

General Admission Information

Nebraska Methodist College believes in student achievement of goals, life-long learning, holistic development and the professional preparation of health care providers. Guided by these principles, NMC admission processes seek to select students who exhibit the potential to achieve success within this environment. It is the admission policy of NMC to accept qualified students within the limits of the College's facilities. Nebraska Methodist College admits students of any race, color and national or ethnic origin.

In accordance with its philosophy, NMC strives to see student applicants as holistic, integrated beings. Thus, the application for admission attempts to capture this integration as fully as possible by including multiple perspectives on each student's life strengths, potential barriers and motivation to learn.

All students seeking admission must complete the application for admission and other requested documents before admission can be determined. All materials become the property of the College and are not copied or returned. The College retains the right to request further information, if deemed important, to fully consider a student's application. Admission may be invalidated if granted on the basis of erroneous information submitted or if facts required in the application process are intentionally concealed or omitted. The Admissions Office receives and processes applications, transcripts and other supporting documentation for all certificate and degree programs. Correspondence concerning admission and requests for information may be directed to:

Nebraska Methodist College- The Josie Harper Campus
Admissions Office
720 North 87th Street
Omaha, NE, 68114
(402) 354-7200 or (800) 335-5510
www.methodistcollege.edu
admissions@methodistcollege.edu

Undergraduate Degree Admission Processes

Undergraduate Admission Criteria

Admission to a degree program at NMC is a selective process. Each departmental admission committee reviews applications and selects students for admission to its program. All aspects of a student's record are evaluated in making an admission decision, with an emphasis placed on a student's academic success and potential. All components of the application must be submitted before an application will be reviewed. Final selection of applicants to be admitted shall be made by the College, which reserves the right to deny admission to any applicant for any lawful reason. NMC does not obligate itself to admit all students who meet the minimum admission criteria. Qualified students are admitted in compliance with federal and state non-discrimination laws. In compliance with Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, NMC endeavors to provide qualified students equal access to the College's educational opportunities, facilities, programs and activities.

Applicants are evaluated on the basis of the following criteria:

Minimum cumulative GPA of 2.5 to be considered for admission. ACT composite 20 or above or SAT 950 or above.

- High School Record
- ACT/SAT
- College Record
- Math and science courses will be evaluated

- Program Technical Standards
- Interview (if applicable)

When to Apply

Application for admission should be made several months in advance of an applicant's intended enrollment date. Departmental admission committees review applications each semester and establish application deadlines prior to the review of applications. Application deadlines are available online at www.methodistcollege.edu under the academic programs pages.

Application Process

To be considered for admission to an undergraduate degree program, an applicant must provide and complete all of the following items:

- NMC application.
- \$25 non-refundable application fee.
- A written personal statement.
- An official high school transcript.
- If appropriate, official GED test scores.
- Results of the American College Testing Program examination (ACT) or the Scholastic Aptitude Test (SAT) (required for all applicants within two years of high school graduation).
- Official transcripts from all colleges attended.
- An Admissions Office consultation or campus visit.
- Departmental interview (Physical Therapist Assistant, Medical Assistant, Respiratory Care and Sonography programs only).

Official transcripts must contain evidence of good standing from the last school attended. Home schooled individuals are required to submit a GED equivalent. The State of Nebraska does not issue high school diplomas to exempt students. The Admissions Office serves as facilitator for the admission process. After application review by program admissions committees, applicants are notified of their admission status by letter.

Certificate Admission Processes

Diagnostic Medical Sonography: Advanced Skills Certificate in Vascular Sonography Admissions Process

- NMC application.
- \$25 non-refundable application fee.
- Provide a copy of your current transcripts, diploma, and/or registry certifications.
- All applicants must be ARDMS-registered in one learning concentration OR demonstrate registry candidacy.

Medical Assistant or Phlebotomy Career Certificate

Admission Criteria

- High school diploma or equivalent
- Demonstration of success in science and math courses (from either high school or college)
- Demonstration of good physical health
- Demonstrate good written and verbal communication skills

Note: A medical terminology course is recommended, but not required.

Application Process

To be considered for admission to a certificate program, an applicant must provide and complete all of the following items:

- NMC application.
- \$25 non-refundable application fee.
- Written personal statement.
- Official high school diploma or GED equivalent.
- Official college transcripts from all colleges attended.
- Personal interview with the Admissions Department and/or the Program Director.

