

BTC Nursing Admissions:

First-Year Applicants to the Annual Program List (APL-N)

Nursing Program Admissions Policy is located in the Nursing Program Student Handbook.

Application Packet Contents

- First Year Nursing Program Application form
- ATI TEAS Official Transcript *copy* (Official Transcript sent electronically to BTC by ATI)
- Unofficial transcripts (BTC and/or non-BTC) and copy of completed Transcript Evaluation Request form (if applicable) documenting all required foundational courses. ***Transcript Evaluation process must be complete before submission of packet.***
- **Approved** Healthcare Experience Verification Form (copy). Attachments to this form should include proof of certification, training or explanation of “Other Experience”.

Annual Program List-Nursing (APL-N) Definition

- The Annual Program List-Nursing (APL-N) is a first come first served waitlist for qualified applicants to the Nursing Program that opens and closes within one academic year. The APL-N will continue to accept complete applications until it closes on the first day of Spring quarter. Once the APL-N closes, the waitlist will be cleared and the applicants not selected for that academic year will need to reapply once the next academic year’s APL-N opens. Application materials will not be retained past the academic year applied for, with the exception of official transcripts (academic and ATI TEAS).

Application Window

- Application Window will open Wednesday July 25th, 2018 at 4:00 pm. No application packets will be accepted before this date and time. No in-person application packets will be accepted before this date and time. Mailed application packets must be postmarked no earlier than one week before the Application Window opens, Wednesday July 18th, 2018.
- Applications will be accepted until the first day of Spring quarter of the same academic year. The Application Window will close at this time.

Prior Evaluation of Healthcare Experience and Transcripts

- Applicants must submit completed Healthcare Experience Verification Form and any accompanying documentation for Nursing Program review prior to submission of application packet. The completed form and any attachments can be emailed to nursing@btc.edu or brought to a [Nursing Information Session](#) or put in the drop box outside Haskell Center, Room 206. Program dean, faculty, and/or staff will review and either approve or deny the healthcare experience. Applicants will be notified by email and a copy of their reviewed form will be included. This copy of the approved Healthcare Experience Verification form must be included with their application packet.
- Applicants must submit an Transcript Evaluation Request form, order/have sent all official transcripts and have transcript evaluation complete prior to submission of application packet. [See the BTC website for details](#). Applicants are still required to submit copies of unofficial transcripts showing all foundational courses and completed Transcript Evaluation Request form with their application packet.

Application Window Opening Day

- ***Applicants or their surrogates may begin lining up to submit their packets in-person no earlier than 6:00 am the morning of the Application Window Opening Day, July 25th, 2018.*** No applicants

or surrogates may be on campus before 6:00 am as normal BTC campus operating hours are 7:00 am to 10:00 pm.

- Per WAC 495B-140-040 (19) “There shall be no overnight camping on college facilities or grounds, including off-campus facilities owned or leased by the college. Camping is defined to include sleeping outside, sleeping in vehicles, carrying on cooking activities, or storing personal belongings for personal habitation, or the erection of tents or other shelters or structures used for purposes of personal habitation.”
- Applicants or their surrogates waiting in line to submit their application packets in-person are expected to act professionally and abide by established line-waiting etiquette. In the event that behavioral issues arise, BTC reserves the right to close the line at any time.
- ***Any applicants or their surrogates who are found to be on the BTC campus when the campus is closed (10:00 pm- 6:00 am Application Window Opening Day) will have their application packets invalidated for one (1) year.***
- The Nursing Program will indicate the location of the “start of the line” with a sign on the Application Window Opening Day and may publish a general location for the “start of the line” on the BTC website beforehand.
- For the Application Window Opening Day, Admissions staff will set up a table in the cafeteria (G Building) for students to submit packets in-person. Once the Opening Day line of applicants is gone, in-person packets will be accepted at the Admissions & Student Resource Center front desk during normal business hours for the duration of the Application Window.

Receiving Packets

- Application Packets will only be accepted in-person or mail.
- No Application Packets will be accepted by email or fax.
- Application Packets will only be accepted by Admissions staff. No packets may be accepted by Nursing Program faculty/staff. In the event a packet is inadvertently delivered to the Nursing Program it will be forwarded to Admissions and only then will it be stamped as “received”.
- Each packet will be date & time stamped when it is received by Admissions staff. In-person packets will be date/time stamped upon receipt by an Admissions staff person. Packets submitted by mail will be date/time stamped by Admissions staff upon arrival in the BTC Admissions & Student Resource Center and not upon arrival at BTC Central Receiving.
- **Applicants or their surrogates can only submit one Application Packet per Application Window, either in-person or by mail. No duplicate application packets will be accepted.** If an applicant submits a packet by mail **and** in-person, both packets will be invalidated for one (1) year and the applicant will need to reapply during the next Application Window.
- Applicants will receive confirmation of the receipt of their packet. In-person submissions will receive a paper receipt with the date/time stamp at the time of submission. Packets received by mail will get a reply by mail with the date/time stamp information.
- In-person application packets will be given priority over packets received by mail but 10% of seats (2 seats) in each cohort will be reserved for packets submitted by mail.
- Application packets submitted by mail and postmarked between July 18th and July 25th will be sorted on to the In-Process APL-N by lottery.
- The lottery for the mailed in packets will happen one week from the Application Window Opening Day. Packets not received by this date will not be included in the lottery and will be placed on the In-Process APL-N according to the date/time stamp.

Placement on the APL-N

- All packets received within the Application Window will be placed on the “In-Process APL-N” list in the order of date/time received by Admissions staff or through the lottery process (described above) and assigned a number.
- Once the information from a submitted packet is placed in order on the In-Process-APL-N the process for determination of complete/incomplete will begin.
- Each packet will be reviewed by two or more people and at least one of these persons will be a Nursing Program faculty, staff and/or Associate Dean. All transcript evaluations will be completed by the Admissions Specialist & Transcript Evaluator.
- The APL-N will be managed by the Admissions Specialist & Transcript Evaluator and the BTC Admissions office. Nursing Program faculty and/or staff, including the Nursing Student Navigator will not participate in the maintenance of the APL-N.
- All **COMPLETE** packets from the In-Process APL-N will be sorted on to the APL-N by assigned number from the In-Process APL-N.
- Incomplete packets will not be placed on the APL-N.
- Applicants will be notified by emailed of the offer of a seat starting with those in the Fall cohort after the second week in August.

If you have questions please join us for a Nursing Information Session!

[Click here for dates and to register.](#)