

Carl Sandburg College of Nursing & Health Professions
Practical Nursing Program - Application Checklist (Due no later than March 1st)

Student Name: _____

Student ID#: _____

All applicants interested in the Practical Nursing program must meet in person with a Carl Sandburg College Nursing Advisor prior to applying to the program. Be sure to make an appointment early in the process. Complete **Steps 1-3** prior to making an appointment with a Nursing Advisor.

- 1. If you have never attended Carl Sandburg College, complete an application for general admission to the College Steps-to-enroll and, if desired, apply for financial aid.
- 2. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admissions and Records Office.
- 3. Complete the college placement exam, if applicable.
- 4. Schedule an appointment and meet with a nursing advisor prior to applying. Meeting with an advisor is mandatory plus will ensure that all your paperwork and requirements are met prior to submitting an application and paying the application fee.
- 5. Schedule and take the TEAS pre-admission exam. We recommend that you purchase the TEAS study guidebook and review prior to taking the TEAS exam. You may take the TEAS exam before or after submitting the online program application. However, you must complete the TEAS exam by the March 1 application deadline date to meet program selection criteria. You cannot take the TEAS exam more than three times in a twelve month period. **TEAS exam scores are valid for two years.**
- 6. Complete **Steps 1-4** prior to completing the nursing program's online application. Complete the ONLINE Nursing Application and submit October 1 - March 1.
- 7. After submitting the online nursing program application, you need to pay the \$50.00 application fee to the Carl Sandburg College Business Office. The \$50.00 application fee is non-refundable. We will not review your application for admission into the nursing program until you have paid the application fee. You need to obtain the application fee form from your advisor.

All applicants must meet the following nursing program admission criteria for selection review:

- 8. TEAS Adjusted Individual Score (AIS) cumulative score of 60% or higher.
- 9. All of the following courses must be completed with a grade of "C" or higher prior to program start date of the Practical Nursing Program: ENG 101-Fresh Comp I Grade: _____; PSY 101-Intro to Psych Grade: _____;

For student success in the nursing program, we strongly advise prior to entering the Practical Nursing program to take the following course: BIO 111 – Anatomy & Physiology Fundamentals.

For those students planning to progress to LPN to RN Articulation, in place of BIO 111 you may consider taking both of the BIO courses required for the Associate Degree Nursing program: BIO 211-Anatomy & Physiology I and BIO 212-Anatomy & Physiology II.

- 10. Completed and signed Program Application Checklist on file in the College of Nursing & Health Professions Office. (Must be completed and turned in by application deadline date of March 1.)

Meeting all eligibility criteria for selection does not guarantee admission to the Associate Degree Nursing Program. Admission is competitive and enrollment is limited. Final selection based on applicant pool and ranking point system. Applicants selected are notified approximately two weeks after the application deadline date.

Career and Technical programs/courses are offered without regard to race, color, national origin, sex, sexual orientation, age, disability or status in any group protected by applicable federal, state or local law. Title IX Coordinator Rick Eddy, 309.341.5234; ADA/Section 504 Coordinators: Rodney Blue, 309.341.5250; Jacob Runge, 309.341.5262.

Applicant: _____ Date: _____ Advisor: _____ Date: _____