



**ADMISSION PROCEDURE (ADVANCED PLACEMENT PATHWAY)**

**for**

**LICENSED PRACTICAL NURSE TO ASSOCIATE DEGREE IN NURSING**

**or**

**PARAMEDIC TO ASSOCIATE DEGREE IN NURSING**

**QUALIFICATION DEADLINE: ALL DOCUMENTS MUST BE RECEIVED FOR PROCESSING NO LATER THAN FEBRUARY 7TH, 2025 at 3 pm**

**\*The process and criteria below apply specifically to the applicant who is already practicing as a licensed practical nurse or a certified paramedic**

**\*To be eligible to submit a nursing program application, the applicant must first have completed the HCC college admissions application\***

**A. Halifax Community College Admissions Application**

**Please visit <https://www.halifaxcc.edu/Admissions/> to begin the HCC Admissions application process**

**\*\*You must complete the following steps prior to the deadline in addition to the nursing admissions process in order to be considered for admission\*\***

- 1) Complete Residency Determination at <https://ncresidency.cfnc.org/residencyInfo/home>
- 2) Complete HCC Admissions application at <https://www.halifaxcc.edu/Admissions/>
- 3) Apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)





- a) Use HCC's federal school code: 007986
- b) If you are a veteran, please see the VA Director in the registrar's office, Building 300, Room 326
- 4) Submit signed Social Security card to HCC Admissions Department.
- 5) Submit high school and all post-secondary transcripts required for program admission to HCC Admissions Department Building 300, Office 312
- 6) After you receive your HCC notification of admission, you will need to sign up for new student orientation, complete any required placement testing, and meet with your assigned advisor to plan your courses

**Contact The Admissions Office at 252.536.7225 for more details about this process**

### **B. Nursing Program Application Process**

- 1) Click the link below to sign up for your mandatory nursing information session.

Please provide your name and phone number, along with the session you are interested in attending in your email.

Select from the following dates:

August 26th, 2024  
September 24th, 2024  
October 30th, 2024  
November 21, 2024  
December 2, 2024  
January 28, 2025

Click here → [HCC Information Session Sign Up](#)





2) Attend the reserved Information Session

- a) Sessions are held in Room B208 in the Health Sciences Building. Sessions begin promptly at 5:30pm. You must attend the entire session in order to receive credit.
- b) Complete the HCC Nursing application form that will be provided to you at the session. A copy of the HCC Nursing application must be submitted to faculty within 24 hours. Instructions for submission will be shared at the information session. Failure to submit the application within 24 hours will result in the applicant having to attend another information session. HCC Nursing applications are not accepted from individuals who have not attended an information session within the previous 12 months.
- c) Submit any additional required documents along with any allied health certifications, licenses, etc. to HCC Admissions Department

**NOTE: Students are required to attend an information session in the new application cycle beginning Fall 2025, even if a previous information session was attended.** Information sessions will begin promptly at the scheduled time, if you are more than 5 minutes late you will be asked to sign up for another session. Session details are posted on the HCC School of Nursing website at <https://halifaxcc.edu/Academics/HealthSciences/Nursing.php>

### C. Eligibility

The student's overall grade point average must meet or exceed 2.5 by the end of the semester preceding the application deadline. GPA is determined by the most recent college transcript with a minimum of 12 hours of non-developmental credit.

BIO 168 and 169 are requirements for completion of the program. Priority will be given to **the student who has completed BIO 168 and BIO 169 with a letter grade of B or higher. For the advanced placement applicant, it is preferred that BIO 169 have been completed within 5 years of the application deadline.**





*\*\*Once an applicant has attended an information session and completed a Health Sciences Application, they are then eligible to register for the HESI A2 placement examination.\*\**

After attending an information session, applicants will need to take the HESI admission assessment (A2). Testing will be offered at Halifax Community College from September 2024 through February 2025. **Test scores are valid for three years ( for example, for the 2025 application year, the HESI A2 test must have been completed no earlier than February 2022).** Applications with submissions beyond the deadline will not be considered. Students may take the HESI A2 at HCC up to two times per admission cycle. Please make the testing coordinator aware if you are a second time test taker. **Preference for testing dates will be given to first time test takers.** Test results are accepted from external testing sites provided an official copy of the results are submitted to HCC Admissions prior to the deadline. Students will be required to pay **\$60.00** (fees subject to change) with each attempt to take the A2. Fees need to be paid at the HCC Cashier's Office. Please bring a copy of your receipt with you on testing day. Picture ID is required at the testing site. **A minimum score of 65% is required for consideration. Students who are repeat testers must notify the testing coordinator prior to sitting for the exam. Please reach out to Ms. Tonia Lashley, testing coordinator, at [tlashley172@halifaxcc.edu](mailto:tlashley172@halifaxcc.edu) or 252-536-6389, for questions regarding testing registration.**

