**CHECKLIST FOR APPLICANTS APPLYING TO THE ASSOCIATE DEGREE NURSING PROGRAM**

**Traditional RN Program**

**Class starting August 2018**

**PRIOR TO APPLYING TO THE ADN PROGRAM**

Applications to the Traditional Program which starts August 2018 will **only be accepted after** the applicant has met the program benchmarks set for the Kaplan Admissions Exam. Program benchmarks are below.

Applicants may take the Kaplan Admissions Exam twice during an application process; September 1, 2017 through January 30, 2018. There is a 2 week waiting period between exams. Scores will not be carried over from application period to application period.

<table>
<thead>
<tr>
<th>Required Subject</th>
<th>ADN Program Benchmark</th>
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<tbody>
<tr>
<td>Reading</td>
<td>73% or higher</td>
</tr>
<tr>
<td>Math</td>
<td>72% or higher</td>
</tr>
<tr>
<td>Writing</td>
<td>61% or higher</td>
</tr>
<tr>
<td>Science</td>
<td>53% or higher</td>
</tr>
<tr>
<td>Overall</td>
<td>65% or higher</td>
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</tbody>
</table>

If the Student does not meet the benchmark for Reading and Science, they cannot go forward, or if they do not meet the benchmark for Reading and Science and obtain an overall benchmark of 65% they cannot go forward.

For testing at the HCC Testing Facility: Payment for the exam must be made prior to or on the day of the scheduled exam. Payment must be made at the HCC Testing Facility on main campus. The fee is $10 for each exam.

Please note: The last few weeks of testing prior to the January 30th deadline fill up quickly so testing opportunities will be limited.

**AFTER COMPLETING THE ABOVE REQUIREMENT**

1.  ____ ☑️ Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HCC information at: [www.hutchcc.edu/admissions](http://www.hutchcc.edu/admissions).

2.  ____ ☑️ Submit application for Traditional RN Program. Go to: [www.hutchcc.edu/rn](http://www.hutchcc.edu/rn) for an application.

3.  ____ ☑️ Have high school transcript or GED transcript sent to:

   HCC Records Office
   1300 North Plum
   Hutchinson, KS  67501

   **Must be sent from the facility and addressed to the address above**

4.  ____ ☑️ Have transcripts from all colleges or universities attended sent to:

   HCC Records Office
   1300 North Plum
   Hutchinson, KS  67501

   **Must be sent from the facility and addressed to the address above**

5.  ____ Complete **Pre-requisites** with a “C” or better: Individuals who are currently taking Pre-Requisites within the Spring semester can make application and will be considered only if slots are still available.
You can verify if your pre-requisites will transfer by going to [www.hutchcc.edu/records/transcript-equivalency](http://www.hutchcc.edu/records/transcript-equivalency). Select the institution the course was taken at and verify if it will equal our course ID number. If your institution or course is not listed send unofficial transcript to [grandestaffn@huthcc.edu](mailto:grandestaffn@huthcc.edu) and we will check for you. If you are going to be taking future courses you can also check to verify if they will transfer before you enroll.

- **Human A & P (6 credit hours with a lab and lecture and be within 7 years)**  
  **If you have taken or will take this course at another facility, please check with the ADN office for verification of transferability.**

- **English Comp I**

- **Psychology**

6. **It is recommended the following required general education courses be completed prior to starting the program:**

- **Human Growth and Development**

- **Public Speaking**

- **Nutrition OR Sociology**

- **Medical Terminology**

- **General Microbiology (must include lab and lecture and be within 7 years)**

7. **Have a GPA of 2.75 or higher in pre-requisite and required general education courses**

8. **Have an overall college GPA of 2.0 or higher**

9. **CPR Certified – Healthcare Provider Level is required prior to the beginning of the program.**

**If you have taken or will take any of the pre-requisite courses at another facility, please check with the ADN office for verification of transferability.**

- **Kaplan Admissions Exam must be successfully completed no later than** [January 30, 2018](#).

- **RN Application must be in the ADN office or postmarked no later than** [January 30, 2018](#).

- **Must be completed by** [January 30, 2018](#) **to be considered for acceptance into the program.**
International Students
Associate Degree Nursing Program
Oral and Written English Proficiency

Possess English language proficiency.

- English as a second language must demonstrate proficiency through successful completion of the TOEFL exam. In compliance with the Kansas State Board of Nursing the HCC ADN Program has approved the following minimum scores (each area must meet the minimum requirement) for the TOEFL exam:

  Writing - 20
  Speaking - 20
  Reading - 19
  Listening – 20

- Or Complete the English Comp I Course with a C or better.