

Online Application Instructions

HACC's Associate Degree Nursing Clinical Program

First, enter and log into the secure online application site.

- 2) Refer to [Nursing Application Timeline](#) for opening and closing dates.
- 3) Program requirements are available from a nursing advisor (MSAH counselor) or are provided at <http://www.hacc.edu/HealthCareers/ProgramsOffered/Nurse-RN/upload/NursAdm.pdf>
- 4) Begin the application process by logging into HACC Web.
At HACC's home page, www.hacc.edu, choose from the menu at the top, **HACC Web**
- 5) Select: **Enter Secure Area**
- 6) Enter your User ID and Pin (same as you use for retrieving grades and registering for classes online)
- 7) Select: **Student Services & Financial Aid**
- 8) Select: **Registration**
- 9) Select: **Health Careers**
- 10) Select: **Clinical Application**
- 11) Select: **Registered Nursing**

Then, complete the online application process.

- 1) Select the location of the program you want to attend. You may apply to only one.
- 2) A series of screens will guide you through the process.
 - a. Minimum application requirements are checked (HACC GPA, science, mathematics, and transfer GPA (if applicable)).
 - b. You are required to respond to application questions.
 - c. Enter your email address to receive an email copy of your application.
 - d. Select: Submit to send your application to the application campus. You must press the "Submit" button to complete the application. Print the confirmation page for your records.
- 3) At any time you can choose to cancel the process.
- 4) If you log in and apply a second or subsequent time, only the last application will be considered for a given application period.
- 5) Within eight weeks of the application deadline, you will be notified by mail regarding the status of your application.

If you have technical problems with the online application process, contact Karen Lum at kdlum@hacc.edu