



LPN-RN Transition Program Admissions Information

Fall 2014 Deadline: February 27, 2014

The LPN-RN Transition Program is designed for currently licensed practical nurses who wish to earn an Associate Degree in Nursing and complete their RN. This is a 3 semester, selective enrollment program beginning each fall. Resources such as clinical facilities and faculty, as well as approval standards, limit the number of applicants accepted to the program to 24. All applicants must meet minimum requirements to be considered for admission.

Please note that meeting minimum requirements does not guarantee admission.

The information provided in this packet is subject to change annually.

PHASES OF THE LPN-RN ADMISSIONS PROCESS

Phase I:	Application Submission
Phase II:	Minimum Admissions Requirements
Phase III:	Minimum Admission Requirements (MAR) Review
Phase IV:	Test Essential Academic Skills (TEAS)
Phase V:	Ranking and Selection

*****Phases I-IV must be completed by the deadline listed above.*****

PHASE I: Application Submission

The following steps must be completed by February 27, 2014:

1. Complete the Forsyth Tech application.
2. Have an official high school transcript or GED scores mailed to the Admissions Office.
3. Complete placement testing, if required by the Admissions Office.
4. Have official transcripts* from **all** colleges or schools attended since high school sent to the Admissions Office. We strongly recommend that official college transcripts be received **and** evaluated before a MAR is conducted. Evaluation of transcripts typically takes 5-7 business days to complete once transcripts have been received. Please plan accordingly.
5. Participate in a mandatory Nursing Information Session. **Bring this packet with you.**

*Official transcripts must have the school seal or original signature and be in a sealed, unopened envelope.

PHASE II: Minimum Application Requirements

1. Placement Testing

Minimum Placement Test Score Requirements					
CPT		COMPASS		ASSET	
Sentence Structure	86	Writing	70	Writing Skills	41
Reading Skills	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	El. Algebra	41
These placement test scores are valid for 3 years.					

NEW FOR 2014: NC-DAP test. Applicants taking the new NC-DAP for math must demonstrate mastery through DMA 040. The NC-DAP tests are valid for 5 years.

Applicants not meeting these minimum scores should enroll in the appropriate developmental/DMA course(s). All developmental/DMA courses must be completed by the deadline date.

An SAT or ACT test taken within the past five years and meeting the required minimum score can be used to waive placement testing.

Minimum Score Requirements			
SAT		ACT	
Critical Reading <u>or</u> Writing	500 500	Reading <u>or</u> English	20 18
Math	500	Math	22

A grade of “C” or higher in a college level English composition or math course, that meets program MAR requirements, can also waive placement testing once the transcript(s) has been received and reviewed.

2. Mandatory Courses

The following courses must be completed by the time of the MAR Review (see Phase III next page) with a grade of “C” or higher. There are no age limitations for Anatomy and Physiology courses. However, to qualify for ranking points and transfer, courses must satisfy the required semester hours and descriptions. Please note that BIO165/166 sequence can be used to meet this requirement, however the sequence **must be completed at the same college to transfer**.

Course	Credit Hours
BIO 168 or 165(Anatomy & Physiology I)	4
BIO 169 or 166(Anatomy & Physiology II)	4
PSY 150 (General Psychology)	3
PSY 241 (Developmental Psychology)	3

*If BIO 163 was taken as a Practical Nursing applicant, then BIO 271 can be used in sequence with it to meet the Anatomy and Physiology I & II requirement. However, the preferred Anatomy & Physiology course sequences are BIO 165/166 or BIO 168/169.

3. “C or Better” Policy

Applicants must earn a grade of “C” or better in all program related courses attempted to be eligible for the program. These related courses are listed under the ranking/selection phase. This policy applies to courses taken at Forsyth Tech as well as equivalent courses completed at outside colleges or universities.

Applicants with a grade of “D” or “F” in any of the related courses as of the stated deadline will not be eligible to be considered for the LPN-RN program. If a grade of “D” or “F” is earned after acceptance to the program, the course must be repeated with a grade a “C” or better before the student will be allowed to enroll in the program. Failure to remove a grade of “D” or “F” will result in the loss of admission into the LPN-RN program.

Please note that if a course is repeated for a better grade, the grade in the most recent attempt is counted.

