

**Arkansas Northeastern College
Nursing Assistant Course
Admission & Advising Checklist**

Date: _____

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.

After the Pre-NA Advising Checklist is completed, the Advising Specialist will submit to the Allied Health Department 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.

- _____ Complete ANC Application and submit to Admissions in the Registrar's Office.
- _____ Complete FASFA (required for any financial assistance including ANC Foundation Scholarship and Career Pathways).
- _____ Complete ANC Foundation Scholarship Application, Career Pathways Application if applicable or Workforce on-line 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 (ACCUPLACER or ACT). Must meet minimal required scores as outlined in Information Guidelines.
Register on-line at: <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 Advising Specialist.
- _____ Receive a current copy of the Nursing Assistant Information Guidelines.
- _____ Complete Application for Admission to the CP in Nursing Assistant and submit as indicated.
- _____ Attend mandatory NA Orientation scheduled by invitation.
- _____ Read and sign "Statement of Responsibility and Understanding of Functional Abilities" located in Nursing Assistant Information Guidelines. Submit with NA Application.
- _____ 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 Options 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 ACCUPLACER, or ACT with minimum required scores will be invited to register for the NA course based on their ranking of the placement scores and seat availability.

Advising Comments:

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 Allied Health Department for inclusion in student's file.

Form last revised 10/2019.