BARTON

N U R S I N G

Barton Community College

Nursing Pre-Application Step-By-Step Guide
PN Program

bartonccc.edu/programs/nursing

☐ **Step #1 - Complete Barton's online Admissions Application (link on Nursing webpage)**
  o If you already know your Barton ID#, you can skip this step.
    ▪ If it has been longer than 6 months since your last class, you will need to reapply OR
    ▪ Complete the Change of Major form
  o After submission, you will receive an email with acceptance and your Barton ID# from admissions within 24-48 hrs. This will go to the email you registered on the application.
  o If you do not receive an email within that timeframe, you will need to contact admissions. admissions@bartonccc.edu or 620-792-9286.
  o Once you select Nursing as your major on the admissions application, please reach out to your assigned pre-nursing advisor. (This may take up to 2-3 business days)

☐ **Step #2 – Transcripts:**

  o Contact Pre-Nursing Advisor Wendy Miller
    • She will help evaluate college credits or advise into upcoming classes
    • millerw@bartonccc.edu or 620-792-9296

  o You will need to have all college transcripts sent directly to Barton Enrollment Services. These need to be **official transcripts** or they will not be accepted. Once received and transferred in, we will review to let you know your status regarding pre-requisites.

    • If you are currently or will be finishing any pre requisites at an institution outside of Barton, please do not order your official transcript to be sent until **after your final grade(s) have been posted to your transcript**, to avoid having to pay for multiple transcripts.

    • If taking or have taken credits at Barton, you do not need to order an official transcript, as we already have access to that information.

  o You will also need to have your **official high school transcript** sent in as well to the same below address.
    Barton Community College
    Attn: Enrollment Services
    245 NE 30 Rd
    Great Bend, KS 67530

  o Any course to be considered for acceptance must be completed by May 31. If you will not meet this deadline, you will need to request an extension with the Director of Nursing.

10/13/2022 CE

☐ **Step #3 – Review the Nursing Cost Form (link on Nursing webpage)**

☐ **Step #4 – Placement Test**
- o Applicants for the PN level must meet a minimum math requirement for admission to the nursing program at BCC, exhibited by at least one of the following:
  - ▪ TEAS Math score of 50 or higher
  - ▪ ACT Math score of 21 or higher
  - ▪ Completion of Basic Algebra with a grade of a "C" or better OR 8 modules in College Preparatory Math (CPM)
  - ▪ Accuplacer NG Math score 250 or higher
- o If a student does not meet the minimum Math requirement, they must first complete Math modules 1-8 in College Preparatory Math.
- o Please contact the Barton Testing Center if you need to schedule a test:
  - ▪ placementtesting@bartonccc.edu

☐ **Step #5 – Nursing Pre-Requisites:**
- o **Pre-requisite Courses required for admission into the Practical Nursing (PN) program:**
  - • Anatomy & Physiology **(taken within last 5 yrs)**...5 credit hours
  - • General Psychology ....3 credit hours
  - • Developmental Psychology ....3 credit hours
  - • English Composition I ....3 credit hours
  - • Public Speaking or IPC..3 credit hours

- o **KS Certified Nurse Aide Certificate (CNA)**
  - o A current KS Certified Nurse Aide certificate is required to be accepted into the Practical Nursing (PN) Program.
  - o Barton offers CNA courses year round. Please contact Adult Healthcare office for more information, enrollment or questions.
    - • Adult Healthcare Office at 620-792-9266 OR
    - • Schedules posted on the Barton Adult Healthcare Facebook page

☐ **Step #6 – TEAS (link on webpage) If you have not previously completed in the last 3 years.**
- o The test covers math, science, reading, vocabulary and grammar. Contact the nursing office for more information. This test is given at least twice a month (see TEAS Nursing Test on webpage for dates) and must be taken prior to the end of January. You may take the test up to 3 times within a calendar year, with a 30 day wait period between tests. **A minimum score of 58.7 is required.**
- o Registration: online form at nursing.bartonccc.edu webpage
- o $70.00 paid to the Barton Business Office
- o Receipt submitted to Nursing to receive admissions ticket

☐ **Step #7– Legal Issues**
- o Being convicted of certain crimes may prevent you from being licensed by the Kansas State Board of Nursing.
- o Review the list of crimes at ksbn.kansas.gov/self-reporting-legal
- o Information can also be found in the nurse practice act K.S.A. 65-1120 on page 32.

Step #8 – Nursing Application Intent Form

- o Complete PN Application Intent Form (link on webpage)

Step #9 – Request Nursing Application Packet

- o Once all above is completed, email Carla Enstrom enstromc@bartonccc.edu
  - • Confirmation of all requirements completed
  - • Barton ID # (emailed to you after admissions app. or that you already have).
  - • Status of all transcripts

Step #10 – Completed Nursing Application Packet

- o Nursing Program Application
  - • Applications can be emailed or hand delivered or mailed to:
    Barton Community College
    Attn: Nursing Dept
    245 NE 30 Rd
    Great Bend, KS 67530
- o 3 <u>signed</u> letters of endorsement
  - • Letters may be e-mailed directly to skeltonr@bartonccc.edu or enstromc@bartonccc.edu or sent through USPS to the address above.
  - • Letters must be sent from the person writing the recommendation.
  - • No hand delivered letters will be accepted.
- o Applications to the nursing program are evaluated on the following:
  - • Complete nursing application by the priority deadline of Jan 31st of the year you want to enter the program.
    - o Secondary deadline March 1.
  - • Overall College GPA
    - o needs to be 2.5 or greater
  - • GPA of pre-requisites required for the nursing program
    - o needs to be 3.0 or greater
  - • Completion of Pre-requisite courses.
  - • Current KS CNA certificate **required for PN applicants only**.
  - • Entrance test (ATI TEAS Test) score required**. Minimum score of 58.7 required.**
    - o (Required for both PN and RN programs)
  - • Professionalism
  - • **All coursework, for full acceptance, must be completed by May 31st.** Coursework completed after May 31 will not be evaluated for candidate acceptance.
  - • **Three <u>signed</u> letters of endorsement**

PN Nursing Pre-Application/Application Checklist

What to complete for Pre-Application Requirements:

- ☐ Barton Admission Application
- ☐ HS Transcript
- ☐ College Transcripts
- ☐ Review Nursing Cost Form
- ☐ Placement Test
- ☐ Pre-Requisites
    - ☐ Anatomy & Physiology – 5 hrs
    - ☐ General Psychology – 3 hrs
    - ☐ Developmental Psychology – 3 hrs
    - ☐ English Comp I – 3 hrs
    - ☐ Public Speaking or Interpersonal Communication – 3 hrs
- ☐ CNA Certificate
- ☐ TEAS test (within last 3 years)

What to complete for the Nursing Application Requirements:

- ☐ PN Application Intent Form Completed Online
- ☐ Email Carla to Request Nursing Application Packet
- ☐ Submit Application Packet:
    - o Nursing Program Application
    - o 3 <u>Signed</u> Letters of Endorsement