**Admission Policy for Associate Degree Nursing Program Applicants**

Responsible Administrative Officer: Associate Degree Nursing Program Director

Date Issued: November 6, 2012

Date Last Review/Revised: January 2025

**POLICY STATEMENT:**

This policy defines the criteria for initial admission into the Northern New Mexico College (NNMC) Associate Degree Nursing Program (ADN).

The NNMC ADN Program is committed to fostering a diverse, holistic, and inclusive learning community that values equity, respect, and the unique contributions of every individual. Our dedication to diversity and equity is an integral part of our identity and shapes our approach to nursing education, patient care, and preparing graduates who will be successful in the workforce while also satisfying the healthcare needs of the communities they serve.

The NNMC ADN program supports and implements a holistic admission process by considering applicant experiences and attributes as well as academic metrics when making admissions decisions. Our Faculty Admissions Committee holistically reviews academic records, experience in health care, geographical diversity, professional and community experience, personal accomplishments, professional goals, and personal characteristics without discrimination. We are looking for students who can demonstrate the qualities of honesty, integrity, accountability, empathy, caring, perseverance, intellectual curiosity, critical thinking, and respect for diversity. Applicants for admission are considered without regard to race, color, age, religion, gender, sexual orientation, national origin, disability, or marital status.

The faculty reserves the right to select those candidates who demonstrate evidence that they will be able to fulfill all the requirements and meet the standards of the ADN program.

Complete application packets are due no later than **May 30th of each year**. (If the 30th falls on a weekend, applications should be submitted on the preceding Friday) Once all application materials are submitted and admission testing is completed, the admissions committee will review the applicant’s packet. A decision will be made regarding admission, and a letter of acceptance or denial will be sent to all applicants.

Applications are reviewed by the selection committee and selection decisions are made by the third week of June. Selection letters are mailed by the third week of June. All applicants receive a letter informing them of the committee’s decision.

**DEFINITION OF POLICY:**

The admission process for the NNMC ADN program involves evaluating applicant academic records, standardized admission exam scores, utilizing a holistic-criteria point system, and reviewing personal essays.

The NNMC ADN program uses a ranking method in the applicant selection process. In a ranked admissions process, the candidate applies to the program and a committee of faculty and administrators evaluate candidates using predetermined criteria.

**GOAL OF POLICY:**

Student success and retention, licensure examination pass rates, and the ADN program reputation are priority concerns for the NNMC ADN program. To that end, admission policies are important considerations.

Nursing literature supports the fact that pre-admission indicators of student success (e.g. high pre-nursing GPA, high standardized testing pre-admission scores, and reading scores) are important admission criteria. To that end, selection based on such criteria may ensure that student attrition rates are minimized and that applicants admitted to the program are more likely to achieve academic success.

Moreover, our holistic approach to admissions ensures that we actively seek candidates from diverse backgrounds, experiences, and perspectives. By embracing diversity, we cultivate a nursing workforce that is better equipped to address the unique needs of a multicultural society and promote health equity for all individuals.

**SELECTION CRITERIA: WEIGHTED, 100 POINTS TOTAL:**

a. TEAS Entrance Exam: 50%

b. Prerequisite GPA: 40%

c. Essay: 5%

d. Service area (Rio Arriba County, Santa Fe County, Los Alamos County): 1% (1 point)

e. Points for documented healthcare experience: 1% (1 point)

f. TEAS reading comprehension score > 71.9%: 2% (2 points)

g. Speaks English as a second language: 1% (1 point)

**Contents of application packet**

**1.Completed Application Admission Form**

This provides the Program with important information about the applicant.

**2. ESSAY**

**Instructions for the essay:**

**The essay must be typed, double-spaced, and submitted electronically.**



**3. College Transcript**

An **official** college transcript from every institution attended must be included in the Application Packet. A minimum grade of “C-” or better is required on all pre-requisite courses. A minimum GPA of 2.75 on the pre-requisite courses is required. Credits obtained for anatomy and physiology courses must be within the past five years. All prerequisite courses must be successfully completed by the end of the current spring semester in order to be considered for fall admission. Completed courses must include: CHEM 1110/L Intro to Chemistry with lab, or BIOL 2310/L Microbiology with lab, or any other Biology or chemistry course with a lab; BIOL 2210/L Human Anatomy and Physiology I with lab; PSYC 1110 General Psychology; and ENGL 1110 Composition I. **We strongly encourage the completion of BIOL 2225/L Human Anatomy and Physiology II with lab prior to admission to the program.**

**4. ATI TEAS® Version 7 Nursing Entrance Pre-admission Exam**

The applicant is responsible for scheduling the ATI TEAS test.

