

Carl Sandburg College of Nursing & Health Professions  
Associate Degree Nursing Program – Eligibility & Admission Requirements

### Eligibility & Admission Requirements

Students must apply online and be formally accepted into the Associate Degree Nursing program. The Associate Degree Nursing program has limited enrollment and a selection process for admission into the program.

### Application Dates

Submit **Online Application** from October 1 - March 1. Application deadline date is March 1 for Fall enrollment. We will notify applicants approximately two weeks after application deadline date whether or not accepted into the program.

### Application Process

All applicants interested in the Associate Degree Nursing program must meet in person with a Carl Sandburg College Nursing Advisor prior to applying to the program. Be sure to make an appointment early in the process. Complete **Steps 1-2** prior to making an appointment with a Nursing Advisor.

1. If you have never attended Carl Sandburg College, complete an application for general admission to the College [Steps-to-enroll](#) and, if desired, apply for financial aid.
2. Complete the college placement exam, if applicable.
3. Schedule an appointment and meet with a nursing advisor prior to applying.
4. Schedule and take the TEAS pre-admission exam. We recommend that you purchase the TEAS study guidebook and review prior to taking the TEAS exam. You may take the TEAS exam before or after submitting the online program application. However, you must complete the TEAS exam by the March 1 application deadline date to meet program selection criteria. You cannot take the TEAS exam more than three times in a twelve-month period. In lieu of TEAS, you may submit a valid SAT or ACT score (must be taken within the past 5 years).
5. Complete **Steps 1-3** prior to completing the nursing program's online application. Complete the ONLINE Nursing Application and submit October 1 - March 1.
6. After submitting the online nursing program application, you need to pay the \$50.00 application fee to the Carl Sandburg College Business Office. The \$50.00 application fee is non-refundable. We will not review your application for admission into the nursing program until you have paid the application fee. You need to obtain the application fee form from your advisor.

### Admission Requirements

All applicants must meet the following nursing program admission criteria for selection review:

1. Complete all the steps on the Program Application Checklist by application deadline date.
2. Must choose one: valid TEAS score (within past 2 years) OR valid SAT or ACT score (within past 5 years).
3. The following courses must be completed with a grade of "C" or higher prior to entering the Associate Degree Nursing program:
  - ENG 101-Freshman Composition I
  - PSY 101-Introduction to Psychology

For student success in the nursing program we strongly advise prior to entering the Associate Degree Nursing program to take the following courses:

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- BIO 211-Anatomy & Physiology I
- BIO 212-Anatomy & Physiology II
- BIO 200-General Microbiology

### **Admission Process**

We will consider for selection review only those applicants who submit the online program application by deadline date and have met all admission requirements. We evaluate all qualified applicants according to a point system that allows an objective means for selection ranking. We select applicants with the highest point totals first. Please refer to the [Admission Selection Points Worksheet](#) for ranking criteria.

Applicant acceptance status will be one of the following: conditionally admitted, placed on the alternate list, or denied admission based on applicant pool ranking and eligibility of admission criteria. We will notify the applicant approximately two weeks of application deadline date whether they are accepted or not into the nursing program. Applicants who receive conditional admission or alternate status into the program we will notify by email. Applicants denied admission we notify by mail.

Applicants conditionally admitted will have 14 calendar days from the date of your conditional admission email to pay the \$50.00 seat fee (intent to enter) to the Carl Sandburg College Business Office to hold your seat in the nursing program. We will apply the \$50.00 seat fee to your tuition or it will be refunded directly to students after financial aid refund. Your seat fee form will be included with your conditional admission email. Students who accept their seat and withdrawal for any reason will forfeit the seat fee. We will request alternates to pay their seat fee if their status changes to conditionally admitted.

Conditionally admitted applicants and those on the alternate list must attend the mandatory admission orientation session. We provide in the admission status EMAIL information regarding registration for the mandatory admission orientation session. We will provide at the orientation program information and appropriate documents to complete all the necessary nursing program requirements for full admission status.

Those conditionally admitted who do not register for and attend the mandatory admission orientation session will forfeit their conditional admission and we will then offer your seat to an alternate. Alternates who do not register for or attend the mandatory admission orientation session will forfeit their alternate position.

Students accepted will be required to possess Healthcare Provider CPR certification throughout the program, show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Please note findings on the criminal background check and drug screen may void conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

We will provide full admission status after the conditionally admitted applicant attends the mandatory admission orientation session and appropriately completes all program requirements and submits all required admission documents by the designated deadline.

Applicants not admitted to the program, including applicants placed on the alternate list and no spaces became available, will not carry over application files to the next year. Each applicant would need to complete the application/admission process again for the next admission year.