



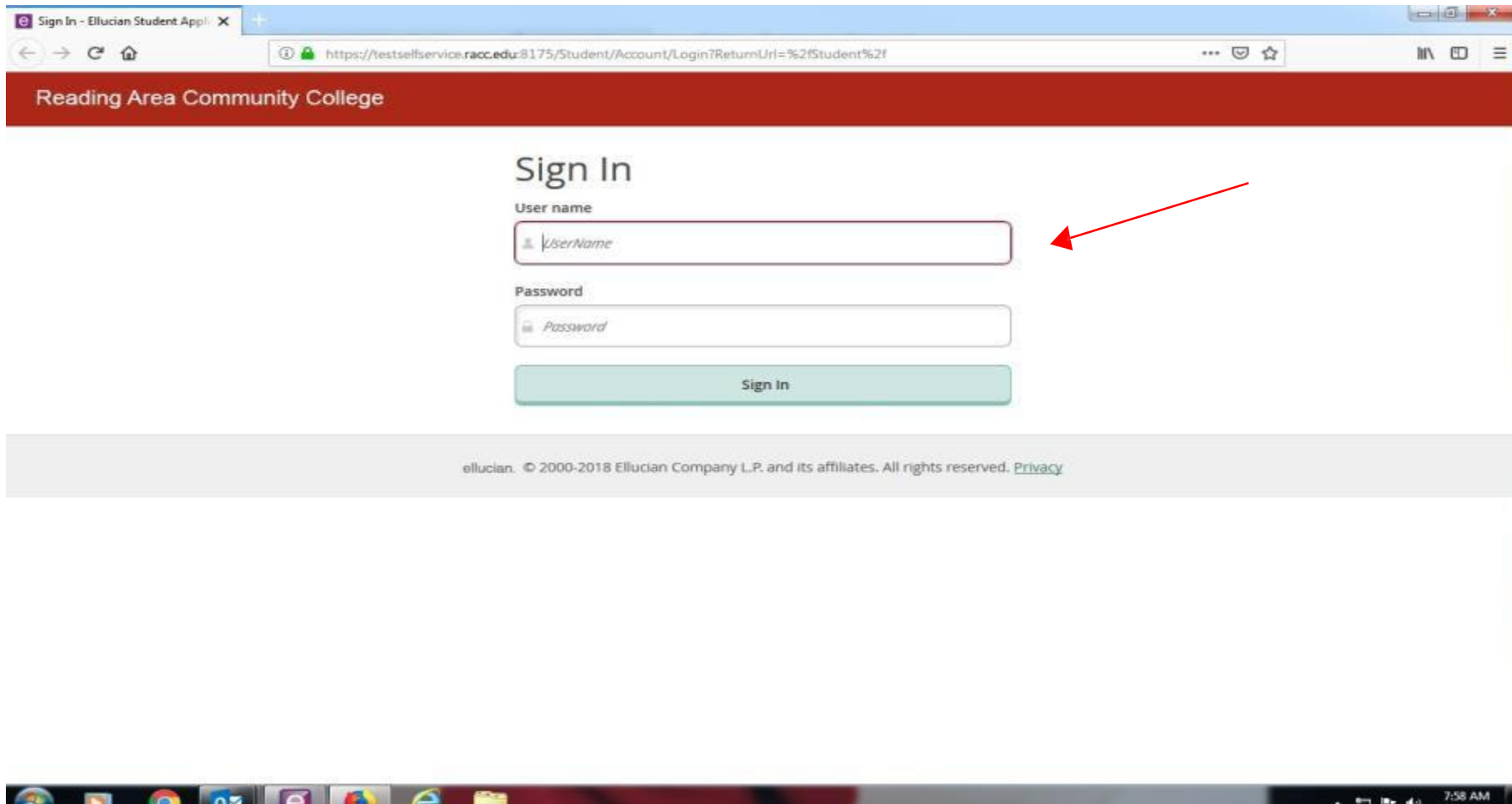
2026-2027

Nursing Application/Petition Instructions

Nursing Application/Petition Timelines

Associate Degree Nursing Program (RN)	Practical Nursing Program (LPN)
Opens: January 1	Opens: January 1
Closes: May 15	Closes: August 15
Admission Decisions: May 30	Admission Decisions: September 30

