Spring 2017

Application Deadline is October 3, 2016

LPN to RN Transition
Associate of Applied Science Degree

ADMISSION REQUIREMENTS
AND PROGRAM INFORMATION
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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Keats Science Building.

Nondiscrimination Statement

Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.
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Introduction

The LPN to RN Transition Program provides an opportunity for experienced Licensed Practical Nurses to further their education and earn an Associate in Applied Science degree leading to the opportunity to take the NCLEX-RN and become Registered Nurses.

LPNs are given the opportunity to get credit for nursing courses based on their previous education and experience. Satisfactory completion of NUR 115 replaces NUR 108 and NUR 112 in the Nursing curriculum. LPN Transition students who are unsuccessful in NUR 115 will be permitted to enroll in NUR 112, if space is available, and continue in the Nursing Program.

Nursing Program Mission Statement

The mission of Piedmont Virginia Community College is to offer accessible, affordable, high quality educational programs that promote student success and community vitality.

In support of the college mission, the mission of the PVCC nursing program is to provide high quality nursing education to a diverse student population in preparation for entry-level, professional nursing practice in a variety of settings. This mission is accomplished through innovative programs that reflect the current needs and trends of healthcare and our community. Our programs are developed and implemented by faculty who are committed to education of the highest standards and who promote clinical practice, scholarly activity, and life-long learning to advance the profession of nursing.

Nursing Program Philosophy Statement

The nursing program is organized around the concept of nursing as defined by the International Council of Nurses (2010):

“Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well, and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disabled and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education are also key nursing roles.”

The conceptual framework guiding the nursing program philosophy and curriculum is based on the National League for Nursing Education Competencies Model. This model integrates several components which are essential in a comprehensive, successful nursing program. At the foundation are the Core Values: caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness (National League for Nursing, 2010).
Keeping the core values in mind, the person with health care needs and the student with learning needs comprise the central focus for curriculum development in the PVCC nursing program. The foundational core values inform the integrating concepts within the NLN model that provide further structure for the development of nursing knowledge and competencies: 1) context and environment, 2) knowledge and science, 3) personal/professional development, 4) quality and safety 5) relationship-centered care, and 6) teamwork (National League for Nursing, 2010). The nursing process is also used as a basis for introducing critical thinking and nursing practice. Additional concepts have been derived from the Quality and Safety Competencies (2007) from the Quality and Safety Education for Nurses (QSEN) and have been incorporated into the curriculum.

Nursing Education

Associate-degree level nursing education is a process that facilitates attainment of the knowledge, skills, and attitudes necessary for quality, entry-level nursing care and is based on recognized principles of adult and collaborative learning. Basic assumptions include self-direction, utilization of life experience, and activity- and problem-centered learning. The curriculum incorporates evidence-based nursing theory and practice, ethical principles, general education, and the sciences in an environment conducive to learning. The learning process is based on the concepts of critical thinking and making connections and occurs from simple to complex.

It is the belief of the nursing faculty that students learn and develop their highest potential in a supportive but challenging environment with clear expectations. The teaching-learning process is a shared responsibility between faculty and students with faculty serving as guides and facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The nursing student is responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality entry-level nursing care.

This program of learning prepares the graduate of our associate degree program for the roles of provider of care, manager of care, and member of the profession of nursing within a variety of structured health care settings.

Program Competencies

The graduates of PVCC associate degree nursing program are prepared to meet the educational competencies as defined by the National League for Nursing (NLN), the Virginia Nurse Practice Act, and the American Nurses Association Code of Ethics for Nurses. The Associate Degree-prepared nurse's role is characterized by evidence-based clinical practice with the provision of care for individuals in structured settings.

The curriculum incorporates the NLN educational competencies as put forth in the NLN competencies for graduates of associate degree and diploma programs (NLN, 2010). The core competencies, as listed and defined below, are integrated into the three roles of nursing practice for the associate-degree nurse: provider of care, manager of care, and member within the discipline of nursing.
Human Flourishing
Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity
Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Program Student Learning Outcomes
Each nursing course has student learning outcomes identified in the course syllabus which are the focus of classroom discussion, academic testing and clinical expectations and support the attainment of the program-level outcomes.

