

Admissions

Admissions Procedure

Students interested in one of the programs that NGNA offers should call or email to schedule an initial appointment to discuss admissions. During the interview, administrative faculty will provide the individual with information regarding their interested field of study through our school's resources. Information will include admissions requirements, tuition for their program of choice, labor statistics, and current market predictions of that field of study. In addition, the student will be provided with a school policy and an overview of what is expected during their course while attending North Georgia Nursing Academy.

Admissions Requirements

Applicants to NGNA must meet the following requirements:

- High school diploma or GED (except for the Nursing Assistant program)
- Possess 2 forms of Identification – one (1) must be a Government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA
- Associate Degree Programs must take the Accuplacer Entrance Examination.
- AEMT Program Applicants Only – entrance in the AEMT portion of the EMS program requires licensure as an EMT or the student has obtained National Registry EMT and has graduated from an approved BEMT program.

Accuplacer Entrance Examination

Students interested in registering for a degree program must first pass the Accuplacer Entrance Examination. North Georgia Nursing Academy test students on three subjects, which include: Arithmetic, Reading Comprehension and Writing.

Subject Minimum Passing Score

- Arithmetic 240
- Reading Comprehension 250
- Writing 240

Students taking this examination have two hours to complete all three subjects. This examination is proctored at the NGNA campus. The cost per attempt is \$25.00. This is scheduled through the Admissions Department.

Readmission Policy

Any student that would like to apply for readmission must follow the guidelines listed below:

If the student was an **official or academic withdrawal**, they must repeat the admission process after a 90-day period.

- Schedule an appointment by calling, email, or via the website.
- Inform NGNA that they are applying for readmission.
- Schedule and attend a readmission committee meeting.

If the student was an **administrative withdrawal**, they must repeat the admission process after a 1-year period.

- Schedule an appointment by calling, email, or via the website.
- Inform NGNA that they are applying for readmission.
- Schedule and attend a readmission committee meeting.

After the readmission committee meeting, the student will be informed of NGNA's decision via email.

If the student is approved for admission, they will need to contact the NGNA Admission Director to complete the admission process. The student will be charged the current tuition rates including the non-refundable application fee of \$100.00.

If the student is entering or reentering an Associate Degree Program they will be required to take or retake the Accuplacer Entrance Exam and obtain a minimum passing score.

NGNA reserves the right to refuse readmission to any student.

Transfer of Credit

North Georgia Nursing Academy will consider comparable academic coursework taken at a qualifying institution as applied credit towards the completion of an Associate Degree program only.

All transfer credit will be evaluated by the Assistant Director(s). In the event of a dispute regarding TOC the applicable program manager will have the final determination.

Only courses that meet the criteria below will be considered for transfer of credit:

- The course was taken at an acceptable accredited institution.
- The course was completed within two (2) years of application to NGNA
- The course was completed with a final grade of C If the previous institution used a "+" or "-" designation, this designation will be dropped, and the primary letter grade will be considered. (e.g., C- will transfer as a C).

If a determination of transferability cannot be determined based on the official or unofficial transcript the student may be required to submit additional course material such as a course catalog or syllabus.

Any coursework being considered for application to the institution's general education requirements must be classified as such at the previous institution (i.e., survey or introductory level).

Courses taken at other institutions may be combined and applied towards NGNA courses but will not be counted more than once in a transfer of credit calculation.

Coursework will only be applied if it is recorded on an "official" transcript. Official transcripts must be presented to the institution either thirty (30) days after enrollment (for courses taken prior to enrollment) or thirty (30) days after the completion of the course (when taken after

enrollment). Credit evaluations may be done on unofficial transcripts for the purposes of tuition calculation and/or program length determination but will not be applied without “official” transcript documentation. Students who do not produce official transcripts to corroborate transfer coursework will be charged the full program tuition amount and must complete all coursework.

Transfer of Credit from one NGNA program to another NGNA program.

Students who wish to transfer from one NGNA program to another will only receive credit for common courses in name and credit/clock hour equivalent shared between each program for which the student has received a passing grade.

Transfer of Credit Procedure

The student or applicant will request a transfer credit evaluation from the Assistant Director(s) and submit an “official” or “unofficial” transcript for review.

The Assistant Director will complete a “transfer of credit worksheet” and submit it to the admissions representative.

Applicants: The admissions representative will recalculate the program tuition, and graduation date on the enrollment agreement (if applicable).

Students: Transfer coursework tuition credit will be applied to the student’s account upon receipt of official transcripts.

The “transfer of credit worksheet” will be maintained in the student’s admissions file.

The student will be required to produce official transcripts within thirty (30) days.

Upon receipt of the official transcripts the Assistant Director will record transfer credits on the student’s transcript.

Students who do not produce official transcripts will complete a new enrollment agreement reflecting the full cost and length of the program.

Photo Release and Social Media Consent

Students of NGNA will be required to have a photo taken for Student Identification purpose.

Upon receipt of a signed Photo Release and Social Media Consent Form, North Georgia Nursing Academy, and its representatives, and/or employees, are granted permission to use and/or publish photographs or videos of students electronically. North Georgia Nursing Academy can edit, alter, copy, exhibit, publish, or distribute the photographs and/or videos for purposes of publicizing their programs or for any other lawful purpose including publicity, illustration, advertising, and Web content.