



## REGISTERED NURSE, AAS Information Packet 2025-26 Application Cycle

The information in this packet is subject to change. Please visit the [Nursing Students website](#) for the most up-to-date details.

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 are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### APPLICATION SUBMISSION PERIOD (2025-2026 Application Cycle)

Quarter Start	Fall 2025	Winter 2026	Spring 2026
Submission Period	6/2/2025 - 6/30/2025	8/1/2025 - 8/29/2025	12/1/2025 - 12/29/2025
Application Deadline	6/30/2025	8/29/2025	12/29/2025
Selection Notification	7/14/2025 - 7/25/2025	9/15/2025 - 9/26/2025	1/12/2026 - 1/23/2026

### PROGRAM OPTIONS

Our accredited Registered Nurse (RN) program welcomes a new cohort of students each Fall, Winter, and Spring for the 2-year Full-Time program. Beginning Fall 2025, we will also offer a 3-year Part-Time program, admitting one cohort per year in the Fall quarter. Below is a comparison of the programs.

Program	Full-Time RN Program	Part-Time RN Program
Format	In-person	Hybrid (online and in-person)
Duration	2 years (excluding Summer)	3 years (including Summer)
Credit Load per Quarter	12-15 credits	5-8 credits
Class Days	4 days/week (vary by quarter)	2-3 days/week (vary by quarter)
Clinical hours per weeks	8-12 hours/shift (Primarily during the day, with some evenings)	8-12 hours/shift (Primarily during the day, with some evenings)
Application Windows	Fall, Winter, Spring	Fall only
Student Admitted	28 per cohort	20 per cohort

- Additional class sessions or activities may be scheduled. Students will be notified by the program.
- Highline College no longer offers a 1-year LPN-RN program. Applicants with an LPN license can still apply to the RN program but must anticipate completing the 2-year full-time program or the 3-year part-time program.

## ADMISSION REQUIREMENTS

- **A certificate of completion from a WA State Board of Nursing-approved Certified Nursing Assistant (CNA/NA-C) Training Program, or an active and unrestricted CNA/NA-C license valid through the Nursing Program application deadline.**
  - We also accept an active and unrestricted Licensed Practical Nurse (LPN) license on the application deadline(s). However, even with an LPN license, the applicant must complete the 2-year full-time program or 3-year part-time 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& 131 (Introduction to Organic/Biochemistry)
  - 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), or any 200-level communication course focusing on interpersonal interaction with diverse populations.
  - NUTR& 101 (Nutrition)
  - MATH& 146 (Introduction to Statistics)
  - PSYC& 200 (Lifespan Developmental Psychology)
- **Prerequisite Transcripts:** Unofficial transcripts are required at the time of application, but official transcripts are not needed.
- **Selective Admission Nonrefundable Application Fee (\$45)**

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

## APPLICATION PROCESS

An Application Cycle includes all start terms within an academic year, and eligible applications remain in consideration until selected or until the application cycle concludes.

### ➤ **Application Review and Selection Process**

Admissions will review applications submitted during the designated submission periods only. Applications must meet all admission requirements at the time of submission to be considered.

### ➤ **Additional Qualifications (Optional)**

In addition to meeting the admission requirements listed above, applicants may choose to complete the following **optional** qualifications to strengthen their application and increase their chances of selection.

Each criterion is assigned to a point value, but they are not required. Documentation is required for some criteria.

Below is a list of optional criteria that **require supporting documents**:

- Have at least 40 hours of community service within one year before the deadline.  
[\[Click here for the fillable form\]](#) (1 point)
- Previous associate degree or higher [transcripts with degree posted or diploma] (2 points)
  - Note: Degrees from foreign universities will qualify
- U.S. Military Service [e.g. DD214, military ID] (2 points)
- Have at least one year of direct patient care experience.  
[\[Click here for the fillable form\]](#) (3 points)

Applicants will also receive points for the following optional criteria, **no document needed**:

- Geographic location (1 point)
- First Generation College Graduate (2 points)
- Current or past Highline College student (over 30 credits) (4 points)
- Prerequisite cumulative GPA of 3.5 or higher (3 points)
- Attend an information session (online or in person) (1 point)
  - (Note: One point awarded for attending, regardless of how many sessions you attend.)

**Important:** Any false information will result in immediate withdrawal from the applicant pool.

#### ➤ **Random Selection Process & Notifications**

After reviewing applications, eligible applicants will be entered into a random selection. We aim to admit approximately 84 Full-Time and 20 Part-Time students annually. Students will be selected prior to the start of each quarter:

- Fall: 28 Full-Time and 20 Part-Time students
- Winter: 28 Full-Time students
- Spring: 28 Full-Time students

#### ➤ **Alternate Applicants**

Alternate applicants will be selected from the pool of remaining eligible applicants as needed. If a seat becomes available, a replacement will be chosen from this group. Notifications will be sent via Highline student email. Be sure to check your email regularly for updates.

