



Hillsborough Community College
Dale Mabry Campus
Health Sciences Admissions

ADMISSION CYCLES - DEADLINES	
Nursing Basic (ASN) January start/Spring – August 15 August start/Fall - May 15	Nursing Transition (LPN) Maystart/Summer - January 15

NURSING PROGRAM APPLICATION CHECKLIST

Clear Form

Thank you for your interest in HCC's limited access Health Sciences Programs. A completed Nursing Program application packet must be submitted to be considered for admission. Use the checklist below to verify and ensure that you have completed **ALL** the Nursing Program admission requirements before submitting your application packet to Health Sciences Admissions.

#	ADMISSION REQUIREMENTS	Initials
1	HCC online general admission application: New students, Former HCC students (Students who have not attended HCC within the last academic year –three terms or more-- as well as recent graduates, must complete a new college admission application. Highly recommended to do HCC Orientation . o <i>International students – Access www.hccfl.edu. Search [Homepage search bar: <i>International students</i>]. Additional admission requirements will be needed.</i>	
2	Nursing Program application. If applying to more than one Health Sciences Program, the student must complete an application for each program.	
3	\$53 Health Sciences application fee: (Non-refundable fee) o Online payment: [HCC Homepage search box: <i>Pay for college</i>] or access https://www.hccfl.edu/paying-for-college.aspx . No convenience fee applies. o Money order payment: Payable to Hillsborough Community College (HCC). Include payment with the application. o No check payments accepted. Only cash or credit/debit card payments can be made at the Bursar Office. o \$10 application fee for second, or additional, application form for the same start term.	
4	Official high school transcript or GED scores. o Applicants with an awarded college degree (associate, bachelors or masters, etc.) are not required to submit an official high school transcript. o An official transcript showing degree must be received before or by the program deadline date to waive high school transcript requirement.	
5	Official transcripts for ALL post-secondary education attended. HCC transcript is not required. You can check through your WebAdvisor, or the Admissions Office if your transcripts have been received. Request them with plenty of time to ensure they are received before or by the program deadline. o US college, university, technical institute o Dual Enrollment – College courses completed at a college or university while in high school. College/University transcript is required. o Foreign transcripts - High school and post-secondary out of country transcripts will require evaluation and translation by an approved service. Access www.naces.org to find an evaluation/translation service. Submit your transcripts: Request they are mailed to Hillsborough Community College Attn: Transcripts 1602 N 15 th Street Tampa, FL 33605, or to HCC Health Sciences Admissions Office PO Box 30030 Tampa, FL 33630-3030. Also, official, sealed transcripts can be hand-delivered to any HCC campus Admissions Office. Now, transcripts can be submitted electronically. Electronic transcripts must be received directly from the institution or an electronic transcript exchange service to be considered official. If your institution requires an email address to send transcripts, you may use transcripts@hccfl.edu .	
6	AP, IB, CLEP, or ACE: Scores showing successful completion of the prerequisite course must be received before or by the program deadline. o Scores/grades listed on transcripts from other academic institutions are not considered official. o Request the scores with plenty of time to be received by the deadline date. The College Board takes about 14 business days or more to process AP and CLEP scores requests. It might be the same for IB scores.	
7	Completion of ALL Nursing prerequisite coursework before or by the program deadline. ENC 1101 – English Composition SYG 2000 – Intro to Sociology (no higher courses accepted) BSC 2085/L – Anatomy and Human Physiology I and Lab MAC 1105 – College Algebra or higher math (Statistics courses are not accepted) MCB 2000/L – Microbiology and Human Disease and Lab BSC 2086/L – Anatomy and Human Physiology II and Lab	
8	ATI TEAS test scores: Students are allowed three (3) attempts per the calendar year (January through December) to achieve a passing score of 60 or higher . Students must have at least 30 days between attempts. TEAS exam completed before the 30-day interval will not be accepted for admission. Passing the TEAS test will not guarantee placement, but not passing assures that the student will not be considered for admission. Register for the test at ATI Testing .	
9	Copy of current LPN License/certification card. (Applies to Nursing Transition)	
10	Verification of employment letter: If you completed your LPN Program more than five years ago, you must include a verification of employment letter on official employer letterhead as proof of 6 consecutive months of full-time employment as an LPN during the last three years. (Applies to Nursing Transition)	
11	Minimum prerequisite GPA of 2.8 to apply and be considered for admission.	

IMPORTANT (Keep a copy of the checklist for your records.)

