Clovis Community College

Spring 2016 Nursing Program Application Process
(Deadline – October 1, 2015)

We recommend that you meet with an Academic Advisor **first** to file a Nursing Program Degree plan. It is required that you review the Clovis Community College's (CCC) Catalog for the Programs of Study on pages 46-49 and the Nursing Program Course Descriptions on page 103-105. This will give you more information on the Nursing Program Application process and inform you of what the requirements are.

> **To get to the Nursing Program qualifications and the Program requirements, follow the steps below:**

> Go to www.clovis.edu → Go to the Programs/Majors tab→Click on the Nursing Program. You will then find the following topics:

- **Associate of Applied Science Degree Plan**: At the right side of the page, you will find the Associate of Applied Science Degree Plan.

- **Course Catalog**: At the bottom of the page, Click on the 2015-2017 PDF Catalog→Click on "Programs of Study" → Scroll down and click on Nursing or go to page 46.

Note: The policies and regulations contained in this catalog apply to all applicants, including those who have filed and are following degree plan requirements of an earlier catalog. If you have any questions regarding the degree plan or don't live in the Clovis vicinity to visit us, contact the Academic Advising, located in the Dr. H. A. Miller Student Services Center or call (575) 769-4020.

All applicants must complete a CCC Nursing Program Application and the Admission Application. The forms should be completed, with care, as this application represents you to the Nursing Program Selection Committee. *Prior applications will not be included in your current file*.

- **To get to the Nursing Application, follow the steps below:**
  Go to www.clovis.edu → Go to the Programs/Majors tab → Click on the Nursing Program Application on the right panel.

- **To get to the CCC Admission Application, follow the steps below:**

  - To download an application, go to:
    www.clovis.edu → Go to the Student tab→General Application Paper

  - To complete an application online, go to:
    www.clovis.edu → Go to the Student tab → General Application Online
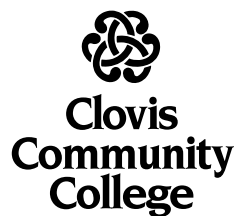
In order for your Nursing Program Application to be considered, you must have the Nursing Program Application completed in its entirety turned in to the **Office of Admissions and Records** by October 1, 2015 to be considered for admission to the Nursing Program for Spring 2016.

If you would like to apply to enter into the program as a Semester 3 (RN…) and are not currently enrolled in the program, you must submit a photocopy of your current LPN/LVN license. You must also have had successfully completed General Education and Related Requirements to be considered for admission to Semester 3 classes.

For the Nursing Program Application to be considered as complete, you must have the following:

1. **Admission Application** – If not currently enrolled, complete an Application for Admission to the Office Admissions and Records.

2. **Nursing Program Application** – Complete **ALL** sections of the Nursing Program Application, including the transcript information. **Incomplete applications will not be accepted by the office of admissions and records. Note: If you change your address or telephone number after your application has been submitted, you must also notify the Nursing Office at (575)769-4976.** The office hours are from 7:30am to 4:00pm.

3. **Transcripts** – You must provide the Office of Admissions and Records a sealed copy of your transcript by one of the following ways:

   1. Have your school/college to forward your Official Transcript to:
      Clovis Community College
      c/o Office of Admissions & Records
      417 Schepps Boulevard
      Clovis, New Mexico 88101

   2. You may also "hand deliver" a sealed original copy to the Office of Admissions and Records.

4. **Grade Point Average** – You must meet the minimum cumulative grade point average of (GPA) of 2.5.

5. **Prerequisites** – You must have successfully completed all General Education and Related Requirements as listed on the Nursing Degree Plan prior to admission to the Nursing Program. Applicants who are enrolled in the last of these requirements at the time of their application may be considered. All science course requirements must have been completed no later than Fall 2010.

6. **Placement Testing** – All Applicants must complete the Kaplan Admission Examination, prior to acceptance. Once the Nursing Department has received your application for the nursing program, you will be notified via email (CCC email) of your test date and time. *If you have not received a test date by December 7, 2015, please contact the Nursing Department.*

7. Nursing Program Application files, which do not contain all of the requirements listed above by the **October 1, 2015** deadline, are considered as "incomplete". The incomplete applications will not be reviewed for acceptance by the Nursing Program Director until all missing and updated information has been received within the above mentioned deadline date. Once the Nursing Program Application is completed with all requirements met, it will then be forwarded to the Nursing Program Director if it's within the semester the application was submitted.

Note: Please visit the Nursing program webpage to view immunization requirements.

Nursing Program Application
Spring 2016

Clovis Community College

Applicant Information

For important application and transcript deadline information, please refer to the Nursing Program insert.

LEVEL I (LPN) ☐

LEVEL II (RN/ADN) ☐

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Please print legibly

_____
First   Middle   Last   (Maiden)

_____ ☐ Male ☐ Female
Date of Birth   Social Security #

_____
Address

_____
City/State/Zip

Contact Information

_____
Home

_____
Cell

_____
Work

_____
CCC Email (required)

Emergency Contacts

_____
Name

_____
Phone

_____
Name

_____
Phone

Note: If you change your address or telephone number, you must notify the Nursing Department in addition to the Admissions and Records Department.

Is this your first application to the program: Yes_____   No_____

If no, list the year of previous application: _____

Have you attended another college since your last application: Yes_____ No_____

Where did you attend_____

_____

If yes, you must request an official copy of your transcript(s) to be mailed to the Office of Admissions and Records, or you may walk in an official, sealed copy.

Signature

_____ _____
Applicant's Signature   Date

Revised September 2015

Provisional Agreement

Name _____

SS#_____

Student ID # C000 _____

I understand that my application to the Nursing Program at Clovis Community College is on a PROVISIONAL BASIS pending receipt of transcripts from the following school(s)/ college(s)

    1. _____

    2. _____

    3. _____

    4. _____

    5. _____

    6. _____

I agree to complete my nursing application file no later than the published deadline for the semester in which I am applying. (Deadlines are published on the insert contained in this packet.)

Applicant's Signature: _____ Date: _____