## **REQUIREMENTS AFTER ADMISSION**

#### ➤ **Orientation**

Orientation is mandatory for all selected and admitted students. There are two required orientation sessions that must be attended before the quarter begins.

#### ➤ **Official Transcripts & Credit Evaluation**

Official transcripts are only required after being selected; unofficial copies are needed at the time of application.

**IMPORTANT:** *Selected applicants must submit official college transcripts to Highline College within two weeks of notification to complete the admission process. Failure to do so may result in losing your spot to another applicant.*

- **Do not submit official transcripts to the Nursing Department**—they must be sent to the Registration & Records office for an evaluation.
- If you have already received a formal transcript evaluation by Highline for the RN program, you may not need to resubmit transcripts.
- If all prerequisite courses were completed at Highline, official Highline transcripts are not required.

➤ **Vaccination Requirements**

Vaccination records are not required at the time of application but will be required for selected students. See Page 7 for the [vaccination requirements](#).

➤ **Background Check**

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

## ADDITIONAL INFORMATION

### Completing the Program

Most students who meet the admissions requirements and follow the nursing course schedule will successfully complete the program. However, depending on your previous coursework, you may need additional classes to meet graduation requirements. We recommend working closely with your faculty advisor to stay on track.

### Contact Information

Questions regarding program curriculum, class schedules, vaccination requirements, clinicals, or other nursing-related inquiries, contact: Nursing Department, [nursing@highline.edu](mailto:nursing@highline.edu), (206) 592-3471

Questions regarding application process, application requirement(s), or other admission-related inquiries, contact: Admissions Department, [nursingapp@highline.edu](mailto:nursingapp@highline.edu), (206) 592-3181

### Financial Aid & Funding

There are many [funding options](#) available to students.

The Financial Aid Office processes applications on a first-come, first-served basis. We strongly recommend [applying for financial aid](#) as early as possible, even if you are still waiting for your nursing application status.

If you have questions about your financial aid status or awards, email [financialaid@highline.edu](mailto:financialaid@highline.edu) from your Highline student email or [schedule an appointment](#) with the Financial Aid team.

# Highline College Registered Nurse AAS Program Application Checklist

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☐ **Step 1: Complete Prerequisites**

Refer to the [Nursing Students website](#) for the required courses under Program Admission Information

☐ **Step 2: Complete CNA/NA-C Credential**

- Visit the [Nursing Students website](#) for sample printouts.
- Submit a certificate of completion for an approved CNA/NA-C training program from Washington State.

**OR**

- Submit an active and unrestricted CNA/NA-C license from Washington State.

☐ **Step 3: Submit General Admission Application**

For new students (not a former or current Highline student), apply via the [Admissions website](#).

☐ **Step 4: Activate your Highline student account [Important!]**

Former or current Highline students skip this step and proceed to Step 5.

☐ **Step 5: Submit RN Program Application and Supporting Materials**

- Apply online during the designated cycle on the [Nursing Students website](#).
- Upload your unofficial transcripts and CNA/NA-C credential to the application.

☐ **Step 6: Pay RN Application Fee**

Pay the non-refundable \$45 application fee by the stated deadline after receiving the email notification with payment instructions.

## RESOURCES

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1. Questions regarding program curriculum, class schedules, vaccination requirements, clinicals, or other nursing-related inquiries, contact the Nursing Program at [nursing@highline.edu](mailto:nursing@highline.edu).
2. Questions regarding application process, application requirements, or course credit equivalency, contact the Admissions Office at [nursingapp@highline.edu](mailto:nursingapp@highline.edu).
3. Need Help with Class Mapping? Visit the [Advising Center](#) or schedule an appointment.
4. Explore financial aid options: [Click Here](#)
  - Contact Financial Aid, [financialaid@highline.edu](mailto:financialaid@highline.edu) or visit [Financial Aid website](#).
  - Learn about [Payment Plan](#) or contact Cashier office at [cashier@highline.edu](mailto:cashier@highline.edu)

## PREREQUISITE REQUIREMENTS

The chart below shows the required courses for admission to the RN program, along with the prerequisites needed to enroll in each course.