PHASE III: Minimum Admissions Requirement (MAR) Review

After completion of Phases I and II, applicants are eligible to meet with an Admissions Counselor to complete the Minimum Admissions Requirement (MAR) Review. Applicants for the program will not be considered for admission nor be eligible to proceed to Phase IV until this step is completed. Therefore, applicants are encouraged to complete the MAR as early as possible to allow time to complete the TEAS by the deadline.

When can I complete my MAR Review?

Fall 2014 Applicants	
If you are applying for Fall 2014 and have completed all of your related courses (see page 4) or will be taking related classes during the summer semester only, you can complete your MAR:	If you are applying for Fall 2014 and are taking related classes (see page 4) during the fall semester, you can complete your MAR:
[September 4- February 27]*	[January 13-February 27]*

The Admissions Office hours for the MAR Review are 8:00am – 6:00pm Monday through Thursday and 8:00am – 2:00pm on Friday. The review is done on a walk-in basis and no appointment is necessary. The Admissions Office is located in Allman Center Room 123.

***Please note that MAR Reviews will not be conducted during registration and holidays (October 9, November 4-30, December 16 – January 10 and January 20). During fall break, MAR reviews will be conducted from 8:00am – 4:00pm (October 7-8).**

We strongly recommend that official college transcripts be received and evaluated before a MAR is conducted. Evaluation of transcripts typically takes 5-7 business days to complete once transcripts have been received. Please plan accordingly.

IMPORTANT: Completion of the MAR Review is **mandatory** before you will be eligible to take the TEAS or be considered for selection into the program. Failure to complete the MAR Review in a timely manner could impact your ability to complete the TEAS at Forsyth Tech by the deadline!

PHASE IV: Test of Essential Academic Skills (TEAS)

Once the MAR Review has been completed, applicants will receive information to schedule the TEAS. This test assesses how well a student is academically prepared for learning nursing-related content.

TEAS scores are valid for 2 years. Forsyth Tech will accept TEAS scores (Version V only) if taken at another school. It is the applicant's responsibility to submit a copy of the scores to the Admissions Office by the deadline date.

Detailed information regarding the TEAS is included at the end of this packet.

An applicant must test and meet the required 60% or higher on the Adjusted Individual Total Score to be eligible for consideration. A minimum score of 60% does not guarantee acceptance into the LPN-RN Transition program.

IMPORTANT: You must complete the TEAS by the deadline date in order to be considered for selection.

PHASE V: Ranking and Selection

When the MAR Review and TEAS scores are completed, qualified applicants are ranked using a point system.

1. Related Courses

Points are awarded for specific course grades completed by the deadline. Grade points are valued as follows: A = 4 points, B = 3 points, C = 2 points. These points are then multiplied by the credit hours for each course. For example; ENG 111 (3 credit hours) with a grade of B (3 points) gives a student 9 total points for that course.

RELATED COURSES		Credit Hours
**BIO 168 or 165	Anatomy & Physiology I	4
**BIO 169 or 166	Anatomy & Physiology II	4
CIS 110 or 111 or 113	Basic PC Literacy	3/2/1
ENG 111	Expository Writing	3
COM 231*	Public Speaking	3
**PSY 150	General Psychology	3
**PSY 241	Developmental Psych	3
Humanities Elective		3

*ENG 112, ENG 114, ENG 115, (2nd level English research or English Oral Communications), COM 120, or COM 110 (Communications course) can be taken to meet the COM 231 requirement.

The 4 Courses denoted with a double asterisk ** are the courses that are required to be completed prior to the MAR Review (see Mandatory Courses on page 2). The other 4 courses are part of the LPN-RN curriculum, and all related courses are used in the ranking process.

Only courses completed by the deadline will be used for ranking. Courses must be completed with a grade of "C" or better. The computer course has a 10 year age limitation. There are no age limitations for BIO 165/166 or BIO 168/169. **To qualify for ranking points and transfer credit, courses must satisfy the required semester hours and descriptions. Please note that BIO 165 & 166 must be completed at the same college or university to transfer. Applicants completing BIO 168 & 169 are not restricted to taking both anatomy/physiology courses at the same college or university.**

2. TEAS Adjusted Individual Total Score

An applicant must test and meet the required minimum 60% or higher Adjusted Individual Total Score on the TEAS. This score will be used as part of the ranking process.

3. Total Points for Ranking and Selection

Adding the grade points for any related courses completed and the TEAS Adjusted Individual Total Score will determine the total ranking score used in the selection process.

Applicants with the highest ranked scores will be accepted.

In the event of a tie, the applicant with the higher Adjusted Individual Science Score on the TEAS will be ranked higher.

