



Nursing Application/Petition Instructions

Nursing Application/Petition Timelines

Associate Degree Nursing Program (RN)	Practical Nursing Program (LPN)
Opens: January 1	Opens: January 1
Closes: March 30	Closes: June 30
Admission Decisions: May 30	Admission Decisions: August 30

1. Sign in to MyRACC @ www.racc.edu

Sign In - Ellucian Student Appli x

https://testselfservice.racc.edu:8175/Student/Account/Login?ReturnUrl=%2fStudent%2f

Reading Area Community College

Sign In

User name

Password

Sign In

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7:58 AM

2. Click on Everyday Tools Menu, then Self-Service

The screenshot shows a web browser window with the URL <https://myracc.racc.edu/activity>. The page features a navigation menu on the left with the following items:

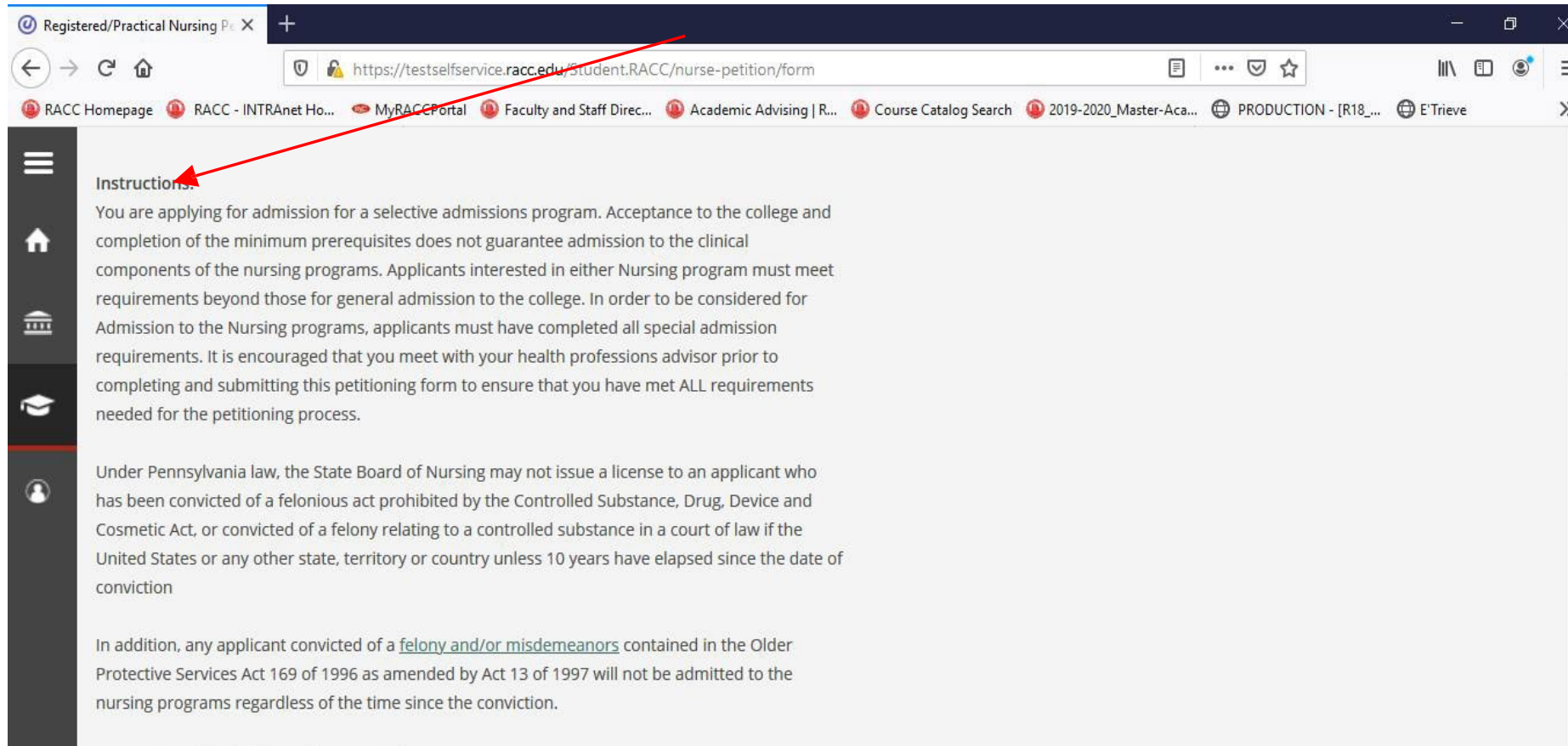
- Discover
- Favorites
- Groups
 - Academic Divisions
 - Departments
 - Online Learning
 - Canvas (Group)
 - Online Learning
- Tools [View all](#)
 - Everyday Tools
 - Canvas
 - Self-Service
 - Pearson/myMath Lab
 - Bookstore

A red arrow points to the 'Self-Service' option in the 'Tools' menu. The main content area is titled 'Activity' and contains a message: 'You haven't made any posts or comments.' The right sidebar includes a 'My Posts and Comments' dropdown menu and three widgets: '0365', 'RACC on Twitter', and 'Upcoming Events'. A red 'Help' button is located in the bottom right corner.

