Temple College Associate Degree Nursing Program
& ADN Bridging Track *(VN/Paramedic/Medic to RN)*
Application Instructions

Things to do <u>BEFORE</u> applying to the Temple College ADN program or ADN Bridging Track:

- Review the Temple College Associate Degree Nursing (ADN) webpage and Information Packet to determine if you are eligible to apply.
- Attend an optional in-person information session or watch the recorded Nursing Information Session on the ADN webpage.
- **Apply for Admission/Readmission to Temple College**
    - Submit an application for admission by clicking Apply Now on any TC webpage.
        - New students: create an account (My Leopard Profile), then apply to Temple College – please select the **Pre-Nursing** degree plan.
        - Returning students: click Apply Now, log in and create a new application for the Pre-Nursing degree plan.

    You must meet all TC admission requirements for testing, transcripts, etc, and you must be TSI compliant to be eligible to apply for the ADN program.

    - **Submit official transcripts to TC Admissions:** Request *official* transcripts **from every program/college/university you have ever attended** Transcripts must be received by TC Admissions by the application deadline listed in the Information Packet. If you transferred credits from one college to another, submit official transcripts from <u>both</u> colleges. Failure to meet this requirement by the application deadline could jeopardize the processing of your nursing application. See *Transcripts and Transfer Information* for details on transcript requirements.
- **Attend an initial advising session** that includes mandatory identity verification (photo ID required). Make an appointment with Advising at 254.298.8331.
- **Prerequisite & corequisite course equivalencies:** You are responsible for confirming that your completed courses meet the ADN program's prerequisites/corequisites and are equivalent to TC requirements. This must be done before applying.
    - If you are unsure, contact the Temple College Advising Center at 254.298.8331 or advisingcenter@templecollege.edu. Note: Your official transcripts must be on file with Admissions in order for Advising to evaluate your courses.
- **Take the HESI A2 exam**: You are strongly encouraged to take the exam through the Temple College Testing Center. HESI scores from online examinations will not be accepted. See *HESI A2 Requirements & FAQ* for more information.

Applying for admission to Temple College is a <u>separate</u> process from applying to the Nursing program. The TC Nursing Department will review your Nursing application only after confirming all admission requirements have been met.

Nursing Application Instructions:

I. After you have applied for admission/readmission to Temple College, **submit the online Nursing Application**. See dates listed on the ADN Webpage and in the Information Packet. (**The application will only be available during the application window**):

    A. Go to the [Temple College Associate Degree Nursing webpage](#).

    B. Read the following documents located at that webpage under the **Application Procedure** tab:

- *[Transcripts & Transfer Information](#)*
- *[HESI A2 Requirements & FAQ](#)*
- *[Texas Board of Nursing Background Check Process](#)*
- *[Immunizations, CPR and Drug Screening](#)*
- *[Core Performance Standards](#)*
- *[Curriculum Outline for Associate Degree Nursing](#)* **or** *[Curriculum Outline for ADN Bridging](#)*
- *[Estimated Cost & Financial Aid Info – ADN](#)* **or** *[Estimated Cost & Financial Aid Info – ADN Bridging](#)*

    C. Click on the "**Apply to Nursing**" button on that page.

- **Click this button only one time** – clicking it multiple times creates multiple application sessions and conflicting follow-up emails.
- To continue working on a saved application that has not been submitted, or to review your submitted nursing application and/or upload the required documents please log into your [Self Service](#) account.

2. After you submit your Nursing application, you will log back into it and **upload** the following items to the *Supplemental Items & Documents* tab of the nursing application <u>before the application deadline</u>. Do not email them to us - these items must be added to your online Nursing application to complete it and make it eligible for review:

    ➢ ***Unofficial*** **college transcripts** that contain the following:
- VN and/or RN courses from any other nursing program
- All prerequisite and any completed co-requisite courses on our degree plan

    ➢ **HESI Admission Assessment Exam Cumulative Report** that meets minimum passing score requirements.

    ➢ <u>**ADN BRIDGING APPLICATIONS ONLY:**</u> Current, valid **LVN License** in good standing, **without disciplinary action or stipulations (unencumbered)** <u>or</u> **current Texas Paramedic license** <u>or</u> **Medic/Corpsman certificate.**

        i. **How to find your unencumbered <u>LVN</u> license**: Go to the [Nursys](#) website. On the *Terms and Conditions* page, select **"I AGREE"** to continue onto the website. Once you have access to the website, you can search for your License by name or license number. Select License Type and state. Select Search. Once you find the appropriate license, view the report. You should then be able to see **"UNENCUMBERED"** under the <u>license status</u>. Download the report, and upload it into the application.

