

**FALL 2024  
REGISTERED NURSING PROGRAM**

**Application Information Packet**

There is a \$60 fee to apply for this program.

You must complete **ALL** steps for your application to be processed.

**NURSING PROGRAM ADVISING**

We have placed as many recommendations as possible in this Application Information Packet to help you fill out a successful application to the LCC Nursing Program. It is your responsibility to be aware of program entrance and degree completion requirements and to fill out your application documents correctly.

It is **HIGHLY recommended** that all applicants attend a Preparing to Apply Workshop (pre-register) and/or meet with a Health Professions advisor in person or via Zoom - [appointment or drop in](#), prior to applying for the program. It is required for either attending a workshop or meeting with an advisor that you **bring completed copies of Forms 1 & 2 (to the best of your ability)** along with unofficial copies of any transcripts you will be using on the application. If you are unable to meet with an advisor via Zoom or attend a workshop, please email [HPadvising@lanecc.edu](mailto:HPadvising@lanecc.edu) with any questions. Students that register and attend an entire Preparing to Apply Workshop will now receive an extra point on their application.

***We find that the best prepared applications come from students that have attended a workshop, met/worked with an advisor, and/or asked questions prior to applying to the program.***

The following information is intended for **program entrance only** and does **not** include information on courses required for degree completion. These can be found in the catalog listing for [Nursing](#).

**APPLICATION PROCESS & DATES**

**You are NOT considered an applicant to the program until you meet all application requirements.  
Please read carefully and follow all directions.**

**Selection Criteria.** Program admission is based on a **point allocation system**. There are no advantages given based on the date/time you submit your application. In addition to admitted students, there will be designated alternate students. An alternate is allowed to enter the program **if** an accepted student declines or withdraws. Alternates not accepted into the **Fall 2024** program will be **guaranteed** admission the following year **without reapplying** to the program. (Please Note: Alternates must ensure that your A&P and Micro courses do not expire prior to the year you enter the program and are required to attend the Mandatory Orientation.)

**Important Dates:**

<b>Application opens:</b> .....	<b>January 10, 2024</b>	<b>*12:15am</b>
<b>Application closes:</b> .....	<b>March 4, 2024</b>	<b>*5:00pm</b>
<b>Interview notification:</b> Interview status via email .....	<b>April 23, 2024</b>	<b>5:00pm</b>
<b>Interview Date:</b> Students <b>must</b> be available, IN PERSON, this day if invited.....	<b>April 29, 2024</b>	<b>All Day</b>
<b>Final notification:</b> Application status via email .....	<b>May 1, 2024</b>	<b>5:00pm</b>
<b>Mandatory orientation:</b> <u>Required</u> for all accepted <b>AND</b> alternate students .....	<b>June 6, 2024</b>	<b>5:30pm</b>

\*The Program Online Application and Payment admission system opens at approximately 12:15 a.m. and closes at approximately 11:45 p.m. each day. You must submit your Forms Packet, Online Program Admission Application and Payment and all other required application documents before the deadline of the application close date. Please note: staff is not available weekdays after 5pm, weekends, or holidays to answer questions regarding application issues. Please keep this in mind in case of last-minute questions or issues with the system.

## ACCESSIBILITY AND ACCOMODATIONS

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or [accessibleresources@lanecc.edu](mailto:accessibleresources@lanecc.edu).

## POINT PETITION DETAILS

Please review the details of each requirement and make sure you have completed the forms packet completely and correctly and have submitted any required documentation as directed.

**Minimum Required to Apply: 30 qtr. credits to include A&P 1 and Math 95 or higher, with a minimum 3.0 GPA on courses used in Section 1, all courses C or better, C- or below not accepted in Section 1.**

Students may use qualifying exam scores in many college subjects through the Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (IB) programs to receive credit in both general areas and various other specific subject areas. Lane grants credits for Military Educational Experience upon review of the recommendations made by the American Council on Education (ACE). More information available [here](#). Students will be awarded full points/equivalent to an A grade based on the evaluation standards on the date the scores are reviewed for applicable courses. If acceptance standards have changed, students will be subject to the current acceptance standards. Will only be considered with official transcripts on file.

**Lane Transfer Tool** - Use the [Lane Transfer Tool](#) to confirm any courses taken from another accredited college are equivalent to the courses required on the RN Application. Contact [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu) for assistance.

