Limited Entry Application
For Admission to a
Health Science Program

Please print or type the information below. **NOTE: It is the applicant's responsibility to notify the Limited Entry Office and Office of the Registrar of any name, address, or telephone changes**

Name_____   _____
    Last   *First*   *Middle*   *NSHE Number*

Address_____
    Number   *Street*   *Apt. Number*

_____ **Telephone**_____
  City   *State*   *Zip*   *Daytime*

E-mail Address_____@student.csn.edu **Alternate Telephone**_____

Proof of attendance of the Mandatory Limited Entry Workshop: Certificate of Attendance or quiz _____
Date I met with a Health Programs Advisor: _____ Cannot apply without date

Indicate the program to which you are applying for admission: **NOTE: A separate application must be completed for each program if applying to more than one program. You can only apply to one track within a program**

Cardiorespiratory Sciences - BAS
Dental Hygiene
_____BS _____ BS Completion Program
(For the BS Completion program, you must be a Licensed
Dental Hygienist and have an AS/AAS in Dental Hygiene)
Diagnostic Medical Sonography
____Cardiac/Vascular ____General/Vascular
Health Information Technology
Medical Coding
Medical Laboratory Technician
Medical Laboratory Scientist
Medical Assisting

Nursing (RN)
____Regular Track ____Extended Track
Nursing (LPN to RN Bridge)
(Must have a NV Practical Nursing license)
Ophthalmic Dispensing
Physical Therapist Assistant
Practical Nursing
Radiation Therapy Technology ___Las Vegas ___ Reno
Surgical Technologist ___Las Vegas ___Reno
Veterinary Nursing

Indicate the semester for which you are currently applying: Spring Summer Fall Year_____
Are you currently enrolled in a Limited Entry program? Yes No
Have you been enrolled in this program, or any other CSN Health Sciences Limited Entry Program? Yes No
  If yes, refer to section F under TERMS of the Limited Entry Policy, to request Reinstatement/Re-Application
Are you transferring or have you transferred credits to CSN from another institution (including UNLV, UNR, NSC, TMCC, etc)?
  Yes No **If yes, please note that the evaluation of transfer credits is time-consuming. You must initiate and complete the "transfer of credits" process prior to the stated application deadline. To speed up this process, please use the TRANSFER CREDIT EVALUATION REQUEST form for Limited Entry Students, which can be found here: http://sites.csn.edu/health/pdf/transfercredit.pdf**

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT HIS/HER FILE IS COMPLETE AND THAT ALL NECESSARY DOCUMENTS ARE IN PLACE FOR EACH SELECTION PROCESS BEFORE THE STATED DEADLINE.

I certify that the above statements are true to the best of my knowledge.
I have read, understand and agree to comply with the Limited Entry Academic Programs Policy and Procedures.

Applicant's Signature_____ Date_____

Limited Entry Academic Programs Policy and Procedures

This policy becomes effective July 1, 2020, for admission to Limited Entry Health Programs and supersedes all previous policies.

Learners (students) are required to comply with the policies and procedures contained in the 2020-2021 Engelstad School of Health Sciences Student Handbook which can be found at https://at.csn.edu/health-science-program-requirements.

Learners are also required to comply with the CSN Academic Integrity Policy which can be found at https://at.csn.edu/documents/student-academic-integrity-policy.

TERMS/CONDITIONS: Please read this policy very carefully. A signed and initialed copy of this policy must be submitted with your Limited Entry Application, the Completion Checklist (posted two months prior to the deadline date), and all supporting documents/materials to the Limited Entry office on or before the specified program's application deadline date.

