WHAT IS THE “PETITION PROCESS?”

Students who are ready to begin taking the core nursing courses let us know by “petitioning.” They must have met the requirements as outlined on the Petition Instruction document and be personally ready to begin an intensive course of study. Petitioning consists of submitting an online form during one of two open petition windows per year, as described in the Tutorial.

WHAT ARE “CORE NURSING” COURSES?

Core Nursing courses are both theory and clinical courses. They all have a course number which begins with 10-543-XXX.

HOW DO I KNOW IF I AM TRULY READY TO BEGIN CORE NURSING COURSES?

We encourage you to carefully think about whether you are prepared to enter the nursing program before submitting your petition. See the “Am I Ready?” document.

WILL MADISON COLLEGE MAINTAIN A WAIT LIST FOR ASSOCIATE DEGREE NURSING?

No. Students are issued a sequencing/priority date through the application process.

- New applicants will be assigned a sequencing/priority date after application, review and $50 deposit is paid.
- All Nursing students will be required to submit an online petition indicating their readiness to begin core nursing courses.

WITH THE PETITION PROCESS, HOW ARE STUDENTS SELECTED?

If we have more petitioners for a semester/campus/class section than we have spaces, students will be selected based on their sequencing/priority date and fulfillment of program ready requirements.

WHAT IS A PRIORITY DATE?

Students are assigned a sequencing/priority date when:

- They have submitted a complete application packet to the Enrollment Center
- Had their application packet reviewed for admission requirements
- Have been deemed a qualified applicant
- and have paid the $50 deposit.

The sequencing/priority date will only be referenced behind the scenes if there are more petitioners than available spaces. Students do not need to know their sequencing/priority date information.

WHEN CAN I PETITION?

You can submit a petition during the designated petition windows listed below. The petition must be submitted online during the stated petition windows. **There will be no exceptions.** There will be two (2) petition windows:

- Third Monday in April for 12 calendar days for the following Fall Semester
- Third Monday in October for 12 calendar days for the following Spring Semester
**IF I PETITION AND DO NOT GET IN, DO I NEED TO PETITION AGAIN?**

**Yes!** Students must submit a petition during a subsequent designated petition window. This is the students’ way of indicating their continued interest in the nursing program. You must complete petition requirements and submit a petition within 4 years from your application priority date or you will automatically lose your priority date. You would then need to re-apply for the Nursing program.

**CAN STUDENTS DEFER THEIR ENTRY INTO CORE NURSING COURSES?**

**No.** Only students who are prepared to begin core nursing courses should submit a petition. If a student’s petition is accepted, they are awarded a spot, and they choose not to begin, their petition and application will be voided. The student will have to re-apply to the program and receive a new priority date.

**HOW WILL I BE NOTIFIED IF I AM SELECTED TO ENTER THE CORE NURSING COURSES?**

You will receive an email and a letter from the Associate Degree Program Directors within 45 days of the petition window deadline. **Please do not call to inquire about your selection status.**

**WHERE CAN I OBTAIN ADDITIONAL INFORMATION ON THE PETITION PROCESS?**

In addition to reviewing information on the [Associate Degree Nursing Petition Process](https://www.madisoncollege.edu) web page, students are encouraged to attend information sessions. For information on when the sessions will occur, visit the Madison College website at [www.madisoncollege.edu](http://www.madisoncollege.edu), click on the C in the A-Z Index, and scroll down to Calendar (Public).