Associate Degree Nursing (RN) Program

Revised February 12, 2020

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LPN TO RN BRIDGE
ASSOCIATE DEGREE NURSING PROGRAM

ADMISSION INFORMATION PACKET
Admission Cycle: Fall and Spring Semesters

HCC General Contact Information:
720 North Drive or P.O. Box 2100
Hopkinsville, KY 42241-2100
Switchboard: 270-707-3700
Website: https://hopkinsville.kctcs.edu

Nursing Department Contact Information:
Department Phone: 270-707-3840
Department Fax: 270-707-3989
Program Director: Joyce Lambruno, MSN Ed, RN (joyce.lambruno@kctcs.edu)
Administrative Assistant: Kristi Martin (kmartin0238@kctcs.edu)
Website https://hopkinsville.kctcs.edu/education-training/program-finder/nursing.aspx

KCTCS is an equal opportunity employer and education institution.

HCC ADN program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404)975-5000; www.acenursing.org
ACEN Accreditation status for HCC RN Program: Continuing Accreditation

Fully Approved by Kentucky Board of Nursing. www.kbn.ky.gov
HELPFUL CONTACTS

HOPKINSVILLE COMMUNITY COLLEGE REGISTRAR’S OFFICE – For transcript evaluation
Phone (270) 707-3811

HOPKINSVILLE COMMUNITY COLLEGE ADMISSIONS AND RECORDS – For admission to HCC
Phone (270) 707-3810

HOPKINSVILLE COMMUNITY COLLEGE FINANCIAL AID
Phone (270) 707-3830

HOPKINSVILLE COMMUNITY COLLEGE ADVISING CENTER – For students new to HCC
Phone (270) 707-3820

If you are already a student at HCC and would like to request an appointment with a nursing advisor, please call the Nursing department at (270) 707-3840.

IC3 FAST TRACK OR IC3 CERTIFICATE-LEVEL EXAMINATION – To demonstrate digital literacy
https://hopkinsville.kctcs.edu/admissions/placement-testing-assessment/ic3_computer_literacy_exam.aspx

NURSE AIDE COURSE (NAA100)
Veronica Tolbert, Department Assistant
Phone (270) 707-3858
Email: vtolbert0002@kctcs.edu

Sheri Pullin, Nurse Aide Coordinator
Phone (270) 707-3851
Email: spullin0001@kctcs.edu
A student who has passed the NCLEX-PN and holds an active unrestricted license for practical/vocational nursing may be awarded credit for the first semester nursing course (NSG101) in HCC’s associate degree nursing program. Licensed Practical/Vocational Nurses who graduated more than three (3) years prior to admission to a KCTCS associate degree nursing program shall provide verification of current employment. Current employment is defined as one (1) full year full-time employment as an LPN/LVN within the last three years. The employment in nursing shall be defined as patient/client contact and shall be verified by the employing agency/agencies using a standardized verification of employment form provided by the HCC Nursing Department. The student must meet all other nursing admission criteria and be accepted into the nursing program for credit to be awarded.

ADMISSION CYCLES

● Fall admission cycle (nursing courses begin in August): Deadline to apply May 15th
● Spring admission cycle (nursing courses begin in January): Deadline to apply October 30th