1. There is no charge for the ATI TEAS exam if taken at NNMC.
2. **Students may take the exam a total of three times (2 weeks apart) in a 12-month period.**
3. Test scores are good for two years from the date of application.
4. Testing dates are posted on the NNMC ADN program website.
5. Contact Denise Martinez Arevalo, 505-747-2207, or [denise.arevalo@nnmc.edu](mailto:denise.arevalo@nnmc.edu) to schedule the test.
6. Information about the ATI TEAS exam can be found at <https://www.atitesting.com/teas>
7. A minimum **total** **overall** score of **58.7%** on the pre-admission examination is required to be considered for program admission.
8. If an unsatisfactory score is achieved on the pre-admission examination, the applicant may retake the test after a 2-week period.

**TRANSFER STUDENTS**

**Previous Nursing School Education**

An applicant with previous nursing school education must complete the application process and send an official transcript from the previous school of nursing to NNMC *and* the ADN program. An evaluation of the individual’s level of nursing competency may be required on an individual basis as determined by the NNMC ADN program director. Competence may be determined by testing, supervised clinical, a review of curricular content, or a combination of all three.

**CRIMINAL BACKGROUND SCREENING**

Department of Nursing & Health Sciences/ADN Program follows the guidelines of the Caregivers Criminal History Screening Program established by the New Mexico Department of Health (NMDOH), established by law (Chapter 29-17-2 through 29-17-5 NMSA 1978 Amended). The Caregivers Criminal History Screening Act (CCHS) requires that unlicensed care providers giving direct care or routine and unsupervised care to any care recipient must undergo a state and federal (FBI) criminal history screening to ensure the highest degree possible for prevention of abuse, neglect, or financial exploitation of individuals receiving care. This law prevents persons who have been convicted of certain crimes from working with individuals receiving health care. Felony convictions would also exclude a current student from participation in clinical experiences at a clinical site or hospital and may result in exiting the program. The following felony convictions disqualify an applicant for entry into the nursing program at NNMC:

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| **Disqualifying Convictions**  Felony convictions which disqualify an applicant from employment as a caregiver, or terminate employment for current caregivers include:  Homicide; trafficking in controlled substances; kidnapping; false imprisonment; aggravated assault; aggravated battery; rape or other related criminal sexual offenses; crimes involving adult abuse, neglect or financial exploitation; crimes involving child abuse or neglect; crimes involving robbery, larceny, extortion, forgery, embezzlement; credit card fraud or receiving stolen property |

During the admission process into the ADN Program the student will be required to complete the annual process for the background check. All paperwork is submitted to the New Mexico Department of Health Improvement (DOH/DOHI). Both the applicant and the Director of the ADN Program will be notified by mail as to the results of the screening. The applicant who is notified of a disqualifying conviction must request reconsideration from the New Mexico Department of Health/DOHI within 14 days of receipt of the letter and receive a temporary clearance in order to be admitted to the ADN Program. Failure to request reconsideration within 14 days will result in the student not being admitted into the ADN Program.

**Urine Drug Screen**

Students admitted into the ADN program will be required to pass a urine drug screen as part of institutional requirements for clinical agency placement**. Please note that [most] clinical institutions have a “zero tolerance” policy for a positive marijuana result in a urine drug screen regardless of a medical marijuana prescription.** Students testing positive for marijuana [or other scheduled drugs] will be subject to further testing and review by a medical officer, at the student's own expense, and may not be able to participate in clinical rotation requirements, thus, requiring dismissal from the program.

**Immunizations**

If selected for admission to the nursing program, students will submit proof of required vaccinations, including the COVID-19 vaccination, to Castle Branch, a compliance tracking system used by the ADN program.

**Instructions for Program Application**

**A. Complete the Application Form**

* Apply for admission to Northern New Mexico College (NNMC) if you are not currently a student. Admission to NNMC is separate from and in addition to application to the Associate Degree Nursing Program
* Complete the Associate Degree Nursing Program (ADN) Application for Admission Form
* Complete the essay, answering the required questions. This document must be typed.
* Send Application for Admission Form and essay electronically to Denise Martinez Arevalo at denise.arevalo@nnmc.edu
* Email subject title: ADN Application

**B. Request Official Transcripts**

* Request official academic transcripts from ALL colleges attended to be sent to both NNMC Admission Department *and* the ADN Program care of Denise Martinez Arevalo at denise.arevalo@nnmc.edu.

**Please Note**: An application will not be considered for admission unless ALL prerequisite classes are completed with a grade of “C-” or better and a GPA of 2.75 in the pre-requisite courses.

**C. Procedure for the ATI Test of Essential Academic Skills (ATI TEAS®) Nursing Entrance Pre-Admission Examination**

* ALL applicants interested in attending NNMC ADN program must register for the pre-admission exam with Denise Martinez Arevalo, ADN program administrative assistant (505-747-2207 or denise.arevalo@nnmc.edu), and take the TEAS pre-admission exam on the assigned date.
* The ATI TEAS Fee is waived for in-person testing at NNMC
* A schedule of test dates is posted on the ADN website.
* The examination lasts approximately 4 hours.
* Test results will be provided immediately.
* The ATI TEAS pre-entrance exam may be taken three times during a 12-month period.
* ATI TEAS pre-entrance exam scores are valid for two years.