HIGHLINE COLLEGE

REGISTERED NURSING, HIGHLINE COLLEGE
Informational Application Packet, 2024-25 Application Cycle

APPLICATION SUBMISSION PERIOD
- **Fall 2024**: **June 3, 2024 – July 2, 2024**
- **Winter 2025**: **July 29, 2024 – Aug 22, 2024**
- **Spring 2025**: **Oct 28, 2024 – Nov 22, 2024**

PROGRAM APPLICATION REQUIREMENTS
- **NA-C certificate of completion from a WA State Nursing Commission approved course or NAC licensure active and unrestricted on the deadline/s.**
  - We will also accept an LPN license that is active and unrestricted on the deadline/s. Even with an LPN license, the applicant will need to complete the full 2-year program.
- **Completion of prerequisite classes from a regionally accredited college/university with a minimum of 4.5 credits and 3.0 minimum grade in each class (2.7 minimum grade for math). Each class can be attempted no more than 3 times.**
  - BIOL&241 (Human Anatomy & Physiology I)
  - BIOL&242 (Human Anatomy & Physiology II)
  - BIOL&260 (Microbiology)
  - CHEM&121 (Introduction to Chemistry), **or** CHEM&161 (General Chemistry with Lab I)
  - ENGL&101 (English Composition I), **or** ENGL&102 (English Composition II), **or** ENGL&235 (Technical Writing)
  - CMST 200 (Intercultural Communication), **or** CMST&210 (Interpersonal Communication), **or** CMST& 220 (Public Speaking), **or** HEAL 226 (Healthcare Communication)
  - NUTR&101 (Nutrition)
  - MATH&146 (Introduction to Statistics)
  - PSYC&200 (Lifespan Developmental Psychology)
- **Selective Admission Application Fee** ($45)

All admitted students must successfully pass a criminal background check to complete the program, licensure, and employment requirements.

The program is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the Accreditation Commission for Education in Nursing (ACEN). Graduates qualify to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Contact Information

Questions regarding Vaccination Records:
Nursing Department, nursing@highline.edu, (206) 592-3471

Questions regarding all other requirements:
Admissions Department, nursingapp@highline.edu, (206) 592-3181

The information provided in this application packet can be subject to change. Last updated 03/26/2024.

VACCINATION INFORMATION

While vaccination records are not required at the time of application, they will be required if your application is selected. This information is being included so that applicants can be ready and know which vaccinations will be requested.

- **Exception: Hepatitis B** – Must have a minimum of 1 dose at time of application submission, series must be completed before the start of the program.
- Life-threatening medical exemptions may be considered on a case-by-case basis.

If you have questions about vaccination requirements, please contact the Nursing Department at nursing@highline.edu or (206) 592-3471.

Vaccinations	Specifications
Hepatitis B	Completion of a 2 or 3-dose series - Must include a titer (blood draw) including the date drawn and the results - Must repeat vaccination series if the titer is negative (or get a Hep B booster)
Tetanus/Diphtheria/Pertussis (Td/Tdap)	Must be renewed every 10 years **NOTE**: If your Td/Tdap would expire at any time while you are completing the program, you must renew it before applying to the program
Measles, Mumps, & Rubella (MMR)	Completion of a 2-dose series or show immunity by titer
Varicella	Completion of a 2-dose series or show immunity by titer
COVID-19 Vaccine	Completion of a 1 or 2-dose series
COVID-19 Booster	Completion of a minimum of 1 booster
Influenza (Flu)	Provide evidence of your last vaccination **NOTE**: Must be renewed annually
Tuberculosis (TB)	Complete and submit results for an initial TB test (date drawn, positive/negative): must be a 2-step or QFT (blood test) **OR** Complete and submit a chest exam, x-ray, & written symptom checker (all signed by a physician) if you have had a positive TB test at any time in the past **NOTE**: Once you are admitted into the program, you must renew your TB status annually (1-step is fine for status renewal if 2-step has been done previously)

APPLICATION PROCESS

Our accredited Registered Nursing (RN) program welcomes a new cohort of students each Fall, Winter, and Spring. An Application Cycle includes all three starts in an academic year. Eligible applications are included in each deadline until selected or the application cycle is complete.