Deadline: Complete application packets will be accepted **no later than 7:00 p.m. on the deadline date**. Applications with **missing** documents or documents received **after** the program deadline will be late and will not be considered for admission. There will be no extension of the deadline.

Submit application packet: Drop-off in Health Sciences Admissions Office Drop-Box, Dale Mabry Campus, Student Services Building, DSTU 119, or by US Mail at Hillsborough Community College Attention Health Sciences Admissions PO Box 30030, Tampa, FL 33630-3030.

Application packet confirmation receipt: If you desire confirmation receipt of your application and documents, please provide us with a stamped, self-addressed postcard or envelope. **NO other confirmation will be sent or provided.**

Communication: All communication will be via the applicant's **HCC Hawkmial**, not Canvas, nor personal email. We recommend students regularly monitor their **HCC Hawkmial** after they submit their application and documents for admission to the Nursing Program. The admission status notification email will include time-sensitive information; if responses are not received by the deadline given, students will jeopardize the opportunity of admission to the program.

Selection criteria: Admission to Nursing Program is based on a complete application packet submitted by the program deadline date and the calculated prerequisite GPA. Cumulative/Overall GPA is used as a tie-breaker. Qualified students will be ranked and selected in order of highest to lowest prerequisite GPA. Meeting the minimum admission requirements does not guarantee admission into the Nursing Program. Applications missing a requirement or a requirement received after the deadline, will cause the application to be incomplete for admission.

SIGNATURE

I acknowledge that I have read the information above and that I am submitting all the items listed under the Admission Requirements section.

_____ SIGNATURE

_____ PRINT NAME

_____ STUDENT ID

_____ DATE



Hillsborough Community College
 Dale Mabry Campus
 Health Sciences Admissions Office

Application fee: Let us know how you completed your payment. No payment receipt required.

Online HCC website
 Paid at Bursar
 Money order with application

NURSING PROGRAM APPLICATION FOR ADMISSION

Fill out this application, and be sure that you have completed all the requirements before submitting your application packet. You can drop off your application packet in the Health Sciences Admissions Drop-Box, or mail it to Hillsborough Community College, Attention Health Sciences Admissions PO Box 30030 Tampa, FL 33630-3030.

PROGRAM ENTRY: When a deadline date falls on a weekend or a holiday, automatically, it is moved to the next business day. Please select the application cycle you want to be considered for admission to the Nursing Program by checking the appropriate box below. Check only one program. If you wish to apply to more than one program, you **MUST** complete a separate application and pay an additional

Nursing Basic: <input type="checkbox"/> Spring term (January start) – August 15 th deadline	<input type="checkbox"/> Fall term (August start) – May 15 th deadline
Nursing Transition: <input type="checkbox"/>	<input type="checkbox"/> Summer term – (May start) – January 15 th deadline

GENERAL INFORMATION: Personal information provided below will be used for admission — not your personal information listed in HCC records.

Last name	First Name	Middle Name	Student ID #
Previous name (If any)	Date of birth: (mm/yyyy)	HAWKMAIL:	
Mailing Address:			
Cell phone:	Home phone:	Other:	

**Applicants must be 18 years old and high school graduates by the first day of classes of the Nursing Program.*

TRANSCRIPTS: List high school or GED, and ALL post-secondary institutions attended, including HCC and out of country institution(s).

Name of College/University	City, State	Attendance Date	Degree(s) awarded

As an applicant, you are responsible for ensuring that official high school transcript, or GED scores and official transcripts from all post-secondary (college, university, vocational, technical, military), are submitted to HCC or Health Sciences Admissions before or by the program deadline. If you completed college courses while in high school (dual enrollment), an official college transcript is required. An HCC transcript is not required, but you must mention it above. If HCC has already received your transcripts, you do not need to resend them but ensure that your HCC records have your transcripts up-to-date.

AP/IB/CLEP SCORES: AP, IB, or CLEP scores must be received from the official testing source (i.e., College Board, International Baccalaureate). Scores or grades listed in transcripts are not official and will not be considered for admission. Remember, request scores with plenty of time for HCC to receive them before or by the program deadline date.

List course(s) completed: _____, _____, _____, _____, _____, _____

TEAS TEST SCORES: List your TEAS test attempts. If you took the TEAS test outside HCC, you must include a copy of your test(s) scores with your application packet. Any test taken 30 days before a previous attempt will not be considered for admission. There are no exceptions. TEAS test scores do not have an expiration date.