ADMISSION REQUIREMENTS

1. College Application: Apply to Hopkinsville Community College if not already of KCTCS student. All college admission requirements must be met.
2. Transcripts: Submit official college transcripts to Admissions for evaluation. The Registrar’s Office has the final determination in what credits will transfer from other institutions.
   o Current students of HCC or other KCTCS colleges who already have transcripts and transfer credit on file do not have to resubmit official transcripts unless additional credit from other institutions has been obtained.
3. ACT or SAT Scores: This requirement will be waived upon verification of an active LPN license in good standing with the state Board of Nursing.
4. Nursing Pre-Admission Conference (PAC): Attend one session to obtain the nursing program application.
   o Dates, times, and locations will be available on the Nursing website or by contacting the department.
5. NACE Pre-Admission Exam: Complete the National League for Nursing (NLN) NACE I Foundations of Nursing exam.
   o The NACE exam is designed to evaluate a LPN’s previous education and experience.
   o Recommended minimum score on the NACE exam is 76%.
   o A student will be eligible to retake the NACE once every six (6) weeks.
   o NACE scores expire after three (3) years.
   o Register: https://ondemand.questionmark.com/400030/ext/nlntesting/ or www.nlnonlinetesting.org
6. Nursing Application: Must be submitted to the Nursing Department staff by 4:30 p.m. on or before the application deadline for the appropriate admission cycle.
7. Verification of Employment Form: Submit form completed by employer to the Nursing Department staff by 4:30 p.m. on or before the application deadline for the appropriate admission cycle.
8. Academic Standing: Must be in good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses.
9. If you have previously taken RN nursing courses in another RN nursing program, you will be provided a recommendation form that must be completed by a faculty member at your previous nursing program. The faculty recommendation form may affect the admission decision.
PREREQUISITE COURSES

- BIO137 Anatomy & Physiology I – 4 credits
- BIO139 Anatomy & Physiology II – 4 credits
- PSY110 General Psychology – 3 credits
- Quantitative Reasoning at the Associate in Science or Associate in Arts level – 3 credits
  - Eligible courses include MAT146, MAT150 (recommended), STA220, or other courses outlined in the KCTCS catalog for Quantitative Reasoning
- CPR100 CPR for Healthcare Professionals or current American Heart Association Basic Life Support (BLS) CPR certification

CO-REQUISITE COURSES

If accepted to the LPN To RN Bridge, you must have previously completed or be enrolled in the co-requisite course listed below. You must earn a grade of C or better.
- ENG101 Writing I

STUDENTS ADMITTED TO THE LPN-RN BRIDGE

Admitted students will take the nursing courses listed below during the Bridge semester.
- Medical/Surgical Nursing I course
  - NSG195 Transition to ADN (lecture and lab, no clinical component) – 4 credits
  - OR
  - NSG219 Medical/Surgical Nursing I (lecture, lab, and clinical component) – 7 credits
- NSG212 Behavioral Health – 3 credits

IMPORTANT INFORMATION ABOUT PREREQUISITE COURSES

1. Pre-requisite Courses: Complete pre-requisite courses BIO137, BIO139, PSY110, and Quantitative Reasoning course (such as MAT150, STA220, or other eligible course)
   - If seeking Fall admission, applicants must complete these requirements with a minimum grade of C by the end of the Summer term. This means students may enroll in the courses during Summer term. However, if they are not successfully completed by a student who is accepted to the program, the student MUST decline his/her seat and reapply for a later admission cycle.
   - If seeking Spring admission, applicants must complete these requirements with a minimum grade of C by the end of the Fall term. This means students must be enrolled in the courses during the Fall term even if they are not completed by the October 30 deadline. If an applicant is accepted to the program and does not successfully complete the prerequisite courses by the end of Fall term, he/she MUST decline the seat and reapply for a later admission cycle.

2. Licensed Practical Nurse Verification (LPN): Provide a valid LPN license number for verification by the Nursing Department staff. If an applicant is enrolled in a PN program but has not yet completed the program or taken the NCLEX-PN, please see below for deadlines.
   - If seeking Fall admission, applicants must have an active LPN license in good standing by the end of Summer term.
   - If seeking Spring admission, applicants must have an active LPN license in good standing by December 31.
SELECTION PROCESS

The HCC Nursing Admissions Committee reviews all eligible applicants. An offer of admission may be granted to applicants who have:

- ALL admission materials submitted by the application deadline;
- All the application requirements met;
- The highest NACE scores.

Students must be in good academic standing with the College with at least a 2.0 overall GPA with a grade of C or higher in all math, science, and pre-requisite courses.

ADMISSION PROCEDURE

Only students with completed files will be considered for admission to the HCC Nursing Program. It is the student’s responsibility to ensure the file in the nursing department has all documents necessary for admission.

