

**Trinitas School of
Nursing
NURE Course Re- Entry Application for Generic and LPN to RN
Track**

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 Students who have withdrawn from a course due to an approved extenuating circumstance (Approval of the Dean is required, along with documentation supporting extenuating circumstance).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 and students applying after course failure/course withdrawal, ranked in GPA order.

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.
- Students who have not been enrolled in a nursing course for **three consecutive semesters** will need to apply for NURE 130. Students must follow all applications requirements for NURE 130.
- Students who have not been enrolled in a nursing course in the LPN to RN track for more than one year will need to apply to repeat NURE 211 and NURE 212 and follow the curriculum sequence. Students will follow all application requirements for NURE 211 and NURE 212.
- 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.

Requirements for Re-entry Consideration

A. Course withdrawal due to approved extenuating circumstances (Approval from Dean prior to course withdrawal):

- Submit documentation of extenuating circumstance with re-entry application.
- Submit current unofficial UCC transcript from Webservices with application.
- Submit application by published deadline.

B. Out of Sequence Students (students who have not maintained the published sequence of curriculum courses) and **Course Withdrawal/Course Failure:**

- Submit current unofficial UCC transcript from Webservices with application.

C. Meeting with faculty requirement

1. Prior to submitting application, schedule a meeting with a Trinitas School of Nursing Success Coach by emailing professor of class you are attempting to re-enter.
 - a. NURE 131- Professor John Lanier: lanier@ucc.edu
 - b. NURE 132 – Dr. Dawn Zimmerman: zimmerman@ucc.edu
 - c. NURE 231 - Professor Laura Moskaluk: laura.moskaluk@ucc.edu
 - d. NURE 232 – Professor Terry Bowers; bowers@ucc.edu
 - e. All LPN/RN courses:
Professor Kaplan; kaplan@ucc.edu
2. Prior to the meeting, pick up Green Folder STEPS Program Re-entry information
3. At meeting with faculty:
 - a. Create a student success plan in collaboration with Nursing Success Coach.
 - b. You will be advised of STEPS to Success student seminars. Seminar schedule is in Canvas community shell and outside of the LSC. You will be required to attend one seminar upon acceptance for re-entry
 - c. Faculty will provide ATI assignment and review expectations.

D. Complete assigned ATI assignment.

- a. Submit completed ATI assignment in addition to all required documents with Re-entry application by application deadline.
 - 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.**

Due date to submit applications for re-entry:

- **For Fall semester**, if currently enrolled in a NURE course, submit application by **June 1st**.
- **For Fall semester**, *if not* enrolled in a NURE course, submit completed application by **June 1st**.
- **For Spring semester**, if currently enrolled in a NURE course, submit application by **Jan. 8th**
- **For Spring semester**, *if not* currently enrolled in a NURE course, submit application by **Dec. 20th**
- **For NURE 270/260**, submit application by **May 1st**.

Acceptable methods to submit applications:

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 the Kellogg Building.
The School of Nursing office is on the third floor in Room 324, 40 West Jersey St. Elizabeth, NJ 07202
Hours are 8:30 a.m. – 4:30 p.m. Monday through Friday

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 accessed if Union County College is open

By mail:

Applications can be mailed to:
Trinitas School of Nursing
40 West Jersey Street
Elizabeth, NJ 07202

Important Note:

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 by email at kim.hosmer@ucc.edu.

Upon Acceptance

All applicants who are invited for re-entry **MUST** follow the **Re-Entry Pre-Registration Checklist**. All applicants who are invited for re-entry **MUST** follow the requirements outlined on the **Re-Entry Pre-Registration Checklist Explanation**. This .pdf can be found on our web site, www.trinitasschoolofnursing.org, by going to the Program tab, selecting Applications and Documents, clicking on the link appropriate link.

