

# Hutchinson Community College

## Associate Degree Nursing Program

### Application Process

#### Application Deadlines

Applications accepted September 1 to January 30 with the following August start date for our two-year Traditional program and our one-year LPN to RN Traditional program.

#### Before Applying

- a) If you have a physical or mental disability and would like to use accommodations on the entrance exam, please contact the Coordinator of Accessibility Services at 620-665-3554. Students will need to furnish appropriate documentation of the disability before accommodations can be offered.
- b) All applicants must show proficiency in oral and written English if their primary language is not English by completing a transferable English Composition I course with a "C" or better, or meeting the minimum scores for the TOEFL exam Writing – 20, Speaking – 20, Reading 19, Listening – 20
- c) Kaplan Admission Exam – Applications will only be accepted after the applicant has met the program benchmarks set for the Kaplan Admission Exam.

Subject	Benchmark	Number of Questions
*Reading	73% or higher	22
Math	72% or higher	28
Writing	61% or higher	21
*Science	53% or higher	20
*Overall	65% or higher	

\*If the student does not meet the benchmark for Reading and Science, and/or obtain an overall benchmark of 65%, they cannot go forward in the application process.

- Applicants may take the Kaplan Admission Exam twice during an application period.
- There is a required two week waiting period between exams.
- You may retest one, two, three or all four sections, however we must take the second score not the best score.
- Scores will not be carried over from application period to application period.
- Two testing options
  - On Campus
  - Remote via Zoom
- The cost is \$50 per exam plus any applicable proctoring fees.
- Kaplan scores must be verified by Kaplan.

Contact Becky at: [morawitz@hutchcc.edu](mailto:morawitz@hutchcc.edu) or call 620-665-4930 for additional questions or to request Kaplan testing instruction packet.

## Prerequisites

Complete prerequisites with a grade of a “C” or better; Individuals who are currently taking prerequisites within the Spring Semester may make application and will be considered only if slots are still available. Please note that if you should CLEP a course or you receive a passing grade for a course that will transfer, you will receive one point for that course on the scoring rubric. You can verify if your prerequisites will transfer by going to the [Transcript-Equivalency Chart](#). Select the institution the course was taken at and verify if it will equate as a HutchCC course by locating the course ID number. If your institution or course is not listed please apply to the HutchCC and submit official transcripts to records and we will check for you. If you are going to take future courses you can also check to verify if they will transfer before you enroll.

### a) ADN Traditional

- Human Anatomy & Physiology - Must be a minimum of 5 credit hours with a lab and completed within 7 years of the program start date.
- English Composition I
- General Psychology

### b) LPN to RN Traditional

- Human Anatomy & Physiology – Must be a minimum of 5 credit hours with a lab and completed within 7 years of the program start date.
- English Composition I
- General Psychology
- Human Growth and Development
- Medical Terminology
- IV Therapy (not included in prerequisite GPA)

## Co-requisites

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

### a) ADN Traditional

- Medical Terminology
- Human Growth and Development
- Public Speaking or Interpersonal Communications
- General Microbiology – Must be a minimum of 4 credit hours with a lab and lecture and be within 7 years of the program start date.
- Sociology or Nutrition

### b) LPN to RN Traditional

- Public Speaking or Interpersonal Communications
- Nutrition or Sociology
- General Microbiology – Must be a minimum of 4 credit hours with a lab and lecture and be within 7 years of the program start date.