### Required Prerequisite Courses & GPA

Required Prerequisite Courses, minimum 30 quarter credits of qualified Section 1 courses are required to apply. All courses must have a letter grade of C or higher (C- or lower not accepted); the only exception to this rule is that the Math requirement can have a Pass grade but will not be eligible for Quality Points. If you have completed any of the required courses, they MUST be listed on the Point Petition Sheet. Courses may be repeated, and the most recent grade must be used. Courses from **non-accredited** colleges will **not** be considered in the evaluation of your application, nor can they be considered toward any degree requirement, (e.g., Pioneer Pacific does not meet Northwest Commission of Colleges and Universities accreditation criteria.)

Please review the How to Complete the RN Application Slideshow prior to attending a Preparing to Apply Workshop or meeting with a Health Professions advisor or you may email [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu) if you have any additional questions. If you have questions about a course not taken at LCC, please provide the state and name of institution as well as an unofficial transcript (if official transcript is not on file) in your correspondence with them.

**Anatomy & Physiology 1, 2, 3 – BI 231, 232 & 233 (12 credits): BI 231 is required to apply.** Series completion is required for Fall entry. If all three A&P courses are more than 7 years old – **only BI 233** needs to be repeated by application deadline to be accepted and must be completed Fall 2017 or later. (You may not apply with only expired A&P courses.) A & B grades are worth equal points. Any exceptions must be approved by Jennifer Tavernier, Director of Nursing [TavernierJ@lanecc.edu](mailto:TavernierJ@lanecc.edu) and a copy of the correspondence attached with your application email.

**Microbiology:** BI 234 Microbiology is a Fall Entry requirement to be completed Fall 2017 or later. If more than 7 years old, the repeated course must be completed no later than the summer PRIOR to your fall start to maintain your spot in the program **or** on the alternate list. A & B grades are worth equal points.

**Math: Required to apply.** Choice of MTH 95 or higher, with letter grade of C or higher (C- not accepted) with official transcripts on file for points **OR** you can submit qualified documentation of math proficiency from the below options. These will meet application requirements **only** and **do not** count towards credits required to apply and do not meet requirements for graduation.

- MTH 95 or higher for Pass Grade
- Lane Credit by Exam for MTH 95 or higher, not eligible for degree completion

**WR 121 and WR 122:** Applicants must have **8 credits of Writing by Fall Entry** or a bachelor's degree. If 121 and/or 122 were taken for 3 credits, students must take WR 123 or 227 prior to Fall Entry.

Applicants with a prior bachelor's degree from a U.S. regionally accredited institution may waive this requirement but may need to use **approved** electives in their place that meet the Section 1 elective requirements to meet the 30-credit minimum to apply. An official transcript must be on file with proof of bachelor's degree to use electives or waive the 8-credit writing requirement.

**Nutrition:** FN 225 Nutrition. You must have a course that is equivalent to LCC's FN 225 course by Fall Entry.

**Human Development:** PSY 215 Lifespan Development. You must have a course that is equivalent to LCC's PSY 215 course by Fall Entry.

### Approved Electives:

- You can use up to 3 Approved Electives to reach a **Maximum of 45 total qualified quarter credits**
- Must be from a category listed in the [2023-24 Approved Electives for Nursing AAS](#) . IF the transfer course does not directly match one of our subject codes (i.e. AH, SOC, CJA, PSY, etc.) you must have an equivalency from the subject division or degree evaluators stating the course will be accepted within one of the listed categories in this section and submit the supporting documentation with your application. Career/Technical Courses are **not** allowed. Writing or Math courses used for electives MUST be higher than the minimum requirements listed above. (i.e., MTH 65 or WR 115 may not be used.) Note: 6 credits of Social Science and 3 credits of Humanities are recommended electives to progress to BSN and CG courses are not transferable to many BSN programs.
- Elective credits can include AP/IB/CLEP courses per already established [LCC equivalencies](#) with official transcripts on file for points.
- No more than two elective courses in one subject can be listed in Section 1 (e.g. ENG 104,105 and 106, – 106 could not be listed)

All items on the Point Petition Sheet and additional approved electives up to 45 credits must be completed by the end of Summer term prior to Fall 2024 entry with an overall GPA of 3.00 or higher. Failure to complete all prerequisites (up to 45 credits) with a continuing GPA of 3.00 or higher by the end of Summer term in the year of acceptance will result in forfeiture of acceptance or alternate status into the program.

### Calculated GPA:

The GPA Credits column will NOT automatically calculate, please calculate this column yourself once all items in section 1 have been included. **Use your GPA points divided by GPA credits to find your Section 2 GPA** (info below.) Do not use the sample line in your calculation.

