



# FALL 2018 REGISTERED NURSING PROGRAM Application Information Packet

**There is a \$50 fee to apply for this program.**

**You must complete all steps for your application to be considered.**

## **1. NURSING PROGRAM ADVISING**

All of the information necessary to make a successful application to the Nursing Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements and to fill out your application documents correctly.

**For advising assistance** to meet program or application requirements please meet with a Health Professions advisor during Winter term. For the best assistance, be prepared by bringing a filled in copy (to the best of your ability) of Forms 1 & 2. If unable to meet with an advisor in person, please email [NursingProgram@lanecc.edu](mailto:NursingProgram@lanecc.edu) with specific questions.

The following information is intended for **program entrance only** and does not include information on courses required for degree completion. These can be found in the catalog listing for [Nursing](#).

## **2. APPLICATION PROCESS & DATES**

### **2A. Selection Criteria.**

Program admission is based on a *point allocation system*. In addition to admitted students, there will be designated alternate students. An alternate is allowed to enter the program *if* an admitted student declines or withdraws. Alternate students not accepted into the **Fall 2018** program will be granted guaranteed admission the following year without reapplying to the program. (You must insure that your A&P and Micro courses do not expire prior to the year you enter the program.)

**You are NOT considered an applicant to the program until you meet all application requirements.**

### **2B. Important Dates:**

**Application opens:** ..... **January 2, 2018 at 12:15 a.m.\***

**Application closes:** ..... **February 15, 2018 at 5:00 p.m.\***

**Interview notification:** Interview status via Email and myLane announcement ..... **April 5, 2018**

**Interview Date:** Students *must* be available this day ..... **April 16, 2018**

**Final notification:** Application status via email and myLane announcement ..... **April 25, 2018**

**Mandatory orientation:** Required for all accepted **AND** alternate students ..... **May 29, 2018**

\*Program Online Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline of the application close date. Staff is not available weekdays after 5pm, weekends, or holidays to answer questions regarding application issues. Please keep this in mind in case of last minute questions or problems with the system.

### **3. PREPARING TO APPLY- APPLICATION REQUIREMENTS**

*Use this checklist to complete all steps in the order provided. Keep this checklist as a reference. You must complete all steps and submit all required documentation by the close date listed above.*

**You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.**

- \_\_\_\_\_ **1. Email Account.** It is your responsibility to set your “spam filter” system to accept email addresses containing @lanecc.edu. It is also NOT recommended to have a Hotmail account as we have found notifications are not being received by students with these accounts.
- \_\_\_\_\_ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane’s college admission process and obtain a student “L” number. Make sure to complete all “[Steps to Enroll in Credit Classes](#)” including testing if needed.
- \_\_\_\_\_ **3. Advising.** Meet with a Health Professions Advisor or communicate with them via Email for any questions at [NursingProgram@lanecc.edu](mailto:NursingProgram@lanecc.edu).
- \_\_\_\_\_ **4. Submit Non-Lane Official Transcripts to Enrollment Services.** All courses used as prerequisites must be taken at LCC or recorded on an official transcript that has been recorded as received in myLane by Lane Enrollment Services, prior to the application close date.
- \_\_\_\_\_ **5. Request Course Equivalency Evaluation (if needed).** It is ***your responsibility*** to initiate the process for non-Lane courses early and make sure equivalencies/substitutions have been established prior to the application deadline. Courses will not be accepted if they are not on the [Course Equivalency Transfer Tool](#) or without a course equivalency form submitted with your application. Please contact Health Professions advising for assistance in obtaining course equivalencies.
- \_\_\_\_\_ **6. Complete Form 1 - Conditions of Application Checklist of the Forms Packet.**
- \_\_\_\_\_ **7. Complete Form 2 - Point Petition Sheet of the Forms Packet.** Only courses that are listed as completed at LCC or on an official transcript may be used for points. **Extra points will NOT be awarded if you do not complete all information on the Point Petition Sheet.**
- \_\_\_\_\_ **8. Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

### **4. ACCESSIBILITY AND ACCOMODATIONS**

To request assistance or accommodations, contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu).

