![HIGHLINE COLLEGE]

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

The information in this packet is subject to change. Please visit the RN website for the most up-to-date details.

APPLICATION PROCESS

The accredited Registered Nursing (RN) program welcomes a new cohort of students each Fall, Winter, and Spring. An Application Cycle includes all three terms in an academic year. Eligible applications are considered for each term until all seats are filled 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	Admission Decision Notification
Fall 2024	June 3 – July 2, 2024	July 2, 2024	7/18/2024 to 7/31/2024
Winter 2025	July 29 – Aug 22, 2024	Aug 22, 2024	9/9/2024 to 9/23/24
Spring 2025	Oct 28 – Dec 30, 2024	Dec 30, 2024	1/13/2025 to 1/27/2025

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.

PROGRAM APPLICATION REQUIREMENTS

The program uses a random selection process. All prerequisites and NA-C credentials must be completed before submitting your application to be considered for selection.

1. **Activate Highline Student Account**
   - First-time Highline students must first [apply for general admission](#) to Highline College. Once your application is processed, you will receive a Welcome Letter via email with instructions for activating your Highline Student Account.
     - We recommend submitting the general admission application at least 1-2 weeks in advance.
   - Current or former Highline students who already have a ctcLink ID number can skip this step. If you are a former Highline college but do not have a ctcLink ID number, please submit the general application.

2. **Completion of a [Nursing Assistant training program](#) approved by the Washington State Board of Nursing or holding an active and unrestricted NAC license by the application deadline. Use the links below to view samples of the required documents:**
   - Completion of a Nursing Assistant training program
   - Nursing Assistant Certification
   - NAC verification printout (from the Department of Health website)

   We will accept an LPN license in lieu of an NA-C license. Students applying with an LPN license should be prepared to complete the full AAS RN program.

3. **Completion of the following prerequisite classes from a U.S. 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) *(Starting from Fall 2025, the requirement will be changed to CHEM&131, Introduction to Organic/Biochemistry.)*
   - CMST& 240 (Formerly CMST 200, Intercultural Communication), **or** CMST&210 (Interpersonal Communication), **or** CMST& 220 (Public Speaking), **or** any 200-level communication course focusing on interpersonal interaction with diverse populations.
   - ENGL&101 (English Composition I), **or** ENGL&102 (English Composition II), **or** ENGL&235 (Technical Writing)
   - MATH&146 (Introduction to Statistics)
   - NUTR&101 (Nutrition)
   - PSYC&200 (Lifespan Developmental Psychology)

4. **Submission of the RN admission application**
   - Submit the online application through a Google form. The application link will be available on the [RN Admissions website](#) once the application period opens.
   - Upload the required documents in PDF format as part of the application form:
     o Unofficial transcripts for your prerequisite courses (excluding Highline transcripts)
     o Certificate of completion for your NA-C training program or a copy of your NA-C license.
     o Supporting documents for any optional qualifications, if applicable.

5. **Selective Admission Application Fee ($45)**
   - The college places a $45 admission application fee on your account when you submit your application. You will receive an email notification once the fee is charged, which will include instructions on how to pay. Be sure to check your email regularly.

- Pay the fee by the deadline stated in the email for your application to be processed.
- The fee is non-refundable. Once your application is submitted, the fee will remain as an outstanding balance until it is paid regardless of your eligibility or acceptance into the program.

OPTIONAL QUALIFICATIONS

Applicants who meet all application requirements will also be evaluated using a point system for certain optional qualifications. While these qualifications are not mandatory, they can enhance an applicant's chances of selection. Any applicant found to have submitted false information will be immediately removed from the applicant pool.

