



## Associate of Science Degree in Nursing

2024-2026

Dear Prospective Nursing Student:

We are pleased you are interested in the Nursing Program at Keweenaw Bay Ojibwa Community College. This packet is designed to provide you with information about the program, admission process, and curriculum requirements for the Nursing Program.

Please read carefully as it contains information to guide you as you apply to the Program.

We look forward to meeting you to further explain the field of nursing and other recommendations for your success in obtaining your goal of becoming a Registered Nurse.

Best of luck in your acquisition of your nursing degree.

Sincerely,

Paula Roth, MSN Ed., RN  
Nursing Department Chair

**\*\*The Admission Form and accompanying documents needs to be completed and returned to the Nursing Department Chair by May 15, 2024 @ noon.\*\***

## Applying to KBOCC Nursing Program

Each step needs to be completed in order:

\_\_\_\_\_ 1. Once you have or will have all your pre-requisite courses completed to be eligible for the upcoming fall semester, you can come and pick up an admission packet from the Nursing Department Chair.

\_\_\_\_\_ 2. If you have taken college courses at other institutions, you can have college transcripts sent to KBOCC by visiting the website for the college you attended and following the steps found there for obtaining your transcripts. A transfer audit will be completed to determine which courses you may have already received credit and/or any placement testing may that be required.

Once all documents have been received, your file will be reviewed by the Nursing Department Chair and Nursing Faculty. You will then receive an Acceptance/Denial Letter to your KBOCC email. Please ensure you return your Acceptance by the date stated in the email.

\_\_\_\_\_ 3. Get your financial aid in order. If you have not yet, you should begin this process. It takes a minimum of a few weeks to process financial aid for new students.

File your FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine your eligibility for grants, scholarships, and work study. Be sure that you add KBOCC school code [041647] to your FAFSA form.

Questions about Financial Aid? Call (906) 524-8109 or visit Financial Aid on the KBOCC website.

\_\_\_\_\_ 4. Check your KBOCC email. Important dates and information begin right away and will be our means of communicating what you need to know and when important information needs to be submitted. This is your college email and is used for all official College and program communications.

Having trouble with your online portal access or email? Contact REMC-1 via calling or texting 1-906-487-7624 or call toll free 1-866-214-0978. They can also be reached via email at [support@remc1.net](mailto:support@remc1.net).

\_\_\_\_\_ 5. You will be assigned an advisor who will contact you. They will be ready and waiting to help guide you on your journey to becoming a Registered Nurse. You will need to meet with them to have any questions you may have answered and to set a tentative schedule of courses to ensure you complete courses on an appropriate schedule and progression. Advising is available by appointment during regular business hours.

\_\_\_\_\_ 6. Register for Nursing classes.

## Waitlist

- There is no waitlist for the nursing program. Selection is based on completion of prerequisites and a selective admission criterion. See more information below.

## Prerequisite Requirements

All Nursing Student Candidates:

- Completion of all prerequisite courses and highly recommended courses listed on the Curriculum Guide with a minimum grade of “B-“ and overall GPA of 2.75 is required.
- Anatomy and Physiology courses cannot be older than five years from the date the student formally begins the program.
- Prerequisites may only be taken twice, and *withdrawals count as an attempt* to take the class.
- It is the students' responsibility to make sure all KBOCC credits, transfer credits, test-outs, are all in order by the application deadline. This can be done by making an appointment with an advisor.

Nursing Admission Dates and Deadlines		
Submit Application	October - May	
Applications due and prerequisites completed	May 15	
Letters of Acceptance/denial emailed	June 1	
Return Letter of Acceptance	June 14 @ Noon	
Entrance Testing	August during Orientation Week	

## Applications

- Students are only eligible to apply for the nursing program **AFTER** all prerequisite courses are completed **OR** they will be completed by the end of April, prior to the upcoming fall semester in which you are seeking admission to the program.
- Applications for the nursing program are available from the Nursing Department Chair.
- Students who are not admitted may reapply. Students may apply as many times as they choose.
- **TRANSFER STUDENTS** will need to supply KBOCC with a copy of your transcripts from which they have earned prerequisite credits.
- A Nursing Program application **MUST** be completed and submitted to be eligible for the Program.