The PVCC nursing program prepares graduates to perform the role of the AD nurse in structured settings, providing direct care to clients with common health problems which have predictable outcomes. The graduate will be able to:

1. Collaborate and communicate with interdisciplinary teams to deliver holistic care that is safe, culturally and developmentally appropriate, and centered on building positive, healthy relationships with individuals and families.

2. Promote optimal health for patients at various points along the health continuum by integrating principles from the physical, biological and social sciences when planning and delivering individualized nursing care.

3. Apply evidence-based practice, research, and critical thinking to the steps of the nursing process in making clinical judgments to ensure safe, quality nursing care.

4. Demonstrate professional values and behaviors while providing safe, compassionate, culturally sensitive and fiscally appropriate nursing care to a diverse patient population.

5. Challenge current nursing practice by analyzing tradition, research, evolving technologies and patient preferences to improve the quality of care and safety within health care settings.
References


Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the nursing student must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a nurse. Students who are unable to meet these standards are not eligible for admission to the program.

1. **Speech**: Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds.

2. **Hearing and Comprehension**: Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions and hear faint body sounds.

3. **Vision**: Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data and provide for the safety of clients’ condition by clearly viewing monitors and other equipment in order to correctly interpret data.

4. **Mobility**: Stand and/or walk eight hours daily in the clinical setting. Bend, squat or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Lift 50 pounds independently and 125 pounds with assistance.

5. **Manual Dexterity**: Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems).

6. **Fine Motor Ability**: Ability to use hands for grasping, pushing, pulling and fine manipulation. Have tactile ability sufficient for physical assessment and manipulation of equipment.

7. **Mentation**: Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings.

8. **Smell**: Olfactory ability sufficient to monitor and assess health needs.

9. **Writing**: Ability to organize thoughts and present them clearly and logically in writing.

10. **Reading**: Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.
**Health Status**

All individuals admitted to the LPN to RN Transition Program will be required to submit documentation of a complete health assessment by his/her health-care provider. This will include documentation that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the Health and Life Sciences Division Office in the Keats Science Building, Room K224A.

**Criminal Background Check and Drug Screening**

All PVCC Nursing students must complete the Authorization Form for Background Check and Drug Screening. No other processes may be substituted for this requirement. Forms and information will be made available to students upon acceptance into the Nursing Program. This testing is completed through an outside vendor and all fees will be paid directly to this vendor.

The **Background Check**, completed through our vendor, will search for misdemeanors and felonies of any type. However, only “barrier crimes” will result in failure of the background check. Banner crimes are those that would prevent a student from obtaining employment in a hospital, nursing home, home care organization or hospice. Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant from employment. For a more complete list of barrier crimes, please check the Virginia Department of Nursing website: https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm, click on Guidance Document 90-55. Barrier crimes are listed in the Appendix at the end of the document.

Students who have criminal convictions, but who passed the background check for **barriers to employment**, should be aware that (1) any felony conviction, or (2) any misdemeanor conviction that involves moral turpitude (lying, cheating, stealing), may result in applicant not being allowed to sit for licensing exam. However, each applicant is considered on an individual basis. There are NO criminal convictions that are an absolute bar to **nursing licensure**. For further information, please check the Virginia Department of Nursing website: https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm and click on Guidance Document 90-55.

The **Drug Screen** tests for Amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student’s drug screen, will result in the student failing the drug screen. In cases of failure, Certified Background will reach out to the student and, if the student failed due to a valid prescription, the student can send Certified Background prescription documentation, which may result in the student passing the drug screen. However, if no prescriptions covers the failure, the student will be administratively withdrawn from the program.
Program Behavior Expectations

The PVCC Nursing Program reserves the right to refuse admission to applicants if such refusal is considered to be in the best interest of the program. The Nursing Program will not accept any student who has been dismissed from another college or program due to misconduct or threatening behavior or who has been determined to be a potential threat. Students may be denied admission to the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

Study Options

Applicants may request consideration for admission to either the day or the evening/weekend study option (check: “day,” “evening/weekend” or “either” on the application). Students admitted into either the day or evening/weekend program of study are expected to remain in that program of study. Requests to change study options must be made in writing to the Director of Nursing Programs prior to the start of each semester.

NOTE FOR EVENING/WEEKEND STUDY OPTION:

Please note that for students entering the LPN to RN Transition program there will be no evening/weekend study option for their initial spring and summer semesters.