	Requirements for RN Admission	Prerequisites Needed to Enroll
1	BIOL& 241 - Human Anatomy & Physiology I	BIOL& 160 - General Biology with Lab for Pre-Allied Health Students with a minimum grade of 2.0 <b>OR</b> BIOL& 211 - Majors Cell with a minimum grade of 2.0
2	BIOL& 242 - Human Anatomy & Physiology II	BIOL& 241 - Human Anatomy & Physiology I with a minimum grade of 2.0
3	BIOL& 260 - Microbiology	BIOL& 160 - General Biology with Lab for Pre-Allied Health Students with a minimum grade of 2.0 <b>OR</b> BIOL& 211 - Majors Cell with a minimum grade of 2.0
4	CHEM& 131 - Intro to Organic/Biochemistry	CHEM& 121 - Introduction to Chemistry with a minimum grade of 1.7
5	CMST& 210 - Interpersonal Communication or CMST& 220 - Public Speaking or CMST& 240 - Intercultural Communication or any 200-level communication course focusing on interpersonal interaction with diverse populations	<ul style="list-style-type: none"> <li>▪ CMST&amp; 210 - Received placement into English 099 or completed ENGL 097 with a minimum 2.0</li> <li>▪ CMST&amp; 220 - Received placement into English 101 or completed ENGL 099 with a minimum 2.5 or ENGL 097 with a minimum 3.0</li> <li>▪ CMST&amp; 240 - Received placement into English 097</li> </ul>
6	ENGL & 101 - English Composition I or ENGL& 102 - Composition II, or ENGL& 235 - Technical Writing	<ul style="list-style-type: none"> <li>▪ Engl&amp; 101 - Received placement into English 101 or completed ENGL 099 with a minimum 2.5 or ENGL 097 with a minimum 3.0</li> <li>▪ ENGL&amp; 102 - ENGL&amp; 101 with a minimum grade of 2.0</li> <li>▪ ENGL&amp; 235 - ENGL&amp; 101 with a minimum grade of 2.0</li> </ul>
7	MATH& 146 - Introduction to Statistics	College Math Eligibility or Completion of college level Math or Completed MATH 091 with a minimum grade of 2.0
8	NUTR& 101 - Nutrition	None
9	PSYC& 200 - Lifespan Psychology	PSYC& 100 - General Psychology with a minimum grade of 1.0

## VACCINATION INFORMATION

Vaccination records are not required at the time of application but will be required for selected students. 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](mailto:nursing@highline.edu) or (206) 592-3471.

Vaccinations	Specifications
<b>Hepatitis B</b>	Completion of a 2 or 3-dose series <ul style="list-style-type: none"> <li>● Must include a titer (blood draw) including the date drawn and the results</li> <li>● Must repeat vaccination series if the titer is negative (or get a Hep B booster)</li> </ul>
<b>Tetanus/Diphtheria/Pertussis (Td/Tdap)</b>	Must be renewed every 10 years  <b>NOTE:</b> If your Td/Tdap expires at any time while you are completing the program, you must renew it before applying to the program
<b>Measles, Mumps, &amp; Rubella (MMR)</b>	Completion of a 2-dose series or show immunity by titer
<b>Varicella</b>	Completion of a 2-dose series or show immunity by titer
<b>COVID-19 Vaccine</b>	Completion of a 1 or 2-dose series
<b>COVID-19 Booster</b>	Completion of a minimum of 1 booster
<b>Influenza (Flu)</b>	Provide evidence of your last vaccination <b>NOTE:</b> Must be renewed annually
<b>Tuberculosis (TB)</b>	Complete and submit results for an initial TB test (date drawn, positive/negative): must be a 2-step or QFT (blood test)  <b>OR</b> 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  <b>NOTE:</b> 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

### Full-Time Program:

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#### Program Options

**1. What is the difference between the Pre-Nursing DTA program, the Registered Nurse AAS program, and the Bachelor of Science in Nursing (BSN) program?**

- **Associate Pre-Nursing DTA/MRP:** designed for students planning to transfer to a Bachelor of Science in Nursing (BSN) program, covering general education and prerequisite science courses, typically completed in two years (90 credits) before transferring to a four-year university and does not contain any clinical hands-on practice or nursing coursework.
- **Associate of Applied Science in Registered Nursing (RN AAS):** prepares students to become Registered Nurses (RNs) in 2-3 years by providing essential nursing skills, patient care, hands-on clinical training, and coursework, ultimately allowing graduates to take the NCLEX-RN exam and begin working as RNs.
- **BSN Program:** a broader 4-year program that includes everything in the RN AAS. After passing the NCLEX-RN exam, you will earn both your RN license and a bachelor's degree, which may open more career opportunities.

**2. What is the difference between a 2-year Full-Time program and a 3-year Part-Time program?**

The Full-Time RN Program is an in-person, two-year program (excluding summer) with a credit load of 12-15 credits per quarter. Students attend classes four days per week, with schedules varying by quarter. Clinical shifts are 8-12 hours, primarily during the day with some evening shifts. Applications are accepted three times a year (Fall, Winter, and Spring), and each cohort admits 28 students.

