

## 2023 LPN to RN Bridge Online Program Admissions Application & Payment Instructions

**Before starting your Online Program Admissions Application & Payment session be sure to:**

- a. Complete your credit admission application to obtain a student L number – a Lane ID number.
- b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. Have a Visa or MasterCard credit card on which to charge the **\$75 non-refundable** application fee.
- d. Verify that you meet minimum requirements to apply.

| <b>Begin your Online Program Admissions Application and Payment:</b> |   |
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| Click on link to right to begin                                      | <a href="https://crater.lanecc.edu/banp/zwskalog.P DispLoginNew?in_id=&amp;cpbl=&amp;newid=&amp;wapp=YA">https://crater.lanecc.edu/banp/zwskalog.P DispLoginNew?in_id=&amp;cpbl=&amp;newid=&amp;wapp=YA</a><br>(Opens July 5, 2023 at 12:15am and closes August 8, 2023 at 11:45pm)   |
| Create a new Application PassPhrase (PIN)                            | This PIN must consist of between 12 and 17 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!   |
| Select "Login"   | You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. <b>Write down your G#!</b> (Do not login with your previous L# and password.)   |
| Select "Continue"  | <b>Make sure you have all of the required documents you need to complete this Online Application and Payment process.</b> <ul style="list-style-type: none"> <li>• Lane Student ID Number (L Number)</li> <li>• Forms 1 &amp; 2 (Conditions of Application &amp; Point Petition Sheet) completed as a <b>fillable PDF</b></li> <li>• State Board of Nursing Licensed Practical Nurse License (attached to email)</li> <li>• Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on Form 2 - Point Petition Sheet)</li> </ul> |
| <b>Apply for Online Program Admissions:</b>                          |   |
| Admission Term   | When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment. (Spring 2023)   |
| Enter your name  | Make sure your name matches the name you used when you applied to be a Lane Credit student.   |
| <b>Application Checklist:</b>  |   |
| Select "Fill out Application"  | As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: <ul style="list-style-type: none"> <li>• Follow instructions provided on each screen</li> <li>• Start with "<b>Name – LPNtoRN</b>"</li> <li>• Select "Continue" after each section</li> <li>• Select "Application is Complete" after you have completed all sections</li> </ul>  |
| Admissions Agreement   | Select "I agree to the terms" after reviewing the information. This is your Admissions Agreement  |
| <b>Application Fee Payment:</b>                                      |   |
| Select "Submit Payment"  | Only Visa or MasterCard will be accepted for payment submission   |
| Application Final Page   | This lets you know that the online application and payment process is done.   |
| <b>Online Program Admissions Application and Payment Completed:</b>  |   |
| Lane Health Professions Program Admission & Payment Confirmation     | You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.   |