

### Application Submission Periods

- **Fall 2021:** April 26 - May 25, 2021
- **Winter 2022:** August 2 - August 31, 2021
- **Spring 2022:** November 1 - November 30, 2021

### Program Application Requirements

- **NA-C certificate of completion or LPN licensure active and unrestricted on the deadline/s.**
- **Version 6 TEAS™ results.**
  - Total score of 75 or higher, and
  - Scores of 70 or higher for each category: reading, math, science, English & language usage.
  - *Scores are not rounded up.*
- **Completion of prerequisite classes from a regionally accredited college/university with a minimum of 4.5 credits and 3.0 minimum grade in each class (2.7 minimum grade for math). Each class can be attempted no more than 3 times.**
  - BIOL&241 (Human Anatomy & Physiology I)
  - BIOL&242 (Human Anatomy & Physiology II)
  - BIOL&260 (Microbiology)
  - CHEM&121 (Introduction to Chemistry), **or** CHEM&161 (General Chemistry with Lab I)
  - ENGL&101 (English Composition I), **or** ENGL&102 (English Composition II), **or** ENGL&235 (Technical Writing)
  - MATH&146 (Introduction to Statistics)
  - PSYC&200 (Lifespan Developmental Psychology)
- **Selective Admission Application Fee (\$45)**

*All admitted students must successfully pass a criminal background check in order to complete the program, licensure and employment requirements.*

*The program is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing (ACEN). Graduates qualify to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).*

**Admissions, [nursingapp@highline.edu](mailto:nursingapp@highline.edu), (206) 592-3181**

*The information provided in this application packet can be subject to change. Updated 4/22/2021*

## APPLICATION PROCESS

Our accredited Registered Nursing (RN) program welcomes a new cohort of students each Fall, Winter and Spring. An Application Cycle includes all three starts in an academic year. Eligible applications are included in each deadline until selected or the application cycle is complete.

**Admissions will only review applications received during the submission periods.** Students who are randomly selected for the program will be notified through their Highline student email. Please make sure to frequently check your Highline email for notifications or updates.

### Application Dates & Deadlines (2021-22 Application Cycle)

Quarter Start	Submission Period	Application Deadline	Selected Applicants Notified By	Official Transcripts Received By**
Fall 2021	04/26/21 - 05/25/21	05/25/21	06/30/21	07/14/21
Winter 2022	08/02/21 - 08/31/21	08/31/21	09/29/21	10/13/21
Spring 2022	11/01/21 - 11/30/21	11/30/21	12/29/21	01/12/22

### Random Selection

We anticipate admitting 28 applicants (approximately 20 RN, 8 LPN-to-RN) through random selection each quarter. Orientation is mandatory for all who have been selected and admitted; the LPN Seminar is required for those holding an LPN. Should a seat become available, a replacement is drawn from the pool of remaining eligible applicants.

### Official Transcripts & Credit Evaluation

Applicants will not be required to submit official TEAS scores or official college transcripts at the time of original application submission.

**\*\*IMPORTANT:** *Applicants who are selected for the program will need to submit the official TEAS score report, official college transcripts, and the request to evaluate form to Highline College by the “official transcripts received by” date provided in the table above. The TEAS scores and transcripts must be received by that date to complete the application process. If the Registration & Records office does not receive your transcripts and the [request to evaluate form](#) by that date, your spot in the program may be offered to another applicant. Please do not submit official transcripts to the School of Nursing. All official transcript reviews for selected applicants will be conducted by the Credentials Evaluators in the Registration & Records office.*

Applicants who have already received a formal transcript evaluation by Highline for the RN program may not need to submit official transcripts again.

**Offers of Admission**

Those offered admission must accept in writing within the time indicated or the offer may be withdrawn. Monitor your myHighline email and personal voicemail. Offers are quarter-specific and cannot be deferred; however, you may request to be returned to the pool of eligible applicants for any deadlines remaining in the cycle.

If an offer of admission is declined, we will select a replacement from the remaining eligible applicants.

**Completing the Program**

For almost all students, meeting the admissions requirements and completing the nursing classes as scheduled will lead to program completion. However, depending on the composition of your previous credits, you may need to complete additional classes to meet graduation requirements. For most, but not all, this comes from previous classes. For example, LPNs need a total of 20 credits from an accredited institution beyond the provided nursing program (15 related to their LPN program/license and 5 credits of social science). We recommend working closely with your faculty advisor.