Prerequisites: The courses and/or documents established by the respective program as requirements for admission to the program.
- The program prerequisite courses will be used to calculate the GPA for selection into the program, and a letter grade of A, A-, B+, B, B-, C+ or C must be assigned to these courses.
- A letter grade of C- in a program prerequisite course is not acceptable.
- For purposes of calculating the GPA, a "P, TP, S or TS" assigned to a course prior to Spring 2020 will be considered a "C" unless an official transcript is provided showing a different grade. If the course and grade can be verified as the course transferred to CSN, the grade on the official transcript will be used. Points will be awarded for "P, TP, S, or TS" if the course is listed on the Program's Selection Criteria Sheet as eligible to receive points for a grade of "C" or higher. If the Selection Criteria Sheet specifies a grade of "B" or higher, points will not be awarded for a grade less than a "B." An "S or TS" assigned to a course Spring 2020 or after will not be considered for a prerequisite or program course. However, an "S or TS" assigned to a course Spring 2020 or after may be considered for general education courses if the program of interest accepts C-, D+, D, or D- grades.
- Courses transferred in with a designation of "TR" on the MyCSN Transfer Credit Report will not be accepted unless an official transcript from the associated college is provided and the course and grade can be verified.
- Courses transferred in with a designation of "LELC" on the MyCSN Transfer Credit Report will not be accepted unless a copy of the approved Substitution Request form from the program of interest, is provided. **Substitution Request forms must be degree and program specific.**
- The Limited Entry office is not responsible for any evaluation of courses including transfers, course equivalency, and substitution requests.
- GPA will be calculated using the number of credits that the course transfers in to the College of Southern Nevada. For example, earning a B in BIOL 223 at CSN (4 credits) equates to 12 points towards a cumulative GPA. A BIOL 223 course transferring in to CSN with a B (2.68 credits) equates to 8.04 points towards a cumulative GPA. GPA will not be rounded up.
- Prerequisite courses cannot be waived.
- CLEP credits may be accepted for prerequisite courses, general education courses, and/or courses listed on the program's Selection Criteria Sheet. However, the CLEP course name and number of credits must appear on the CSN transcript or MyCSN Transfer Credit Report. CLEP scores/grades reported as a "P or TP", will be processed as a grade of "C". If CLEP scores are reported, the following will be used to determine the grade: A score of 50 to 59 will be processed as a grade of "C"; a score of 60 to 69 will be processed as a grade of "B"; a score of 70 to 80 will be processed as a grade of "A".
- Complete application packets must be received by the Limited Entry office on or before the application deadline date by 6:00 p.m., PST. (If the application deadline date lands on a weekend or holiday, the application deadline date will fall to the next business day by 8:00 a.m., PST).

A. College Science Grades and the Proficiency Exam

- In order to receive consideration for courses/grades from institutions other than CSN, those courses/grades must have been evaluated by CSN's Office of the Registrar, and must appear on the MyCSN Transfer Credit Report, on or before the program's specified deadline.
- **Science courses may be no older than seven (7) years at the time of the application deadline. Learners should refer to the advising sheet for their program of interest for exceptions.**
- The seven (7) year expiration for science courses **may be waived** by the respective Program Director. If all minimum requirements are met, and an Exception Waiver form is submitted, this will render the application file as "complete" and allow it to be processed along with all other qualified and "complete" applications. **(An Exception Waiver form waives the requirement. Please note, however, that prerequisite courses cannot be waived).**
- For the ADN and LPN-RN Bridge Nursing Programs: An exception waiver for BIOL 189, or course equivalent with approved Substitution Request form, taken within 10 years of the potential application deadline can be requested from the Program Director. **(An Exception Waiver form waives the requirement. This allows the application to be considered along with all other applications [as if the waived requirement did not exist]).**
- If a learner passed a college transferable science course(s) with a grade of "C" or higher, more than seven (7) years ago, the learner may opt to take a proficiency exam instead of retaking the course. The learner must speak with the respective Program Director for eligibility requirements. If the learner passes the **NLN (National League for Nursing) Proficiency Exam in the "50th percentile"**, the learner's previous courses/grades will be accepted for the Limited Entry program, with an Exception Waiver form from the respective Program Director.
- Only one attempt at the proficiency exam will be permitted per subject area (Anatomy and Physiology, Microbiology, and Pharmacology). Each program is responsible for managing the proficiency exam. The proficiency exam is valid for 7 years from the date of the exam.
- No exception waiver will be provided if a learner fails the exam.
- Learners are responsible for ensuring that their desired Limited Entry program will accept an online Science course, including Lab—as some Limited Entry programs will <u>not</u> accept <u>any</u> online Science courses.

