







# LPN Nursing Application Winter 2013 Information Packet

## IMPORTANT DATES Revised 4/15/2012

See detailed information throughout this application. **Highlighted blue text serves as links to important information.**

<p>June 15<sup>th</sup>, 2012 </p> <p><b>Application forms received prior to this date, will not be reviewed.</b></p>	<p>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.</p> <p>LPN Nursing On-line Application and Payment opens – see below.</p> <p>Submit request(s) for course equivalencies for prerequisite courses taken at other colleges.</p>
<p>Application documents <b>Do not submit prior to June 15<sup>th</sup> 2012</b></p>	<p><b>Application Forms 1 and 2 and Online Application and Payment</b>  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. <b>Once processing begins if any one of these portions is missing, the application may be considered incomplete.</b></p>
<p> July 27<sup>th</sup>, 2012 - 5 p.m.</p>	<p>Deadline: Final date to submit Transcripts from other institutions to Enrollment Services per instructions provided in this application.</p>
<p> July 27<sup>th</sup>, 2012 - 5 p.m.</p>	<p>Deadline: Final date to submit Forms 1 and 2 (and documents if applicable) must be received at Health Professions Application Center by email – see instructions.</p>
<p>August 17<sup>th</sup>, 2012 </p>	<p>Deadline: Final date to submit LPN Nursing On-line Application and Payment.</p>
<p>August 30<sup>th</sup>, 2012  5:00 -6:30pm</p>	<p>Notification - Program Acceptance by e-mail or myLane.</p> <p>Mandatory Orientation for all accepted and alternate students.</p>

## 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 sign up for an [Ongoing/Transfer Workshop](#) in May or early June on Wednesdays at 4 p.m. or E-mail [NursingProgram@lanecc.edu](mailto:NursingProgram@lanecc.edu).

An [Academic Advising Resource](#) is available to all students. To access this go to [www.lanecc.edu](http://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 PIN. If necessary create an account. Select Nursing LPN and RN Programs - [Section 7: Preparing to Apply](#).

2013 APPLICATION PROCESS: (see next page)

## AMERICANS WITH DISABILITIES ACT

If you need assistance because of a disability, you may be eligible for academic accommodations through Disability Services. For more information contact Disability Services at 463-5150, or TDD 463-3079, Building 1, Room 218.

1. Admission to Lane  
If you are not currently a Lane credit student, complete [Lane's college credit admission process](#) and obtain a student "L" number. Make sure to complete all "[Steps to Enroll in Credit Classes](#)" including testing.
2. Meet Lane Oregon [Residency requirement](#) by date of application.
3. The LPN Nursing Application has two parts an on-line application & payment, and fillable 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](#) and additional documentation - if required. Application Forms must be received by deadline. If needed email [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) or mail course equivalency or substitution(s), medical terminology syllabus, OSBN CNA Certification Verification and Work Verification Forms to [HP Application Center](#). Attn: [LPN Nursing Application Documentation 4000 East 30<sup>th</sup> Avenue, Eugene, OR 97405](#).
4. Notification of your application status will arrive by E-mail or myLane portal.
  - VERY IMPORTANT! Set your "spam filter" system to accept mail addresses containing @lanecc.edu or your notification may be spammed! Do this even if you are currently receiving e-mails from Lane.
  - You are NOT considered an applicant to the program until you meet all application requirements.

**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 have been taken at institutions other than Lane they must appear on an official transcript submitted to Lane Enrollment Services.

- WR 121 or higher (WR 122, WR 123 or 227) or equivalent – required to apply
  - MTH 065 Elementary Algebra or higher – required to apply
  - BI 231 Human Anatomy and Physiology – required to apply
  - BI 232 and BI 233 Human Anatomy and Physiology terms 2 and 3 – required prior to Winter term entry
  - HO 100 Medical Terminology – required prior to Winter term entry
  - PSY 201 General Psychology – required prior to Winter term entry
  - CIS 101 Computer Fundamentals or Computer Proficiency – required prior to Winter term entry
  - [Oregon State Board of Nursing](#) Certified Nursing Assistant Certification – required prior to Winter term entry
  - Transferable or equivalent courses may be accepted to meet the above requirements. Please review the [Transfer Advising Guide](#) and the [Lane Transfer Tool](#).
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. The most recent A&P course must have been completed within 7 years prior to starting the LPN Program (taken Winter term 2006 or later). If all three AP courses are more than 7 years old – **BI 233 needs to be repeated Winter 2006 or later.**
  2. MTH 065 Elementary Algebra or higher, 4 Credits – Grade of C or higher (C- or less not accepted). Math courses numbered 100 or higher or courses considered freshman level or above meet the criteria. Examples of Lane courses that also meet criteria are MTH 070, MTH 095, MTH 111 and MTH 243.
  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.

