INSTRUCTIONS FOR APPLYING TO THE

TRANSITIONS TO RN PROGRAM

(LPN to RN, Paramedic to RN, Military Medic to RNP

SUMMER 2027

Please print a copy of these instructions. They will not be available after February 15.

If you have a specific question about your pre-requisite courses, please contact an academic advisor at 410-386-8435.

The application packet is due in the nursing office (N-100) on February 15, 2027, or postmarked by February 15, 2027. **We do not accept faxed or emailed applications.**

Application deadline: February **15**

If mailing the application, use this address:

Nursing Program
Carroll Community College
1601 Washington Road
Westminster, MD 21157

Applicants must:

- Successfully complete all pre-requisite requirements (pre-clinical requirements) before starting the Nursing Program.
- **Complete the NLN NEX preadmission examination.**
  - To be considered for admission, your composite score must be **equal to or greater than 138**.
  - Information on how to register is on the Nursing Program webpage.

<u>The following documents must be submitted together as a single application packet:</u>

☐ **Application**

- MUST be signed and dated.
- Complete the "schools attended" section including all colleges where you have taken pre-requisite course work for the nursing program. Failure to do so may result in credits being overlooked and affect your application status.
- Please print CLEARLY your email address.

☐ **Two Recommendations**

- MUST be on the Carroll Community College Nursing Program form and one **MUST** be from a supervisor who can evaluate your performance.
- They do not have to be sealed.
- More than 2 recommendations will not improve the status of your application.

☐ **Copy of Driver's license**

- MUST be included in your submission packet.

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☐ **Proof of Graduation from High School**

- This is a Board of Nursing requirement.
- It can be a copy of any of the following:
  - high school transcript with graduation date
  - high school diploma
  - GED certificate or high school equivalency document.
- If you already have a document on file with the Records office, you do not have to re-submit with your application.

☐ **Official Transcripts**

- All college transcripts must be official.
- MUST be submitted directly to the Records Office or included in your application packet.
  - To submit an official transcript to the Records Office, you must complete the Transcript Evaluation Request form located in your Lynx Student Portal, under Carroll Forms.
- If you have previously submitted *official* transcripts to the Records office, you do not have to re-submit with your application**.** If you are not sure, please contact the Records office at 410-386-8440.
- You DO NOT have to request official transcripts for courses taken at Carroll Community College

☐ **Documentation of:**

- **LPNs:** Unencumbered Maryland (or compact state) practical nursing license
- **Paramedics**: Current State certification as a Paramedic and National Board of Registry certification (NREMT) and a graduate of a program accredited by either CCAHEP or a state EMS Board
- **Military Medics**: Medic/Corpsman with at least one year of experience

NON-CARROLL COMMUNITY COLLEGE APPLICANTS

If you have never attended Carroll Community College, apply: (https://forms.carrollcc.edu/application/login/)

Failure to submit any documents may result in the applicant not being considered for admission.

Admission Process:

1. All applicants must meet the Associate Degree Nursing Program criteria.
2. The admission process awards points to those students who have returned the Application for the Nursing Program and met the criteria.
3. The students with the highest point totals will be accepted conditionally into the clinical portion of the program.
4. Letters notifying you of your status will be ***emailed*** on **April 2, 2027.** Please do not call regarding the status of your application unless you do not receive an email.
5. Please add Carroll Community College Nursing Program to your accepted list for emails. The potential exists that your email might be moved to a SPAM folder if not on your approved list.

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Points for pre-requisite course work* are awarded using the following criteria:

1. BIOL 210, 211, 215
    - 3 points for A
    - 2 points for B
    - 1 point for C
    - no points awarded for D or F

2. English Composition (ENGL 101) and Introduction to Statistical Methods (MATH 115)
    - 2 points for A
    - 1 point for B
    - 0.5 point for C
    - no points awarded for D or F.
3. Three points will be awarded for being a Carroll County resident.
4. All applicants:
    - 3 points are awarded for completing all degree requirements for the Associate Degree Nursing Program by February 15, 2027.
    - 2 points are awarded for completing all degree requirements for the Associate Degree Nursing Program by May 31, 2027.
5. Students who repeated any BIOL pre-requisites (because of a D or F grade) within the 5-year time frame will have points *deducted* from their total.
    - Students who repeated a single BIOL pre-requisite will have ½ (one-half) point subtracted.
    - Students who repeated more than one BIOL pre-requisite will have 1 point subtracted for each repeat.
    - Students who originally received a C or C+ in any BIOL course and repeated the course to improve their grade will **not** have points deducted.
6. Students who received a D or an F in any clinical nursing course will have one point subtracted for each course in which they were unsuccessful.
7. Students with equal point totals will be ranked by overall GPA from highest to lowest.
8. The minimum GPA for admission is 2.50.
9. Minimum composite score on NLN NEX is equal to or greater than 138.

*Transfer courses with grades will be included and will be assigned quality points based on the letter grade. Transfer credit earned without a letter grade (CLEP, AP, military evaluation, Challenge examination) will not be assigned quality points or calculated in the GPA but will be included in the completion point's category.

Additional Admission Information:

1. If any of the originally accepted students decline their seats in the program or fail to meet their course requirements, the next eligible student with the highest point score will be notified by phone for placement in the program.
2. If you are enrolled in courses at another college during the fall semester, you must provide the Nursing Program with a copy of your current course schedule for the appropriate point value to be assessed.
3. Once grades have been posted, transcripts for those accepted conditionally will again be evaluated. Any student who dropped a course or failed to earn a "C" or better will not be eligible for the clinical portion of the program and the next qualified person will be admitted.

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Additional Program Information:

1. Once accepted, all students will need to complete a criminal background check and a urine drug screening. Further information will be provided at that time.
2. The Maryland Board of Nursing may deny a license to any applicant who has been convicted of or pleads guilty or nolo contendere to a felony or to a crime involving moral turpitude, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside. If you have questions, please contact the Program Director for further information.
3. Students must be able to provide their own transportation to all clinical sites.

Transition Course Failure:

If students are unsuccessful in the Transitions to RN course on the first attempt, they will NOT be permitted to repeat the course. These students may apply for admission to the RN program, and if accepted and space is available, will begin the RN program with Term 2.

Students who fail to achieve a grade of "C" or better in the Transitions to RN course, NURS 131- Health Assessment, or NURS 132- Medication Administration, will not be eligible to continue in the Nursing Program.

The plan of study (after completion of pre-requisites) is as follows:

Summer 2027	
NURS 203 Transition to Registered Nursing	5 credits
NURS 131 Health Assessment	1 credit
NURS 132 Medication Administration	2 credits
Fall 2027	
NURS 233 Nursing Concepts 3	8 credits
Spring 2028	
NURS 242 Nursing Concepts 4	7 credits
Total:	**24 credits**

If you are accepted the following ***mandatory*** dates will be of importance to you. Plan accordingly. If you do not attend the orientation date, your seat will be given away.

DATES TO REMEMBER:

Friday, April 2, 2027	Letters ***Emailed*** about status of acceptance into program
Friday, April 23, 2027	8a-11a ***Mandatory*** Orientation

If you have any questions, or need additional information, please email nursingprogram@carrollcc.edu.

Thank you,

Jennifer Fritzges, DNP, RN, CNE, CNEcl
Nursing Program Director