ADN Program Application Process/Checklist

Contact information: HCC: tpalinkas@hillcollege.edu   JCC: mcanales@hillcollege.edu

Entry for this program is **August/Fall yearly**. The deadline for file COMPLETION is **July 1**.

 *HCC (Hillsboro Campus) 254-659-7920- Entry in EVEN years, i.e.: 2024, 2026, etc.
 *JCC (Cleburne Campus) 817-760-5921- Entry in ODD years, i.e.: 2023, 2025, etc.

Important application submission information:

1. Request all college transcripts be sent to Hill College admissions at admissions@hillcollege.edu
   - Out-of-State transcripts that are not already on file: Please contact advising to see if courses will need a course evaluation completed on your behalf; **NOTE: This process can take up to 1 calendar month to complete.**

2. ALL applicants must meet the High School/TOEFL requirement:
   Students must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
   1. Attended four years of high school in one of the 50 United States and received a diploma or
   2. Attended two years of high school in one of the 50 United States and passed the GED or
   3. Acceptable GED scores from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within two years of the posted deadline date of program application.

3. Submit your Nursing application- If it is more than a year old, you will need to resubmit a new one:
   This can be done by signing into your myHC account and going under the blue banner at the top to the tab titled
   "Admissions". It will then open a page that has three red titles on the left. You will then select specialized applications under the red "Admissions" tab to get to the ADN application.
   Note: This information is vital for the submission of CBC Rosters to the Board of Nursing (see #8 below)

4. Pre-requisite courses: BIOL2401, ENGL1301, RNSG1301, MATH1314 or MATH1332: Completed or In-Progress of Completion by **JULY 1**.
   a. Grade of 'B' or better is required for all pre-requisite courses, with the EXCEPTION of RNSG1301, a grade of 'C' **IS** acceptable.
   b. Science courses **ONLY** (BIOL2401/2402/2420) have a 5-year expiration.

5. Professional Reference is now available online. Please copy and paste the link below to send to your references:
   https://form.jotform.com/202304734709149. Once completed, the reference comes directly to the Health Science department.
   a. **NO** personal references- Academic or Employer/supervisor/co-worker references **ONLY.**

6. TEAS test: www.atitesting.com is where you go to schedule and pay for your test.
   Minimum Passing Scores: Overall 66.1%, Reading 72.8%, Math 68.8%, Science 58%, English 66.8% (English portion ONLY is for a bonus point)
   a. Currently **Version 7** is the test being used**.**
   b. You have **3** attempts to pass the TEAS test, and the test must not be more than a year old at the program DEADLINE date.
   NOTE: It is your responsibility to submit your TEAS test scores for your applicant file to admissions@hillcollege.edu

7. Immunization/Clinical Compliance Requirements- See Immunization list.
   CPR- Provider BLS certification through the **AMERICAN HEART ASSOCIATION ONLY!!**
   NOTE: It is your responsibility to submit your CPR Certification/Immunizations for your applicant file to admissions@hillcollege.edu

8. Criminal Background Check (CBC) requirement process: Applicant information is submitted to the Board of Nursing (BON) on a roster monthly. We will email you once you're in the BON system (this may take up to 21 BUSINESS days to complete). Applicants should then receive an email from Identogo with instructions to complete the fingerprinting process, then BON will complete the applicants' background check.
   1. NO criminal background found- Student will receive a Blue Postcard from the BON.
   2. WITH a criminal background- Student will receive a letter from BON with further instructions.
      NOTE: A copy of all documents sent to BON regarding your issue needs to be turned in for your applicant file