LPN to RN NURSING PROGRAM APPLICATION CHECKLIST INSTRUCTIONS

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Please read and follow the instructions on this document thoroughly. This is an explanation of some of the steps and documents on the checklist. All required documents must be received by 4PM on March 1, 2023 or the application may not be considered for admission. Do not submit this document but please submit the completed checklist (separate document).

Document Submission Options:

Paper Documents: Please make sure that your full name, student ID number, and program name are on your documents. Submit your documents in a large envelope. If submitting paper copies of college transcripts, they must be original documents in original sealed envelopes to be considered official. Official transcripts and TEAS scores may be mailed directly from the institution or hand delivered by you.

1. Postal Mail:
    Camden County College Nursing
    Halpern Hall 106
    PO Box 200
    Blackwood, NJ 08012

2. Hand Delivery:
    Drop box on the wall outside of Halpern 106. *Please do not go into Halpern 106 to drop off documents. Put them in the drop box. It will be checked daily.*

Digital Submission:

1. Upload documents:
    Excluding college transcripts and TEAS scores, when completing the online application on our webpage you may upload supporting documents.

2. Electronic official college transcripts and TEAS scores:
    These may be sent to nursing@camdencc.edu. Please note that if you have a different name than what is on these documents, you will need to provide proof of your name change unless you already did that with Camden County College Records & Registration.

PHASE I: PRE-ADMISSION REQUIREMENTS (Note: Admission and program requirements are subject to change): Applicants seeking admission into the LPN to RN Nursing program must complete the following steps prior to applying to the nursing program. See above for document submission options.

1. **Complete the Camden County College online application** on the website www.camdencc.edu. Note that there are 2 parts and you must click to submit the application. There is no cost to apply. Please remember to select a program when completing your application. You will be put into PRN.AS curriculum until you get accepted to the LPN to RN program. If you need assistance, you may contact Admissions by calling 856-227-7200 ext 4565 or emailing admissionsoffice@camdencc.edu.

2. Submit official transcripts from other colleges and submit proof of high school graduation or GED.

3. Once the CCC application is received, within 24 - 48 hours (excluding weekends and holidays) the college emails you with your **CCC Student ID Number, which you need to access your CCC Student Email and the My CCC Portal**. Be sure to log into your CCC student email and the MyCCC portal as soon as possible. Emails from the Nursing Department will be sent to your student email address, not your personal email address. Therefore, you need to check your student email often. Please contact the Help Desk at helpdesk-ccc@camdencc.edu should you need assistance with access. They can also be reached at 856-374-4900. If you do not receive the email within a few days, you may contact Admissions by calling 856-227-7200 ext 4565 or emailing admissionsoffice@camdencc.edu.

4. **Complete Camden County College's placement testing requirement or submit documents for exemption.** We offer in-person or virtual College Placement Testing. For an appointment, please visit our Testing Center webpage, www.camdencc.edu/testing, and complete your request. Access to your CCC student email account (see Step 2) is required to complete your request for a testing appointment. Test exemptions and general test preparation can also be found on the webpage. Please contact the Testing Center at 856-227-7200 x4710 or by email at testing@camdencc.edu for assistance.

   -If you take the placement test and test into Developmental Education courses (not college-level English and Math), you must successfully complete them before admission to the nursing program. If you need further assistance with placement test results, meet with an advisor. Advisement's website is www.camdencc.edu/advisement.
   -If you plan to request accommodations, please contact Disability Services for assistance with registration. disabilityservices@camdencc.edu
   -If you plan on using VA Education Benefits, please contact Veteran Services for assistance with registration. va@camdencc.edu

5. **Prepare for payment.** Complete FAFSA to see possible options. Our FAFSA School Code is 006865. Follow-up with a Financial Aid staff member to keep informed of the status for financial aid and to check if any other information is needed. If financial aid monies only partially cover educational costs, enrollment in a payment plan is also available. Questions related to Financial Aid can be emailed to financialaid@camdencc.edu. If you tested into a pre-college course, you may be eligible for more financial and academic support through the Educational Opportunity Fund (EOF). Please contact our EOF Department for details. For financial aid assistance, please call (856) 374-4985 or email financialaid@camdencc.edu.

6. **Take the TEAS**. For the LPN to RN program, a *minimum* overall TEAS score of 58.7% with a minimum score of 50% in both Reading and Math is required. Results must be less than 2 years old with at least 30 days between attempts and maximum of 4 attempts in a year. All results must be submitted officially. For more information about the TEAS and scheduling please visit www.atitesting.com.

   a) Upon registration on the ATI TEAS website, the current ATI testing fee will be charged to take the TEAS.
   b) If you take the TEAS at CCC you will be given an official transcript in a sealed envelope. Please include it in your application packet.
   c) If you take the TEAS online or at another location, go to the ATI testing website and request an "Official Transcript" to be sent to Camden County College Nursing (see submission options on the previous page). ATI will charge a $27.00 transcript fee.

7. **FOR INTERNATIONAL STUDENTS ONLY:** Both of these requirements must be completed *prior* to being considered for admission. Contact the International Student's Office for more information.

   a) International students wishing to transfer credits earned in their home countries have the responsibility of having their **high school and/ or college transcripts** evaluated by a NACES or AACRAO - recognized evaluator of foreign credentials, and submitted to the Camden County College; Office of Admissions; PO Box 200, Blackwood, NJ 08012
   b) Completion of **TOEFL-ibt (Test of English as a Foreign Language-internet based test)** is also a requirement. A minimum required score is 75 total and at least 17 in each section.

      *The **TOEFL** may be waived if the student has earned a grade of B or better both in English Composition101 and English Composition 102 from an U.S. accredited college (not a foreign affiliate).

      INTERNATIONAL STUDENT SERVICES OFFICE - MS. LANI NGUYEN, DIRECTOR
      TAFT HALL 305, BLACKWOOD CAMPUS
      (856)227-7200 X4568 LNGUYEN@CAMDENCC.EDU