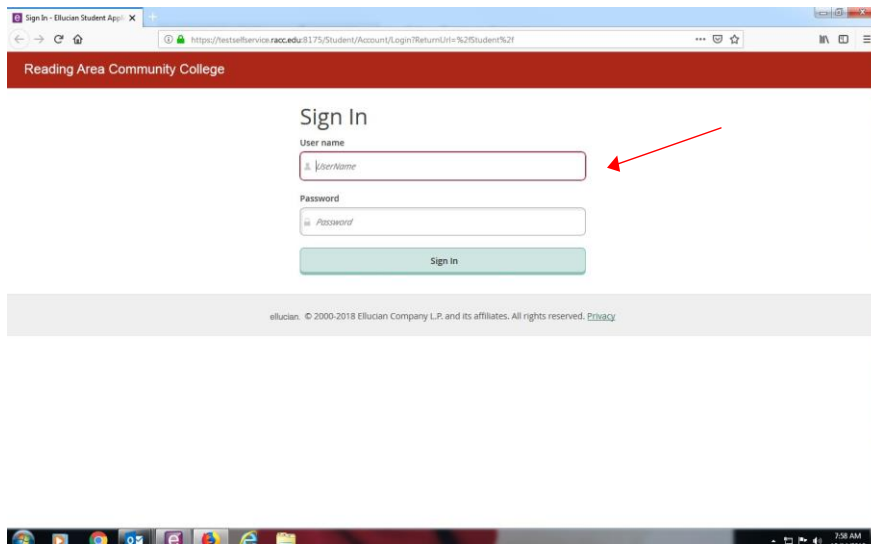
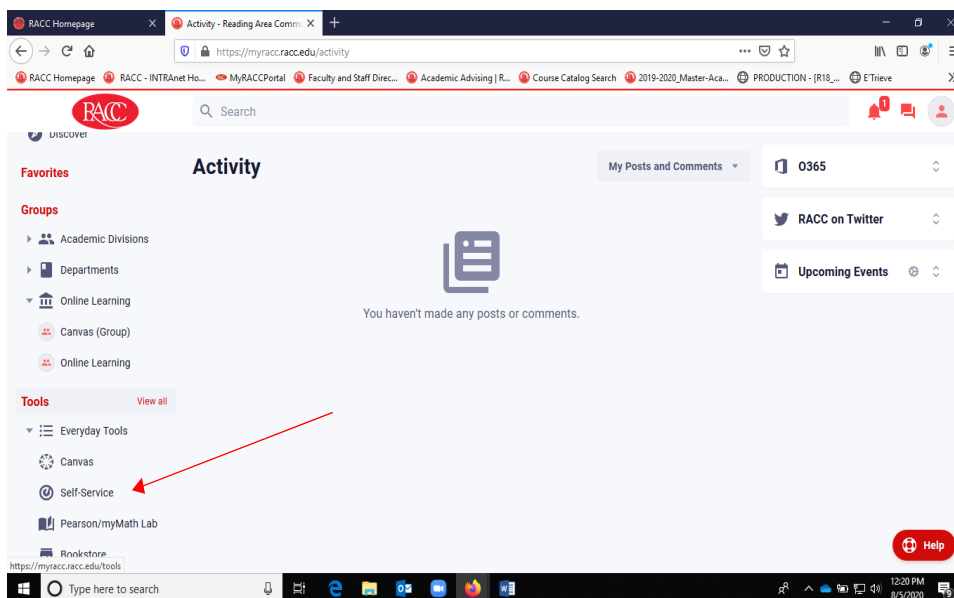


