INTENT to ENROLL (PETITION CHECKLIST)

Circle the Northwood Tech campus location you will attend the Associate Degree Nursing Program

Ashland   **New Richmond**   **Rice Lake**   **Superior**

Print Name: _____   **Student ID:** _____

When Step 2 requirements are completed, you are eligible to petition for admission into the core ADN courses. Your petition packet should include this form, completed, and evidence of completion of all other requirements listed below. Please submit all documents *at one time* to the Admissions office of the campus you plan to attend.

Fall semester admission packets accepted **Feb 15-22**   **Spring semester admission** packets accepted **Sept 20-27**
All campuses admit to the Fall semester. New Richmond, Rice Lake, and Superior admit to the Spring semester.

Required	Documents Verifying Completion	Check completed
Accuplacer Next Gen or acceptable entrance assessment scores have been met	Copy of *Accuplacer Next Gen* scores, or other acceptable proof of scores OR proof of an associate degree or higher	
Complete Nursing Assistant course with a 2.0 or higher	Unofficial Northwood Tech transcript available from student portal OR copy of CNA card OR state nurse aide registry OR documentation of a completed course.	
Complete 1 credit of college Chemistry *or* 1 credit of high school Chemistry with a 2.0 or higher	*If Chemistry taken at a college level,* unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college. *If taken at high school level not necessary to resubmit high school transcript.*	
Functional Abilities *Disclosure* reviewed and signed	Submit signed Functional Abilities *Disclosure*	
Caregiver Background Check *Disclosure* reviewed and signed	Submit signed Caregiver Background Check *Disclosure*	
High school diploma or GED/HSED certificate with official confer date.	Official HS transcript with confer date or GED/HSED certificate. If you have previously provided this official documentation to Northwood Tech you do NOT need to provide it again, we will have it on file.	
Priority		
10806177 General Anatomy & Physiology completed with 2.0 or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10806179 Advanced Anatomy & Physiology completed with 2.0 or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10809188 Developmental Psychology completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10801136 English Composition 1 completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10806197 Microbiology completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10801196 or 10801198 Oral/Interpersonal Communication or Speech 3 hours per week, 3 credits completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10809198 Introduction to Psychology completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
10809196 Introduction to Sociology completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	
5 credits of associate degree (10-level) elective credits completed with C or higher	Unofficial Northwood Tech transcript available from student portal or the Official college transcript if completed at another college	

OVER   REV 2-2021kd

Please read and initial the following statements verifying that you understand the statement:

_____ I will be notified by a letter within 30 days of the application deadline if I have or have not been accepted into the core nursing program. **I will not call or email to inquire about my selection status.**

_____ If I am selected and choose _not_ to begin the core nursing courses, my petition into the core nursing program will be voided. I **MUST** re-petition to be considered for entry into the core nursing program again.

_____ I will need to have an **acceptable** caregiver background check to start the core nursing courses.

_____ I must participate in the **mandatory nursing orientation** _if I am accepted into the core nursing program_. I will receive a letter notifying me of the date and time of the orientation. I understand that if I do not participate in the _mandatory_ nursing orientation, I will not be allowed to begin the core nursing program, even though I have been accepted.

Student Signature: _____ _Initials:_ _____ _Date:_ _____

We recommend that you make a copy of your packet prior to submitting it to Northwood Tech.

No more than thirty (30) days after the Intent to Enroll deadline has passed, you will receive a letter indicating whether or not you have been selected for the upcoming semester for core ADN courses. Students not selected may pick up their petition packet at the campus Student Affairs office. After one month, all packets will be destroyed.

Submit your packet for Priority Petition for Admission to the ADN Program to the campus you will attend:

Ashland	New Richmond	Rice Lake	Superior
ADN Admissions Northwood Tech 2100 Beaser Ave. Ashland, WI 54806	ADN Admissions Northwood Tech 1019 Knowles Ave. New Richmond, WI 54017	ADN Admissions Northwood Tech 1900 College Drive Rice Lake, WI 54868	ADN Admissions Northwood Tech 600 N 21st St. Superior, WI 54880