

Nursing Associate Degree Admissions Guide

The Nursing Associate Degree program prepares you to successfully pass the Registered Nurse (RN) NCLEX Exam. For admission into pre-program, onto the waitlist and into the program itself, complete the steps listed on this page.

INITIAL ADMISSIONS REQUIREMENTS	COMPLETED
Apply to the Nursing Associate Degree Program nwtc.edu/apply This is your first step. Please submit only one application to the term you plan to start taking any courses (including general studies) at NWTC after high school graduation or equivalent.	☐
Submit Transcripts Send high school AND college transcripts (if applicable) to transcripts@nwtc.edu NOTE: To be valid and official, transcripts must come directly from the institution to NWTC.	☐
Complete Placement Assessments/Evaluation Placement can be met with a high school or college GPA of 2.6 or higher, or with the ACT or Accuplacer. It is important that all transcripts are sent (for review) to determine if further assessment is needed.	☐

By completing the items **above this point**, you'll be eligible for **preprogram status** to start general studies coursework at NWTC.

COURSEWORK REQUIREMENTS	COMPLETED
Complete DHS Nursing Assistant Course (NWTC Catalog #30543300) Submit transcript (if applicable) to admissions@nwtc.edu . May send proof of past/present CNA certification from TMU Registry (pdf preferred). Note: If a DHS Nursing Assistant course is needed, submit additional application to the Nursing Assistant program: nwtc.edu/apply . See Nursing Assistant Admissions Guide.	☐
Complete Chemistry (NWTC General Chemistry Catalog #10806134) Chemistry is completed with either two semesters of high school chemistry with a lab, passed with a C or higher, or college level chemistry with a lab, passed with a C or higher.	☐
Complete General Anatomy and Physiology (NWTC Catalog #10806177) General Anatomy and Physiology is completed with a 4-credit hour college level General Anatomy and Physiology course with a lab, passed with a B grade (80%) or higher.	☐

Once enrolled into a General Anatomy & Physiology course, the below clinical requirements should be completed.

CLINICAL REQUIREMENTS IN VIEWPOINT	COMPLETED
Create Viewpoint account & complete background check, health records, CPR, & drug test. Visit viewpointscreening.com and follow the step-by-step instructions: go.nwtc.edu/viewpointhelp . For Viewpoint questions, use chat feature or contact their customer support. Note: There is a fee for ordering 'background check & health portal' as well as 'drug test'. *If you have not completed an American Heart Association Basic Life Support CPR course, you will need to complete one (NWTC Catalog #47531200).	☐
When all Viewpoint items are completed AND approved, email cbc@nwtc.edu so the completion can be verified and this checklist item can be marked complete ASAP.	☐

When all requirements above are completed and processed, you'll receive a Task in your student portal to complete the Program Declaration form. This is the final step (before program acceptance) where you'll declare your track and location.

The Nursing Associate Degree program has a limited capacity. Once the cohort reaches full capacity, eligible students will be offered a place on the waitlist and will need to reply to accept/reserve a spot. Students become eligible for the waitlist once all requirements listed on page 1 have been successfully completed.

Please be aware that wait times may vary depending on student interest and program availability. In the meantime, we encourage you to complete the following courses:

COURSE NAME (CATALOG NUMBER)	CREDITS	COMMENTS	COMPLETED / SEMESTER
College 101 (10890101)	1		
English Comp 1 (10801136)	3		
General Anatomy & Physiology (10806177) Must earn a B grade or higher	4	Prerequisite: General Chemistry (10806134), C or higher	
Oral/Interpersonal Comm (10801196)	3		
Adv Anatomy & Physiology (10806179) Must earn a B grade or higher	4	Prerequisite: Gen A&P (10806177)	
Microbiology (10806197) Must earn a B grade or higher	4	Prerequisite: Gen A&P (10806177)	
Developmental Psychology (10809188)	3		
Intro to Psychology	3		
Intro to Sociology	3		

These are courses that are part of the program curriculum but CAN be taken ahead of time if students would like to and are able.

After your application and all transcripts have been submitted and reviewed and you become pre-program, it's important to connect with your academic advisor to discuss appropriate course placement.

FAQs

Q. How long is the waitlist (if applicable)?

A. If there is a waitlist, wait times vary based on program demand and space. You will become eligible for the waitlist once all admissions requirements are complete and you are academically prepared for core coursework. Students would be offered a spot and would need to accept/confirm that spot. Wait times can be greater than 6 months.

Q. What if I have transfer credits?

A. A transfer review is automatically completed AFTER you have applied AND submitted your official transcripts. If you had fewer than 60 college credits at a C or higher, you must also send your high school transcript. It can take around 2+ weeks for transfer credits to be processed. If you have completed **core** nursing course at another college, you **must be in good standing** and core courses are reviewed for approval by the health division. Visit <https://go.nwtc.edu/good-standing> to **complete the letter of good standing**.

Q. What if I don't have a 2.6 GPA or my scores are not high?

A. It is common for students to take developmental courses to ensure their success at NWTC. Your first step is to apply and send NWTC your transcripts for review. Once your transcripts are processed, you may need additional testing to help determine which courses to start with. We will send communication if additional steps are needed toward determining your course placement.

Q. How flexible is the schedule?

A. NWTC's nursing program offers both a part-time and full-time track. The full-time track takes 2 years to complete, and the part-time track takes 2 years 9 months to complete. There are in-person clinicals and labs. AM Clinicals can begin as early as 6am and PM clinicals can begin as early as 2-3pm. General education courses are offered in a variety of formats. View color-coded curriculum examples (these show what classes are in each semester, the format they're offered, typical days/times, and clinicals info) for the different tracks and locations below:

- [Full-time Green Bay](#)
- [Full-time Marinette](#)
- [Full-time Sturgeon Bay](#)
- [Full-time Shawano](#)
- [Part-time Green Bay – Fall Start](#)
- [Part-time Green Bay – Spring Start](#)

Q. How long does it take to be program accepted once all my checklist items are complete?

A. Once all checklist items are completed and processed, students will be assigned the Program Declaration Form to complete as a final step before acceptance. Processing of checklist items and program acceptance are manual processes. Wait times can vary based on time of year and demand. Students' items are processed in the order they're received/completed.

Q. Accreditation and Program Outcomes:

A. The Nursing Associate Degree program is accredited by the ACEN: Accreditation Commission for Education in Nursing. Prior to licensure as a Registered Nurse, a student is required to pass the Registered Nurse (RN) NCLEX Exam (same national licensing exam that graduates from four-year colleges and universities take). NWTC nursing graduates report greater than 90 percent job placement as RNs within six months of graduation.

Stay on Track with Your Application!

View your application checklist and track your progress by logging into your NWTC Student Portal
student-portal.nwtc.edu/Admissions/NextSteps

Have Questions? Call us at 920-430-3444 or email staff@nwtc.edu