**Additional requirements:**

**Practical Nurse to ADN applicant**

- 1) **Before admission, the Advanced Placement student is encouraged to have taken and received credit for BIO 168, BIO 169, PSY 150, PSY 241, and ENG 111 (other required general education prerequisites may be taken while enrolled in the Nursing Program). Priority will be given to students who have completed these courses. Priority will also be given to students who achieved a B or higher in BIO 168 and BIO 169. It is preferred that BIO 169 have been completed within 5 years of the application deadline. All prerequisites must be completed with a minimum of C.**





- 2) **Must hold an unencumbered license to practice as an LPN in NC (or Compact license). A copy of the LPN license must be submitted to HCC General Admissions prior to the deadline.**
- 3) **Applicant must show proof of employment as an LPN who has completed a minimum of 1040 hours within the last year by completing the 1040 hours certification form. (Verification of Hours due by April 30, 2025, at 3pm). See form on page 6.**

### **Paramedic to ADN**

- 1) **The Advanced Placement student is encouraged to have taken and received credit for BIO 168, BIO 169, PSY 150, PSY 241, and ENG 111 (other required general education prerequisites may be taken while enrolled in the Nursing Program). Priority will be given to the student who has completed these courses. Priority will be given to the student who has received a B or higher in BIO 168 and BIO 169. It is preferred that BIO 169 have been completed within 5 years of the application deadline. All other prerequisites must be completed with a minimum of C.**
- 2) **Hold a Paramedic Certification with the North Carolina Office of Emergency Medical Services or National Registry. A copy of the Paramedic certificate must be submitted to HCC General Admissions prior to the deadline.**
- 3) **Provide evidence of employment of a minimum of 1 year experience as a Paramedic providing direct patient care within the past 2 years. See form below.**





**Awarding of Non-course credit upon program admission:**

**Upon admission to the advanced placement pathway, the student will receive non-course credit for the following courses: NUR 111, 112, 113, and 114.**

**D. Determination of Admission Status**

Applicants are ranked and selected for admission based on the following criteria:

- a) GPA
- b) HESI Score
- c) Prerequisite Course Performance
- d) HCC Current Student (enrolled in class)
- e) Halifax or Northampton County Residence
- f) Certifications, Licensures (Allied Health)
- g) Completion of Therapeutics and Diagnostics Pathway

\*\*\*Please see the Minimum Admissions Criteria Document for further detail on the ranking process\*\*\*

**Applicants will be notified of their general admission status by HCC student email within 4-6 weeks of the application deadline.**

All additional program correspondence will occur through the student's Halifax Community College email.





### **E. Ranking/Conditional Acceptance/Alternate List**

1. Students should indicate their desired program on their HCC Nursing application.
2. Notification of conditional acceptance will be sent by email to the HCC email address of the students who ranked highest in the application process. Notification indicating placement on the alternate list will be sent to all other students who met the ranking qualifications, but were not offered seats in the program at that time (all correspondence will be through HCC email account).
3. Students who do not enter the nursing program in Summer 2025 for any reason will need to reapply to be considered for future admission. HCC does not maintain a waiting list. Students may reapply by attending a nursing information session and completing a HCC Nursing application form the following year.

*In the event that the ranking process results in the same score for more than one student to be offered a seat, priority will be given first to a student currently attending HCC, then the highest overall GPA.*

**Halifax Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.**





**LPN Verification Form: 1040 Hours Certification**

I verify that \_\_\_\_\_ (LPN's full printed name) has been employed

as a Licensed Practical Nurse With \_\_\_\_\_ (print facility name)

for \_\_\_\_\_ hours within the past 12 months.

**Note: The time spent as a nursing assistant before obtaining the LPN license does not count toward the 1,040 hours required, even at the same facility. While enrolled in a health science/nursing program up to and including a Licensed Practical Nurse program, clinical hours do not count toward the 1,040 hours worked as a Licensed Practical Nurse.**

**Please Print:**

**Applicant's Name:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Facility:** \_\_\_\_\_

**Address of Facility:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone Number of Facility:** \_\_\_\_\_







**I acknowledge that I have read and understood this document by signing below. I also declare that the contents of this declaration are true and correct to the best of my knowledge. Halifax Community College staff will follow up with the applicant and/or facility representative if further clarification is needed.**