## Additional Information

- All correspondence from this office is done through your HutchCC Dragon email account.
- If you have any questions, please contact the Associate Degree Nursing secretary at [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu).
- Financial holds on all accounts must be resolved prior to being enrolled into classes.
- Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [click apply](#).
- Transcripts from high school or GED and all colleges or universities attended sent to:  
HutchCC Records Office, 1300 N. Plum, Hutchinson, KS 67501  
Must be sent from the facility and addressed to the address above.
- Complete prerequisites with a grade of a “C” or better; Individuals who are currently taking prerequisites within the Spring Semester may make application and will be considered only if slots are still available. You can verify if your prerequisites will transfer by going checking them on the [transcript equivalency chart](#). Select the institution the course was taken at and verify if it will equate as a HutchCC course by locating the course ID number. If your institution or course is not listed please apply to HutchC and send official transcripts to records and we will check for you. If you are going to take future courses you can also check to verify if they will transfer before you enroll.
- Have a GPA of 2.75 or higher in prerequisites and required general education courses.
- Have an overall college GPA of 2.0 or higher.
- CPR at the Certified Healthcare Provider Level, is required prior to the beginning of the program.
- Applications must be in the ADN office or postmarked no later than January 30. You may submit applications by email to [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) or by fax to 620-931-2829 or by mail to Associate Degree Nursing Program, Hutchinson Community College, Davis Hall, 815 N. Walnut, Hutchinson, KS 67501.
- A new application must be submitted for each application period.
- Admission Criteria Scoring Rubric, shows how applicants are scored for the Associate Degree Nursing Program.
- Accommodations – Any applicant needing accommodations to take the pre-admission exam (or complete other application requirements) must contact Hutchinson Community College ADA Accommodations Coordinator, 1300 North Plum, Hutchinson, KS or 1.620.665.3554 or 1.800.289.3501 to request accommodations.

## Step 1 – Application to HutchCC

- a) Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [click apply](#).  
Applicant must be a HutchCC student to apply to the Associate Degree Nursing Program.
- b) Submit Official Transcripts from all colleges/universities attended and high school transcripts to:  
Hutchinson Community College  
Records Office  
1300 N. Plum  
Hutchinson, KS 67501  
Make sure that all official transcripts have been sent to the Records Office. Transcripts must be sent from the facility and addressed to the address above. You can view your transcripts on your Dragon Zone under the Academics tab then the Transcripts Link. To check status of transcripts sent to HutchCC, please check under My Profile in DragonZone then the Education tab at the top of the page. For more information [click transcripts](#).

## Step 2 – Application to ADN Program

- a) Submit Program Applications via email to [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) or by fax to 620-931-2829 or by mail to Associate Degree Nursing Program, Hutchinson Community College, Davis Hall, 815 N. Walnut, Hutchinson, KS 67501.
- b) Make sure to sign and submit KSBN Requirements & Technical Standards Policy (pages 5-7 of application)
- c) Please include a copy of your LPN license, IV Therapy Certificate and unofficial transcripts with your application, if you have not already submitted them.
- d) Applicants who meet all the criteria for admission into the ADN program will be notified by email to their HutchCC Dragon email of acceptance into the program, provisional acceptance or placement on waiting list.
- e) If accepted, ADN program students must submit proof of CPR certification, completed physical health and immunization records. More information will be provided on the next steps and deadlines to take after letter of acceptance has been received.

# Check List

- Be a Hutchinson Community College Student. Not a student? Click [apply](#).
- Prerequisites: Grades must be a "C" or better.
  - \_\_\_\_\_ Anatomy and Physiology
  - \_\_\_\_\_ English Composition I
  - \_\_\_\_\_ General Psychology
  - \_\_\_\_\_ Human Growth and Development
  - \_\_\_\_\_ Sociology or Nutrition
  - \_\_\_\_\_ Public Speaking or Interpersonal Communications
  - \_\_\_\_\_ Microbiology
  - \_\_\_\_\_ Pathophysiology
  - \_\_\_\_\_ IV Therapy (LPN's)
- Complete Kaplan Admission Exam
- Send all your official transcripts to:  
Hutchinson Community College  
Records Office  
130 N. Plum  
Hutchinson, KS 67501
- Submit Associate Degree Nursing Application  
To download RN Traditional application click on [RN application](#).  
To download LPN Traditional application click on [LPN application](#).
- Pay off any financial holds on all accounts through HutchCC prior to being enrolled into class for RN Traditional or LPN to RN Traditional programs.