An admission committee will review applicants. Students will be notified of their admission by letter.

Nurse Assistant Certificate

Registrations forms will be reviewed and approved on a first come first served basis prior to the start of each class. The registration deadline is one week prior to the first class. Registration and enrollment is coordinated through the office of the Registrar.

Admission Criteria

Eligible applicants must:

- Be in good physical health with the ability to lift 50 lbs.
- Be at least 16 years of age.
- Be able to read, write, speak and understand English.

Application Process

Applicants submit the following information:

- Completed Nurse Assistant program registration form.
- Student Health Service questionnaire.
- Payment of tuition.

International Admission Processes

International applicants should make application several months in advance of the desired date of enrollment to allow sufficient time for review of application and deadlines if applicable per program. International applicants also have responsibilities before entering the United States to attend a Student and Exchange Visitor Information System (SEVIS) certified school.

1. Completion of high school (secondary school) education equivalent to a U.S. high school diploma.
2. Cumulative 2.5 grade point average (GPA) required for secondary school education and/or all post-secondary (university) coursework completed. Please note: some programs require a higher minimum GPA.
3. Required pre-requisite courses include: four years English, two years mathematics (including algebra), two years natural science (including biology and chemistry) and two years social science. Successful completion of college courses of a “C-” or higher may be accepted.
4. Comprehensive course-by-course official evaluation of educational credentials. Evaluation of credentials may be obtained from the Educational Credential Evaluators, Inc., at www.ece.org, World Education Services (WES) at www.wes.org or International Education Research Foundation at www.ierf.org.
5. Verify that financial resources exist to completely cover the cost of attendance at NMC. The I-134, Affidavit of Support form must be submitted to the Admissions Office before an I-20 can be issued. The Affidavit of Support is available at: <http://www.uscis.gov/portal/site/uscis>.
6. Meet minimum English Proficiency requirements.

English Proficiency – Minimum Criteria:

This requirement applies to all individuals whose first language is not English, regardless of U.S. citizenship status or time spent in the United States. An official TOEFL® Test (Test of English as a Foreign Language) is required. Information about TOEFL® may be obtained from: TOEFL® Services Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA or at www.ets.org.

TOEFL® Score Requirements – Scores are only valid from two years of the test date:

TOEFL iBT – minimum of 80 total score and 26 in speaking

TOEFL PBT – minimum of 550 total score and a score of 5.0 on the TWE® (Test of Written English)

Students completing the TOEFL PBT must also complete the Test of Spoken English™ (TSE®) and received a score of 50 or higher.

Higher TOEFL® scores are required for applicants to the Accelerated – ACE Nursing Program.

TOEFL® Score Requirements – Scores are only valid from two years of the test date:

TOEFL iBT – minimum of 100 total score and 26 in speaking

TOEFL PBT – minimum of 600 total score and a score of 5.0 on the TWE® (Test of Written English)

Students completing the TOEFL PBT must also complete the Test of Spoken English™ (TSE®) and received a score of 50 or higher.

Please note: TOEFL CBT is no longer offered.

Permanent Resident Applicant

In addition to satisfying the admission criteria the following criteria must be met:

1. Provide proof of permanent residency status.
2. Comprehensive course-by-course official evaluation of educational credentials. Evaluation of credentials may be obtained from the Educational Credential Evaluators, Inc., at www.ece.org, World Education Services (WES) at www.wes.org or International Education Research Foundation at www.ierf.org.
3. Meet minimum English Proficiency requirements.

International RNs Seeking BSN Completion – Additional Criteria:

1. An international RN may be eligible for the NMC RN-BSN program, if he/she can prove NCLEX-RN. Nebraska licensure may be awarded based on successful completion of the Commission on Graduates of Foreign Nursing School exam (CGFNS) or the NCLEX-RN exam.
2. An international RN who does not seek Nebraska licensure will be evaluated as a nursing transfer student. Students will be asked to provide course syllabi to facilitate an evaluation by the Nursing Department.

Students may be eligible for advanced placement depending upon the outcome of the evaluation.

Additional International Student Responsibilities (Not Criteria for Admission):

Student must assume responsibility for arrangements, through official channels, for entrance into the United States and provide proof of personal insurance coverage under a health and accident insurance policy.