### GPA Points

GPA Pre-requisite (Minimum GPA of 3.00 to apply and for Fall entry) GPA pulled from Section 1.

**Use GPA points divided by total # of GPA Credits and rounded to hundredths to calculate your GPA.** C- and below are not considered and +/- will not be calculated.

$$4.00 - 3.67 = 25 \text{ points}$$

$$3.66 - 3.33 = 23 \text{ points}$$

$$3.32 - 3.20 = 20 \text{ points}$$

$$3.19 - 3.15 = 17 \text{ points}$$

$$3.14 - 3.00 = 15 \text{ points}$$

### Additional Application Points

#### **Anatomy & Physiology & Microbiology Course Completion:**

- Anatomy & Physiology 1, 2 and 3 AND Microbiology (**16cr**) **5 points**
- Anatomy & Physiology 1, 2 and 3 completed (**12cr**) **3 points**

#### **Prerequisite Credits:**

- 45 Pre-requisite credits completed in Section 1 **5 points**
- 36-44 Pre-requisite credits completed in Section 1 **3 points**

**Prior College Degree:** Associate level degree or higher **1 point**

- College and degree information must be listed on Point Petition Sheet
- Official Transcript where degree was awarded must be submitted to Enrollment Services
- Degree must be from a regionally accredited institution

**Medical Terminology Course:** **2 points**

HO 100/HP 100 Medical Terminology (or equivalent) minimum of 2 credits with grade of C- or higher. Pass grades will only be accepted on HO 100 if transcribed by Fall 2018, Winter 2018 and later courses must be passed with a C- or higher. You must also fill in the requested information on Point Petition Sheet to qualify for the points.

**Technical Writing Course (WR227)** **1 point**

With grade of C- or higher. You must also fill in the requested information on Point Petition Sheet to qualify for the point.

**Statistics:** **2 points**

MTH 243 Statistics (or equivalent) with grade of C- or higher. You must also fill in the requested information on Point Petition Sheet to qualify for the points.

**Lane County Resident:** **3 points**

- Residency will be assessed by the street address of the applicant in **ExpressLane** (make sure your address is up to date in ExpressLane) at least 90 days prior to applying.
  - No PO Boxes.
- See [Residency rules](#) for Lane Community College.

**Military Service:** **3 points**

You **must** submit a copy of your DD-214 as documentation in active status or have an Honorable Discharge. There is no required field of training or education needed. You must also fill in the requested information on Point Petition Sheet.

**Persistence Point:** Only awarded to those applicants who were selected for interview in 2023 **1 point**

**Preparing to Apply Workshop Point:** **1 point**

Must register for a Fall 2024 Preparing to Apply Workshop in person or via Zoom and attend the entire presentation. See the 2024 LCC RN Application Review Sessions document for dates times and no cost, no credit CRN's to register for in ExpressLane.

**Lane Community College Credits:**

Pre-requisite credits taken at LCC **and** listed in Section 1

- 36-45 LCC Credits **5 points**
- 24-35 LCC Credits **4 points**
- 12-23 LCC Credits **3 points**
- 3-11 LCC Credits **2 points**

**Foreign Language Competency:**

You **MUST** note in the application forms packet which foreign language you are using to receive these points. Documentation is due **PRIOR** to the application deadline to receive points

Proof of "Advanced" language proficiency testing **4 points**

[Language Proficiency Testing](#) (OPI, OPIc and LPT assessments are acceptable proficiency exams administered from Language Testing International. Please note there are costs associated with any of the above exams. **Official documentation MUST be included with your application form via email at <mailto:hpapplicationcenter@lanecc.edu>.**

**OR**

CLEP Testing Information

Have documentation sent to Lane Community College, Enrollment Services, 4000 E. 30<sup>th</sup> Avenue, Eugene OR 97405. For faster processing, it is suggested to submit an official document along with your completed forms packet submitted digitally.

2 terms OR 1 semester of same **language**, college level (transcripted) with C- or better **2 points**

If using foreign language courses from another college, you must note the institution(s) along with which language taken.

2 years of **same language**, high school (HS transcript e-mailed with forms packet) **1 point**

(i.e. HS transcript showing completion with C- or better of Spanish 2, French 2, etc. will be accepted)

Email HS transcript with your Point Petition Sheet to the [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)

**Work Experience in a Healthcare Setting:** 500+ hours (within past 10 years) **3 points**

You can receive points on the application for working in a healthcare setting (see list for options.)

