

IVY TECH COMMUNITY COLLEGE
SCHOOL OF NURSING
ADVISING FAQ

Nursing Program Application Questions:

Q. Can current High School students apply to the nursing programs while they are still in High School?

A. Yes! Current high school students taking Ivy Tech dual credit courses may apply while still completing their senior year. In order to apply, they must submit a letter through the high school diploma link in Ivy Tech's online application. In addition, they must submit a high school transcript to the campus/service area dean (at Ivy Tech Campus where accepted) by the following deadlines:

- Spring graduates must submit High School transcripts by August 1
- Summer graduates must submit High School transcripts by August 1
- Fall semester graduates must submit High School transcripts by January 1

Please review the Nursing Student Handbook for more information.

Q. What courses do students need to complete before being accepted into the nursing program of choice?

A. Completion of the following required prerequisite courses with a grade of "C" or higher are required for admission to the Associate of Science in Nursing (ASN) and Practical Nursing (PN) programs:

- APHY 101 Anatomy and Physiology I
- ENGL 111 English Composition (ENGL 118 cannot substitute. Students cannot apply without ENGL 111 credit.)
- PSYC 101 Introduction to Psychology
- MATH 123, MATH 135, 136, 137, or MATH 2XX is a prerequisite course for students admitted to the ASN program only; however, MATH 123, MATH 135, 136, 137, or MATH 2XX is not included in the admission decision score. (MATH 118 **cannot** be substituted for the MATH prerequisite requirement.) *In order to receive points for prerequisite courses, those courses must be completed prior to the established deadlines, although students may be offered a spot in the program of their choice if those courses are in progress and they have enough points from completed pre-requisite courses, TEAS scores, and optional CNA certification.*

Please review the Nursing Student Handbook for more information.

Q. When do pre-requisite courses have to be completed?

A. In order for prerequisite general education courses to count towards the program admission decision score, the courses must be completed by the time that the application site closes and auto selection begins. See table below for dates when prerequisite courses must be completed. Students taking prerequisite courses the semester immediately prior to the start of the nursing program **MUST** complete these courses with a grade of "C" or higher to remain eligible for admission. Please review the Nursing Student Handbook for more information.

Completed Application Deadline	Nursing Program
September 1	Spring Admission
February 1	Summer Admission
May 18	Fall Admission

Q. Can course credits from prerequisite courses taken several years ago still be used when applying to the nursing program?

A. There is not a deadline date for accepting credits that were earned in previous years from Ivy Tech Community College. However, students are responsible for any material in the course, so they may choose to repeat the course, or review the course material. Students should discuss plans to retake any courses with a financial aid representative prior to registering as this may affect their financial aid status. If a course is retaken, the grade for the course will not appear in the online application until after the grade is submitted. Grades for courses in progress must be submitted prior to the first round of auto selection when the application site closes. The system will always identify the highest grade earned and assign the appropriate points for that attempt.

Please review the Nursing Student Handbook for more information.

Q: When should a student take the ATI TEAS test?

A: The ATI TEAS test (Test of Essential Academic Skills) should be taken after review of high school content and completion of at least a portion of the pre-requisite courses for nursing. A good time for a high school student to take the ATI TEAS test is during the last semester of high school or upon graduation. If an interested student graduated from high school a year or more ago, a more thorough review of high school content should be completed prior to testing. Completed TEAS test results must be submitted 14 days prior to the application deadline. Due to processing time for the ATI TEAS to appear in the student's application, it is recommended that testing times be scheduled allowing two to four weeks prior to the posted TEAS test Deadline date. **ATI TEAS scores not available by the above mentioned deadlines will not be considered.** Ivy Tech Assessment Centers have limited availability for testing, so students should schedule far in advance to accommodate.

Please review the Nursing Student Handbook for more information.

Q. If a student takes the ATI Allied Health TEAS test, do they need to take the ATI Nursing TEAS test once they determine that they will apply to the nursing program?

A. The ATI Allied Health and ATI Nursing TEAS tests are the same test; they are just scored differently. Taking the Allied Health TEAS will count the same as taking the ATI nursing TEAS test. When the ATI Allied Health TEAS test scores are pushed out from the ATI website, the scores are converted to nursing scores.

