Hawai'i Community College
Health Sciences Division

NURSING ADMISSIONS INFORMATION

Application cycle opens on **November 1st** and closes on **January 15th at 11:59PM**

Steps to Apply to the Nursing Program: See website for full details and current information.
https://hawaii.hawaii.edu/nursing

Admission Cycle: Fall Semester (for AS and PRCN programs) and Summer Semester (for LPN to AS-NURS Pathway program).

Residents: Priority for admission to the nursing program is given to qualified State of Hawai'i residents over qualified non-residents (i.e., military exempt and WUE exempt students). See UH Board of Regents Policy 5.211

Available Seats

- **AS Nursing Program:** 20 Manono/Hilo Campus, 10 Pālamanui/Kona Campus
- **Practical Nursing (PRCN) Program:** This program is offered in Hilo only, and is contingent upon the availability of budget and staff resources. Up to 10 students may be admitted when the program is offered.
- **LPN to AS-NURS Pathway Program:** This program is offered in Hilo only, and is contingent upon the availability of budget and staff resources. Up to 10 students may be admitted when the program is offered.

ADMISSION REQUIREMENTS for AS-NURS, LPN to AS-NURS pathway, and PRCN Programs

1. Applicants are selected for admission to the AS-NURS, LPN to AS-NURS pathway, and PRCN Programs using a point system based on grades earned in the prerequisite courses, Test of Essential Academic Skills (TEAS) exam scores, and documentation of previously earned degrees, military veteran status, and/or relevant professional health care experience. Refer to the Nursing Programs Admissions Criteria Point Allocation Worksheet found at https://hawaii.hawaii.edu/nursing/apply
2. **Prerequisite Requirements:** Complete all prerequisite requirements with a grade of "C" or better (C- is not accepted) by the end of the Spring semester prior to program entry, and earn a minimum cumulative GPA of 2.0 by the end of the Spring semester prior to program entry. All courses for the degree must be taken for a letter grade.
3. **Test of Essential Academic Skills (TEAS):** Complete the Test of Essential Academic Skills (TEAS) exam and earn a composite, individual adjusted score at the Proficient level (minimum score of 58.7%) or higher.
4. **Additional Requirements for the LPN to AS-NURS pathway:** Possession of a current Hawai'i Practical Nurse License, and minimum 6 months current experience working as an LPN.

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APPLICATION PROCEDURES

1. Students not currently enrolled at Hawai‘i CC or another University of Hawai‘i (UH) system campus must fill out a **UH Common Application Form** indicating their desire to enroll in the College the next Fall semester for the AS and PRCN programs, and the Summer semester for LPN to AS-NURS pathway program. Students who have not been admitted to Hawai‘i CC will not be considered for acceptance into the nursing programs.
2. Submit the **Intent to Apply to Nursing Program Application** and other required Nursing admissions documents as listed on the **Application Checklist** by January 15 (or the next business day, if January 15 falls on the weekend or a holiday). The Intent to Apply Application and Application Checklist can be found online at https://hawaii.hawaii.edu/nursing/apply.
3. Applicants will receive an email acknowledgement that their Intent to Apply Application has been received. Intent to Apply Applications and other required documents not received by the Nursing Office by January 15 will be considered late and will not be accepted.
4. All courses intended to be used to meet proficiency requirements and prerequisite courses must be approved by Hawai‘i Community College. Hawai‘i CC and other University of Hawai‘i system students should refer to their **STAR** account to determine whether they have met the proficiency and/or prerequisite requirements.
5. Submit a copy of the **STAR Transcript** with the Intent to Apply to Nursing Program application.
6. **UH System Transfer students** are those who were previously enrolled at a college or university other than Hawai‘i CC within the UH system. Hawai‘i CC and students currently attending another UH system institution do not need to submit an official transcript from that UH system school. UH System Transfer students will submit a copy of their STAR Transcript.
7. **Transfer students outside the UH System** are those who have ever attended a college or university outside the UH system. These students must arrange to have an official transcript, printed in English, be sent to the Admissions and Records Office (ARO) directly from all non-UH system institutions by the January 15 deadline. For all institutions outside of the UH System, students must keep in their possession a course catalog or course description for all courses. Do not send the catalog and/or course descriptions to the ARO. Additionally, applicants should include a student copy of non-UH system institutional transcripts, with the prerequisite courses highlighted, as part of their completed Nursing application.
8. **Test of Essential Academic Skills (TEAS**). Pre-registration for the TEAS is required. Information regarding registration, cost, and testing dates and times for the TEAS is available on the nursing website at https://hawaii.hawaii.edu/nursing/TEAS. Applicants must submit a printed copy of one set of TEAS scores as part of a completed application. Only the latest version, ATI TEAS scores will be accepted. Applicants must earn an individual adjusted score at the Proficient **(58.7%)** or higher level in order to apply.
9. **A Nursing Programs Admission Criteria Point Allocation Worksheet** must be submitted with the application materials. The worksheet is found online at https://hawaii.hawaii.edu/nursing/apply. If applicable, submit requested documentation for criteria #3 as listed on the worksheet.
10. **For assistance**, contact a Nursing counselor/advisor in: Manono/Hilo Campus at (808) 934-2658, or Pālamanui/Kona Campus at (808) 969-8816. Or, contact the Health Sciences Division office at (808) 934-2650.