Once students successfully continue into the second year of the nursing program, those who choose the evening/weekend option may be assigned to clinicals that occur over one evening from 3 p.m. - 11 p.m. and Saturdays 7 a.m. - 2:30 p.m. OR on Saturdays and Sundays 7 a.m. - 2:30 p.m. or 3 p.m. - 11 p.m. Students need to plan and make their decision accordingly.
**LPN to RN Transition Program Prerequisites**

Only applicants who have completed all program prerequisites by October 3, 2016 will be eligible for January 2017 admission. **Staff will not be available to assist with submission of application materials after 5 pm on October 3. We strongly recommend you complete the process before October 3.**

The following courses must be satisfactorily completed in order to be considered for admission to the PVCC LPN to RN Transition Program. Please remember that the admissions process in the Program is competitive and only applicants meeting the criteria listed below at the highest level are admitted. Courses must be verified by an official transcript. **Completion of these prerequisites and any of the general education courses in the curriculum does not guarantee admission.**

1. **Current licensure as a Licensed Practical Nurse (LPN) in Virginia**

2. **At least two years of recent work experience as an LPN (Graduates of PVCC LPN program must have one year of work experience.)** A letter from your employer documenting your years of employment (including average number of hours per week worked) as an LPN is required.

3. **Demonstrated competency in reading and writing (eligible to enroll in ENG 111)**

   a. Successful completion of developmental English courses (ENG 1, 3, 4, 5 or ENF 1, 2, 3) OR
   
   b. COMPASS placement score showing proficiency in this content by placement into ENG 111 (**within last 8 years**) OR
   
   c. Virginia Placement* score showing proficiency in this content by placement into ENG 111 (**within last 2 years**) OR
   
   d. Completion of an acceptable college-level composition course with a grade of “C” or better OR
   
   e. SAT verbal and writing score of 500 or PSAT of 52 (**within last 2 years**) OR
   
   f. ACT score of 18 (**within last 2 years**)
4. **Demonstrated competency in Algebra**

   a. Successful completion of developmental math courses (MTH 2, BSK 6, 8, and 9 OR MTE 1-5) *(within last 8 years)* OR

   b. COMPASS Algebra score of at least 40 *(within last 8 years)* OR

   c. Virginia Placement* math scores showing proficiency in MTE 1-5 *(within last 2 years)* *Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest. For students who test out of developmental math, test scores are valid for 8 years.* OR

   d. Completion of an acceptable college-level Algebra course *(within last 8 years)* with a grade of “C” or better (Technical math or statistics courses will not satisfy requirement. Official transcript required.) OR

   e. SAT quantitative score of 520 or PSAT of 52 *(within last 2 years)* OR

   f. ACT score of 22 *(within the last 2 years)*

5. **Demonstrated competency in science**

   a. Completion of
      - 1 unit high school general biology AND 1 unit high school chemistry with a grade of “C” or better OR
      - 1 semester college general biology AND 1 semester college chemistry with a grade of “C” OR
      - combination of high school and college general biology and chemistry with a grade of “C” or better OR

   b. Completion of NAS 2 – Foundations of Life Science with a grade of “P” OR

   c. Completion of NAS 2 challenge exam with a 70% or better

      *(Completion of above courses must be verified by an official transcript. BIO 141, BIO 142 and BIO 150 will not meet the above prerequisite.)*

6. **Anatomy and Physiology**

   Completion of BIO 141 and BIO 142 with a “C” or better OR equivalent courses accepted in transfer by the College Registrar *(within last 8 years)* with a “C” or better.

7. **Curricular GPA of 2.8 or above**

   The curricular GPA is the grade point average of all the general education courses (non-NUR courses) listed on the AAS of Nursing curriculum sheet that the student has
completed by the application deadline. This would include ENG 111/112, BIO 141/142, BIO 150, SDV 100/101/108, SOC 200, PSY 230, ITE 119 and humanities elective.

8. **Science GPA of 2.0 or above**

The science GPA is the grade point average in the following courses that the student has completed by the application deadline: BIO 141, BIO 142, and BIO 150.

9. **Test of English as a Foreign Language (TOEFL iBT)**

a. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required for ALL nonnative English speakers. Completion of ENG 111 does not satisfy this requirement.

b. These scores are based on recommendations from the National Council of State Boards of Nursing for the level of English proficiency required to perform entry-level nursing safely and effectively.

c. Any nonnative English speakers who do not take the TOEFL iBT and are determined to be unable to understand and speak English at the required proficiency will be dismissed from the Nursing Program.

d. TOEFL iBT scores are valid for up to two years.

