Greenfield Community College
Office of Admission
One College Drive, Greenfield, MA 01301
Phone: (413) 775-1802

Associate Degree Nursing (ADN) Program Application
Advanced Placement for LPNs and Transfers - Second Semester*

* This application is for LPNs, or those who have completed an LPN program, and for Transfer students who are seeking entry into the second semester of the ADN Program. An LPN license is not required to apply to the ADN Program. Acceptance is on a space-available basis, with priority given to LPN graduates over Transfer students.

Name_________________________________ GCC Student ID# ______________________________
Mailing Address_________________________________________________________ Email____________________________
City/State/Zip_________________________________________________________ Home Phone __________________________ Cell Phone __________________________

_____ I have completed a Practical Nursing Program.
_____ I am a TRANSFER student. I have completed some Nursing courses at another institution.

Instructions
1. Complete requirements #1 through #7. Check the appropriate item in each section.
2. Submit the ADN Health Requirements Form to the Health Records Office, available at web.gcc.mass.edu/admission/health-careers/ or from the Office of Admission. Health records not attached to the proper form will not be considered official or complete. Do not fax.
3. If you have ever taken classes at GCC make sure that your GPA is 2.0 or higher.
4. After you have completed all requirements, sign and submit this application to:
   Office of Admission, Attn: Gail Tease
   Greenfield Community College
   One College Drive, Greenfield, MA 01301
5. If any requirements are not complete your application will be returned to you with an explanatory letter. Returned applications may be resubmitted upon completion.
6. Upon completion your name will be added to a waiting list. Acceptance letters are sent out in the fall when the number of available seats is determined (the date varies annually). If a seat is not available for you, you will remain on the waiting list for an opportunity to enter later, or the following year.

When to Submit Your Application
Apply as soon as your requirements are complete. The waiting list is numbered in order of receipt of completed applications.

The DEADLINE for all application materials is December 2, including Health Requirements.

Note: If you are still enrolled in general education classes in the fall semester which are required to complete this application you will be assigned a waiting list position that is conditional upon receiving the final grade(s) in your fall class(es) by January 3.
Application Requirements

Requirement #1: GCC Application for Admission

_____ Submit a GCC online application located on the GCC website at http://web.gcc.mass.edu/admission/. Your Program Application and your transcripts (if applicable) will not be reviewed until you have submitted a GCC application.

If you are already enrolled at GCC it is highly recommended to choose Liberal Arts/Health Science with Nursing intent for your major to ensure proper advising as you work on your requirements. To change your major obtain the Change of Major/Advisor Form from the Academic Advising Center, room C118.

Requirement #2: First year ADN equivalency (check only one)

_____ Graduate from Greenfield Community College Practical Nursing Certificate (PNC) Program, with a grade point average (GPA) of 3.0 or higher in your nursing classes within five years of the date you expect to enter the second semester of the ADN program, OR

_____ Complete, with a grade of C or better, the in-house Fundamentals of Nursing Exam. Submit results to the Office of Admission, attn: Gail Tease. (The Fundamentals of Nursing Excelsior College Exam may be substituted for the in-house exam for fall 2013 only, if already taken.)

To register and receive study materials for the in-house Fundamentals of Nursing exam contact Laura Earl at earl@gcc.mass.edu or by phone at (413) 775-1816. There is a $50 fee to take this exam.

Requirement #2: Transfer Credit Evaluation (check only one)

_____ Submit official transcripts of all previous colleges attended to the Office of Admission. After your transcripts have been reviewed, transfer credit will appear in your MyGCC record, and an email will be sent to your GCC student email address regarding placement testing requirements. If testing is required call the Testing Center to schedule at (413) 775-1147 or (413) 775-1821.

_____ I have not attended another college. I have only attended GCC.

Requirement #4: Math

_____ MAT 105 (Introductory Algebra) with a grade of C+ or better within five years, OR equivalency through placement testing (score of 67 in arithmetic and 61 in Algebra), OR equivalent coursework at another college.

Requirement #5: Meeting with the Program Coordinator

If possible, complete requirements #1, #2 and #3 before scheduling. Call (413) 775-1759 to schedule. The meeting is valid for two years.

Enter meeting date here: _____________________ Coordinator’s signature: ___________________
**Requirement #6: Academic courses** *(check all)*

Complete all first semester general education courses as follows:

- [ ] BIO 195 Anatomy and Physiology I C+ required within 5 years*
- [ ] ENG 101, 103 or 105 English Composition I C required
- [ ] PSY 101 Principles of Psychology C required
- [ ] SOC 101 Principles of Sociology C required

* There are currency exams available for courses with a five year currency requirement. Call (413)775-1816 to check your eligibility for this exam.

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**Requirement #7: Submit your completed ADN Health Requirements Form to the Health Records Office – Read the information below carefully before checking off this requirement.**

- You must download the **GCC ADN Health Requirements Form** from the college website at web.gcc.mass.edu/admission/health-careers/ or request one from the Office of Admission. Health records not attached to the GCC form will not be considered complete. Do not FAX.

- Your physical exam must be conducted on or after January 30, no more than one year prior to the date that you wish to enter the program. Exams completed too early will not fulfill the application requirement. Students on the waiting list will be required to repeat their physical exam if entering in the following year.

- You must receive at least two doses of the Hepatitis B vaccine before submitting your Health Requirements Form. You must provide documentation of your third dose upon completion of the series. All other immunizations must be fully completed as listed on the immunization page.

- You may request a review by the Health Records Office to ensure that your health documents are properly reported, and to give you time to resolve any incomplete or missing items prior to submitting your Program Application.

- Section VI, the Tuberculin Skin Tests (PPD/Mantoux), may be withheld until you are accepted to the ADN Program. Accepted students will complete this between June 1 and July 15.

**NOTE:** The Massachusetts Board of Registration in Nursing's regulation 244 CMR 6.04(3) stipulates that all candidates for admission to a nursing program are required to provide satisfactory evidence of compliance with the immunization requirements as specified by the Massachusetts Department of Public Health. Candidates are also required to meet the standards set by the student nursing practice facilities.

- [ ] All sections of my Health Requirements Form are complete, and all documentation has been submitted to the Health Records Office.
Please read the following before signing your application:

Final acceptance is conditional pending receipt of the CORI (Criminal Offenders Record Information) Request Form, Health Care Provider level CPR certification (Adult, Infant and Child), and a GCC cumulative GPA (grade point average) of 2.0. Additional information regarding these conditions will be included in the letter that notifies you of your status in the program.

In addition, acceptance is not final until you have successfully completed NUR 111 (Introduction to Nursing Process). This course is offered during the January intersession. You will receive information about this requirement before the end of the fall term.

Required Signature

All of my application requirements for the ADN program have been completed.

Student’s signature_________________________________________ Date ____________

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Office Use Only:

________ ___________________________ ____________________________
Date/Time of first submission Signature, Admission Staff

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Date/Time of second submission, if applicable Signature, Admission Staff

If you have any questions about the completion of the attached requirements, please contact Gail Tease in the Office of Admission at (413) 775-1802, or by email at tease@gcc.mass.edu, or Laura Earl in the Student and Academic Affairs Office at (413) 775-1816, or by email at earl@gcc.mass.edu.

Please note that the requirements and procedures for application to health occupation programs are subject to revision. It is the responsibility of the student to maintain contact with the Office of Admission, or visit the GCC website, for the most up to date application form and information regarding changes to requirements and procedures.