

# 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 *highly* 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

- Found under “Program Info & Checklists”
- Use your checklist to ensure that you have turned in all required documents
- 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.

## Practical Nursing (LPN) Application Checklist

Thank you for your interest in a selective admission program at Bluegrass Community and Technical College. Please read through this document and mark all boxes that are applicable. Students must submit a complete packet of all documents listed below and place them in the large application envelope. The application envelope is to be turned in to the Office of Admissions, room 200 Oswald Building, Cooper Campus or the OneStop Student Service Center on Leestown Campus by October 1, 2018 for consideration for Spring 2019 or by March 1, 2019 for consideration for Fall 2019.

Please indicate the LPN program location to which you are applying (choose one):  Leestown Campus  Danville Campus

**All of the below documents are to be submitted in this packet:**

- Official High School Transcript/GED Scores
- Official College transcripts from every college attended (except KCTCS schools)
- National League for Nursing (NLN) PAX-PN Exam scores
- Pre-admission conference attendance form (must be from current academic year)

By signing this form, I agree that I have submitted all of the documents necessary to complete my file for the practical nursing program. I understand that if I have not submitted a complete packet that I will not be processed nor considered for the program.

Applicant Name (Please Print) \_\_\_\_\_ Applicant Signature \_\_\_\_\_  
 Student ID or SS # \_\_\_\_\_ Previous name(s): \_\_\_\_\_  
 Preferred email: \_\_\_\_\_  
 Please list all colleges attended: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



<p>Office Use Only</p> <p>Date Received: _____</p>	<p><b>To Be Completed By Student:</b></p> <p><input type="checkbox"/> I am currently enrolled at BCTC</p> <p><input type="checkbox"/> I am not currently enrolled at BCTC (must submit application to BCTC if not already submitted)</p>
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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 minimum of 10 business days 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 first week of April for fall and November for spring. Advanced Standing acceptance decisions vary. Your SAS account will be updated when decisions are finalized.
- You will have two weeks 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”

Welcome, John Doe | [Logout](#)


[Overview](#) [Profile](#) [Program Info & Interests](#) [Conferences](#) [File Status](#)

### Selective Admission Status

 An acceptance decision has been made for Dental Hygiene. [Please review](#)

Full Name: John Doe  
Address: 333 Main St.  
Lexington, KY 40506  
E-mail: james.hogan@kctcs.edu  
Phone: 888-888-8888

*If any of the above information is incorrect, please update your information on your [Profile](#) page.*

 **Applications on file (select one):**

Status Information will appear below:



# Acceptance Decision Cont.

Welcome, John Doe | Logout

Overview Profile Program Info & Interests Conferences File Status

## Review Acceptance

Congratulations! I am pleased to inform you of your acceptance to the **Dental Hygiene** program. This demonstrates an outstanding level of achievement for which you are to be commended.

### Step 1 - Read Acceptance Documentation

Go to [Dental Hygiene Program Information](#) to review documentation for Dental Hygiene program.

### Step 2 - Confirmation

Please check one of the following options:

ACCEPT: I definitely plan to enroll in the Dental Hygiene Program at Bluegrass Community and Technical College beginning in the fall semester of 2015.

DECLINE: I DO NOT plan to enter the Dental Hygiene Program at Bluegrass Community and Technical College.

**You must submit this form by September 26, 2014. Failure to do so will result in forfeiture of your spot in the program. You must also meet all technical standards and background checks as required. You will receive an email confirmation of successful completion of this form. That email will provide you with an acceptance letter and additional program information.**

**VERY IMPORTANT:** If you choose to enroll at another college, or do not plan to enroll in the program, please decline this spot through your SAS Account as soon as possible so that another alternate can be contacted. It is vital that we fill all positions in the class and, just as you, other students are very anxious to begin making their plans.

I understand that it is my responsibility to complete BIO 137 and BIO 139, or the equivalent course(s), with a grade of "C" or better, before I am eligible to enroll in the Dental Hygiene Program. I further understand that failure to complete these prerequisites for admission by the first day of class will result in automatic cancellation of my position in the program. I also understand that I must provide my own transportation to all off campus clinical sites.

Submit

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



# Acceptance decision-alternate

Welcome, John Doe | [Logout](#)

[Overview](#) [Profile](#) [Program Info & Interests](#) [Conferences](#) [File Status](#)

## Review Acceptance

Congratulations! I am pleased to inform you that you have been selected as an alternate to the fall 2015 Dental Hygiene program. This demonstrates an outstanding level of achievement for which you are to be commended.

**Step 1 - Read Acceptance Documentation**

Go to [Dental Hygiene Program Information](#) to review documentation for the Dental Hygiene program.

**Step 2 - Confirmation**

Please check one of the following options:

ACCEPT: I wish to remain on the alternate list in the Dental Hygiene Program at Bluegrass Community and Technical College beginning in the fall semester of 2015.

DECLINE: I DO NOT wish to remain on the alternate list in Dental Hygiene Program at Bluegrass Community and Technical College.

You must submit this form by **September 26, 2014**. Failure to do so will result in forfeiture of your alternate spot in the program. You must also meet all technical standards and background checks as required. You will receive an email confirmation of successful completion of this form. That email will provide you with an acceptance letter and additional program information.

**VERY IMPORTANT:** If you choose to enroll at another college, or do not plan to remain an alternate, please decline this spot through your SAS Account as soon as possible so that another alternate can be contacted. It is vital that we fill all positions in the class and, just as you, other students are very anxious to begin making their plans.

I understand that it is my responsibility to complete BIO 137 and BIO 139, or the equivalent course(s), with a grade of "C" or better, before I am eligible to enroll in the Dental Hygiene Program. I further understand that failure to complete these prerequisites for admission by the first day of class will result in automatic cancellation of my position on the alternate list. I also understand that I must provide my own transportation to all off campus clinical sites.

- 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 1<sup>st</sup> 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](mailto:Melissa.terry@kctcs.edu)

# Questions?



**BLUEGRASS**  
COMMUNITY  
& TECHNICAL COLLEGE