**Please sign:**

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant must submit THIS VERIFICATION FORM and a copy of their LPN license prior to April 30, 2025 by 3pm. Any verification form received after the application deadline will not be considered and any offer of admission will be revoked.**





**Paramedic Verification Form**

I verify that \_\_\_\_\_ (Paramedic's full printed name)  
has been employed as a Certified Paramedic  
With \_\_\_\_\_ (print facility name)  
since \_\_\_\_\_

**Please Print:**

**Applicant's Name:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Human Resources Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Facility:** \_\_\_\_\_

**Address of Facility:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone Number of Facility:** \_\_\_\_\_





**I acknowledge that I have read and understood this document by signing below. I also declare that the contents of this declaration are true and correct to the best of my knowledge. Halifax Community College staff will follow up with the applicant and/or facility representative if further clarification is needed.**

**Please sign:**

**Applicant:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Human Resources  
Representative:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Applicant must submit THIS VERIFICATION FORM and a copy of their certificate prior to April 30, 2025 by 3pm. Any verification form received after the application deadline will not be considered and any offer of admission will be revoked.**



## Halifax Community College - Nursing

### Minimum Admissions Review (MAR)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

SSN: \_\_\_\_\_

Student ID: \_\_\_\_\_

Application Process: **Advanced Placement (Paramedic to RN and LPN to RN)**

Deadline for submission of ALL documents is **February 7, 2025 by 3pm**

- HCC Application online
- Complete Residency Determination Status online
- Submit copy of signed Social Security card to HCC Admissions
- Applied for Financial Aid online
- Submit Official HS transcript or GED scores to HCC Admissions
- Submit Official college/other transcripts
- Sign up for and attend in-person Nursing Information Session
- Complete HCC Nursing Application Form and submit to Nursing Faculty within 24 hours of attending information session
- Cumulative GPA: 2.5 or higher required GPA\*
- HESI A2 Placement Test score of 65% or higher (scores are not rounded)
- Submit proof of any professional certificates, licensures, or continuing education certificates

As part of the admissions process, placement into college-level classes must be determined. If you have previous college credit in English and math, or if you have graduated from a United States high school within the last 10 years, an Academic Counselor may waive your need to take a placement test. If that does not apply to you, placement test scores are required.

#### **Developmental English and Math:**

English must be achieved by one of the following:

- a) RISE placement in Tier 2
- b) SAT Reading (480+) \_\_\_\_\_ **or** SAT writing (480+)(w/in 5 years)
- c) College-level ENG with a "C" or better \_\_\_\_\_
- d) High school GPA  $\geq 2.8$  (graduated w/in five years)

## Math

- a) RISE placement in Tier 1
- b) SAT Math (530+)\_\_\_\_\_ w/in 5 years
- c) College-level MAT (ex: MAT 140, MAT 161)\_\_\_\_\_
- d) High School GPA  $\geq 2.8$  graduated w/in five years

- Priority is given to those with a program-specific GPA of 2.5 or higher if the student has completed general education courses for the program.
- A grade of "C" or better is required in all courses. It is preferred that BIO 168 and BIO 169 have been completed within the prior 5 years for the Advanced Placement student. Priority will be given to students who have achieved a B or higher in BIO 168 and BIO 169.
- GPA is determined by the most recent college transcript with a minimum of 12 hours of non-developmental credit

Please indicate the preferred program by checking the corresponding box:

	Advanced Placement (LPN to ADN)
	Advanced Placement (Paramedic to ADN)

• Advanced Placement Option (LPN to ADN and Paramedic to ADN) deadline is February 7, 2025

### Ranking

*To be considered for ranking purposes, courses must be completed by the end of the Fall 2024 semester. Certifications, licensures, or residency status information must be submitted to the admissions office by the deadline to be considered for the ranking.*

#### Related Experience/Resident Points:

Point system A=4, B=3

Classes (Credits)	Grade	Points	Date
BIO 168(4)			
BIO 169 (4)			
ENG 111 (3)			
ENG 112 or ENG 114 (3)			
PSY 150 (3)			
PSY 241 (3)			
HUM 115 (3)			

- \_\_\_ Current Active CNA (+5)
- \_\_\_ Certified Paramedic (+10)
- \_\_\_ Current LPN Licensure (+10)
- \_\_\_ NUR 117 (B or higher +3)
- \_\_\_ \*\*Other allied health (+2)
- \_\_\_ Halifax County Resident (+1)
- \_\_\_ Northampton County Resident(+1)
- \_\_\_ Current HCC Student (+2)
- \_\_\_ Therapeutics and Diagnostics Diploma(+10)

**Ed2Go Fundamental Courses:** Courses and costs can be accessed at

[https://www.ed2go.com/halifaxccc/about\\_us.html](https://www.ed2go.com/halifaxccc/about_us.html)

Each course is 6 weeks long and must be completed prior to the deadline. Certificate of completion must be submitted for proof of completion.