        ii. **How to find your active/current <u>PARAMEDIC</u> license**: Go to the [Texas Health and Human Services](#) website. Select "ACCESS the LIVE ONLINE CERTIFICATION/LICENSEE SEARCH". Find the option to "CHECK LICENSE STATUS or SEARCH for a LICENSE". Select "License Search". Select "Search by Name". Select "Search by Individual". Enter the Last name and First name of the licensed person. Select "Search". Select the name next to the paramedic license. You should then be able to see **"ACTIVE/CURRENT"** under the <u>license status</u>. Once opened, download the

report and upload it onto your application.

iii. **How to verify your current Medic/Corpsman credentials**: Go to the [National Registry of Emergency Medical Technicians](#) and search for your credential by name, registry number, or EMS ID. Submit a screenshot of your credential and submit it to your Bridging application online by the application deadline.

<mark>Your application will not be reviewed until you submit it <u>and</u> upload **all** of the required documents.</mark>

Decision Letters: Not all who apply will be accepted. After the application window closes and all qualified applications have been reviewed, applicants will be ranked based on our points system (see the Information Packet) and those with the highest ranking will be conditionally admitted. All applicants will be notified **<u>by email</u>** regarding their application decision (conditional admission offered, not selected, alternate, disqualified application). Make sure to use your **personal email address** on the Nursing program application - school or work email accounts may block/reject our messages. **Add nursing@templecollege.edu to your email contacts to ensure delivery**, and regularly check your junk/spam folders during the application process.

<u>NOTE:</u> Previous employment issues with local healthcare facilities could prevent you from attending clinicals at that facility and could jeopardize your place in the program, even after you begin the program. This includes Veteran's Healthcare System, BSWH, and local nursing homes. If you previously worked for any of these facilities and are designated as not eligible for re-hire, please contact Temple College Nursing at 254-298-8664 for further instructions. **Admission or continued enrollment may be denied if you are barred from practicing at any clinical partner site.**

Troubleshooting Tips for the Nursing Application:

1. Using a PC or laptop (not a cell phone or tablet), click the [Apply Now!](#) Button on any TC web page and sign into My Leopard Profile/Self Service.

2. After you have successfully logged in, open a new tab on your browser (leaving your session open/logged in on the first tab), and navigate to the ADN web page. Click the [Apply to Nursing](#) button in the Application Procedures tab. This link will only be valid during an active application cycle.

3. Use your PERSONAL email address to apply to the nursing program.

4. If you get a username/password error, change your password.

5. Always go back to the Apply Now! Button to access your Nursing Application after you have started/submitted it. Clicking *Apply to Nursing* more than once will create multiple Nursing applications and cause you to receive conflicting automated messages for all applications.

Notes:

The application cannot be started or submitted before the application window opens. That means if the application window stated on the Information Packet is April 1 to April 30, you will not be able to successfully start or submit a Nursing application until April 1. You can go ahead and apply for admission to the college, but not to the Nursing program. Further, all required Supplemental Items (HESI A2 scores and unofficial transcripts) MUST be attached to your Nursing application <u>before</u> the application deadline has passed or your application will not be valid.

Temple College ADN and ADN Bridging Application Checklist

_____ 1. Review the TC ADN or ADN Bridging Information Packet

2. Review the following documents on the TC ADN webpage under "Application Procedure":

_____ *Transcripts & Transfer Information*

_____ *HESI A2 Requirements & Frequently Asked Questions*

_____ *Texas Board of Nursing Background Check Process*

_____ *Immunizations, CPR & Drug Screening*

_____ *Core Performance Standards*

_____ *Curriculum Outline for Associate Degree Nursing* **or** *Curriculum Outline for ADN Bridging*

_____ *Estimated Cost and Financial Aid Information – ADN* **or** *Estimated Cost and Financial Aid Information – ADN Bridging Program*

_____ 3. Attend or watch an Information Session (**optional**)

_____ 4. Apply for Admission/Readmission to Temple College – **Pre-Nursing**

_____ 5. Submit Official Transcripts to Admissions for <u>all</u> colleges/universities attended

_____ 6. Attend an initial Advising Session – Schedule at 254.298.8331

_____ Verify prerequisite and corequisite equivalencies (if not taken at Temple College)

_____ 7. Take the HESI A2 Exam – Schedule at 254.298.8586

_____ 8. Click "**Apply to Nursing**" on the ADN web page during the application window to complete and submit the ADN program online application.

9. Upload the following Supplemental Items and Documents:

____Unofficial college transcripts for Prerequisites, Corequisites, and any VN, RN or EMT courses previously taken

____ HESI A2 score report

____ LVN, EMT or Corpsman/Medic certification or license **(ADN Bridging only)**

_____ 10. Add nursing@templecollege.edu to email contacts

_____ 11. Contact TC Nursing at 254.298.8664 or nursing@templecollege.edu with any questions or concerns.