

LPN to ADN Advanced Placement Option Information and Application Packet 2012-2013

GENERAL INFORMATION

Schoolcraft College offers an advanced placement option for Licensed Practical Nurses (LPNs) who are interested in becoming Registered Nurses (RNs). This is not a separate program but an advanced placement option within the Nursing Career Ladder Curriculum (NCLC). Each student's application and transcripts will be reviewed and students will be placed in the program sequence on an individualized basis. Advanced placement occurs after admission requirements are met and as space is available. Applications are accepted on a continual basis. The PN and ADN programs are approved by the Michigan Board of Nursing and have received National League for Accrediting Commission, Inc. (NLNAC) Candidacy Status.

APPLICATION REQUIREMENTS

1. LPN License	Hold a current LPN license in the State of Michigan.
2. LPN Work Experience	Have current work experience as an LPN within the last two years. Work experience must be equivalent to a minimum of 1,000 hours. Attach an updated copy of your resume (including job description and daily nursing activities) and a pay stub indicating the number of hours worked. If student does not want to attach pay stub, the Nursing Office will send for verification directly from the employer utilizing the Release of Employment Information form.
3. Apply to Schoolcraft College	Apply to Schoolcraft College on-line at www.schoolcraft.edu .
4. Transcripts	Submit <u>official</u> undergraduate college transcripts from <u>all</u> schools previously attended, including school of Practical Nursing. College transcripts must be sent directly from the issuing college or university to Schoolcraft College.
5. Verify Transcripts	Contact the Admissions and Enrollment Center at 734-462-4426 to confirm that all transcripts have been received.
6. Counseling and Assessment	This program requires minimum assessment levels of course work in the areas of math, reading, and writing. Students should meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted ACT scores that are less than three years old to Admissions and Enrollment Center may also be exempt from assessment testing. Contact the Counseling Office at 734-462-4429 to make an appointment.
7. Anatomy & Physiology Prerequisite	Complete BIOL 236 <i>Human Anatomy & Physiology</i> with a grade of <u>3.0/B</u> or better. - or - Complete BIOL 237 and <i>Principles of Human Anatomy & Physiology 1</i> with a grade of <u>3.0/B</u> or better and BIOL 238 <i>Principles of Human Anatomy & Physiology 2</i> with a grade of <u>3.0/B</u> or better. (BIOL 237 & 238 sequence is recommended for students planning to pursue a BSN in the future.) <i>Time Limits: ALL Anatomy & Physiology courses must be completed within 5 years of application.</i>
8. English Composition Prerequisite	Complete ENG 101 <i>English Composition 1</i> with a grade of 2.0 or better.
9. General Psychology Prerequisite	Complete PSYCH 201 <i>General Psychology</i> with a grade of 2.0 or better.
10. Abnormal Psychology Prerequisite	Complete PSYCH 239 <i>Abnormal Psychology</i> with a grade of 2.0 or better.
11. Admission Exam	Achieve the minimal score on the TEAS Online Version V Exam (Test of Essential Academic Skills) at Schoolcraft College within <u>two attempts</u> (Transfer scores will be accepted if passed on first attempt with minimum scores and if transfer exam was online TEAS Version V). Test scores are valid for 5 years. Minimum scores required are: Composite: 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science . ATTACHMENT A lists detailed information about the test. Test scores are valid for 5 years.
12. Cumulative GPA	Attain a cumulative grade point average of <u>2.5/C+</u> or better for all college level prerequisites and supportive courses.
13. Apply for Advanced Placement	Submit the attached application to the Nursing Office (see ATTACHMENT C). Applications are reviewed on a continual basis. All pre-requisites must be completed PRIOR to submission of application.

LPN to ADN Advanced Placement Option
SAMPLE COURSE SCHEDULE

PREREQUISITE COLLEGE LEVEL COURSES		
(These PREREQUISITE courses must be completed prior to submitting an application for LPN to ADN Advanced Placement.)		
Course Number	Course Name	Credit Hours
BIOLOGY 236 OR BIOLOGY 237 AND BIOLOGY 238	Anatomy & Physiology OR Principles of Human Anatomy & Physiology 1 Principles of Human Anatomy & Physiology 2	5 OR 4 AND 4
<ul style="list-style-type: none"> • Students who plan to transfer to a baccalaureate program should take the BIOL 237 & 238 sequence. • Anatomy & Physiology (with a grade of 3.0 or better) must have been successfully completed no more than 5 years prior to being accepted as an LPN to ADN Advanced Placement student. Exceptions to this requirement can be made by successfully completing Biology 240, the 2 credit hour review Anatomy & Physiology, with a minimum grade of 3.0/B 		
ENGLISH 101	English Composition 1 (General Education Course)	3
PSYCHOLOGY 201	General Psychology	4
PSYCHOLOGY 239	Abnormal Psychology	3

