



KIRTLAND COMMUNITY COLLEGE

Nursing Program Admissions 2012-2013

- Kirtland Community College's nursing program is "laddered": Level I (Practical Nursing) and Level II (RN)
- Level I must be completed before continuing on to Level II
- The Level I program is offered at both the main campus in Roscommon and at the M-TEC in Gaylord
- The Level II program is offered in Roscommon
- Full-time and part-time options are offered for both Level I & II
- Please visit the nursing program website for complete details: <http://www.kirtland.edu/academic/nursing.htm>

To apply for the nursing program at Kirtland Community College:

- ADMISSION TO THE COLLEGE:** Apply for college admission and declare nursing as your program of study. You may apply online at www.kirtland.edu/admissions/, by e-mail (admissions@kirtland.edu), or by calling our admissions office at 989-275-5000 ext. 284. Proof of residency (a copy of your driver's license or other valid proof) will be required to complete the application process. If a previous program of study has been declared, please complete the "Student Change of Program" form and submit it to the Office of the Registrar. The form can be found on the Student Forms Central: www.kirtland.edu/students/forms/.
- OFFICIAL TRANSCRIPTS:** Have official high school and college transcripts (if applicable) sent to our admissions office for evaluation: Kirtland Community College, Admissions Office, 10775 N. St. Helen Rd., Roscommon, MI 48653. Transfer credits will not be applied until your college application process is completed.
- COLLEGE ORIENTATION:** If you have never attended classes at Kirtland Community College, you will need to register for and attend an **Orientation/Advising Registration (OAR)**. To schedule an OAR, please visit our website: www.kirtland.edu/orientation/. You may be required to take the college placement testing (COMPASS) for reading, English, and math, if you have not completed English and math at a previous college. There is no fee for this testing. If English and math courses are being transferred from another college, COMPASS testing is not required. ACT testing from high school (if applicable) is also used to determine reading, English, and math placements. You will meet with an academic advisor at the OAR.
- ACADEMIC ADVISING:** If you are a new or transfer student who will be attending an Orientation/Advising/Registration date (OAR), you will meet with an advisor at that time. If you are a Kirtland Community College returning student, please call to schedule an appointment with Anne Essmaker (989-275-5000 ext. 372 or anne.essmaker@kirtland.edu).
- APPLICATION TO THE NURSING PROGRAM:** An application packet must be submitted to the Health Science Office between December 1, 2011 and March 1, 2012 to be considered for the fall 2012 full-time program or the winter 2013 part-time program. Applications are not carried over from year to year. Prerequisite course work does not need to be completed at the time of application but must be completed prior to the start of the program. Application packets are available on the nursing website: <http://www.kirtland.edu/academic/nursing.htm>
- CRIMINAL HISTORY:** Applicants for any of the health science programs at Kirtland Community College are required to complete a process to determine criminal history. A fee is required for the fingerprinting process at the time of application to the nursing program. Felony convictions and certain misdemeanor convictions may prohibit admission to the nursing program due to the inability to place students with criminal histories into clinical facilities. Fingerprinting results for program application are valid for five years.

- **COST OF PROGRAM:** Program cost sheets can be found on the nursing program website: <http://www.kirtland.edu/academic/nursing.htm>
- **FINANCIAL AID:** Please contact the Financial Aid Department for information on grants, loans, and scholarships: <http://www.kirtland.edu/finaid/>, or by e-mail: [http://www.kirtland.edu/finaid/](mailto:finaid@kirtland.edu), or by phone: 989-275-5000 ext. 257. Please don't procrastinate in applying for financial aid. Get started early.
- **NURSING PROGRAM CURRICULUM:** Please visit the nursing program curriculum pages on the nursing program website: <http://www.kirtland.edu/academic/nursing.htm>. The program and prerequisites are also listed in the college catalog.
- **REQUIRED IMMUNIZATIONS:** A list of the immunizations required for the nursing program is listed online on the nursing program website: <http://www.kirtland.edu/academic/nursing.htm>. A "Tip Sheet" for locating previous immunization records can also be found on the website. Documentation of immunizations will be required once accepted into the program.
- **PROGRAM PREREQUISITES:** A list of prerequisite courses are listed on the nursing program website: <http://www.kirtland.edu/academic/nursing.htm>

NOTE: New time limits on certain courses will begin with the Fall 2013 semester. These time limits are being determined and will be announced on the nursing program website as soon as they are determined.

- **REQUIRED PROGRAM PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION:** A student must have certain abilities with or without accommodation to be eligible for acceptance into the nursing program. The document listing these abilities can be found online on the nursing program website: <http://www.kirtland.edu/academic/nursing.htm>.
- **RANKING FOR THE NURSING PROGRAM:** Applicants with the required grade point averages (minimum 2.5 for Level I; 3.0 for Level II) are ranked for acceptance into the program based on:
 - Anticipated date of completion of prerequisite course work.
 - Date of college application declaring nursing as your program of study.
 - Preference will be given to those students who reside within Kirtland's local service area, then to those who reside outside the local service area.
 - Applications are not carried over from year to year; applicants apply each year
 - No annual wait list is maintained
 - Late applicants are ranked if seats are available in the program after all on-time applicants have been accepted into the program

NOTE: The ranking process is changing beginning with the Fall 2013 program. The new ranking criteria will be published on the nursing website as soon as it is determined.

- **NOTICE OF ACCEPTANCE INTO THE PROGRAM:**
 - Students accepted into the full-time nursing programs are notified by letter in early June. The full-time programs begin each fall semester (late August).
 - Students accepted into the part-time nursing programs are notified by letter in early October. The part-time nursing programs begin each winter semester (early January).
 - All prerequisite course work must be completed to be eligible for final acceptance into the nursing program.