LPN Advanced Placement and RN to BSN Admission Processes

Applicants are evaluated based on Undergraduate Admission Criteria and the following:

Licensed Practical Nurse (LPN)

- Proof of unencumbered LPN licensure – or –
- Proof of eligibility for LPN licensure if a new graduate.
- Graduation from an accredited or state approved LPN program.

Registered Nurse (RN)

- Proof of unencumbered RN licensure – or –
- Proof of eligibility for NCLEX-RN licensure if a new graduate.
- Graduation from an accredited or state approved associate degree or diploma RN program.

Graduate Admission Processes

Executive Graduate Programs

- **Health Promotion Management**
- **Medical Group Administration**

Admission Criteria

- Bachelor of Science or Arts from a regionally accredited institution.
- Bachelor degree GPA of 2.5 or above.

There is no requirement to have a GRE or other standardized exam for admission to the Graduate Programs. Previous graduate level courses may be considered for transfer credit. Courses to be considered for transfer credit must be earned at an accredited institution with a “B” (3.0) grade or above. The Program Development Officer and the Registrar will evaluate potential transfer credit.

Application Process

- NMC Application.
- \$25 non-refundable application fee.
- One completed graduate reference form.
- Official transcripts from graduating institutions. (Unofficial transcripts or copies are acceptable through the admissions process; official transcripts are required at the time of enrollment.)
- Schedule a professional consultation with representative of the HPM or MGA Program.

Master of Science in Nursing

Admission Criteria

Option 1 - BSN prepared applicants

- Bachelor of Science degree in Nursing (BSN) from a regionally-accredited institution with program accreditation.
- BSN program GPA of 3.0
- GPA below 3.0 will be considered on an individual basis.
- Completion of undergraduate courses in statistics, research and physical assessment with a "C-" or above in each course.
- Current unencumbered licensure as a Registered Nurse.

Option 2 - RN with BS or BA degree in another field; Completion of RN education – either a diploma or associate degree (ADN)

- Current unencumbered licensure as a Registered Nurse.
- Bachelor of Science or Arts degree from a regionally accredited institution.
- A cumulative GPA of 3.0 or above for admission consideration.
- A GPA below 3.0 will be considered on an individual basis.
- Meet identified competencies in five areas: leadership, statistics, research, nursing health assessment and public/community health nursing.
- Choose one of the options:
 1. Identified competencies may be demonstrated through previous or current, undergraduate or graduate level courses. All courses must meet transfer criteria of a “C-” or above in each course. All courses must be completed prior to enrollment in the MSN program.
 2. Identified competencies may be demonstrated through a portfolio process.

Application Process

- NMC Application.
- \$25 non-refundable application fee.
- Written statement of career goals.
- Two completed graduate reference forms. (One required from manager/supervisor or former faculty)

- Resume.
- Official college transcripts from graduating institutions.
- Personal interview with a representative from the Graduate Nursing faculty. The interview can be completed face-to-face or by telephone.
- Current unencumbered licensure as a Registered Nurse.

Post-Master's Certificate – Nurse Educator/ Nurse Executive

Admission Criteria

- Master of Science degree in Nursing (MSN) from a regionally accredited institution.
- Applicants who have a master's degree (MA or MS) in other health care fields will be considered on an individual basis.
- Cumulative GPA of 3.0 or higher.

Application Process

- NMC Application.
- \$25 non-refundable application fee.
- One completed graduate reference form.
- Resume.
- Official college transcripts from master's degree.
- Copy of unencumbered licensure as a Registered Nurse (if applicable).
- Personal interview with a representative from the Graduate Nursing faculty. The interview may be completed face-to-face or by telephone.

Other Admission-Related Information

Application/Enrollment Fees

Applicants pay an application fee of which is non-refundable. Applicants who are accepted pay an enrollment fee that is applied to the tuition for the first semester at the College. This fee will not be refunded to students who withdraw prior to the start of the semester. Enrollment fee is encouraged within 30 days of acceptance.

Background Check and Drug Testing

Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students will be required to have a background check performed and submit to drug screening before being allowed into clinical practice. Further information about the requirements is online and provided at new student orientation. Students in exclusively online undergraduate and graduate programs may be required to have a background check performed and submit to drug screening based on the policies of clinical practice sites used in their communities.

Students who withdraw from the College or have been dismissed from a program will be required to repeat the drug and background check upon readmission to the College/Program. Students who complete a transfer-of-program request and are admitted into a different program with uninterrupted enrollment (not including summer term) are not required to repeat the background check or drug test.