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

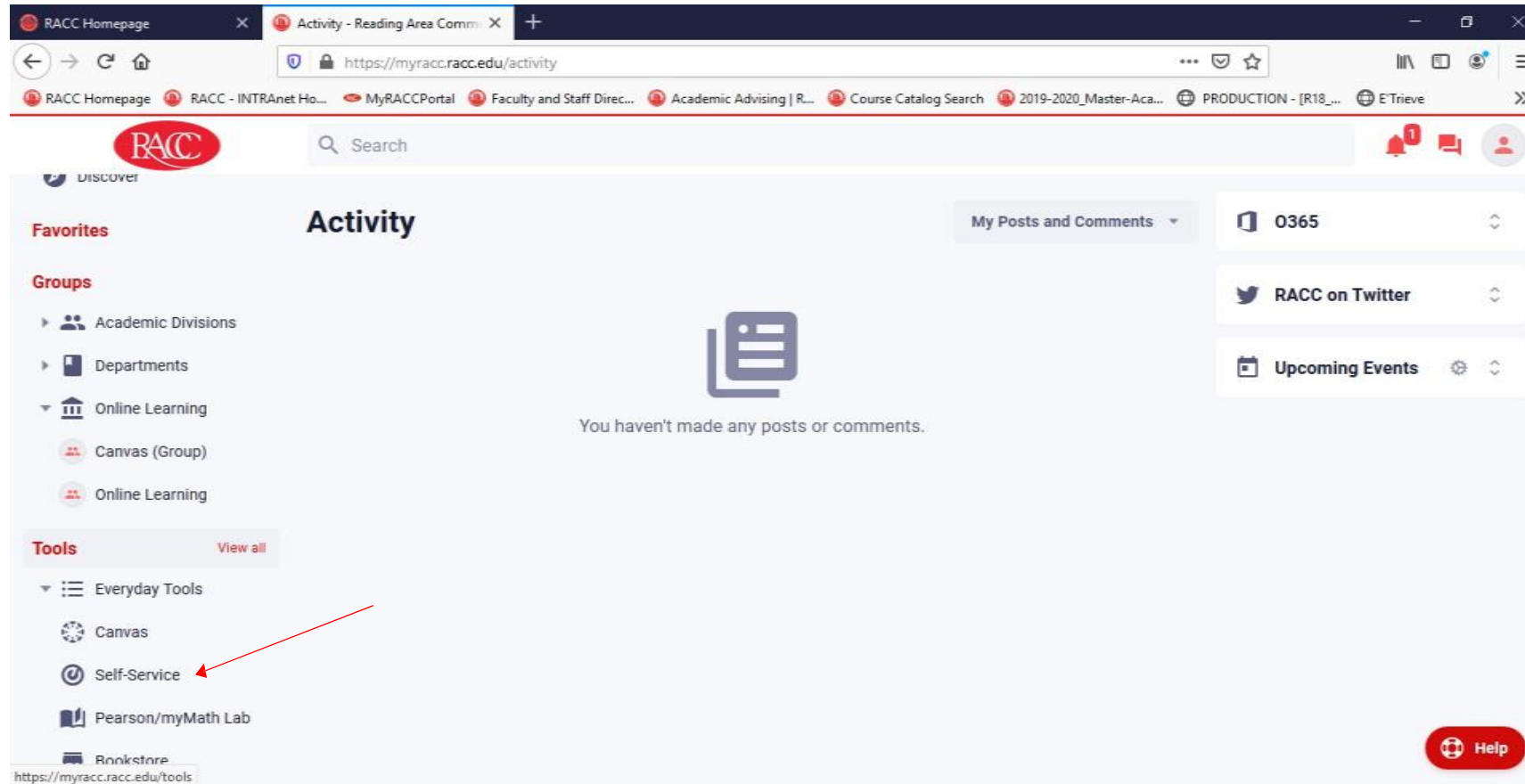


The screenshot shows a web browser window with the address bar displaying <https://testselfservice.racc.edu:8175/Student/Account/Login?ReturnUrl=%2FStudent%2F>. The page header is a red bar with the text "Reading Area Community College". Below the header, the "Sign In" section contains the following elements:

