

# Instructions Regarding Application for Admission to Nursing Program

**Please Read the Complete Document Carefully before completing  
and submitting your application!**

Dear Applicant:

Thank you for your interest in the nursing program at Polk State College. This packet contains vital information and instructions that you must implement completely to be eligible for consideration for the Polk State College Nursing Program. Failure to complete the requirements will make you ineligible for consideration.

There are two options in the nursing program—the Generic Option, which is for any qualified student, and the Transition Option, which is for qualified LPNs, Paramedics, Respiratory Therapists, and Military Medics. The Generic Option starts twice a year in August and in January; however, the Transition Option starts only once a year in August. Individuals eligible for the Transition Option may choose to do the slower paced Generic Option.

Before applying for admission to the nursing program, all students must apply for and be accepted as a student of Polk State College.

The application for admission to the program is available online at [www.polk.edu/nursing](http://www.polk.edu/nursing) during the application window. Make sure that you complete the correct application. Individuals eligible for Transition who want to also apply for the Generic option must complete both applications.

The application must be completed in its entirety and submitted by midnight on the closing day of the application window. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE. It is your responsibility to ensure that all required documents are provided by the deadline in order to have a complete application. All applications will be considered equally regardless of when submitted during the application window so there is no rush to try to do everything on the first day.

Before applying, check your Polk State College records in Passport to make sure these items are on file.

1. **Transcript:** Check your Polk records to verify that all coursework completed is showing, including transfer credits. Transcripts from all schools attended since high school should be on file. This includes any trade schools you may have attended, even if you are not transferring credit from that school. Grades from one institution which show on the transcript of another institution are not acceptable for transfer without an official transcript from the institution where you earned the credit. It can take several weeks for transcripts to be evaluated and if you have not yet requested transcripts to be sent to Polk, they are not likely to be received and evaluated in time to qualify for the current admission cycle. If the transcript is not posted, your application will be rejected.
2. **TEAS score:** Check your Polk records to make sure that your TEAS score is posted, showing a score of at least 70 composite score on the ATITEAS. If the score is not posted, your application will be rejected. NOTE: You must have taken the TEAS test after August 31, 2016 in order to have taken the current ATITEAS version. Scores from an earlier version of the TEAS are not acceptable.

Minimum requirements which must be met *at the time of application* to be eligible for admission include a score of at least 70 on the ATITEAS, a grade of at least a C on program required courses completed, and at least a 2.5 overall cumulative GPA. If you have not met the minimum requirements at the time of application, your application will be denied as ineligible. TEAS scores received after the application is submitted cannot be considered. Likewise grades in courses completed after the application is submitted cannot be considered.

The selection process uses a points system based on the results of the TEAS test and GPA in both program courses and GPA overall at the time of application. Additional points are awarded for a previous college degree if the degree is posted to your Polk transcript. To receive the maximum possible points you can earn, it is essential that you submit a complete application and that you have official transcripts on file showing all course work completed. The formula used to rank applicants is: TEAS Score + 5X Overall Cumulative GPA as noted on the Polk transcript + 5x GPA of any program-required courses completed at time of application and posted to Polk transcript + prior degree points if applicable (2 for AA/AS; 4 for baccalaureate; 6 for master's or above; points based on highest degree posted to Polk transcript).

Applicants need to be aware that due to specific contract requirements of the clinical agencies used by the nursing program, students are required to submit national background checks, fingerprinting, and drug screening done by the college-approved vendor, a physical exam, and designated immunizations as part of the admission and retention process. These are not required until you receive notice of acceptance; therefore, do not include any documents related to these requirements with the application. If accepted for admission, the acceptance packet will include the deadline by which these documents must be submitted and failure to complete all requirements by the published deadline will void an acceptance for admission even if you have started the nursing classes.

Applicants with specific conviction histories or positive drug screenings may be denied admission. **If you are accepted for admission and have any criminal charges on your record, you must meet with the Director of Nursing to determine your eligibility for clinical placement and to finalize your acceptance.** Specific convictions or positive drug screens occurring after full admission and matriculation in the program will be addressed per department policy and may result in dismissal.

The next communication you should expect will be from the Department of Nursing in the form of a letter notifying you of your status regarding acceptance into the program. It is anticipated that notices of acceptance or denial for admission will likely be mailed approximately two weeks after the application window closes. These notices will be mailed to the address of record in your College files so it is important that you keep your records updated with current information. If you have not heard from the Department of Nursing regarding your application by three weeks after the admission cycle, contact the department administrative assistant Denise at 863-297-1039. If you are offered a seat in the class but we do not hear from you, there is no guarantee that you can be accepted for this admission cycle.

Please contact the Director of Nursing at [ahutcherson@polk.edu](mailto:ahutcherson@polk.edu) if you have questions.

## CLASS MEETING

Please mark your calendar that there will be a mandatory class meeting for students accepted for admission **AND** for those notified of being an alternate. Acceptance for admission may be voided if a student does not attend this meeting. Students are not to cut class to attend the meeting so if you are enrolled in a class that meets on the scheduled meeting day, notify the program director Dr. Hutcherson ([ahutcherson@polk.edu](mailto:ahutcherson@polk.edu)) prior to the meeting and alternative arrangements will be made.

