



# Limited Entry Application For Admission to a Health Science Program

Return this form to:  
**Limited-Entry Office**  
**Charleston Campus**  
Sort Code WCK206, Bldg K-216  
6375 West Charleston Blvd  
Las Vegas, NV 89146-1164  
Phone: (702) 651-5633 Fax: (702) 651- 7593

Please print or type the information below. **NOTE: It is the applicant's responsibility to notify the Limited-Entry Office and Office of the Registrar of any name, address, or telephone changes**

Name \_\_\_\_\_  
*Last First Middle NSHE Number*

Address \_\_\_\_\_  
*Number Street Apt. Number*

\_\_\_\_\_ Telephone \_\_\_\_\_  
*City State Zip Daytime*

E-mail Address \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

**Proof of attendance of the Mandatory Limited Entry Workshop: Certificate of Attendance or quiz** \_\_\_\_\_  
**Date I met with a Health Programs Advisor:** \_\_\_\_\_ Cannot apply without date

Indicate the program to which you are applying for admission: **NOTE: A separate application must be completed for each program if applying to more than one program. You can only apply to one track within a program**

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|---|---|
| Cardiorespiratory Sciences - BAS<br>Dental Hygiene<br>_____AS _____ BS<br>(For the BSDH program, you must be a Licensed Dental Hygienist and have an Associate Degree in Dental Hygiene)<br>Diagnostic Medical Sonography<br>_____Cardiac/Vascular _____General/Vascular<br>Health Information Technology<br>Medical Coding<br>Medical Laboratory Technician<br>Medical Laboratory Scientist<br>Medical Assisting | Nursing (RN)<br>_____Regular Track _____Extended Track<br>Nursing – Advanced Placement<br>(Must have a NV Practical Nursing license)<br>Ophthalmic Dispensing<br>Physical Therapist Assistant<br>Practical Nursing<br>Radiation Therapy Technology _____Las Vegas _____ Reno<br>Surgical Technologist _____Las Vegas _____Reno<br>Veterinary Technology |
|---|---|

Indicate the semester for which you are currently applying: Spring Summer Fall Year \_\_\_\_\_

Are you currently enrolled in a Limited Entry program? Yes No

Have you been enrolled in this program, or any other CSN Health Sciences Limited Entry Program? Yes No

**If yes, refer to section E under TERMS of the Limited Entry Policy, to request Reinstatement/Re-Application**

Are you transferring or have you transferred credits to CSN from another institution (including UNLV, UNR, NSC, TMCC, etc)?

Yes No **If yes, please note that the evaluation of transfer credits is time-consuming. You must initiate and complete the "transfer of credits" process prior to the stated application deadline. To speed up this process, please use the TRANSFER CREDIT EVALUATION REQUEST form for Limited Entry Students, which can be found here: <http://sites.csn.edu/health/pdf/transfercredit.pdf>**

**IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT HIS/HER FILE IS COMPLETE AND THAT ALL NECESSARY DOCUMENTS ARE IN PLACE FOR EACH SELECTION PROCESS BEFORE THE STATED DEADLINE.**

I certify that the above statements are true to the best of my knowledge.

**I have read, understand and agree to comply with the Limited Entry Academic Programs Policy and Procedures.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

College of Southern Nevada reserves the right to eliminate, cancel, phase out, or reduce in size courses and/or programs for financial, curricular, or programmatic reasons. College of Southern Nevada recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement. CSN is an equal opportunity and affirmative action employer and does not discriminate on the basis of race, color, sexual orientation, religion, marital status, pregnancy or age in any of its policies, procedures, or practices in compliance with Title VI of Civil Rights Act 1964, Title VII, Title SI, Section 504 of the Rehabilitation Act of 1973, the ADA and the Age Discrimination Act of 1975.



## Limited Entry Academic Programs Policy and Procedures

This policy becomes effective July 1, 2018, for admission to Limited Entry Health Programs and supersedes all previous policies.

