requisite courses in our degree program
 - **DO NOT** upload Temple College transcripts. If you have taken courses at TC, we will obtain your TC transcripts directly.
 - **HESI Admission Assessment Exam Cumulative Report** that **MUST** meet the following criteria:
 - Be dated within 1 year of the application deadline
 - Be taken through the Temple College Testing Center
 - **A Minimum Cumulative score of 80** is required in the following categories: reading comprehension, vocabulary & knowledge, and math
 - Contain your full legal name
 - ***NOTE*: You may not combine scores from multiple HESI Exams.**
- To obtain your HESI score report login to your [Evolve Account](#) and download your HESI Admission Assessment Exam Cumulative Report.
- **OPTIONAL:** If you completed your CMA/CNA certification from Temple College please upload your certificate into the supplemental items tab in your [My Leopard Profile](#) account.

Your application will not be processed until you click submit and upload **ALL** of the required documents.

Decision Letters: After satisfactory completion of the application process, applicants will be notified **by email** regarding their application status. Make sure to give us your **personal email address** on the application, not a student email account or work account. We recommend that you add the following email addresses to your email contacts now: emily.ball@templejc.edu, mindy.steinberg@templejc.edu & nursing@templejc.edu to make sure you receive any inquiries while we process your application and also our final decision. During the application process keep a close eye on your email account and also check your “junk email”

NOTE: Previous employment issues with local healthcare facilities could prevent you from attending clinical at that facility and could jeopardize your place in the program, even after you begin the program. This includes Veteran’s Healthcare System, BSHW, and local nursing homes. If you previously worked for any of these facilities and had any issues surrounding your departure, please contact this office for further instructions: 254-298-8664.

The application will only be available during the application open dates listed at the top of the first page of this document. It can take up to 6 weeks to process applications after the deadline.