Please note: Highline College no longer offers a 1-year LPN-RN program. Applicants with an LPN license can still apply to the program but must anticipate completing the full 2-year program.

Application Dates & Deadlines (2024-2025 Application Cycle)

Quarter Start	Submission Period	Application Deadline	Selected Applicants Notified By
Fall 2024	June 3 – July 2, 2024	July 2, 2024	July 18, 2024
Winter 2025	July 29 – Aug 22, 2024	Aug 22, 2024	Sept 5, 2024
Spring 2025	Oct 28 – Nov 22, 2024	Nov 22, 2024	Dec 6, 2024

Admissions will only review applications received during the submission periods. Applications that do not meet all requirements at the time of application submission will not be considered for selection.

Applicants who meet all the application requirements will also be assessed on a point system for certain qualifications that can increase chances of selection. Any applicant that is found to have submitted false information will be immediately withdrawn from the applicant pool.

Additional qualifications considered:
- Geographic location
- Health-Related Community Service
- Previous Associate degree or higher
    - Note: Degrees from foreign universities will qualify
- U.S. Military Service
- First Generation College Graduate
- Current or past Highline College student (30+ credits)
- 1+ year direct patient care experience as an NA-C
- Pre-requisite cumulative GPA of 3.5 or higher

Random Selection Process & Notifications

Once applications have been reviewed, all eligible applicants will be entered into a random selection. We anticipate admitting 84 students, who will be selected prior to the start of Fall quarter; 28 students will be selected to start the Fall 24 quarter, 28 to start the Winter 25 quarter, and 28 to start the Spring 25 quarter.

Alternates will be selected from the following quarters. Spots that need to be filled will be drawn from the remaining applicants in the pool. Students who are randomly selected for the program will be notified through their Highline student email. Please make sure to frequently check your Highline email for notifications or updates.

Orientation is mandatory for all who have been selected and admitted. Should a seat become available, a replacement is drawn from the pool of remaining eligible applicants.

Official Transcripts & Credit Evaluation
Applicants will not be required to submit official college transcripts at the time of original application submission.

IMPORTANT: **Applicants who are selected for the program will need to submit official college transcripts and the Transcript Evaluation Request Form to Highline College within two weeks of notification. The official transcripts must be received within two weeks of notification to complete the application process. If the Registration & Records office does not receive your transcripts and the transcript evaluation request form, your spot in the program may be offered to another applicant. This is only required for applicants who have been selected for the program. Please do not submit official transcripts to the Nursing Department. All official transcript reviews for selected applicants will be conducted by the Credentials Evaluators in the Registration & Records office.

Applicants who have already received a formal transcript evaluation by Highline for the RN program may not need to submit official transcripts again. Applicants who have completed their eligibility requirements at Highline for the RN program do not need to submit official transcripts from Highline College.

Completing the Program
For almost all students, meeting the admissions requirements and completing the nursing classes as scheduled will lead to program completion. However, depending on the composition of your previous credits, you may need to complete additional classes to meet graduation requirements. For most, but not all, this comes from previous classes. We recommend working closely with your faculty advisor.

Additional Information: Financial Aid & Funding

There are many funding options available to students.

Are you interested in financial aid? The Financial Aid office has a first-come, first-served system for processing financial aid applications. We recommend applying for financial aid as soon as possible, regardless of your nursing application selection status.

Financial Aid Checklist

The FAFSA application 2023-2024 is for Fall 2023, Winter 2024, Spring 2024, and Summer 2024.
The FAFSA application 2024-2025 is for Fall 2024, Winter 2025, Spring 2025, and Summer 2025.

If you have questions regarding your financial aid status or awards, you can email financialaid@highline.edu from your Highline student email. You can also schedule an appointment with the Financial Aid team.

