



Associate Degree Nursing Application Instructions

Fall 2017 Application Deadline: January 15, 2017

Step 1: Print the attached Nursing File Review Form. Read the instructions and application requirements carefully.

Step 2: Review your GTC Transcript to confirm that all prerequisites are accurately reflected.

To review & print your GTC academic transcript:

- Log on to www.gtc-web.org
- Click on "Student/Faculty Secure Area"
- User ID: Enter your student ID or social security number (without hyphens)
- PIN: Enter your birth date in 6-digit format (MMDDYY).
- Click on "Student Services and Financial Aid"
- Click on "Student Records"
- Click on "Academic Transcript"
- Click on "Submit"

NOTE: If any pre-requisites have been taken at other institutions and are not reflected on your GTC transcript, please e-mail TCEvaluation@GwinnettTech.edu so that any missing prerequisite issues can be corrected well before the Application Deadline of January 15, 2017.

Step 3: Schedule an appointment to take the Kaplan Exam.

- The Kaplan exam must be completed prior to the January 15th Associate Degree Nursing Application deadline for the RN program and must be taken at Gwinnett Technical College.
- The Kaplan Exam is offered by appointment only. To schedule a testing appointment, go to <http://www.gwinnettech.edu/programs/assessment-testing-center/> click on Kaplan to schedule your exam. The cost for the Kaplan exam is \$50.00. You must pay within 2 days of your registration or your seat will be made available to another student.
- GTC allows competitive health candidates to take the Kaplan Exam a maximum of 2 times per application cycle (1-16-16 thru 1-15-17). Students must wait a minimum of 30 days between Kaplan Exam testing dates. The highest Kaplan Exam score obtained from GTC will be accepted.
- Please attach Kaplan score report to your RN Application.

Step 4: Complete the Nursing File Review Form with all required information. Be sure to attach an unofficial copy of your GTC transcript which you have printed from www.gtc-web.org.

Step 5: Submit completed application packet to the Healthcare Enrollment Support Team in Building 100 no later than January 15, 2017. Incomplete application packets will not be accepted.

Gwinnett Technical College Associate Degree Nursing Competitive Selection File Review Request

Fall Semester 2017 Cohort
Application Deadline: January 15, 2017

Please complete the Competitive Selection File Review Request and attach all required documents. Neither the Competitive Selection File Review Request nor supporting documentation will be accepted after the application deadline. Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information			
Student ID #:	_____ - _____ - _____	Date Submitted:	__ / __ / __
Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home Phone:	(_____) _____ - _____	Cell Phone:	(_____) _____ - _____
E-mail Address:			

Student must be currently enrolled or admitted to the Healthcare Science certificate pursuing admission to the Associate Degree Nursing program.

	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended?			
2. You must have completed the KAPLAN exam at GTC with a minimum score of 75% within the past 12 months. Please attach score report.	HIGHEST OVERALL SCORE:		TEST DATE
	_____		__ / __ / __

KAPLAN TESTING INSTRUCTIONS

The Kaplan exam must be completed prior to the Application deadline for the RN program and must be taken at Gwinnett Technical College. The Kaplan Exam is offered by appointment only. To schedule a testing appointment, go to <http://www.gwinnettech.edu/programs/assessment-testing-center/> click on Kaplan to schedule your exam. The cost for the Kaplan exam is \$50.00. You must pay within 2 days of your registration or your seat will be made available to another student. GTC allows competitive health candidates to take the Kaplan exam a maximum of 2 times per application cycle (1-16-16 thru 1-15-17). Students must wait a minimum of 30 days between Kaplan Exam testing dates. The highest Kaplan score obtained from GTC will be accepted.

For staff use only

Student is in good academic standing	All previous transcripts have been received
Student has a 3.0 GPA or higher in prerequisite courses	KAPLAN score meets minimum score of 75%

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The Associate Degree Nursing program requires the following courses to be completed by the application deadline. Each course must be completed with a minimum grade of C. In addition to earning a minimum grade of "C" in each course, an overall GPA of 3.0 must be earned in the required prerequisite courses. A student may retake a course, but only the most recent attempt will be considered in the competitive selection process.

Please identify where and when each course was completed, and the letter grade attained. If you repeated a required course, please list information related to the most recent attempt. GTC must have an official transcript on file for each college previously attended. Please view your GTC academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with GTC.

Required Course	College Where Completed	Term Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A Number of Credit Hours (Add hours from each class and enter total on line below)	Column B Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
BIOL 2113*					3		A = 4
BIOL 2113L*					1		B = 3
BIOL 2114*					3		C = 2
BIOL 2114L*					1		D = 1
BIOL 2117*					3		F = 0
BIOL 2117L*					1		
ENGL 1101					3		
MATH 1111 or 1101					3		
PSYC 1101					3		
Total:					21		

Enter total from Column B _____	÷	Enter total from Column A _____ 21 _____	=	Cumulative GPA _____ . _____
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***Course must be completed within five years of the competitive program File Completion deadline.**

- I understand that this application, along with all course information and supporting documents must be received by the Healthcare Enrollment Support Team in Building 100 by the application deadline. I also understand that incomplete packets will not be considered.
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from www.gtc-web.org and I have confirmed that all courses and grades listed above are accurately reflected therein.
- In addition to the courses listed above, I understand that FYES 1000 and ENGL 1102 must be completed prior to the Fall start date for the Nursing program. One General Education Area IV Humanities/Fine Arts course and PSYC 2103 must be completed before enrolling in RNSG 2101 and RNSG 2102.
- I also understand that completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the ADN program, as there are a limited number of seats available in the occupational and clinical courses. I understand that candidate selection is based on a competitive selection process.

Student Signature _____ **Date** _____