

# Hocking College Nursing Program Checklist for Admission File Completion

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing.

Completion of the Nursing TEAS Exam at the proficient level or higher will determine whether you qualify for a Nursing program. Students who meet file completion requirements by the deadline for the upcoming semester will be considered for admission based on availability. The Program Ranking Formula will determine which students are accepted if the number of students meeting the file completion requirements exceeds the available seats. File completion does not guarantee admission to the upcoming semester. TEAS Exam scores are valid for two years.

It is your responsibility to monitor admission file completion status. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or the Registrar's Office (by phone at 740-753-7068, in person in JL 184 or by email at admissionfile@hocking.edu).

Other things to note:

- Completion of the State Tested Nurse Aide (STNA) is highly recommended but is not an admission requirement for the Nursing program.
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing programs. Non-felony convictions will be reviewed by the Program Manager, and admission will be considered on a case-by-case basis. The program complies with the criminal records check laws in Ohio specific to healthcare workers. The Board of Nursing is no longer permitted to automatically deny an application or license based on an applicant's convictions.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. Students will be notified at new student orientation.

## **NURSING APPLICANTS WHO ARE NOT CURRENTLY A PRACTICAL NURSE (PN)**

If you are not currently a Practical Nurse you must complete the following requirements to determine your eligibility for the Nursing program.

Once you have completed the TEAS Exam at proficient level an email will be sent to your Hocking College email account. In this email you will select whether you want the Practical Nursing (PN) or Registered Nursing (RN) track. Once you select a track it cannot be changed. A couple of things to note about each track:

**Practical Nursing** – The PN diploma program is 3 semesters in length (beginning with NT-1000). Clinical/theory classes begin each summer semester. The file completion deadline to be considered for the upcoming summer PN class is posted on the Nursing page of the Hocking College website. Items #1, #2, #3 and #4 below are required for PN admission file completion. Students completing the PN diploma may progress to the RN program. See the LPN to RN information on the Hocking College website. Conditional acceptance to the PN program may be offered based on seat availability.

**Registered Nursing** – The RN Associate of Applied Science program requires completion of pre-clinical requirements (see #5 below). The RN program is 4 semesters in length (beginning with NT-1510). Clinical/theory classes begin each autumn and spring semester. The file completion deadline to be considered for the upcoming semester is posted on the Nursing page of the Hocking College website. All items (#1, #2, #3, #4 and #5 outlined below are required for RN admission file completion. Conditional acceptance to the RN program may be offered based on seat availability.

### 1. **Nursing TEAS Exam**

The Nursing TEAS Exam determines eligibility for the Nursing program. You are allowed 4 hours to complete the exam which consists of the following: math, reading, science and English. A composite score of proficient level or higher is required for admission to the Nursing program.

**You must schedule an appointment to take the Nursing TEAS Exam.** Testing dates are available online (<https://www.atitesting.com/teas/register>) or in the Nursing Office (DVD 217). A limited number of seats are available each testing date and are filled on a first come first served basis. See the Nursing web page for information on scheduling a Nursing TEAS test date. The exam costs \$82 (subject to change) and must be paid online when you schedule your testing appointment. The exam is given in the Hocking College Testing Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of 3 times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the \$87 (subject to change) testing fee. TEAS scores are valid for 2 years.

**You are encouraged to review prior to taking the exam.** Resource: Official ATI TEAS Study Manual 2022-2023, 7th Edition. ISBN-13: 978-1565332393. Additional online resources can be found at [nursehub.com](http://nursehub.com).

If you have used all three assessment attempts and do not meet the minimum proficient level you are not eligible for admission to the Nursing program until scores have expired and you are eligible to retest. You are encouraged to meet with your academic advisor to discuss other career options.

TEAS scores for Nursing can be sent from any testing location as long as they meet the following criteria: 1.) It must be administered in-person at an approved proctored site. No remote exams are accepted. Scores are valid for 2 years. 2.) The test must have exactly the same subjects (Math, Science, Reading and English & Language Usage) our TEAS covers – no more, no less. Your official score transcript (ordered through the ATI website) must be sent directly to [nursing@hocking.edu](mailto:nursing@hocking.edu). Additional fees may be required to have scores sent.

2. **High School Transcript or GED**

Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. Official transcripts must be submitted directly to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED. Faxed, emailed or hand carried transcripts are not accepted.

- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

3. **Nursing Information Session and Completed Nursing Program Application**

Attend a Nursing Information Session and complete the Nursing Program Application by the deadline. Information Session dates, the application packet and deadlines can be found on the website at <https://www.hocking.edu/registered-nursing>.

4. **Required Immunization**

Provide documentation or positive titer for the following: MMR series of 2, Varicella series of 2 (If you've had chickenpox, you must show proof of a positive titer), Hep B series of 3 and Tdap every 10 years. Email immunization records to [healthrecords@hocking.edu](mailto:healthrecords@hocking.edu).

5. **Pre-Clinical Course Completion**

- Satisfactorily complete the following courses with a grade of "C" or higher. You may take a class no more than two (2) times to earn the "C" or higher grade. Students who become ineligible for the nursing program due to two (2) course failures, may reapply to restart at the beginning of their program after three (3) years from the date of the final semester in which the student was not successful.
  - Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.
- 5a. Complete **BIOS-1113 - Anatomy and Physiology I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- 5b. Complete **ENGL-1510 - English Composition I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- 5c. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.