Hutchinson Community College  
Admission Criteria – Scoring Rubric  
ADN Program – RN Traditional

Name: \_\_\_\_\_

**Course Grade**

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the grade for each of the 3 Prerequisites. You must have a C or higher in each course (maximum of 9 points):	9.0	
Additional college general education courses with a minimum of 2.0 GPA (.50 points per course up to a maximum of 4 courses or 2.0 points maximum)	2.0	

**Prerequisite Points**

Grade	Points
A	3
B	2
C	1
Pass	1
CLEP	1

Course	Applicant Score	Applicant Points		Applicant Points
A & P				
English Comp 1				
Psychology				
Medical Terminology				
Human Growth & Development				
Public Speaking				
Microbiology				
Sociology/Nutrition				
<b>Total Course Points</b>				<b>11.0</b>

**General Education Points**

Course #	Points
1	.5
2	1
3	1.5
4	2

**Kaplan**

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the score for each of the following Kaplan subjects. You must meet the benchmark set for Reading and Science and obtain an overall benchmark of 65% (maximum 20 points)	20.0	

Score	Points
96-100	4
91-95	3.5
86-90	3
81-85	2.5
76-80	2
61-75	1.5
53-60	1
52 below	0

Category	Applicant Score	Applicant Points		Applicant Points
*Reading 73%				
Math 72%				
Writing 61%				
*Science 53%				
*Overall 65%				
<b>Total Kaplan Points:</b>			<b>31</b>	<b>0</b>

**\*Minimum score must be met on reading, science, and overall**

**Total Points Possible: 31.0**

**Total Points: 31.0**

**0.0**

# Hutchinson Community College Admission Criteria – Scoring Rubric ADN Program – LPN Traditional

Name: \_\_\_\_\_

## Course Grade

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the grade for each of the 5 Prerequisites. You must have a C or higher in each course (maximum of 9 points):	15.0	
Additional college general education courses with a minimum of 2.0 GPA (.50 points per course up to a maximum of 3 courses or 1.5 points maximum)	1.5	

### Prerequisite Points

Grade	Points
A	3
B	2
C	1

Course	Applicant Score	Applicant Points		Applicant Points
A & P				
English Comp 1				
Psychology				
Medical Terminology				
Human Growth & Development				
Public Speaking				
Microbiology				
Sociology/Nutrition				
<b>Total Course Points</b>			<b>16.5</b>	

### General Education Points

Course #	Points
1	.5
2	1
3	1.5

## Kaplan

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the score for each of the following Kaplan subjects. You must meet the benchmark set for Reading and Science and obtain an overall benchmark of 65% (maximum 20 points)	20.0	

Score	Points
96-100	4
91-95	3.5
86-90	3
81-85	2.5
76-80	2
61-75	1.5
53-60	1
52 below	0

Category	Applicant Score	Applicant Points		Applicant Points
*Reading 73%				
Math 72%				
Writing 61%				
*Science 53%				
*Overall 65%				
<b>Total Kaplan Points:</b>				<b>36.5</b>

**\*Minimum score must be met on reading, science, and overall**

**Total Points Possible: 36.5**

**Total Points:**

**36.5**

**0.0**

# Hutchinson Community College Associate Degree Nursing Program Application

Date Application Received in Office: \_\_\_\_\_ (Office Use Only)

## Program Applying For

RN Traditional (2 year)       LPN to RN Traditional (1 year)       HutchCC/KU Partnership

*New application for each program and each time applying is required.*

## Kaplan Exam Scores

Exam	Date of Exam	Where exam was taken	Reading (73 or higher)	Math (72 or higher)	Writing (61 or higher)	Science (53 or higher)	Overall (65 or higher)
Exam #1							
Exam #2							

*Table 1 Kaplan Exam Scores*

## Personal Information

Please print or type all information:

Name: \_\_\_\_\_  
                     Last                                      First                                      Middle                                      Other last name(s)

Address: \_\_\_\_\_  
                     Street                                      City                                      State                                      Zip

Cell Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

\_\_\_\_\_ @dragons.hutchcc.edu  
 HutchCC Student ID # \_\_\_\_\_ HutchCC email address

All communication from this office will be through your HutchCC email. Please sign that you have read and understand to check your HutchCC email regularly.

\_\_\_\_\_  
 Applicant's Signature



## Residency Status

Are you a U.S. citizen?  Yes  No      If no, are you a permanent resident?  Yes  No

Is English a second language?  Yes  No

If yes, all applicants must show proficiency in oral and written by completing a transferable English Composition I course with a "C" or better, or meeting the minimum scores for the TOEFL exam Writing – 20, Speaking – 20, Reading 19, Listening – 20.

