

## ACCESS TO NURSING (LPN – RN) Satellite Program Checklist

Thank you for your interest in the Access to Nursing (ACCESS) program, offered by LCCC at the following satellite locations: BGSU Firelands College, the Expanding Community College Education in the Mahoning Valley option, and the Medina County University Center. This program requires the completion of a separate ACCESS Program Application (*the LCCC Application for Admission does not serve as an application for this program*), and a minimum 2.5 grade point average. The Mahoning Valley option will utilize the facilities of the Mahoning Career and Technical Center, located in Canton; and the Trumbull Career and Technical Center, located in Warren.

**ACCESS IN NURSING PROGRAM ADMISSION REQUIREMENTS:** The ACCESS Program Application may be completed once full admission to LCCC has been granted, an individual has:

	<u>Completed</u>	<u>Needed</u>
• Provided the LCCC Records Office with an <u>official, final</u> high school transcript <u>or</u> an official GED Score Report.	___	___
• Provided the LCCC Records Office with an <u>official, final</u> transcript that reflects the date of your graduation from an approved Practical Nursing Program (a <u>minimum</u> grade of “C” is required in each course).	___	___
• Presented your <u>current</u> LPN license (must hold medication certification) to an LCCC Counselor/Academic Advisor so that a copy can be made and placed in your file.	___	___
• Presented a letter from your current employer documenting the completion of <u>at least one year</u> of employment as a Licensed Practical Nurse. A copy will be placed in your file.	___	___
• Achieved a 2.5 <u>comprehensive</u> grade point average. <i>Undergraduate grades earned at <u>all</u> accredited colleges/universities will be included in the calculation of the grade point average; however, forgiven and repeated grades will be excluded.</i>	___	___
• Completed Anatomy & Physiology I (BIOG 121, or an equivalent course), with a <u>minimum</u> grade of “C.”	___	___
• Completed Introduction to Psychology (PSYH 151, or an equivalent course), with a <u>minimum</u> grade of “C.”	___	___
• Completed a high school course in Chemistry, with a <u>minimum</u> grade of “C”, <u>or</u> General, Organic & Biochemistry I (CHMY 161, or an equivalent course), with a <u>minimum</u> grade of “C.” <i>Note: This course requires Basic Algebra (MTHM 022) as a prerequisite.</i>	___	___
• Demonstrated proficiency in Writing, Reading and Intermediate Algebra, as evidenced by qualifying assessment scores ( <i>Compass/Asset, ACT or SAT</i> ), <u>or</u> previously completed <u>college-level</u> English Composition and Mathematics courses ( <i>LCCC or Transfer</i> ), <u>or</u> the completion of academic foundation courses ( <i>at LCCC or equivalent courses at another college/university</i> ), with a <u>minimum</u> grade of “C.”	___	___

### WRITING REQUIREMENT

**A) Fund. of Writing** (ENGL 011 - 3 cr.)

\_\_\_ Completed      \_\_\_ Needed

**B) Writing Review** (ENGL 012 - 3 cr.)

\_\_\_ Completed      \_\_\_ Needed

### READING REQUIREMENT

**C) College Reading I** (RDST 021 - 3 cr.)

\_\_\_ Completed      \_\_\_ Needed

**D) College Reading II** (RDST 022 - 3 cr.)

\_\_\_ Completed      \_\_\_ Needed

### MATHEMATICS REQUIREMENT

**E) Pre-Algebra** (MTHM 021 - 3 cr.)

\_\_\_ Completed      \_\_\_ Needed

**F) Basic Algebra** (MTHM 022 - 4 cr.)

\_\_\_ Completed      \_\_\_ Needed

**G) Inter. Algebra** (MTHM 023 - 3 cr.)

\_\_\_ Completed      \_\_\_ Needed

**ONCE ALL PROGRAM ADMISSION REQUIREMENTS HAVE BEEN SATISFIED, THE STUDENT SHOULD MEET WITH A COUNSELOR, OR AN ACADEMIC ADVISOR TO COMPLETE THE PROGRAM APPLICATION.**

**APPLICATION & ADMISSION PROCEDURES:** The yearly application deadline for BGSU Firelands, Medina County University Center, and Mahoning Career and Technical Center sites is **January 5<sup>th</sup>**. The yearly application deadline for the Trumbull Career and Technical Center is **September 5<sup>th</sup>**. **For the Medina and Mahoning Valley Satellite option programs, NURS 101 will be offered as an internet course, with a maximum enrollment of 24 students.**

The 2.5 (comprehensive) grade point average is a program application and program admission requirement. Any change in an applicant’s credits posted or grade point average, which has been made after the application deadline that the applicant has met, will not be considered during the admission review period (this likewise applies to all documents received after the deadline). Once in the program admission pool, an applicant who has not maintained the required minimum grade point average will be ineligible for program admission, and consequently removed from the pool of applicants. Upon removal from the pool, the applicant must then satisfy all program admission requirements prior to completing a new program application. The following criteria (listed in the order of consideration), will be utilized to rank order the pool of applicants: 1) total number of ACCESS program support course credits completed—credits for SDEV 101 and “in progress” courses will not be counted, 2) date of application, and 3) grade point average.

