

CHECKLIST FOR ADN REENTRY STUDENTS FAILED OR WITHDRAWN FROM AN ADN COURSE

If an ADN student does not successfully complete or withdraws from a core nursing course, the student is out of program sequence and must await the opportunity to retake the missed course(s).

Follow these instructions to return to core ADN courses:

1. Complete the **STUDENT PROGRAM REENTRY REQUEST FORM (ADN Student Policy E-04)** and email it to reentryrequests@northwoodtech.edu no later than July 7 if requesting reentry for Fall and no later than January 7 if requesting reentry for Spring. Eligibility will be based on space available in the program on the designated campus and courses requested. Students will receive notification of their reentry status six (6) weeks prior to the start of the Fall semester and three (3) weeks prior to the start of the Spring semester they would like to reenter.
 - Theory and/or clinical courses may be retaken the following semester only if there is space available. Clinical courses are limited to no more than eight (8) students per section. Classroom space limits may also prohibit students from retaking a course the following semester and requires permission from the campus reentry coordinator.
2. Northwood Tech email should be monitored for messages re: Reentry into ADN Program Sequence to know if eligible to register for classes. **Do not register without permission from the Associate Dean of Nursing/ADN Program Director. Students offered a spot in the program will need to communicate their acceptance with the Associate Dean of Nursing by a deadline indicated in this email communication.**
 - Once a spot in the program is accepted, the Associate Dean of Nursing/ADN Program Director will give reentry students information about courses they can register for and the required textbooks/learning resources for those courses.
3. When you are given permission to return to take a **clinical** course, you must check the status of the following requirements, update if needed, and provide copies of updates to your clinical instructor, as instructed by the ADN Program Coordinator.

Information and forms regarding these requirements are on the ADN program web page under **Requirements & Application**. Scroll down to **Orientation**.

- Repeated WI caregiver background check and national criminal background check, MN background checks for New Richmond and Superior campuses if you have not had a clinical course for one semester
- Signed Functional Abilities form
- TB test (current)
- BLS for Health Care Providers certification (current)
- Physical exam if it has been more than one year since you last had a clinical course
- Immunization status (current)
- You will be required to demonstrate competency of clinical skills of past coursework before you may return to the clinical setting. Upon acceptance to return to take a clinical course you will be contacted by your instructor to plan for this demonstration of skills.