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APPLICATION SELECTION PROCESS

All applicants who meet eligibility requirements will be reviewed and ranked according to the criteria outlined on the **Admission Criteria Worksheet** posted on the Nursing Program's webpage. All available seats will be offered to applicants with the highest-ranking score using the Admission Criteria Worksheet. ***Priority will be given to those who have established Hawai'i residency.***

APPLICATION STATUS

Once your application is submitted, please do not call the Health Sciences Division Office to inquire about the status of your application. Applicants will be notified approximately 8-10 weeks after the closing date via email to the UH email address provided on the Intent To Apply Application.

ELIGIBLE

a. The application and all supporting documents have been reviewed and the applicant has met all program requirements to be considered for admissions.

ACCEPTED

b. Accepted students have earned the highest ranking and will be offered a program seat to start in the Summer/Fall.

ALTERNATE

c. Alternate students are students who are eligible, but not selected. If a seat becomes available for the cohort, alternates will be called in order of their ranking. **Please note that being considered an Alternate does not guarantee selection in future application periods. If an Alternate applicant is not selected, they must reapply for the next application cycle.*

ELIGIBLE, NOT SELECTED

d. Students met program requirements, however, did not rank high enough to be selected for this enrollment period. Applicants who are not selected are encouraged to apply for the next application period.

INELIGIBLE/INCOMPLETE

e. The Nursing Admissions Committee reviewed the application, and based on program requirements, the application is deemed ineligible. Students will receive an electronic email explaining why the application was deemed ineligible.

PROGRAM REQUIREMENTS

<u>Essential Technical Standards</u>

To be qualified for Hawai'i Community College Nursing programs, individuals must be able to meet essential technical standards and functional abilities, with or without reasonable accommodations. Individuals interested in applying for admission to the programs should review the essential technical standards to develop a thorough understanding of the skills, abilities, and behavioral characteristics required to successfully progress in, and graduate from the programs. For further information regarding services and resources to students with disabilities and/or to request accommodations please contact Disability Services at (808) 934-2825 [v/t] or e-mail: hawccds@hawaii.edu.

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Functional Abilities:

- Standing and/or walking most of a shift.
- Bending or crouching several times per hour.
- Pushing, pulling, lifting and carrying a minimum of 30 pounds.
- Lifting and moving up to 300 pounds with the assistance of 2-3 persons.
- Reaching overhead above the shoulder 90 degrees.
- Utilizing eyesight to observe clients and manipulate equipment under various illumination levels.
- Ability to hear and interpret environmental noises and to communicate with the client and healthcare team.
- Gross and fine motor skills sufficient to perform client care and procedures such as manipulating medical equipment and accessories, knobs, buttons, computers and keyboards.
- Perform assigned job responsibilities with the intellectual and emotional functions necessary to ensure client safety and exercise independent judgment and discretion.
- Use the English language effectively by means of speech, reading, and writing. Demonstrate sensitive and effective interactions with clients, families, and the healthcare team.
- Utilizing the above standards/functions to respond promptly to the client’s needs and/or emergency situations.

Physical Examination Requirements

A physical examination completed by a Healthcare Provider of the student’s choice is required upon entering the nursing program. This is to assure that a student is in good physical and mental health and meets the *functional abilities* necessary to meet the program outcomes. Mandatory immunizations and/or vaccinations are also required for clinical components per the affiliated healthcare facilities used for clinical practice.

Criminal Background Check and Drug Screening

Students accepted for admission to the Nursing programs will be required to complete a criminal background check and drug screen in accordance with procedures and timelines as directed by the affiliated healthcare facilities used for clinical practice. This is done at the student’s expense. If a clinical facility does not give permission for a Hawai‘i CC student to participate in clinical practice at their facility, the Nursing student will not be able to fulfill the requirements of the program and will be required to withdraw from the program.

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