

# 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. Scores will not be carried over from application period to application period. The application fee is \$15 for each exam, plus \$10 per hour proctoring fee for on campus testing.

- l) On Campus Instructions: For testing at the HutchCC Testing Facility, payment must be made prior to or day of exam. Schedule your exam by calling 620-665-3359. Please have your student ID number available. The deadline for exam is January 30. The HutchCC Testing Facility is located at:

1300 North Plum  
Parker Student Union Building  
Guidance and Counseling Office  
Hutchinson, KS 67501

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

You will be given your username and password at time of exam. You must present a photo ID when testing at the HutchCC facility. The HutchCC testing facility will provide you with all materials needed to test (ex. Paper, pencil, etc.).

- II) Off-site Instructions: For testing remotely we will be using Remote Proctor Now (RPNOW) online proctoring services for the Kaplan Admissions Exam. RPNOW delivers on-demand, proctored exams that enable students to test online, anytime, anywhere, with integrity. Once the student has their username and password from HutchCC and are ready to test, they simply log into RPNOW. The clean and simple interface allows students to easily select the Kaplan Admissions Exam and enter the information required to verify their identity.

You will contact Becky Morawitz at [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) giving your HutchCC 9-digit student ID number and she will register you for the exam. You must have made application to the college and have your Student ID# available. Once registered you will receive, via e-mail, your username and password and you will be directed to link at RPNOW with instructions for the exam and system requirements. During the Exam, RPNOW automatically videos the entire exam experience. HutchCC will have final decisions on all flagged issues.

Questions contact Becky at: [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) 620-665-4930

## 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. 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 send unofficial transcript to [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) 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)

## Recommended Prerequisites

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. All official transcripts MUST be in the records office by February 21 or your application will not be processed.
- 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 send unofficial transcript to [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) 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. All official Transcripts MUST be in the Records Office by February 21 or your application will not be processed. 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) 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.
- d) 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

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

### 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%				
Total Kaplan Points:				31

**\*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

### General Education Points

Course #	Points
1	.5
2	1
3	1.5

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>	

## 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>	<b>0</b>

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

**Total Points Possible: 36.5**

**Total Points:**

**36.5**

**0.0**