

LPN Transition to AD Nursing Program Application

FALL _____ SPRING _____
(Indicate **year** above for **one** semester only)

PLEASE PRINT CLEARLY

PERSONAL DATA

NAME: _____ STUDENT ID OR SSN: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ E-MAIL: _____

New to RCTC
 Currently at RCTC
 Previously at RCTC

DEADLINES

SPRING – **September 15** * Applications **MUST** be received by RCTC Nursing Department prior to 4:00 PM the day of the deadline
 FALL – **February 1** Late applications will **NOT** be considered. Updated transcripts and/or supporting documentation **MUST** be on file with the Admissions and Records Office.

NURSING (LPN-ADN) ADMISSION REQUIREMENTS

- ✓ All prerequisites or their equivalents, listed below, must be **satisfactorily completed**, prior to the admission deadline, to meet the program entrance requirements. Grades of “C” or better are required.
 - Acceptance to RCTC. If you haven’t applied to RCTC an application can be obtained at:
http://www.rctc.edu/admissions/html/application_form.html
 - Official Transcripts from all colleges attended (these should be submitted to the Admissions and Records Office)
 - Cumulative College GPA at or above 2.5 ----Cumulative GPA: _____
 - Have a valid Minnesota LPN License: _____ Year obtained: _____ (Include a copy)
 - Current CPR for the Health Professional (include copy of card)
 - Successful Completion of (“C” or better) **BIOL 1217** **CHEM 1117** **ENGL 1117** **BIOL 1218** **PSYC 2618**
 - Concurrent Enrollment in **OR** successful completion (“C” or better) of **BIOL 2021**

PREVIOUS EDUCATION – Please list ALL previously attended colleges

Colleges attended	Dates of attendance	Official transcript submitted? (“X”)
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes
		<input type="checkbox"/> Yes

STATEMENT OF UNDERSTANDING

By signing below, I agree to the following:

- 1) This application is valid only for the semester for which I have applied. If necessary, it will be my responsibility to reapply.
- 2) I have applied and been accepted to RCTC.
- 3) I have reviewed and meet the Nursing (LPN-ADN) Program prerequisites and admission requirements as noted above.
- 4) I have successfully completed **BIOL 1217, CHEM 1117, ENGL 1117, BIOL 1218, and PSYC 2618.**
5. I have successfully completed **BIOL 2021** or will take it concurrently with **NURS 1120.**
- 6) I have enclosed a copy of my valid LPN license and a copy of my CPR card—MUST be CPR for the Health Professional
- 7) I understand that if information is missing from my file, I will **NOT** be admitted to the Nursing (LPN-ADN) Program.

- **An e-mail address is required for verification of receipt of application**
- **All applicants will be notified of admission status within one month after the deadline.**
- **Incomplete applications will not be accepted.** Please initial here _____ ←

Signature: _____

Date: _____

TRANSFER STUDENTS

- Submit updated official transcripts from all previously attended colleges
 - ❑ Your most current official transcripts need to be on file at RCTC prior to the admission deadline
- Questions related to transfer equivalencies from other colleges can be directed to Melanie Callister, Melanie.Callister@roch.edu
 - ❑ If a course is questionable, ALWAYS submit a detailed course syllabus (usually an issue with the algebra requirement)
 - ❑ If necessary, submit placement test results from other colleges (ACCUPLACER, COMPASS, etc.)
- If your chosen major is something other than Associate Degree Nursing, your transfer evaluation will NOT be correct
 - ❑ You may request, at the Admissions counter, to have your transcripts re-evaluated for Associate Degree Nursing

ADDITIONAL RESOURCES

Associate Degree Nursing Program Website: <http://www.rctc.edu/program/nurs/>

Web portal: <http://www.rctc.edu/webportal/>

Online Catalog: <http://www.rctc.edu/catalog/courses/index.html>

Counseling/Advising: http://www.rctc.edu/counseling_career_center/html/advisors.html

Enrollment Services: admissions@roch.edu or (507) 285-7219

Transfer equivalencies: Melanie.Callister@roch.edu

FREQUENTLY ASKED QUESTIONS

How will I know if you have received my Nursing application?

All students who provide an e-mail address on their application and apply at least two weeks prior to the deadline will receive confirmation that their application has been received. If you provide an e-mail address and don't receive the confirmation e-mail, you should contact jenny.white@roch.edu or merrybeth.gay@roch.edu prior to the deadline.

How are students selected for Nursing?

Students are admitted into the program every fall & spring semester. All applications submitted prior to the deadline will be reviewed. Only students who have successfully completed the minimum qualifications will be considered for admission. Students will be ranked by cumulative grade point average (GPA). A minimum 2.50 cumulative GPA is required and will be calculated at the time of the admission deadline. If you have been to more than one college in the last 10 years, those grades will be averaged to calculate your cumulative GPA. Cumulative GPA = GPA Points divided by GPA Credits for any and all attempted college credits.

How does the LPN-ADN student progress through the program?

1. Please refer to the AD program sheet. If you do not have one, you may obtain one by visiting: www.rctc.edu/catalog/programs/NursingAD.pdf
2. During your first semester, you will register for NURS 1120 in addition to any of the other required general education courses that you haven't completed.
3. Your second semester, you will then join the other AD nursing students in the "Semester III" Nursing Courses as identified on the program sheet. You will then proceed on to Semester IV.

Is there anything else I need to do once I am accepted into the program?

Once notified of your acceptance, you will need to register for a mandatory Nursing Orientation. Directions will be given in your acceptance letter. You will need to submit all required health forms, proof of health insurance, and complete a background study.

Is there any other information I need to submit?

Please make sure that all information is submitted to RCTC Department of Nursing prior to 4:00PM on the day of the deadline. **RCTC will NOT request missing information.** It is the responsibility of the applicant to ensure that all information has been submitted prior to the deadline. If you were previously a student at RCTC and more than one year has passed since you were enrolled last, please submit an Intent to Return form. Applications and Intent to Return forms are available online at www.rctc.edu/admissions/html/application_form.html. If your transcripts were not evaluated for the Associate Degree Nursing Program, please request that they be re-evaluated (Admissions and Records).

If I have a question that is not addressed here who can I contact?

Please contact Merry Beth Gay at merrybeth.gay@roch.edu or Jenny White jenny.white@roch.edu. Please include your name, Stinger ID number, telephone number, and detailed message.