



**APPLICATION PROCESS**

**Q. How do students apply to the Nursing Program at the Maricopa Community Colleges?**

- The Newsletter and the Admission Information & Application Packet are on the Nursing web site: <http://www.nursing.maricopa.edu/>. The directions and the admission process are described in the application packet.
- MaricopaNursing is a consortium program meaning the same curriculum and admission and student policies apply to eight campus sites where the program is offered. To apply to MaricopaNursing it is only necessary to submit one application to one of the campuses to be eligible for placement at any one of the MaricopaNursing campus sites.
- Completed applications should be submitted with required documentation to the Nursing Advisor at the MaricopaNursing campus site that is the student's first choice. Transcripts should always be directed to that same campus site.
- Once an application has been verified and entered into the Nursing database by a campus nursing advisor a student will be able to select the college campus sites of their choice (Procedure described in question below).

**Q. How does the nursing admission and placement process work?**

- Only applications that meet all admission requirements will be accepted by a campus nursing advisor. Applications are accepted on a year round basis and the year is divided into "application periods" as illustrated below.

December 1-January 31

February 1-March 31

April 1-May 31

June 1-July 31

August 1-September 30

October 1-November 30

- At the end of each application period the Nursing advisor enters the applications received in that time period into the Nursing database. All applications received during that period will receive a random date and time stamp.
- When placement is complete, applicants are placed in a MaricopaNursing program depending on their date and time stamp and their choice of college(s). Students are able to access placement information on their application status page and upon placement they will receive a letter and/or email notifying them of their placement. To accept the placement, the student must sign and return their confirmation of intent letter as directed.

**Q. How does a student monitor their application and/or change their choices?**

- Once the student meets the requirements of the admission process, he or she can monitor their application on the Application Status page at <http://www.nursing.maricopa.edu/>. The student can modify college choices as often as they like.
- All Nursing program students must reaffirm their interest in the MaricopaNursing program each placement cycle before being able to make changes. Reaffirm on the student Application Status page at <http://www.nursing.maricopa.edu/>.
- The college sites and types of schedules change twice per year and the current list is on the student application status page at <http://www.nursing.maricopa.edu/>. Notices are sent to the applicants by e-mail when new program options are available and open for choice changes. When on the Application status page, make sure all e-mail address, home address, and phone numbers are correct.



**GENERAL ADMISSION/WAITING LIST**

- Q. Is the admission process for the Nursing Program competitive? How long does it usually take to be placed into the program?**
- The MaricopaNursing Program does not have a competitive acceptance process for the Associate of Applied Science (AAS) programs; the Concurrent Enrollment Programs (CEP) have a competitive acceptance process. Once a student meets the admission requirements for the AAS program and the application is accepted, the student information is entered into the nursing database. The nursing program has a placement waiting list, not a true waiting list, of approximately 1 – 3 semesters. However, because this is a placement process, there is no way to tell applicants exactly when they can expect admission as the wait depends on the choices made by all applicants and the student capacity of each nursing program in any given placement cycle.
- Q. What is available for a Nursing student while waiting for placement into one of the colleges?**
- The applicants waiting for placement are encouraged to take additional courses to prepare for a CEP starting in block 3 of the nursing program or other additional courses necessary for transferring to the universities once the MaricopaNursing program has been completed. Courses required for a midpoint CEP acceptance are available in the individual brochures located at [www.nursing.maricopa.edu](http://www.nursing.maricopa.edu) under Concurrent Enrollment Program(s). Another course which is helpful to all students entering nursing is the Nurse Assistant program offered at many of the Maricopa Colleges.

**ADMISSION – TRANSCRIPT EVALUATION**

- Q. How will a student know if the MaricopaNursing program will accept courses taken at colleges and universities other than through the Maricopa Community Colleges?**
- There is a two-step process to determine whether college courses will transfer.
    - First, the student must have the college(s) attended send official transcripts directly to **one** of the eight Maricopa Community Colleges listed in the Admission Information and Application Packet. The student should choose the college that they will submit their nursing application to as their college of first choice and forward transcripts to that campus.
    - Second, the student should contact the Admissions and Records office at that college to request an evaluation of your transcripts. The Admissions and Records office will determine which of the courses transfer in as course requirements or electives. Maricopa Community Colleges accept all eligible courses regardless of age of course.

**ADMISSION – OUT OF COUNTRY OR STATE**

- Q. Request for information about the nursing program for potential out of state students. Are advisement sessions available via email/telephone?**
- Please check the nursing web site for information pertaining to the program and locations and contact information within the Maricopa Community Colleges: <http://www.nursing.maricopa.edu/>. Nursing advisors will work with students via email/telephone.