Q. How are admission points for pre-requisite general education courses calculated?

A. The following table identifies admission points for general education prerequisite courses:

Course	A	B	C	D/F	V
APHY 101	30	20	10	0	N/A
ENGL 111	15	10	5	0	15
PSYC 101	15	10	5	0	15
TOTAL GENERAL EDUCATION POINTS POSSIBLE: 60					

Please review the Nursing Student Handbook for more information.

Q. How are admission points for the TEAS test calculated?

A. The following table identifies admission points for TEAS test results:

TEAS Component	Weighted Sub-Test Point Calculation	Maximum Points Possible
English & Language Usage	Subsection % score X 0.20	20
Reading	Subsection % score X 0.30	30
Math	Subsection % score X 0.20	20
Science	Subsection % score X 0.30	30
TOTAL TEAS POINTS POSSIBLE: 100		

Please review the Nursing Student Handbook for more information.

Q. How are optional CNA certification points considered?

A. Five (5) optional points may be added to the total admission decision score for applicants of the ASN Traditional or PN programs, with approved documentation of **current, active Certified Nurse Aide certification**. Documentation verifying a current, active Certified Nurse Aide certification must be uploaded to the online nursing application for consideration. Once approved, five (5) points will be added to the total admission decision score for an ASN Traditional or PN application.

Please review the Nursing Student Handbook for more information.

Q. How is the total admission decision score determined?

A. General Education points, TEAS points, and optional CNA certification points will be added together for a total admission decision score. If two or more students have identical admission decision scores, the tiebreaker points will be applied (as identified in the Nursing Overview and Application Booklet) until a difference in admission decision score occurs. The number of students admitted is determined by availability of clinical resources and may be adjusted without advance notice.

Please review the Nursing Student Handbook for more information.

- Q. Why do nursing applicants have to submit their high school transcript or High School Equivalency exam results when applying to the nursing programs (especially if the transcript or exam results have been submitted previously)?
- A. Consistent with Indiana State Board of Nursing (ISBN) requirements, a copy of the student's completed high school transcript from a state-approved high school or its equivalent, or individual and total GED test scores must be submitted with the online nursing application and will be maintained on file. International students will need to provide official credential evaluation from a NACES (naces.org) approved organization showing the equivalence of a U.S. high school diploma. Official evaluation must be sent directly from the credential evaluator to the campus/service area Ivy Tech Campus registrar. A copy must also be submitted with the nursing program admission application.
- Q. Since students have already been accepted to Ivy Tech, why do they need to submit another application for the nursing programs?
- A. The nursing programs at Ivy Tech have more specific admission criteria than the College as a whole. While admission to the college does not ensure acceptance to a nursing program, the student can be working on pre-requisite courses for nursing after admission to the College and prior to application to the nursing program of choice. In addition, selective admission processes are needed because there are more people interested in taking courses in the nursing programs than there are seats available.
- Please review the Nursing Student Handbook for more information.

Q. Is there a waitlist for nursing?

A. No, there is not a waitlist. Applicants who are not accepted to the nursing program of their choice are invited to apply during future application periods or consider other programs within the School of Health Sciences.

Q. Can a student apply without a social security number?

A. International and undocumented students may apply without a current social security number. However, the state of Indiana will not authorize a graduate to take the National Council Licensure Examination (NCLEX) exam without a social security number. A flag will alert the student that the social security number field is blank, but leaving that field blank will not prevent the student from completing the online application.

Q: Are there any other requirements for immigrants to the United States to be aware of?

A: All candidates applying to take the NCLEX exam are required to have a U.S. social security number per Indiana code. Further, the United States Immigration and Nationality Act identifies that all candidates applying to take the NCLEX exam are required to be a U.S. citizen or identified as a "Qualified Alien."