Please send TOEFL scores in with application  Yes  No

Are you an International Student?  Yes  No

## Emergency Contact

If under 18, name of legal guardian.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

## Demographics

*The following information is used for federal and state reporting. Your response is encouraged but optional.*

Gender:  Female  Male  I prefer not to respond

Ethnicity:

American Indian or Alaskan Native

White or Caucasian

Native Hawaiian or Pacific Islander

Multiracial

Black or African American

Hispanic or Latino

Asian

Other/Unknown

## Prerequisites

Have you completed the following with a grade of "c" or better?

Prerequisite Courses	Yes	No	Currently Taking	What College/University?	What Year and Semester?
Human A & P					
English Comp I					
General Psychology					
Human Growth and Development					
Public Speaking or Interpersonal Communications					
Sociology or Nutrition					
Medical Terminology					
General Microbiology					
IV Therapy (LPN's)					

*Table 2 Prerequisites*

NOTE: If you have taken any of the above classes at a different institution you must have an OFFICIAL TRANSCRIPT sent to Hutchinson Community College Records Office to: Hutchinson Community College, Attn: Records Office, 1300 N. Plum, Hutchinson KS 67501.

Are you an LPN?  Yes  No Year licensed? \_\_\_\_\_ What school? \_\_\_\_\_

Are you a CURRENT student in a PN Program?  Yes  No  
If yes, what school? \_\_\_\_\_ Graduation date? \_\_\_\_\_

Have you previously applied for admission to a nursing program?  Yes  No

Have you ever been a student at another nursing program?  Yes  No

Please specify:  LPN  Diploma  ADN  BSN

Why did you leave that program? \_\_\_\_\_  
\_\_\_\_\_

Why did you choose this nursing program? \_\_\_\_\_  
\_\_\_\_\_

## Post-Secondary Education

List all formal education beyond high school.

Schools	From	To	Name of School	City and State	Major	Credential Earned
1						
2						
3						
4						

Table 3 Education

## Employment (LPN's Only)

List any healthcare work experience and other.

Jobs	From	To	Title of Position	Employer	City and State
1					
2					
3					
4					

Table 4 LPN Employment

## Signature

I certify that the information on this Hutchinson Community College Associate Degree Nursing Program Application is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All records submitted to the college in the admission process are kept confidential. They become the property of Hutchinson Community College and will not be returned to the student.

## NOTICE OF NONDISCRIMINATION

*Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:*

*[For printed materials...especially if not reviewed/updated annually]*

Coordinator of Equity & Compliance  
 1300 N. Plum  
 Hutchinson, KS 67501  
 (620) 665-3500  
[equity@hutchcc.edu](mailto:equity@hutchcc.edu)

*[For electronic materials]*

Jacob Gunden  
 Coordinator of Equity & compliance  
 1300 N. Plum  
 Hutchinson, KS 67501  
 (620) 665-3500 or (620) 665-3121  
[equity@hutchcc.edu](mailto:equity@hutchcc.edu) [or [gundenj@hutchcc.edu](mailto:gundenj@hutchcc.edu)]

# Hutchinson Community College Associate Degree Nursing Program

## KSBN Requirements

Please read and complete the following information:

The Kansas State Board of Nursing requires this program to obtain the following information. A misdemeanor or felony conviction can prevent a graduate registered nurse from obtaining a Kansas Nursing license. (This may include juvenile charges).

Have you ever been convicted of any misdemeanor or felony?  Yes  No

(Please note: Any conviction of speeding or parking violations need not be reported.)

Have you ever been convicted of a misdemeanor or felony involving an illegal drug offense?  Yes  No

Please review Kansas policy.

Have you even been convicted of a felony for a crime against persons?  Yes  No

Please review the Kansas Nurse Practice Act (65-1120) and Article 54 of Chapter 21.

If yes, to any question, please write an account of the offense on the back of this sheet that includes the dates and details of sentencing. You may also want to contact the Kansas State Board of Nursing Legal Department at 785-296-4325 to make sure that these convictions will not bar you from being licensed as a Registered Nurse in the state of Kansas.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are accepted into this program it is your responsibility to promptly notify the Coordinator of the program of any convictions that occur after this date.

### Application Submission

To submit application mail, email or fax.

Mail to:

Associate Degree Nursing Program  
Hutchinson Community College  
Davis Hall  
815 N. Walnut  
Hutchinson, KS 67501

Email to:

[morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu)

Fax to:

(620) 931-2829