FALL SEMESTER		
NURSING 245	Advanced Medical-Surgical Nursing	5
NURSING 246	Mental Health Nursing	4
NURS 102*	Nursing Informatics*	1
MATH 113	Intermediate Algebra for College Students	4

WINTER SEMESTER		
NURSING 248	Maternal-Child Nursing 2	5
NURSING 259	Advanced Concepts in Registered Nursing	5
HUMANITIES 106	Introduction to Art & Music (General Education Course)	1
ENGLISH 102	English Composition 2 (General Education Course)	3

*NURS 102: Nursing Informatics, must be completed prior to the winter semester of the program.

This program schedule is subject to change based on Board of Nursing regulations, curricular changes, institutional policy and programmatic needs.

Students who plan to transfer to a baccalaureate program should take Biology 243 (Microbiology) and Psychology 229 (Life Span Developmental Psychology) while waiting to start their nursing courses.

The courses in the shaded boxes are supportive courses that must be completed before the end of Nursing 259 but they are not prerequisites to any particular nursing course. Therefore, students can take them in a different order as long as they follow the course prerequisites as listed in the College catalog. It is suggested that students take the supportive courses prior to starting the nursing courses if time permits.

Some of the required supportive courses are offered as Distance Learning courses through the Schoolcraft College Distance Learning Program. For specific questions call (734) 462-4532.

Schoolcraft College will also award college credits for CLEP (College Level Examination Program) tests for several of the courses i.e., English 101 and Psychology 201. For specific information regarding CLEP exam, please contact (734) 462-4806.

COLLEGE SUCCESS COURSE

To provide students an opportunity to develop the skills necessary for the demanding field of nursing education, the College offers a nursing specific section of COLLS 130 (Applied Learning Theory for Nursing Majors). This course provides instruction on reading efficiency and speed techniques, learning/study strategies, and critical thinking/test taking skills using nursing materials and concepts. Students can contact the Counseling Center at (734) 462-4429 for more information.

OTHER PROGRAM NOTES

- Nursing courses must be taken in sequence or assigned rotation. A minimum grade of 2.0 in each nursing course is required for progression to the next nursing course.
- Computer lab usage is required in this program. All nursing courses utilize computerized assignments and on-line testing.
- Estimated tuition and fees for the LPN to ADN Option are included in **ATTACHMENT B**.
- Students are required to have a physical exam and meet other health requirements including a urine drug screen.
- Students will need to have a criminal background done by Schoolcraft and must also maintain current CPR certification (Health Care Provider/Professional Rescuer BLS). Specific information regarding these requirements will be provided after acceptance for advanced placement.

ACCEPTANCE

- The order of acceptance of qualified applicants will be based on the date the College receives a **valid** application for advanced placement. An application is **valid** only if **all** of the requirements listed in this document have been met.
- In the event more than one qualified student applies on the same day for the last remaining spot, the applicant with the highest cumulative grade point average in the prerequisite courses will be selected.
- Any incomplete applications received from a student will be returned. Applications can be resubmitted when all of the requirements have been met.
- Students will receive required forms and procedures via US mail or email upon review of application.
- The College expects to have spaces available for the LPN-ADN option; however, the number of spaces may vary each year depending on current enrollment in the NCLC program. In addition, the College reserves the right to cancel any class if enrollment is low or for other valid reasons.

OTHER ACCEPTANCE REQUIREMENTS

Upon acceptance to the LPN-ADN placement option the student must do the following **prior** to being given authorization to register for the first nursing course:

1. Attend an LPN to ADN orientation session.
2. Attend a mandatory skills practice session.
3. Achieve 100% (out of five attempts) on a Medication Math Proficiency Exam (includes IV therapy calculations).
4. Complete select ATI computerized tests.
5. Meet with Nursing Resource Instructor for a personal interview to discuss educational goals, previous work experience, learning techniques/strategies, ATI Exam results, and recommendations for success in the program.

REGISTRATION PROCEDURE

An authorization to register is only issued by the Nursing Office upon completion of the previous requirements as listed.

