

## Summer / Fall\* 2019 Practical Nursing Certificate (PNC) Admission Requirements

*The information in this document is not designed to be a contractual agreement with an applicant. The program reserves the right to change without notice such things as program admission or completion requirements, costs and curriculum as needed and in accordance with Harper College policy.*

### Important Dates

Summer 2019 PNC Application Dates.....**October 1, 2018 – March 15, 2019**  
Fall Evening / Weekend 2019 PNC Application Dates.....**March 15, 2019 – June 1, 2019**

**\*NOTE:** The Fall 2019 PNC Program is an evening and weekend program ONLY. Once you start either the summer or the fall evening/weekend program, you must complete that cohort. You cannot move between programs.

### Attend an Information Meeting (Optional)

- Learn more about the nursing career and the Harper College PNC curriculum, admission standards and program participation requirements
- Check the Harper web site at [www.harpercollege.edu](http://www.harpercollege.edu) for the “in-person” meeting schedule, and reserve your seat online.

### Submit College Application and Fee

- If you have not previously applied to the College, this is your first step.
- This application and fee can be submitted online or in person.

### Submit the (PNC) Program Application with a Valid National League for Nursing (NLN) Pre-Admission RN Exam Score Report

- Submit your PNC Application to the Health Careers Division Office, Avanté Center, Room X250, within the time frame indicated above. Your **Harper College Application** must already be on file, and you must attach a valid copy of your **NLN Pre Admission RN Exam** results showing that all minimums have been satisfied in order for Admissions Processing to accept your PNC application.
- You can apply to either the Practical Nursing Certificate program **OR** the Nursing (RN) Degree program, but not both.

**Valid NLN Pre-Admission RN Exam Report** – You must satisfy **each** of the minimum percentile scores:

<i>Minimum Score</i>	<i>NLN Score Report</i>
<b>Composite:</b> 60 <sup>th</sup> percentile or higher	Once scores are posted, you will want to check the section entitled <b>RN Program Applicants</b> to find your results.  The Composite, Verbal, Math and Science percentile scores are listed under the <b>RN Percentile Rank</b> .
<b>Verbal:</b> 40 <sup>th</sup> percentile or higher	
<b>Science:</b> 40 <sup>th</sup> percentile or higher	
<b>Math:</b> 40 <sup>th</sup> percentile or higher	

- **You can access information on NLN Pre-Admission RN Exam registration and payment steps from the Testing Center web site.** Go to [harpercollege.edu](http://harpercollege.edu); click on **Academics**; scroll down to **Testing and Assessment Center**; then click on **Limited Enrollment (NLN Entrance Exam)**.
- Scores from an NLN Pre-Admission RN Test are valid for three years. (Refer to the chart later in this document for detailed information regarding expiration dates.)
- For details on how to interpret your NLN score report, please refer to the program web site. Contact the Health Careers Division Office at 847.925.6533 if you have concerns regarding your test results.
- Resources for test preparation include the Review Guide for NLN-RN Pre-Entrance Exam, Third Edition available at the Harper Store, online and through retail bookstores; a course offered through Harper's Continuing Education division titled: NLN Pre-Entrance Exam Preparation; and McGraw-Hill's NLN PAX-RN Prep app. Other test preparation tools that have been suggested include Magoosh.com, Learning Express Library and study guides for the ACT or SAT.
- **NLN Scores must be from testing completed after January 1, 2016.**  
(Test dates that are close to an application deadline do tend to fill quickly, so please plan accordingly.)

## Submit Additional Documentation

**Note:** Official documents are those sent directly from the institution to Harper College.

**Official High School Transcript OR GED Results** – The final high school transcript must have the graduation date posted; the GED report must show passing scores.

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) [www.ece.org](http://www.ece.org) or World Education Services (WES) [www.wes.org](http://www.wes.org) stating **U.S. Equivalence: High school diploma**.  
**Note:** If chemistry completed in a foreign high school is being used to satisfy the chemistry admission requirement, a course-by-course evaluation will be necessary. WES does not provide course-by-course high school evaluations; ECE does.
- This high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

**Official College Transcripts** – You will need to submit transcripts from other colleges attended if the documents show completion of courses you think may fulfill course admission requirements or support course work applicable to the Harper College Nursing Program.

- Foreign college transcripts must first be evaluated by World Education Services ([wes.org](http://wes.org)) or Educational Credential Evaluators, INC ([ece.org](http://ece.org)). A copy of the completed course-by-course WES or ECE evaluation must be submitted to the Harper College One Stop Center, Building A, Room A250.