*this policy was revised 01/22/2010; [click here for the current policy](#).

Persons who have criminal records, substance abuse problems or health problems that could interfere with safe clinical practice in their chosen discipline may be ineligible for student clinical practice, licensure and/or professional certification, or employment. However, students with a history of these difficulties are not necessarily precluded from a career in health care, and will therefore be considered for continued enrollment on a case-by-case basis. The College always keeps the interest of the student as a top priority, and reserves the

right to dismiss any student that the College feels will not be able to secure a career in their chosen profession as a result of a history of past legal or behavioral difficulties.

Family Educational Rights and Privacy Act

Nebraska Methodist College complies with the regulations and requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974. The act provides specific rights to students with respect to their education records. NMC students are protected by FERPA upon matriculation.

Immunizations

All students must show proof of required immunizations and complete a pre-entrance health assessment.

Matriculation Date

The matriculation date is the desired initial enrollment date. Students indicate on the application their intended start date. If a student wishes to defer the matriculation date, a written request for a change of admission must be submitted to the Admissions Office. Due to the competitiveness of some programs a change of admission may be denied and a student may be required to re-apply.

Non-Degree Seeking Admission and Enrollment

Students may enroll at Nebraska Methodist College for purposes of personal enrichment, professional growth or transfer to another institution. Students are required to complete the Non-Degree Application and submit appropriate application and enrollment fees. Non-degree seeking students and may enroll in a course on a space-available basis. Permission of the administrator directly responsible for the course is required. The registration process and payment of fees are completed prior to enrollment in a course as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid. A student wishing to transfer to degree-seeking status must submit a formal application to the College. Application to a degree program may be initiated at any time, but must meet application deadlines for committee review. Up to nine semester credits earned as a non-degree seeking student may be applied toward the degree. The Admissions Office can provide details regarding moving to degree-seeking status.

Re-Admission of Former Students

Students previously enrolled at the College, who interrupted their attendance for two or more consecutive semesters (excluding summer sessions), are required to re-apply for admission through the Admissions Office. Students will be subject to the policies and curriculum in effect at time of re-acceptance. This policy does not apply to students who have been academically suspended or dismissed from the College.

Retention of Records

In compliance with federal regulations the following retention of records is required.

- One year for received application materials.
- Three years for students who apply for admission and do not matriculate.

Request to Waive Admission Application Fee

The College will waive the \$25 admission application fee for individuals who are supported by or participating in an agency or program that seeks to guide first-generation, prospective students to post-secondary education. An applicant must provide written requests from the agency/program to validate their eligibility and participation for support and services.

Transfer of Credit

Credit for courses taken elsewhere may be accepted for transfer from another college provided:

1. Course credits are listed on the official, raised-seal transcript mailed to the College from the former institution.

2. The educational institution is accredited by a regional accrediting body and, where applicable, the program is approved by the state and is accredited by professional organizations.
3. Course is determined to be comparable to one required in the curriculum or is considered to be appropriate as an elective.
4. Grade of “C -” or better is achieved at the certificate and undergraduate levels and a grade of “B” or better at the graduate level. Grades earned in transfer courses will not be used in determining the student’s cumulative grade point average, unless the student has already matriculated and has been given permission to enroll at another institution. All courses accepted for transfer will be noted on the transcript. Such transfer courses will be included in the total number of hours passed.

The Registrar is responsible for interpreting and implementing the transfer of credit policy.

1. The Registrar reviews official transcripts of the student from accredited educational institutions. In consultation with the General Education Department, the Registrar authorizes transferability of general education courses. The Program Director is responsible for the determination of the transferability of professional/technical and graduate courses.
2. Courses older than five years will be evaluated on a case-by-case basis for transferability. To maximize the chance of student success in any program, the College recommends that a student retake any course older than five years regardless of whether or not the course is transferable.
3. Syllabi for nursing courses taken previously will be evaluated for transfer of credit if taken within three years of the time of application. Nursing courses between three and five years old will be considered but not necessarily awarded credit. Nursing courses five years and older will not be awarded transfer credit. [Note: This does not apply to LPN, MSN or RN advanced-standing applicants.]
4. Courses considered for transfer are reviewed to assure that they are comparable to ones required in the curriculum or meet requirements to be used as an elective.
5. Partial credit may be considered with directed study to meet deficiencies.
6. The Registrar will work with the appropriate Associate Dean on a case-by-case basis to determine equivalency for quarter credit hours from transfer institutions.
7. The student and the student’s academic advisor are notified in writing by the Registrar of courses recognized for transfer.
8. If the student has a question about any course(s) not being recognized for transfer, such questions are to be directed, in writing, to the Registrar within 30 days of receipt of official transferred courses.
 - a) *Undergraduate Students*: No course with a grade below “C-” is considered for transfer of undergraduate credit.
 - b) *Graduate Students*: No course with a grade below “B” is considered for transfer of graduate credit.