The activities outlined in the document entitled "Ralph & Betty Engelstad School of Health Sciences Important Advising Information" is a part of the Limited Entry Academic Programs Policy and Procedures, and learners (students) are required to comply with the policies and procedures therein.

**TERMS/CONDITIONS:** Please read this policy very carefully. A signed and initialed copy of this policy must be submitted with your Limited Entry Application, the Completion Checklist, and all supporting documents/materials to the Limited Entry office on or before the specified program's application deadline date.

**Prerequisites:** The courses and/or documents established by the respective program as requirements for admission to the program.

- The program prerequisite courses will be used to calculate the GPA for selection into the program, and a letter grade of A, A-, B+, B, B-, C+ or C must be assigned to these courses.
- A letter grade of C- in a program prerequisite course is not acceptable.
- For purposes of calculating the GPA a "P, TP, S or TS" assigned to a course will be considered a "C" unless an official transcript is provided showing a different grade. If the course and grade can be verified as the course transferred to CSN, the grade on the official transcript will be used. Points will be awarded for "P, TP, S, or TS" if the course is listed on the Program's Selection Criteria Sheet as eligible to receive points for a grade of "C" or higher. If the Selection Criteria Sheet specifies a grade of "B" or higher, points will not be awarded for a grade less than a "B."
- Courses transferred in with a designation of "TR" on the MyCSN Transfer Credit Report will not be accepted unless an official transcript from the associated college is provided and the course and grade can be verified.
- Courses transferred in with a designation of "LELC" on the MyCSN Transfer Credit Report will not be accepted unless a copy of the signed substitution/waiver form, with all necessary signatures, including the Department Chair and Office of the Registrar is provided.
- The Limited Entry office is not responsible for any evaluation of courses including transfers, course equivalency, and substitution/waivers.
- GPA will be calculated using the number of credits that the course transfers in to the College of Southern Nevada. For example, earning a B in BIOL 223 at CSN (4 credits) equates to 12 points towards a cumulative GPA. A BIOL 223 course transferring in to CSN with a B (2.68 credits) equates to 8.04 points towards a cumulative GPA.
- Prerequisite courses cannot be waived.
- CLEP credits may be accepted for prerequisite courses, general education courses, and/or courses listed on the program's Selection Criteria Sheet. However, the CLEP course name and number of credits must appear on the CSN transcript or MyCSN Transfer Credit Report. **CLEP** scores/grades reported as a "P or TP", will be processed as a grade of "C". If CLEP scores only are reported, the following will be used to determine the grade: A score of 20 to 50 will be processed as a grade of C; a score of 51 to 59 will be processed as a B; a score of 60 to 80 will be processed as an A.
- Proof of completion of all program prerequisites, activities, and assessments must be in the Limited Entry office on or before the application deadline date.

**A. College Science Grades and the Proficiency Exam:** Grades earned in science courses either at CSN or at other institutions.

- In order to receive consideration for courses/grades from institutions other than CSN, those courses/grades must have been evaluated by CSN's Office of the Registrar, and must appear on the MyCSN Transfer Credit Report, on or before the program's specified deadline.
- **Science courses may be no older than seven (7) years at the time of the application deadline, except for applications to Bachelor Degree Programs.**

