

Practical Nursing Application Procedures Initial Documentation

Financial Aid

How will you pay for this program? As soon as you prepare your income tax, you may apply for financial aid. Use the www.fafsa.ed.gov site. This is a free site. TTCC's financial aid school code is 004026. You do not have to wait until after you register for the nursing class to apply for financial aid. Do it early. Do it now.

Forms

All forms are available at the center's website www.ttcc.edu. Download the Health Careers Application, Recommendation Letters (you will need three), Immunization and Physical forms. There is even a checklist you may use to be sure you are not forgetting anything.

Entrance Test

A practice test is located on the TTCC website. Be sure that you can work all the math problems. You will see similar ones on the entrance test. The entrance test, pre-algebra and reading, is offered every month throughout the year. Take it early. The test will be scored immediately. If you fail this test, you may retest one time; however, your name will appear on the waiting list after those who passed the test on the first try. Applicants should take the entrance test at TTCC unless they have passing test scores no older than September 1, 2009.

The entrance test will be given on the computer and will be scored immediately. Applicants failing the test may retest one time to be considered for the September class. However, their names will be moved on the waiting list to appear after those who passed the test on the first attempt. Those failing the test more than once will not be considered for the upcoming TTCC class.

Registration

Starts Wednesday, June 1 at 8am

Ends Friday, June 10 at 3pm

TTCC is normally open from 7am to 9pm Monday through Thursday and 7am to 4pm on Friday.

Applicant's name will appear on the **Waiting List** when the following are completed and submitted at the same time as an Application Packet:

1. Pay test fee at the time you register for the test (non-refundable, non-transferable) for the entrance test. This means that if you do not take the test on your scheduled date, you lose the money. You may reapply for another time slot, but you will have to pay an additional fee; OR submit copy of current scores if you have already taken the test **AND**

2. Submit completed Health Occupations Application **AND**

3. Submit high school or GED transcript (not diploma) **AND**

4. Submit three (3) letters of recommendations using TTCC forms

The above should be brought to TTCC by the applicant. A photo will be taken at that time. Absolutely no documents will be accepted before 8am on June 1 or after 3pm on June 10.

Applicants who pass the entrance test will be instructed to attend the mandatory General Information Session (GIS). Failure to attend removes the name from the active list. The financial aid counselor and nursing coordinator will make presentations.

Applicants are not to assume that they are in the class until they receive a letter from TTCC advising that there is a place for them in the class. These letters will be mailed according to the published schedule. Applicants must respond by the deadline. If they do not, their name will be removed from the active list. The official Waiting List will be posted on the website, www.ttcc.edu, by PIN. All other documentation must be submitted by the deadline. Failure to meet any deadline will remove the applicant's name from the waiting list.