

DIVISION OF NURSING & HEALTH SCIENCES
R.N.¹ STUDENT ESCROW FORM
(SEE DIRECTIONS ON REVERSE SIDE)

ESCROW (\$10.00 per cr. hr.; non-refundable); Pay at the Cashier's Office Code = ESC
BSN: 11 01 187609
Amount Rec'd _____
Receipt # _____
Date _____
Cashier's Initials _____

PART I – Student Information

Name _____ ID # _____
(Please print all information) Last First MI

Mailing Address _____
Street City State Zip

Phone _____ Major/Minor _____ Nursing _____

Semester/Year action is to affect _____ Advisor's Name _____

Specific action you are requesting (check which):

Escrow due by October 1st for May graduation Escrow due by March 1st for December graduation

Student Signature _____ Date _____

PART II – Escrow Information Note – A total of 128 cr. hrs. is required for graduation (36 upper division; 32 must be in residency at LCSC- escrow cr. hrs. may also be used for residency).

Specific courses you are requesting for Escrow, maximum of 40 cr. hrs. (check which):

Select:	Subj	#	TITLE	Credit	Fee
<input type="checkbox"/> Escrow	NU	312	Pharm. in Nursing	3	\$30
<input type="checkbox"/> Escrow	NU	313	Professional Role Development I	4	\$40
<input type="checkbox"/> Escrow	NU	314	Professional Role Development II	3	\$30
<input type="checkbox"/> Escrow	NU	325	Alterations in Health I	3	\$30
<input type="checkbox"/> Escrow	NU	332	PR: Alterations in Health I	5	\$50
<input type="checkbox"/> Escrow	NU	341	Alterations in Health II	3	\$30
<input type="checkbox"/> Escrow	NU	342	PR: Alterations in Health II	5	\$50
<input type="checkbox"/> Escrow	NU	352	Psych/Mental Health Nursing	2	\$20
<input type="checkbox"/> Escrow	NU	354	Geriatric Nursing	2	\$20
<input type="checkbox"/> Escrow	NU	415	Family Health Theory	4	\$40
<input type="checkbox"/> Escrow	NU	416	PR: Family Health	3	\$30
<input type="checkbox"/> Escrow	NU	477	Guided Preceptorship	5	\$50
TOTAL					

PART III - Advisor Approval

Admission verified to LCSC, and the DNHS² RN to BSN Track³; I approve Escrow request.

Advisor Name (printed) _____ Signature _____ Date _____

PART IV – Division Chair Approval

(must have DNHS stamp)

Approved Denied

Name (printed) _____ Signature _____ Date _____

¹ Registered Nurse

² Division of Nursing & Health Sciences

³ Completion of the admission process: upon verification of passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and holding current RN license in good standing, the RN student may be admitted to the Bachelor of Science in Nursing degree program.

Escrow Form Process

Directions for Students: Notes - A maximum of 40 semester nursing credits may be held in escrow until the required graduation check (*i.e.*, the semester before commencement). Students may also receive credit through direct transfer and the portfolio and challenge processes.

1. Obtain an ESCROW Form from DNHS office or web page (in Lewiston or *Coeur d'Alene*).
2. See the chart below to determine required signatures.
3. Complete full admission to 1) LCSC and 2) the DNHS RN to BSN Track prior to submission of this form.
4. Please print or type information.
5. Complete Part I of the form, including checking the box for the deadline needed for your desired graduation date.
6. Meet with Advisor to check the boxes for each Escrow appropriate course in Part II of the form; secure required signature in Part III of the form.
7. Meet with Division Chair to secure required signature and recommendation in Part IV.
8. **Pay non-refundable fees (\$10/ cr. hr.) at the Cashier's Office; the Cashier must complete the payment box at the top of the form before it can be processed.**
9. Submit to Registrar's Office.

NOTE: Escrow Forms will not be transcribed from students who have a "hold" on their account.

PART V –Submit to Registrar

ACTION	SIGNATURES OR RECEIPTS REQUIRED:	SUBMIT COMPLETED ESCROW FORM FOR IMPLEMENTATION TO:
Approval of Escrow courses to appear on your transcript the semester of graduation.	<ul style="list-style-type: none"> • Student • Advisor • Division Chair, NHS • Cashier 	Registrar
Escrow noted in Datatel comment screen, to which Advisor has access (note is input by DNHS Admin. Asst.).		