

Frequently Asked Questions – Completing the Nursing Application

Where do I find the application?

Go to the Nursing Admissions webpage <https://nursing.hfcc.edu/admissions> and scroll to the bottom of the page to look for the Application button.

What transcripts do I need to submit?

A transcript from HFC must be uploaded. A PDF version is available in the student portal for you to download and save. The only other transcripts that need to be uploaded to your nursing application are those listing prerequisite courses taken or a college degree received at another institution.

Can they be unofficial copies?

Yes. Everything uploaded is unofficial. Official transcripts should be sent to the HFC Registrar's Office for transfer credit prior to applying. Note: you do not need to re-send official transcripts to the HFC Registrar's Office if the transfer credits have already been posted to your HFC transcript.

Do I need to submit my high school transcript?

No. A high school transcript is not required unless there are ACT or SAT composite scores listed and you are submitting it for documentation of those extra points.

What if I have AP or CLEP for one of the requirements?

You must upload a copy of your AP scores or your CLEP score report to verify you have completed the requirement.

Why do I have to upload a transcript when HFC already has my official transcript on file? Can't the nursing department just access it themselves?

When you submit your application, the system requires that you upload an item to document completion of that category. **The eligibility check is done only with the materials you provide.** They need the unofficial student transcript to verify that you have indeed completed the classes with the appropriate grades and combined prerequisite GPA.

What if I have completed a course but the credit hasn't been posted to my HFC transcript yet? Can I still apply?

No, you must have final grades for all classes, and in the case of transfer credits, have all transfer credits posted to your HFC transcript, before you can submit your nursing application. If your application is submitted without final grades or transfer credits posted to your HFC transcript, your application will be considered incomplete. Please wait until all grades and transfer credits are posted to your HFC transcript before uploading the transcript.

Why is BIO 234 listed? I thought it was not required to be done before applying?

BIO 234 is a co-requisite and completion of this course is monitored by the Nursing office. You will not enter a grade in this section, but will indicate if the course is completed, in progress, or planned for your first semester in the nursing program.

How do I calculate my prerequisite GPA?

Before beginning the application, it's a good idea to verify that you meet the 2.7 minimum prerequisite GPA. It is based solely on the five prerequisite classes – this is NOT your cumulative GPA. You can use a GPA calculator to find this prerequisite GPA by listing the grade and credits of each class in the GPA calculator. HFC's GPA calculator is located here: <https://www.hfcc.edu/calc-gpa> AP courses taken in

high school, CLEP scores, and CLT 101 results are not calculated into the prerequisite GPA for Nursing program admission.

Where do I enter the GPA on the application?

You **do not** add your prerequisite GPA to the application. The Nursing Application system will calculate the GPA based on verified grades earned by the student.

How do I calculate my “Credits Completed at HFC”?

On your HFC transcript there will be a list of classes completed with credits. You can tally them by hand or in some cases the number may be totaled at the bottom of the transcript. Classes failed and transfer credits do not count in this total. These are **all** credits completed at HFC, not just the prerequisites.

Other than indicating that I have an optional point, what else do I need to submit?

All optional points must be documented showing completion. For ACT/SAT scores, this means a copy of your score report with composite score listed, or your high school transcript showing the composite score. For previous degrees, this would be a copy of your diploma or a transcript showing the conferral date. Health care certifications require a copy of the current licensure with expiration date. A certificate showing completion for a health-related course is not sufficient. Military discharge paperwork stating dates of service can be submitted for that category.

What if I have other items like a reference letter, a health care certificate not listed, resume, or volunteer hours? Can I submit those?

No, the application system does not allow for any extra documents to be uploaded. Only those required by the application can be uploaded. Do NOT send these documents separately to the nursing office. They are not considered and will be deleted.

On the application, do I list every school attended, or only those where I took prerequisites?

When completing the application portion, **any college where you earned a degree or completed prerequisites should be listed.** If you just attended a school, no need to list it. For high school, month and year are adequate – you don't need the exact date. For colleges attended – select the school and indicate whether or not you have earned a degree. When entering your pre-requisite grades, be sure to indicate where you took those classes, whether at HFC or another institution.

Do I need to send in vaccine records or any other compliance information along with my application?

No. AFTER admission to the program you will be given information on what compliance requirements must be fulfilled prior to starting. Do not include any personal health records with your application.

How do I submit the application?

You will click on the application button on the nursing admissions webpage <https://nursing.hfcc.edu/admissions>, create an account with a password, and begin filling out the application. Be sure this information is accurate and complete. **ONCE YOU CLICK THE SUBMIT BUTTON, YOU ARE NOT ABLE TO EDIT THE APPLICATION. AFTER SUBMISSION YOU MAY ONLY UPLOAD THE SUPPORTING DOCUMENTS INDICATED.** Be sure that you have met criteria and have the proper documents BEFORE submitting the application. If you find later you don't have the correct documents or qualifications, you cannot edit the application. ***It's a good idea to save the application while you collect documents, then submit it once you have confirmed that you have the necessary required information.***

How do I know if my application was received?

The system will allow you to check your status and will send periodic updates if you are missing items.

What document types are accepted? What size document can I upload?

Standard formats such as PDF, JPEG, PNG, DOC, etc. are accepted. Documents 5MB and smaller can be uploaded.

What if someone submits their application before I do? Will they have a better chance of being admitted?

No. Admission decisions are based on a points system and there are no points assigned based on when you submit the application. Students who apply weeks ahead of the deadline **do not** receive preference to those who submit closer to the deadline. The most important thing is that students submit their application when it's complete by the deadline. Don't rush to complete the application and submit it, only to realize there is an error you cannot correct. Take your time. **The deadline to submit an application for winter 2021 admission is September 30, 2020, 4 p.m. No applications after this date and time will be considered.**

When will I receive an admission decision?

All applicants are sent a decision letter to their student Hawkmail email account in the 1-2 weeks following the application deadline. Because admission is based on a ranking system, no decisions can be made until AFTER the final deadline. For the Winter 2021 cohort, admission decisions should be sent out by the second week of October.

For LPN to RN Program applicants

You must upload a copy of your current unencumbered LPN license and the LPN verification of employment form into the application system. The verification of employment form is available on the nursing admissions website at the bottom in the documents section. LPN to RN students must pass the Fundamentals HESI exam with a score of 850 or higher upon two attempts to be admitted to the LPN

to RN program. Students will be contacted by Nursing department staff to schedule a test date after application has been submitted.

Before submitting the nursing application, be sure to preview the application and review the information you listed. YOU CANNOT MAKE EDITS AFTER SUBMITTING THE APPLICATION so it is critical that you review the application thoroughly before submitting.