

**Carl Sandburg College of Nursing & Health Professions  
Associate Degree Nursing Program - Application Checklist**

**Student Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

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 1-3** 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. Send an official high school transcript or equivalent and any appropriate post-secondary educational institutions transcripts to the Admissions and Records Office.
- 3. Complete the college placement exam, if applicable.
- 4. Schedule an appointment and meet with a nursing advisor prior to applying.
- 5. 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. **TEAS exam scores are valid for two years.**
- 6. Complete **Steps 1-4** prior to completing the nursing program's online application. Complete the ONLINE Nursing Application and submit October 1 - March 1.
- 7. 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.

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

- 8. TEAS Adjusted Individual Score (AIS) cumulative score of 60% or higher.

For student success in the nursing program, we strongly advise prior to entering the Associate Degree Nursing program to take the following courses: Please note completion of these courses will provide a higher, ranking score: BIO 211-Anatomy & Physiology I, BIO 212-Anatomy & Physiology II & BIO 200-General Microbiology

- 9. Completed and signed Program Application Checklist on file in the College of Nursing & Health Professions Office by application deadline date of March 1.

**Meeting all eligibility criteria for selection does not guarantee admission to the Associate Degree Nursing Program. Admission is competitive and enrollment is limited. Final selection based on applicant pool and ranking point system. Applicants selected are notified approximately two weeks after the application deadline date.**

**Career and Technical programs/courses are offered without regard to race, color, national origin, sex, sexual orientation, age, disability or status in any group protected by applicable federal, state or local law. Title IX Coordinator Rick Eddy, 309.341.5234; ADA/Section 504 Coordinator: Jacob Runge, 309.341.5262.**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_