**All supporting documents MUST be received in the Nursing Department office prior to the admission deadline. Late documents will NOT be accepted for consideration and students will need to reapply for the next admission cycle. Final acceptance into the program is pending until students complete and have a clear criminal background check and drug screening. All admissions decisions are final. Students will be notified via email of acceptance or denial to the program. The email address listed on the application will be used to send acceptance or denial letters.**

## Selective Admission Process

KBOCC admits students to the Nursing Program under a Selective Admission Process based on a competitive points criterion found at the end of this document.

## HESI Testing

The KBOCC ADN Program will be utilizing HESI exams. The entrance exam will not be used to gain entrance into the program but will be utilized to determine where there may be weaknesses and strengths amongst the cohort prior to starting the program. This exam will be administered during the **Orientation Week** that all new Nursing Program students are **required** to attend. The HESI exam will allow us to adjust content instruction and make adaptations as needed, helping you be successful throughout the program.

## Previous Health Care Experience

- All health care experience **MUST** be provided by documentation of job description, length of service, and hours per week from your supervisor and/or Human Resources department on agency letterhead for work/volunteering completed.
- All direct/indirect care must be for a minimum of 6 months and must be documented as such from the employer. All volunteering in a healthcare setting must be for a minimum of 40 hours and must be documented by the supervisor.
- Letters of healthcare experience must be included with the Nursing Program application. Completing the Certified Nurse Aide or any other training course does not qualify as work experience if you have not actively worked.

## Drug Screening, TB Testing, and Immunizations

- Drug screenings are **mandatory** for all Nursing Program students. This is at the student's expense and not covered by KBOCC. Students will receive a packet of information and instructions once accepted into the program.
- Immunizations are **mandatory** for all Nursing Program students. This is at the student's expense and not covered by KBOCC. Immunizations are a requirement by the clinical partners for clinical participation. Students will receive a packet of information and instructions once accepted into the program.
- TB testing is **mandatory** for all Nursing Program students. This is at the student's expense and not covered by KBOCC. TB testing is a requirement by the clinical partners for clinical participation. Students will receive a packet of information and instructions once accepted into the program.

## Criminal Background Check

- The enactment of the revised Public Health Code, effective April 2006, now requires that all healthcare providers have a criminal background check with fingerprinting that includes an FBI check. Based on this legislation, students' **final acceptance** into the nursing program may be affected by the results of this background check. This will be at the student's expense and must be completed prior to the beginning of August. Students will receive a packet once accepted into the program.
- Students should be aware that the Michigan Board of Nursing may deny a license to an applicant who has been convicted of a felony or certain misdemeanors or is addicted to drugs or alcohol.

Many clinical educational sites will also not allow nursing students into their facility to care for their residents/patients. If you have any of these items, come back on your background check, your admission to the program will be revoked.

**KBOCC Nursing Program Admission Student Selection Form**

<b>Grades</b>	<b>Points Scale</b>	<b>Score</b>
<b>BI223: Anatomy and Physiology I</b>	<b>First Attempt</b>	A = 10 pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>BI224: Anatomy and Physiology II</b>	<b>First Attempt</b>	A = 10pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>BI245: Microbiology</b>	<b>First Attempt</b>	A = 10 pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>EN106: Sharing Information and Stories Orally</b>	<b>First Attempt</b>	A = 10pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>EN202: English Composition II</b>	<b>First Attempt</b>	A = 10pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>MA103: Quantitative Reasoning</b>	<b>First Attempt</b>	A = 10 pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>PY101: Psychology</b>	<b>First Attempt</b>	A = 10 pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>HL100: Medical Terminology</b>	<b>First Attempt</b>	A = 10 pts B = 5 pts
	<b>Second Attempt</b>	A = 5 pts B = 3 pts
<b>Overall GPA</b>	3.71 – 4.00 = 10 points 3.41 – 3.70 = 8 points 3.11– 3.40 = 6 points 2.81 – 3.10 = 4 point 2.50 – 2.80 = 2 points <b>**Overall GPA of 2.75 is required**</b>	

## Health Care Experience

### Applicable Work Experience

- **Direct Care:** e.g. CNA, RT, EMT paramedic, home care aide, MA, etc. (Hands on patient care)
- **Indirect Care:** e.g. Dietary aide, ward clerk, transporter, housekeeper, medical coder/biller, public health worker, internship, etc.
- **Health care volunteering**
- **MUST provide documentation of job description, length of service, and hours per week from supervisor or HR officer on agency letterhead for work/volunteering completed in the past 5 years.**
- **All direct/indirect care must be for a minimum of 6 months and must be documented as such from the employer. All volunteering in a healthcare setting must be for a minimum of 40 hours and must be documented as such by a supervisor.**
- **Only one category of Health Care Work Experience will be accepted.**
- **In-home care of family/friends is not accepted as volunteering.**
- **Maximum points allowed is 10.**

