



## Associate Degree Nursing Application Instructions

**PLEASE READ ALL INSTRUCTIONS**

**Application Deadline: February 15, 2025**

*Students must currently be enrolled at or accepted into Gwinnett Technical College to pursue admission to the Associate Degree Nursing program.*

**Step 1:** Complete the attached **Nursing Associate Degree** application form. Read the instructions and application requirements very carefully. This is a writable form and does not need to be printed out. Please save to your computer and fill out the form and save it back to your computer once you have completed the application. Before you email your application, please check all of your attached documents to make sure your application is complete and make changes if necessary to your application before you submit it to [healthapp@gwinnetttech.edu](mailto:healthapp@gwinnetttech.edu). **If there is any missing information or documentation, we cannot complete our portion of the application.**

**Step 2:** Review your Gwinnett Technical College Transcript to confirm that all prerequisites are accurately reflected. **This will be attached to your email with your completed application.**

To review and save to your computer your Gwinnett Technical College academic transcript:

- Log on to [gwinnetttech.edu/dashboard/](http://gwinnetttech.edu/dashboard/)
- Click on "Student/Faculty Secure Area"
- User Name: FLLLLLLXXXX (F=first initial lowercase L=first 6 of last name lowercase XXXX= last four digits of student 900 number)
- Password: Enter default (gtcmmddy) or your customized password).
- Click on "Student Services and Financial Aid"
- Click on "Student Records"
- Click on "Academic Transcript"
- Click on "Submit"

**When you pull up your transcript in BANNER WEB, right click on the page, select print, and in the destination field, select "SAVE AS PDF". Save the transcript to your computer to attach to your email with your application.**

**\*NOTE FOR APPLICANTS EXPECTING TRANSFER CREDIT:** Applicants will need to be accepted into Gwinnett Technical College at least **4 weeks prior to the application deadline** to ensure that transfer credits have enough time to be evaluated and transferred in. The official evaluation process does not begin until a student is accepted and can take between 4-6 weeks. Once the official evaluation is complete, the credits that have been accepted will be transferred in and will show on your Gwinnett Technical College Transcript. If any pre-requisites have been taken at other institutions and are not reflected on your Gwinnett Technical College transcript 4-6 weeks after acceptance, **or if you are accepted less than 4 weeks prior to the application deadline, please e-mail the Healthcare Team at [HealthTeam@GwinnettTech.edu](mailto:HealthTeam@GwinnettTech.edu).**

### **Step 3: Schedule an appointment to take the Kaplan Exam.**

- The Kaplan exam **must** be completed prior to the **February 15<sup>th</sup>** Nursing Associate Degree Application deadline and **must** be taken at Gwinnett Technical College on the Lawrenceville or Alpharetta-North Fulton Campus. **Exams taken at other testing centers or college locations will not be accepted.**
- The Kaplan Exam is offered by appointment only. To schedule a testing appointment, go to Kaplan Admissions Test- <https://www.kaptest.com/nclex/partner/-gwinnett-tech-college>.
- Gwinnett Technical College allows competitive health candidates to take the Kaplan exam a **maximum of 2 times per application cycle (02-16-2024 thru 2-15-25)**. Students must wait a minimum of 30 days between Kaplan Exam testing dates. The highest Kaplan score obtained from Gwinnett Technical College will be accepted. **Applicants must score at least 75% to apply to the Nursing program.** The score results sheet must be attached to your application packet.

### **Step 4: Complete the Nursing Associate Degree Application Form with all required information. **Attach all required documentation to your email as separate documents.****

**Be sure to attach a copy of your current:**

- **Gwinnett Technical College unofficial transcript downloaded from [GwinnettTech.edu/dashboards/](https://www.gwinnettech.edu/dashboards) see instructions in Step 2.**
- **Kaplan Score Report - given to you at the end of your Kaplan exam.**
- **Driver's License (take a picture with your cell phone and attach as a JPEG).**
- **Permanent Resident Card - only if you are not a U.S. citizen.**

**Step 5: Submit your completed application packet to the email address**

**[healthapp@gwinnetttech.edu](mailto:healthapp@gwinnetttech.edu) no later than the **February 15th** application deadline. If you would like to submit your application in person, you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville campus. Your application packet will be reviewed by an advisor for accuracy and completion before being submitted for processing.**

**Incomplete application packets will not be accepted.**

**If your prerequisite GPA is below 3.0, and your Kaplan Exam score is below 75% you are not eligible to apply to the ADN Nursing program. Also, if your cumulative GPA is below 2.0, you cannot apply to the Nursing program, you must be in good academic standing.**

**If we find any errors with your application or incomplete applications, you will be emailed that your application has been rejected, and you will need to reapply to correct any errors found before the application deadline of February 15th.**

**The Nursing program will notify students through your student email account 4-8 weeks after the application deadline of February 15th to notify you that you have been accepted or denied into the Nursing program. Please start checking your student email account every day after the application deadline of February 15th.**

## Gwinnett Technical College

### Nursing Associate Degree Application Instructions

### Application and Prerequisite Deadline: February 15, 2025

Please complete the Competitive Selection Application Form and attach all required documents. Neither the Competitive Selection Application nor supporting documentation will be accepted after the application deadline. Documents must be submitted as a complete packet and may not be submitted individually.

