ILLINOIS VALLEY
COMMUNITY COLLEGE

Division of Health Professions
Nursing Department
Phone: (815)-224-0489
Email: Sue_Smith@ivcc.edu

NURSING PROGRAM ADMISSIONS PROCEDURE

RE: Fall 2025 Admission

Dear Prospective Nursing Student,

We thank you for your interest in IVCC's AAS in Nursing (RN) or Certificate in Practical Nursing (LPN) Nursing program. We hope that these materials will assist you in understanding the admission process. We strongly encourage you to attend a nursing information session and meet with your IVCC counselor in order to better understand the process.

The formula used for admission, after minimum requirements are met, is based on two weighted components:

1. Core Course Grade Points
2. Completion of Related Courses
3. HESI Admission Assessment (A2) Cumulative Scores
4. Clinical Work Experience
5. Prior Educational Experience

It is highly recommended you meet with an IVCC counselor on a regular basis. They can assist with appropriate course selection and answer any questions you may have regarding the admission process. To speak with an IVCC counselor, please call (815) 224-0360.

We have provided additional information at www.ivcc.edu/admissions/nursingadmissions.php and we welcome your attendance at our nursing information sessions. Dates, locations and times are found on the website.

Sincerely,

Tom Quigley
Director of Admissions and Records

Sue Smith, MSN, RN
Director of Nursing

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NURSING ADMISSIONS REQUIREMENTS

TRANSCRIPTS

HIGH SCHOOL, GED, AND COLLEGE DOCUMENTATION

o Students must be a high school graduate or have high school equivalency (HSE) or GED certificate. High school transcripts, HSE or GED Score Reports must be official (no photo copies) and must be submitted prior to review of application according to the stated deadlines. Official transcripts from all colleges/universities attended must be provided regardless of courses taken.
o Submit all official transcripts from high schools, colleges or universities attended. High school transcript must include the graduation date.
  ▪ If you are currently enrolled in high school or college, upload a copy of the unofficial transcript at the time of application, and have official transcripts sent once final grades are posted.

PLACEMENT TESTING

To schedule your appointment, visit: www.ivcc.edu/placement

Students that require placement testing must complete no later than March 1st.

Required developmental English, Reading or Mathematics courses must be completed by the end of the spring semester prior to admission to the program.

IVCC placement does not have an expiration date in regards to admissions into the nursing program. All placement testing or coursework used to fulfill requirements are accepted for admission regardless of date of completion.

ENGLISH/READING REQUIREMENTS:

• Placement into or completion of ENG 1001 (RED and ENG placement are prerequisites to this course) **or**
• Completion of ENG 0900 (or equivalent) *and* RED0900 (or equivalent) with a C or better in each when required by placement scores

MATH REQUIREMENTS:

• Eligible to enroll in MTH 1206 or completion of MTH 0910 or MTH 0900 with a C or better

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Students may also present acceptable evidence of prior testing or completion of acceptable coursework from another regionally accredited institution with official documents sent to the IVCC Admissions Office.

GENERAL EDUCATION COURSES		
General Education Courses Required to Earn CERT.LPN or AAS.NUR		
Course	**LPN**	**RN**
*BIO 1007: Anatomy and Physiology I	x	x
*BIO 1008: Anatomy and Physiology II	x	x
BIO 1009: Microbiology	x	x
ALH 1000: Introduction to Nutrition	x	x
ALH 1002: Human Growth and Development	x	x
ENG 1001: English Comp I	x	x
ENG 1002: English Comp II		x
SOC 1000: Introduction to Sociology		x
PSY 1000: General Psychology	x	x

All General Education and NUR Courses must be completed with a grade of "C" or better.

*No prior credit/points will be given for BIO 1007 or 1008 Anatomy and Physiology I and II, without the completion of BIO 1200, if these courses were completed more than 7 years prior to admittance into the program. *Students have the choice of retaking both BIO 1007 and BIO 1008 for a higher grade, or BIO 1200 to keep original grade received in BIO 1007/1008 for points calculation.*

All applicants are strongly encouraged to successfully complete the general education courses with a minimum of a C grade prior to end of the spring semester immediately preceding the fall in which they plan to start the program, so that they may increase their probability of acceptance and success in the program. If a student repeats a required course, the highest grade earned will be used in calculating grade points and completion points for the formula.

CERTIFIED NURSING ASSISTANT (CNA) REQUIREMENT

Students must present proof of certification as a nurse aide in Illinois or any state that reciprocates with Illinois. A printed copy of the verification page from the IDPH website is acceptable to submit at the time of application and can be found at
tps://hcwrpub.dph.illinois.gov/Search.aspx

If a student is not active on the Illinois Health Care Worker Registry or enrolled in an ALH 1214 at the time of application, a written explanation must be provided at application submission. This documentation must indicate how the student is pursuing their CNA certification, if through another college or an alternate method. Failure to provide proof or written explanation will prevent application submission.

