

Practical Nursing Program Information

The Practical Nursing Program is a Certificate of Applied Science program that is offered in an online distance format. The clinical and lab courses will be partly online, partly on campus at City College, and partly in the town where the student lives. Spring semester 2026, students will be required to come to City College January 13, 14, 15, 16, February 2, 3, 4, 5, 6, February 24, 25, 26, 27, and March 17, 18, 19 to complete labs.

This program is a very intensive program that requires a lot of study time for homework and other activities. It is not recommended that students work full-time and take this program due to the time required to successfully complete this program. In the first semester of the program, in addition to the regular study time required there are 150 hours of lab and 90 hours of clinical that will need to be completed. In the second semester there are 225 hours of clinical. Due to the online format, to be successful, more study time is required than at a face-to-face class.

Pre-requisite courses have to be passed with a C or better before applying:

- BIOH 101 Foundations of Human Biology (accepted in place of BIOH 104)
- BIOH 105 Basic Human Biology Lab
- PSYX 100 Intro to Psychology
- WRIT 101 College Writing
- M120 Mathematics with Healthcare Applications

The PN Program requires that all general education courses within the nursing program be completed within 15 years of application to the nursing program with the exception of the following science courses that must be completed within 5 years:

- BIOH 101 or BIOH 104 Foundation of Human Biology/Basic Human Biology
- BIOH 105 Basic Human Biology Lab

General education and core program courses can only be taken a maximum of two times. The grade accepted is the most recent grade.

Any course that is passed with a “P” grade will be counted as a C for the points criteria and the selective GPA calculation.

Students must have a GPA of 2.5 average on the pre-requisite courses to be eligible to apply.

*Application for the Practical Nursing Program will be due October 22.

The application process will include:

- Submission of Practical Nurse Application
- Submission of Points Criteria Form
- Submission of a reference letter from a supervisor, prefer from a medical job, but any job supervisor will be accepted. If have not worked then contact nursing director (406-247-3073) for a discussion of who the letter can be from. The letter needs to be mailed by the supervisor to:
 - Susan Floyd

- Nursing Director
 - 3803 Central Avenue
 - Billings, MT 59102
- Submission of an essay. The essay is for the acceptance committee to get to know you, your strengths, your motivation, and why you want to be a nurse. Submission of an essay is worth 1 point on points criteria form. It will not be graded. It will be read by the acceptance committee.
- After the above is received and points totaled the top 15 applicants will be offered acceptance into the program. Students will be notified by email by Nov. 1st about acceptance into the program.

Potential students can contact the nursing advisors at 406-247-3019 for further information.