Thank you for your interest in Hillsborough Community College Health Science Nursing Program. Because acceptance to the Nursing Program is selective, a complete application packet must be submitted in order to be considered for admission. Please note that for all health science programs, all required prerequisite courses must be completed prior to the application deadline.

For up to date information about these programs, please consult the college catalog available in our website at [http://hccfl.edu/departments/health-science/nursing.aspx](http://hccfl.edu/departments/health-science/nursing.aspx). Advisors are also available at any of our campuses to answer questions.

**Admission Packets must include the following:**
(please use this as your check list)

- **College Application:** An HCC application for admission must be submitted. Current HCC students do not need to submit a new application. Students who have not attended HCC within the last academic year as well as recent graduates must complete a new application. To apply go to [http://www.hccfl.edu/ssem/admissions/apply-online.aspx](http://www.hccfl.edu/ssem/admissions/apply-online.aspx)

- **Nursing Application:** In addition to an HCC Application, applicants must complete a Nursing Application and include a non refundable $53 check payable to Hillsborough Community College (no starter checks accepted) or money order fee, in order to be considered for admission. If paying by credit card at the bursar’s office, include receipt of payment from the bursar’s office with the nursing application.

- **Background Consent Form:** All applicants are required to complete the enclosed Informed Consent, Criminal History form. If selected into the Nursing program, you will be required to complete a background check at your expense.

- **Transcripts:** Applicants are responsible for verifying that final official high school transcripts or GED scores have been received by the Admissions, Registration and Records office prior to the established program deadline date. Applicants who have attended other colleges, universities, vocational or technical schools **must** submit official transcripts from these institutions in a sealed envelope. This includes education received while in the military. These transcripts must accompany the nursing program application. Test scores for AP or CLEP exams must come from the official testing source (i.e. College Board…) Incomplete applications will not be considered in the applicant pool. In the event you are unable to secure transcripts due to reasons beyond your control (i.e. institution is no longer in existence) you must provide official documentation of your attempts to secure those transcripts prior to the established deadlines. Students must submit transcripts from all institutions attended. HCC will NOT waive the requirement if the student’s prior institution will not release the transcripts due to financial obligations.

- **Deadlines:** All necessary documents must be received with the application by the Health Sciences Admissions office by the published application deadline in order to be considered. The deadlines for submitting an application for the nursing program are:
Fall – January 15\textsuperscript{th}
Spring – June 1\textsuperscript{st}
Summer – January 15\textsuperscript{th} (transition program only)

Applications with missing documents will be considered incomplete and will not be included in the applicant pool. You may email healthsciences@hccfl.edu for further assistance.

**All documents must be submitted to the following address:**
Hillsborough Community College
Health Science Admissions Office
PO Box 30030
Tampa, FL 33630-3030

You may also drop off your documents in person by using the Health Science drop box located outside the Admissions Office at the Dale Mabry Campus (DSTU 119). **Do not mail your application to any other address.**

To monitor the progress of your application, please log on to your HCC WebAdvisor account. Keep checking your Hawkmail account for any correspondence regarding your application. Please note that while we are reviewing your application, documents will show a “not received” status next to them. This information is updated daily so continue to monitor. **All required documentation must be received by the application deadline in order for the application to be considered eligible for consideration.**

Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

**Dr. Joan B. Holmes**  
Special Assistant to the President for Equity and Special Programs  
District Administrative Offices  
39 Columbia Dr., Room 718  
Tampa, FL 33606  
(813) 253-7043  
Email:jholmes16@hccfl.edu
APPLICATION FOR ADMISSION
NURSING PROGRAM

Please answer all questions. Print in ink or use a typewriter. Submit this completed application to the following address:

Hillsborough Community College
Health Science Admissions Office
P.O. Box 30030
Tampa, Florida 33630-3030

Application Term:
- □ Fall ______ Year
- □ Spring ______ Year
- □ Summer ______ Year

I. PERSONAL INFORMATION

NAME_________________________________________ Student ID NUMBER________
(Last Name) (First Name) (Ml)

PREVIOUS NAME (if any)________________________________________________________

ADDRESS______________________________________________________________
(Number and Street) Apt#
(City)_______________ (State)_______________ (Zip Code)_______________

PHONE(S) (Local)________________________ E-Mail:________________________

II. PREVIOUS EDUCATION: List ALL Institutions and dates of attendance.

Applicants are responsible for verifying that final official high school transcripts or GED scores have been received by the Admissions, Registration and Records Office prior to the established program deadline date. Applicants who have attended other colleges, universities, vocational or technical schools must submit official transcripts from these institutions in a sealed envelope. This includes education received while in the military.