10. **ENG 111, ENG 112 and ITE 119** must be completed by the end of summer semester 2016, prior to starting the second-year nursing courses.

11. **PSY 230** must be completed by the end of fall semester 2016, prior to entering NUR 246.

12. **ALL** prerequisites must be completed and documentation received as described below no later than the application deadline of 5 pm, October 3, 2016. Late documentation will not be considered.

   a. **Submitted to the PVCC Admissions and Advising Office:**

      Official non-VCCS transcripts. You must also submit a Transcript Evaluation Form (http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf) for any course for which you want credit as part of the Nursing curriculum that was taken at a college other than PVCC (including other VCCS colleges).

   b. **Supporting documentation uploaded through the application**

      [To upload documents, follow the instructions on the health science application site.]

      Students should upload any supporting documents (if used to document prerequisites or general education courses included in curriculum), which may include: official or unofficial non-VCCS transcripts, high school transcript, TOEFL iBT scores, SAT/ACT scores.
It is recommended that students store their supporting documents on a thumb drive for ease of uploading into the application and for any future use. These uploaded documents will be maintained only for the current application.

Students **should not** request copies of transcripts from the Registrar’s Office.
Curriculum for LPN to RN Transition Program

1. LPNs interested in entering the LPN to RN Transition Program have the option of attempting the credit-by-exam for NUR 230 (Pharmacology) prior to the end of the fall semester before beginning the transition program.

2. **Spring Semester 2017**: Take NUR 100 (Intro to Professional Nursing) and NUR 226 (Health Assessment). May take NUR 230 (Pharmacology) (if needed).

3. **Summer Semester 2017**: Take NUR 115 (LPN Transition/ Med-Surg) and NUR 230 (Pharmacology) (if needed).

4. Must pass NUR 100, NUR 226, NUR 230, NUR 115, BIO 141 and BIO 142 with a grade of “C” or better as well as complete ENG 111, ENG 112 and ITE 119 before entering second-year nursing courses in fall 2016. PSY 230 must be completed prior to entering NUR 246.

5. If not successful in NUR 115, may apply for admission into NUR 112 (Medical Surgical Nursing) for spring semester 2018.

6. LPN Transition students must complete all general education requirements and the nursing courses with at least “C” in order to earn an AAS in Nursing.

Curriculum Outline for LPN to RN Transition Students

*General Education requirements:*
BIO 141, BIO 142 – must be completed prior to starting NUR 115
ENG 111, ENG 112, ITE 119 – must be completed prior to starting NUR 201
SDV 100, BIO 150, PSY 230, SOC 200, Humanities elective.

*Nursing requirements:*
NUR 100, NUR 226, NUR 230 (or successful placement test), NUR 115, NUR 201, NUR 202, NUR 245, NUR 246, NUR 254.

After successful completion of NUR 115, LPN to RN Transition students will join the traditional RN students for fall 2017 and complete the second-year nursing courses by the end of spring 2018.
Factors Considered for Admission Decisions

Admission to the LPN to RN Transition Program is competitive and will be based on a ranking system that is the same as for the “traditional” Nursing Program and includes student performance in the general education courses in the nursing curriculum. Each student’s past and potential educational achievement is measured against all other students applying. Applicants must submit all official documentation and demonstrate minimum requirements for consideration by the posted deadline to be considered for acceptance. Coursework in progress at time of deadline will not be considered during the application process. Students meeting all of the minimum requirements for admission are not guaranteed acceptance, and not all applicants will be granted admission. Priority is given to highly qualified students residing in the PVCC service region (Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa and Nelson).

Evaluation Process

1. LPN to RN Transition Program applicants complete online Nursing Program application and complete all required prerequisites prior to October 3 deadline. Applications or documentation received after the deadline will not be considered. THIS PROGRAM APPLICATION IS IN ADDITION TO THE PVCC COLLEGE APPLICATION.

2. All application documents are compiled by division and admissions office personnel.

3. The Director of Nursing Programs conducts a preliminary screening of all applicants to determine those who have met the minimum prerequisites and thus are eligible for admission.

