

## I. GENERAL

### 1. When can I apply?

- Applications for all Health Careers programs that have prerequisite courses and start in fall will be accepted April 1-15 each year. *Your final prerequisite(s) must be completed by the end of the current winter semester to be eligible to apply April 1-15.*
- **Basic EMT Students:** Applications are accepted year-round since there are no prerequisite courses.
- Applications for the winter (January) Nursing program will be accepted during the last two weeks of September each year. *Your final prerequisite(s) for winter admission must be completed by the end of the first 8 weeks of the fall semester of the current year.*

### 2. Where do I get an application for a (non-Nursing) Health Careers program?

#### How about for Nursing?

- You can obtain a Health Careers Application packet for Dental Hygiene, Respiratory Care, Basic EMT, Paramedic and Medical Assistant Technology at [www.kvcc.edu/programs/health/](http://www.kvcc.edu/programs/health/). Applications can also be found in the Health Careers wall rack located in the main hallway near the Deans' Office, Room 7516.
- Nursing applications are available February 1st – April 15th (for fall entry) and August 1st – September 30th (for winter entry) in the wall rack outside the Nursing Admissions Office, Room 7426. Applications for the Nursing programs will also be available online at [www.kvcc.edu/academics/nursing/](http://www.kvcc.edu/academics/nursing/) during those times.

### 3. Do I need to have all of my prerequisites completed to apply?

- Students may apply in April as long as *their final prerequisite(s) will be completed by the end of the current winter semester with a minimum grade of 2.0*. Applications will be ranked by overall GPA in May when winter semester grades are available. **\*\*Transfer students: it's extremely important to ensure all final transcripts have arrived within two weeks of completion of classes in April!**
- Nursing applicants applying for winter admission must have prerequisites completed by the first 8 weeks of the fall semester of the current year.

### 4. Do the Immunization & Physical Exam forms have to be completed to apply?

- **The Immunization Form MUST be thoroughly completed** at the time of application, but the general health physical, TB test and Flu immunization can wait until after acceptance into the program since these three items are only valid for one calendar year. **\*\*Basic EMT students must still have ALL items completed when applying.**

### 5. Where do I go to complete the Immunization & Physical Exam forms?

- You may go to a physician or clinic of your choice to have the forms completed. The general health physical must be completed by a physician, nurse practitioner, or physician assistant and can wait until after acceptance into the program. If you are currently enrolled in classes at KVCC you may use the Sindecuse Health Center on WMU's campus (269-387-3287). The Kalamazoo County Health Department (269-373-5203) is also a good resource for completing some of the items at a lower cost. Your personal immunization records can be used to meet some of the requirements as well. *This can be a costly and time consuming process – plan ahead!*

## 6. Where do I submit my application materials once I've completed them?

- **Basic EMT Students:** You may submit your completed application materials in person to the Health Careers Admissions Office (Room 7504) or to the Information Desk by the Faculty Offices. Your documents may also be faxed to (269) 488-4458 ("ATTN: Health Careers"), or scanned and emailed to [healthcareers@kvcc.edu](mailto:healthcareers@kvcc.edu).
- **All Other Health Careers Programs Including Nursing:** Applicants should submit their completed materials to the Information Desk by the Faculty Offices during the appropriate application period so they can receive a time and date stamped receipt. All early applications will be returned. Late Nursing applications will also be returned. Applications received after April 15th for Dental Hygiene, Respiratory Care, Paramedic and Medical Assistant Technology could potentially be considered if there is still space available in the chosen program.

## II. COMPETITIVE ADMISSIONS:

### 1. What is a "competitive admissions" process?

- Completed applications will be ranked by overall GPA (from KVCC if available as well as any applicable transfer institutions). The applicant with the highest overall GPA will be offered the first seat in the program, the applicant with the 2nd highest overall GPA will be offered the 2nd seat in the program and so on until all seats are filled.
- **Basic EMT Students:** Applications will continue to be accepted on a first come, first served basis as before.
- Applications for fall admissions will be ranked by overall GPA in May when winter semester grades are available. **\*\*Transfer students:** it's extremely important to ensure that all final transcripts have arrived within two weeks of completion of classes in April!
- Applications for winter admissions (Nursing) will be ranked by overall GPA in November when first 8 week grades for fall are available. **\*\*Transfer students:** it's extremely important to ensure that all final transcripts have arrived within two weeks of completion of classes in October!