Facility/Institution	Date	Score	Attempt

ADDITIONAL HEALTH SCIENCES APPLICATIONS

Is this the only limited access Health Sciences Program you are applying this term? Yes, _____ Program No

If no, then please list all other programs for which you will or have applied: _____, _____, _____, _____, _____



NURSING PROGRAM APPLICATION FOR ADMISSION

PROGRAM SELECTION: Please identify the Nursing Program you are applying by checking the appropriate space.

Nursing Basic (ADN): Rank from 1 to 4 your cohort preferences. You must select at least three (3) cohorts. Student cohort preferences are reviewed during for assignment, but there is no guarantee these options will be given. Campus assignments are final and for the duration of the entire Nursing Program.

- | | |
|--|--|
| <input type="checkbox"/> Cohort 1 at the Dale Mabry Campus morning | <input type="checkbox"/> Cohort 4 at the Plant City Campus |
| <input type="checkbox"/> Cohort 2 at the Dale Mabry Campus afternoon | <input type="checkbox"/> Cohort 5 at the SouthShore Campus |
| <input type="checkbox"/> Cohort 3 at the Dale Mabry Campus evening/weekend | |

Nursing Transition (LPN to ADN): Program is for licensed practical nurses, offered at the Dale Mabry Campus to start in the summer term.

NURSING PROGRAM ORIENTATION

Students will be notified of the scheduled date of the Program Orientation in the admission status notification email. The approximate dates for the orientation are:

- Nursing Basic: Fall term – scheduled in mid-July (second to the third week)
 Spring term – scheduled in last week of October or first week of November
- Nursing Transition: Summer term – scheduled in late March or early April

Applicants should not make plans that might interfere with their attendance to the Programs Orientation. Attendance is MANDATORY. No exceptions are made. Failure to attend the orientation will result in the forfeiture of the seat.

HEALTH REQUIREMENTS FOR CLINICAL

Upon acceptance into a limited-access Health Sciences Program, students will be required to complete a physical exam certified by a licensed physician, have up-to-date immunizations, provide proof of health insurance and CPR certification. Further information about the required health documents will be provided in the admission status notification email.

Do not work in completing these requirements until you are informed of your admission status into the program and received more information from Health Sciences Admissions. Do not send a copy of a physical exam or immunizations record with the program application.

A CPR certification (Basic Life Support for Health Care Providers) is required before the first day of classes. Online CPR courses are not accepted. The American Heart Association is the preferred organization for CPR.

BACKGROUND INVESTIGATION AND DRUG TEST SCREENING

Upon acceptance into the Nursing Program, the student will be required to complete a background check/fingerprint. **DO NOT COMPLETE** a background check until a notice of acceptance into the program has been received. The Nursing Program admission status notification email will include the information on how to complete your fingerprints/background check. The cost of the fingerprints/background check is approximately \$50.00. The applicant is solely responsible for the cost of this background check. Background checks are **ONLY** valid for the term you are applying to. Fingerprints/background checks completed outside HCC, or taken for other HCC programs, will not be accepted for admission, clinical sites, or placed for clinical/practicum.

Please be advised that certain certifying agencies for health science professions require that an individual disclose their 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 or licensing eligibility. Some of the charges that affect admission and clinical participation, but not limited to, are felony charges, pending charges, and disqualifying misdemeanors. You may contact Health Sciences Admissions with your questions at healthsciences@hccfl.edu.

HCC requires all new students to a limited access Health Sciences Program, like the Nursing Program, be administered a drug screening. The drug test will be administered **unannounced**. The cost of the drug test is \$38. The drug screening will provide proof that the student is free from the use of any illegal drug and un-prescribed controlled substance. **Medical marijuana is not permitted.** Students taking any prescribed, controlled medication must provide documentation, if requested. A student who fails to complete the required drug screening or the results are positive, will be dismissed from the program. If interested, the student is eligible to re-apply for the next admission date.

COMMUNICATION

- All communication(s) to and from Health Sciences Admissions will be via applicants HCC Hawkmail, not Canvas, nor personal email.
- Always include your name and student ID in your emails.
- We recommend students begin to check regularly their HCC Hawkmail after submission of the application packet. The admission status notification email will include time-sensitive information; if student's responses are not received by the program deadline given, students will jeopardize their admission to the program.
- **After a program deadline, inquiries about the status of an application, documents/transcripts, or admission status will NOT be responded to.**