**ADMISSION – HESI A2 ASSESSMENT**

- Q. Can the HESI-A2 assessment be taken at a location outside of Maricopa Community Colleges and if so, will MaricopaNursing accept it or must the assessment be taken at one of the Maricopa Colleges?**
- An applicant may take the HESI-A2 assessment at a location outside of the Maricopa Community Colleges only if the scores are sent directly from the administering school or agency to the testing office at one of the colleges. Both the English Composite and the Math scores must be taken at the



same time and be available on the same report sheet. The HESI A2 sections must be taken at the same time and cannot be retested individually to attain a higher score.

### **CLINICAL EXPERIENCES**

**Q. Where do the students do their clinicals and what hospitals does the nursing program use?**

- The Maricopa nursing students attend over 100 different clinical agencies. Once the student receives placement, they will receive admission materials from the college. In most cases, the student's schedule will be in the packet for the first semester. Often the clinical locations are not available until the start of the semester. The student will receive information about clinical assignment once they begin the nursing classes and the sites are confirmed by the individual hospitals.

### **TRANSFER AMONG THE MARICOPA COLLEGES**

**Q. Once a student is admitted to the program are they able transfer to another one of the colleges?**

- The nursing students have the ability to transfer to another college site or a different type of program according to the guidelines in the Nursing Student Handbook. Transfers are not guaranteed and depend on available space. Nursing students will receive this handbook during their orientation to the nursing program.

### **FINANCIAL AID**

**Q. When placed at a college other than where the Nursing application was submitted what is the procedure for financial aid and other pertinent records.**

- Regarding financial aid, the financial aid office on the Maricopa campus the Nursing application was submitted should be able to provide information on transferring financial aid records to the college at which the student was placed. In regards to other pertinent records (i.e. Nursing Program application), records will be transferred upon receipt of student Confirmation of Intent letter, indicating acceptance of placement.

**Q. How will attending a partnership program or accelerated option affect my financial aid?**

- Partnership programs do not generally affect financial aid awards. The accelerated program is 16 to 18 months and this is equivalent to three semesters, not 4. Students in accelerated programs generally receive 3 semesters of financial aid.

### **DISABILITY**

**Q. If a potential nursing student has a disability and needs academic accommodations that would not alter the essential skills of the class, should they work with the college disability office or should they go through the college's nursing program for their accommodations?**

- The Essential Functions guidelines are on the web site: <http://www.nursing.maricopa.edu/> for the physical requirements of the nursing program. Each college has a disability coordinator and the student makes contact with this person first to gather proper documentation. The disability coordinator works with the nursing director at the college to determine if the accommodations are reasonable for nursing and are in compliance with the policies of the hospitals for the required clinical experiences in patient care.



**CRIMINAL HISTORY**

- Q. If a potential Nursing student has a criminal record, will it affect their admission into the nursing program? Will it affect their ability to get a license?**
- The nursing program does not answer specific questions about criminal records. MaricopaNursing requires that each applicant demonstrate they have a current Level 1 fingerprint card from the AZ Department of Public Safety and can obtain a “pass” status on the required background check. Once the student has received their Level 1 fingerprint clearance card and passed the background check, he or she will meet the requirement of the nursing program.
  - The nursing program cannot answer specific licensing questions. Licensure is the exclusive right and responsibility of the State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.
  - See [http://www.azbn.gov/documents/applications/RN\\_LPN%20Exam%20Packet.pdf](http://www.azbn.gov/documents/applications/RN_LPN%20Exam%20Packet.pdf), or Page 1 of the application for LPN and RN Licensing Exam for information on the Felony Bar.
  - An additional barrier to admission may be the OIG Exclusion list. All applicants must prove clearance upon admission and during enrollment in the nursing program. The Office of Inspector General (OIG) was established in the U.S. Department of Health and Human Services to identify and eliminate fraud, waste, and abuse in the Department's programs and to promote efficiency and economy in Departmental operations. Students can check their status at <http://exclusions.oig.hhs.gov/>.
  - All students attending the nursing program are tested for drugs and will undergo a background check. Any student unable or unwilling to provide clearance according to the health and safety guidelines will not be permitted to continue in any nursing class.

**MaricopaNursing CONTACTS**

**Web Page:** [nursing.maricopa.edu](http://nursing.maricopa.edu)  
**E-mail:** [nursing@domail.maricopa.edu](mailto:nursing@domail.maricopa.edu)  
**Hot line:** 480.731.8264