- The seven (7) year expiration for sciences courses **may be waived** by the respective Program Director. If all minimum requirements are met, and a waiver form is submitted for the seven (7) year rule on a science course(s), this will render the application file as “complete” and allow it to be processed along with all other qualified and “complete” applications. **(A Waiver Form waives the requirement. This allows the application to be considered along with all other applications (as if the waived requirement did not exist). Please note that prerequisite courses cannot be waived).**
  - If a learner (student) passed a college transferable science course(s) with a grade of “C” or higher, more than seven (7) years ago, the learner may opt to take a proficiency exam instead of retaking the course. If the learner passes the **NLN (National League for Nursing) Proficiency Exam in the “50th percentile”**, the learner’s previous course(s) and grade(s) will be accepted for the Limited Entry program, with a waiver form from the Program Director.
  - Only one attempt at the proficiency exam will be permitted per subject area (Anatomy and Physiology, Microbiology, and Pharmacology). Each program is responsible for managing the proficiency exam. The proficiency exam is valid for 7 years.
- B. Application Deadline:** Date determined by the Program Director or Department Chair by which the Limited Entry office must receive the Limited Entry Application packet, as defined in paragraph G. **Nothing will be accepted** after the application deadline date.
- C. Application to Multiple Limited Entry Programs – Provisions/Exceptions:** During each application cycle, learners may apply to as many Limited Entry programs as he/she wishes, as long as the program’s requirements have been met. A learner may not apply to another Limited Entry program if currently enrolled in a Limited Entry program. Only the following exceptions, with Program Director written approval, are permitted:
- Learners may apply to the Medical Coding and Health Information Technology programs during the same selection cycle and may accept positions in both Limited Entry programs.
  - Learners enrolled in the Medical Laboratory Technician program may apply to the Medical Laboratory Scientist program as long as they are in good standing in the MLT program, and have satisfied all prerequisites, activities and assessments necessary to apply to the MLS program. An exception memorandum form must be submitted. **(An Exception Memorandum makes an exception to the requirement which allows Limited Entry to accept and process the application. However, the application will only be considered after all other applications that have met all minimum requirements necessary to apply, have been considered. Please note that an exception cannot be made for prerequisite courses).**
  - Learners must be in good standing and satisfy all prerequisite and program requirements for the desired program.
- D. Application to Multiple Program Tracks:** Learners enrolled in either track of the Diagnostic Medical Sonography program may be allowed, with a waiver form from the Program Director, to apply to the other track as long as the following conditions are met:
- The learner is in good standing in the final semester of the track for which he/she is currently enrolled.
  - The learner has satisfied all prerequisite courses and program requirements for the other track.
- E. Reinstatement/Re-application:** Any learner who voluntarily withdraws or has been subject to administrative withdrawal/termination from a Limited Entry program, must apply for reinstatement/re-application to be accepted into the same or a different Limited Entry program with the following provisions:
- Approval of reinstatement or re-application will be determined by the Reinstatement committee.
  - Re-application to the same program may result in a point(s) deduction as stated on the Selection Criteria Sheet. This deduction may be 10% of the maximum possible points for the first re-application, as determined by the Program Director.
  - Applications may be subject to an additional 10% point deduction for each subsequent re-application. The number of points deducted must appear on the Selection Criteria Sheet for each respective program.
  - A point(s) deduction waiver form obtained from the Program Director for documented medical reasons or extenuating circumstances must be submitted with the application packet.
  - Assigning or waiving of point deduction(s) may occur at the time of selection.
  - There may be other conditions for re-admission as determined by the Program Director.
  - The CSN School of Health Sciences Student Reinstatement policy is adopted as part of the Limited Entry Academic Program Policy and Procedures, and learners are required to comply with the policies therein. The policy can be found on the CSN Health Sciences website.
- F. Acceptance into Multiple Limited Entry Programs - Provisions/Exceptions:**
- If a learner is qualified and offered a position into more than one Limited Entry program during a selection cycle, the learner can accept a position into only **ONE** program.

- Once a position in a Limited Entry program has been accepted, all other applications become null-and-void. The “Accept/Decline” form must be received by the Limited Entry office within 10 days of the date of the letter or the position is forfeited. A position will not be held for any reason.
- Upon successful completion of a Limited Entry Program, a learner is eligible to apply to another program.
- Learners may accept simultaneous/co-enrollment in Medical Coding and Health Information Technology.