- On the basis of the NACE composite score, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- Applicants will be notified in writing if they have or have not been selected for enrollment in the nursing program. Letters for acceptance, waiting list, or denied admission will be mailed on June 15 for the fall admission cycle and on November 30 for the spring admission cycle. **No selection information will be available by phone or email.** Please allow up to one week from these dates for mail delivery.
- A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students prior to the beginning of the semester. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry over to the next admission cycle.
- In the event that a tie should occur in relation to NACE scores, preference may be given to the student with the highest ACT and GPA generated from the program curriculum pre-requisite courses.
ELIGIBILITY

Nursing involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions.

Anyone who makes application to the college as a degree-seeking student may apply to the Hopkinsville Community College Associate Degree Nursing Program. Admission to the program is open to all qualified students regardless of economic or social status and without discrimination, on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

All applicants for the nursing program should possess:

- sufficient visual acuity, i.e. to accurately prepare and administer medication and to participate in the observation necessary for client assessment and nursing care.
- sufficient auditory perception to receive verbal communication from client and members of the health care team as well as to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, dopplers, fire alarms, etc.;
- sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual’s interest;
- sufficient intellectual and emotional functions to plan and implement care for individuals;
- the ability to lift and/or move up to 50 pounds and;
- the ability to be on feet for 8 – 12 hour clinical.

Enrollment in the Associate Degree Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

TIME COMMITMENT

The Associate Degree Nursing Program is a vigorous and intense program of study. Success in the program requires a major commitment to make studying a priority. Study outside of class is a requirement as well as practice time for nursing skills. Working more than 20 hours/week is discouraged due to the time requirements in the program. Students need to have good time management skills as well as assistance with childcare and finances.
IMPORTANT TO REMEMBER

It is the student’s responsibility to keep informed of current admission guidelines. The student must be responsible for the status of his/her own nursing file.

Upon admittance into the ADN program, students must have completed or be registered for the first semester co-requisite courses. Due to the nursing course schedule, evening, Saturday, or on-line co-requisite courses may be necessary.

Each NSG course is a pre-requisite for the following semester of NSG courses and must be taken in the sequence listed. NSG courses cannot be taken in an earlier semester.

Each co-requisite course must be taken in semester indicated or before.

The Kentucky Board of Nursing may deny licensure to a nursing graduate who has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice. For more information, go to www.kbn.ky.gov.

Students are encouraged to schedule an appointment to meet with a Nursing advisor to ensure they have met or have a plan to meet the general education courses and testing requirements to be eligible for admission.
RE-APPLICATION POLICY

If an applicant is not accepted into the program and wishes to reapply during a different admission cycle, he/she must attend a Pre-Admission Conference and submit a new nursing admission application by the desired admission cycle deadline to be considered.

All program enrollment requirements must be satisfied for the desired year of application. These materials must be submitted by the admission cycle deadline of the semester for which re-application is requested.

TRANSFER POLICY

1. Applicants who have been enrolled in another program’s nursing courses and would like to transfer to the Hopkinsville Community College Associate Degree Nursing Program should follow these steps.
2. Meet all admission requirements as stated on Page 3;
3. For transfers into 1st Semester, you must have an active status on a State Nurse Aide Registry. For transfers into 2nd Semester or later, your status on a State Nurse Aide Registry can be active or lapsed as long as you completed a 1st Semester Fundamentals course with a grade of “C” or higher.
4. Submit a letter to the HCC Director of Nursing Education to state anticipated entry date and reason for transfer.
5. Request a faculty member from the program previously attended submit a letter of recommendation to the HCC Director of Nursing Education.
6. Submit copies of documents for previously passed nursing courses (i.e., course syllabi, course content, course skills, etc.) for review of content.
7. Complete a transfer testing process to demonstrate competency of content by:
   • Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and
   • Passing a skills competency review (check off) reflective of previously passed nursing courses.