- To learn if/how credits from other colleges will transfer to Harper, applicants must complete the evaluation request form available online at harpercollege.edu (Harper does not charge for this service.)

**Re-entry Permission** – If you were previously enrolled in either of Harper’s nursing programs (Practical Nursing Certificate or RN associate degree), departmental permission is required for re-entry. Without this department approval, your file is incomplete.

## **Prerequisites**

### **Illinois CNA Registry**

- You must provide proof of your having passed the Illinois State CNA registry exam and have **current registry** status (within the **past 2 years**) and/or actively employed under the Employment Verification section on the registry. Go to <http://www.idph.state.il.us/nar/home.htm> to print a copy of your registry from the Illinois Department of Public Health web site.
- If you are currently enrolled in a CNA course, you must have the above completed as stated before the program begins.
- If you are not current according to the above criteria in the first bullet, please contact Elizabeth Pagenkopf, CNA Coordinator, at: [epagenko@harpercollege.edu](mailto:epagenko@harpercollege.edu).

### **Harper Grade Point Average**

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

**English Placement** - can be satisfied by one of the following. (Test scores must be valid as of Fall 2019 for placement into ENG 101 without a reading co-requisite.)

- Completion of ENG 100 (or higher level English course) at Harper with a grade of C or better; **or**
- ACT English sub score of 19 or higher **AND** ACT Reading sub score of 20 or higher; **or**
- SAT Evidence-based Reading & Writing sub score of 510 or higher (from testing completed after March 2016); **or**
- Harper’s English Essay placement exam with a score of 4 or higher; **or**
- Harper’s COMPASS Writing (no longer administered) **AND** Harper’s COMPASS Reading placement exams; **or**
- Completion of the appropriate ESL courses that satisfy placement into ENG 101; **or**
- Completion of a college level English composition course (ENG 101 at Harper) with a grade of C or better.
- There is no expiration date on the English course requirement (Limited Enrollment)

**Chemistry Course** - At least two semesters of high school chemistry each with grades of C or better or at least one semester of college chemistry with a grade of C or better.

- Once college course work has been completed in chemistry, only college course work will be used to determine if the chemistry admission requirement has been fulfilled.
- The course must have a chemistry prefix or a chemistry course title in order to be considered; courses if chemistry completed in a foreign high school is being used to satisfy the chemistry admission requirement, a course-by-course evaluation is necessary. World Education Services (wes.org) does not provide course-by-course high school evaluations; Educational Credential Evaluators, INC (ece.org) does.
- There is no expiration date on the chemistry course requirement.

**Biology Course** - At least two semesters of high school biology each with grades of C or better or at least one semester of college biology with a grade of C or better.

- Once college course work has been completed in biology, only college course work will be used to determine if the biology admission requirement has been fulfilled.
- The course must have a biology prefix or a biology course title in order to be considered; courses with titles such as “Science” or “Science and Technology” would not satisfy this requirement. Also, the course must have biology content as its focus in order to satisfy this biology admission requirement.
- If biology completed in a foreign high school is being used to satisfy the biology admission requirement, a course-by-course evaluation is necessary. World Education Services (wes.org) does not provide course-by-course high school evaluations; Educational Credential Evaluators, INC (ece.org) does.
- There is no expiration date on the biology course requirement.

**Math Assessment** – Demonstrate competency in Harper’s Intermediate Algebra or higher level math with one of the testing or course options listed below; there is no time limit for any of the following for admission: **Note: Testing rules apply for math course registration**

Testing Options	Course Options
<ul style="list-style-type: none"> <li>ALEKS Math Placement Test Score of 46 or higher</li> <li>COMPASS Algebra Placement Test Score of 53 or higher</li> <li>SAT Math Score of 530 or higher (from testing completed after March 2016)</li> <li>ACT Math Score of 22 or higher</li> <li>Passing Score on the MTH 080 Final Exam (applicable to those who tested while attending one of Harper’s partner high schools)</li> </ul>	<ul style="list-style-type: none"> <li>Harper’s MTH 082 with a C or better (or equivalent transfer course)</li> <li>Credit earned for Harper’s MTH 080, MTH 101 or MTH 103-299 or MGT 225 (or equivalent transfer course)</li> <li>Aligned High School Math 080 with a C or better</li> </ul>

### Admission Decisions

- Ranking scores will be calculated based on a point system with a maximum of 50 points. You can calculate your ranking score based on the following chart. **(No points will be added to an admission score for coursework completed after the priority deadline.)**

Factor	0 points	5 points	10 points	15 points	20 points
NLN Composite Percentile	60 – 69		70 – 79	80 – 89	90 – 99
NLN Verbal Percentile	40 – 49		50 – 69	70 – 89	90 – 99
BIO 160*		C	A or B		

\*BIO 160 is not required for admission; however, the PNC applicant who has completed this course with a C or better within the five-year time limit and before admission decisions are made will earn additional points as indicated above.