**You must use the RN Nursing Healthcare Work Experience Form.**

The first page should be filled out by the applicant and emailed to your supervisor. The form must then be emailed directly from HR or your supervisor to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) (All forms must be received no later than 11:59pm on March 4, 2024.)

**Healthcare License/Certificate:** **4 points**

If you hold a current, unencumbered license or certification as a CNA, LPN, MA, RT, EMT, PARA, DA, DH, Diagnostic Imaging Tech, EKG Tech, LMT, PTA, Certified Professional Midwife, Doula\*, Surgical Tech, Phlebotomist, Pharmacy Tech, or Vet Tech, Hemodialysis Tech, Certified Mental Health Technician, OR a profession from the Approved Healthcare Credential List **AND submit documentation proving current license or certificate along with Forms 1 & 2. For any license that shows disciplinary action, you must insure that “No Disciplinary Action is in progress” and fill in the requested information on Point Petition Sheet completely.** By submitting this documentation, you are guaranteeing the above.

\*For proof of Doula certification, you must provide documentation that you have been certified by the Oregon Health Authority.

**Notes to Application Center:** If you have any additional information that you feel is relevant to any of the items listed on the Point Petition Sheets or supporting documentation, please put the information in this section.

## Application Reminder Checklist

**You must meet the following criteria to have a completed application process and to be considered for an interview. Review the following reminders carefully.**

- \_\_\_\_\_ **1. Email Account.** It is your responsibility to set your “spam filter” to accept email addresses containing @lanecc.edu. It is also **NOT** recommended to have a Hotmail or Yahoo account as we have found notifications are not being received by students with these accounts.
- \_\_\_\_\_ **2. Admission to Lane as a credit student.** If you are not currently a Lane CC credit student, complete Lane’s college admission process and obtain a student “L” number prior to scheduling a Preparing to Apply Workshop or submitting your forms packet. Make sure to complete all “[How to Apply & Enroll](#)” steps.”
- \_\_\_\_\_ **3. Health Profession Advising.** Attend a Preparing to Apply Workshop Meet with a [Health Professions Advisor](#), or communicate with them via Email at [HPadvising@lanecc.edu](mailto:HPadvising@lanecc.edu) with any question you may have prior to sending in your application materials.
- \_\_\_\_\_ **4. Submit Non-Lane Official Transcripts to Enrollment Services.** All courses used as prerequisites must be taken at LCC **OR** recorded on an official transcript that has been recorded as **received** in ExpressLane by Lane Enrollment Services, prior to the application close date. **Send to** Lane Community College, Enrollment Services – HP Application Center, 4000 E. 30<sup>th</sup> Avenue, Eugene OR 97405.
- \_\_\_\_\_ **5. Request Course Equivalency Evaluation (if needed).** It is **your responsibility** to initiate the process for non-Lane courses early and make sure equivalencies/substitutions have been established prior to the application deadline. Courses will not be accepted if they are not on the [Course Equivalency Transfer Tool](#) or without a course equivalency form from the Degree Evaluators or subject division that is submitted with your application. Please contact Health Professions advising for assistance in obtaining course equivalencies at [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu)
- \_\_\_\_\_ **6. Submit Form 1 - Conditions of Application Checklist AND Form 2 - Point Petition Sheets of the Forms Packet (PDF fillable format ONLY) by emailing them to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) in one Email with all supporting documentation.** Only courses that are **completed** and transcribed at LCC or on an official transcript may be used for points. Points will **NOT** be awarded if you do not **complete all fields** on the Point Petition Sheet **and submit any documents requested** for verification as instructed above.
- \_\_\_\_\_ **7. ALL fields on the Point Petition Sheet have been filled in, if no information was necessary, I entered n/a in text boxes and 0 in point boxes. (Checkboxes on Form 1 are REQUIRED. Checkboxes on Form 2 do not need checked if you are not using those points.**
- \_\_\_\_\_ **8. Complete the 2024 RN Nursing Online Program Admissions Application & Payment**  
You will be charged a **\$60 non-refundable application fee**. Use the *2024 Health Professions Online Program Admissions Application and Payment Instruction document* to complete this process.  
  
Before you begin the Program Online Application and Payment:
  - You must have a student “L” number to complete this process
  - You must have an Email address to complete this process
  - You must have a Visa or MasterCard card to pay the application fee
- \_\_\_\_\_ **9. Make a Personal Copy of Application Documents for your files.** Your documents will not be returned to you.