



## LSSC AS Nursing Program- Core Information

This packet provides core selection information and instruction common to all application opportunities offered by the LSSC AS Nursing Program. In addition, students determine the application opportunity for which they are eligible and access the application preparation packet (APP) for that opportunity. The program provides two annual application submission windows to accommodate the application opportunities as follows:

- Spring semester for subsequent semester start times as follows:
  - Bridge Track- Summer Start
  - General Track Preferred Option- Fall Start
  - General Track Compressed Option- Fall Start
- Summer semester for subsequent semester start times as follows:
  - General Track Preferred Option- Spring Start
  - General Track Compressed Option- Spring Start

### Definitions:

- Bridge Track: Applicants must possess current Florida LPN license or Paramedic certification free of discipline/admin actions prior to start of nursing courses.
- General Track: Requires no pre-licensure status.
- General Track Preferred Option: Provides opportunity to complete general education pre-requisite courses:
  - in Spring semester of program application submission for subsequent Fall semester start
  - In Summer semester of program application submission for subsequent Spring semester start.
- General Track Compressed Option provides opportunity to begin program with completion of prescribed short list of general education pre-requisite courses. Students complete balance of pre-requisite courses concurrent with nursing courses no later than where indicated in program curriculum. Complete prescribed pre-requisite course list as follows:
  - Fall semester start- Fall semester prior to program application submission
  - Spring semester start- Spring semester prior to application submission

### Requirements:

This core packet combined with appropriate APP includes full scope of program application criteria and requirements. Students must meet all aspects of application eligibility for selection consideration including, but not limited to residency, pre-selection testing parameters, proper attachments with application form, etc. Additionally, applicants must meet all requirements for the College as indicated by dates in the APP. Students hold responsibility for verifying items necessary to satisfy the College.

**APPs are located at <https://www.lssc.edu/dept/nursing/asn-overview2/>**

### Application:

Submit program application form electronically during available dates indicated in APPs. General Track applicants for Fall Semester Start who do not receive a seat and wish to be considered for acceptance into subsequent Spring Semester Start are welcome to reapply. Re-applicants must access the appropriate APP and update any necessary selection requirements and criteria

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# INTRODUCTION

## Equity Statement

*Lake-Sumter State College is committed to non-discrimination based on race, color, sex, ethnicity, gender, national origin, age, disability, genetic information, marital status, veteran status, religion, sexual orientation, political affiliation and pregnancy. This commitment applies in all areas to applicants, visitors, students, faculty, administrators, staff, and others affiliated with the College.*

## Accreditation

- Florida State Board of Nursing (**BON**): Program approval since **1983**.  
[www.floridasnursing.gov](http://www.floridasnursing.gov)
- Southern Association of Colleges and Schools Commission on Colleges (**SACSCOC**) to award associate and baccalaureate degrees: Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lake-Sumter State College. **LSSC accredited** since **1966**- [www.sacs.org](http://www.sacs.org)
- Accreditation Commission for Education in Nursing (**ACEN**):

The associate nursing program at Lake-Sumter State College located in Leesburg, Florida is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

## **Seating Preference**

Per the Charter granted by the state of Florida, LSSC's assigned service district is Lake and Sumter Counties. Therefore, available program seats are filled according to the following preference:

- Former LSSC non-completers granted re-admission into the program
- Qualified applicants who are legal residents of Lake or Sumter Counties (residents).
- Qualified applicants who are not legal residents of Lake or Sumter Counties (non-residents)
- Qualified transfer students according to wait list position and seating availability

## **Residency**

Provide a copy of one of the following with program application to document Lake or Sumter County residence:

- Current FL Drivers' License
- Current Vehicle Registration
- Current FL Non-Drivers' Photo ID

Address on your residency document must reflect where you actually live.

If address on residency document and application do not match, application is ineligible.

All interested students are encouraged to apply regardless of residency.

## **Required Actions Prior to Program Application**

- **Connect** with College Academic and Career Advising [352-365-3574]
- **Apply to LSSC for Admission to the College**
- **Choose Program Code**
  - Those with AA or higher degree choose 0813 Non degree-Nursing Prerequisites (note- not eligible for financial aid)
  - All others choose 0190 A.A. General Studies with the TP20 Nursing Transfer Plan (note- eligible for financial aid)
- **Submit** transfer work (if applicable) to the College according to Important Dates Summary included in appropriate APP.
- **Review** all information posted on LSSC website on A.S. Nursing page.
- **Attend** mandatory Nursing Information Session (if applicant does not attend Nursing Information Session, application is ineligible).