**\*If you have taken and/or withdrew from BIO 160 and/or BIO 161 more than two (2) times before earning a C or better within the 5-year time limit, points will not be given toward the admission score.**

- All files will be reviewed by the Admissions Selection Committee as soon as possible following the program deadline.
- A “final” minimum admission score will be determined, and those applicants whose ranking scores are at or above that minimum will be considered.

- Admission cannot be guaranteed, and will depend upon ranking score, residency and number of seats available.
  - If there are more applicants who meet the minimum score than space available, the following will factor into the admission decision process:
    - Permanent residents and residents of community college districts which do not offer a Practical Nursing Certificate program **and** whose college districts are members of the CAREER consortium, who have satisfied the minimum admission score and applied by the application deadline will receive priority consideration in the Standard Admission process.
    - Residency is determined by the Registrar's Office; the address on record with the College will be used by the admission selection committee when they determine admission decisions. Working in district does not constitute residency for limited enrollment selection purposes.
  - Provided a program is open past the published deadline, any qualified applicant who submits an application after that date will be considered after all qualified applicants who applied by deadline. Applications will continue to be accepted until the program is closed. Check the web site for information on the application status.
  - Depending on the number of qualified applicants eligible for admission when admission decisions are made, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement (except for the NLN percentile minimums, which must be satisfied in order to submit a program application). **When/if contingency offers are extended, the contingent requirement(s) must be satisfied within the semester in which the deadline falls.**
- It is not possible to predict the lowest ranking score an applicant will need in order to be accepted through the Standard Admission process. However, NLN scores in the 80's and 90's and A's and B's in biology course work make applicants more competitive in the selection process. Although satisfaction of minimum admission requirements will result in an admission decision, it does not guarantee acceptance.

### **Important Admission Notes**

- It is the applicant's responsibility to insure all requirements are met and all documentation is on file.
- All correspondence regarding your limited enrollment application will be sent to the email address you have provided on your application. It is your responsibility to see that your Personal Profile information is current. You can check your information on the Student Portal on the My Harper tab under Personal Profile. To update your email address (and/or mailing address and phone number), you will need to contact the OneStop Center, Building A, Room A250. Residency is determined by the mailing address on record with the College as of the program deadline date and will be used by the admission selection committee when admission decisions are made.
- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Once the transcripts you have listed on your program application have been received, it can take another one to three weeks before you will receive your written evaluation of transfer credit in the mail. If there are courses which require departmental contact, your evaluation will require more time. Please plan accordingly.
- Applicants not accepted into the program who wish to be considered for a future term **must reapply**.
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to [harpercollege.edu](http://harpercollege.edu) and log into your **My Harper Student Portal**; limited enrollment information can be found under the **Registration and Records** section.

- Qualified applicants not selected will be placed on a temporary wait list and identified as alternates. Alternate lists do not carry over from one application cycle to the next; therefore, alternates who are not admitted to a program will need to submit a new program application for a future program start.
- Applicants can submit an application for one limited enrollment program; if identified as an alternate for a program, or if denied admission to a program, the applicant has the option of submitting an application for another open program. However, once an applicant accepts an offer of admission to a program, he/she relinquishes his/her alternate status for any other program.
- A higher tuition rate—200 % of the standard tuition—is assessed for the career-specific courses in this program. The out-of-district rate for all NUR-prefixed courses is more than twice as much as the doubled in-district rate. It is very important that you make financial aid preparations well in advance of any deadlines so that you know exactly what resources are available to you.

## HARPER COLLEGE RESOURCES

Office	Location	Phone Number
<b>One Stop Center</b> (financial aid and registration, transcripts, etc.)	Building A, Room A250	847.925.6710
<b>Admissions Outreach</b> (Have not applied to Harper)	Building C, Room C103	847.925.6700
<b>Academic Advising and Counseling Services</b>	New Students: (applied but never enrolled) Building C, Room C104	847.925.6208
	Previous or currently enrolled Harper students: Building I, Room I117	847.925.6393
<b>Access and Disability Services</b>	Building I, Room I103	847.925.6266
<b>Assessment and Testing</b>	Building A, Room A148	847.925.6541
<b>Harper Bookstore</b>	Building L, Room L260	847.925.6275
<b>Limited Enrollment Programs Health Careers Division Office</b>	Building X, Room X250	847.925.6533

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement: <http://www.harpercollege.edu/catalog/about/comply.htm>.

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