# Nursing Petition Instructions

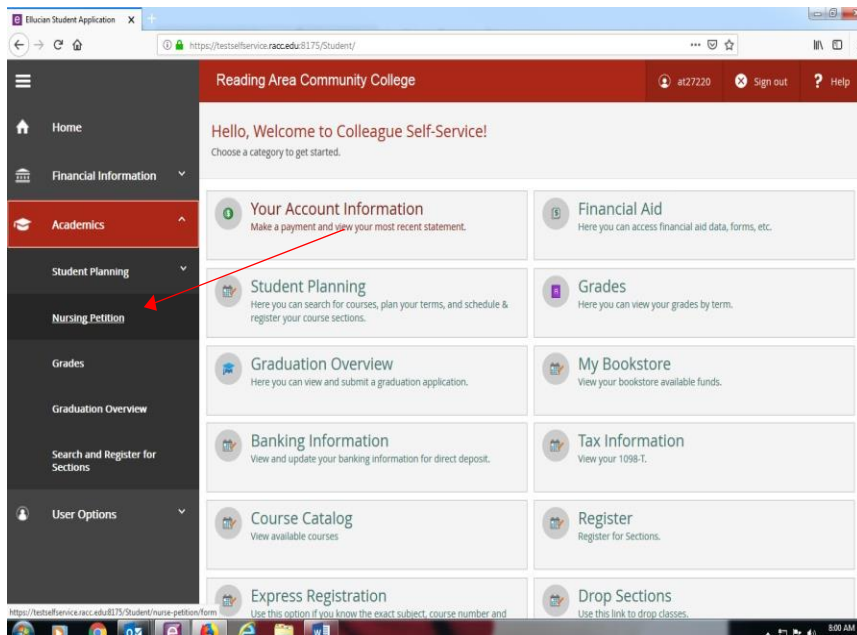
1. Sign in to your MyRacc Student Portal with your username and password.



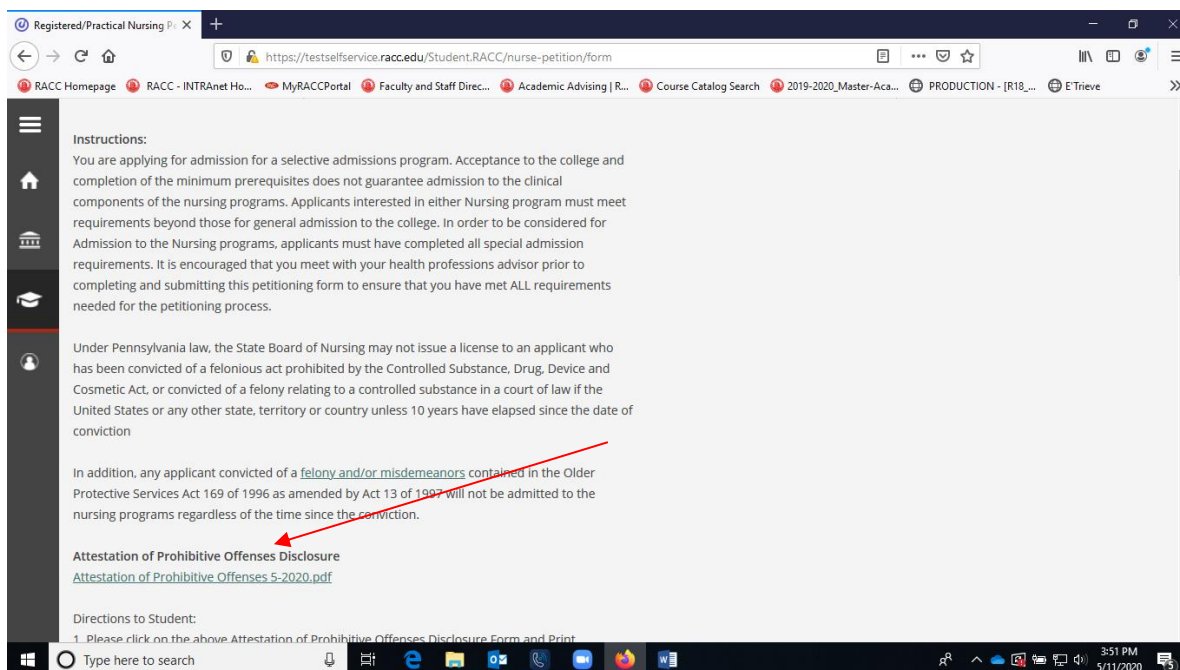
2. Click on Everyday Tools, then click on Self-Service.



### 3. Under Academics, click 'Nursing Petition'.



### 4. Review instructions. Click and print the attestation of prohibitive offenses disclosure form. You will need to initial page 1 and sign page 2 of the attestation form. Retain attestation form until Step 7.



