



# WAUBONSEE

## COMMUNITY COLLEGE

### **Associate Degree Nursing Program Admissions Information Packet**

The Associate Degree in Nursing (ADN) Program at Waubonsee Community College has been approved by the Illinois Department of Financial and Professional Regulation/Board of Nursing and the Illinois Community College Board (ICCB), the Illinois Board of Higher Education and the U.S. Department of Education. The program is Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), as well as by the Accreditation Commission for Education in Nursing (ACEN).





## Associate in Applied Science Degree in Nursing Program Admissions Checklist

- Submit a completed New Student Information Form to Admissions. (630) 466-7900, ext. 5756; [www.waubonsee.edu/nsif](http://www.waubonsee.edu/nsif)
- Confirm that official transcripts of prerequisite courses taken anywhere other than Waubonsee Community College have been received and recorded in Registration and Records.
- Meet with the Counseling, Advising and Transfer Center to establish a schedule for taking program prerequisite courses and to confirm that prerequisite courses taken anywhere other than Waubonsee Community College will transfer as an equivalent. A Transcript Evaluation Request Form (TERF) must be completed in order for transfer credit to be posted to the student's record. (630) 466-7900, ext. 2361  
NOTE: Complete science courses within five years of application filing deadline. Science courses taken more than five years before the application deadline must be retaken.  
**There are no exceptions.**
- Contact the Learning Assessment and Testing Services office to make an appointment for fulltime assessment (English placement required before enrolling in ENG101 or 102).
- Attain a cumulative GPA of 2.7 or higher for prerequisite courses. (See Prerequisite and GPA Worksheet)
- Confirm that test results from any proficiency examinations (CLEP) have been recorded with Registration and Records.
- Contact the Learning Assessment and Testing Services office for Nursing Program assessment testing details such as fees, availability and scheduling procedures. (630) 466-7900, ext. 5700
- Complete required Test of Essential Academic Skills (TEAS) assessment test.  
NOTE: For first consideration, test scores should be recorded by the application deadline. However, scores received by January 1 MAY be considered for Spring, and scores received by August 1 MAY be considered for Fall if space is still available in the program.

Acceptance into the program is based on assessment results, with documentation of Reading, Mathematics, Science, and English and Language Usage of 55% as well as composite of 55% for the TEAS.

A student has two opportunities in a two year period to successfully meet assessment requirements. If a student fails to successfully complete assessment requirements on their first attempt, eight weeks must elapse between testing sessions for the TEAS assessments. If a student fails to successfully complete assessment requirements on their second attempt, they may retest two calendar years from their first attempt (when their oldest test score expires). Any additional attempt would occur when all test scores expire.



## Associate in Applied Science Degree in Nursing Program Admissions Checklist

Due to the eight week RETEST policy for each assessment, students should plan accordingly for the initial test and possible re-test.

Guidance is provided by the Tutoring Center and the Learning Assessment and Testing Services Center for students who do not meet these entry requirements. Test scores are only valid for 24 months.

- Complete the special application required for entry into the program.  
Submit the nursing program application (required for entry into the program), along with a non-refundable program application fee of \$10.00 (check or money order made out to Waubonsee Community College), and ORIGINAL residency documents to Registration and Records.

The nursing application form is available from the offices of Registration and Records, Counseling, Healthcare Programs, or online ([www.waubonsee.edu/nur](http://www.waubonsee.edu/nur)). Application to the program must be made prior to the deadline for the semester you desire to enter: (Late applications will not be considered)

**March 15** for fall semester (August/October)

**September 15** for spring semester (January/March)

- Submit ORIGINAL residency documents to Registration and Records (See Residency Requirements page)  
In compliance with the Illinois Community College Act, in-district applicants shall be given preference over out-of-district applicants. Proof of residency is required. Illinois Community College District 516 encompasses 624 square miles and includes southern Kane County and portions of Kendall, DeKalb, LaSalle and Will counties. Contact Registration and Records for more detailed information regarding residency. Having paid in-district tuition rates in the past does not necessarily qualify an individual as an in-district resident.
- Veterans or military service members that have current eligibility for either federal VA Education benefits or Illinois military grants [*Federal VA Education programs include: Chapter 30, 31, 33, 1606 and REAP. State grants are the Illinois Veterans Grant (IVG) or Illinois National Guard (ING)*] should **attach a copy of their benefits Certificate of Eligibility to the application**. Our office will confirm your benefit eligibility by contacting the Waubonsee Financial Aid Office's VA School Certifying Official.