4. The Director of Nursing Programs reviews the applications and academic records of eligible candidates.

5. Applicants are ranked according to the following criteria in order of importance:
   a. The number of general education courses completed by the application deadline
   b. The GPA earned in those completed courses
   c. The number of science courses completed by the application deadline (BIO 141, BIO 142, BIO 150)
   d. The GPA earned in those completed science courses
6. Applicants will be accepted, placed on the waiting list, or not accepted. Notification of status will be emailed to students’ VCCS email address on November 15, 2016. Letters to all applicants will be mailed the week of November 15, 2016.

a. A waiting list of qualified applicants will be maintained in the event that selected students are not able to accept their place in the program. The waiting list will only be maintained until the week before classes start in January 2017 and is not continued from year to year. Students not admitted for their desired year will have to reapply for admission in subsequent years or may apply for admission to the “traditional” Nursing Program.
1. **HOW DO I APPLY?**

The application to the program is online: [LPN TO RN Application](#). Create a username and password that is unique to you and complete the remaining information that is requested on the online form. Select “Register” at the bottom when you are done.

Upload ALL documentation used to demonstrate that prerequisites have been met in the application by 5 pm on the application deadline date. These documents may include non-VCCS college transcripts (may be unofficial transcripts), high school transcripts, TOEFL scores (if required), copies of licenses.

Official copies of any non-VCCS college transcripts should be sent to Admissions and Advising along with a Transcript Evaluation Form completed by the applicant [Transcript Evaluation Request Form](#).

2. **AM I A REGISTERED NURSE WHEN I COMPLETE AN ASSOCIATE DEGREE NURSING PROGRAM?**

NO. Once you have earned the Associate in Applied Science degree in Nursing, you are eligible to take the State Board Licensing Examination (NCLEX-RN). You must pass this examination in order to receive your registered nurse license.

3. **ARE THERE ANY COSTS ASSOCIATED WITH THE NURSING PROGRAM?**

Yes. In addition to tuition and the cost of transportation to clinical sites and parking, students are responsible for the following items (estimated):

- **Books** (including Kaplan online learning system): $2944
- **Supplies**: $100
- **Health Screening**: $100-$500 (depending on health care provider and immunizations required)
- **Background Check/Drug Screen**: $112
- **NCLEX-RN Exam**: $200
- **Virginia License Application**: $190
- **Licensure Background check**: $46
4. WHERE ARE THE CLINICAL ASSIGNMENTS IN THE PROGRAM?

Sentara Martha Jefferson Hospital, University of Virginia Health System, Western State Hospital, Westminster-Canterbury of the Blue Ridge, The Colonnades, The Laurels, HealthSouth and Augusta Health are settings where students do clinical rotations. Other facilities may also be used. Please note that while we make every effort to consider driving distances in all clinical assignments, we cannot guarantee to accommodate any individual schedule or site request. Carpooling with fellow students is highly encouraged. **STUDENTS WILL BE EXPECTED TO ATTEND CLINICAL SITES THAT MAY BE OUTSIDE OF THE CHARLOTTESVILLE/ALBEMARLE AREA.**

5. IF I AM TRANSFERRING FROM ANOTHER COLLEGE, CAN I GET CREDIT FOR SOME OF THE GENERAL EDUCATION COURSES?

Yes. Once your transcripts are on file in PVCC’s Office of Admissions and Records, you may request that the Registrar complete a transcript evaluation and send you written confirmation of courses accepted for transfer to PVCC. The Transcript Evaluation Request form can be found online at [Transcript Evaluation Request Form](#).

6. IS THERE FINANCIAL AID AVAILABLE TO NURSING STUDENTS?

Yes. There are a number of financial aid opportunities. For further information, please contact the Financial Aid Office (434.961.6545) at your earliest convenience. It is best to complete your financial aid application by March 31 for the following fall semester.
Recommendations from Current Nursing Students for Prospective Nursing Students

The Piedmont Virginia Community College Nursing Program requirements are rigorous, stressful and time consuming. In order to make your program more satisfying, we, who have learned through experience, urge you to consider the following recommendations:

- Be sure you are competent in basic math skills before entering the program. These skills are very important when giving medications.

- Complete the BIO 141-142 series and BIO 150, if possible, before beginning the Nursing Program. Anatomy and Physiology, Microbiology and Nursing all have a heavy workload.