**G. Complete Application Packet:** The Limited Entry office will only accept/process “Complete” Limited Entry Application packets. A “Complete” Limited Entry Application packet is defined as one submitted on or before the program’s specified application deadline and consists of all of the following:

- A completed Limited Entry Application form with current date, name, address, telephone number, and program choice.
- The entire Limited Entry Academic Programs Policy and Procedures, to include learner’s initials on each page, with learner’s signature and date on the final page.
- Date of mandatory meeting with a Health Programs Advisor, which can be no more than two years prior the program’s specified application deadline. Only the Director of Health Programs Advising and Limited Entry Admissions can write an exception memorandum to this requirement.
- All learners, regardless of degree pursuing (AS, AAS, and COA), must meet with a Health Programs Advisor prior to submitting their application(s) to the Limited Entry office. **Bachelor Degree learners may meet with a Health Programs Advisor or Faculty Advisor/Program Director.**
- A copy of the mandatory Limited Entry Workshop Certificate-of-Attendance or quiz demonstrating a minimum of 80%. The mandatory workshop must be completed no more than two years prior to the program’s specified application deadline date. Learners that have not passed the quiz on two attempts or have not completed the quiz within the two years must meet with the Limited Entry Coordinator. Only the Director of Health Programs Advising and Limited Entry Admissions can write an exception memo to this requirement.
- A completed, program-specific, Completion Checklist with all supporting documents. This form must be for the semester and program to which the learner is applying.
- Provider’s note for medical and/or extenuating circumstances if re-application is approved by the Reinstatement committee.
- Proof of completion of all program prerequisites as listed on the Advisement Sheet, Selection Criteria Sheet and Completion Checklist.
- Results of appropriate pre-admission assessments, if applicable. Pre-admission assessments not taken at CSN must be transferred to CSN prior to the application deadline date.
- CSN formal evaluation of transcripts (MyCSN Transfer Credit Report) from other colleges, if applicable, including UNLV and NSC. Learner is responsible for ensuring MyCSN Transfer Credit Report reflects accurate course(s) and grade(s).
- Copy of signed substitution/waiver form, if applicable. This form must have all necessary signatures, including the Department Chair and Office of the Registrar.
- Standardized exception memorandum and/or waiver forms from the respective Program Director, if applicable. **Note: These forms are valid for the current selection cycle only.**
- All other program specific documentation listed on the Advisement Sheet, Selection Criteria Sheet and Completion Checklist.

**H. Incomplete Application Packets:** An “Incomplete” Application packet is one that does not contain all documents necessary to apply and/or does not meet minimum requirements as listed on the program’s advising materials.

- Application packets that do not satisfy all program prerequisites will require an exception memorandum form from the Program Director making an exception for missing requirement(s) in order for an application to be processed. Program Directors are not, under any circumstances, obligated to provide an exception memorandum or waiver. **Note: An exception memorandum or waiver is only valid for the current selection cycle.**

**I. The 3-Attempt Rule for Program Prerequisites:**

- **If a prerequisite course has been taken three or more times, the highest of the first three attempts, including grades, withdrawals and audits, appearing in the learner’s MyCSN will be used for calculating the GPA.**
- An exception memorandum form for the 3-Attempt-Rule may be obtained from the respective Program Director.
- The exception memorandum form to the 3-Attempt-Rule must indicate that the application will be considered only after all “complete” applications are considered and if adequate space in the program is available.
- A waiver form to the 3-Attempt-Rule must indicate that the application will be considered along with the all other “complete” applications.

- The exception memorandum or waiver form to the 3-Attempt-Rule must be included and submitted with the Limited Entry Application.
- The 3-Attempt Rule does not apply to science courses older than seven (7) years.

### **LIMITED ENTRY SELECTION PROCESS:**

The Limited Entry Selection Process is utilized to accept learners into the first semester of a Limited Entry program. The number of learners accepted into a Limited Entry program is determined by the respective Program Director. A selection committee for each program will review the application files and verify and/or confirm eligibility and points awarded. If the number of applications is less than the maximum number allowed based on the program's specification, all eligible and qualified applications will be accepted. The items for points, in this case, will not be verified or processed.

