LPN Nursing Application Winter 2017
Information Packet

IMPORTANT DATES
See detailed information throughout this application. **Blue text serves as links to important information.**

June 1, 2016 **Application forms received prior to this date will not be reviewed.**	Date of submission has no bearing on applicant ranking. If all courses listed on Form 2 appear on transcripts - Forms 1 and 2, Online Application and Official Transcripts will be accepted for review.
	LPN Nursing On-line Application and Payment opens – see below.
	At least 2 weeks prior to applying - submit request(s) for course equivalencies for prerequisite courses taken at other colleges to appropriate department for review.
Application documents Do not submit prior to June 1st, 2016	Application Forms 1 and 2 and Online Application and Payment are due on the same date. Transcripts from other institutions must be received by Enrollment Services and available for processing once Forms 1 and 2 have been received. **Once processing begins if any one of these portions is missing, the application may be considered incomplete.**
July 25th, 2016	Deadline: Final date to submit Transcripts from other institutions to Enrollment Services per instructions provided in this application.
July 25th, 2016	Deadline: Final date to submit Forms 1 and 2 (and documents if applicable) must be <u>received</u> at Health Professions Application Center by email – see instructions.
	Deadline: Final date to submit LPN Nursing On-line Application and Payment.
August 10th, 2016	Notification - Program Acceptance by e-mail and/or myLane.
September 1st, 2016 Time 4:00-5:30 PM	Mandatory Orientation for all accepted and alternate students.

LANE NURSING
The Licensed Practical Nursing program is both exciting and challenging; offering graduates the opportunities for employment in a variety of settings and for a lifelong career of personal fulfillment and societal benefit. Completion of this program gives the student a certificate in Practical Nursing and meets the educational requirements for the national exam for PN licensure (NCLEX-PN).

APPLICATION AND PROGRAM COUNSELING/ADVISING
It is HIGHLY recommended that applicants work with a counselor/advisor in the Counseling Department to review program requirements. It is the applicant's responsibility to be aware of program entrance and degree completion requirements.

For Counseling and Advising assistance in meeting program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or E-mail NursingProgram@lanecc.edu.

An Academic Advising Resource is available to all students. To access this go to www.lanecc.edu choose "Moodle." Select "Academic Advising" and then choose "Academic Advising Resources – Nursing LPN and RN Programs." To access necessary information complete Log In. Username is your L number and Password is your Lane Passphrase or select "Login as a Guest." Select Nursing LPN and RN Programs - Topic 7: Preparing to Apply.

ACCESSIBILITY AND ACCOMMODATIONS

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

WINTER 2017 APPLICATION PROCESS

1. Admission to Lane

If you are not currently a Lane credit student, complete the "Steps to Enroll – For Students New to Lane." Select the "Prior College Students Enter Here" link.

2. The LPN Nursing Application has two parts; An Online Program Application and Payment, and the fillable PDF application forms.

A. Instructions for the On-line Application and Payment follow the forms pages. This application will include a $35 non-refundable application fee, therefore do not initiate until you are sure you will have the prerequisites and requirements met, submit official sealed Transcripts (if needed) and are ready to submit Forms 1 and 2.

B. Submit by email completed LPN Nursing Application Forms 1 and 2. Application Forms must be received by deadline. If needed email HPApplicationCenter@lanecc.edu scanned copies of course equivalency or substitution(s) and/or OSBN CNA Certification Verification.

PREREQUISITE COMPETENCIES

All course work must be graded C or higher (grades of C- or less do not meet criteria) and appear on a transcript by date of application. If courses taken at institutions other than Lane they must appear on an official transcript submitted to Lane Enrollment Services.

1. Anatomy & Physiology I, II, III: (12 credits) BI 231, BI 232, BI 233 – Grade of C or higher (C-or less not accepted)

   BI 112 and CH 112 are prerequisite to BI 231 at Lane. If course(s) not taken at Lane use the Lane Transfer Tool or request a course equivalency from the Science department. Your BI 233 course must have been completed within 7 years prior to starting the LPN Program (taken Winter term 2010 or later). If all three AP courses are more than 7 years old **– Most recent course needs to be completed Winter 2010 or later.**

2. MTH 065 Elementary Algebra or higher, 4 Credits – Grade of C/Pass or higher (C- or less not accepted). Choose course with best grade – MTH 065, MTH 070, MTH 095, MTH 098, MTH 105, MTH 111 or MTH 243. Also MTH courses with Pass grade will be considered equivalent to a C grade for points. If you have a question about your math course please email NursingProgram@lanecc.edu

3. WR 121 Introduction to Academic Writing or higher 3 or more credits – Grade of C or higher (C- or less not accepted) or higher course options include the following: WR 122 Argument, Style and Research; WR 123 Research or WR 227 Technical Writing. Applicants with a prior Bachelor's degree from a U.S. regionally accredited institution may waive this requirement. Students who have completed a U.S. Bachelor's degree and wish to waive the WR 121 requirement will need to submit official transcripts to Enrollment Services.