Direct Care = 10 points  
 Undirect Care = 5 points  
 Health Care Volunteering = 5 points  
 None = 0 points

**TOTAL POINTS**

## KBOCC Associate of Science Degree in Nursing (ADN) Requirements

A minimum of 73 credits is required to complete this program. Group I and Group II courses must be completed to apply to the Nursing Program.

Communication	Group I – 8 credits	Credit
EN202	English Composition II	3
EN106	Sharing Information and Stories Orally	4
HL100	Medical Terminology	1
PY101	Psychology	4
Math & Science	Group II – 16 credits	
MA103	Quantitative Reasoning	4
BI223	Anatomy and Physiology I	4
BI224	Anatomy and Physiology II	4
BI245	Microbiology	4
Social Science & Humanities Electives	Group III – 8 credits	
Culture	Group IV – 4 credits	
AS102 OR	Anishinaabe Value and Philosophy	4
OS110		
Nursing	Group V – 41 credits	
NR101	Nursing Fundamentals	6
NR150	Assessment & Pathophysiology	3
NR151	Pharmacology and Dosage Calculations	3
NR102	Adult Health I	6
NR103	Mental Health Nursing	3
NR202	Adult Health II	6
NR203	Family Centered Nursing	4
NR204	Adult Health III	6
NR297	Capstone	1
HL201	Nutrition	3

### Program Notes

- All NR courses in a semester must be passed with a minimum of “B-“ to progress to the next semester.
- BI courses must be passed with a minimum grade of “B-“ to enter the program. BI223 & 224 must have been completed within five (5) years of the date the student formally begins the Nursing program.
- Admission to the KBOCC Nursing Program is based on a Selective Admission Process. Final acceptance into the Nursing Program is based on results of a criminal background check and urine drug screen.
- All NR courses require approval of your advisor and/or the Nursing Department Chair. Entry level students will receive this form at the orientation scheduled for incoming nursing students.
- Additional General Education and pre-requisite courses may be required prior to registering for some of the science courses and/or to be eligible for graduation.





Associate of Science Degree - Nursing  
Application for Admission  
Fall 2024 Entry

Name: \_\_\_\_\_ KBOCC ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Each Applicant must complete the following:**

- ✓ Complete a Keweenaw Bay Ojibwa Community College Application – [www.kbocc.edu](http://www.kbocc.edu)
- ✓ Submit official copies of ALL non-KBOCC transcripts to the KBOCC Admission office for official Transfer Credit Evaluation
- ✓ Consult with an academic advisor in person or via email before and/or while completing prerequisite coursework to review program requirements.
- ✓ Complete all required prerequisite coursework.
- ✓ Maintain an overall college GPA of 2.75
- ✓ **Submit program application and any additional documentation to the Nursing Department Chair by May 15, 2024.**

This is a **COMPETITIVE-ENTRY** program. Minimum grade requirements for all courses are listed on page of this application. Minimum grades in prerequisite courses and minimum GPA DO NOT guarantee admission. Please indicate your letter grade for each course below. You may also use the following: Currently Enrolled = CE; Transfer = TR.

**Prior to application deadline:** BI224 \_\_\_\_\_ BI245 \_\_\_\_\_ MA103 \_\_\_\_\_ EN106 \_\_\_\_\_

**Prior to program start:** EN202 \_\_\_\_\_ HL100 \_\_\_\_\_ PY101 \_\_\_\_\_

My signature verifies that I have met all requirements for application to the Nursing Program, read and understand the Technical Standards for Admission, and Nursing Admission Process; my admissions file is complete, and I have consulted with an Academic Advisor before and/or while completing my prerequisite coursework and to review the program requirements for the current application year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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**OFFICIAL USE ONLY**

Accepted: \_\_\_\_\_ Denied: \_\_\_\_\_ Letter Sent: \_\_\_\_\_ Date: \_\_\_\_\_  
Acceptance Notice Received: \_\_\_\_\_ Date: \_\_\_\_\_

Nursing Department Chair Signature: \_\_\_\_\_  
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