## Associate in Applied Science Degree in Nursing Program Admissions Checklist

### OTHER IMPORTANT PROGRAM INFORMATION

- ***Advanced Placement*** Licensed Practical Nurses (LPNs) may be eligible for advanced placement into the program, as well as students transferring from another nursing program. Applications will be reviewed on an individual basis. Contact the Dean for Health Professions and Public Service for information regarding prior learning experience documentation at (630) 585-7900, ext. 3904.
  
- Understand that all of the following documentation must be submitted in order to be considered for acceptance into the program:
  - WCC New Student Information Form
  - nursing program application (including non-refundable \$10.00 application fee)
  - ORIGINAL residency documents
  - successful completion of prerequisite courses or test results from any proficiency examinations (CLEP)
  - nursing assessment entrance testing results
  - transcripts from other colleges/universities
  
- Understand that once accepted into the program, the student must:
  - attend the mandatory new student orientation to the nursing program
  - submit documentation of a physical and dental examination, current immunizations, and a 2-step tuberculosis (TB) test – none of which should be over one year old at the time of entry
  - follow the sequence for all NUR courses
  - attain a 2.0 (C) or better GPA in each of the nursing courses
  
- Official written notification of acceptance into the program will be received via certified mail approximately four to six weeks after the application deadline date. **NO INFORMATION REGARDING STATUS WILL BE GIVEN OVER THE PHONE.** Students not accepted must re-apply.



## Associate in Applied Science Degree in Nursing Program Admissions Checklist

### *Recommendation for Learning and Enhancement*

Applicants who lack basic, beginning keyboarding and Windows navigation skills are encouraged to take an introductory computer course before starting the nursing course sequence. To maximize success, students may take NUR100 prior to entry into the program.

#### Curricula: Nursing AAS Degree

General Education Courses	Credit hours
BIO270 Anatomy and Physiology I	4
BIO272 Anatomy and Physiology II	4
BIO250 Microbiology	4
PSY100 Introduction to Psychology	3
PSY205 Lifespan Psychology	3
ENG101 Freshman English I	3
ENG102 Freshman English II	3
COM100 Fundamentals of Speech Communication	3
<b>Total Credits</b>	<b>27</b>

Nursing Courses	Credit hours
NUR105 Introduction to Professional Nursing	5
NUR110 Concepts of Mental Health Nursing	5
NUR120 Basic Concepts of Nursing	5
NUR150 Concepts of Nursing I	5
NUR200 Nursing Concepts of the Childbearing Family	5
NUR205 Concepts of Nursing II	5
NUR250 Concepts of Nursing III	5
NUR275 Advanced Concepts of Nursing	5
<b>Total Credits</b>	<b>40</b>
<b>Total Semester Hours for AAS Degree</b>	<b>67</b>

For more information, contact:  
Waubonsee Community College  
Healthcare Programs Office  
(630) 585-7900 ext. 3901

(Each nursing class is eight weeks long and taken individually in sequence.)



**Associate in Applied Science Degree in Nursing  
Program Admissions Checklist**

**PREREQUISITE AND GPA WORKSHEET**

Prerequisite Courses	Semester hours	Grade	Points
BIO270 Anatomy and Physiology I	4		
BIO272 Anatomy and Physiology II	4		
BIO250 Microbiology	4		
PSY100 Introduction to Psychology	3		
PSY205 Lifespan Psychology	3		
ENG101 Freshman English I	3		
ENG102 Freshman English II	3		
COM100 Fundamentals of Speech Communication	3		
<b>Total Credits</b>	<b>27</b>		

Points	Letter Grade	3 sem hour class	4 sem hour class
4	A	12 (4 x3=12)	16 (4x4=16)
3	B	9 (3x3=9)	12 (3x4=12)
2	C	6 (2x3=6)	8 (2x4=8)
1	D	3 (1x3=3)	4 (1x4=4)

grade points **DIVIDED BY** 27 semester hours = \_\_\_\_\_ overall prerequisite GPA (min. 2.7)

## REGISTRATION AND RECORDS DOCUMENTATION OF RESIDENCY

- 1) Please select **one item from each** of the following three categories (total of three documents).
- 2) All three documents must show your name and the residential address (not a Post Office Box).
- 3) At least one item must be dated within 30 days of the date submitted.