Q. Why are TEAS scores not showing up on the application?

A. The online application pulls TEAS scores directly from Banner. Therefore, if the TEAS scores are not showing up on the application, it is mostly due to scores not being in Banner. Once a student takes the ATI TEAS test, it typically takes 3 days from the exam date for the scores to update in Banner. This is an automated process. Students should check the online nursing application system again once this time frame has passed. To update TEAS information, students should click the "Refresh TEAS Exams" link. Then students can move forward in the application if all other criteria have been met. If a student has taken the exam more than 3 days ago and scores still do not appear, he/she should submit a Helpdesk Ticket and follow-up with the Ivy Tech campus/service area Nursing Dean.

Q. Why are transfer grades not showing up on the application?

A. The online Nursing application pulls course and grade data directly from Banner. If no Banner data is found, the online application will advise the student that he/she is not eligible for the nursing programs. The Nursing Dean and/or Registrar's Office will need to assist in this matter, as this typically involves transcript evaluation, a process that is done outside of the online nursing application system.

Q. Who do students contact if they are having issues completing their application?

A. Contact information is listed in the online application which refers to the campus/service area Nursing Program for questions about the application. Students are advised to submit a Helpdesk ticket for technical issues with the online application. Refer to the below table for who to contact for which type of issue:

Type of Issues	Who to Contact
TEAS scores not appearing in online application after 3 days from exam date or missing composite scores.	Submit a Helpdesk ticket and follow-up with the Campus/service area Nursing Dean
Transfer Grades not appearing in the online application.	Campus/service area Nursing Dean or Registrar's Office
Not receiving credit for substitute, pre-requisite course.	Campus/service area Nursing Dean.
Getting Error Code 500 (or other numbered code)	Submit Helpdesk ticket along with a screen shot of error if possible.

Q: Why do students have to “accept” their admission to the nursing program twice?

A. The first request for acknowledgement of acceptance into the nursing program is through the state wide selection process with a system generated email. Effective Fall 2020 admission (application site opens March 18, 2020), applicants have five (5) days, including weekends and holidays, from the date of auto selection to accept their invitation. The next form of communication will be from the campus/service area where the student was offered a seat. The campus/service area message may request a confirmation of acceptance along with more specific information from the campus/service area. If students do not respond to the deadlines contained in the email from the campus/service area, it

may appear as though they are declining their seat. Students can speak with the campus/service area chair or dean of nursing if you have issues completing requirements for the nursing program as requested. Please review the Nursing Student Handbook for more information.

Q. What is the process for auto selection and manual selection of applicants from the online application data base?

A. Once the deadline for application occurs, students with pending applications will have 72 hours only to submit any missing documentation.

After 72 hours, the application site locks down and no further documentation may be submitted. The following actions then take place:

- The number of students admitted is determined by availability of clinical resources and may be adjusted without advance notice. Please review the Auto-Selection narrative example in the Online Information Session on the website (<https://www.ivytech.edu/nursing/index.html>) for details.
- Applicants for admission into the nursing programs will complete the Online Nursing Application found on the nursing webpage at www.ivytech.edu/nursing, which includes attaching all required documents and meeting all other requirements for nursing program admission.
- Following the application deadline date, eligible applications will be processed through the Auto- and Manual-Selection cycles until all open seats are filled statewide. Refer to Online Information Session slides for detailed description.

Please review the Nursing Student Handbook for more information.

Q. How will a student be notified if they have been selected for admission to the nursing program?

A. If selected through the auto-selection process, the online Nursing Application system generates an email message to each selected student's Ivy Tech email account with instructions to accept or decline the offer for admission. Nursing program applicants who have not attended Ivy Tech Community College in the past two years will need to go in person to the office of Express Enrollment or Admissions to reapply via a paper form, to ensure ability to receive email messages generated by the application system.

Q. What should a student do if they are not admitted to a nursing program?

A. It is recommended that non-admitted applicants meet with their advisor to explore potential areas for improvement prior to re-applying in the future. Students may also have a conversation with the campus/service area program chairperson or nursing dean at their local Ivy Tech campus if they have nursing program specific questions. Advisors can assist students in exploring other programs of interest in Ivy Tech's School of Health Sciences if they have applied several times and have not been accepted into the nursing programs.