Additional detailed information is available from the Nursing Office (734-462-4400 ext. 5662), located in the Applied Sciences Building, Room 510.

PLEASE NOTE: *Requirements for admission to the LPN to ADN Advanced Placement Option are subject to change at any time.* If you have any questions or need updates on applicable changes, contact the Nursing Office at (734) 462-4400 ext. 5662.

ADMISSION EXAM: Test of Essential Academic Skills (TEAS)

GENERAL INFO: *It is highly recommended you meet with counseling prior to taking the TEAS exam.*

- The TEAS online version V is a multiple-choice exam.
- The TEAS exam may only be taken a maximum of two times. Results are valid for 5 years. Transfer scores will be accepted if passed on first attempt with minimum scores and if transfer exam was online TEAS Version V.
- For positive identification, a driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 222) on the date of the test.
- **You need to create an account with ATI Testing by establishing a username and password. You must bring your username and password on your test day.** See instructions on page 7 to create your account.

COST: A \$55.00 non-refundable and non-transferable fee must be paid to register to take the TEAS at Schoolcraft College. Fees are subject to change.

TEAS PREPARATION: A TEAS study manual for preparation is available for purchase in the Schoolcraft College Bookstore or can be purchased online at www.atitesting.com. An online practice test can also be purchased from the ATI testing website. A TEAS Preparation Workshop is also offered through Schoolcraft College Continuing Education. Please contact 734-462-4448 for more information.

MINIMAL SCORES: The required minimal scores for acceptance to the NCLC program at Schoolcraft College are:
Composite 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science.

- Minimal scores must be achieved within 2 attempts. Individual test results will be available online at www.ATITesting.com. Students will not receive a letter stating if they passed or failed as students can access their own results online and compare them with the minimum scores listed. See below for retaking the TEAS exam.

RETAKING THE TEAS EXAM: Students who score below the minimum TEAS scores **must meet with a counselor** and may need to take the Accuplacer (CPT) test for placement advisement. Students scoring below the Nursing Program level on the CPT will be required to utilize support services and/or complete courses as recommended. Upon completion of the required follow-up, the student will be given approval to retake the TEAS.

- **Only one retake score** will be accepted for the Nursing Program. Students must meet with counseling to determine the best options for student prior to repeating the exam. Repeat exams must be taken at Schoolcraft College.

QUESTIONS: For more information call the Nursing Office at 734-462-4400 ext. 5662.

TEAS REGISTRATION:

1. Complete the registration form and return it with a **\$55.00 check or money order payable to Schoolcraft College**. Seating is limited; refer to www.schoolcraft.edu/assessment/nursing.asp for date availability.
2. Your TEAS registration fee is non-refundable and non-transferable.
3. Your driver's license or Schoolcraft student photo ID is necessary for admission to the Testing Center (MC 222).
4. You are required to create an ATI account. **Your ATI account information is necessary to sit for the TEAS exam. You will not be permitted to sit for the exam without it.** See instructions on page 7 to create your account.

How to Create an Account with ATI Testing

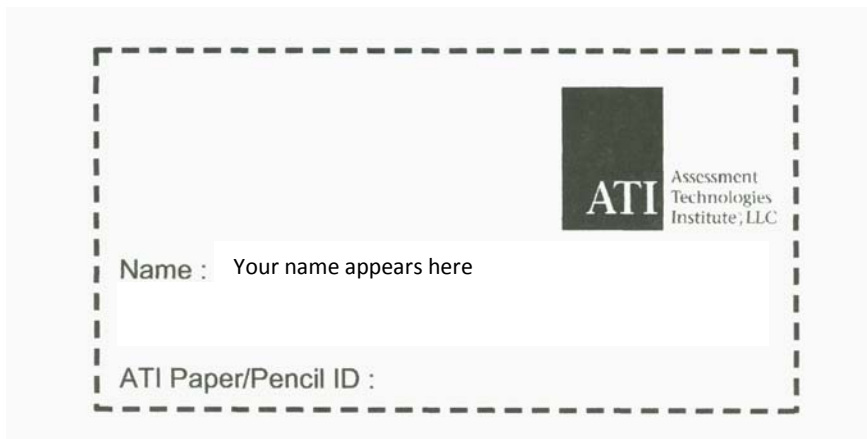
In order to take the TEAS Test you must create an account with ATI Testing and bring your ATI username and password with you on your testing day. Instructions are as follows. (Note: if you already created a User Account when taking the TEAS practice test with ATI, do NOT create a second account number.

