



Allied Health Department of Sciences Nursing Program Application Checklist (**for applicant use only**)

Step 1	MINERAL AREA COLLEGE (MAC) APPLICATION FOR ADMISSION ● Complete the online application for admission to MAC https://mineralarea.edu/future-students/how-to-apply/ ○ <u>New student application:</u> This also includes dual credit students that graduated high school and now want to attend MAC. Even though college classes were taken in high school, a new student application is still required ○ <u>Returning student application:</u> Who have not attended classes for at least one semester Acceptance to Mineral Area College does NOT guarantee admission into the nursing program
Step 2	OFFICIAL TRANSCRIPTS ● In order to have transfer credit evaluated, students must request official transcripts from previous institutions to be sent to the MAC Admissions department for review ● Official copies of: ○ High school transcripts ■ High school seniors can be provisionally accepted based on a seventh semester transcript. A final transcript should be requested after graduation ■ A final transcript should show grades, GPA (if available), and date of graduation ■ Official high school transcripts can be sent from the high school to MAC via email: Admissions Office: admissions@mineralarea.edu ○ Home school proof of completion ■ A final transcript should show semester grades and date of graduation ○ GED/HiSET scores

	■ GED/HiSET graduates should request their official GED/HiSET transcript to be sent to MAC Admissions through https://diplomasender.com ○ Non-MAC college transcripts (also includes LPN colleges/universities) ■ Students must contact each institution and have their transcript(s) sent to MAC Admissions electronically through the National Student Clearinghouse Exchange or Parchment. Each respective institution may also mail the transcript(s) Official transcripts from previous institutions must be on file before the student is eligible to register for classes or to qualify for federal financial aid. Transcripts should arrive unopened to be considered official. The transcript must be in a sealed envelope from the respective high school, college, or university. Transcripts should be mailed directly from the respective institution to: Mineral Area College Office of Admissions PO Box 1000 Park Hills, MO 63601
Step 3	ENTRANCE EXAM REQUIREMENT – TEAS TEST ● The ATI TEAS, or Test of Essential Academic Skills, is a standardized test designed specifically to assess a student’s preparedness for entering the health science fields ● Questions are designed to test the basic academic skills you will need to perform successfully in the areas of: Reading, Math, Science, and English and Language Usage ● 58.7 is the minimum required composite score for the TEAS test ● If you score below 58.7%, you will need to remediate. Students must wait at least 14 days between ATI TEAS assessments ● Mineral Area College Allied Health(AH) (MAC AH) will NOT accept test scores taken before the end of the 14-day waiting period, regardless of the score obtained or location taken ● MAC AH will accept the first 4 composite scores obtained within the 12 months of April 1-March 31. A 5th and subsequent scores will be null and void related to MAC Nursing program selection ● ATI scores are valid for two (2) years prior to the application due date the applicant is applying for ● If you need to retake the TEAS test, you have to retake all sections ● The entrance exam may be completed at the MAC testing Center, other approved locations, or online via the ATI proctored website (TEAS test does cost) ● Students can retake the ATI TEAS exam once every 14 days. A focused review will be available in your ATI account

Step 4	MINIMUM GPA REQUIREMENTS/PREREQUISITE COURSE Please see brochures for more information: • PN Program: PN Program Brochure ◦ https://mineralarea.edu/media/5679/2026-2027-pn-brochure-final.pdf • ADN Program: ADN Program Brochure ◦ https://www.mineralarea.edu/media/5680/2026-2027-adn-f-brochure-final.pdf • AP Program: Advanced Placement Brochure ◦ https://mineralarea.edu/media/5681/2026-2027-adn-s-ap-brochure-final.pdf
Step 5	NURSING PROGRAM APPLICATION SUBMISSION • <u>It is the applicant's responsibility to ensure the application process has been completed and that all application materials have been received</u> • Applicants must meet minimum application requirements ◦ Admission to the nursing program is highly competitive ◦ <u><i>We cannot guarantee admission to all applicants who meet minimum requirements</i></u> • Nursing application and all required materials MUST be completed and submitted by the application deadline (no applications will be accepted after the deadline) • If you do not achieve the required minimum composite score for TEAS, your application will not be accepted • The Nursing Application for Admission may be found on the MAC website at: https://www.mineralarea.edu/nursing <u>Application materials may be submitted in one of the following manners:</u> • In person: Allied Health Office, office #1314 • Email: email a pdf of all documents to the Allied Health Office at: Jessica Harper, jharper@mineralarea.edu • Questions: please call the Allied Health Office at: 573-518-2172

Step 6

MEET WITH YOUR ALLIED HEALTH NAVIGATOR

- Meeting with your Allied Health Navigator to review program requirements to make sure you have completed all steps will help ensure you are on the right track for applying to the program(s)
- Please do not assume that a course will transfer from another college; please utilize the transfer crosswalk to determine what class or classes from other colleges will transfer here to MAC
 - <https://www.mineralarea.edu/current-students/registrationregistrar/>
 - The transfer crosswalk is a beneficial tool to use
- Call or click on the link below to schedule an advising appointment with your Navigator: in person, virtual (zoom), and/or phone appointments are available:
 - **Allied Health Navigator:** Savannah Medlin (Office #1314B)
 - **Phone:** (573) 518-2258
 - **Email:** smedlin@mineralarea.edu
 - [Click here to schedule an appointment!](#) OR scan the QR code below:



Application checklist is for student use only, and **DOES NOT need to be turned in

**All requirements must be met and submitted by application deadline

What's next?

- If all prerequisites meet the required criteria, the applicant will be contacted to schedule a nursing interview
 - Please see the selection criteria in the current nursing brochure
- **If selected** for the program, acceptance letters will be sent out at the beginning of June to the students' **MAC email address**
- **If selected**; you will be required to attend the mandatory nursing orientation
 - Orientation date will be listed in your selection letter