

## Limited Entry Application For Admission to a Health Science Program

Return this form to:  
**Limited Entry Office**  
**Charleston Campus**  
Sort Code WCK206, Bldg K-216  
6375 West Charleston Blvd.  
Las Vegas, NV 89146-1164  
Phone: 702-651-5633

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** \_\_\_\_\_ **ID** \_\_\_\_\_  
*Last First Middle NSHE ID Number*

**Address** \_\_\_\_\_  
*Number Street Apt Number*

\_\_\_\_\_ **Phone Number** \_\_\_\_\_  
*City State Zip Code*

**CSN Email Address** \_\_\_\_\_@student.csn.edu **Alternate Phone Number** \_\_\_\_\_

**Date of Health Programs Advisor Meeting:** \_\_\_\_\_ **Date of Limited Entry Workshop:** \_\_\_\_\_

**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.**

- |   |   |
|---|---|
| <input type="checkbox"/> Cardiorespiratory Sciences - BAS                           | <input type="checkbox"/> Nursing (RN):  |
| <input type="checkbox"/> Dental Hygiene - BS  | <input type="checkbox"/> Regular Track <input type="checkbox"/> Extended Track  |
| <input type="checkbox"/> Diagnostic Medical Sonography:                             | <input type="checkbox"/> Ophthalmic Dispensing  |
| <input type="checkbox"/> Cardiac/Vascular <input type="checkbox"/> General/Vascular | <input type="checkbox"/> Physical Therapist Assistant   |
| <input type="checkbox"/> Health Information Technology                              | <input type="checkbox"/> Practical Nursing  |
| <input type="checkbox"/> Medical Coding   | <input type="checkbox"/> Radiation Therapy Technology: <input type="checkbox"/> Las Vegas <input type="checkbox"/> Reno |
| <input type="checkbox"/> Medical Laboratory Scientist                               | <input type="checkbox"/> Surgical Technologist: <input type="checkbox"/> Las Vegas <input type="checkbox"/> Reno        |
| <input type="checkbox"/> Medical Laboratory Technician                              | <input type="checkbox"/> 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 previously been enrolled in this program?  Yes  No **If yes, the learner must submit the Program Director's approval notification with their Limited Entry application packet. See Reapplication to a Program in section 11 of the Limited Entry Academic Programs Admissions Handbook.**

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: [https://www.csn.edu/\\_csnmedia/documents/health-sciences-program-requirements/\\_transfer\\_credit\\_evaluation\\_request.pdf](https://www.csn.edu/_csnmedia/documents/health-sciences-program-requirements/_transfer_credit_evaluation_request.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 Admissions Handbook.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Limited Entry Academic Programs Admissions Handbook

This policy becomes effective July 1, 2024, for admission to Limited Entry Health Programs and supersedes all previous policies.

Learners (aka students) are required to comply with the policies and procedures contained in the current Engelstad School of Health Sciences Student Handbook which can be found at <https://www.csn.edu/health-sciences-program-requirements>. Click on “Forms and Information for Health Science Students” and find the handbook under “Accepted Student Information.”

Learners are also required to comply with the CSN Academic Integrity Policy which can be found at [https://www.csn.edu/csnmedia/documents/policies-and-procedures/2017\\_academic-integrity-policy\\_2\\_0.pdf](https://www.csn.edu/csnmedia/documents/policies-and-procedures/2017_academic-integrity-policy_2_0.pdf).

**Application Deadline:** The application date is determined by the Program Director or Department Chair. The Limited Entry Office **must receive** the complete Limited Entry application packet, 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. **Nothing will be accepted** after the application deadline date.

**READ THIS POLICY VERY CAREFULLY. A SIGNED AND INITIALED COPY OF THIS POLICY MUST BE SUBMITTED WITH THE LIMITED ENTRY APPLICATION, THE COMPLETION CHECKLIST (POSTED ONLINE TWO MONTHS PRIOR TO THE DEADLINE DATE), AND ALL SUPPORTING DOCUMENTS/MATERIALS TO THE LIMITED ENTRY OFFICE ON OR BEFORE THE PROGRAM’S SPECIFIED APPLICATION DEADLINE DATE.**

### A. LIMITED ENTRY APPLICATION PROCESS

1. **Prerequisites:** The courses and/or documents established by the respective program as requirements for admission to the program.
  - a. The program prerequisite courses will be used to calculate the prerequisite GPA for selection into the program.
  - b. A letter grade of A, A-, B+, B, B-, C+ or C must have been received for prerequisite courses. A letter grade of C- or below in a program prerequisite course will not be accepted.
  - c. Prerequisite courses cannot be waived.
  - d. 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 at <https://www.csn.edu/health-sciences-program-requirements>. Advisement Sheets will be available one year prior to the application deadline. Once advising materials are posted, they will not 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 admissions.

