



# SCHOOL OF NURSING

## Nursing Program Application Questions:

**Q. Can students apply to Ivy Tech Community College nursing programs while they are still in high school?**

**A.** Yes! Current high school students taking Ivy Tech dual credit course 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 regional nursing 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 Booklet](#) for more information.

**Q. When do prerequisite courses have to be completed?**

**A.** In order for prerequisite general education courses to count towards program admission selection points, 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. MATH 123 or higher is a prerequisite course for students admitted to the ASN *program only*; however MATH 123 is not included in the selection point system. 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 Booklet](#) for more information.

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

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

**A.** Completion of the following prerequisite courses with a grade of "C" or higher is 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,
- PSYC 101 Introduction to Psychology
- MATH 123 or higher is a prerequisite course for students admitted to the ASN program only; however MATH 123 is not included in the selection point system. *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 and TEAS scores.*

Please review the [Nursing Booklet](#) for more information.

**Q. How are total scores for admission determined?**

**A.** General education points and TEAS points will be added together for a total selection decision score.

- Applicants will be ranked by total selection decision score.
- For each round of auto-selections, the online application will look at each applicant starting with the highest score to see if any seats are available at the campuses they have selected, starting with their first choice and working through to their last choice. Once the system finds an available seat, that student is placed. Applicants with the highest scores will be offered admission to the program according to the number of clinical spots available. If two or more students have identical decision scores, the tiebreaker points will be applied (as identified in the Nursing Overview and Application Booklet) until a difference in 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 Booklet](#) for more information.

## Q. How are admission scores for the TEAS test calculated?

A. The following table identifies scoring 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
<b>TOTAL TEAS POINTS POSSIBLE:</b>		100

Please review the [Nursing Booklet](#) 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 prerequisite courses for nursing. Taking college courses does not necessarily address all content measured on the ATI TEAS test, although with an increased emphasis on the life sciences, completion of Anatomy and Physiology 101 may help improve science scores. Completion of English Composition (ENGL111) may also help improve English and reading scores on the ATI TEAS test.

If an interested student is in high school, a good time 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. This can be done using a High School Equivalency exam review book. Please review the [Nursing Booklet](#) for more information.

**Q. How are admission scores for prerequisite general education courses calculated?**

**A.** The following table identifies scoring for general education prerequisite courses:

COURSES	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
<b>TOTAL GENERAL EDUCATION POINTS POSSIBLE:</b>					<b>60</b>

Please review the [Nursing Booklet](#) 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 of 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 regional 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 prerequisite 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 Booklet](#) 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. 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 reapplying in the future. Students may also have a conversation with the regional 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.

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

**A.** Yes, the Indiana Professional Licensing Agency has recently taken a position that may prevent visa holding or otherwise undocumented students from taking the NCLEX licensure exam and being licensed in the state of Indiana. Such students should seek legal counsel before choosing to proceed.

**Q. Will English 112 substitute for English 111 when applying to the nursing programs?**

**A.** No, it will not substitute. The required course for admission is English Composition (ENGL 111). ENGL 112 is Exposition and Persuasion, which is a different course that will not be counted in the admission score. Students cannot apply without ENGL 111. The ENGL 111 course requirement may be achieved through taking the course or receiving credit by CLEP exam.

**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 Booklet](#) for more information.

**Q. Are students allowed to use college credit for MATH 118 in place of MATH 123?**

**A.** No, MATH 118 cannot be substituted. School of Nursing policy states that MATH 123 or higher is the requirement for nursing courses. When MATH 118 was reviewed for relevant math concepts, it was determined that it did not contain all the essential elements required for nursing. As identified in the college Academic Affairs Support and Operations Manual, 10.7, "All Nursing (ASN) students admitted to the Nursing program in Spring 2015 or beyond are required to take MATH 123 or higher and may not substitute MATH 118 under any circumstances."

**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 2-3 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.

On occasion, there are issues matching scores from the data feed from ATI to a student's record in Banner. When this happens, a report is generated with the names of the affected individuals. If a student has taken the exam more than 3 days ago and scores still do not appear, he/she should contact the regional Ivy Tech Nursing Dean. The dean is able to validate that the student's name is listed on the report. If the student's name is found, his/her ATI TEAS (or, if applicable, previous TEAS V) scores will need to be manually entered into Banner. Once the update is made, the student will then need to log back into the online nursing application and follow the steps outlined above.

**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 Regional Nursing Program for questions about the application. Students are advised to contact the Answer Center or 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.	Regional Nursing Division
Transfer Grades not appearing in the online application.	Regional Nursing Division or Registrar's Office
Not receiving credit for substitute, pre-requisite course.	Regional Nursing Division
Getting Error Code 500 (or other numbered code)	Submit Helpdesk ticket along with a screen shot of error if possible.

**Q. How long before applying can a student wait to take the TEAS test?**

**A.** Due to processing time for the ATI TEAS to appear in the student's application, it is recommended that testing times be scheduled two to four weeks prior to the posted application deadline. 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 Booklet](#) 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.** No. 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. What is the difference between the auto selection process currently employed and the past procedure for applicant selection when paper applications were utilized?**

**A.** When paper applications were utilized, ASN applications were processed first, and then after the ASN applicants were offered admission, all applicants who applied to ASN and PN were then added to the PN pool of applicants. As a result, many who only applied to PN were not offered admission because often higher scoring applicants from the ASN/PN pool were admitted instead. With the online application system, PN and ASN applicants are selected at the same time.