CATEGORY I (Choose 1)	CATEGORY II (Choose 1)	CATEGORY III (Choose 1)
Contract to purchase home in district	Paycheck stub	Bills: ^ Gas
Property tax bill	Tax Return	Electric
Property Assessment Statement	W-2	Telephone
Home Insurance Declaration Page	1098-T (not from Waubonsee)	Water
Homeowner's Association notice	1099 Interest Statement	Medical/Dental
Mortgage agreement	Social Security Statement	Credit Card Statement
Property Closing Statement	FAFSA downloaded information	Installment Loan Documentation (Car/Boat/Motorcycle, etc.)
Rental Contract or Lease	INS Documentation	Library Card (must include name and address)
Voter's Registration Card*	Voter's Registration Card*	Bank Statement
Voter's history (online)	Vehicle Registration Card	Newspaper/Magazine
Current Illinois Driver's License	Current Pilot's License	Subscription mailing label
Current Illinois State ID	Current Illinois Firearm Owners ID Card (FOID Card)	
Shelter Residency Documentation (i.e. Hased House)	Jury Duty Notice	
Firearms License	Unemployment Check stub	
	Military Active Duty/Discharge Documentation	

\*Can be used for either Category I or II – not both

^Provide envelopes with any bills.

Please bring **original** documents to Registration and Records at the Sugar Grove, Aurora Downtown, Aurora Fox Valley or the Plano Campus. Copies will be made for the college's records. Please note, updates to residency can be made for the current term through the posted Midterm date. Any changes after this date will impact the following term.

### **For Nursing and other limited enrollment programs:**

Having paid in-district tuition rates in the past does not necessarily qualify an individual as an in-district resident. In compliance with the Illinois Public Community College Act, in-district applicants shall be given preference over out-of-district applicants.

If you have any questions, please contact Registration and Records at (630) 466-7900, ext. 2370.

*Waubonsee Community College does not discriminate based on any characteristic protected by law in its programs and activities.*

Updated 11/27/18





**WAUBONSEE**  
COMMUNITY COLLEGE

## **Associate in Applied Science Degree in Nursing Program Admissions Checklist**

### **Waubonsee Community College Nursing Program Frequently Asked Questions**

1. How long is the nursing program?  
**Once a student has completed the required prerequisite courses, the nursing program requires two years to finish.**
2. Am I a registered nurse (RN) upon completion of the nursing program at Waubonsee Community College?  
**Students are eligible to take the NCLEX-RN® examination after successful completion of the nursing program. The individual state board of nursing makes licensure decisions about where you wish to practice.**
3. What are the prerequisite requirements?  
**There are a total of eight prerequisite courses that must be completed. A grade of “C” or above is acceptable. A cumulative grade point average of 2.7 in these prerequisite courses is required. Also, science courses must have been taken within 5 years of acceptance into the nursing program. **There are no exceptions.****  
  
**Nursing program assessment testing is also required before admission. On the TEAS test, a student must receive a 55% or higher on the Reading, Mathematics, Science, and English and Language Usage sections as well as a 55% composite score.**
4. What is the deadline for application into the nursing program?  
**The deadline for application is March 15th for fall admission and September 15th for spring admission. Please note: selection for admission into the program for either August/October or January/March will be determined by the Admissions Committee. Applicants should anticipate acceptance for either start date for fall or spring semesters.**

5. Can I apply for the nursing program before I have completed my program assessment testing and/or my prerequisite coursework?  
**Yes. You can apply before your program assessment testing and prerequisite coursework is complete; however, for first consideration, test scores that meet the program requirements and prerequisite coursework (GPA of 2.7 or better) should be recorded by the application deadline. Test scores received by January 1 MAY be considered for Spring and scores received by August 1 MAY be considered for Fall if all prerequisite coursework is complete and recorded (GPA of 2.7 or better) and if space is still available in the program. If you are not accepted into the nursing program, you must reapply.**
6. When will I receive a letter of acceptance?  
**A student will receive written confirmation of acceptance via certified mail after all prerequisite criteria have been met and the Admission Committee has confirmed acceptance. Acceptance is not verified over the telephone.**
7. When can I register for my nursing courses?  
**You must first obtain official acceptance into the nursing program. Admission to the nursing program requires a separate program application (attached). All prerequisite requirements must be successfully completed before acceptance into the program. Upon receiving your acceptance letter, you may register for your nursing courses.**
8. Are courses and clinical in the morning or afternoon?  
**Courses and clinicals may meet in the morning or afternoon. Depending on class size and clinical site availability, some clinicals may meet in the evening. The course instructor will make clinical assignments.**

