NURSING PROGRAM – GETTING STARTED

Step 1: ADN Program Application and Pre-requisite Course Completion

1. Prepare Admission Documents
   - High School graduation, GED/HSED completion, or an Associate’s or higher documented degree from an institution other than Madison College
   - Algebra requirement demonstrated through testing or course completion
   - Chemistry requirement demonstrated through course completion
   - Testing requirement (for Fall 2013 applicants and newer) demonstrated through TEAS or ACT scores
   - Applicant must be a district resident to apply (no documentation necessary)

2. Apply for Admission
   - Submit all official transcripts (college, high school) to the Enrollment Center. May be submitted at any time prior to the admission deadline.
   - Submit online application during bi-annual application window
   - Contact Enrollment Center to confirm receipt of transcripts prior to admission deadline

3. Notification of Acceptance or Denial
   - Accepted students must return Advanced Reservation Fee Form and $50 deposit
   - Accepted students will matriculate onto priority list for the term in which they applied
   - Denied students will be mailed denial letter with denial reason

4. Advising
   - Attend an optional Petition Information Session (held about one month prior to petition window)
   - Contact Health Advisor or Program Director with questions
   - Take COMPASS if needed. Check Student Center account to make sure all transfer credit is posted
   - Run Academic Requirements report twice per semester until graduation

5. Complete Pre-Nursing Requirements
   - Complete TEAS (for applicants prior to Fall 2013 term)
   - English 1 OR Written Communication
   - Intro to Sociology OR Contemporary American Society
   - Nursing Assistant
   - Electives (4 credits)

   OR
   - Anatomy and Physiology 1
   - Microbiology OR General Microbiology

   OR
   - Anatomy and Physiology 2

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Step 2: ADN Petition Process for Entry into Nursing Courses

6. Submit Petition Form
   - Prepare PDF documents of the following:
     1. Academic Requirements Report
     2. Proof of CNA completion
     3. TEAS results
   - Submit petition form online during open petition window to request entry into core Nursing courses
   - Submit petition form online during open petition window to request entry into core Nursing courses

   April petition window: Third Monday in April for 12 calendar days
   October petition window: Third Monday in October for 12 calendar days

   Contact Nursing Program Directors or School of Health Education office if you encounter problems with form PRIOR to close of petition window

7. Notification of Acceptance or Denial
   - Nursing Program Directors will evaluate petitions and sort list based on completeness and seniority on priority list
   - Denial reasons can include:
     1. Too many petitioners per spaces available
     2. Low seniority on priority list
     3. Incomplete requirements
   - Denied students will receive a letter within 45 calendar days of the close of the petition window
   - Denied students are encouraged to petition again during next petition window
   - Accepted students will receive a letter and email within 45 calendar days of the close of the petition window

8. Preparation for Nursing Program
   - Take Healthcare Provider CPR class
   - Make appointment with healthcare provider to fill out Health Screening form
   - Attend mandatory workshop
   - Set up CertifiedBackground.com account
   - Register for first semester course
   - Submit Name Badge Order form to School of Health Education office
   - Purchase textbooks and uniforms

Questions?

Contact Information

Admissions Questions: Contact Enrollment Center 608-246-6230
Advising and Transfer Credit Questions: Contact Academic Advising 608-246-6096
Nursing Program and Petition Questions: Contact Program Directors Sue Suchomel 608-243-3737
Lisa Greenoood 608-243-7973
Computer-Related Questions: Contact Student Help Desk 608-243-4444
Petition Form Troubleshooting: Contact School of Health Education 608-246-6065