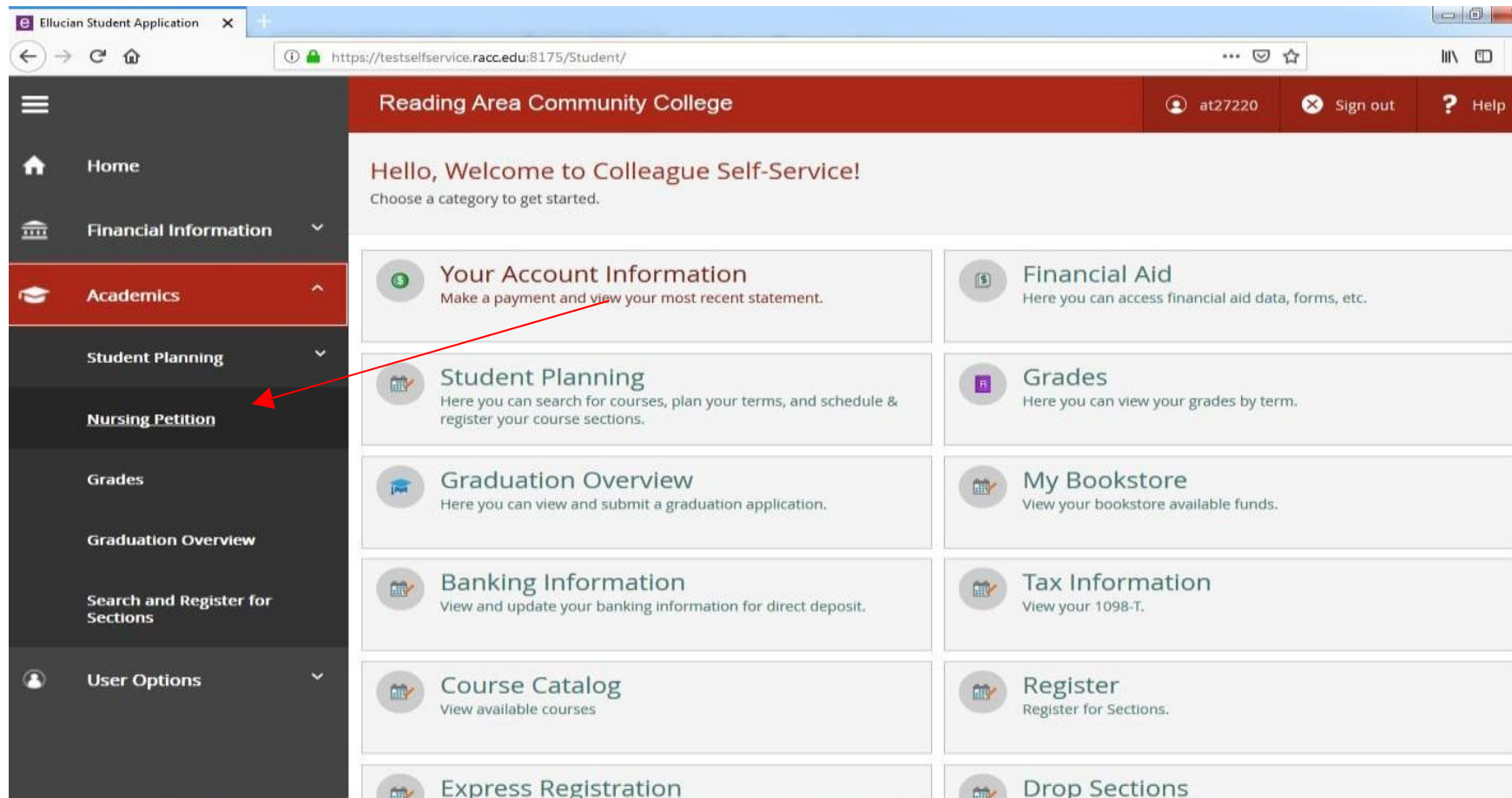
- Sign In** (Section Header)
- User name** (Label)
- (Text input field)
- Password** (Label)
- (Password input field)
- (Sign In button)

A red arrow points to the "User name" input field. At the bottom of the page, there is a footer with the text: "ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)". The Windows taskbar is visible at the bottom of the screen.