- e. 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, they may be administratively withdrawn.
- f. The 3-Attempt Rule for Program Prerequisites
  - i. If a prerequisite course has been taken three or more times, the highest of the first three eligible attempts, including grades, test credits, withdrawals, and audits, appearing in the learner's MyCSN will be used for calculating the prerequisite GPA.
  - ii. Expanded and/or honors courses, such as MATH 120E or ENG 101H, are considered the same as their traditional course versions for attempts. For example, if MATH 124E and MATH 124 are taken, that is considered two attempts.
  - iii. 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.
  - iv. The Exception Memorandum form for the 3-Attempt-Rule must indicate that the application will be considered only after all "complete" applications and if space in the program permits.
  - v. An Exception Waiver form for the 3-Attempt-Rule must indicate that the application will be considered along with all other "complete" applications.
  - vi. Science courses older than 7 years will not count as attempts. See advising materials for more information.
  - vii. Spring 2020 courses with "W or WT" will not be considered as an attempt.
  - viii. Withdrawals (W/WT): Withdrawals expire 10 years from the date the W/WT was received and once expired will not count as attempts. Letter grades (A/B/C/D/F), pass/fail designations, and audits will always count as attempts. Expiration dates are determined by the final month of the term in which courses are taken.

## 2. College Transfer Credits:

- a. For purposes of calculating the prerequisite GPA, a "P, TP, S or TS" assigned to a course prior to Spring 2020 will be considered a "C" unless an official sealed 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." A "P, TP, S or TS" assigned to a course Spring 2020 or after will not be considered for a prerequisite or program course and will need to be retaken. However, a "P, TP, 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.
- b. Courses transferred in with a designation of "TR" on the MyCSN Transfer Credit Report will not be accepted unless an official sealed transcript is provided, and the course and grade can be verified.
- c. Courses transferred in with a designation of "LELC" on the MyCSN Transfer Credit Report may not be accepted unless a copy of the approved Substitution Waiver/Request from the Graduation Department for the program of interest is provided. Substitution Request forms must be major

specific. The Health Sciences Substitution Request form can be located here: <https://www.csn.edu/health-sciences-program-requirements>. Click on “Forms and Information for Health Science Students” and find the form under “Limited Entry Information.”

- i. Exceptions: If the Catalog and Student Handbook lists that any prefix course (i.e., SOC, PSY, MUS, etc.) satisfies the graduation requirement for general education courses, a Substitution Waiver/Request is not required.
  - ii. If a learner has a course evaluated as PSCUS LELC, it can be used in lieu of the US History requirement, and a Substitution Waiver/Request is not required.
- d. The Limited Entry Office is not responsible for any evaluation of courses including transfers, course equivalency, and substitution requests. The Office of the Registrar is responsible for the evaluations and course equivalency. The individual departments will process the substitution requests.
  - e. The prerequisite GPA will be calculated using the credit hours for College of Southern Nevada courses and/or credit hours transferred and evaluated by CSN’s Office of the Registrar. For example, earning a B in BIOL 223 at CSN (4 credits) equates to 12 points towards a cumulative GPA. An ENG 101 course transferring into CSN with a B (2.01 credits) equates to 6.03 points towards a cumulative GPA. The prerequisite GPA will not be rounded up.

### 3. College Science Courses and Grades

- a. 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 date.
- b. Prerequisite science courses may be no older than seven (7) years at the time of the application deadline.
  - i. 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 is valid for the current selection cycle only and must be major specific. This form only waives the seven (7) year requirement.
- c. Completion of prerequisite courses cannot be waived.

### 4. Alternative Credits:

For purposes of calculating the prerequisite GPA, a “P or TP” assigned to alternative credits will be considered a “C” unless an official sealed transcript is provided showing a different grade, if applicable.

- a. **Military**  
Credits earned for military training will be considered a “C.”
- b. **Advanced Placement (AP) and International Baccalaureate (IB)**  
If the high school course and grade can be verified as the test credit transferred to CSN, the grade on the official transcript will be used. Points will be awarded for “P or TP” 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.”
- c. **College Level Examination Program (CLEP)**  
CLEP test credits may be accepted for prerequisite courses, general education courses, and/or courses listed on the program’s Selection Criteria Sheet. However, the CLEP test credit 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 70 to 80 will be processed as a grade of “A”; a score of 60 to 69 will be processed as a grade of “B”; and a score of 50 to 59 will be processed as a grade of “C.”