## APPLICATION CHECKLIST

- ❑ **Submit a general admissions application to receive your Highline student ID number.**
  - ❑ Admissions application link: <https://admissions.highline.edu/apply/>
    - ❑ *We recommend submitting the general admission application at least 1-2 weeks in advance.*
  - ❑ If you have already been admitted to Highline, please contact [nursingapp@highline.edu](mailto:nursingapp@highline.edu) to check on your student account status.
    - ❑ *ctcLink Notice: Highline College transitioned to a new software program called ctcLink in February 2021. All students have been given a new ID number called the ctcLink ID number. Students who have not enrolled in classes in the last 12 months need to reapply for general admission.*
  
- ❑ **Submit the RN application through Google Forms.**
  - ❑ Google form link: <https://forms.gle/VDNEi64Xh8zffwHa6>
  - ❑ You will need to upload the following documents in PDF format:
    - ❑ Unofficial transcripts
    - ❑ NA-C Certificate of completion or license, or LPN licensure
    - ❑ Copy of TEAS score results
  
- ❑ **Pay the non-refundable Selective Admission Application fee.**
  - ❑ Once you have submitted your Nursing Application via the Google form, Admissions will coordinate with the Cashiering office to add the \$45 selective admission application fee to your ctcLink account.
  - ❑ The Admissions office will send an email notification once your application fee has been added to your ctcLink student account. The email will include instructions on how to pay and a deadline for paying the application fee.
  - ❑ Please make sure to check your email frequently.
  - ❑ Please note, the fee is **non-refundable**. Once you submit your Nursing application, the fee will be added to your student account. The fee will remain on your student account as an outstanding balance until it has been paid regardless of eligibility or selection.

## FREQUENTLY ASKED QUESTIONS

### **TEAS Exam**

#### **How can I sign up to take the TEAS exam?**

You sign up on the [ATI website](#). If you go to the Online Store, in the upper left-hand corner, you can click the “Register For... TEAS” option and sign up that way. Date selection and payment happen when you check out. Please be aware the TEAS exam costs approximately \$100 USD each time you take it. If you miss your exam date or do not pass, you will have to register and pay again.

#### **How many times can I take the TEAS exam?**

You can take the TEAS exam as many times as you want or need. Please note you will have to pay each time you take it and ATI suggests waiting a month between attempts, but this is not required. If you’re applying at multiple schools, please make sure you check with them as well before taking the TEAS exam multiple times.

#### **I got a 74.7 on my TEAS exam, do you round up?**

We do not round TEAS scores up. A 74.7 score does not meet the 75 total score requirement.

#### **I got a 75 total score on my TEAS exam, but a 62 score in the math category. Is my application eligible?**

No, you must meet the minimum score requirement of 70 in each category to be eligible.

### **Application Fee**

#### **Do I need to re-apply/re-pay?**

To be considered for random selection, you need to submit an eligible application for at least one quarter in the application cycle.

- *Examples: If you applied in the 2020-21 application cycle (Fall 2020, Winter 2021, Spring 2021), you must re-apply to be considered for the 2021-22 application cycle (Fall 2021, Winter 2022, Spring 2022).*
- *If you applied for Fall 2021, and your application was determined as ineligible, you must re-apply and re-pay after you have addressed the reasons for ineligibility.*
- *If you applied for Fall 2021, and your application was determined as eligible, but you were not randomly selected, then you do not need to re-apply to be considered for the Winter 2022 quarter selection or Spring 2022 quarter selection.*

#### **If I missed the deadline to pay the application fee, can I have the charge removed from my account?**

No, once the charge has been added to your student account, you are responsible for paying the outstanding balance.

## **Previous Classes**

**I'm currently finishing my pre-requisite classes and I will be done after the application deadline. Can I apply since I will be finished by the time the quarter starts?**

All eligibility requirements must be met on or before the submission deadline for that quarter in order to be considered. If you are still taking your classes, you won't be eligible.

**I have less than a 3.0 in XXX class, am I eligible to apply?**

With the exception of MATH&146, all classes have a minimum 3.0 grade requirement. You will not be eligible if you received a grade below 3.0 for classes beside MATH&146.

**Is there an expiration on classes?**

There is no expiration date for pre-requisite classes.

**Will my classes transfer?**

If your classes are from inside of Washington State, you can always check our [Transcript Equivalency chart](#). We recommend scheduling an appointment with the [Academic Advisors](#) for an unofficial transcript review.

## **NA-C/LPN Credentials**

**I have a NA-R (Registered Nursing Assistant) and not a NA-C (Certified Nursing Assistant), will that satisfy the credential requirement?**

We do not accept a NA-R in place of a NA-C because you don't have to complete any course or program to be awarded a NA-R.

- **NOTE:** At this time, students are being allowed to complete their NA-C programs by doing their clinical hours as a NA-R. These students will still need to provide a NA-C license or certificate of completion.

**Due to COVID, no NA-C programs are open, can I complete that later?**

Most NA-C programs have actually re-opened for remote learning (Highline's program is one of them) with the DOH allowing students to complete their clinical hours as a NA-R. You must have your NA-C license or certificate of completion on or before the deadline.

**Do I have to be licensed as a NA-C before entry into the program if I am selected?**

No, you do not need to have a NA-C license to apply for the 2-year RN program. You will only need to submit a certificate of completion from the program that you completed. If you have a NA-C license, you can submit a copy of your NA-C license instead of the certificate of completion.

**Do I have to be licensed as a LPN before applying for the LPN-to-RN bridge program?**

Yes, you will need to submit a copy of your LPN license to apply for the 1-year LPN-to-RN bridge program.