

Trinitas School Of Nursing

NURE Course Re- Entry Application for Generic Track Students (NURE 131 and higher)

Important eligibility requirements to apply for Re-entry:

- Students must have a minimum Union County College GPA of 2.5 for re-entry consideration.
- Students with more than two NURE course withdrawals are not eligible for re-entry consideration.
- Please note: If a student withdraws from a NURE course with a failing average, the withdrawal is considered a failure*
- Students who have not been enrolled in a nursing course for **three consecutive semesters** will need to apply for NURE 130 to re-enter the program.
- Students who have two nursing course failures are **not** eligible for re-entry
 - However, students who have two nursing failures and applying to return to the last course in the Generic Track curriculum (NURE 232) or NURE 280/290 (LPN to RN track) may apply for Readmission. The Readmission policy can be found in Trinitas School of Nursing Student Handbook.

Students who have not maintained the published sequence of nursing curriculum courses are required to seek re-entry. Once a student is out of sequence with the NURE courses, there is no guarantee of re-entry back into the course.

The break in sequence may be due to:

- Course withdrawal
- Course failure
- Students who have successfully passed a nursing course, but have chosen not to enroll into the next NURE course

Available re-entry seats are offered in the following order:

1. Students who have withdrawn from a course due to an approved extenuating circumstance (Approval of the Dean is required, along with documentation supporting extenuating circumstance).
2. Out of sequence students, taking the class for the first time, in GPA order.
3. Students applying after course withdrawal, in GPA order. Students must have a passing course average at the time of course withdrawal.
4. Students applying after course failure or a course withdrawal with a failing average, ranked by GPA order*.

Priority re-entry consideration will be given to **qualified students who applied for re-entry in a previous semester but were denied due to the lack of available seats.**

Additional Requirements for Re-entry Consideration

1. **Course Withdrawal due to Approved Extenuating Circumstances** (Approval from Dean prior to course withdrawal)
 - Submit documentation of extenuating circumstance with re-entry application.
 - Submit copy of current unofficial UCC transcript (printed from the Owl's Nest portal) with application.
 - Submit application by published deadline.

2. **Out of Sequence Students** (Students who have not maintained the published sequence of curriculum courses).
 - Submit copy of current unofficial UCC transcript (printed from the Owl's Nest portal) with application.
 - Submit application by published deadline.

3. **Course Withdrawal with a passing course average at the time of course withdrawal.**
 - Submit copy of current unofficial UCC transcript (printed from the Owl's Nest portal) with application.
 - Submit application by published deadline.

All re-entry applications must include:

- Unofficial union County college transcript, with final grades of the previous and/or current semester posted
 - This must be downloaded from Owl Nest through the union County College portal
 - Go to UCC portal, at the menu go and click on the following:
 - Student
 - Then, Academic profile
 - Then, Transcript

Acceptable methods to submit applications

For the Fall semester, applications are due June 1st

For Spring semester, applications are due December 21st (or date of grade posting)

- In person during office hours. Office Hours are 8:30 a.m. – 4:30 p.m. Monday through Friday
 - Applications may be delivered in person to the Trinitas School of Nursing Main Office at
Kellogg Building
40 West Jersey Street 3rd Floor Room 324
Elizabeth, NJ 07202

- Locked drop box submission after hours
 - Applications may be submitted in the locked drop box located in front of the Trinitas School of Nursing Administrative Suite
 - The drop box can only be assessed if Union County College is open
 - Application will only be accepted during applicable time frame.

- By mail
 - Applications can be mailed to:
Trinitas School of Nursing
40 West Jersey Street 3rd Floor
Elizabeth, NJ 07202
 - Applications received by mail before the application submission time frame will not be considered
 - While not required, it is recommended for mailed applications to be sent using a trackable method such as certified mail

Decision Information

All applicants will receive a decision by email to their Union County College Owl email address within three weeks of the close of application window.

- If you do not receive an email within 3 weeks of close of application, please contact the Trinitas School of Nursing office at (908) 659-5203.

Upon Acceptance

All applicants who are invited for re-entry are required to submit the results of a NEW drug screen and criminal background check. All required health documents must be current through the upcoming semester.

- Please review the Registration checklist which can be found at www.trinitasschoolofnursing.org in the program information drop down menu.

Students Applying for Re-Entry with a

Course Failure or Course Withdrawal with a failing average at the time of course withdrawal

- To apply, schedule a meeting with a Trinitas School of Nursing Success Coach by emailing Professor of class you are attempting to re-enter.
 - NURE 131- Professor John Lanier
 - NURE 132 – Dr. Dawn Zimmerman
 - NURE 231- Dr. Cassie Groll or Professor Laura Moskaluk
 - NURE 232 – Professor Terry Bowers
- Prior to the meeting, pick up Green Folder STEPS Program Re-entry information
- At meeting with faculty:
 - Create a student success plan in collaboration with Nursing Success Coach.
 - Attend at least one STEPS to Success student seminars. Seminar schedule is in Canvas community shell and outside of the LSC.
 - Complete ATI assignment per course you are seeking re-entry for. Contact above faculty for ATI assignment.
- In addition to all required documents for Re-entry applications, you must submit all ATI requirements with re-entry application to the Trinitas School of Nursing office staff (Room 324).
 - Course re-entry is contingent on the student completing the re-entry requirements listed in the course re-entry application.
 - **There is no guarantee of a seat for any re-entry applicant.**

Trinitas School of Nursing Re-Entry Application

For NURE 131 and above only

Applicant Information

Last Name _____ First name _____ Middle Initial _____

UCC Email Address _____

UCC Student Identification number _____ Union County College GPA _____

Requesting re-entry to: NURE 131 NURE 132 NURE 231 NURE 232

Reason for re-entry request: _____

Have you previously applied for re-entry? _____

Please indicate which semester(s) you applied for re-entry:

Fall 20 _____

Spring 20 _____

Current GPA: _____ Unofficial UCC transcript attached _____

If withdrawing for extenuating circumstances (requires approval of Dean), attach appropriate documentation _____ (documentation attached)

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this consideration form leads to enrollment, I understand that false or misleading information in this form may result in my dismissal from the Program. I understand acceptance into NURE 130 does not guarantee enrollment into future clinical nursing courses. I understand an incomplete form will not be considered.

Signature

Date

1.12; 8.22.12; 11.19.13; rev. 9.14; 9.10.14; 8.16; 6.14.17; 3.10.18; 5.7.18; 7.30.18, 10.11.18