B. Application Deadline: Date determined by the Program Director or Department Chair by which the Limited Entry office *<u>must receive</u>* the Limited Entry Application packet, as defined in paragraph G. **<u>Nothing will be accepted</u>** after the application deadline date.

C. Application to Multiple Limited Entry Programs – Provisions/Exceptions: During each application cycle, a learner may apply to as many Limited Entry programs as he/she wishes, as long as the program's requirements have been met. A learner may not apply to another Limited Entry program if currently enrolled in a Limited Entry program. Only the following exceptions, with Program Director written approval, are permitted:

- Learners may apply to the Medical Coding and Health Information Technology programs during the same selection cycle and may accept positions in both Limited Entry programs.
- Learners may be accepted into either the Medical Coding or Health Information Technology program during one selection cycle and later apply to the second program.

D. Application to Multiple Program Tracks - Provisions/Exceptions

- For programs that have multiple tracks (Surgical Technology, Radiation Therapy, Nursing (RN), Nursing (RN to BSN Bridge), Diagnostic Medical Sonography), learners **cannot** apply to both tracks.
  - Learners who intend to apply to a program which features a Las Vegas track and a Northern Nevada track can only apply to one of the two tracks. Learners who accept the position into either track <u>must</u> complete the coursework in the location of the track selected.
- Learners enrolled in either track of the Diagnostic Medical Sonography program may be allowed, with an Exception Waiver form from the Program Director, to apply to the other track as long as the following conditions are met:
  - The learner is in good standing in the final semester of the track for which he/she is currently enrolled.
  - The learner has satisfied all prerequisite courses and program requirements for the other track.

E. Acceptance into Multiple Limited Entry Programs - Provisions/Exceptions

- If a learner is qualified and offered a position into more than one Limited Entry program during a selection cycle, the learner can accept a position into only **ONE** program.
- Once a position in a Limited Entry program has been accepted, all other applications become null-and-void. The "Accept/Decline" form must be received by the Limited Entry office within 10 days of the date of the letter or the position is forfeited. A position will not be held for any reason.

- Upon successful completion of a Limited Entry Program, a learner is eligible to apply to another program.
- Learners may accept simultaneous/co-enrollment in Medical Coding and Health Information Technology.

F. **Reinstatement/Reapplication**: Any learner who voluntarily withdraws or has been subject to administrative withdrawal/termination from a Limited Entry program in the second through the final semester, must apply for reinstatement/reapplication to be accepted into the same or a different Limited Entry program with the following provisions:
- Approval of reinstatement or reapplication will be determined by the Reinstatement committee.
- Reapplication to the same program may result in a point(s) deduction as stated on the Selection Criteria Sheet. This deduction may be 10% of the maximum possible points for the first reapplication, as determined by the Program Director.
- Applications may be subject to an additional 10% point deduction for each subsequent reapplication. The number of points deducted must appear on the Selection Criteria Sheet for each respective program.
- A point(s) deduction waiver form obtained from the Program Director for documented medical reasons or extenuating circumstances must be submitted with the application packet, if applicable.
- Assigning or waiving of point deduction(s) may occur at the time of selection.
- There may be other conditions for readmission as determined by the Program Director.
- The CSN School of Health Sciences Student Reinstatement policy is adopted as part of the Limited Entry Academic Program Policy and Procedures, and learners are required to comply with the policies therein. The policy can be found on the CSN Health Sciences website at https://at.csn.edu/documents/student-reinstatement-policy and the process can be found at https://at.csn.edu/documents/student-reinstatement-process.