Optional Qualifications:
- Attend an information session (online or in person)
  - Note: One point awarded for attending, regardless of how many sessions you attend.
- Geographic location
- First Generation College Graduate
- Current or past Highline College student (30 or more credits)
- Prerequisite Pre-requisite cumulative GPA of 3.5 or higher

The following optional qualifications required documentation:
- Health-Related Community Service (Download and submit the verification form)
- Previous associate degree or higher (Transcripts with degree posted or diploma)
  - Note: Degrees from foreign universities will qualify
- U.S. Military Service (e.g., DD214, military ID card)
- At least one-year direct patient care experience in a healthcare setting (Download and submit the verification form)

RANDOM SELECTION PROCESS AND NOTIFICATIONS

Once applications have been reviewed, all eligible applicants will be entered into a random selection process. A total of 84 students will be admitted, divided as follows: 28 students will begin in Fall, 28 in Winter, and 28 in Spring.

Each eligible applicant is assigned a unique number. During the random selection process, these numbers are drawn randomly from the selection pool, ensuring that all eligible applicants have an equal chance of being selected.

Optional additional qualifications can help applicants earn extra points, increasing the number of times their name appears in the selection pool and improving their chances of selection. While these points do not guarantee admission, they enhance the likelihood of being chosen.

Notifications for decisions will be sent via their Highline student email. It is important to check your Highline email regularly for updates and notifications. Selected applicants will receive a welcome email from the RN program director, outlining the steps to confirm their acceptance of the admission offer and providing details about the orientation schedule.

Alternates will also be chosen for each quarter. If a spot becomes available, it will be filled with remaining applicants from the pool.

Applicants for Fall or Winter quarters who are not selected do not need to reapply or pay the fee again. They will automatically be included in the next random selection process for Winter or Spring. During the next application cycle, they will receive an email to confirm whether they are still interested in remaining in the selection process. A response is required to be included.

Applicants for Spring quarter who are not selected must reapply and pay the fee again to be considered for any quarter in the next academic year.

Orientation is mandatory for all selected and admitted students. If a selected student does not attend or declines their seat, a replacement will be drawn from the pool of remaining eligible applicants.

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

OFFICIAL TRANSCRIPTS & CREDIT EVALUATION

Applicants are not required to submit official college transcripts at the time of application submission.

IMPORTANT: **Applicants selected for the program must submit official transcripts to Highline College within two weeks of notification to complete the application process. If the Registration & Records office does not receive your transcripts within the specified time frame, your spot in the program may be offered to another applicant.

This requirement applies only to selected applicants. **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. Additionally, applicants who completed

their eligibility requirements at Highline do not need to submit official transcripts from Highline College.

COMPLETING THE PROGRAM

For most students, meeting the admissions requirements and completing the nursing classes as scheduled will lead to program completion. However, depending on your prior coursework, you may need to complete additional classes to satisfy graduation requirements. In many cases, this will depend on credits earned from previous classes. We strongly recommend working closely with your faculty advisor to ensure all requirements are met.

FINANCIAL AID & FUNDING

There are many funding options available to students.

Interested in Financial Aid?

The Financial Aid Office processes applications on a first-come, first-served basis. We recommend applying for financial aid as soon as possible, regardless of your nursing application selection status.

Check out the Getting Started Guide on the Financial Aid website for more information.

If you have questions about your financial aid status or awards, email financialaid@highline.edu using your Highline student email. You can also schedule an in-person or virtual appointment with a Financial Aid Advisor by logging into Watermark.

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.

Contact Nursing Department at nursing@highline.edu or (206) 592-3471 for more information.

Below is the list of required vaccinations.

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 expires 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)

FREQUENTLY ASKED QUESTIONS

APPLICATION PROCESS AND FEES

1. **If I have met all the requirements but were not selected, do I need to re-apply and pay the fee again?**
   - If you applied for Fall or Winter quarter but were not selected, you do not need to re-apply or pay the fee again. You will automatically be included in the next random selection process for Winter or Spring.
     - You will receive an email during the next application cycle to confirm whether you are still interested in remaining in the selection process. Please ensure you respond to be included in the selection process.
   - If you apply for Spring quarter but were not selected, you need to reapply and pay the fee again for any quarter of the next academic year.

