

**Arkansas Northeastern College  
Practical Nursing Program  
Pre-Program Advising Checklist**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

**All Pre-Practical Nursing students are assigned the Nursing & Allied Health Advising Specialist to be their Advisor.** The Advising Specialist may schedule both group and individual sessions with prospective PN students to ensure College and Practical Nursing (PN) Admission Guidelines are provided and explained. The Advising Specialist will advise and enroll students in appropriate pre-requisite and general education coursework until acceptance into the Practical Nursing Program. Once the following Pre-Program Advising Checklist is completed, the Advising Specialist will submit it to the Nursing Department for inclusion the student's file.

**1. Complete Admission requirements for enrollment into Arkansas Northeastern College.**

- \_\_\_\_\_ Complete ANC Application and submit to Registrar's Office by no later than **April 15**.
- \_\_\_\_\_ Submit a high school transcript or GED (with scores) to the Registrar's Office and a copy to the Nursing Office.
- \_\_\_\_\_ Submit official transcripts from any college(s) previously attended to the Registrar's Office for evaluation and unofficial copies to the Nursing Office by **April 15**.
- \_\_\_\_\_ Complete placement testing (ACCUPLACER, ACT), meeting minimal acceptance scores, and submits copy to ANC Advising Specialist and Nursing Office, if applicable.
- \_\_\_\_\_ Submit updated Immunization records to Registrar's Office (copy to Nursing Office) documenting proof of two MMRs.

**2. Complete Application and Admission requirements for the Practical Nursing Program.**

- \_\_\_\_\_ Meet with the Nursing & Allied Health Advising Specialist for advisement.
- \_\_\_\_\_ Receive current Practical Nursing Information Guidelines.
- \_\_\_\_\_ Complete Application for Admission to the Practical Nursing Program located in PN Information Guidelines and submit to the Nursing Office by **April 15**.
- \_\_\_\_\_ Read the following, sign, and submit to the Nursing Office with the PN application:
  - Practical Nursing Program Statement of Responsibility
  - Understanding of Functional Abilities
  - Criminal background Check Verification and Arkansas State Board of Nursing – Nurse Practice Act - SUBCHAPTER 3 – LICENSING §17-87-312 Criminal Background Checks
- \_\_\_\_\_ Attend scheduled advising sessions as required by the Advising Specialist and enroll accordingly in approved pre-requisite and general education courses.
- \_\_\_\_\_ **Complete the PAX Exam.** The **PAX** must be taken prior to the **April 15** application deadline. Applicants must obtain a minimal composite score of at least 100 or higher in order to be considered for admission to the PN program. Students may take the PAX exam twice per application period but no more than once per semester as scheduled in the Fall and Spring prior to the April 15 application deadline. The higher of the two scores will be used for consideration in the selection process. Official scores must be submitted to the Nursing office by **April 15** prior to Fall Admission.  
*PAX exam scores are valid for two years following the date of examination.*

*Refer to Testing Center Policy for scheduling PAX exams.*

\_\_\_\_\_ Earn a grade of “C” or greater on all required pre-requisite courses as reflected on the PN Curriculum Plan.

\_\_\_\_\_ Have a minimum cumulative 2.0 grade point average on all college course work, including all previously attempted and completed courses excluding developmental courses at the end of the Spring semester prior to selection of the Fall class.

**3. Complete Pre-requisite and general education courses as outlined in the PN Curriculum Plan.**

**Prerequisite Courses:**

All students must have the following prerequisite courses completed by the end of the Spring Semester preceding Fall admission to the Practical Nursing Program. Prerequisite courses taken during the Spring semester are acceptable provided that a transcript or course schedule is submitted to the Nursing Department as proof of enrollment prior to the **April 15 deadline**.

After course completion, transcripts must be submitted before consideration in the Practical Nursing Program selection process. (Prerequisite courses completed after the Spring semester will be applied to the next application year/deadline.)

\_\_\_\_\_ Mathematical Applications for Allied Health or College Algebra

\_\_\_\_\_ Body Structure and Function **or**

Anatomy & Physiology I with Lab (from same college/university) **and**

\_\_\_\_\_ Anatomy & Physiology II with Lab (from same college/university)

*\*Anatomy & Physiology (A & P) courses with lab must be completed within five years of acceptance in the PN program.*

*\*A & P I & II with Lab may be completed and transferred from two different colleges/universities; however, each lecture/lab course must be from the same college/university.*

\_\_\_\_\_ Submit (hand-deliver, e-mail or mail) an updated copy of your unofficial transcript at end of each semester as follows:

Submit Transcripts as follows:

Mail to:

Arkansas Northeastern College

Practical Nursing Department

P.O. Box 1109

Blytheville, AR 72316-1109

E-mail to:

[mmills@smail.anc.edu](mailto:mmills@smail.anc.edu) or [bgreene@smail.anc.edu](mailto:bgreene@smail.anc.edu)

\_\_\_\_\_ Submit any Request for Course Transfer/Substitutions as outlined in the PN Information Guidelines. Must be submitted and approved by the Director of Practical Nursing prior to the scheduled course as noted in PN Curriculum Plan. Course substitutions will not be considered once the student is enrolled in a PN Course.

**4. Program Selection Process**

The PN program may have more applicants that meet the minimum requirements for admission than positions available. Admission is competitive; therefore students are ranked according to their PAX test score, cumulative grade point average (from all colleges/universities attended) and completion of prerequisite courses and any developmental education courses required.

Applicants providing a current credential as a Certified Nursing Assistant in the State of AR will be eligible for 3 bonus points in the selection process (optional and not a requirement for admission into the PN Program).

**Ranking process:**

- Points are earned for PAX Scores of 100 or greater.
- Applicants earn points for their overall GPA (2.0 or greater) on all college course work attempted and the points are added to the points earned for the PAX score.
- Applicants providing a current credential as a Certified Nursing Assistant (CNA) in the State of AR will be eligible for 3 bonus points in the selection/ranking process. A copy of the current AR CNA certification must be attached to the PN Application or submitted to the Nursing Office on or prior to the April 15 application deadline to receive bonus points. This is optional and not a requirement for application in the PN Program.
- Points earned from PAX, GPA and any Bonus Points for CNA in AR, are added to provide Total Points. Students are ranked from highest to lowest on over-all earned points.
- See Example below.

Example:	PAX Score of 118	=	118 points
	Overall GPA of 2.9	=	2.9 points
	<u>Current CNA in AR</u>	=	<u>3.0 points (bonus points)</u>
	Total Points:		123.9

All applicants who meet the minimum PN Admission Criteria will be notified regarding a **Mandatory Orientation Session**. This session is available to assist in answering any further questions and for the faculty and staff to provide a thorough overview of the program. A **PN Letter of Intent** to accept admission in the PN Program will be signed at this Mandatory Orientation. All applicants who meet minimum admission criteria to the PN Program attend the Mandatory Orientation Session, and sign the PN Letter of Intent will subsequently receive an acceptance letter or an alternate letter.

**Advising Comments:**

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**Upon completion of the Practical Nursing Program Pre-Program Advising Checklist, please sign as indicated.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advising Specialist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*Advising Specialist will submit completed Checklist to the PN Department for inclusion in student's file.*

*Form last revised 10/2019.*