Applicant Information			
Student ID #:	_____ - _____ - _____	Date Submitted:	_ / _ / _
Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
<i>City</i>		<i>State</i>	<i>ZIP Code</i>
Home Phone:	( _____ ) _____ - _____	Cell Phone:	( _____ ) _____ - _____
E-mail Address:			

**Student must be currently enrolled in or accepted into Gwinnett Technical College to pursue admission to the Associate Degree Nursing program.**

	YES	NO	N/A
Please Click on Box to Select 1. Have you submitted an official transcript to Admissions from all colleges previously attended and Official Score Reports from College Board for any AP Credit obtained?			
2. Have you attached a copy of your Driver's license? <b>Cannot be expired.</b>			
3. Have you attached a copy of your Permanent Resident Card – only needed if you are nor a U.S. Citizen. <b>Cannot be expired.</b>			
4. Have you attached the KAPLAN exam results from GTC with a minimum score of 75% taken within the dates of (02/16/2024– 02/15/2025)? <b>Please attach your Kaplan score report to your email.</b>	HIGHEST OVERALL SCORE:		TEST DATE
	_____		_ / _ / _

## Gwinnett Technical College Nursing Associate Degree Application

The Nursing Associate degree program requires the following courses to be completed by the application deadline. Each course must be completed with a minimum grade of "C." In addition to earning a minimum grade of "C" in each course, **an overall GPA of 3.0 must be earned in the required prerequisite courses.** A student may retake a course, but only the most recent attempt will be considered in the competitive selection process.

Please identify where and when each course was completed and the letter grade attained. If you repeated a required course, **please list information related to the most recent attempt.** Gwinnett Technical College must have an official transcript or official Score Report on file for each college previously attended and CollegeBoard.org transcript if they have taken AP classes or CLEP exams. Please view your Gwinnett Technical College academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with Gwinnett Technical College.

**\*Course must be completed within five years of the competitive program file application deadline.**

					Column A	Column B	Letter Grade Point Key
Required Course	College Where Completed	Semester Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Number of Credit Hours (Add hours from each class and enter total on line below)	Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
ENGL 1101					3		
MATH 1111					3		
PSYC 1101					3		
BIOL 2113*					3		
BIOL 2113L*					1		
BIOL 2114*					3		
BIOL 2114L*					1		
BIOL 2117*					3		
BIOL 2117L*					1		
				TOTAL:	21		
Enter total from Column B  _____	÷	Enter total from Column A  _____	=	Cumulative GPA  ____ . ____ ____			

**Please place your initials next to each statement, signifying that you have read and understand the following information, then sign and date below.**

- I understand that all courses marked by an asterisk (\*) in the list above must have been completed within 5 years of the application deadline. BIOL classes completed before the Spring Semester of 2020 will be considered expired and must be re-taken or an exemption exam must be passed. Exemption exam information: [gwinnettech.edu/programs/assessment-testing-center/](http://gwinnettech.edu/programs/assessment-testing-center/)
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have downloaded from [gwinnettech.edu/dashboard/](http://gwinnettech.edu/dashboard/) and I have confirmed all courses and grades listed above are accurately reflected therein.
- I understand this application, along with all course information and supporting documents (driver's license, Permanent Resident card, if not a US Citizen, and Kaplan Score report, must be received by the Enrollment Support Center on the Lawrenceville campus or emailed to the [healthapp@gwinnettech.edu](mailto:healthapp@gwinnettech.edu) by the application deadline. If you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville campus. **I understand that incomplete packets will not be considered for the Nursing program.**
- In addition to the courses listed above, I understand that ENGL 1102, FYES 1000 (if not eligible for an exemption from this course), PSYC 2103, and the Humanities Elective **must be completed prior to the start of Fall semester 2025** to continue in the Nursing Associate degree program.
- I understand completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Nursing Associate Degree program, as there are a limited number of seats available in the occupational and clinical courses. **I understand candidate selection is based on a competitive selection process.**
- I understand I must have a prerequisite GPA of 3.0 or higher and a Kaplan score of 75% or higher to apply to the Nursing Associate degree program by February 15<sup>th</sup>. **No exceptions are allowed.**
- Please be aware that our partner clinical sites are requiring students to complete their COVID-19 vaccine series. Each clinical site reserves the right to deny a student entry based on their own policies and procedures. If a student does not have all required immunizations and tests, the student may have limited access to clinical sites, which may delay or prevent program completion. As a result, successful completion of the program may not be possible.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Gwinnett Technical College does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability. Lisa Richardson, Title IX and Section 504 Coordinator, 5150 Sugarloaf Parkway, Building 100/A, Room 515, Lawrenceville, GA 30043, 678-226-6691, LRichardson@GwinnettTech.edu.

*For staff use only*

	Student has an active admissions file.		All previous transcripts have been received and prerequisites are transferred in accurately in SHATERM.
	Student is in good academic standing.		All prerequisite courses complete with minimum overall GPA 3.0 or higher.
	Student has completed FYES 1000 with a "C" or higher or exempt.		Checked KAPLAN score in SOATEST and meets minimum score of 75%. Score report is attached. Kaplan taken between (02/16/2024-02/15/2025)
	Driver's License is attached and has not expired.		Unofficial Gwinnett Tech transcript is attached.
	Permanent Resident Card is attached and has not expired		Check to make sure the PSYC 2103, Humanities Elective and ENGL 1102 have been completed or will be completed by Summer semester. Check Yes or No below for each course.
	All BIOL classes were taken Spring 2020 or later.		PSYC 2103 – Yes _____ No _____ Humanities Elective – Yes _____ No _____ ENGL 1102 – Yes _____ No _____
	Student does not have a TRANSCRIPT WAIVER on file.		