5. **Academic Renewal Policy:** Limited Entry academic programs may consider the excluded coursework in their decision-making per the Limited Entry Academic Programs Admissions Handbook. Nothing in the Academic Renewal Policy shall supersede any Limited Entry program continuance or Student Reapplication Process.
6. **National League for Nursing (NLN) Proficiency Exams for Expired Anatomy & Physiology Courses**
  - a. An NLN Anatomy & Physiology proficiency exam is only offered for Diagnostic Medical Sonography (DMS) learners. If a minimum grade of “C” or higher has been met, the learner may opt to take a proficiency exam instead of retaking the course(s). If the learner passes the **NLN Proficiency Exam at or above the “50th percentile,”** the learner’s previous courses/grades will be accepted for the Limited Entry program, with an Exception Waiver form obtained from the Program Director. Only one attempt at the proficiency exam will be permitted. The program is responsible for managing the proficiency exam. The proficiency exam is valid for 7 years from the date of the exam. DMS proficiency exam information can be found at [https://www.csn.edu/\\_csnmedia/documents/program-documents/diagnostic-medical-sonography-program/profexam\\_dms.pdf](https://www.csn.edu/_csnmedia/documents/program-documents/diagnostic-medical-sonography-program/profexam_dms.pdf).
  - b. The ADN Nursing and Practical Nursing Programs: The NLN Anatomy & Physiology, Microbiology, and Pharmacology Proficiency exams will no longer be offered/available. Previous exams taken will no longer be accepted.
  - c. No Exception Waiver will be provided if a learner fails the NLN Anatomy & Physiology Proficiency exam.
7. **Application to Multiple Limited Entry Programs – Provisions/Exceptions:** During each application cycle, a learner may apply to as many Limited Entry programs as they wish, as long as the program’s requirements have been met. A separate \$20.00 non-refundable application fee must be paid for each application submission. A learner may not apply to another Limited Entry program if currently enrolled or accepted into a Limited Entry program until they complete or exit the current program.
8. **Application to Multiple Program Tracks - Provisions/Exceptions**
  - a. For programs that have multiple tracks (Surgical Technology, Radiation Therapy, Nursing (RN), and Diagnostic Medical Sonography), learners **can** only apply to one track.
  - b. Learners who intend to apply to a program that 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 **must** complete the coursework in the location of the track accepted into.
  - c. 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:
    - i. The learner is in good standing and ready to graduate after the final semester of the track for which they are currently enrolled.
    - ii. The learner has satisfied all prerequisite courses and program requirements for the other track.

**9. Complete Application Packet:** The Limited Entry Office will only 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 date and consists of all the following documents/materials in English:

- a. The Limited Entry application form must include name, address, telephone number(s), CSN email address, and program choice, along with the learner’s signature and date on the bottom of the page.
  - i. All learners regardless of degree pursuing (AS, AAS, BS, BAS, and COA), are required to meet with a Health Programs Advisor within two years of the program’s specified application deadline date. Only the Manager of Health Programs Advising and Limited Entry Admissions, [Constance.Shaw@csn.edu](mailto:Constance.Shaw@csn.edu), can write an Exception Memorandum to this requirement. **However, applications with an Exception Memorandum form will be considered only after all other “complete” applications.**
- b. The current Limited Entry Academic Programs Admissions Handbook to include the learner’s initials on all pages, and the learner’s signature and date on the final page.
- c. The Completion Checklist for the program and semester to which the learner is applying with the learner’s signature on the bottom of the page. (Program Checklists are posted online two months prior to a program’s specified application deadline date).
- d. A copy of the mandatory Limited Entry Workshop (LEW) 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 within two attempts must contact the Limited Entry Coordinator, [Tina.Golyer@csn.edu](mailto:Tina.Golyer@csn.edu) to complete the LEW quiz prior to the program’s specified application deadline date.
- e. Receipt from Cashier’s Office (or proof of payment through MyCSN) for \$20.00 non-refundable Limited Entry application fee. A separate \$20.00 non-refundable application fee must be paid for each application submission.
- f. Results of appropriate pre-admission assessments, if applicable.
- g. TEAS exams not taken through CSN must be transferred to and received by CSN prior to the application deadline date. Each test is considered a complete attempt. There will be **NO** combination of scores from separate tests for the TEAS. TEAS scores will not be rounded up.
- h. Dexterity and Spatial Perception tests for Dental Hygiene and Purdue Pegboard Dexterity tests for Surgical Technology can be a combination of two test dates.
- i. Purdue Pegboard Dexterity tests for Diagnostic Medical Sonography allow one attempt within a 12-month period.
- j. CSN formal evaluation of transcripts from other colleges, if applicable, including any NSHE institution (MyCSN Transfer Credit Report). Learner is responsible for ensuring MyCSN Transfer Credit Report reflects accurate courses/grades.
- k. Transcripts (official or unofficial), if required for the program of interest, must show a high school or college graduation date for eligibility and/or points towards selection. Official transcripts must be submitted in the sealed envelope from the awarding institution. International (non-US) transcripts must be evaluated through a NACES member organization (<https://www.naces.org/members>).
- l. Copy of the approved Substitution Waiver/Request from the Graduation Department for the program of interest, if applicable. **Substitution Request forms must be major specific.**