G. **Complete Application Packet**: The Limited Entry office will only accept/process "Complete" Limited Entry Application packets. A "Complete" Limited Entry Application packet is defined as one submitted on or before the program's specified application deadline and consists of all of the following:
- A completed Limited Entry Application form with current date, name, address, telephone number, CSN student email, and program choice.
- The entire Limited Entry Academic Programs Policy and Procedures, to include learner's initials on each page, with learner's signature and date on the final page.
- Date of mandatory meeting with a Health Programs Advisor, which can be no more than two years prior the program's specified application deadline date. Only the Director of Health Programs Advising and Limited Entry Admissions can write an exception memorandum to this requirement. **However, applications with an Exception Memorandum form will be considered only after all other "complete" applications.**
- All learners, regardless of degree pursuing (AS, AAS, BS, BAS, and COA), must meet with a Health Programs Advisor within two years of the program's specified application deadline date.
- A copy of the mandatory Limited Entry Workshop quiz demonstrating a minimum of 80%. The mandatory workshop must be completed no more than two years prior to the program's specified application deadline date. Learners that have not passed the quiz on two attempts or have not completed the quiz within the two years must meet with the Limited Entry Coordinator.
- A completed, program-specific, Completion Checklist with all supporting documents. This form must be for the semester and program to which the learner is applying.
- Provider's note for medical and/or extenuating circumstances if reapplication is approved by the Reinstatement committee.
- Results of appropriate pre-admission assessments, if applicable. Pre-admission assessments not taken at CSN must be transferred to, and received by CSN prior to the application deadline date. Each test is considered a combined complete entity. There will be NO combination of scores from separate tests. TEAS and KAT scores will not be rounded up.
- CSN formal evaluation of transcripts (MyCSN Transfer Credit Report) from other colleges, if applicable, including any NSHE institution. Learner is responsible for ensuring MyCSN Transfer Credit Report reflects accurate courses/grades.
- Copy of the approved Substitution Request form from the program of interest, if applicable. **Substitution Request forms must be degree and program specific.**
- Standardized Exception Memorandum and/or Exception Waiver forms from the respective Program Director, if applicable. **<u>Note</u>: These forms are valid for the current selection cycle only.**
- All other program specific documentation listed on the Advisement Sheet, Selection Criteria Sheet, and Completion Checklist.
- Receipt from Cashier's Office (or proof of payment through MyCSN) for $20.00 non-refundable application fee (effective January 1, 2021).

H. **Incomplete Application Packets**: An "Incomplete" Application packet is one that does not contain all documents necessary to apply and/or does not meet minimum requirements as listed on the program's advising materials.
- Application packets that do not satisfy all program prerequisites will require an Exception Memorandum form from the Program Director making an exception for missing requirement(s) in order for an application to be processed. Program Directors are not, under any circumstances, obligated to provide an exception memorandum or exception waiver. **Note: An exception memorandum or exception waiver is only valid for the current selection cycle.**

I. **The 3-Attempt Rule for Program Prerequisites**
- **If a prerequisite course has been taken three or more times, the highest of the first three attempts, including grades, withdrawals and audits, appearing in the learner's MyCSN** will be used for calculating the GPA.
- An Exception Memorandum or Exception Waiver form for the 3-Attempt-Rule **may be** obtained at the discretion of the respective Program Director and must be submitted with the Limited Entry Application.
- The Exception Memorandum form for the 3-Attempt-Rule must indicate that the application will be considered only after all "complete" applications are considered and if space in the program permits.
- An Exception Waiver form for the 3-Attempt-Rule must indicate that the application will be considered along with the all other "complete" applications.
- Course attempts with "W, WT" prior to July 2007 will not be considered as an attempt.
- Spring 2020 courses with "W, WT" will not be considered as an attempt.

LIMITED ENTRY SELECTION PROCESS

The Limited Entry Selection Process is utilized to accept learners into the first semester of a Limited Entry program. The number of learners accepted into a Limited Entry program is determined by the respective Program Director based on program resources. A selection committee for each program will review the application files and verify and/or confirm eligibility and points awarded. If the number of applications is less than the maximum number allowed based on the program's specification, all eligible and qualified applications will be accepted.