**Class meeting is scheduled for July 17 and will be a virtual meeting. The acceptance packet will provide the link and log-in information needed to access the meeting.**

At the meeting, we will go over the documents needed to verify your compliance with clinical requirements and to finalize your acceptance. Be aware that the items needed for compliance will cost you approximately \$200. You do not pay this money to us but you will need a credit card to process the orders to obtain the necessary documents. There will be information in the acceptance packet on how to order the documents and we will go over those instructions at the class meeting. This does not include the additional expenses of a physical exam and the immunizations that you need to finalize compliance with the requirements.

## **CLASS SCHEDULE AND GENERAL INFORMATION**

Before you apply, you want to consider if you are ready for the program at this time. Do you have family and work obligations arranged so as to allow you the time needed for class and study? The class time is not the issue as much as the time outside of class for study and practice in the lab. Nursing classes are going to be more demanding than any of the classes you have had to this point. For students in the Generic Option, if you have not completed A&P II, you are strongly encouraged to wait before applying. Otherwise you will be taking Nursing 1, Pharmacology, and A&P II at the same time, which is 17 credits, and you must remain in all three to remain enrolled in the program. That is more than most students can handle and do well. Students who have attempted this in the past have commonly suffered in all three. For students in the Transition, if you have not completed Microbiology and Human Development, you are also encouraged to wait before applying. Otherwise you will be taking these classes along with Transition 1 and Pharmacology, which is 21 credits, and must remain in all four courses to remain enrolled in the program.

The class schedule for the Fall term is currently uncertain. It is anticipated that the bulk of instruction will be online; however, students will be required to come to campus for skills related instruction, practice, and evaluation. The time on campus will be scheduled and may vary from week to week. Students will be advised of their scheduled times as soon as the information is available. The predominant schedule for Nursing 1 is class time on Tuesday AND Thursday and other days as clinical options. The predominant schedule for Transition 1 is class time on Monday OR Wednesday and other days as clinical options. Clinical availability for the Fall is also currently uncertain. Students normally have one day a week of clinical. Some of these days will be at an assigned clinical facility and some will be on campus.

The classes will require access to a computer with a camera or webcam, a reliable Internet connection, and a private location for any online testing that may be part of a course. If you do not have the needed technology, you will need to plan what resource are available to you and perhaps an alternative plan if things change. The College may be able to provide you a loan of technology and you will need to monitor the College's website regarding resources.

The first term will be expensive because you will be buying several textbooks which you will use throughout the program. In addition to tuition and fees of about \$1800, it will be about \$800 for texts plus the cost of uniforms, stethoscope, clinical shoes, etc. Do not assume you will get financial aid, even if you received aid for pre-requisite classes. Start early to look at financial options and know that you are prepared financially to start the program.

Because of a very short turn-around time between notice of acceptance and classes starting, students are encouraged to go ahead and work on item required for clinical compliance. These are one-time items that will be valid for a future admission if not admitted this term. Other requirements should not be done until notified of acceptance as they have a time restriction. Items which can be done include:

1. Evidence of measles, mumps, rubella immunity with documentation of completion of two-shot series or titer.
2. Evidence of varicella (chicken pox) immunity with documentation of completion of two-shot series or titer.
3. Evidence of tetanus, diphtheria, and pertussis immunization (TDaP) within past 10 years.
4. Evidence of current CPR for Healthcare Workers.

## INSTRUCTIONS FOR ACTIVATING YOUR ETRIEVE ACCOUNT

Follow these steps to access our electronic forms library:

***\*YOU MUST Activate your institutional (my.polk.edu) email before continuing!***

Here's how:

To find your MyPolk email username, login to PASSPORT with your student ID and PIN. Your MyPolk email address will appear in the 'My Details' section of PASSPORT.



Click the 'MyPolk Email' icon in PASSPORT to access your email. You can also go to <http://outlook.com/my.polk.edu>. The default password is your student ID number. The first initial in the student ID must be capitalized.

**\*To access an electronic form, you must activate your account in Etrieve. This is our electronic document system. Find the link to Etrieve by going to the Admission & Aid webpage under Admission and Registrar Forms link on the left index.**

1. In Etrieve Click the “forgot password” link enter your @my.polk.edu address.
2. Read the email sent to your @my.polk.edu email address. Check your junk email and add [etrieve@polk.edu](mailto:etrieve@polk.edu) to your safe sender list.
3. After resetting your password, reopen the Etrieve page. (Do NOT use Internet Explorer, you may use any other web browser). Use only the first part of your institutional email as your username. i.e. student Mary Smith's email is msmith22@my.polk.edu would be **msmith22**
4. Once logged in, click on “Forms” and then select the form you need to complete.
5. Complete and attach any required documentation and submit the electronic form.

If you have any questions, contact the registrar at [registrar@polk.edu](mailto:registrar@polk.edu) or by phone 863.297.1000.

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services, and activities.