**Q. Why do students have to "accept" their admission to the nursing programs twice?**

**A.** The first request for acknowledgement of acceptance into the nursing program is through the statewide selection process with a system generated email. Applicants have 7 days from the date of auto selection to accept their invitation. The next form of communication will be from the region where the student was offered a seat. The regional message may request a confirmation of acceptance along with more specific information from the region. If students do not respond to the deadlines contained in the email from the region, it may appear as though they are declining their seat. Students can speak with the regional chair or dean of nursing if they have issues completing requirements for the nursing program as requested. Please review the [Nursing Booklet](#) for more information.

**Q. What happens if a student selects more than one campus on their online nursing application?**

**A.** When auto-selection begins, if the student has enough points to be selected in the first round, they will receive an offer from their first choice. If not, they will potentially receive an offer for their second choice in the first or second round as identified in the table below. Please review the [Nursing Booklet](#) for more information.

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

**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 timeframes are then identified:

Auto Selection	Time Frame	Process	System Actions:	System Action if no seats available	If selected through auto-selection
Round 1	Begins 7 days after application deadline	Applicants are auto-selected based on their campus rankings and available seats.	<p><b>Primary:</b> System looks at applicant’s first ranked campus— if seats are available, applicants are invited based on admission score to open seats</p> <p><b>Secondary:</b> If not selected, then the system advances applicant to second ranked campus and an offer is extended. Process continues unless no seats available at selected campuses for applicant.</p>	If no match found, the application is placed back in the pool for round 2.	<p>System generates email message to students’ Ivy Tech email account with instructions to log back into the online application and “accept” or “decline” the offer for admission.</p> <p><b>Applicants will have seven (7) days following the launch of each Auto-Selection round to either “accept” or “decline” any admission offers.</b></p> <p>If the applicant does not accept the offer OR they decline the offer, their name will be included in the next Auto-Selection Round.</p>

Please review the [Nursing Booklet](#) for more information.



Auto Selection	Time Frame	Process	System Actions:	System Action if no seats available	If selected through auto-selection
Round 2	Begins seven (7) days following the launch of Round 1 Auto-Selection	Auto-selection continues based on campus rankings by applicant and available seats.	<p>Begins seven (7) days following the launch of Round 1 Auto-Selection).</p> <p>Round 2 will repeat same steps as above with the applicants who've been placed in the pool for this round. Students are auto-selected based on their campus rankings and available seats.</p> <p>Round 2 will repeat steps with the applicants who've been placed in the pool for this round. Round 2 will include: Applicants not auto-selected in Round 1, Applicants who declined offers for admission in Round 1, Applicants who did not respond to offers for admission within the seven (7) day time period following Round 1.</p>	If no match found, the application is placed back in the pool for round 3.	<p><b>Applicants will have seven (7) days following the launch of each Auto-Selection round to either "accept" or "decline" any admission offers.</b></p> <p>If the applicant does not accept the offer OR they decline the offer, their name will be included in the next Auto-Selection Round.</p>

Auto Selection	Time Frame	Process	System Actions:	System Action if no seats available	If selected through auto-selection
Round 3	Begins seven (7) days following the launch of Round 2 Auto-Selection	Auto-selection continues based on campus rankings by applicant and available seats.	<p>Begins seven (7) days following the launch of Round 2 Auto-Selection).</p> <p>Round 3 will repeat same steps with the applicants who've been placed in the pool for this round. Students are auto-selected based on their campus rankings and available seats.</p> <p>Round 3 will include: Applicants not auto-selected in Round 2, applicants who declined offers for admission in Round 2, applicants who did not respond to offers for admission within the seven (7) day time period following Round 2.</p>	<p>System generates email messages sent to student if not accepted in round 3 identifying that they will go on to manual selection in the 4th round. Students are told in these email messages what to do if not selected during the manual selection phase (Round 4).</p>	<p><b>Applicants will have seven (7) days following the launch of each Auto-Selection round to either "accept" or "decline" any admission offers.</b></p> <p>If the applicant does not accept the offer OR they decline the offer, their name will be included in the Manual Selection Round.</p>

Auto Selection	Time Frame	Process	System Actions:	System Action if no seats available	If selected through auto-selection
Round 4 Manual Selection	Begins seven (7) days following the launch of Round 3 Auto-Selection.	Manual Selection begins	<p>Begins seven (7) days following the launch of Round 3 Auto-Selection).</p> <p>Applicants are ranked highest to lowest based on total admission point scores.</p> <p>Applicants are offered admission based available seats.</p> <p>Round 4 will include: Applicants not auto-selected in previous rounds, applicants who declined offers for admission in Rounds 1, 2, or 3, applicants who did not respond to offers for admission within the seven (7) day time period following Auto-Selection Round 3.</p>	<p>No email messages sent to out to those not chosen during Manual Selection. Instead, the email messages that go out to those not selected in Round 3 indicate what next steps are if not selected in Round 4.</p>	<p>If selected for admission, applicants will be notified by the regional nursing dean/designee via phone and/or an Ivy Tech email immediately following the Applicants will have <b>seven (7) days following the launch of Round 4 to either "accept" or "decline" any admission offers.</b></p>

**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 reapplying in the future. Students may also have a conversation with the regional 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.