## PREPARING FOR PROGRAM APPLICATION

### Minimum Requirements Summary

- **GPA:**
  - minimum of 2.50
  - overall, cumulative
  - calculated as indicated in appropriate APP
  - as reported on LSSC transcript
  - after application of all eligible transfer work
- **Pre-Selection Testing- HESI:**
  - meet all testing parameters
  - score minimum of 80 on math section
  - score minimum of 76 on each language section
  - achieve minimum average of 80 for the 3 language sections
- **Pre-requisite Coursework:**
  - earn minimum grade of “C”
  - complete as indicated in appropriate APP
- **Program Information Session:** attend Nursing Information Session
- **High School Transcript:** submit official to the College (if required) according to Important Dates Summary included in appropriate APP
- **Transfer Course Work (if applicable):** submit official transcripts to the College according to Important Dates Summary included in appropriate APP

## GPA

Minimum requirement for GPA is 2.50. This is the overall, cumulative GPA as determined by LSSC at the end of the semester indicated in the appropriate APP. Final GPA determined after evaluation and transfer of all eligible course work from institutions other than LSSC. Students not meeting 2.50 minimum GPA may employ the following, **if eligible**, according to the LSSC Catalog & Student Handbook:

- Grade Forgiveness
  - Provides opportunity to retake courses; grade earned on subsequent attempt cancels grade earned on previous attempt.
  - Monitor GPA to verify automatic application of grade forgiveness.
  - Complete a **Request for Manual GPA Calculation** if replacement course is offered in different format than original attempt. Example: Microbiology-completion of MCB2010C to forgive MCB2010 and MCB2010L; automatic recalculation does not occur in this situation.
- Grade Amnesty
  - “Blinds” coursework which is minimally 10 years old; GPA manually recalculated for remaining coursework; official GPA remains unchanged.
  - Grade Amnesty request form included in appropriate APP; submit request form to Admissions and Records.
  - Follow information in appropriate APP to determine correct “consideration point” and “blind point”.
  - Pre-requisite courses included in blinded portion of transcript are not valid for purposes of program application; you must retake them. Note two exceptions:
    - ENC1101 if ENC1102 with a minimum grade of “C” is not blinded
    - MAC1105 or MFG1106 if a higher level math course with a minimum grade of “C” is not blinded
  - Grade Forgiveness applies before Grade Amnesty; blinded courses already cancelled by grade forgiveness yield no benefit in grade amnesty calculation.
  - Each program application attempt/consideration requires a new request for grade amnesty included in appropriate APP.

## **Pre-Selection Testing**

### Exam Version

- **HESI (A2):** RN Admission Assessment
- Exam Content (complete in one testing session)
  - **Primary exam:**
    - Math (approximately 50 items)
    - Reading Comprehension (approximately 50 items)
    - Grammar (approximately 50 items)
    - Vocabulary (approximately 50 items)
- Testing Parameters
  - Primary exam: 3 hours maximum testing time
  - Complete **all** exam sections indicated above in every testing attempt
  - Maximum of 1 testing attempt per semester
  - Maximum of 2 testing attempts per calendar year
  - Maximum of 4 testing attempts total (per program track)
- Violations of Testing Parameters
  - Scores from testing attempts violating testing parameters are permanently ineligible for program application consideration
  - Attempts violating testing parameters do count toward allowed maximums
- Scoring
  - Testing attempts older than 2 years at application return deadline are not eligible for application consideration. (Example: test date of March 1, 2020 expires February 28, 2022; not eligible for March 2022 application deadline.)
  - Scores are not rounded. (Example: math score of 79.8 is 79 and does not meet minimum requirement of 80 for math section.)
  - For selection: Of testing attempts which meet testing parameters, the highest score from each section is considered toward selection formula
- Scheduling and Payment
  - Facilitated by LSSC Testing Center
  - <https://www.lssc.edu/current-students/testing/>
- Prior to Test Day Create Elsevier/Evolve account, user name and password
  - Go to [www.hesiinet.com/](http://www.hesiinet.com/)
  - Under Student Login click on "Take My Exam"
  - Click "Don't have an Evolve Username?"
  - Click "Sign In" in the top right corner
  - Click "Create an Account"
  - Complete the form and click "Submit"



- Exams Completed at Locations Other Than LSSC

Applicants may submit transcripts of exams taken elsewhere than LSSC in addition to or instead of retesting at LSSC. All testing attempts regardless of submission type must meet exam version, scoring and testing parameters as indicated above. LSSC Nursing must receive transcripts directly from Elsevier. Instructions to request HESI transcript:

- Go to [evolve.elsevier.com](https://www.elsevier.com/evolve)
  - Login to the Elsevier/Evolve account you created prior to your test
  - Click "*Select HESI Assessment, Student Access*"
  - Click "*Help*" in the top right of the screen
  - Click "*HESI*"
  - Click "*HESI Exams*"
  - Click "*How do I request a copy of my HESI transcript*"
  - In the drop down select "*Click Here*" to download the HESI transcript request form
  - Follow completion steps and remit processing fee
  - **Note: When asked to provide the delivery option and destination for the transcript enter [kirkleyk@lssc.edu](mailto:kirkleyk@lssc.edu)**
- Study Guides: are available at campus Learning Centers and Libraries for your reference.