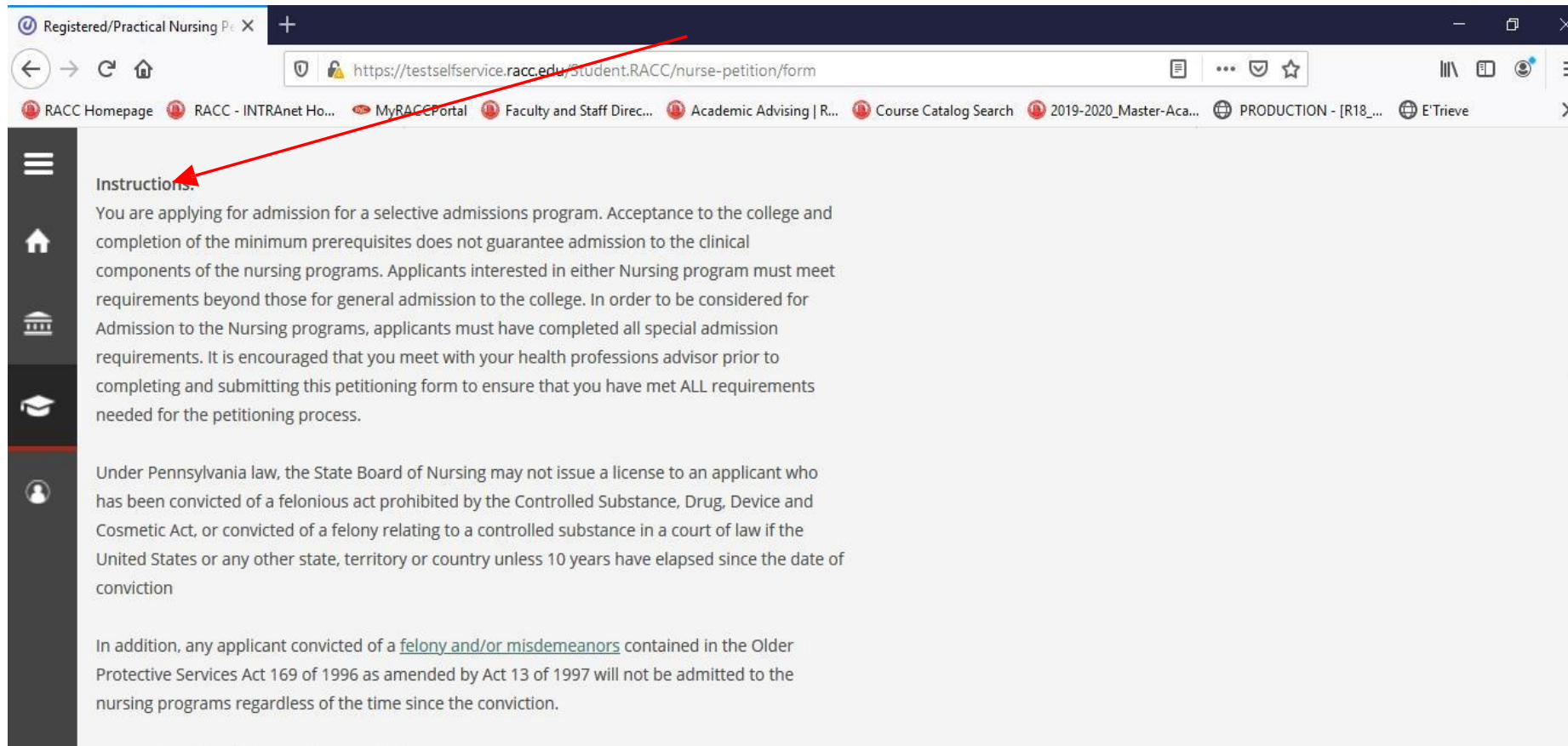
2. Click on Everyday Tools Menu, then Self-Service



3. Select Nursing Petition , located under the Academics Menu



4. Review Detailed Instructions



The screenshot shows a web browser window with the address bar displaying <https://testselfservice.racc.edu/Student.RACC/nurse-petition/form>. The browser's address bar and tabs are visible at the top. Below the address bar, there is a horizontal navigation bar with several links: RACC Homepage, RACC - INTRANet Ho..., MyRACCPortal, Faculty and Staff Direc..., Academic Advising | R..., Course Catalog Search, 2019-2020_Master-Aca..., PRODUCTION - [R18_..., and E'Trieve. On the left side of the page, there is a dark sidebar with a menu icon at the top, followed by icons for home, a building, a graduation cap, and a person. The main content area is titled 'Instructions' and contains three paragraphs of text. A red arrow points from the 'Instructions' link in the sidebar to the 'Instructions' heading in the main content area.

