



Instructions for Applying to the RN Program Fall 2025

Please print a copy of these instructions. They will not be available after February 15.

If you have a specific question about your pre-requisite courses, please contact an academic advisor at 410-386-8435.

The application packet is due in the nursing office (N-100) no later than **4:00 p.m.** on February 15, 2025, or postmarked by February 15, 2025.

We do not accept faxed or emailed applications.

Application deadline:

- **February 15**

Use this address for all mailings:

Nursing Program
Carroll Community College
1601 Washington Road
Westminster, MD 21157

Applicants must:

- Successfully complete all pre-requisite requirements (pre-clinical requirements) before starting the Nursing Program.
- **Complete the NLN NEX preadmission examination.** To be considered for admission, your composite score must be **equal to or greater than 138**. (Information as to how to register is on the Nursing Program webpage).

The following documents must be submitted together as a single application packet:

1. **Application**- must be signed and dated. Complete the "schools attended" section including all colleges where you have taken pre-requisite course work for the nursing program. Failure to do so may result in credits being overlooked and affect your application status. Please print CLEARLY your email address.
2. **Two Recommendations** –**MUST** be on the Carroll Community College Nursing Program form and should be from professionals (teacher, employer) who can evaluate your performance. They do not have to be sealed. More than 2 recommendations will not improve the status of your application.
3. **Copy of Driver's license** - **This MUST be included in your submission packet.**
4. **Official Transcripts may be submitted directly to the Records Office or included in your application packet.**

College Transcripts:

- ✓ All college transcripts must be official.
- ✓ If you have previously submitted official transcripts to the Records office, you do not have to re-submit with your application. If you are not sure if you have official transcripts on file, contact the Records office at 410-386-8440.
 - You DO NOT have to request official transcripts from Carroll Community College for courses taken here.

5. **Proof of Graduation from High School.** This is a Board of Nursing requirement. It can be a copy of any of the following: high school transcript with graduation date, high school diploma, GED certificate or high school equivalency document. If you already have a document on file with the Records office, you do not have to re-submit with your application.

NON-CARROLL COMMUNITY COLLEGE APPLICANTS

If you have never attended Carroll Community College, apply: (<https://forms.carrollcc.edu/application/login/>)

Failure to submit any documents may result in the applicant not being considered for admission.

Admission Process:

1. All applicants must meet the Associate Degree Nursing Program criteria.
2. The admission process awards points to those students who have returned the Application for the Nursing Program and met the criteria.
3. The students with the highest point totals will be accepted conditionally into the clinical portion of the program. Letters notifying you of your status will be ***emailed*** on **April 4, 2025**. Please do not call regarding the status of your application unless you do not receive an email.
4. Please add Carroll Community College Nursing Program to your accepted list for emails. The potential exists that your email might be moved to a SPAM folder if not on your approved list.

Points for pre-requisite course work* are awarded using the following criteria:

1. BIOL 210, 211, 215 (3 points for A, 2 points for B, 1 point for C, no points awarded for D or F).
2. English Composition (ENGL 101) and MATH 115 (2 points for A, 1 point for B, 0.5 point for C, no points awarded for D or F).
3. Three points will be awarded for being a Carroll County resident.
4. All applicants: Three points are awarded for completing all degree requirements for the Associate Degree Nursing Program by February 15, 2024. Two points are awarded for completing all degree requirements for the Associate Degree Nursing Program by May 31, 2024.
5. Students with equal point totals will be ranked by overall GPA from highest to lowest.
6. Students who repeated any BIOL pre-requisites (because of a D or F grade) within the 5-year time frame will have points deducted from their total. Students who repeated a single BIOL pre-requisite will have ½ (one-half) point subtracted. Students who repeated more than one BIOL pre-requisite will have 1 point subtracted for each repeat. Students who originally received a C or C+ in any BIOL course and repeated the course to improve their grade will **not** have points deducted.
7. Students who received a D or an F in any clinical nursing course will have one point subtracted for each course in which they were unsuccessful.
8. The minimum GPA for admission is 2.50.
9. Minimum composite score on NLN NEX is equal to or greater than 138.

Additional Admission Information:

1. If any of the original accepted students decline their seats in the program or fail to meet their course requirements, the next eligible student with the highest point score will be notified by phone for placement in the program.
2. If you will be enrolled in courses at another college during the fall OR spring semester, you must provide the Nursing Program with a copy of your current course schedule for the appropriate point value to be assessed.
3. Once grades have been posted, transcripts for those accepted conditionally will again be evaluated. Any student who dropped a course or failed to earn a "C" or better will not be eligible for the clinical portion of the program and the next qualified person will be admitted.

*Once accepted, all students will need to complete a criminal background check and a urine drug screening. Further information will be provided at that time.

Students must be able to provide their own transportation to all clinical sites.

*Transfer courses with grades will be included and will be assigned quality points based on the letter grade. Transfer credit earned without a letter grade (CLEP, AP, military evaluation, Challenge examination) will not be assigned quality points or calculated in the GPA, but will be included in the completion point's category.

*The Maryland Board of Nursing may deny a license to any applicant who has been convicted of or pleads guilty or nolo contendere to a felony or to a crime involving moral turpitude, whether or not any appeal or other proceeding is pending to have the conviction or plea set aside. If you have questions, please contact the Program Director for further information.

The plan of study (after completion of pre-requisites) for associate degree (RN) nursing students is as follows:

Fall 2025 NURS 131 Health Assessment NURS 132 Medication Administration NURS 133 Nursing Concepts 1	1 credit 2 credits 5 credits
Spring 2026 NURS 140 Nursing Concepts 2	9 credits
Fall 2026 NURS 233 Nursing Concepts 3	8 credits
Spring 2027 NURS 242 Nursing Concepts 4	7 credits
Total:	32 credits

If you choose to complete the Practical Nursing Program, the plan of study includes:

Summer 2026 NURS 225 Practical Nursing Concepts	7 credits
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If you are accepted the following mandatory dates will be of importance to you. Plan accordingly. If you do not attend BOTH orientation dates, your seat will be given away.

Dates to remember:

April 4, 2025

Letters ***Emailed*** about status of acceptance into program

April 21, 2025

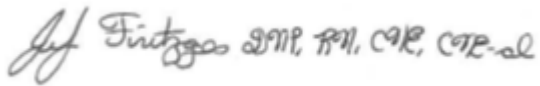
8a-2p ***Mandatory*** Orientation – Part 1

August 27, 2025

8a-4p ***Mandatory*** Orientation – Part 2

If you have any questions, or are in need of additional information, you can email me at jfritzges@carrollcc.edu or the Administrative Associate for Nursing – June Leppo at jleppo@carrollcc.edu.

Thank you,

Handwritten signature of Jennifer Fritzges in cursive, with her credentials DNP, RN, CNE, CNEcl written below it.

Jennifer Fritzges, DNP, RN, CNE, CNEcl
Nursing Program Director