Applying to a selective admission program

Practical Nursing Programs



Overview of applying for a selective admission program

- Apply for general admission to BCTC
- Attend the pre-admission conference for your desired program
- Create a Selective Admission System (SAS) account
- Print the program checklist from the SAS account
- Submit your complete packet by the program deadline
- Wait until your acceptance decision is updated in SAS



Applying for general admission

- General admission and selective admission are completely separate processes
- If you are not a current BCTC student, or will not be continuously enrolled for all semesters before your desired program begins, you will need to submit a new application.
- If you are a current student with another KCTCS school you will need to submit a home campus change from your student self-service.



Attend a Pre-Admission Conference

- The pre-admission conference is an annual requirement
- You must turn in the pre-admission conference form as a part of your complete packet
- If you intend to apply for more than one selective admission program, you
 must attend a conference for each program
 - Note: You are only permitted to apply to a maximum of two selective admission programs per admission year



Selective Admission System account

- Create your SAS account at: https://legacy.bluegrass.kctcs.edu/forms/sas/login.php
- Use an email address that you check frequently. We <u>highly</u> suggest using your KCTCS email address.
- *PLEASE NOTE* Do not create a new account if you have already created one.
 Creation of a duplicate account can cause you to not receive notifications.



SAS Account Cont.

- All information regarding your admission to the program will be communicated through SAS. You can find out the following:
 - Required Documents(Program Checklist)
 - File status
 - Acceptance/Alternate status
 - Information for incoming students
- Keep all personal information updated in SAS to ensure that you receive correspondence regarding your file
- Ensure that the automated emails do not go to your "junk" or "spam"



Print the program checklist

Program Information & Interests

Take a look at the program checklists for each program below. Express your interests in a program by clicking on the checkbox next to each name. *This does not solidify your application in the program*. This information will be stored in your account and may be used by the program coordinator to gauge interest in their program for a specific application year. You may add and remove yourself at anytime.



Associates Degree Nursing (RN) - Cooper Campus

- · Admission Information
- Check List (PDF)
- · Primary Location: Cooper Campus
- Deadline: February 15, 2013 for the Fall 2013 semester.
- · Are you interested? Interested



🚶 Dental Hygiene - Copper Campus

- · Admission Information
- Check List (PDF)
- · Primary Location: Cooper Campus

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Checklists"

 Use your checklist to ensure that you have turned in all required documents

Found under "Program Info &

- Do not include documents in your packet that are not listed on your checklist
- If you are applying to two programs, you may turn in one packet with both checklists included



Program Checklist

- Fill out your checklist in its entirety
- Ensure that you select which campus you wish to apply for
- Student ID# : PeopleSoft number/Student ID
- SS# : Social Security Number
- Please ensure that you print the correct checklist.

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College. Please submit a comp envelope. The Building, Coop	your interest in a selective adm e read through this document : lete packet of all document sli application envelope is to be t er Campus or the OneStop Stu 8 for consideration for Spring	nd mark all boxes that ar ed below and place then rned in to the Office of lent Service Center on Le	e applicable. Studen n in the large applicat Admissions, room 201 estown Campus by
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Submit your complete packet by the deadline

Applying to a selective program requires that you compile a packet of required documents

Practical Nursing:

- Practical Nursing Checklist
- Official National League for Nursing (NLN) PAX-PN Exam Scores
- The pre-admission conference attendance form



Document requirements

- No copies of any documents will be accepted as "official".
- Documents should all be turned in with your packet. Documents sent individually to the Office of Admissions will not be accepted for your Selective Admission packet.



Document requirements cont.

For NLN Scores to be considered official:

- Tests taken at BCTC's testing center must be stamped with a seal
- Outside testing centers must provide official copies by stamping or sealing their results or providing the results in a sealed institution envelope
- Order a "duplicate score report" from the NLN website. When they
 email you the report, print the email from NLN and the score report
 to include with your packet.

New rule change: You may take the NLN exam once every three months



Submission information

Program Deadline:

Spring: October 1 (Leestown Only)

Fall: March 1

Submitting Packets:

- May submit packet at any BCTC campus
- Mailed documents must be postmarked by deadline and mailed to:

Bluegrass Community & Technical College
Selective Admissions
Oswald Building 203
470 Cooper Drive
Lexington, KY 40506