How to establish your personal username and password with ATI:

1. Go online and access the ATI website, www.atitesting.com On the left hand side of the page enter a username and password for yourself. (**Write them down; you will need them later.**)
2. Click on **Sign in**.
3. Complete the User Information Page – personal, password retrieval, institution and home information.
4. Click **register** at the bottom of the page.
5. Print out the square with your name and ATI username.

You cannot test without your Username and Password.

It will look like this sample:



Bring your **ATI Username and Password** to the TEAS Test at Schoolcraft College.

When you want to get **back into** the ATI site to print out your username go to www.atitesting.com Enter the username and password you have established. Individual test scores will be available online at www.atitesting.com.

Please retain your username and password. If you are admitted to the nursing program, this login will continue to be your personal identifier with ATI.

Test of Essential Academic Skills (TEAS) Registration Form

Student # _____

Name _____

Address _____

Number/Street City State/Zip code

Phone (_____) _____

Area code

Email _____

SELECT A TEST DATE:

TEAS Testing Schedule

DATE	TIME	LOCATION
<input type="checkbox"/> July 6, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> August 3, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> September 7, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> October 5, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> November 2, 2012	9:00am-12:30pm	MC 222
<input type="checkbox"/> January 11, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> February 1, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> March 1, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> April 5, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> June 7, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> July 12, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> August 2, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> September 6, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> October 4, 2013	9:00am-12:30pm	MC 222
<input type="checkbox"/> November 1, 2013	9:00am-12:30pm	MC 222

Are you a Schoolcraft College student? **Select one:** YES _____ NO _____

Have you taken the NET or TEAS test before? **Select one:** YES _____ NO _____

If yes, I verify that I have met with a counselor and completed recommendations before this retake.

Select one: YES _____ NO _____

I have included the \$55.00 non-refundable and non-transferable check or money order payable to **Schoolcraft College**.

Payment must be included with this registration form. Fees are subject to change.

I understand I will not be able to take the TEAS test on test day without my USER NAME AND PASSWORD. I must also bring a photo ID.

Signature Date

Return this completed form and payment to:
 Schoolcraft College
 Testing Center
 18600 Haggerty Rd.
 Livonia, MI 48152

**Estimated Tuition & Fees
LPN to ADN Advanced Placement Option**

	LPN-ADN Advanced Placement	
	Resident	Non-Resident
Tuition	\$3,741.00	\$5,461.00
Registration Fees	\$160.00	\$160.00
Instructional/Equipment Fees	\$172.00	\$172.00
Service Fees	\$215.00	\$215.00
Course Fees	\$1,502.00	\$1,502.00
Additional Expenses (Approximate)		
ATI Computerized Testing	\$120.00	\$120.00
Books	\$1,500.00	\$1,500.00
Liability Insurance	\$20.00	\$20.00
Background Check	\$10.00	\$10.00
ACE Passport	\$50.00	\$50.00
Uniform	\$150.00	\$150.00
Clinical Supplies (penlight, scissors, stethoscope)	\$30.00	\$30.00
Application fee for Licensure & NCLEX	\$317.00	\$317.00
Hepatitis B Vaccine (optional)	\$150.00	\$150.00
Graduation photo (optional) (\$25.00)	\$25.00	\$25.00
Total	\$8,162.00	\$9,882.00

*The above figures are based on 2012-2013 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton, or part of Novi. All other students who are legal residents in Michigan are considered Non-Residents.

LPN to ADN Advanced Placement Option Application 2012-2013

This application is required for the LPN to ADN Advanced Placement Option. You may submit this application to the Nursing Office after you complete the following:

- 1) Admission to Schoolcraft College.
- 2) Review and meet **all** requirements on this application. Program requirements are subject to change.
- 3) Submit appropriate transcripts and complete assessment requirement unless exempt.
- 4) Meet with an academic advisor/counselor to review your progress toward meeting program requirements and to obtain appropriate signatures.
- 5) Completion of **all** sections of this application with signatures from academic advisor or counselor is required to be accepted into the LPN to ADN Advanced Placement Option. Return application to the Nursing Office. Applications are accepted on a continuous basis.
- 6) Applications from non-qualified student are returned and may be resubmitted **after** the admission requirements are complete.

Section I: To be completed by student

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College.