- Complete all your general education requirements, if possible, before beginning the Nursing Program. Nursing theory has much reading required.

- Try not to work more than a maximum of 16 hours/week at an outside job. Students who work more than this are often unable to pass the nursing courses.

- Be sure to keep the evening before clinical days open for clinical preparation. These will not be evenings when you should schedule yourself to work!

- Make good use of the Kaplan online resources and practice tests. They really help you prepare for the class exams and help to reinforce the class concepts.

- Make sure you have Internet access or can schedule sufficient time to use the computers at the College. Much of the course content in nursing is web-enhanced.
A Message from the PVCC Math Department Regarding Placement Tests

Dear Student,

Please keep in mind the following suggestions as you prepare to take your placement exam. Most students place appropriately. On occasion, however, students are not prepared and do not place into the proper level. This letter is written especially to help prevent placing below your true level.

- Take the exam very seriously. The exam determines your starting level in mathematics and, therefore, how many mathematics courses you will need to finish your program.

- Give yourself the time you need. The test is not timed! If you are pressed for time, come back early on a different day and take the test when time will not be a factor. Use the time to carefully and seriously answer the questions. A little time wisely spent on the placement exam can save a semester or more of work!

- Brush up on your mathematics before the test, but don’t try to cram and learn things beyond your knowledge. You can obtain practice problems from PVCC’s Testing Center. The Jessup Library at PVCC has math texts on reserve for your review. You may also visit the PVCC First Quadrant Math Center for personal assistance prior to taking the math placement test. The Testing Center is located in PVCC’s Main Building, room M607. The First Quadrant Math Center is located in M253.

- Many students will have to take both mathematics and English placement tests. Consider taking these placement tests on separate days to minimize the effect of test fatigue.

- Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.

- In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.
# LPN to RN Transition Program Admission Checklist

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<tr>
<td>Completion of English prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
<td></td>
</tr>
<tr>
<td>Completion of math prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
<td></td>
</tr>
<tr>
<td>Completion of science prerequisite requirement</td>
<td>(1) HS transcript, (2) college transcript, (3) completion of NAS 2 or (4) test-out of NAS 2</td>
<td></td>
</tr>
<tr>
<td>Completion of Anatomy and Physiology prerequisite requirement</td>
<td>College transcript</td>
<td></td>
</tr>
</tbody>
</table>

## Application Requirement

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>How Met?</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete PVCC Application <a href="http://www.pvcc.edu/admissions/apply-now">http://www.pvcc.edu/admissions/apply-now</a></td>
<td>Online Application</td>
<td></td>
</tr>
<tr>
<td>Complete LPN Transition Program Application <a href="www.pvcc.edu/hsapplication">www.pvcc.edu/hsapplication</a></td>
<td>Online Application</td>
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<tr>
<td>If non-native English speaker, include copy of results of TOEFL iBT in packet for Health and Life Sciences Division Office. (TOEFL iBT scores are valid for up to two years.)</td>
<td>To find test site, go to TOEFL iBT website at: <a href="http://www.ets.org/bin/getprogram.cgi?test=toefl">http://www.ets.org/bin/getprogram.cgi?test=toefl</a></td>
<td></td>
</tr>
<tr>
<td>Submit official transcript(s) for non-VCCS colleges to PVCC Office of Admissions and Advising. Request transcript evaluation for transfer credit (for any college other than PVCC).</td>
<td>Have colleges send official transcripts to PVCC Office of Admissions and Advising. Complete request form (<a href="http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf">http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf</a>) to have courses evaluated for transfer credit.</td>
<td></td>
</tr>
<tr>
<td>In the online application, upload supporting documents (used to document prerequisites and/or general education courses included in curriculum), such as:</td>
<td>Obtain any required documents and upload in application.</td>
<td></td>
</tr>
<tr>
<td>- official or unofficial transcript(s) for non-VCCS colleges</td>
<td></td>
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<tr>
<td>- high school transcript</td>
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<tr>
<td>- TOEFL scores</td>
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<td>- SAT or ACT scores</td>
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<td>- LPN license</td>
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<tr>
<td>- Letter from employer documenting years of employment as an LPN</td>
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<tr>
<td><strong>For instructions on how to upload your supporting documents, please check the application site.</strong></td>
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</tbody>
</table>