#### **A. The Limited Entry Application and Completion Checklist**

- These forms are available on-line on the CSN Health Sciences website.
- The application packet ***must be received in the Limited Entry office on or before the program's specified application deadline date.***
- Complete application packets submitted on or before the program's application deadline and/or applications with a waiver form will be considered first.
- Applications that contain an exception memorandum form will be considered only after all "complete" applications are considered and if the program has adequate space available to accommodate additional learners.

B. If there are available positions remaining in the program after all applications have been accepted, then those applications not satisfying program prerequisites will be ranked and considered, and the next highest ranked application will be selected for entry into the program. A learner who has not successfully completed all sections of the pre-admission assessments with the minimum cut-off scores will earn 0 points for selection in the category for the pre-admission assessments. **If all prerequisites are not completed successfully, with grades identifiable on the CSN transcript at the time of the application, then 0 points will be awarded for GPA.**

C. Current program prerequisites, minimum acceptable grades, and deadline dates to apply are posted on the Advisement Sheets, which are available in the Health Programs Advising office and online. Advisement Sheets will be available one year prior to the application deadline. If advising materials are not approved by the Program Director and returned to the Health Programs Advising office within 15 working days prior to the program's application deadline, the current advising materials will be used until the next selection cycle. Once advising materials become public, they cannot be altered until the next selection cycle. CSN may modify prerequisites with a minimum of one year's notice. Actual program courses are subject to revision and will have no impact on program admission.

D. Program Directors may issue an exception memorandum form for prerequisite requirements if they deem this necessary to fill available positions. An exception memorandum form is **valid for the current selection only**, and must specifically address/justify each prerequisite that has not been met. A Program Director may not submit exception memorandums for all program prerequisites for any learner. It is the responsibility of the Program Director to ensure that the conditions listed on the exception memorandum form are satisfied. If the learner does not meet the conditions, he/she may be administratively withdrawn and will be required to apply for reinstatement/re-application during a later enrollment cycle.

E. After the initial processing of all application files, a selection committee will review the files to ensure accuracy of content and make the final selection of applicants into the program as well as an alternate list. Learners with equal points will be ranked by a computerized random selection.

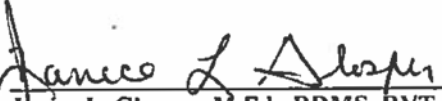
F. Each learner who applies on or before the application deadline will be notified in writing of the results of the selection process.

G. If a learner is not admitted into a program, the current application is considered closed. **Waiting lists are not maintained. Learners who reapply must meet current requirements and reproduce all supporting documents. The Limited Entry office does not retain prior applications or supporting documents.**

**H. Accepting/Declining an offered Position in a Limited Entry Program:** Each learner who is offered a position in a Limited Entry program must:

- Return a signed “Accept/Decline” form indicating whether the learner accepts or declines the position within 10 days of the date of the acceptance letter to the Limited Entry office. In the event that a signed “Accept/Decline” form is not received in the Limited Entry office by the specified date, the position will be offered to an alternate.
- Attend orientations/events at the time scheduled by the respective program or the position may be offered to an alternate. Learners arriving late to the program-specific orientation, may not be allowed to attend, therefore forfeiting their position in the program.
- For programs with mandatory orientations: Learners who sign an “Accept/Decline” form indicating they are accepting a position in a Limited Entry program and then do not attend the mandatory orientation(s) will be administratively withdrawn, and be required to reapply through the Limited Entry office.
- For programs without mandatory orientations: Learners who sign an “Accept/Decline” form indicating they are accepting a position in a Limited Entry program and then do not enroll in program courses will be administratively withdrawn, and be required to reapply through the Limited Entry office.

I. Learners will have 15 days from the date of the notification letter to appeal the result of the selection. The appeal must be in writing, addressed to the Dean of the School of Health Sciences and contain a detailed explanation for the appeal. The Dean will respond within 10 working days.

  
\_\_\_\_\_  
Janice L. Glasper, M.Ed., RDMS, RVT,  
Interim Dean/Health Sciences

7/1/18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Learner's Signature

\_\_\_\_\_  
Date