The Part-Time RN Program, starting in Fall 2025, is a hybrid, three-year program (including summer) with a credit load of 5-8 credits per quarter. Students attend classes 2-3 days per week, with schedules varying by quarter. Clinical shifts follow the same 8-12 hour structure as the Full-Time program. Applications are accepted once a year in the Fall, with 20 students admitted per cohort.

(See the [comparison chart](#) on page one of this packet.)

#### 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.



- 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.

**4. What needs to be completed before applying, and what can be done after securing funding coverage?**

All application requirements must be completed before submission, including prerequisites and the NA-C credential. Vaccination requirements will be completed after acceptance into the program.

## Prerequisites and Transcripts

**1. I am 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](mailto: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](mailto: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

**8. How can I convert my semester credits into quarter credits?**

To convert semester credits into quarter credits, use the following formula:

Quarter Credits = Semester Credits × 1.5

**9. Should I complete the Biology and Chemistry courses through consortium agreements with other colleges that offer online options, or complete the full course sequences at one institution?**

Yes, it is recommended to complete the full course sequences at one institution to ensure consistency and avoid knowledge gaps.

## 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.

### 3. What would make my nursing application stand out from others?

Students can complete the optional criteria listed on the Nursing Students website. Some of these require supporting documentation, and examples with fillable forms are also available on the website.

## Vaccination Records

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

Contact the Nursing Department at [nursing@highline.edu](mailto:nursing@highline.edu) or (206) 592-347.

## 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](mailto:Nursing@highline.edu) for assistance.

## Funding Options

### 1. Can State Employee Waivers be used to cover the Nursing Program tuition?

No, State Employee Waivers are not eligible for the Nursing Program tuition. For additional funding options and details, please refer to the [Program of Study Funding Options](#) page on our website.

### 2. If I receive tuition benefits from my employer as a state employee, can it be used for the Nursing Program?

Contact the [Financial Aid office](#) for more information.

### 3. Does Financial Aid pay for the Clinicals?

The RN AAS program is financial aid eligible. If clinicals or related materials are part of the course requirements, they may be covered depending on the student's situation. We recommend that students schedule an appointment with the Financial Aid office at [financialaid@highline.edu](mailto:financialaid@highline.edu) to confirm their eligibility.

## Part-Time Program:

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**1. How does the Part-Time program fit my schedule?**

The Part-Time program is more flexible. It helps students balance work, school, and personal life. It's a good option if you need a lighter schedule.

**2. How many clinical hours are required each week?**

- Full-Time Program: Clinicals happen every quarter. The number of weeks and the timing (start or end of the quarter) may change each term.
- Part-Time Program: Clinicals may begin at the end of the first year. Dates may change.

**3. How many hours should I study outside of class each week?**

Plan for 2 to 3 hours of study per credit each week. For example, a 5-credit class may need 10 to 15 hours of study per week, depending on the course and your learning style.

**4. How much of the Part-Time hybrid program is online or in-person?**

This varies by quarter and course. A 1-2 credit theory course may be mostly online, while a 1-2 credit lab course may need more in-person time.

**5. Can I work while in the Part-Time program?**

Yes, you can work. But we recommend having support to avoid conflicts with your class and clinical schedule.

**6. Is there a time limit to finish the Part-Time program?**

Yes, you are expected to finish within 3 years. If special situations come up, talk to the Nursing Program.

**7. Can I take a leave of absence from the program for a certain period?**

If you need to take a break, you must submit a petition to the faculty and staff. They will review your case. Each request will be considered based on the individual's situation.

**8. What quarters will I be enrolled in?**

You will take classes in Fall, Winter, Spring, and Summer during the 3-year program.

**9. How many students are admitted each year?**

20 students are admitted to the Part-Time program each year.

**10. What are the admission requirements for the Part-Time program?**

The requirements are the same as the Full-Time program. Visit the Nursing Students website for details.

**11. When can I apply for the Part-Time RN program?**

You can apply once a year for Fall admission. Check the Nursing Student website for the application schedule.

**12. How much is the tuition? Are there additional costs?**

Tuition is about \$10,000, the same as the Full-Time program (not including prerequisites). Extra costs include books, uniforms, and clinical supplies.

**13. Can I get financial aid for the Part-Time program?**

Yes, if you take at least 6 credits. Talk to the Financial Aid Office to check your eligibility.

**14. Will I get the same degree as Full-Time students?**

Yes, both programs lead to the same AAS Registered Nursing degree.

**15. Can I switch between Part-Time and Full-Time after starting?**

No. Once you start the program you were accepted into, you will stay in that cohort.

***For questions about this information packet, please contact [admissions@highline.edu](mailto:admissions@highline.edu)***