The CNA course, ALH 1214: Certified Nursing Assistant, is 8 credit hours, and is offered every 8 weeks in the fall, spring and summer semesters. Day and evening classes may be available.

Students may be accepted conditionally pending successful completion of the Illinois Nurse Aide exam no later than June 1.

HESI ADMISSIONS ASSESSMENT (A2)

- Students will receive a link, instructions and payment code to create an Evolve account using their IVCC email, and pay for the HESI A2 within the Nursing Program application. The cost of the HESI A2 is approximately $54 and is non-refundable.
- Students must follow the embedded link to create an Evolve account and pay for the HESI A2, and upload payment receipt, prior to submission of the Nursing Application.
- Information regarding testing dates will become available on the Assessment Center website after March 1.
- Students are allowed one attempt for this test. These scores are valid for one year/admission cycle.
- Students who do not take the HESI A2 will not be accepted into the Nursing Program.
- Your HESI A2 Cumulative Score is part of the Index Score used for admission to Nursing; see Nursing Admissions Formula calculation sheet.

RESIDENCY

Preference is given to those applicants who are legal residents of IVCC district #513. Residency is defined as living in Illinois Valley Community College School District for 30 days prior to submitting your application.

Proof of residency must be provided at the time of application submission. The student's current address must be listed on proof of residency. If documents submitted for an applicant's file indicate the applicant is not living in district at any time during the admission process, the student will be considered as out of district.

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Students should be able to provide one or more of the following as proof of residency:

1. Voter registration in District 513
2. Evidence of tax, utility or rent receipts in District 513
3. Driver's license and/or vehicle registration showing an address in District 513
4. Other documents which can help verify residency in District 513

NURSING APPLICATION

- Complete the online application: www.ivcc.edu/apply
- Students will select **2025 Nursing, Dental, and Medical Assisting Application**
  - For **new** students you must first apply to IVCC by selecting **2024-2025 IVCC Undergraduate Application** before completing Nursing Program Application.
- Within the **2025 Nursing, Dental, and Medical Assisting Application**, the student will select **Nursing**, under the program to apply.
- The online application will be available between October 1 – March 1.
- Students must provide proof of residency, Illinois Health Care Worker Registry documentation and pay for the HESI A2 exam using the embedded link at application submission.
- Students must upload a copy of their HESI payment receipt into the application before it will be marked as complete and able to reviewed for admission.

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APPLICATION, SELECTION AND ADMISSION FOR AAS IN NURSING (RN) & CERTIFICATE IN PRACTICAL NURSING (LPN)

Admission to the nursing program is competitive and selective. Applicants meeting admission requirements are ranked according to Index Scores, highest to lowest, utilizing an objective formula approved by the Nursing Department. The formula is explained below and during the Nursing Information Sessions.

NURSING ADMISSION FORMULA: INDEX SCORE CALCULATION

A.) Core Course Grade Points (Course Grade x Credit Hour) (67.5%)

➤ Applies to each of the following core courses: BIO 1007 Anatomy and Physiology I, BIO 1008 Anatomy and Physiology II, BIO 1009 Microbiology, ALH 1000 Introduction to Nutrition, ALH 1002 Human Growth and Development

(12)BIO 1007_____   (12)BIO 1008_____   (12)BIO 1009_____

(9) ALH 1000_____   (9) ALH 1002_____

Number of points earned for: Grade A = 3   Grade B = 2   Grade C = 1

Points earned (max 54): _____

B.) Completion of related courses (6.25%)
➤ In this category, points are awarded for courses taken that are a part of the degree or that may help the student success in the Nursing Program. 1 point will be awarded for each course completed with a "C" or higher.
  i. ENG 1001: English Comp I
  ii. ENG 1002: English Comp II
  iii. SOC 1000: Introduction to Sociology
  iv. PSY 1000: General Psychology
  v. ALH 1001 Medical Terminology

Points earned (max 5): _____

C.) HESI Cumulative Score (18.75%)
➤ Current topics: Grammar, Anatomy, Reading Comprehension, Vocabulary, & Mathematics.

90-100% = 15 points
80-89.9% = 12 points
70-79.9% = 8 points
60-69.9 = 3 points
59.9 or below=0

Points earned (max 15): _____.

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D.) Work Experience in a clinical based Healthcare Field (2.5%)

➢ Points in this category are awarded based on your recent (within 1 year) work experience in a clinical healthcare setting. Full time is considered 32 hours or more per week. Part time is considered less than 32 hours per week. A work verification form and associated certifications must accompany your application.

