

## Associate Degree in Nursing - Application Instructions

*\*\*\*Potential for Disruption/Changes\*\*\**

*Due to circumstances beyond our control, for example the COVID 19 pandemic, understand that class/labs/clinical could potentially be converted from face-to-face to remote learning or be disrupted, and result in an Incomplete for the course that was disrupted or possible delay in graduation. In that event, when courses can resume, the days and times to make up the content may be different from originally designated. All effort will be given to provide adequate notice of any possible day / time changes, and the learner understands that they are required to attend those adjusted days / times to complete the requirements of the curricula. A Laptop computer with a reliable internet connection will be required (minimum hardware requirements will be provided on admission). Basic computer applications competency is required.*

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

1. **Get Informed:** Review the Temple College Associate Degree Nursing (ADN) webpage in its entirety. Be sure to read the Fact Sheet and watch the Virtual Nursing Information Session on the ADN 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 not already done, submit a completed application for admission. If you have applied in the past but have not attended for a year or more, then you need to reapply to Temple College. You can apply online, at the TC webpage or at One College Centre on campus. This should be done immediately. You must meet all Temple College requirements for testing, transcripts, etc. You must be TSI compliant.
3. **Transcripts:** Arrange to have official transcripts (**from EVERY program/college/university you have ever attended**) sent to TC Admissions & Records. Transcripts must be received by Admissions & Records by **June 9, 2022**. 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 Admissions & Records to make sure all of their requirements have been met prior to processing your nursing application.
4. **Prerequisite & Corequisite Course Equivalencies:** You are responsible for ensuring that you have met the Nursing prerequisite requirements, and to determine whether or not the prerequisite and corequisite courses that you have taken at other colleges/universities are equivalent to our Temple College courses, **BEFORE** you apply to the Nursing program. You do this by contacting the Temple College Advising Office at: [advisingcenter@templejc.edu](mailto:advisingcenter@templejc.edu). All of your transcripts must have been received by A & R, in order for them to evaluate your courses.
5. **Meningitis:** According to state law, some students will be required to show proof of the bacterial meningitis immunization to Temple College A & R prior to registration. If you are under the age of 21, check with Temple College Admissions & Records regarding this requirement.
6. **Financial Aid/Scholarships:** It often takes 6-8 weeks or longer to complete the financial aid process, so get started now. For information on FAFSA and other grants, contact the Financial Aid Office at: [financialaid@templejc.edu](mailto:financialaid@templejc.edu). For information on scholarships, contact the Temple College Foundation at: [foundation@templejc.edu](mailto:foundation@templejc.edu).
7. **Take the HESI A2 exam:** You are required to take the exam through the Temple College Testing Center. You will have the option of taking it in person or remotely through Proctor U. For more information on these options, and to schedule your exam, contact the TC Testing Center at: [testingcenter@templejc.edu](mailto: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 and Proctor U \$60. If you previously applied for another Temple College nursing program within the last year, and the test scores that you

submitted then are less than 1 year old, please indicate on your application if you wish to use them.

### **Nursing Application Instructions:**

1. Application Window: **May 2, 2022 to June 9, 2022**
2. All applicants must be 18 years of age or older by the first day of class.
3. 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 Baylor Scott & White Health Care System, Providence Healthcare Network, and the Veteran's Healthcare System. 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.
4. Fill out your application online and then print (single sided), sign, and date it. Hand written applications WILL NOT BE accepted. Double check all of your entries on the application for accuracy before printing. Include the following in your application packet: **(incomplete application packets will not be processed)**
  - Typed application (manually signed and dated)
  - HESI A2 Score Report that **MUST** meet the following criteria:
    - Be dated within 1 year of the application deadline
    - Be taken through the Temple College Testing Center
    - Minimum score of 80 is required in each of the following categories: reading comprehension, vocabulary & knowledge, and math
    - Contain your full legal name
    - Be in a sealed letterhead envelope from the Temple College Testing Center, **OR** if you have arranged with the TC Testing Center to take the exam online with Proctor U, you will not be given a printout of your scores, rather you will need to log in to your Elsevier/Evolve account and print your score report that you will submit with your Nursing application. In addition, through your Elsevier/Evolve account you must request that they email us your official score report transcript. Make sure that it is emailed to: [nursing@templejc.edu](mailto:nursing@templejc.edu) and NOT to the TC Admissions & Records Office. We need to receive it by our nursing application deadline, and without the official HESI transcript, your application will be incomplete, and we will not process it.
  - Proof of completing all but the final shot of your **Hepatitis B** series (or of the complete series if you have done them all), or a positive titer showing immunity to the disease. There are 3 shot series or 2 shot series; be sure you know which one you are doing so that you know if your series is complete or not.
  - Official transcripts that have been mailed to you in sealed letterhead envelopes, from colleges/universities (other than Temple College) that contain the following:
    - RN education courses
    - Attendance of any other nursing program
    - All prerequisite and any completed co-requisite courses in our degree program
    - **DO NOT** submit Temple College transcripts. If you have taken courses at TC, we will obtain your TC transcripts directly.

**CONTINUE BELOW TO NEXT PAGE**

5. Submit your application by mail or in-person to:

Mailing Address		On – Campus Location
Temple College Nursing Department 2600 S. First Street Temple, TX 76504	<b>OR</b>	East Campus Dell Martin Nursing Education Center Room # 1038 (Cecilia Morales) Building #10 on the Campus Map: <a href="https://www.templejc.edu/about/campus-map/">https://www.templejc.edu/about/campus-map/</a>  Drop-Off Hours (May 2 to May 13): 8:00 am to 6:00 pm - Monday – Thursday 8:00 am to 12:00 pm – Friday  Drop-Off Hours (May 16 to June 9): 7:30 am to 6:00 pm - Monday – Thursday

We encourage you to use a mailing option that provides you with a tracking number. Your application packet must be postmarked by **June 9, 2022**, but we strongly suggest that you do not wait for the last minute to submit your application. **The sooner you submit your application, the sooner we can get your name on a Texas Board of Nursing roster to start your background check process and resolve any potential application issues before the application deadline.**

**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 put the following email addresses into your email address book now: [cecilia.morales@templejc.edu](mailto:cecilia.morales@templejc.edu) & [mindy.steinberg@templejc.edu](mailto:mindy.steinberg@templejc.edu) to make sure you receive any inquiries while we process your application and also our final decision. During the application process, we also recommend that you keep an eye on your email account and also check your “junk email”.