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 Petition

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

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

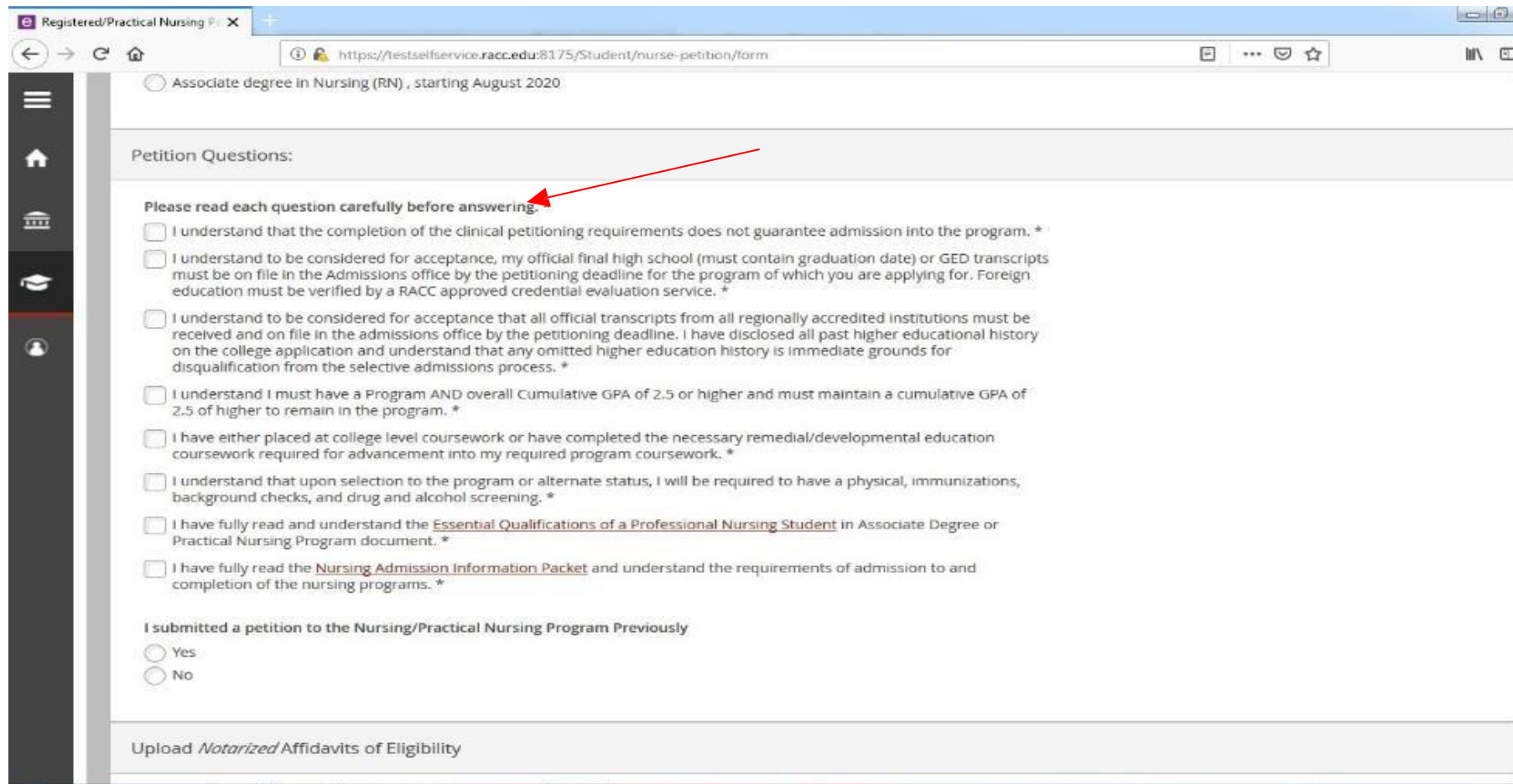
I am petitioning for *

☐ 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.



