***Procedures for Generic Admission***

1. If not a current student, apply for admission to Dodge City Community College.
2. Provide official transcripts of ***ALL*** colleges attended to Dodge City Community College Records department.
3. Arrange testing appointment with DCCC Testing Center for the TEAS exam, ***AFTER*** obtaining permission to test from the Nursing Success Coordinator. Online resources for the TEAS may be found through the NSC Coordinator.
4. \*Provide copy of TEAS scores to the Department of Nurse Education if taken at another proctored TEAS testing site.
5. Application can be submitted after successful completion to the Department of Nurse Education may be made online at <https://web.dc3.edu/ICS/Nursing> with a secure login and password. ***Must have prior approval from the Nursing Success Coordinator at (620-471-4119) to ensure all requirements have been met before applying.*** Application deadline is April 1st.
6. Provide proof of Certified Nurse Aide licensure to the Department of Nurse Education.
7. Provide 3 letters of recommendation to the DNE. These letters should be from a personal, professional and educational acquaintance. The letters should be mailed or emailed ***by the person writing the letter*** and must be received prior to April 1st. Letters should be sent to:
	1. Doriane Stimpert - dstimpert@dc3.edu
	2. Doriane Stimpert, Nursing Success Coordinator

Department of Nurse Education and Allied Health

 Dodge City Community College

2501 N. 14th Avenue, Dodge City, KS 67801

1. Applicants will complete an interview process in the spring semester, prior to April 15th. The DNE will contact/notify the applicant to schedule the interview.

\*The TEAS exam must be taken within one year of program application ***and*** prior to the application deadline. An applicant can test up to three times per year calendar year.