3. Select Nursing Petition , located under the Academics Menu

The screenshot displays a web browser window with the address bar showing `https://testselfservice.racc.edu:8175/Student/`. The page header includes the college name "Reading Area Community College", a user ID "at27220", and links for "Sign out" and "Help". A welcome message reads "Hello, Welcome to Colleague Self-Service! Choose a category to get started." The main content area features a grid of service tiles: "Your Account Information", "Financial Aid", "Student Planning", "Grades", "Graduation Overview", "My Bookstore", "Banking Information", "Tax Information", "Course Catalog", "Register", "Express Registration", and "Drop Sections". On the left, a dark sidebar menu is open, with the "Academics" item highlighted in red. A red arrow points from the "Nursing Petition" option in the sidebar to the "Student Planning" tile in the main content area.

4. Review Detailed Instructions



The screenshot shows a web browser window with the URL <https://testselfservice.racc.edu/Student.RACC/nurse-petition/form>. The browser's address bar and tabs are visible at the top. The page content is displayed in a light gray background with a dark sidebar on the left. The sidebar contains a hamburger menu icon at the top, followed by icons for home, a building, a graduation cap, and a person. The 'Instructions' section is highlighted in the sidebar, and a red arrow points to it from the top of the page. The main content area contains the following text:

Instructions

You are applying for admission for a selective admissions program. Acceptance to the college and completion of the minimum prerequisites does not guarantee admission to the clinical components of the nursing programs. Applicants interested in either Nursing program must meet requirements beyond those for general admission to the college. In order to be considered for Admission to the Nursing programs, applicants must have completed all special admission requirements. It is encouraged that you meet with your health professions advisor prior to completing and submitting this petitioning form to ensure that you have met ALL requirements needed for the petitioning process.

Under Pennsylvania law, the State Board of Nursing may not issue a license to an applicant who has been convicted of a felonious act prohibited by the Controlled Substance, Drug, Device and Cosmetic Act, or convicted of a felony relating to a controlled substance in a court of law if the United States or any other state, territory or country unless 10 years have elapsed since the date of conviction

In addition, any applicant convicted of a [felony and/or misdemeanors](#) contained in the Older Protective Services Act 169 of 1996 as amended by Act 13 of 1997 will not be admitted to the nursing programs regardless of the time since the conviction.

5. Complete requested information

Registered/Practical Nursing Pr X

https://testselfservice.racc.edu:8175/Student/nurse-petition/form

Required *

Contact Information

Street Address *

Street Address Line 1

Street Address Line 2

City * **State *** **Zip Code ***

City -- Select State -- Zip Code

Email Address * **Primary Phone Number *** **Alternate Phone Number**

Email Address (xxx) xxx-xxxx (xxx) xxx-xxxx

Current contact information is paramount. I understand that it is my responsibility to notify the records office of residency and phone number changes. *

Petition Program

I am petitioning for *

- Associate degree in Nursing (RN) , starting August 2019
- Practical Nursing (PNP) , starting January 2020
- Associate degree in Nursing (RN) , starting August 2020

6. Please select each box after you read each statement carefully.

Associate degree in Nursing (RN) , starting August 2020

Petition Questions:

Please read each question carefully before answering.

- I understand that the completion of the clinical petitioning requirements does not guarantee admission into the program. *
- I understand to be considered for acceptance, my official final high school (must contain graduation date) or GED transcripts must be on file in the Admissions office by the petitioning deadline for the program of which you are applying for. Foreign education must be verified by a RACC approved credential evaluation service. *
- I understand to be considered for acceptance that all official transcripts from all regionally accredited institutions must be received and on file in the admissions office by the petitioning deadline. I have disclosed all past higher educational history on the college application and understand that any omitted higher education history is immediate grounds for disqualification from the selective admissions process. *
- I understand I must have a Program AND overall Cumulative GPA of 2.5 or higher and must maintain a cumulative GPA of 2.5 or higher to remain in the program. *
- I have either placed at college level coursework or have completed the necessary remedial/developmental education coursework required for advancement into my required program coursework. *
- I understand that upon selection to the program or alternate status, I will be required to have a physical, immunizations, background checks, and drug and alcohol screening. *
- I have fully read and understand the [Essential Qualifications of a Professional Nursing Student](#) in Associate Degree or Practical Nursing Program document. *
- I have fully read the [Nursing Admission Information Packet](#) and understand the requirements of admission to and completion of the nursing programs. *

I submitted a petition to the Nursing/Practical Nursing Program Previously

Yes

No

Upload *Notarized* Affidavits of Eligibility

7. Sign your name electronically & submit



The screenshot shows a web form for electronic signing. On the left is a dark vertical sidebar with a user profile icon. The main form area has a header 'Signature' with a small profile icon. Below it is the label 'e Signature *' followed by a text input field containing the placeholder text 'e Signature'. Underneath is the label 'Date' followed by a date input field containing '5/11/2020'. A blue 'Submit' button is located below the date field. At the bottom of the page, there is a footer with the text '© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Once submitted, you will receive an email confirmation page that outlines any and all missing requirements. If you do not receive a confirmation email, please contact health professions advising at hpadvising@racc.edu