- m. Standardized Exception Memorandum and/or Exception Waiver forms from the respective Program Director, if applicable. **These forms are valid for the current selection cycle only and must be major specific.**
- n. All other program specific documentation listed on the Advisement Sheet, Selection Criteria Sheet, and Completion Checklist.

**10. 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.

- a. Application packets that do not satisfy all program prerequisites will require an Exception Memorandum form prior to the deadline date 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. **An Exception Memorandum or Exception Waiver is only valid for the current selection cycle and must be major specific.**

**11. Reapplication to a Program:** Any learner who voluntarily withdraws or has been subject to administrative withdrawal/termination from a Limited Entry program in the first semester, and wants to reapply to the same program, must follow the Student Reapplication Process. This does not apply to first time applicants or applicants who were not accepted into a program and are now reapplying. If approval to reapply is received from the respective Program Director, the learner must submit the Program Director’s approval notification with their Limited Entry application packet.

- a. Application processing is subject to the following provisions:
  - i. Reapplication to the same program may result in a point deduction as determined by the Program Director. This deduction may be up to 10% of the maximum possible points for the first reapplication and up to 20% of the maximum possible points for the second reapplication. The point deduction does not apply to first time applicants or applicants who were not accepted into a program and are now reapplying. If applicable, the number of points deducted appears on the programs’ Selection Criteria Sheet.
  - ii. If applicable, a point deduction waiver form obtained from the Program Director for documented medical reasons or extenuating circumstances must be submitted with the application packet.
  - iii. Assigning or waiving of point deductions occurs at the time of selection.
  - iv. The CSN School of Health Sciences Student Reapplication Process is adopted as part of the Limited Entry Academic Programs Admissions Handbook and learners are required to comply with the policies therein. The policy and process can be found on the CSN Health Sciences website at <https://www.csn.edu/health-sciences-program-requirements>. Click on “Forms and Information for Health Science Students” and find the information under “General Information.”

## **B. 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.

### **1. The Limited Entry Selection Process:**

- a. Only complete and timely submitted applications *received* in the Limited Entry Office on or before the program's specified application deadline date by 6:00 p.m., PST will be considered. (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).
- b. Applications that contain an Exception Waiver form will render the application file as "complete" and allow it to be processed along with all other qualified and "complete" applications.
- c. Applications that contain an Exception Memorandum form will be considered only after all "complete" applications and if the program has adequate space available to accommodate additional learners.
- d. 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.
- e. If there are available positions remaining in the program after all complete applications have been accepted, then the respective Program Director, with the Manager's approval, may request that those applications not satisfying program requirements be ranked and considered, and the next highest ranked application(s) may be selected for entry into the program.
- f. A learner who has not successfully completed all sections of the pre-admission assessment(s) with the minimum cut-off scores and is provided an Exception Memorandum form will earn 0 points in the category for the pre-admission assessment(s).
- g. If all prerequisites are not completed successfully, with grades identifiable on the CSN transcript at the time of the application deadline date, and an Exception Memorandum form is submitted, then 0 points will be awarded for the prerequisite GPA.

### **2. Selection Results:**

- a. Each learner who applies on or before the application deadline will be notified in writing of the results of the selection process within 45 calendar days from the application deadline date.
- b. 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 at the time of application. The Limited Entry Office does not return any prior applications and/or supporting documents to learners once submitted.

### **3. Accepting/Declining an offered position in a Limited Entry Program:** Each learner who is offered a position in a Limited Entry program must:

- a. Return a signed "Accept/Decline" form indicating whether the learner accepts or declines the position, along with the COVID Vaccination Notification form within 10 calendar days of the date of the acceptance letter to the Limited Entry Office by 6:00 p.m. PST. In the event that a