Name

Last (Family Name) First Middle Former (If Applicable)

Address

Number Street Apt. City State Zip + 4 Digit Code

Cell Phone

() _____

Home Phone

() _____

Email

Birth Date

Month / Day

Student Number

Social Security Number

Last 4 Digit s

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Section II: To be completed with academic advisor or counselor

THE ITEMS IN SECTION II ARE REQUIRED. MEET WITH AN ACADEMIC ADVISOR OR COUNSELOR TO OBTAIN APPROPRIATE SIGNATURES BEFORE APPLYING TO THE PROGRAM.

Part A: OFFICIAL TRANSCRIPTS

Schoolcraft College:

has received all college transcripts

Counselor or Academic Advisor
Signature

Date

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Part B: ASSESSMENT TESTING Take a college assessment test unless you are exempt (approved by an academic advisor or counselor).

Student:

has taken assessment test or ⇒

is exempt

Counselor or Academic Advisor
Signature

Date

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Part C: PROFICIENCY Attain the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills.

Minimum Scores:	ASSET	ACT	Accuplacer
Sentence Skills	46+	18+	71 +
Reading Comprehension	42+	18+	75 +
Arithmetic	53+	19+	75/78 +

Student:	Test Score or Course	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has met minimum English score or ⇒	<input type="checkbox"/> has successfully completed ENG 055 with a <u>2.0/C</u> or better		
<input type="checkbox"/> has met minimum reading score or ⇒	<input type="checkbox"/> has successfully completed COLS 053 with a <u>2.0/C</u> or better		
<input type="checkbox"/> has met minimum math score or ⇒	<input type="checkbox"/> has successfully completed MTH 053 with a <u>2.0/C</u> or better		

Part D: ENG 101 or equivalent Complete an English Composition course with a grade of 2.0/C or better.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed ENGL 101 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part E: PSYCH 201 or equivalent. Complete a General Psychology course with a grade of 2.0/C or better.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed PSYCH 201 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part F: PSYCH 239 or equivalent. Complete a Abnormal Psychology course with a grade of 2.0/C or better.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed PSYCH 239 at Schoolcraft College (2.0/C or better) OR <input type="checkbox"/> has successfully completed _____ at _____ with a grade of _____		

Part G: BIOL 236 or 237 or equivalent Complete one semester of Human Anatomy and Physiology with a grade of 3.0/B or better.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has successfully completed BIOL 236 (3.0/B or better) or ⇒ <input type="checkbox"/> has successfully completed _____ at _____		
<input type="checkbox"/> has successfully completed BIOL 237 and 238 (3.0 or better) with a grade of _____		

Part H: Nursing ADMISSIONS TEAS V Online EXAM Achieve minimum scores: Composite: 60% (Adjusted Individual Total Score), 70% Reading, 60% English, 60% Math, 55% Science.

Student:	Counselor or Academic Advisor Signature	Date
<input type="checkbox"/> has achieved the minimum scores on the TEAS Online Version V within 2 attempts		

Part I: CUMULATIVE COLLEGE GPA Attain a 2.5 or better cumulative grade point average for courses

Student:

- has a cumulative GPA of 2.5 or better.

Counselor or Academic Advisor
Signature

Date

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Part J: LPN HISTORY Provide documentation of current LPN license and work experience as an LPN within the last two years. Work experience must be equivalent to a minimum of 1,000 hours.

Student:

- attached a copy of pay stub(s) indicating hours worked: total = minimum of 1000 hrs. If student does not want to attach pay stub, the nursing office will send for verification directly from the employer as long as student has signed the Release of Employment form on next page.
- attached a copy of current resume including job titles and nursing activities.
- attached a copy of current LPN license.
- completed Release of Employment form on next page (Part K).

Counselor or Academic Advisor
Signature

Date

Section III: Application to be signed by student

X

Applicant Signature

Date

RETURN TO:

Nursing Office, Applied Science Room 510
Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152-2696
Phone: 734-462-4426
Fax: 734-462-4553

DATE RECEIVED in Nursing Office: _____ (plus stamp on page one)



**Schoolcraft
College**

LPN to ADN Advanced Placement Option Employment Verification Form

Part K: RELEASE OF EMPLOYMENT INFORMATION Schoolcraft College reserves the right to contact current employers to verify work experience as outlined on resume.

I authorize Schoolcraft College to contact my employers to verify my work experience as outlined on my attached resume.

Print Name

Signature

Date