



Richland Community College

Health Professions

SELECTIVE ADMISSIONS PROCESS

1. Complete the General Admissions Process
 - Visit Student Services in C128 or <http://my.richland.edu> (choose admissions) to complete an Admission Information Form
 - Request and submit High School, GED, and other college transcripts to Student Records
2. Meet with an advisor in Student Services to discuss the selective admission process and program of interest
 - Verify receipt of GED, high school, and/or other college transcripts (may be accessed through myRichland)
 - Determine and complete needed placement testing
 - Determine and complete prerequisites and/or general education courses
 - Verify any transfer credits are properly applied to transcript (may be accessed through myRichland)
3. Go to www.richland.edu/health and review all information and admission requirements of your program of interest by clicking on the program’s link, located on the left side of the screen
4. Once registered for courses, go to <https://people.richland.edu/account/activate> and activate your myRichland student account, student email (zimbra), and Net ID and create a password
5. Access the program’s Pre-Advisement Plan on myRichland
 - Log on to myRichland using the Net ID and password. Students who have not attended Richland in more than a year should use their student ID number as their login and birthday as their password (mmddyy format with no dashes or slashes) until they are registered for courses. Students who have never attended Richland should meet with an advisor
 - Select the “My Student Info” tab and click the “Degree Info” link on the left margin
 - Select the program of interest under “Health Professions Pre-Advisement” heading
6. Submit the online application during the designated application period (see below), if eligible. Students not meeting requirements should continue to work with their advisor to determine needed qualifications.
7. Verify the application status using your student (zimbra) email account.
8. All students receive a letter regarding admission status. Late applications will be accepted during the specified late application period and considered, if space in the program is available

Program	Semester Program Begins	Application Period	Application Deadline	Late Application Period
AD Nursing/ LPN Bridge	Spring	August 1 – October 1	October 1 at 5:00 p.m.	October 2 – December 1
AD Nursing/ LPN Bridge	Fall	February 1 – April 1	April 1 at 5:00 p.m.	April 2 – June 1
Pharmacy Technology*	Fall	January 4- April 1	April 1 at 5:00 p.m.	April 2 – August 1
Practical Nursing	Summer	January 4 – March 1	March 1 at 5:00 p.m.	March 2 – June 1
Radiography	Summer	October 1 – February 1	February 1 at 5:00 p.m.	Not available
Surgical Technology*	Fall	January 4 – March 1	March 1 at 5:00 p.m.	Ongoing until capacity met

*The Pharmacy Technology and Surgical Technology pre-advisement plans will be available on myRichland at a later date. Please refer to the website for admission criteria.

Frequently Asked Questions

I thought Richland had an open admissions policy. Why are these programs selective?

Richland does have an open admissions policy. Some Health Profession Programs are selective due to the number of faculty, the accreditation requirements, and in some cases, a limited number of clinical sites, so there may not be openings for all students who apply.

What is the difference between the Cumulative GPA and the Program GPA?

The Cumulative GPA includes the grades and credits you've earned in all coursework attempted at Richland. The Program GPA is calculated using only the grades and credits you've earned in the general education and core courses applicable to the program-of-interest. Transfer and Richland credits are used in calculating the Program GPA. If a course has been repeated, the most recent grade is used in calculating the Program GPA, in accordance with the college policy. Although some course work can be completed in program, if a student has completed it prior to admission, it is calculated in the program GPA. Each program has specific requirements regarding a minimum Program GPA for admission, progression, and graduation.

How are applicants evaluated for acceptance?

Applicants' evaluation varies depending on the program. Specific information regarding selection criteria is found on the program pages on www.richland.edu/health.

I qualified for the program of my choice, but it was full and I didn't get in. What do I do now?

Applicants who meet or exceed the admissions requirements and are not admitted because of lack of space are placed on an alternate list for admission until the program begins. If an opening becomes available, students on the alternate list will be called based on their placement on the alternate list. The alternate list is ranked by admission score for in-district students and then for out of district students. Contact is made via phone, so it is important that the contact information listed in myRichland is up-to-date. Contact may be made up to and including the day the program begins.

Once the program begins, the alternate list will not roll over. Applicants must reapply by the deadline for the next admission cycle.

What do I do if I do not get accepted into the program of my choice?

If you aren't admitted to the program of your choice, don't give up on your goal! Make an appointment with your academic advisor to assist you in reviewing academic qualification and creating a plan to improve your admission score.

I earned a *D* in a required general education or prerequisite course. Can I apply?

No. A minimum of a *C* is required for all general education and prerequisite and program courses. If the student is currently repeating the course with the *D*, see the following question.

I am enrolled in a prerequisite or general education course this semester. Can I apply for admission?

Yes, students who are enrolled in course work during the semester of the application deadline may apply as long as all other admission criteria are met. Students will be evaluated with other applicants and must successfully complete the coursework by the end of the semester and maintain all admission requirements.

Should I take HLTH 110 CPR before I apply?

No, students don't need CPR to apply. Students do need the Basic Life Support (BLS) Healthcare Provider CPR card before beginning their programs and must maintain a current card while in clinical courses. The training is through the American Heart Association.