RECEIPT AND PROGRESS OF APPLICATION

- Application and documents can be sent via US Postal Services, or they can be dropped off in the Health Sciences Admissions Drop-Box at the Dale Mabry Campus, Student Services Building, right next to the Admissions Office, DSTU 119.
- Applications or documents dropped off in the Health Sciences Admissions Drop-Box will be received on the deadline date until 7:00 pm.
- Confirmation receipt - If you desire confirmation receipt of your application and documents, please provide us with a stamped, self-addressed postcard or envelope. No other confirmation will be sent of provided.
- WebAdvisor – You can follow the progress of your documents through your HCC account in WebAdvisor. When your application is being processed by the Health Sciences Admissions team, documents will show in your WebAdvisor. Not all your documents will show as received until they have been reviewed or evaluated by our team. Some forms or requirements will show a "Not Rcvd" or "ASAP" in the status column, and an "**UNDER REVIEW**" message below the document description, which means that your application evaluation is IN PROGRESS. Documents will remain open until they are evaluated.



NURSING PROGRAM APPLICATION FOR ADMISSION

REMINDER:

1. Applications missing requirements or requirements received after the program deadline will not be considered for admission.
2. Meeting the minimum admission requirements does not guarantee admission to a limited access Health Sciences Program.
3. Applicants are encouraged to submit their Nursing Program application, fee, and ALL official transcripts at least 30 days in advance.
4. The Health Sciences Admissions team will attempt to screen applications for deficiencies, although screening is not the college's responsibility. The attempt to screen the applications is not a guarantee.
5. Remember to monitor and always use your HCC Hawkmail for all communication about your application(s).

ACKNOWLEDGMENT

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 submission, verification of receipt, and documentation of submission of all forms, applications, fees, transcripts, evaluations, and certifications by the designated deadline 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 or licensure. Should I have any questions concerning the ability to be licensed, I understand it is my responsibility to contact the licensing board.

Student ID Number

Student Signature

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:

Ms. Cheryl S. Gonzalez
Chief Diversity Office

District Administrative Offices 39 Columbia Dr., Room 716 Tampa, FL 33606 (813) 253-7037 Email: cgonzalez159@hccfl.edu



CRIMINAL HISTORY INFORMED CONSENT

For acceptance into a Health Sciences program at Hillsborough Community College (HCC) and continuing through enrollment and program completion, you must not have been found guilty, regardless of adjudication, of an offense that would disqualify you from employment in health care or a healthcare setting. If you have unresolved offenses or are on probation, you may be ineligible to be placed in a clinical environment. You must meet all placement standards to participate in Health Sciences programs at HCC, which include requirements mandated by affiliation agreements with clinical sites.

You will submit fingerprints and information about yourself, including your Social Security number, for a Level 2 screening (“Consumer Report”). The results of the background screening will be sent to the HCC Health Sciences Admissions Office. Should you require an exemption from disqualification, you can appeal to the HCC Health Sciences Admissions Office. Not all offenses are disqualifying. If your Consumer Report lists a potentially disqualifying offense, the HCC Health Sciences Admissions Office will contact you for additional documentation or a more in-depth review. Your Health Sciences Licensure Board, where applicable, may or may not allow a graduate from a Health Sciences program who has a disqualifying offense, such as an arrest or conviction, to sit for licensure.

I understand that per the Fair Credit Reporting Act and the Federal Trade Commission, the Level 2 background check described in this Disclosure and Release (informed consent form) is considered to be a Consumer Report. To be eligible as an applicant/student to any HCC Health Sciences program or to continue as a student in a Health Sciences program at HCC, I cannot have a criminal history with a conviction of one or more crimes as outlined in Section 435.03, Florida Statutes.

I understand that effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care boards in Florida or the Department of Health will refuse to issue a license, certificate or registration and will refuse to admit a candidate for examination, as outlined in Section 456.0635, Florida Statutes.

I understand that admission into any HCC Health Sciences program on the basis of the Consumer Report is no guarantee I will be eligible for licensure or future employment. I acknowledge it is my responsibility to contact my Health Sciences Licensure Board to determine criteria based on criminal activity included in my Consumer Report.

I understand that this “Informed Consent” form serves as:

1. A clear and conspicuous disclosure by HCC that a Consumer Report, which includes a Level 2 background check, will be completed on me and will be obtained for admissions purposes into any HCC Health Sciences program and that a consumer reporting agency will provide the report to HCC; and
2. An authorization from me for HCC to procure the Consumer Report, and an agreement that I will pay for the Consumer Report.

I understand that information from the Consumer Report for admission purposes into any HCC Health Sciences program will not be used in violation of any applicable federal or state laws or regulations.

I understand that HCC certifies that before taking adverse action in whole or part based on the Consumer Report for admission purposes into any HCC Health Sciences program, it will provide me a:

1. Copy of the Consumer Report; and
2. Copy of my rights, in the format approved by the Federal Trade Commission, which notice shall be supplied to HCC by the consumer reporting agency.

