



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

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

APPLICATION SUBMISSION PERIOD

- **Fall 2024: June 3, 2024 – July 2, 2024**
- **Winter 2025: July 29, 2024 – Aug 22, 2024**
- **Spring 2025: Oct 28, 2024 – Dec 30, 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& 240 (Formerly CMST 200, Intercultural Communication), **or** CMST&210 (Interpersonal Communication), **or** CMST& 220 (Public Speaking)
 - 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

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 <ul style="list-style-type: none"> ● 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)

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	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.

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
- Attend an [information session](#) (online or in person)

(Note: One point awarded for attending, regardless of how many sessions you attend.)

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 be 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 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, 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](#)

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 ctLink 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 ctLink ID number connected to Highline, you do not need to reapply for general admission.
 - *Please note: If you have a ctLink 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 available on the [RN Admissions website](#) 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 ctLink account.
 - The Admissions office will send an email notification once your application fee has been added to your ctLink 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.

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 again. You will automatically be included in the next random selection process for Winter or Spring.
 - 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 2-year 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.

Vaccination Records

1. I have questions about the vaccination requirements. Who can I contact?

Please contact the Nursing Department at nursing@highline.edu or (206) 592-347

Orientation

1. 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.