### **5. POINT PETITION DETAILS**

**Please review the details of each requirement and make sure you have completed the form completely and correctly and submitted the documentation as directed.**

#### **Section 1 – Required Courses:**

Required Prerequisite Courses, minimum 30 credits of qualified Section 1 courses are required to apply. All courses must have a letter grade of C or higher (C- or lower not accepted); the only exception to this rule is the Math requirement can have a Pass grade, but will not be eligible for Quality Points. Courses may be repeated, and the most recent grade will be used. Courses from **non-accredited** colleges will **not** be considered in the evaluation of your application, nor can they be considered toward any degree requirements. Email [NursingProgram@lanecc.edu](mailto:NursingProgram@lanecc.edu) if you are not sure. Please provide name of institution and state (e.g., Pioneer Pacific does not meet Northwest Commission of Colleges and Universities accreditation criteria.)

**Item 1 - Anatomy & Physiology I, II, and III:** BI 231 is required to apply. If all three AP courses are more than 7 years old – BI 233 needs to be repeated in order to be current and completed Fall 2011 or later.

**Item 2 – Math Proficiency:** Choice of MTH 095 or higher (MTH 098 Fall 2016 or prior only) course with letter grade or you can submit qualified documentation of math proficiency from the below options, these will meet application requirements but do not count towards minimum 30 credits required to apply. MTH 098 Winter 2017 or later will not be accepted. The requirement is MTH 095 or MTH 100 level or higher.

- MTH 095 or higher (MTH 098 Fall 2016 or prior) with Pass Grade
- Lane Credit by Exam for MTH 095 or higher (MTH 098 not accepted)
- AP (Calculus), or CLEP (College Algebra, or any Calculus or Statistics)
- IB (Mathematics, or Math Studies, or Further Mathematics or Statistics)

**Item 3 – English Composition:** WR 121 and WR 122. Applicants with a prior Bachelor's degree from a U.S. regionally accredited institution may waive this requirement, but will need to use additional approved electives that meet the Section 2 requirements to meet the 30 credit minimum to apply. IB ENG A Score of 5 or more Standard Level Equivalency = WR 121 can use one Approved Elective course for Item 3 WR 121. IB ENG A Score of 5 or more High Level Equivalency can use two Approved Elective courses for Item 3 WR 121 and WR 122.

**Item 4 – Nutrition:** Option of FN 225 Nutrition or FN 240 Nutrition and Metabolism

**Item 5 – Human Development:** PSY 215 Lifespan Development

**Item 6 – Human Relations:** Choice of course from catalog list only. See Lane 2017-18 Catalog: Associate of Applied Science, **Human Relations Courses** list under III. Program Core Requirements: <https://www.lanec.edu/collegecatalog/associate-applied-science-degree>

**Item 7 – Arts and Letters/Human Relations/Social Science only.** See Lane 2017-18 Catalog: Associate of Applied Science information under **II. Discipline Studies** (*Exception: performance/studio arts are not accepted*). <https://www.lanec.edu/collegecatalog/associate-applied-science-degree>

## **Section 2 – Approved Electives:**

- You can use Approved Electives to reach a **Maximum of 47 total qualified credits**
- Must be from Lane 2017-18 Catalog Associate of Applied Science under **II. Discipline Studies**
  - Arts and Letters/Human Relations/Social Science/Science/Math/Computer Science
  - Transfer courses meeting all Section 2 requirements do not have to be evaluated
- Exceptions for Arts/Letters courses: Studio art and performance arts do not meet the criteria, however, Theater Arts courses do meet criteria
- If subject criteria course is from an accredited institution numbered 100 level or higher or considered freshman through senior level then no further steps are required
- No more than two courses in one subject can be listed in Section 2 (e.g. ENG 104,105 and 106, – 106 could not be listed)

## **Section 3 – Prerequisite GPA:**

Maximum of 40 points are possible. Minimum Prerequisite GPA of 3.00 and Prerequisite GPA Points of 16 are required to apply. Courses from Section 1 and 2 are the only accepted courses used to calculate Prerequisite GPA and Prerequisite GPA Points.

## **Section 4 – Oregon Consortium for Nursing Education (OCNE) Points:**

### **Anatomy & Physiology Series:**

- BI 231 with either BI 232 or BI 233 is worth 3 points.
- All three, BI 231, 232, and 233 completed is worth 5 points.

### **Prerequisite Credits:**

- “Section 1 & 2 Total Credits”, if it is 36-44 credits it is worth 3 points.
- “Section 1 & 2 Total Credits”, if it is 45-47 credits it is worth 5 points.