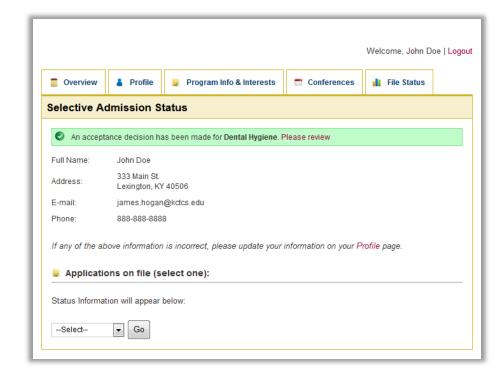
Acceptance Decision

- It can take a <u>minimum of 10 business days</u> for your SAS account to be updated with your application information
- You will receive an email once your application has been entered.
 Additional documents are not accepted after the deadline to complete the application.
- Program acceptance decisions are made and updated in SAS the <u>first week</u>
 <u>of April for fall and November for spring</u>. Advanced Standing acceptance
 decisions vary. Your SAS account will be updated when decisions are
 finalized.
- You will have <u>two weeks</u> to electronically accept your spot in the program or your alternate position through your SAS account. After two weeks, your position will be filled by another student.



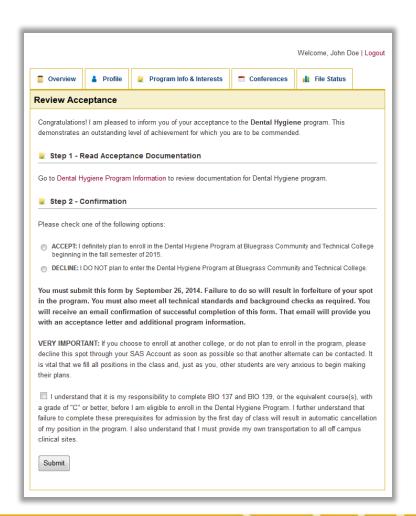
Acceptance decision cont.

- You will receive an automated email once acceptance decisions are made
- Login to your SAS account and click "File Status" tab
- Click "Please Review"





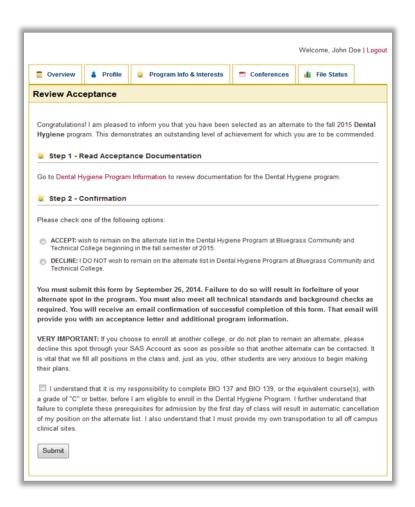
Acceptance Decision Cont.



- Read all information thoroughly
- Follow the instructions listed to either <u>accept</u> or <u>deny</u> your position
- If you deny your position, that decision is permanent
- If you <u>accept</u> your position, you may visit the same screen to deny the position



Acceptance decision-alternate



- If you are offered an alternate position, you will need to accept or deny your position
- If an alternate position becomes available, you will receive an automated email. Log back into your SAS account to accept the position in the program
- Please do not email Admissions to ask about alternate standing.
- Alternate positions may be filled through the first week of class



Frequently Asked Questions

- I was not admitted to the program, can I pick up my packet?
 - Selective admissions packets are only maintained through October 1st of the application year. If you were not accepted, you may visit OB 119 and pick up your packet with a photo ID before this date.
- What is my alternate number now?
 - Your alternate number never changes. If your alternate position becomes available, you will receive an email to check your SAS account.
- Is my packet received and/or complete?
 - It can take a minimum of 10 business days for your account to be updated once your packet is turned in. If you mail it or turn it in on an extended campus, this may increase processing time. Once your packet is processed, you will receive an automated email to check your SAS. You may login to see if your file is complete or incomplete.



Frequently Asked Questions

- I cannot register for my classes because my program isn't updated. Why?
 - If you were admitted to the program, but have not completed your general admission, your program/major cannot be updated. You will not be able to register until you are admitted to BCTC & your major is updated.
- I am admitted, now what?
 - If you were accepted to the program, ensure that you accept your position through SAS. The program coordinator will contact you concerning information about required paperwork, orientations, etc.
- Is _____ (fill in the blank) required for selective admission?
 - The only documents that are required to apply to a selective admission program are the items listed on the checklist. Without all documents, your application will be incomplete.



Frequently Asked Questions

- What are my chances of getting into the program?
 - There is no way for us to estimate your odds of getting into the program. Each year, the caliber of applicant pool changes. Reference your program's ranking criteria to see how you may rank, if available.
- What is the minimum GPA to apply?
 - A cumulative GPA of all completed college coursework of 2.0



Selective Admission Contact

For questions regarding Selective Admissions requirements or discrepancies in your SAS account, you may email:

Melissa Terry

Melissa.terry@kctcs.edu



Questions?