Alternates will only be accepted if a space becomes available.

Applicants not admitted to the program must reapply, complete a new Nursing Information Session and MAR Review for future consideration.

Additional Requirements

This program has the following additional requirements that will be verified at the orientation for accepted LPN-RN students:

1. Unrestricted licensure as an LPN in the state of North Carolina.
2. Six months full-time work experience as an LPN.

TEAS: A Guide to Student Success

Student success before, during, and after the nursing programs at Forsyth Tech is your goal as well as for the faculty and staff at our college. Success refers to academic achievement, personal and professional goal attainment, and well-being. Preparation and advisement are key components on the road to success for all students.

To better ensure your success, the nursing faculty has adopted a program that has been demonstrated to assist you in meeting your goals. Part of the success program requirements is an assessment of essential academic skills. The assessment is known as Test of Essential Academic Skills (TEAS), a product of the Assessment Technologies Institute (ATI). The TEAS measures basic skills in the domains of reading, mathematics, science, and English language usage.

In order to help assist you in being successful on the TEAS, the college offers ACA 085 – Improving Study Skills, a 1-credit hour course. ACA 085 is offered as an 8-week, web-based (online) course so you can complete the course anywhere you have internet access. ACA 085 provides an opportunity to review basic skills on the four domains of the TEAS and offers practice tests. Completion of ACA 085 does not grant eligibility to take the TEAS nor does it grant points towards ranking.

TEAS study books are located on reserve for review in the following locations: Main Campus library (Ardmore building), Stokes County Office (Danbury), Grady Swisher Center (Kernersville), and Mazie Woodruff Center (Carver Road, Winston-Salem).

TEAS study books and practice tests can also be purchased from ATI online at www.atitesting.com.

Frequently Asked Questions

1. *When am I eligible to take the TEAS?*

Only after you complete the MAR Review.

2. *What are the basic steps to scheduling the TEAS?*

You will receive information regarding the TEAS during your MAR Review. The test is given on Main Campus. You will receive dates, times, and the location for the TEAS by the TEAS Coordinator. Go to the Cashier's Window (2nd floor of the Allman Center) and pay the test fee (\$40.00) prior to testing. On your test day, you must show the receipt of your TEAS payment along with a photo ID (driver's license or student ID).

PLEASE NOTE: The test proctor cannot accept payment!

3. *How and when do I find my score?*

At the completion of your computerized test, you will be given instructions on how to access your score. You will be provided a copy of your score at that time.

4. *Is the test computer-based?*

Yes. A paper and pencil test is available only for students with documented disabilities requiring this accommodation.

5. *What if I have a documented learning disability with accommodations?*

When you call the TEAS Coordinator to schedule your test, you must indicate that you have documented accommodations through Forsyth Tech's Disability Services. Any accommodations must be confirmed by Disability Services and the TEAS Coordinator must be notified prior to your test date. Questions regarding accommodations can be directed to Disability Services in Allman Center, Room 148. The TEAS Coordinator will provide test accommodations according to those guidelines confirmed by Disability Services.

6. *Can I take the test more than once?*

You will be allowed 3 attempts to meet the minimum Adjusted Individual Total Score. After the second attempt, if you do not achieve the minimum score, then you must wait 8 weeks to reschedule your final attempt. During this time, you are encouraged to enroll in ACA 085 or remediate on your own. If you are unsuccessful after the third attempt, you must wait one year from the date of your last attempt to be eligible to resume the TEAS testing process. You will need to reapply for the program, and complete a Nursing Information Session and MAR Review.

7. *How long is my score valid?*

2 years.

8. *If I want to improve my score, can I repeat sections of the TEAS?*

No, you must take the entire test each time.

9. *What is the required score for admission into the LPN-RN Transition program?*

Students must meet the required minimum 60% Adjusted Individual Total Score. This score will be recorded as part of the admissions ranking score.

10. *What do I do if my score was below the 60% Adjusted Individual Total Score or I want to increase my score in order to be more competitive for admission?*

- Review your TEAS results to identify areas in which you need to improve your score.
- Enroll in ACA 085.

- Review the TEAS study manual located in the campus libraries, or purchase your own copy.
- Purchase the online TEAS practice assessment and check your score prior to retesting.

11. Will Forsyth Tech accept TEAS scores taken at another school?

Yes. A copy of the **Individual Performance Profile** sheet (TEAS version V only) must be submitted to the Admissions Office by the application deadline.