### 2. How is my overall GPA calculated?

- It is a simple formula that multiplies each course's credit hour value by the grade earned to award quality points. The total quality points awarded is then divided by the number of credit hours attempted to arrive at the GPA:

$$\text{Credit Hours} \times \text{Grade} = \text{Quality Points. Total Quality Points} / \text{Total Credits Attempted} = \text{GPA}$$

### 3. I have taken courses at another college that I'm thinking about using to meet prerequisites and/or program required courses for my program. My overall GPA from that institution is different than my overall KVCC GPA. What should I do?

- It will be your decision. If you use a transfer course (or set of courses) to meet a prerequisite and/or general education course that's required as part of your program, the overall GPA from the transferring institution(s) will be used in determining your acceptance into the program. If the GPA from the transferring institution(s) is lower, it will lower your overall ranking. If your GPA from the transferring institution(s) is higher, it will enhance your ranking. **This decision needs to be made at the time of general admission to KVCC.**

### 4. My KVCC GPA is lower than I would like it to be. What should I do?

- The college has a formal process for grade forgiveness. This process takes into consideration serious health issues or other life circumstances that often interfere with college performance. You can contact the Admissions, Registration & Records Office (269-488-4281 or Room 9140) for more information on how to complete a grade appeal if this situation applies to you.
- You can retake classes. Generally speaking, retaking a class will result in you earning a higher grade. In this case, the lower grade can be dropped from the calculation of your overall GPA. There are some restrictions and, if you have multiple retakes of the same course, some additional fees may apply. See an academic counselor for details (269-488-4123 or Room 9300). There is no longer a restriction on how many times a student can repeat a prerequisite course for a Health Careers program.

### 5. My KVCC grade point average is beneath a 2.0 but my transfer GPA is higher. May I apply?

- Unfortunately, no. Your KVCC GPA (if you have ever taken classes here) must be at least a 2.0 in order to apply to a Health Careers program. (Please also see question #4 in this section).

## 6. My KVCC GPA is above a 2.0 but my transfer GPA is lower. May I apply?

- You may apply, but keep in mind that *all prerequisite courses must have been completed with a minimum grade of 2.0* and your transfer GPA will be used in determining your acceptance if you are using a transfer course (or set of courses) to meet a prerequisite and/or general education course that's required as part of your program. Having a lower transfer GPA may decrease the likelihood of being offered a seat (see question #3 in this section).

## III. ONCE I HAVE BEEN ACCEPTED:

### 1. When, where and how much does it cost to do my Live Scan fingerprinting (criminal background check)?

- The Live Scan fingerprinting is done on campus AFTER you have been accepted into your program.  
**The Live Scan must be completed before you begin the program.**
- The cost is \$60 on campus in the Public Safety Office (Room 5120). After acceptance into your program, Live Scan appointments can be made by calling 269-488-4131. The Live Scan may also be completed at the Kalamazoo Township Police Department for approximately \$65.
- Check the Live Scan information sheet that will be provided to you upon acceptance for more details.  
**You will need to complete the included Live Scan form and bring it with you to your appointment.**
- Live Scan results are only valid for one calendar year.

### 2. When, where and how much does it cost to do the drug testing?

- **The drug testing is done here on campus.** The dates, times and locations will be announced. Each program has a different schedule for requiring drug testing. The drug test is done AFTER you've been accepted into your program.
- The on-campus drug test is a simple saliva swab and is intended to save you as much time and money as possible. The cost is \$25 - cash only. If you choose not to complete the required drug test during one of the scheduled sessions, it is your responsibility to obtain a list of approved off-campus sites. **Please be aware that an off-campus drug screening will be a urine test, and will be significantly more expensive.** You will also need to make sure that the drug test you have done elsewhere matches the 10-panel test done on campus.  
**\*\*PLEASE DO NOT** complete the drug testing at another site unless you have missed the on-campus dates.

### 3. When can I register?

- When you are accepted into a program, you will be given permission to register for your classes each semester. You can ONLY register for Health Careers program courses after having been officially accepted into your chosen program.