**Applicants will be notified of their program admission by mail. Notifications will be forwarded to the address that the applicant has designated as his/her official mailing address with the LCCC Records Office.** It is the applicant’s responsibility to ensure that his/her current mailing address has been reported to LCCC personnel (in accordance with the Change of Address Policy outlined in the existing LCCC Catalog). If a clinical space becomes available close to the beginning of the semester, it may be necessary to extend the offer of program admission by phone. When contacting applicants by phone, if LCCC personnel are unable to make direct contact with the applicant, the offer of admission will then be extended to the next eligible applicant in the program admission pool. Phoned offers of admission will not be left in voice mailboxes, on answering machines, or with anyone other than the applicant. **Once an applicant has enrolled in any NURS course, he/she will officially be considered an ACCESS student (new or continuing). Consequently, all other allied health & nursing program applications that he/she may have completed will become void, and he/she will be removed from the corresponding program admission pools. Furthermore, an ACCESS student will not be permitted to apply to any other allied health & nursing program while enrolled in the program.**

Applications for the ACCESS satellite programs will be reviewed according to the following schedule:

Applications Received On or Before:	Are Reviewed For:	These Applications Will Expire:
January 5 <sup>th</sup>	The upcoming Fall (or Summer for BGSU only) class	On the 1 <sup>st</sup> day of the Fall semester
September 5 <sup>th</sup>	The upcoming Spring class	On the 1 <sup>st</sup> day of the Spring semester

If an individual's application expires prior to his/her acceptance into the program; he/she will have the opportunity to complete an **Application Renewal** form, which will enable him/her to remain in the program admission pool for an additional one (1) year period. Individuals who wish to renew their application must meet with a Counselor or Academic Advisor within 60 calendar days of the expiration date of their application. Program applications may be renewed, year by year (consecutively). However, an application can not be renewed once the 60 day deadline has passed. **It is the applicant's responsibility to know the year/term that his/her application will expire, and to initiate the renewal of his/her application within the required 60 day renewal period—the College will not forward any form of expiration notification or reminder to individuals in the ACCESS program admission pool.**

**GRADE POINT AVERAGE RECALCULATIONS:** In the event a individual's comprehensive grade point average is below 2.5, it will be possible for him/her to petition to have it recalculated based upon the support courses in the ACCESS curriculum (see page 3 for a complete listing of the ACCESS program support courses). The request for a recalculation may only be made once all program support courses have been completed. Anyone seeking a recalculation must submit a completed **Petition for Program Admission Requirement Exceptions** form to the Allied Health & Nursing Counselor. The recalculated grade point average may be subject to an expiration deadline if the Counselor deems it necessary to define one. All decisions made by the Counselor will be final. *A Petition for Pre-Admission Requirement Exception form can be obtained from any Counselor or Academic Advisor.*

**DECLINING PROGRAM ADMISSION:** The following actions constitute a decline of the offer of admission: 1) failing to reserve one's seat in the required Orientation and Registration Session; 2) reserving one's seat in the Orientation and Registration Session, but failing to attend the session; 3) attending the Orientation and Registration session but failing to register for the NURS courses; 4) relinquishing one's seat in the program prior to the beginning of the semester, or 5) relinquishing one's seat in the program after the semester has commenced. An applicant who has declined the offer of admission must submit a new ACCESS program application to be considered for admission to the program again. The new application may not be used to acquire the seat that was declined. Completing a new application will not grant the applicant priority admission to any future class in the program. Declining the offer of program admission is not restricted to the above conditions, which may be modified at the discretion of the College at any time without prior notice. *It is the applicant's responsibility to contact LCCC personnel if he/she has an emergency (or similar situation) on the day of the Orientation and Registration Session, that will prohibit him/her from attending the session.*

**ADDITIONAL INFORMATION:** Once admitted to the ACCESS program, a student must: 1) earn a minimum grade of "C" to pass a NURS course, 2) earn a minimum grade of "C" in each required science course in the ACCESS curriculum—all previously earned grades of "D" or lower must be repeated, and 3) maintain a 2.0 cumulative grade point average. Additional information concerning this policy can be found in the ADN Student Handbook that will be available to applicants who have been admitted to the program.