The screenshot shows a web browser window with the address bar displaying <https://testselfservice.racc.edu:8175/Student/nurse-petition/form>. The page title is "Registered/Practical Nursing". A sidebar on the left contains navigation icons: a hamburger menu, a home icon, a building icon, a graduation cap icon, and a user profile icon. The main content area has a radio button for "Associate degree in Nursing (RN) , starting August 2020". Below this is a section titled "Petition Questions:". A red arrow points to the instruction "Please read each question carefully before answering." which is followed by a list of eight statements, each with an unchecked checkbox. The statements are: 1. "I understand that the completion of the clinical petitioning requirements does not guarantee admission into the program. *"; 2. "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. *"; 3. "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. *"; 4. "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. *"; 5. "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. *"; 6. "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. *"; 7. "I have fully read and understand the [Essential Qualifications of a Professional Nursing Student](#) in Associate Degree or Practical Nursing Program document. *"; 8. "I have fully read the [Nursing Admission Information Packet](#) and understand the requirements of admission to and completion of the nursing programs. *". Below these is a section titled "I submitted a petition to the Nursing/Practical Nursing Program Previously" with radio buttons for "Yes" and "No". At the bottom is a section titled "Upload *Notarized* Affidavits of Eligibility".

Registered/Practical Nursing

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

☐ 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. *

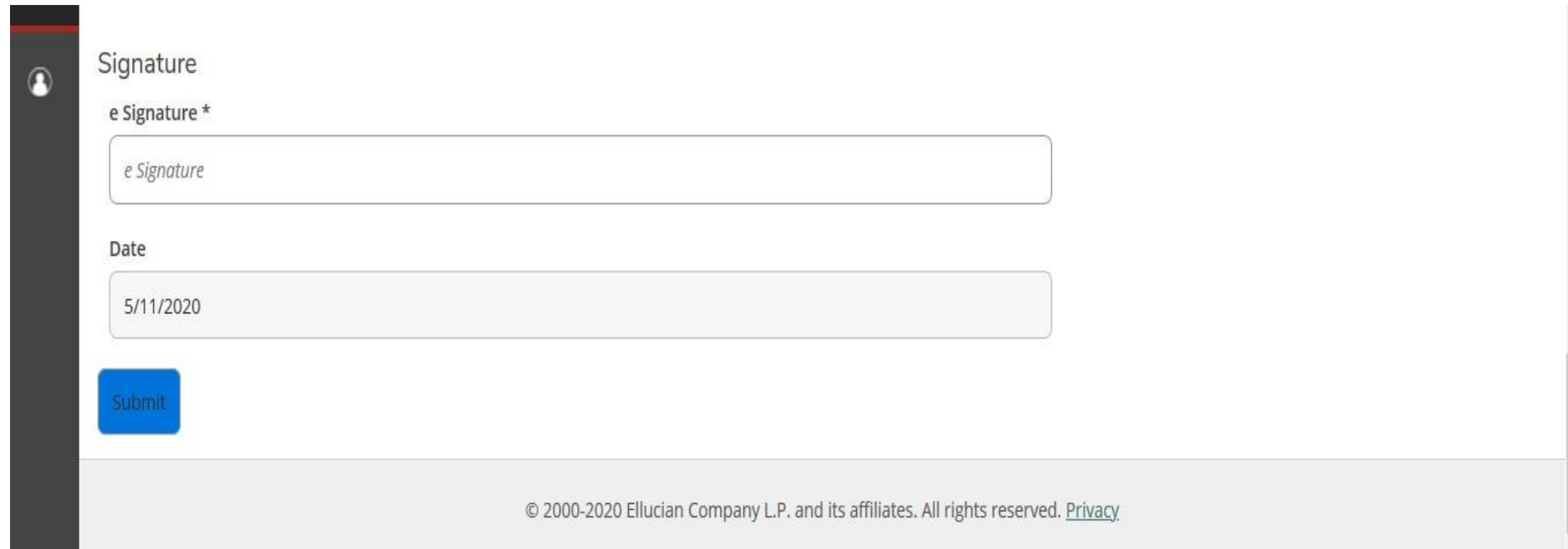
I submitted a petition to the Nursing/Practical Nursing Program Previously

☐ 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 white person icon. The main form area has a 'Signature' section with a label 'e Signature *' and a text input field containing the placeholder 'e Signature'. Below this is a 'Date' section with a text input field containing '5/11/2020'. A blue 'Submit' button is positioned below the date field. At the bottom of the page, a footer contains the copyright notice '© 2000-2020 Ellucian Company L.P. and its affiliates. All rights reserved.' followed by a link to 'Privacy'.

Signature

e Signature *

e Signature

Date

5/11/2020

Submit

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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