Arkansas Northeastern College-Paragould Center
Nursing Assistant Course
Admission & Advising Checklist 2015-2016

Student Name: _________________________________ Student ID #:___________________________

All Nursing Assistant students are assigned the Nursing & Allied Health Advising Specialist to be their Advisor. The Advising Specialist may schedule both group and individual sessions with students to ensure College and NA Course Admission guidelines are provided and explained. The Advising Specialist will advise and enroll students in the Nursing Assistant Course once all admission and application requirements are met.

Once the following Pre-NA Advising Checklist is completed, the Advising Specialist will submit to the ANC Paragould NA Instructor for inclusion in the student’s file. This checklist is to ensure that all applicants interested in the ANC Nursing Assistant Program receive the necessary advisement and information regarding the requirements for admission into the Nursing Assistant Course. It is the applicant’s responsibility to submit all required documents and keep all appointments.

1. **Complete Admission requirements for enrollment into Arkansas Northeastern College.**
   - Meet with the ANC Paragould Center Representative for assistance in completing the following:
     - Complete ANC Application and submit to ANC Paragould Center.
     - Complete FASFA (required for any financial assistance including ANC Foundation Scholarship)
     - Complete ANC Foundation Scholarship Application
     - Submit a high school transcript or GED (with scores) in sealed envelope to the Registrar’s Office
     - Submit official transcripts from any college(s) previously attended to the Registrar’s Office for evaluation
     - Complete placement testing (COMPASS, SAT, ACT). Must meet minimal required scores (Math < 17, English/Writing 19, Reading 61).
       Register on-line at: [http://www.anc.edu/testingcenter.index.htm](http://www.anc.edu/testingcenter.index.htm)
     - Submit updated Immunization records which must include 2 MMR’s & TB Skin Test or Chest x-ray.

2. **Complete Application and Admission requirements for the Nursing Assistant Course.**
   - Schedule and meet with the Nursing & Allied Health Advisor.
   - Receive a current Nursing Assistant Information Guidelines.
   - Complete Application for Admission to the CP in Nursing Assistant and submit as indicated.
   - Read and sign “Statement of Responsibility and Understanding of Functional Abilities” located in Nursing Assistant Information Guidelines. Submit with NA Application.
   - Attend scheduled advising sessions as required by the Advising Specialist
   - Review of Nursing Assistant Course requirements and admission criteria.
   - Review State of Arkansas Disqualifying Criminal Offences List.
   - Complete and submit the “Health Data and Medical History Form” with NA application.
   - Receive Cost List and Payment Plan for NA course.
   - Receive Textbook List for NA course.
3. **Selection Process**

All applicants who meet minimal admission requirements to include: completes the Arkansas Northeastern College application, Nursing Assistant Course application, Advising Checklist and submits current TB skin test and/or chest x-ray results, and completes the COMPASS with minimum required scores will be invited to register for the NA course based on their ranking of the COMPASS scores and seat availability.

By signing the Advising Checklist the student acknowledges they have received the information and understand the requirements necessary for meeting admission criteria for the Nursing Assistant Course.

**Advising Comments:**

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**Upon completion of the Nursing Assistant Advising Checklist, please sign as indicated.**

____________________________________  ______________________________________
Student Signature  Advising Specialist Signature

____________________________________  ______________________________________
Date  Date

*Advising Specialist will submit completed Checklist to the ANC Paragould NA Instructor for inclusion in student’s file.*