## **Students with Transfer Coursework- General Education**

Students with College level coursework completed at institutions other than LSSC must review the Important Dates Summary included in the appropriate APP for deadlines regarding College application, admission, and receipt of official transcripts. These dates are revised from the College calendar to fit within program application window. Students attempting completion of pre-requisite coursework requirements by area and/or course substitution must review the following for **area substitution** versus **course substitution**:

- **area substitution**- use this when a non-specific course from a particular area (such as Humanities) will suffice for degree requirement
- **course substitution**- use this when a specific course is required for program completion or to satisfy a pre-requisite for a higher level course; necessitates more rigorous review and match to content
- **examples (for general understanding of difference between area and course substitution)**
  - your Humanities course does not match the College list of approved courses- use an area substitution
  - your program of study does not list a specific Area III. Social and Behavioral Science pre-requisite, but you need course(s) for degree completion- use area substitution (Child Psychology would suffice)
  - your program of study requires a specific Area III. Social and Behavioral Science course- use course substitution (specific course is Psychology of Human Development; Child Psychology does not suffice as substitute because does not cover the life span)

## **Application Preparation Packet (APP)**

APPs include the specific information, dates and actionable items for each application opportunity for the program. Applicants are responsible for the information in this core packet and for selecting/completing the appropriate APP(s) for the application opportunity(s) in which they are interested. Spring applicants reapplying in Summer must update all items which apply to them according to new APP. APPs include the following documents:

- Pre-Requisite Course Completion
- Important Dates Summary
- Pre-Application Check List
- Grade Amnesty Instructions and Request Form

## **SUBMITTING PROGRAM APPLICATION**

### **Submission/Notification Dates**

Program Application Form available for electronic submission at

<https://www.lssc.edu/dept/nursing/asn-overview2/>

- Spring: February 1<sup>st</sup>, 8:00am (or next business day if February 1 falls on the weekend)
- Summer: June 15<sup>th</sup>, 8:00am (or next business day if June 15 falls on the weekend)

Program Application Return Deadline:

- Spring: March 1<sup>st</sup>, 4:30pm (or next business day if March 1 falls on the weekend)
- Summer: July 15<sup>th</sup>, 4:30pm (or next business day if July 15<sup>th</sup> falls on the weekend)

Acceptance Notification:

(Letters placed in postal mail by date indicated)

- Spring- Bridge Track- April 5<sup>th</sup> (or next business day if April 5 falls on the weekend)
- Spring- General Track- May 5<sup>th</sup> (or next business day if May 5 falls on the weekend)
- Summer- General Track- August 15<sup>th</sup> (or next business day if August 15 falls on the weekend)

New Student Orientation

(Mandatory for all accepted students and designated alternates. Generally scheduled as indicated. Plan on being available in the general time frame)

- Spring- Bridge Track- End of April/beginning of May
- Spring- General Track- First half of June
- Summer- General Track- Second half of September

## What Makes a Complete Program Application?

Only complete applications forward to the program selection process. Students who submit incomplete applications are notified by postal mail. **ALL** (applicable) items must be **physically received** in **designated location** no later than dates indicated in Important Dates Summary in appropriate APP(s) for chosen application opportunity(s).

Complete applications include:

<b>ITEM</b>	<b>DELIVER TO</b>
<b>Program Application Form (required)</b>	Electronic submission.
<b>Proof of Residency (required)</b>	Upload with program application form.
<b>LPN License or Paramedic Certification (Bridge Track only)</b>	Upload with program application form.
<b>Grade Amnesty Request (if applicable)</b>	Original to LSSC Admissions and Records. Upload a copy with program application form.
<b>Area and/or Course Substitution Request Form(s) (if applicable)</b>	Original to LSSC Admissions and Records. Upload a copy with program application form.
<b>High School Transcript (if applicable)</b>	LSSC Admissions and Records.
<b>Transcript(s) for Transfer Work (if applicable)</b>	LSSC Admissions and Records.
<b>Transcript for LPN or Paramedic Schooling (Bridge Track only)</b>	LSSC Admissions and Records.
<b>Nursing Information Session (Required)</b>	XXXX
<b>Pre-Selection Test Scores (required)</b>	XXXX (testing center provides scores.)

# SELECTION

## Seating Selection

- Applicant data compared to selection requirements
- Ineligible applicants notified by postal mail
- Seats provisionally awarded to eligible applicants by computer-generated selection without regard to student identity
- Eligible applicants notified of accept or alternate status by postal mail

## Selection Formula

- $[(\text{overall college GPA})(60\%)] + [(\text{HESI cumulative score}/2)(40\%)] + \text{extra points}$
- Extra points awarded as follows:
  - GPA (maximum award = 2 points)
    - 3.00 to 3.49 = 1 point
    - 3.50 to 4.00 = 2 points
  - A&P I, A&P II, Microbiology (maximum award = 6 points)
    - grade of "B" = 1 point
    - grade of "A" = 2 points
    - most recent course completion determines point value
  - Career Pathways (HS Health Occupations) = 1 point
    - Submit program completion certificate from Lake or Sumter High School
    - Within 18 months of certificate completion to
      - Senior Manager of Baccalaureate & Workforce Programs
      - Leesburg Campus, SSB 154