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 found please submit course syllabus to [HP Application Center](#). Attn: LPN Nursing Application Documentation 4000 East 30<sup>th</sup> Avenue, Eugene, OR 97405.
5. Basic Computer Competency – required prior to Winter term entry. CIS 101 Computer Fundamentals can help student 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.

- Do not submit transcripts from Lane Community College to Enrollment Services or the HP Application Center.
- Sealed, official, transcripts from schools other than Lane must be received (see address below) **prior to the date** Forms 1 and 2 are emailed to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)  
Lane Enrollment Services, ATTN: HP Transcript  
4000 East 30<sup>th</sup> Ave., Eugene, OR 97405
- If official transcripts are received at the Health Professions Application Center, they will NOT be forwarded to Enrollment Services.

## TRANSFER CREDITS, COURSE EQUIVALENCIES

Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.

**DO NOT DELAY.** It is your responsibility to initiate the process early and make sure it has been completed by the application deadline.

**IMPORTANT.** *Equivalencies must meet [Core Program](#) and [application](#) requirements.*

1. For colleges other than Lane, submit official, sealed transcript(s) to Enrollment Services. College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
2. Go to the Enrollment Services website [Lane Transfer Tool](#) and the [Transfer Advising Guide](#).
3. Review "General Information for Transferring Credits."
4. Select "Look up Transferable Credits" to check on transferable classes for items 1-4 above. If your course(s) are listed as equivalent to course numbers and titles as listed above - no further action is needed.
5. If the college/course is not shown see *instructions provided above the [Transfer Advising Guide](#)*.
  - **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.**

### **Transfer coursework from Foreign Institutions**

Must be evaluated by the application deadline by an outside credential evaluation service. The evaluation company must be either AACRAO Foreign Education Credential Service ([www.aacrao.org](http://www.aacrao.org)) or a member of the National Association of Credential Evaluation Services (NACES). For a list of NACES memberships, please refer to their web site at [www.naces.org](http://www.naces.org). The evaluation must be a course-by-course detailed evaluation with an official copy submitted to Enrollment Services. The coursework must be considered to be at a post-secondary level, have comparable LANE accreditation status and be parallel in content to LANE coursework. The outside

evaluation must also be completed for secondary level education for any evaluation of that coursework toward LANE admission requirements. The outside evaluation must also be completed for post-secondary level education for any evaluation of that coursework toward LANE admission requirements

#### **APPLICATION POINT SYSTEM**

**APPLICATION POINTS WILL NOT BE MADE AVAILABLE TO APPLICANTS.**

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 201 is a Winter entry requirement but is not eligible for additional points.
2. Paid work experience criteria includes the following:
  - Recent (September 2009 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 with the highest points will be accepted into the program. Enrollment will be based on funding and space available.
4. Alternates will be selected from the next highest point group and will be eligible to start Winter term 2013 should an accepted candidate forfeit his or her position in the program. If unable to start Winter term 2013 an alternate will be accepted the following year without having to reapply.

#### **Conditions for Winter 2013 Entry:**

- Complete all course prerequisites – in addition to Mth 065 or higher, WR 121 or (WR 122,123 or 227) and BI 231 the following required courses BI 232, BI 233, HO 100 and PSY 201 must be completed by Fall term 2012.
- Obtain computer proficiency skills as described above or take CIS 101 Computer Fundamentals.
- Obtain Oregon State Board of Nursing CNA Certification.
- Pass criminal background check
- 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.

#### **DEMANDS OF THE PROGRAM**

It is important to understand the mental and physical demands of the LPN nursing program and the career of the nurse. Applicants to the nursing program must be physically and mentally able to cope with the rigors of the curriculum and the demanding nature of the health professions. Nursing students must be able to grasp scientific concepts, set up and answer basic math and algebra problems, and communicate well verbally and in writing. Physically, students must be able to remain on their feet for extended periods, lift up to 25 pounds, hear heart and breath sounds, read fine print and identify skin tones such as pale, ashen, gray or bluish.

Established academic and clinical requirements essential to the program of instruction apply to all students and cannot be waived. Attempts will be made to accommodate and retain qualified applicants with disabilities unless results of evaluations indicate that given reasonable accommodation an individual will still be unable to perform the essential functions required by the program.