# Associate in Applied Science Degree in Nursing Application



**WAUBONSEE**  
COMMUNITY COLLEGE

*Please Print or Type*

<b>X Number</b> <i>(students must submit a New Student Information Form in order to be assigned an X number)</i>			<b>Date of Birth: (Month/Day)</b> <i>(used for Identification Purposes only)</i>	<b>Today's Date</b>	
<b>Last Name</b>			<b>First Name</b>	<b>Middle Initial</b>	
<b>Street Number and Name</b>			<b>Home Phone</b> (    )		
			<b>Cell Phone</b> (    )		
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Work Phone</b> (    )		
<b>Previously Used Names</b>					
<b>Semester Applying For</b>		<input type="checkbox"/> <b>Fall Semester 20</b> _____ <b>(August or October)</b> <b>NOTE: Deadline – March 15</b>	<input type="checkbox"/> <b>Spring Semester 20</b> _____ <b>(January or March)</b> <b>NOTE: Deadline – September 15</b>		

<b>Check All That Apply:</b>	
<input type="checkbox"/>	<i>Enrolled at Waubonsee Community College</i>
<input type="checkbox"/>	<i>Completed LPN and/or RN nursing courses at another college and would like to be considered for advanced placement. Official (unopened) transcript(s) to be sent to Registration &amp; Records for review. <b>Copies of nursing course syllabi in effect during your enrollment to be sent to Healthcare Programs, FOXVLY 107.</b></i>
<input type="checkbox"/>	<i>Completed prerequisite courses at another college(s). Official (unopened) transcript(s) to be sent to Registration &amp; Records. <b>Transcript Evaluation Request Form to be completed and submitted online through mywcc.</b></i> College/University Name: _____ Courses/Dates Completed: _____
<input type="checkbox"/>	<i>Currently enrolled at another college. College/University Name: _____</i>  <i>Current Course(s): _____</i>
<input type="checkbox"/>	<i>Veteran or military service member that has current eligibility for either federal VA Education benefits or Illinois military grant [Federal VA Education programs include: Chapter 30, 31, 33, 1606 and REAP. State grants are the Illinois Veterans Grant (IVG) or Illinois National Guard (ING).] <b>Attach a copy of your benefits Certificate of Eligibility to your application.</b> Our office will confirm your benefit eligibility by contacting the Waubonsee Financial Aid Office's VA School Certifying Official.</i>
<input type="checkbox"/>	<i>Have read the Registration and Records Documentation of Residency form. <b>Attach ORIGINAL approved documentation of residency.</b></i>

<b>I certify that the information on PAGE 1 AND PAGE 2 of this form is complete and correct</b>	
_____	_____
<i>Applicant's signature</i>	<i>Date</i>

**\*\*APPLICATION CONTINUED ON NEXT PAGE\*\***

## IMPORTANT APPLICATION INFORMATION

- **YOU MUST REAPPLY IF YOU ARE NOT ACCEPTED WITHIN THE SEMESTER YOU HAVE REQUESTED.** *Selection for admission into the program for either August/October or January/March will be determined by the Admissions Committee. Applicants should anticipate acceptance for either start date for fall or spring.*
- **A non-refundable program application fee of \$10.00 is due every semester you apply.** *(Please include check or money order made out to Waubonsee Community College.)*

**Turn in to:     Registration and Records  
                          Waubonsee Community College**

- **Having paid in district tuition rates in the past does not necessarily qualify an individual as an in-district resident. In compliance with the Illinois Public Community College Act, in-district applicants shall be given preference over out-of-district applicants.**
- **Documentation of residency MUST BE provided to Registration and Records along with Application.**

**(See Registration and Records Documentation of Residency  
for approved documentation to be submitted)**

*Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554.*

**OFFICE USE ONLY**

Non-refundable  
\$10 Fee Received

Receipt # \_\_\_\_\_

**I have read and understand the above information**

\_\_\_\_\_  
*Applicant's signature*

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

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*If you have any questions regarding the application process, please contact the Healthcare Programs office at (630) 585-7900, extension 3901.*