RN APPLICATION CHECKLIST

- **Submit a general admissions application to receive your Highline ctcLink ID number.**
  - Admissions application link: https://admissions.highline.edu/apply/
    - *We recommend submitting the general admission application at least 1-2 weeks in advance.*
  - If you already have a ctcLink ID number connected to Highline, you do not need to reapply for general admission.
    - *Please note: If you have a ctcLink ID number at a different college (that is not connected to Highline), please submit the general application.*

- **Submit the RN application through Google Forms.**
  - Google form link: *The link will be added once the application opens.*
  - You will need to upload the following required documents in PDF format:
    - Unofficial transcripts
    - NA-C Certificate of completion or license
  - You will have the opportunity to upload optional documents for additional qualification proof (page 3)

- **Pay the non-refundable Selective Admission Application fee.**
  - Once you have submitted your Nursing Application via the Google form, Admissions will coordinate with the Cashiering office to add the $45 selective admission application fee to your ctcLink account.
  - The Admissions office will send an email notification once your application fee has been added to your ctcLink student account. The email will include instructions on how to pay and a deadline for paying the application fee.
  - Please make sure to check your email frequently.
  - Please note, the fee is **non-refundable**. Once you submit your Nursing application, the fee will be added to your student account. The fee will remain on your student account as an outstanding balance until it has been paid regardless of eligibility or selection.

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FREQUENTLY ASKED QUESTIONS

Application Fee
Do I need to re-apply/re-pay?
To be considered for random selection, you need to submit an eligible application for at least one quarter of the application cycle.
- *Examples: If you applied in the 2023-24 application cycle (Fall 2023, Winter 2024, Spring 2024), you must re-apply to be considered for the 2024-25 application cycle (Fall 2024, Winter 2025, Spring 2025).*
- *If you applied for Fall 2024, and your application was determined as ineligible, you must re-apply and re-pay after you have addressed the reasons for ineligibility.*
- *If you applied for Fall 2024, and your application was determined as eligible, but you were not randomly selected, then you do not need to re-apply to be considered for the Winter 2025 quarter selection or Spring 2025 quarter selection.*

If I missed the deadline to pay the application fee, can I have the charge removed from my account?
No, once the charge has been added to your student account, you are responsible for paying the outstanding balance.

Previous Classes
I'm currently finishing my pre-requisite classes and I will be done after the application deadline. Can I apply since I will be finished by the time the quarter starts?
All eligibility requirements must be met on or before the submission deadline for that quarter to be considered. If you are still taking your classes, your application will not be considered.

I have less than a 3.0 in XXX class, am I eligible to apply?
Except for MATH&146, all classes have a minimum 3.0 grade requirement. You will not be eligible if you received a grade below 3.0 for classes beside MATH&146.

Is there an expiration on classes?
There is no expiration date for pre-requisite classes.

Will my classes transfer?
If your classes are from inside of Washington State, you can always check our Transcript Equivalency chart. If you would like the Admissions department to look over your transcripts, please email an unofficial copy of your transcripts to nursingapp@highline.edu.

NA-C Credentials
I have a NA-R (Registered Nursing Assistant) and not a NA-C (Certified Nursing Assistant), will that satisfy the credential requirement?
We do not accept a NA-R in place of a NA-C because you don't have to complete any course or program to be awarded a NA-R.

Do I have to be licensed as a NA-C before entry into the program if I am selected?
No, you do not need to have a NA-C license to apply for the 2-year RN program. You will only need to submit a certificate of completion from the program that you completed. If you have a NA-C license, you can submit a copy of your NA-C license instead of the certificate of completion.

FREQUENTLY ASKED QUESTIONS (Continued)

How do I know if my NA-C course is WA State Nursing Commission approved?
A list of NA-C programs that are approved can be found on the WA State DOH website.

Vaccination Records
I have questions about the vaccination requirements. Who can I contact?
Please contact the Nursing Department (nursing@highline.edu, (206) 592-347) directly regarding vaccination requirements.