5. Please enter your most current address and contact information and select appropriate Nursing Program of Study.

Required \*

Contact Information

Street Address \*

Street Address Line 1

Street Address Line 2

City \*

City

State \*

-- Select State --

Zip Code \*

Zip Code

Email Address \*

Email Address

Primary Phone Number \*

(xxx) xxx-xxxx

Alternate Phone Number

(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. Upload each attestation of prohibitive offenses form. You can scan and upload the physical document or you can take a picture of each page and convert the physical document into an electronic PDF through an image. Please see below for instructions.**

Registered/Practical Nursing P... X

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

RACC Homepage RACC - INTRAnet Ho... MyRACCPortal Faculty and Staff Direc... Academic Advising | R... Course Catalog Search 2019-2020\_Master-Aca... PRODUCTION - [R18... E'Trieve

Upload *Signed* Attestation of Prohibitive Offenses Disclosure

Page 1 with Initials. less than 1.5MB \*

Browse... No file selected.

Page 2 with Signature. less than 1.5MB \*

Browse... No file selected.

Signature

e Signature \*

e Signature

Date

5/11/2020

Submit

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Type here to search

3:54 PM 5/11/2020

### **If Using an Android or iPhone to turn a physical document into a PDF.**

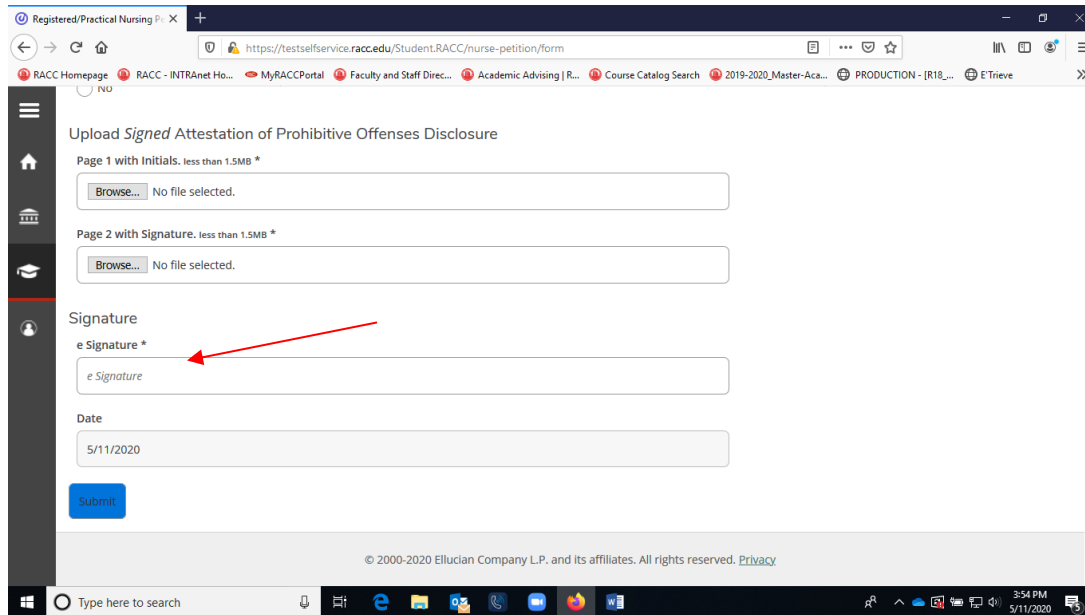
Android:

1. Open up Google Drive app from android phone
2. Click the + sign
3. Click the scan button
4. Take photo of the document flat on a surface
5. The app will crop the picture to only show the document.
6. Click + to add more pages to the pdf document
7. Click ✓ to upload the PDF file to the Google Drive for sharing!

iPhone

1. Go to “notes”
2. Click the camera button near the right
3. Click scan documents
4. Place the document flat and “take photo”
5. It will save as a PDF file!

## 8. Sign your name Electronically.



The screenshot shows a web browser window with the URL <https://testselfservice.racc.edu/Student/RACC/nurse-petition/form>. The page title is "Upload Signed Attestation of Prohibitive Offenses Disclosure". The form contains the following fields:

- Page 1 with Initials. less than 1.5MB \*  
 No file selected.
- Page 2 with Signature. less than 1.5MB \*  
 No file selected.
- Signature  
e Signature \*  
 (A red arrow points to this field)
- Date

A blue "Submit" button is located below the date field. The footer of the page reads: "© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

9. You will receive an email confirmation page that outlines any and all missing requirements. If you do not receive a confirmation email, please contact me at [trudnick@racc.edu](mailto:trudnick@racc.edu).