Application Information & Instructions
BACHELOR OF SCIENCE IN NURSING PROGRAM – RN to BSN TRACK

MINIMUM ADMISSION CRITERIA

PLEASE READ THIS FIRST
All RN-BSN applicants must create an account with Castle Branch prior to completing NU 442 & NU 478.

Grade Point Average (GPA) Requirements
• A Cumulative GPA of 2.5 (on a 4.0 scale); measured using all completed coursework from all colleges and universities attended.
• Prerequisite course GPA of 2.0 (on a 4.0 scale).
• LCSC general education core GPA: An overall 2.0 GPA in core courses is required (LCSC college policy).

RN to BSN Track Prerequisite Course
• Prerequisite course [PSYC 300 or MATH 254 (or equivalent): Statistical Methods] must be completed or “In Progress” at the time of application.
• Two attempts to attain a “C” grade in the prerequisite course are permitted. When there is more than one attempt for any reason, the most recent grade is considered during the admission process.

General Education Coursework
All lower general education core requirements must be completed prior to program admission.

Registered Nurse Licensure
Current U.S. Registered Nurse license in good standing must be maintained throughout the program. On the application include your RN license number state. If you do not hold a current RN license, provide a written statement regarding your plans to complete the RN licensing exam.

Transfer Coursework/ Course Descriptions
Transfer students must meet LCSC requirements/ equivalency. Submit with the application course descriptions for all pre-requisite courses completed outside the state of Idaho. Transfer students who currently attend LCSC and have had transfer equivalencies reviewed with a BSN advisor are exempt from this requirement.

Health Requirements
All LCSC nursing and radiography students are required to provide official documentation regarding currency of immunizations, CPR, Student Learning Modules, and Background Check requirements. RN-BSN students enrolling in NU 442 and/or NU 478 who do not meet background check standards will not be able to complete these courses, resulting in dismissal from the program. The Background check policy is detailed in the Pre-Student Handbook under Other Policies & Information. (www.lcsc.edu/nursing)

Performance Standards
Applicants must meet the Performance Standards for Division of Nursing & Health Sciences Students detailed in the Pre-Student Handbook on the NHS website.

Admission to the BSN program is competitive. These are the minimum standards for inclusion in the application process. Meeting the minimum criteria does not guarantee admission to the program. See your advisor if you have questions about the admission process. NHS Pre-Program Policies & Information can be found on the Division website in the left toolbar (called Pre-Student Handbook).
APPLICATION PROCESS

Applications will be accepted February 15-28 and September 15 – 30

1. **Apply to LCSC** at least one month before the program application deadline. This step is required for any applicant not currently enrolled at LCSC or whose current status is 99 Non-Degree-Seeking. Admittance must be as a 616 Pre-Nursing RN track major. Application is available at www.lcsc.edu/admissions.

2. **Transcripts:** Request one copy of official transcripts from all colleges and universities (other than LCSC) attended. These must be received by LCSC before February 1 or September 15. Send to: Office of Admissions, 500 8th Avenue, Lewiston, ID 83501. Phone: 208-792-LCSC.

3. **Apply to the RN to BSN Track:** Complete application procedure using the following check list:
   - Pay $35 non-refundable application fee at Cashier’s Window. If you are mailing your application, send a $35 check or money order with your application.
   - Turn in the following application materials as a packet to your academic advisor for review and signature between February 15-28 and September 15 – 30.
     - Application form (pg. 4-5)
     - Course Descriptions for prerequisite courses (transfer students)
     - Current RN license information or written statement regarding when you plan to obtain the license
     - Unofficial documentation of current course enrollment at any college other than LCSC. Course schedules should be accessible from your institution’s online student records system.

   The application is considered complete when the above items have been received by the Division of Nursing & Health Sciences.

   **Important Notes to Applicants**

   - Check your LCMail account frequently during the admission process. Important messages are communicated to you through this means. You will be notified by e-mail if your admission application is incomplete.
   - Incomplete applications will not be considered.
   - Make an appointment with your BSN advisor early in the application process to review your transcripts, create an appropriate plan of study, and discuss the Idaho State Nursing Articulation Plan/ Escrow credits++. Graduates from the LCSC BSN Program must meet all lower and upper division core requirements, complete 32 residency credits, 36 upper division credits, and a total of 120 credits.

   **++Note:** Upon completion of the admission process and verification of passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and thus holding the RN license, the RN student is admitted to the Bachelor of Science in Nursing program. A maximum of 40 semester nursing credits are held in escrow until the required graduation check (semester before graduation). Students may also receive credit through direct transfer and challenge processes. Additional information found in Pre-Program Information and Policies and NHS Student Handbooks. The BSN Program endorses the guidelines for educational mobility from the Idaho Statewide Nursing Articulation Plan.
SELECTION CRITERIA

Admission to the BSN Program is based upon a complex set of criteria and is competitive. Students who meet the minimum standards are considered candidates for admission. However, meeting the minimum criteria does not guarantee admission to the program.

Provisionally admitted students must meet minimum admission standards at the semester’s end. Failure to meet admission criteria will result in forfeiture of provisional admission status. Students who continue to meet all admission criteria will be considered fully admitted.

NOTIFICATION OF ADMISSION STATUS

Applicants will be notified by email (LCMail) of their admission to the BSN Program. To ensure timely notification, keep the NHS office informed of any change in address.