I understand that as an applicant/student, I will be responsible for notifying the HCC Health Sciences Admissions Office at the Dale Mabry Campus within five (5) working days of any arrests and convictions, regardless of adjudication that occur after the application deadline but before the first day of classes. 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 in any Health Sciences program at HCC and arrested, on or after the first day of class, of any crimes, I must notify my program manager within five (5) working days of the arrest or conviction or any criminal charges pending against me that occur while I am in the program.

I understand that my failure to notify the appropriate individuals shall be grounds for denial of admission to or permanent dismissal from an HCC Health Sciences program. Further, HCC may require a Consumer Report to be generated on me at any time while I am enrolled in any HCC Health Sciences program, which will be at no cost to me.

I understand that some clinical affiliates/partners/hospitals/agencies may require that the HCC Health Sciences program share the results of the background check, and I agree that HCC may share my results.

Student Signature: _____

Date: _____

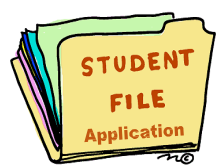
Printed Student Name: _____

Student ID #: _____

HCC reserves the right to make changes in the admission criteria and program information, as circumstances require. Original signature copy will be retained in the student’s file.

DO NOT SEND WITH APPLICATION -- KEEP THIS FOR YOUR RECORDS

What happens to your Health Sciences application*?



x 100's



Receive and process all applications, payments and documents



Organize and create Health Science Admissions application record for each applicant to a program and/or programs.

After deadline date



Evaluation period begins



WHAT DO I DO NOW?

Give us, Health Sciences Admissions team, time to look through all applicants. Every student is different and there are several programs with the same deadline date.

Confirmation receipt – send a stamped, self-address postcard



All evaluations must be completed to arrange in order of prerequisite GPA's.

This information is kept confidential until all applicants have been evaluated and we send admission status notifications.

No information or detail about an application, admission requirement(s) or documents is given after the deadline date.

Check Status

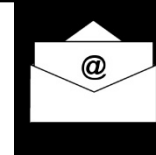
Your WebAdvisor will update you on the documents we have worked on.

Your documents are not showing in your WebAdvisor immediately after you drop off or sent your application packet? **Do not panic.** It means we have not started to process and evaluate your application.

You want confirmation that your packet was received? Send us a stamped, self-address postcard or envelope. Give a few days to receive it back through the US Postal Service.

Your WebAdvisor is showing an ASAP, Not Rcvd message in the status column, and UNDER REVIEW message under your document? It means that we started to process your applications/documents. **They are in progress.**

HAWKMAIL



All students are notified at the same time of their admission status in the Program of their choice. We will email students ONLY to their HCC Hawkmail account, Not Canvas.

REMEMBER: Monitor your Hawkmail. Admission notifications will include time-sensitive information. If you miss it? You will forfeit the opportunity of a seat in the program. There are no exceptions.



--ALL admission requirements must be met by the program deadline. Documents received after the deadline will be late and will not be considered for admission. Application will be incomplete.

--MRI and CT Programs - Minimum cumulative GPA of 2.0 is required to apply and be considered for admission. Meeting minimum requirements does not guarantee admission.

--The MLS Program requires a minimum cumulative GPA of 2.8 in the bachelor's degree to apply and be considered for admission to the program.

--Evaluation period, after the deadline date, or admission cycle:

April 15 deadline: 3 to 5 weeks

June 15 deadline: CT students must monitor email. Admission status notification can be sent before the deadline.

May 15 deadline: 4 to 6 weeks

--Evaluation period is subject to change depending on the undetermined number of applications received by the program deadline.

--Email admission status notification will ONLY be sent to applicants **HCC HAWKMAIL**, not Canvas, nor personal email.

--After the program deadline, inquiries about status of an applications, documents, transcripts, or admission status will NOT be responded.

--Remember to check frequently your Hawkmail until official admission notification is received. If there is a problem with your student HCC account, seek assistance and contact HCC Help Desk.

For questions regarding an admission requirement **BEFORE THE PROGRAM DEADLINE**, you may email the **Health Sciences Admissions team** at healthsciences@hccfl.edu for further assistance, or meet with an academic advisor. No information or details are provided after the deadline date.

Check, and re-check, your ATC Programs application packet before submission to ensure that you have all your documents and requirements completed all the admission requirements and are submitting all documents required to be considered for admission to one or more Health Sciences Programs.