Credit for Prior Learning

Validation of prior learning and/or clinical competencies can be demonstrated through several methods. Credits earned by validation are not applicable toward the residency requirement. Grades of “CR” will be issued for all credit earned through these methods. In all cases, the appropriate program director is responsible for whether or not credit can be earned, although review of any credit for prior learning will be done in consultation with the Academic Standards Committee of the Faculty Senate. In cases where the student is attempting to receive credit for a General Education course, approval must come from both the program director and the Associate Dean for General Education. All credit for prior learning must have approval of the Vice President for Academic Affairs.

Validation Methods

Placement Testing: Nebraska Methodist College accepts the veracity of the following placement tests, provided the student achieves the minimum required score.

1. Advanced Placement Examination Program (AP). Credit will be given for a score of 3 or above.
2. College Level Examination Program (CLEP). Credit will be given for a score of 50 or above.
3. Excelsior College Examinations. Credit will be given for a grade of C or better.

4. DANTES Subject Standardized Tests (DSST). Credit will be given according to the recommendations given by the American Council on Education (ACE).

Professional Certification: Students may hold certifications from professional organizations that reflect a level of competence and cognitive ability. College credit for certifications will be awarded as block credit (i.e., in one lump sum total) after completion of NMC required courses. Those certifications currently approved as valid for credit in specific programs (provided all other requirements are met) are listed below. Students with certifications potentially relevant to their area of study that are not addressed below may request a review of the certification by the appropriate program director to determine if the certification can be awarded credit for relevant program requirements.

- Medical Assistant certification (Certified Medical Assistant (CMA) through the American Association for Medical Assistants (AAMA)) as applied to Health Studies degree completion program
- Physical Therapist Assistant certification (Registered Physical Therapist Assistant through Federation of State Boards of Physical Therapy) as applied to the Health Studies degree completion program
- Sonography certification (American Registry of Diagnostic Medical Sonographers (ARDMS)-registered in at least one learning concentration from among general, ob/gyn, adult echo or vascular) as applied to Health Studies degree completion program
- Surgical Technology certification (Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)) as applied to Health Studies degree completion program
- Respiratory Care certification (Certified Respiratory Therapist (CRT) through the National Board of Respiratory Care (NBRC)) as applied to Health Studies degree completion program
- Radiologic Technology certification (Registered Technologist Radiography (R.T.(R)(ARRT)) through The American Registry of Radiologic Technologists (ARRT)) as applied to Health Studies degree completion program

Course Challenge: Students can demonstrate that they possess necessary competence to be awarded credit for a particular course by successfully completing a comprehensive examination for the challenged course. The student is required to present to the appropriate program director a rational reason (e.g., related on-the-job learning; certification training, etc) for why a course challenge is plausible. The following courses are not challengeable: Professional/Technical courses at the 200 level for associate degree students; Professional/Technical courses at the 400 level for baccalaureate students; General education courses CM230, CM245, CM320, HU152 and SS465. The program director then makes a determination as to the legitimacy of the request in consultation with appropriate faculty. If valid, the appropriate faculty will create a comprehensive examination designed to assess the student's knowledge of the subject matter in the challenged class.

Professional Portfolio: Students who feel that they have life experiences that fulfill curricular requirements may earn credit by portfolio demonstration. The student is required to present to the appropriate program director a rational reason (e.g., related on-the-job learning; experiential learning, etc) as to why credit through portfolio is plausible. The portfolio will provide evidence for achievement of each relevant learning outcome associated with the course(s). Students will find specific guidelines in most Department Handbooks that guide this process. If at all possible, requests for credit through professional portfolio should be completed prior to the time of course offering so that student work not credited through the portfolio process can be accomplished during the regular course time.