An ACCESS student will be granted provisional admittance to the program which will enable him/her to enroll in Transition to Registered Nursing (NURS 101)—**THIS COURSE CANNOT BE REPEATED**. A minimum grade of "C" in NURS 101 is required for the student to be eligible for final admission to the program. Students who successfully complete NURS 101 will receive by-pass credits for: 1) Health Assessment & Clinical Reasoning – NURS 114, Basic Nursing Concepts – NURS 115, and Comprehensive Adult Nursing I – NURS 128. Additionally, the student will only be required to complete the didactic portion of Maternal-Newborn Nursing (NURS 136), and Child Health Nursing (NURS 137).

During the semester that the ACCESS student is enrolled in NURS 101, he/she must complete a: 1) Statement of Non-conviction, 2) Medical Expense Waiver, 3) Health/Physical Examination Record, and 4) submit to a Fingerprint/Background Check (students in need of the FBI background check should be prepared to do so at their own expense). These items must be completed/submitted to Mrs. Elaine Zidek (in the Division of Allied Health & Nursing) prior to the close of the semester. **Students who fail to complete these requirements will not receive a final grade in NURS 101, and he/she will not be permitted to continue in the NURS sequence.**

ACCESS students must hold American Heart Association (Basic Life Support) certification as a Health Care Provider (CPR). This requirement may be completed at LCCC by taking *Basic First Aid & Safety - HLED 153 (2 cr.); or Cardio-Pulmonary Resuscitation - HLED 154 (1 cr.); or BLS for the Healthcare Provider - NEMS 150 (non credit)*. Additionally, *BLS for Healthcare Provider Refresher - NEMS 151 (non credit)* is offered at LCCC for an individual whose CPR certification is due to expire.

### **FELONY CONVICTIONS INFORMATION**

The Ohio Board of Nursing will bar licensure of applicants who have been convicted of a felony including aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated arson, aggravated robbery, and aggravated burglary. Questions regarding these felony convictions should be directed to the Ohio Board of Nursing (614) 466-3947 prior to enrollment.

**TRANSFER STUDENTS AND STUDENTS WHO COMPLETED COLLEGE CREDITS WHILE IN HIGH SCHOOL:** Transfer students (including students who completed college level course work while still in high school) must have an official transcript from each previous (and current) college/university mailed directly to the LCCC Records Office. A completed Transcript Evaluation Request form must also be submitted to initiate the formal evaluation of transcripts. The evaluation of transcripts will not be completed until all non-LCCC transcripts have been received. A Transcript Evaluation Request form is valid for a three (3) month period beyond the date of its receipt; therefore, once the initial evaluation of transcripts has been completed, a new Transcript Evaluation Request form must be submitted whenever new transcripts are received. This form can be obtained in the Enrollment Services Office or online from the LCCC website: <http://www.lgrainccc.edu/LCCC/Forms/FormsLibrary/Normal.2565.lccc>. To ensure that the processing of transcripts is completed well in advance of the January 5<sup>th</sup> application deadline; all documents should be received by the LCCC Records Office at least 12 weeks prior to one's anticipated date to complete the ACCESS program application. An allied health & nursing major must declare his/her intended allied health program on the LCCC Application for Admission and the Transcript Evaluation Request form. Failing to complete and submit the Transcript Evaluation Request form or to declare an allied health and nursing major may impede an applicant from meeting his/her anticipated application deadline. **It is the applicant's responsibility to request his/her transcripts. Additionally, any applicant who fails to report and/or submit transcripts from all previous (and current) colleges/universities; or who otherwise misrepresents himself/herself in any way during the application process, may be disqualified from consideration for program admission.** In the event that transfer credit is not awarded for college level coursework in English and Mathematics completed at another institution, the applicant should be prepared to complete the entire Compass (or Asset) placement assessment. If credit is awarded for one area but not the other, the applicant will then be required to complete the portion of the assessment for which college level credit was not received (*example—transfer credit was awarded for English but not Mathematics, hence the Mathematics portion of the assessment would need to be completed*). An individual who has completed an equivalent academic foundation course in Writing, Reading, or Mathematics (*with a minimum grade of "C"*) at another institution, will be exempt from completing corresponding portions of the Compass placement assessment. All non-LCCC transcripts must be formally evaluated before the need for assessment can be determined.

**ADVISING RECOMMENDATIONS:** The program support courses listed below may be completed at any time prior to admission to the ACCESS program. It is strongly recommended that, after filing his/her program application, prospective ACCESS students should concentrate on completing the program support courses, given that one's final ranking in the program admission pool will be determined in part by the total number of program support hours completed (excluding credits earned for SDEV 101 and "in progress" courses). **Completion of the program support coursework prior to admission to the ACCESS program is strongly recommended, but not required.** The NURS courses are particularly demanding and rigorous. In addition to time spent attending lectures and labs, a student will need to allot adequate time to read assignments, prepare for exams, etc. Additionally, the NURS courses require from 3 to 10 hours per week at a clinical site. A student will greatly enhance his/her chances of success in the ACCESS in Nursing program, if prior to enrolling in the NURS courses he/she has: (1) a strong math and science background, and (2) completed the program support coursework, particularly the science courses. Individuals who wish to obtain additional information regarding the ACCESS program, or preliminary information concerning the RN/BSN or RN/MSN University Partnership programs in conjunction with the University of Akron, should schedule an appointment with the Allied Health & Nursing Counselor by calling (440) 365-5222, ext. 4033; ( or 1-800-995-5222, ext. 4033) or meet with an Academic Advisor in the Enrollment Services Office.