➢ Including CNA or PCT, Medical Assistant, EMT, Phlebotomist, Respiratory Therapist, Rad Tech, Lab Tech, Surgical Tech, Dental Assisting/Hygiene, Physical Therapy Assistant, Pharmacy Tech, EKG Tech, Home Health Aid

Work Full Time for one or more years = 2 points
Work Part Time one or more years = 1 points

Points earned (max 2): _____

E.) Prior Educational Experience (5%)
➢ Points in this category

MA/MS Degree = 4

BA/BS Degree= 3

AA/AS/AAS Degree/Paramedic Certification/IAI General Ed Core Curriculum=2

Certificate in healthcare related field (excluding CNA) =1

Points earned (max 4): _____

Total Points Earned (max 80): _____

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IVCC NURSING PROGRAM

WORK VERIFICATION FORM (POINTS CALCULATION CATEGORY D)

Supervisor's name: _____

Company's name: _____

Company's phone number: _____

Address: _____

City, State, Zip: _____

Applicant's name: _____

Job Title: _____

Applicant's address: _____

City, State, Zip: _____

I, _____ (supervisor's name), confirm that
_____ (employee's name) has been/was employed with
_____ (company's name) from _____/_____
(month/year) until _____/_____ (month/year). _____
(employee's name) holds/held the title of _____ and
works/worked on a _____ (full-time or part-time) basis at
_____ hours per week.

Supervisor's signature: _____

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NURSING ADMISSIONS CHECKLIST

The following page is a checklist of items that must be completed prior to admission. More information on each item is found earlier in this document.

PRIOR TO STARTING THE ONLINE APPLICATION, PLEASE ENSURE YOU HAVE THE FOLLOWING INFORMATION READY TO UPLOAD:

- ☐ Proof of Residency
- ☐ Proof that applicant is:
  - o Active on the Illinois Health Care Worker Registry, or
  - o Currently enrolled in ALH 1214, or
  - o Written explanation of how the student is pursuing CNA certification, if through another college or an alternate method.
- ☐ Attending a Nursing Information Session is *highly* recommended.

AFTER DOCUMENTATION IS GATHERED

- ☐ Apply using the **2025 Nursing, Dental, and Medical Assisting Application**: www.ivcc.edu/apply
  - o Applications are accepted October 1-March 1
  - o Select Nursing Program
  - o For new students you must first apply to IVCC using the Undergraduate Application before completing the Nursing Application.
- ☐ Upload Proof of Residency, and Illinois Health Care Worker Registry documentation.
- ☐ Register and pay for the HESI Admission Assessment (A2) Exam following the link embedded within the application, and upload receipt.
  - o This fee (approximately $54) is non-refundable.

AFTER APPLICATION SUBMISSION

- ☐ Submit official high school transcript with graduation date.
- ☐ Meet with a counselor to complete a Degree Audit/Self-Service Timeline prior to March 1st to determine which non-nursing courses and placement testing required for degree/certificate and upload audit into the online application portal.
- ☐ Schedule and complete Placement Testing in the Assessment Center before March 1st, if needed.

☐ Early placement testing is highly encouraged to ensure proper planning and advisement. Placement testing should be scheduled within 2 weeks of application submission.

☐ If needed, consider enrolling in courses offered in the 1st or 2nd 8-weeks in the spring, to complete any missing requirements.

ACCEPTANCE PROCEDURE

➢ A maximum of 64 students who meet the minimum requirements will be admitted each fall.

➢ Qualified students with the top 48 Index Scores will be admitted into the ADN program, and subsequent 16 students will be enrolled in the LPN program, unless otherwise noted on the application submitted by the student regarding program preference. These numbers are subject to change at the discretion of the Director of Nursing.

➢ Students will be notified by the Director of Nursing as to which program they were accepted into (LPN or RN), with more information on program pathways.

➢ The minimum Index Score for admittance is 33. This number may be appealable to the Director of Nursing for extenuating circumstances. Student wishing to appeal with an Index Score less than 33 will submit the **Nursing Admissions Appeal Form** found under Student Forms at www.ivcc.edu/nursing .

➢ Students who meet admission requirements, but do not meet the initial point threshold, will be placed on the waitlist for the current application year.

➢ The waitlist does not carry to subsequent application years. Applicants must reapply during the following application cycle.

➢ Status letters will be sent to all applicants by May 19th.

➢ Conditional Acceptance into the program is possible if the following requirements can be fulfilled and submitted prior to June 1st. This includes:

  o Official High School, College, or University Transcripts that include graduation date;
  o Successful completion of the Illinois Nurse Aide exam.

➢ Waitlist will remain active until July 31ˢᵗ. Information on requirements of the program will be communicated to the student by the Director of Nursing after May 31ˢᵗ.

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AFTER ACCEPTANCE

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☐ Set up IVCC Email
  o Communication is conducted via email and Brightspace Orientation Group prior to the start of the program. It is imperative that students have their IVCC email accounts set up correctly and check them daily for any updates or reminders.
☐ Access Brightspace
  o Upon acceptance, you will be enrolled in NUR 0001: Nursing Orientation. This will allow you immediate access to your school email and Brightspace. Follow the steps found at www.ivcc.edu/shd
☐ Complete Orientation
  o You will be enrolled in an online orientation course: NUR 0001: Nursing Orientation. This online course will provide you with invaluable information regarding available student resources, study skills, test taking strategies and other helpful information. Information found in this course must be completed prior to the face-to-face Information Session for accepted, conditionally accepted, or waitlisted students that will be scheduled in June.