\_\_\_\_\_ Medical Terminology: A Word Association Approach (+3)

\_\_\_\_\_ Medical Terminology II: A Focus on Human Disease (+3)

\_\_\_\_\_ Medical Math (+3)

\_\_\_\_\_ Spanish for Medical Professionals (+3)

\_\_\_\_\_ Spanish for Medical Professionals II (+3)

**Cumulative GPA:** \_\_\_\_\_

\_\_\_\_\_ GPA  $\geq$  3.000 (+5) (most recent transcript with 12 or more non-developmental credits)

\_\_\_\_\_ GPA  $\geq$  3.5 (+10) (most recent transcript with 12 or more non-developmental credits)

**HESI A2 Cumulative Percentage Score:** \_\_\_\_\_

**\*\*will accept HESI A2 score from another institution but student must submit copy of results prior to deadline for consideration.. HESI A2 results must be within three years.\*\***

90% or above (+15)

80% to 89.9% (+10)

70% to 79.9% (+5)

65% to 69.9% (+0)

Reviewer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

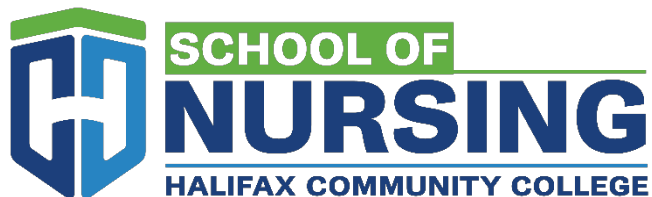
**Total Academic Points** \_\_\_\_\_

\*\*Students will be awarded one (2) point total for an allied health degree/certification/licensure from the following list: X-ray tech, surgical tech, medication aide, dental hygiene, dental assisting, dialysis tech, Basic EMT, MLT, phlebotomy, respiratory therapy, medical office, medical assisting, physical therapy assisting, occupational therapy, recreational therapy, speech therapy, pharmacy tech.

**\*\* The MAR provides an additional checklist for the student. It does not have to be submitted with their admission documents.\*\***

<b>Program of Study</b>	<b>Last Name</b>	<b><i>Primary Advisor/Secondary Advisor</i></b>	<b>Phone #</b>	<b>Room #</b>
Program Director		Sarah Harris	536-7230	B210
Pre-Nursing and All Nursing Students are assigned based on the first letter of their last name.	A-E	Tia Alfonso	536-7292	B217
	F-J	Helen Ford	536-7268	B212
	K-N	Rhonda Kennedy	536-6340	B215
	O-S	Maria Navarro	538-4314	B209
	T-Z	Kara Clary	536-6361	B217



**FOR OFFICE USE**

Date Received \_\_\_\_\_

ADM \_\_\_\_\_ EVAL \_\_\_\_\_

## Health Science Application 2025

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PLEASE PRINT

**As shown on the Social Security card**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle/Former \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Business/Cell Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Check Program Applying for:**

\_\_\_\_ Associate Degree Nursing (ADN)

\_\_\_\_ Advanced Placement LPN to ADN

\_\_\_\_ Practical Nursing (traditional)

\_\_\_\_ Advanced Placement Paramedic to ADN

\_\_\_\_ Practical Nursing (evening/weekend)

Also mark "X" here if you are applying for readmission to the program \_\_\_\_\_

**Residency Information:**Have you moved outside North Carolina since your last enrollment?  Yes  No

If so, list dates: From \_\_\_\_\_ to \_\_\_\_\_ State \_\_\_\_\_

Be sure to have all transcripts sent (you may bring in transcripts in a sealed envelope) to the Admissions Office. Halifax Community College welcomes students and employees regardless of race, national origin, religion, sex, age, or disability.

**By signing below, I verify that I have**

- Attended an information session within 1 year of application to the Health Science program,
- Viewed the admissions requirements on the HCC website,
- Understand the steps to the admissions process for the health science program of my interest,
- I am responsible for using the Minimum Academic Requirement (MAR) sheet to ensure all documents are submitted by the deadline.
- Math courses from the quarter system will not transfer. The Registrar will evaluate all college transfer courses and must come from an accredited institution.

***The policy is subject to change throughout the year.***

Signature \_\_\_\_\_ Date \_\_\_\_\_