



**TO: Pre- and Non-clinical Practical Nursing Students**

**FROM: Nursing Administration**

**DATE: June 10, 2011**

**SUBJECT: Application Information Session for Practical Nursing Clinical Program**

In order to be considered for the **practical nursing clinical class January 2012**, please give careful attention to the following:

1. You are invited to attend one of the following **application group information sessions** for practical nursing candidates. **You must email the program secretary (email addresses below) at the campus at which you are applying with the date you wish to attend.** Provide your name, HACCid and phone number. **This email is for RSVP only.** Please contact your advisor if you have questions regarding your eligibility or the practical nursing program.

<b>Choose one session to attend and RSVP immediately!</b> (Limited to 50 students in each session.)			
<b>Monday</b>	<b>July 25, 2011 9:30-11:00 am</b>	<b>Lancaster Campus Main Bldg Room 222</b>	<b><u><a href="mailto:rsvppn@hacc.edu">rsvppn@hacc.edu</a></u> for this session only</b>
<b>Tuesday</b>	<b>July 12, 2011 1-2:30 pm</b>	<b>Harrisburg Campus SMHEP 211/213</b>	<b><u><a href="mailto:rsvppnhbg@hacc.edu">rsvppnhbg@hacc.edu</a></u> for this session only</b>
<b>Wednesday</b>	<b>July 13, 2011 4:30-6 pm</b>	<b>Harrisburg Campus SMHEP 211/213</b>	<b><u><a href="mailto:rsvppnhbg@hacc.edu">rsvppnhbg@hacc.edu</a></u> for this session only</b>
<b>Wednesday</b>	<b>July 6, 2011 1-2:30 pm</b>	<b>Gettysburg Campus Room G148</b>	<b><u><a href="mailto:rsvppngtysb@hacc.edu">rsvppngtysb@hacc.edu</a></u> for this session only</b>

2. **All required developmental coursework -- i.e. Math 020, English 051 -- must be completed** by the end of the summer semester.
3. At the close of the application period, **you must have an overall GPA of 2.5 or higher.**
4. Students must earn a grade of **"C" or better in all science and math courses.**
5. The **application process is August 1 through August 31, 2011.**

The program and application process will be discussed in detail and students will be able to have any questions answered. **Notification of the Committee's decision will be mailed to you by the beginning of October 2011. Please do not contact the office for this information.**

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

# Online Application Instructions

## HACC's Practical Nursing Clinical Program

ONLINE APPLICATIONS WILL BE ACCEPTED STARTING AUGUST 1-31, 2011  
FOR THE CLINICAL CLASS OF 2012

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

- 1) Requirements are available from a practical nursing advisor or are provided at <http://www.hacc.edu/healthCareers/>, select **Admissions Criteria**.
- 2) Begin the application process by logging into HACC Web.
- 3) At HACC's home page, [www.hacc.edu](http://www.hacc.edu), Select from the menu near the top: **HACC Web**
- 4) Select: **Enter Secure Area**
- 5) Enter your User ID and Pin (the same one you use for retrieving grades and registering for classes online)
- 6) Select: **Student Services & Financial Aid**
- 7) Select: **Registration**
- 8) Select: **Health Careers**
- 9) Select: **Clinical Application**
- 10) Select: **Practical 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. Press "Submit" to send your application to the application campus. You must press the "Submit" button to complete the application.
  - e. 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.