HIGH SCHOOL OR GED
(Official transcripts must be included with this application. It is the student’s responsibility to ensure that official transcripts have been received regardless of previous attendance at HCC. Test scores for AP or CLEP exams must come from the official testing source (i.e. College Board…) )

<table>
<thead>
<tr>
<th>High School</th>
<th>City</th>
<th>State</th>
<th>Date Graduated</th>
</tr>
</thead>
</table>
COLLEGE/UNIVERSITY
(Official transcripts for all institutions attended must be included with this application. It is the student’s responsibility to ensure that official transcripts have been received regardless of previous attendance at HCC. Students must submit transcripts from all institutions attended. HCC will NOT waive the requirement if the student’s prior institution will not release the transcripts due to financial obligations.)

<table>
<thead>
<tr>
<th>Name of College/University</th>
<th>State</th>
<th>Attendance Date From (Mo/Yr to Mo/YR)</th>
<th>Degree(s) or of Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. PREVIOUS OR CURRENT LICENSES/CERTIFICATIONS

List previous or current licenses or certifications in an allied health profession below. Include dates and registry certification numbers. Please attach a copy of all your current licenses/certifications.

________________________________________________________________________
________________________________________________________________________

V. SECTION OF PROGRAM FOR APPLICATION

Please identify the Nursing Option you are applying for admission by checking the appropriate space below.

_____ A. Basic RN Program:

Please rank your campus and times based on your preference starting with 1 (1 being your preferred choice)

_____ Dale Mabry Mornings\(^1\)
_____ Dale Mabry Afternoons\(^2\)
_____ Plant City Day\(^3\)
_____ Night/Weekend \(^4\)
_____ SouthShore \(^5\)

\(^1\) Morning cohort usually meets 9am-12noon
\(^2\) Afternoon cohort usually meets 1pm-4pm
\(^3\) Meeting times can be either morning or afternoon
\(^4\) Dale Mabry Spring entry option or Plant City Fall entry option only; evening cohort usually meets 5pm-8pm; clinicals on Saturdays
\(^5\) SouthShore cohort usually meets 2pm-5pm

_____ B. Transition Option: LPN to ADN – (Summer Entry) – Dale Mabry Campus only

NOTE: The following must be submitted with this application.

1. Provide a copy of a valid Florida LPN license.
2. Applicants seeking experiential credit must provide proof of 6 months full-time employment during the last three years as a licensed practical nurse.

3. Applicants seeking articulated credit and waiver from work experience listed above must have graduated from a Practical Nurse Program in Florida, having completed the Practical Nurse Program within five (5) years of starting the Registered Nurse Program, and provide an official transcript from the Florida Practical Nurse Program at the time of application.

VI. PHYSICAL HEALTH

Final admission into a Health Sciences Program will be contingent upon evidence of satisfactory physical health as certified by a licensed physician. Information on required forms will be provided during orientation.

VII. BACKGROUND INVESTIGATION
Upon acceptance into a Health Sciences program, you will be required to complete a background check. Information on how to complete this background check will be sent to the student in the acceptance letter. The cost for this background check is approximately $50.00. The applicant is solely responsible for the cost of this background check.

Please be advised that certain certifying agencies for health science professions require that an individual disclose prior arrest/conviction records. Some agencies will not permit individuals with prior arrest/conviction records to become certified. Should you have a prior arrest/conviction record, you may wish to contact the certifying agency for your program of choice to clarify whether your record will affect your certification eligibility.

Incomplete applications will not be considered. Students will have to reapply for the next enrollment period. We would strongly encourage you to submit your application at least 30 days in advance of the deadline. We will attempt to screen applications for deficiencies although screening is not the college’s responsibility.

Acknowledgement
I certify that all statements given in this application are true and accurate to the best of my knowledge. I understand and agree that the responsibility of submissions, verification of receipt and documentation of submissions of all forms, applications, fees, transcripts, evaluations and certifications by the designated deadlines is mine. I agree to abide by the rules and regulations of Hillsborough Community College as published in the Student’s Code of Conduct.

I understand that the decision to allow entrance into an HCC program is in no way a guarantee of future employment and/or licensure. Should I have any questions concerning ability to be licensed I understand it is my responsibility to contact the licensing board.