### ACCESS PROGRAM SUPPORT COURSES

		<u>Credits</u>	<u>Prerequisite(s)--all course prerequisites must be fulfilled</u>
SDEV 101	College 101 (Note a.)	1	
ENGL 161	College Composition I	3	ENGL 012 or proficiency on the placement assessment
ENGL 162	College Composition II	3	ENGL 161
PSYH 151	Introduction to Psychology	3	
PSYH 251	Human Growth & Development	3	PSYH 151
SOCY 151	Introduction to Sociology	3	
BIOG 121	Anatomy & Physiology I (Note b.)	4	Recommended: prior high school biology, chemistry, BIOG 115, or CHMY 161
BIOG 122	Anatomy & Physiology II (Note b.)	4	Grade of "C" or better in BIOG 121
BIOG 251	General Microbiology (Note b.)	4	Grade of "C" or better in BIOG 121 or BIOG 161 or CHMY 161

**ACCESS PROGRAM COURSES:** Enrollment in the NURS courses will be restricted to students who have been formally admitted to the program. A student in the incoming ACCESS class will be permitted to enroll in NURS 101, after he/she has attended the ACCESS Orientation and Registration Session. Information concerning the lectures and lab component of NURS 101 will be provided during the orientation. A minimum grade of "C" must be achieved in NURS 101 in order to continue in the NURS sequence. **Regardless of the term of enrollment (Summer or Fall) in NURS 101, it takes five semesters to complete the program.** Completion schedules are provided below.

<u>Summer-term start:</u>		<u>Fall-term start:</u>	<u>Credits</u>	<u>Prerequisite(s)</u>
<u>Summer 1</u>		<u>Fall 1</u>		
NURS 101	Transition to Registered Nursing	NURS 101	3	Admission to the Access program
<u>Fall 1</u>		<u>Spring 1</u>		
NURS 129	Behavioral Health Nursing	NURS 129	3	See a current LCCC Catalogue
NURS 136	Maternal-Newborn Nursing-Access	NURS 136	2	See a current LCCC Catalogue
NURS 137	Child Health Nursing-Access	NURS 137	2	See a current LCCC Catalogue
<u>Spring 1</u>		<u>Summer 1</u>		
NURS 210	Comprehensive Adult Nursing II	NURS 145	8/1	See a current LCCC Catalogue
<u>Summer 2</u>		<u>Fall 2</u>		
NURS 145	Gerontological & Comm. Based Nursing	NURS 210	1/8	See a current LCCC Catalogue
<u>Fall 2</u>		<u>Spring 2</u>		
NURS 213	Comprehensive Adult Nursing III	NURS 213	4	See a current LCCC Catalogue
NURS 215	Concepts of Prof. Nsg. Practice	NURS 215	4	See a current LCCC Catalogue

### **NOTES:**

- A student must register for the orientation course when enrolling for more than six (6) credit hours per semester or any course that would result in an accumulation of thirteen (13) or more credit hours.
- Previously earned grades of "D" or lower will have to be repeated once the individual has been admitted to the ACCESS program.

### **TERMS:**

- Program Admission Pool**—The database of eligible applicants who have applied to the program. The admission pool is updated once a year, after the January 5<sup>th</sup> deadline.
- Program Admission Requirements**—The requirements that must be fulfilled before an applicant is eligible to complete and submit the ACCESS Program Application.
- Program Support Course**—Any course in the ACCESS curriculum that does not have the NURS abbreviation.

### **IMPORTANT NOTE TO STUDENTS:**

The completion of an application for this program does not constitute a guarantee of program admission. Likewise, any information that is received from LCCC personnel (verbal, written, implied, or otherwise) relating to an estimated term/year of program admission cannot be deemed as a guarantee of program admission, or as a guarantee of program admission for the discussed term/year, or any other term/year. **It is the student's responsibility to read, become familiar with, and abide by all LCCC policies and procedures; the ACCESS curriculum; and the application/admission policies and procedures for the ACCESS program.** Individuals who furnish false information and/or documents, or otherwise misrepresent themselves in any way during the admissions process, will be subject to disciplinary action under the Student Code of Conduct (Item III, Section B); and may not be considered for program admission. *The College reserves the right to change the program curriculum, the program application/admission requirements, or the program admission procedures at any time without prior notification.*