Note: The exams and skills competency can be taken only once per admission cycle. The student must successfully complete both the competency exam and the skills demonstration to be considered for acceptance. Students who are not successful can elect to enter the applicant pool to the first nursing course.

Mail the transfer documents to the Director of the Nursing Program, P.O. Box 2100, Hopkinsville, KY 42241.

If more than three years have elapsed since initial enrollment in the first nursing course in any registered nursing program, an applicant must repeat all nursing courses.

Acceptance of any transfer student will be dependent upon available space and resources.
ESTIMATED EXPENSES AND FINANCIAL ASSISTANCE

Financial assistance is available in the form of scholarships, grants, loans, and work-study. Information on financial assistance can be found on the college website https://hopkinsville.kctcs.edu/affording-college/index.aspx and at www.kbn.ky.gov/education.

In addition to tuition costs, nursing students are responsible for supplemental expenses such as: transportation to various clinical facilities, purchase of professional liability insurance, textbooks, blood tests, uniforms, etc.

Anticipated Additional Expenses not including tuition (subject to change):
First Year (estimated $2,618.70 - $2,763.70)
1. Professional Liability Insurance: $22
2. Uniforms and lab coat: $150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: $150
4. Books (1st semester): $550
   Books (2nd semester): $450
5. Travel to school and clinical facilities: $200
6. Nursing lab supply kit: $350
7. Background Check (provider selected by Nursing Department): $35-50
8. Drug Screen: $35-40
9. HKANS & NSNA Membership Fees: $40
10. Blood tests: $200
11. CPR Training (American Heart Association BLS Healthcare Provider): $50-175
12. Kaplan Integrated Testing Program: Course Fee Charge (approximately $193.35 per semester = $386.70 for year one)

Second Year (estimated $2,128.70 - $2,538.70)
1. Professional Liability Insurance: $22
2. Books (3rd semester): $350
   Books (4th semester): $350
3. Travel to school and clinical facilities: $200
4. Nursing lab supply kit: $100
5. Background Check Annual Update (provider selected by Nursing Department): $25
6. Drug Screen Annual Update: $35-40
7. HKANS & NSNA Membership Fees: $40
8. Blood Test & CPR: $75
9. Nursing pin (optional): $80-480
10. Kaplan Integrated Testing Program: Course Fee Charge (approximately $193.35 per semester = $386.70 for year two)
11. NCLEX Exam: $200
12. Licensure Fee (Varies by state): $100
13. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc: $100
14. Graduation cap, gown, tassel, diploma cover (required for HCC’s graduation ceremony): $65-70

Tuition Rates for 2019-2020
https://hopkinsville.kctcs.edu/affording-college/ tuition-costs/index.aspx
In-State $174 per credit hour
Out-of-State Reciprocity Students $174 per credit hour
Out-of-State Contiguous Counties $348 per credit hour
Out-of-State $609 per credit hour
Mandatory Fee for all courses $8 per credit hour

Note: All fees are approximate and subject to change without notice.
AMERICAN WITH DISABILITIES ACT/DISCRIMINATION

Any physical or mental impairment that substantially limits one or more major life activities is a disability. Any student needing ADA accommodations must contact the Chief Student Affairs Office as well as Joyce Lambruno, Director of Nursing Education.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit based factor. References: Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, and ADA Act of 1990.

For more information, contact the Dean of Student Affairs at (270)707-3801 or by mail at Hopkinsville Community College, P.O. Box 2100, Hopkinsville, KY 42241-2100.

CONTINUING YOUR EDUCATION TO A BACHELOR OF SCIENCE IN NURSING (BSN)

The Hopkinsville Community College Nursing Program encourages students to continue their education beyond earning an Associate Degree in Nursing (ADN). Students have a variety of colleges/universities to choose from to complete a Bachelor of Science in Nursing (BSN) Program. The HCC Nursing Department encourages students to review their options to determine what best meets their needs.