**Prior Degree:** Associate level degree or higher is worth 1 point.

- College and degree information must be listed on Point Petition Sheet
- Official Transcript showing degree awarded must be submitted to Enrollment Services
- Degree must be from a regionally accredited institution

### **Section 5 – Lane Discretionary Points:**

**Lane County Residence:** Residency for 90 days prior to applying is worth 2 points.

- Residency will be assessed by the street address of the applicant **in myLane** (make sure your address is up to date in myLane.)
  - No PO Boxes.
- See [Residency rules](#) for Lane Community College.

**Military Service:** You must submit your DD-214 as documentation in active status or have an Honorable Discharge. There is no required field of training or education needed for these 3 points.

**Lane Community College Credits:** Credits taken at LCC listed in Section 1 and Section 2

- If there are 24-35 credits it is worth 1 point
- If there are 36-47 credits it is worth 2 points

**Cultural Literacy/Diversity:** Approved course is worth 1 point.

- Cultural Literacy - See Lane 2017-2018 Catalog printed catalog pages 36-39 or [this link](#)  
Courses marked with an asterisk \* meet the criteria, or courses in the Lane [Transfer Tool](#) with a Cultural Literacy attribute can be used
- HO 102 Diversity Issues in Health Care and HE 255 Global Health are also accepted
- Course must be at least 3 credits, graded C or higher

**Medical Terminology Course:** HO 100 Medical Terminology - minimum of 2 credits with Pass or grade of C or higher is worth 2 points

**License Verification:** Unencumbered Licensed Practical Nurse LPN License or Certified Nursing Assistant CNA Certification Level 1 or higher through a State Board of Nursing is worth 3 points.

- Submit appropriate verification that recognizes “no disciplinary action is in progress.”
- Documentation must be submitted with application to qualify for points. Oregon State Board of Nursing can be found at <https://osbn.oregon.gov/OSBNVerification/Default.aspx>

**BI 234 Fall Entry Requirement:** BI 234 Microbiology is a Fall entry requirement and must have been completed Fall 2011 or later or must be repeated. This course must be completed no later than Summer term 2018 in order to maintain your spot in the program or on the alternate list.

Please enter your transcribed or in process course with College Name, Course #, Course Name, and Term/Year Completed or Enrolled. This is for tracking purposes only and no points will be given for the course in THIS section. You may also have used this course in Section 2 for points if course is completed and listed on a transcript. All items 1 through 7 on Point Petition Sheet and additional approved electives to total a minimum of 45 credits must be completed prior to Fall 2018 entry with an overall GPA of 3.00 or higher. (Failure to complete all prerequisites (45 credits or more) with a continuing GPA of 3.00 or higher by the end of Summer term in the year of acceptance will result in forfeiture of acceptance into the program.)

**Genetics:** By the end of the first year of nursing courses, you must have successfully completed a course outside of the required anatomy & physiology and microbiology courses which addresses a human genetics content (including basic structure and function of DNA, mechanisms of heredity.)

The following courses (combined) will satisfy this requirement: (Please note BI 112 from another college must include a lab component to be equivalent.) BI 112 Cell Biology for Health Occupations **AND** BI 233 A&P 3 **OR** BI 112 **AND** BI 102G Genetics and Society **OR** BI 233 **AND** BI 101F Survey of Biology **OR** BI 233 **AND** BI 211 Principles of Biology **OR** BI 233 **AND** BI 101K Introduction to Genetics **OR** BI 101K **AND** BI 102C Marine Biology.

## **6. APPLICATION SUBMISSION CHECKLIST**

**Submit the FILLABLE Application Packet to HPApplicationCenter via email.**

- Form 1 Conditions for Application (only **fillable** PDF's are accepted)
- Form 2 Point Petition Sheet (only **fillable** PDF's are accepted)
- Course Equivalency/Substitution forms/Emails (if applicable)
- Supporting documentation for any Additional Points (if applicable)

**Complete the Nursing Program Online Application.** You will be charged a **\$50 non-refundable application fee**. *Use the 2018 Health Professions Online Program Admissions Application and Payment Instruction document to complete this process.*

Before you begin the Program Online Application and Payment:

- You must have a student "L" number to complete this process
- You must have an email address to complete this process
- You must have a Visa or MasterCard card to pay the application fee