HEALTH REQUIREMENTS

1. Health requirements for NHS programs include background check, CPR, student learning modules, and immunizations. Before starting NU 442 & NU 478 applicants must provide official documentation regarding currency of all health requirements. NHS uses Certified Background.com to track these requirements. Begin well in advance to build your tracker. For details go to www.lcsc.edu/nursing; click on Student Resources then click on Health Requirements and Background Check. There is a fee for the health requirements tracker and background check, please see Castlebranch.com for current pricing. NHS Pre-Program Policies & Information can be found on the Division website in the Pre-Student Handbook.

2. If requirements are not met by the deadline, your application will not be considered.

3. Annual updates are required. Students are responsible for maintaining currency and accuracy of health requirements throughout the semester(s) in NU 442 & NU 478. Renewal fees apply.

4. Appointments can be made with LCSC Student Health Services (208-792-2251), Health Department (208-799-3100), or personal care provider for immunizations or titer levels. CPR classes are offered through LCSC Workforce Training. www.lcsc.edu/workforce-training

5. A “Clinical Passport” must be completed and maintained throughout the semester(s) in NU 442 & NU 478. Your Passport is to be taken with you to all clinical experiences. For more information please view the NHS website under Student Resources, RN to BSN, Health Requirements & Background Check.

OTHER INFORMATION FOR APPLICANTS

1. There are two clinical courses (NU 442 PR: Community Health and NU 478 PR: Leadership for the RN) which must be completed in the U.S.A., usually in your local area. Students are required to provide their own transportation and bear the expenses for all travel and housing related to clinical experiences. All students should anticipate travel and variable shifts. All clinical locations and schedules are subject to change.

Each clinical course requires 90 hours of coursework/ clinical/ shadowing. In NU 442, local community health agencies serve as clinical sites, which requires the RN to be available during the normal business hours. NU 478 is often completed in the RNs place of employment. You may need to take several days off to meet the clinical requirements.
2. The RN to BSN Track is offered via online delivery. Students are expected to possess basic computer competencies in word processing, electronic file management, email and web browsing. Students must have extended access to a computer with the minimum capabilities required for internet use and online courses. For more information on Distance Learning at LCSC, visit www.lcsc.edu/e-learning.

3. Students should plan to spend on average four hours a week per one credit of theory coursework. Each two-credit practicum course (NU 442 and NU 478) requires a minimum of 90 hours of combined coursework and associated clinical activities.
BACHELOR OF SCIENCE IN NURSING PROGRAM APPLICATION

RN to BSN Track

Applying for:
- Fall Semester Admission ______(Year)  February 15 – 28 Application Window
- Spring Semester Admission ______(Year)  September 15 – 30 Application Window

Incomplete applications will be returned

PLEASE READ THIS FIRST
All RN-BSN applicants must create an account with Certifiedbackground.com prior to applying to the program
You will be required to obtain a background check and upload required health documents to your account with Certifiedbackground.com.
Please go to: https://www.certifiedbackground.com/ Enter the package code LE42- your health tracker will be Fall admits 2015. For more information about health requirements please visit our website: http://www.lcsc.edu/nursing/student-resources/

PERSONAL INFORMATION

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<th>Last Name</th>
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Permanent Address (Street, Apt #) Notify NHS of changes City, State, Zip

Primary Phone Secondary Phone LCSC Student I.D. Number

E-mail Address Current RN License Number State

Person to contact in case of emergency Telephone Relationship

EDUCATIONAL RECORD
Beginning with the most recent, list all colleges and universities attended, regardless of length of attendance. Include any educational institution you are currently attending.

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<thead>
<tr>
<th>College or University</th>
<th>Location: City and State</th>
<th>Dates of Attendance FROM: Mo./Yr. TO: Mo./Yr.</th>
<th>Degree or Certificate Earned</th>
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Bachelor’s degree or higher held?  Yes  No  Degree & College/University awarding:

How did you hear about our program?
**PRE-REQUISITE COURSES COMPLETED OR IN PROGRESS**

**Prerequisite Coursework – fill in for courses, completed or currently in Progress (IP)**

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<tr>
<th>Course</th>
<th>Institution</th>
<th>Prefix &amp; Course #</th>
<th>Credit Hours</th>
<th>Name of Course (attach course descriptions for courses taken outside of Idaho)</th>
<th>Semester/Year Taken</th>
<th>Grade (write “IP” if currently in progress)</th>
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**Core Status - Student: check TRER – Transfer Equivalency Report in Warrior Web for the following:**

Core ID = Lower Core Complete
Core ST = Upper Core Complete

IF neither Core ID nor Core ST, fill in the table below.

**Complete only if not designated Core ID or Core ST on TRER: Lower General Education Core Coursework**

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<th>Course</th>
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**Applicant Signature**  
Date

**Advisors Checklist:**

- Evaluate TRER for acceptable transfer of general education core, support and prerequisite coursework
- Complete Course Substitutions required for degree audit substitution (NU credit)
- Discuss Clinical Passport requirements
- Verify all information is correct, completed and legible on the application form
- Ensure all information is complete and legible on the application form
- Attach a completed Study Plan; include Escrow credits needed
- Sign

**Advisor Signature**  
Date