A. **The Limited Entry Application and Completion Checklist**
- These forms are available online on the CSN Health Sciences website at https://www.csn.edu/Limited-Entry-Admission.
- The complete application packet *must be received* in the Limited Entry office on or before the program's specified application deadline date by 6:00 p.m., PST. (If the application deadline date lands on a weekend or holiday, the application deadline date will fall to the next business day by 8:00 a.m., PST).
- Complete application packets submitted on or before the program's application deadline and/or applications with an Exception Waiver form will be considered first.
- Applications that contain an Exception Memorandum form will be considered only after all "complete" applications are considered and if the program has adequate space available to accommodate additional learners.

B.   Current program prerequisites, minimum acceptable grades, and deadline dates to apply are posted on the Advisement Sheets, which are available in the Health Programs Advising office and online. Advisement Sheets will be available **one year** prior to the application deadline. Once advising materials become public, they cannot be altered until the next selection cycle. CSN may modify prerequisites with a minimum of one year's notice. Actual program courses are subject to revision and will have no impact on program admission.

C.   After the initial processing of all application files, the selection committee will review the files and make the final selection of learners into the program as well as an alternate list. Learners with equal points will be ranked by a computerized random selection.

D.   If there are available positions remaining in the program after all applications have been accepted, then those applications not satisfying program requirements may be ranked and considered, and the next highest ranked application may be selected for entry into the program.
- Program Directors may issue an Exception Memorandum form for prerequisite requirements if they deem this necessary to fill available positions. An Exception Memorandum form is **valid for the current selection only** and must specifically address/justify each prerequisite that has not been met. A Program Director may not submit exception memorandums for all program prerequisites for any learner. It is the responsibility of the Program Director to ensure that the conditions listed on the Exception Memorandum form are satisfied. If the learner does not meet the conditions, he/she may be administratively withdrawn and may apply for reinstatement/reapplication during a later enrollment cycle with point deductions, if applicable.

- A learner who has not successfully completed all sections of the pre-admission assessments with the minimum cut-off scores and is provided an Exception Memorandum form will earn 0 points in the category for the pre-admission assessments.
- If **all prerequisites are not** completed successfully, with grades identifiable on the CSN transcript at the time of the application, and an Exception Memorandum form is submitted, then 0 points will be awarded for GPA.

E.   Each learner who applies on or before the application deadline will be notified in writing of the results of the selection process within 45-60 days from the application deadline date.

F.   If a learner is not admitted into a program, the current application is considered closed. **Waiting lists are not maintained. Learners who reapply must meet current requirements and reproduce all supporting documents. The Limited Entry office does not return any prior applications and/or supporting documents to learners once submitted.**

G.   **Accepting/Declining an offered Position in a Limited Entry Program:** Each learner who is offered a position in a Limited Entry program <u>must</u>:
- Return a signed "Accept/Decline" form indicating whether the learner accepts or declines the position within 10 days of the date of the acceptance letter to the Limited Entry office. In the event that a signed "Accept/Decline" form is not received in the Limited Entry office by the specified date, the position will be offered to an alternate.
- For programs _**with**_ mandatory orientations: Learners who sign an "Accept/Decline" form indicating they are accepting a position in a Limited Entry program must attend orientations/events at the time scheduled by the respective program or the position may be offered to an alternate. Learners arriving late to the program-specific orientation, may not be allowed to attend, therefore forfeiting their position in the program. Learners will be required to reapply through the Limited Entry office.
- For programs _**without**_ mandatory orientations: Learners who sign an "Accept/Decline" form indicating they are accepting a position in a Limited Entry program and then do not _**enroll**_ in program courses will be administratively withdrawn, and be required to reapply through the Limited Entry office.

H.   **Learners will have 15 days from the date of the notification letter to appeal the result of the selection. The appeal must be in writing, addressed to the Dean of the School of Health Sciences and contain a detailed explanation for the appeal. The Dean will respond within 10 working days.**

Janice Glasper 7/2/2020

_____   _____   _____   _____
Janice L. Glasper, M.Ed., RDMS, RVT,   Date   **Applicant's Signature**   **Date**
Interim Dean/Health Sciences