2. **What can I do if my application was declined because I didn't meet the requirements?**
   - You may take these steps:
     - Prerequisites: Retake the class if needed, but no more than three times. Make sure the class credit is 4.5 and get a grade of at least 3.0, except for MATH& 146, where a minimum grade of 2.7 is required.
     - NA-C credential: Complete the training from a program approved by the Washington State Nursing Commission.
     - Reapply: Submit a new application and pay the application fee

3. **If I missed the deadline to pay the application fee, can I have the charge removed from my account?**
   No, once the fee is added to your student account, you are responsible for paying it.

PREREQUISITES AND TRANSCRIPTS

1. **I'm still finishing my prerequisites and will be done after the application deadline. Can I apply since I will finish them before the quarter starts?**
   No, all required prerequisites must be completed by the application deadline. If you are still taking classes, your application will not be accepted.

2. **I have less than a 3.0 in a prerequisite class. Am I eligible to apply?**
   Except for MATH& 146, all classes need a minimum grade of 3.0. You are not eligible to apply if you have less than a 3.0 in any other classes.

3. **Do my classes expire?**
   No, the prerequisite classes do not have a time limit.

4. **How do I know if my classes will be transferred?**
   If you would like the Admissions Office to review your transcripts before applying, you can email an unofficial copy of your transcripts to nursingapp@highline.edu.

5. **When should I submit official transcripts?**
   Applicants are required to submit official transcripts only after being selected for the program.

6. **Do I need to submit my official transcript from Highline College?**
   If you have completed coursework at Highline College, you do not need to submit an official transcript.

7. **How do I send official transcripts from other institutions to Highline College?**

   - Official transcripts from other institutions should be ordered through the institution's websites.
   - Electronic transcripts should be sent to: incomingtranscripts@highline.edu
   - Paper official transcripts can be mailed to:
     - Highline College
     - Credentials Evaluator
     - PO Box 98000 MS 6-4
     - Des Moines, WA 98198-9800

NA-C CREDENTIALS

1. **Do you accept substitutions for the Certified Nursing Assistant (NA-C) requirement?**
   Due to differences in training content and job responsibilities, we do not accept certifications or licensures outside of Nursing Assistant qualifications as a substitution for the NA-C requirement, except for Licensed Practical Nurse (LPN). However, LPN holders must still complete the full 2-year RN program.

2. **If I have a NA-C license from another state, will it meet the credential requirement?**
   - If you hold an active Nursing Assistant license from another state, you may qualify for certification in Washington through the endorsement process. For more details, visit the Washington State Department of Health website.
   - If you have a certificate of completion from another state, you will need to retake the program training in Washington State.

3. **Do I need to have a NA-C license before applying for the program?**
   No, you do not need to have a NA-C license to apply for the RN program. You just need to submit a certificate of completion from the program that you finished. If you already have a NA-C license, you can submit a copy of it instead of the certificate of completion.

4. **How do I know if my NA-C course is approved by the WA State Board of Nursing (WABON)?**
   You can find a list of Nursing Assistant training programs on the Washington State Board of Nursing (WABON) website.

RANDOM SELECTION PROCESS

1. **How do the Additional Qualifications work?**
   Additional Qualifications are optional but can help you earn extra points, increasing the number of times your name appears in the selection pool and improving your chances of selection. While these points do not guarantee selection, they do enhance your likelihood of being chosen.

2. **How is the Random Selection process conducted?**
   Each eligible applicant is assigned a unique number. During the random selection process, these numbers are drawn randomly from the selection pool, ensuring that all eligible applicants have an equal chance of being selected.

ORIENTATION

When will I receive the orientation schedule if I am selected for the program?
If you are selected, the RN program director will send you a follow-up email with the orientation schedule. If you don't receive it, please contact Nursing@highline.edu for assistance.

The RN program at Highline College 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 program curriculum, class schedules, vaccination requirements, clinicals, or other nursing-related inquiries:
Nursing Department, nursing@highline.edu, (206) 592-3471

Questions regarding application process:
Admissions Department, nursingapp@highline.edu, (206) 592-3181