__________________________________________  _______________________
Signature of Applicant                              Date
Hillsborough Community College is an equal access/equal opportunity employer that makes employment and education-related decisions without regard to race, color, gender, religion, national origin, age, disability, sexual orientation, marital status or any other bias that is or may be prohibited by laws.

Employees and students who believe they have been a victim of discrimination or sexual harassment should contact:

Dr. Joan B. Holmes  
Special Assistant to the President for Equity and Special Programs  
District Administrative Offices  
39 Columbia Dr., Room 718  
Tampa, FL 33606  
(813) 253-7043  
Email:jholmes16@hccfl.edu
INFORMED CONSENT
Criminal History
(Return with completed application)

For acceptance into a health science program and continuing through enrollment, a student must not have been found guilty, regardless of adjudication, of an offense that would disqualify the student from employment in health care or a health care setting. Persons with unresolved offenses or on probation may be ineligible to be placed in a clinical environment. Students must meet all placement standards in order to participate in Health Science programs due to requirements mandated by affiliation agreements with clinical sites.

The office of Health Science Admissions will coordinate the criminal background checks. Exemptions from disqualifications can be granted. You should make a request for an appeal to the Health Science offices. Not all offenses are disqualifying. If your background check lists a potentially disqualifying offense, the Dean’s office will contact you for additional documentation and/or for a more in-depth review. Your Health Science Licensure Board where applicable may or may not allow a graduate from a Health Science program who has any arrest and/or conviction to sit for licensure.

I understand that in order to be eligible as an applicant/student to any health science program or to continue as a student in a health science program at Hillsborough Community College, I cannot have a criminal history with a conviction of one or more crimes as outlined below in Section 435.03, Florida Statutes (see Attachment A).

I understand that as an applicant/student, I will be responsible for notifying the office of the Health Science Admissions Dale Mabry Campus of any arrests, regardless of adjudication that occur after the application deadline. The Chair of the Admissions and Appeals committee will communicate to me whether or not I will remain eligible to enter the program and will notify the program manager if I am no longer eligible to enter the program.

I understand that if I am accepted and/or enrolled into any health science program at Hillsborough Community College and arrested of any crimes listed in the attached itemized standards, I must meet with my program manager within five (5) working days.

I understand that my failure to notify the appropriate individuals shall be grounds for denial of admission to or permanent dismissal from a health science program. FDLE checks may be generated on any student at any time when they are enrolled in any health science program at no expense to the student.

__________________________________________  ___________________________________________
Student’s Signature  Date

__________________________________________  ___________________________________________
Print Name  Student ID #

HCC reserves the right to make changes in the Admission criteria and program information as circumstances require.

Attachment A is a part of this Agreement.

Original signature copy will be retained in the student’s program file.
Section 435.03, Florida Statutes, states in part as follows:

(1) All employees required by law to be screened shall be required to undergo background screening as a condition of employment and continued employment. For the purposes of this subsection, level 1 screenings shall include, but not be limited to, employment history checks and statewide criminal correspondence checks through the Florida Department of Law Enforcement, and may include local criminal records checks through local law enforcement agencies.

(2) Any person for whom employment screening is required by statute must not have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction:

(a) Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.

(b) Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.

(c) Section 415.111, relating to abuse, neglect, or exploitation of a vulnerable adult.

(d) Section 782.04, relating to murder.

(e) Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.

(f) Section 782.071, relating to vehicular homicide.

(g) Section 782.09, relating to killing of an unborn quick child by injury to the mother.

(h) Section 784.011, relating to assault, if the victim of the offense was a minor.

(i) Section 784.021, relating to aggravated assault.

(j) Section 784.03, relating to battery, if the victim of the offense was a minor.

(k) Section 784.045, relating to aggravated battery.

(l) Section 787.01, relating to kidnapping.

(m) Section 787.02, relating to false imprisonment.

(n) Section 794.011, relating to sexual battery.

(o) Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.

(p) Chapter 796, relating to prostitution.

(q) Section 798.02, relating to lewd and lascivious behavior.

(r) Chapter 800, relating to lewdness and indecent exposure.

(s) Section 806.01, relating to arson.
(t) Chapter 812, relating to theft, robbery, and related crimes, if the offense was a felony.

(u) Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.

(v) Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.

(w) Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.

(x) Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony. (y)

Section 826.04, relating to incest.

(z) Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

(aa) Section 827.04, relating to contributing to the delinquency or dependency of a child.

(bb) Former s. 827.05, relating to negligent treatment of children.

(cc) Section 827.071, relating to sexual performance by a child.

(dd) Chapter 847, relating to obscene literature.

(ee) Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

(ff) Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.