For students who may be interested, Hopkinsville Community College and Murray State University have entered into an agreement to provide students the opportunity to enroll in the Blended AAS/BSN degree program. This will allow students the opportunity to complete a BSN in approximately 11 months post-graduation from HCC.
ITEMS FOR PLANNING PURPOSES FOR STUDENTS WHO ARE OFFERED A SEAT IN THE PROGRAM

Applicants who receive an acceptance offer will be given a “checklist” of items to complete. **Students will not submit any of this documentation prior to acceptance to the Nursing Program.** However, they can begin to plan for how they will obtain these requirements.

Some of the required items are listed below. A final list of requirements will be provided with the acceptance letter.

- Provide documentation of results of these lab tests:
  - Tuberculosis (TB) Skin Test (2-step) – within past one (1) year
  - Varicella (immunization or titer) – within past ten (10) years
  - Measles, Mumps (Rubeola), Rubella (MMR immunization or titer) – within past ten (10) years
  - Hepatitis B (immunization or titer) – within past ten (10) years
- Provide documentation of Tetanus shot – within past ten (10) years
- Provide proof of health insurance
- Provide proof of CPR certification for the healthcare provider through American Heart Association (cannot accept CPR through American Red Cross)
- Complete criminal background check – Information on background check company will be provided
- Complete nine-panel drug screening – Information on what lab to use will be provided
**CURRICULUM REQUIREMENTS**

**The curriculum for the ADN program has changed effective with the Fall 2019 cohort. Pharmacology courses will no longer be stand-alone course numbers. The 1-credit hour Pharmacology I as well as the 1-credit hour Pharmacology II content has been integrated into the Medical-Surgical Nursing content for 2nd and 3rd semester.**

Curriculum for LPN To RN Bridge Students Accepted Beginning Spring 2020

<table>
<thead>
<tr>
<th>Catalog Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>^+ BIO 137</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>^+ BIO 139</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>^+ Quantitative Reasoning course</td>
<td>Quantitative Reasoning to align with Associate in Science or Associate in Arts (eligible courses include MAT150, STA220, and other courses outlined in the KCTCS catalog for Quantitative Reasoning)</td>
<td>3</td>
</tr>
<tr>
<td>^+ PSY 110</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CPR 100</td>
<td>CPR for Healthcare Professionals or current American Heart Association Basic Life Support (BLS) CPR certification</td>
<td>0-1</td>
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</tbody>
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Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.

First Semester

| + NSG 101 | Nursing Practice I | WAIVED FOR LPN TO RN BRIDGE STUDENTS | 9 |

Second Semester

| ^ ENG 101 | Writing I          |                                      | 3 |
| + NSG 195 | Transition to ADN – Med/Surg Nursing I (no clinical) | OR | 4 |
| OR + NSG 219 | Medical/Surgical Nursing I (with clinical) | OR | 7 |
| + NSG 212 | Behavioral Health Nursing                                 | 3 |

Third Semester

| ^+ BIO 225 | Medical Microbiology                                        | 4 |
| + NSG 229  | Medical/Surgical Nursing II                                 | 7 |
| + NSG 211  | Maternal Newborn Nursing                                    | 3 |

Fourth Semester

| ^                        | Heritage/Humanity                                           | 3 |
| + NSG 239               | Medical/Surgical Nursing III                                | 6 |
| + NSG 213               | Pediatrics Nursing                                          | 3 |

Totals – LPN to RN Bridge (2nd, 4th Semesters) 50

^ General Education Courses: The 24 credit hours of general education coursework may be taken prior to nursing courses or as they are listed in the nursing curriculum. Students cannot progress to the next semester without completion of the NSG and general education course/courses for that semester.

+ Must earn a minimum of a “C” in all pre-requisite, science, math, and nursing courses to progress in the program. Each NSG course is a pre-requisite for the following semester of NSG courses and must be taken in the sequence listed.

Grading Scale for Nursing (NSG) courses:

A: 92 – 100
B: 84 – 91
C: 75 – 83
D: 65 – 74
E: 0 – 64