   For applicants (without a prior Bachelors degree) who have taken college level freshman writing courses not listed as "WR 121" or higher need to use the Lane Transfer Tool. If course taken does not appear as equivalent students will need to request a course equivalency from Lane's Language, Literature & Communication Division. You can make your request online https://www.lanecc.edu/llc/english/course-equivalency-form .

4. HO 100 Medical Terminology 2 or more credits - Grade of C or higher (C- or less not accepted). If course not completed at Lane please use the Lane Transfer Tool. If course not listed contact the Health Professions Division.

5. Basic Computer Competency – required prior to Winter term entry. CIS 101 Computer Fundamentals or CS 120 Concepts of Computing can help students obtain necessary skills. Success in a nursing program requires that students be computer literate, including at least word processing, use of spreadsheets, and web searches. Students without computer experience are expected to seek out opportunities for remediation in this competency prior to entering the nursing program.

TRANSCRIPTS

Submit Transcripts (if required) to Enrollment Services. All courses used for points must be recorded on your transcript.

TRANSFER CREDITS, COURSE EQUIVALENCIES

Courses taken at other colleges may be eligible for use in the application process. Use the Lane Transfer Tool to determine if a course has already been evaluated as equivalent. If the college/course is not shown email *NursingProgram@lanecc.edu*

If you obtain course equivalencies or substitutions *request copy of the approval in-person or by email. Course equivalencies must be approved and received in Enrollment Services by your date of application.*

Courses from Non-accredited colleges will not *be considered in the initial evaluation of your application nor can they be considered toward any degree requirements.*

If coursework is from Foreign Institutions email *NursingProgram@lanecc.edu*

APPLICATION POINT SYSTEM

Eligible applicants will be assessed according to the following point system.

1. Each course listed on the Point Petition Sheet has corresponding points awarded for a grade of A, B and C respectively. The three courses required to apply are MTH 065 or higher, BI 231 and WR 121 or higher. To be more competitive students will want to complete the Winter Entry courses that are eligible for points – HO 100, BI 232 and BI 233. (PSY 215 is a Winter entry requirement but is not eligible for additional points.)

2. Paid work experience criteria includes the following for additional points:

   - Recent (January 2013 or later) work experience 960 hours or more
   - Work must require that the candidate is a Certified Nursing Assistant
   - Verification of Oregon State Board of Nursing (OSBN) CNA Certification
   - Completion of Employer Verification form(s). See the "Preparing to Apply" instructions.
   - Provided bedside care in a skilled or acute care setting

3. Students who are able to attach documentation of Military Experience using their DD-214 will be eligible for additional application points.

4. Students with the highest points will be accepted into the program. Enrollment will be based on funding and space available.

5. Alternates will be selected from the next highest point group and will be eligible to start Winter term 2017 should an accepted candidate forfeit his or her position in the program. If unable to start Winter term 2017, an alternate will be accepted the following year without having to reapply.

CONDITIONS FOR ENTRY WINTER 2017

- Complete all course prerequisites – in addition to (MTH 065 or higher, WR 121 and BI 231) BI 232, BI 233, HO 100 and PSY 215 must be completed and appear on an official transcript by the end of Fall 2016.
- Obtain computer proficiency skills as described above or take CIS 101 Computer Fundamentals or CS 120 Concepts of Computing
- Obtain Oregon State Board of Nursing CNA Certification.
- Pass criminal background check and drug screening
- Attend the Mandatory Orientation for accepted and alternate students – see date on first page.
- Obtain required immunizations, CPR Training and Health Insurance – more information will be provided at the mandatory orientation.
- Plan to complete one Human Relations Course – see list in Lane Catalog for Associate of Applied Science Degree by end of Winter term – first term in the program

2016 Health Professions
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 **non-refundable application** fee.
d. Verify that you meet minimum requirements to apply.

Begin your Online Program Admissions Application and Payment:	
Click on link to right to begin	https://crater.lanecc.edu/banp/zwskalog.P_DispLoginNew?in_id=&cpbl=&newid=&wapp=Y0
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 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. Write down your G#!
Select "Continue"	**Make sure you have all the required documents you need to complete this Online Application and Payment process.** • **Lane Student ID Number (L Number)** • **Reviewed the Residency requirements to determine form of verification for your Oregon state residency** • **Form 2 (Point Petition Sheet Estimated Points)** • **State Board of Nursing Certified Nursing Assistant (if you are including on Form 2)** • **Submitted official sealed transcripts to Lane Enrollment Services (for non-Lane courses/degrees listed on the Point Petition Sheet – Form 2).**
Apply for Online Program Admissions:	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment.
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
Application Checklist:	
Select "Fill out Application"	As you enter the required information in a section, a checkmark will appear to indicate you have completed that section: • Follow instructions provided on each screen • Start with **"Name – LPN"** • Select "Continue" after each section • Select "Application is Complete" after you have completed all sections
Admissions Agreement	Select "I agree to the terms" after reviewing the information. This is your Admissions Agreement
Application Fee Payment:	
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.
Online Program Admissions Application and Payment Completed:	
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.