Associate of Science (A.S.) Nursing Application Packet

The information in this packet is for application to the 2024-2025 A.S. Nursing program which begins with nursing coursework in the fall of 2024. We will accept applications from June 15, 2023 through February 15, 2024. Applications received after February 15, 2024 will not be considered for the fall 2024 start date. **Successful completion of prerequisites is required prior to beginning the nursing program.**

This packet includes:

1. A.S. Nursing Program application checklist.
2. Nursing Education Program Technical Standards.
3. A.S. Nursing Program Application.
4. Registration form for NLN NACE I Foundation Exam.
5. A.S. Nursing Program Sheet.

A.S. Nursing Program Application Checklist

The following are required by the **February 15 deadline.**

_____ Application for Admission to the College. [www.mnwest.edu/admissions/apply](http://www.mnwest.edu/admissions/apply)

_____ Complete or submit previously taken ACT test scores. ([www.ACT.org](http://www.ACT.org), Register, ACT Test Center Locator)

   ➢ **Does not apply to Declaration of Intent students**

_____ Submit official high school and college transcripts or copy of GED certificate.

_____ Complete Nursing Program Application using the enclosed mail-in application or the online application.

[https://mnwest.edu/admission/programs-with-special-consideration/nursing](https://mnwest.edu/admission/programs-with-special-consideration/nursing) (The Online form utilizes Java, which is a free download. The form only works with these browsers: Internet Explorer 9+, Mozilla Firefox, or Safari. Java is not available for mobile devices, so this form cannot be submitted using a mobile device. Clear your web browser history before submitting the form.)

_____ Registration for NLN NACE I Foundation of Nursing Exam **must be taken** between November 2023 to February 15, 2024 given at Minnesota West in an **on campus format only. No online or home proctored test scores will be accepted.**

_____ Complete NLN NACE I Foundation of Nursing Exam testing. Testing for the NLN NACE I Foundation Entrance Exam is limited to twice in an application period (June 15 through February 15), one month apart.

**Send completed application to:**

Nursing Admissions
Minnesota West – Pipestone Campus
PO Box 250
Pipestone, MN 56164

For questions, contact: [jodi.christensen@mnwest.edu](mailto:jodi.christensen@mnwest.edu) or 507-825-6806

Revised: 2/28/2023
**Selection Process**

Admission to the nursing program is competitive. Applicants who have met the minimum admission requirements by February 15 will be reviewed for fall admission to the program.

Admission to the nursing program is determined by a screening committee based on the following criteria:

- Nursing test scores (PSB test for Practical Nursing and NLN test for Nursing, A.S.)
- College GPA
- Coursework related to the degree requirements for the nursing program. Minnesota West will evaluate the college transcripts and post transfer credits to your Minnesota West transcript in accordance with Minnesota State policy 3.21. You are encouraged to complete non-nursing courses prior to beginning nursing courses.
- The ACT (Standardized National ACT Test) is required as part of the admission process for incoming students. (Does not apply to Declaration of Intent students)

Applicants who do not meet the minimum admission requirements or fail to complete the nursing program admission process by the February 15 deadline will be denied admission to the nursing program. Minnesota West will notify all applicants in writing of their admission status in the nursing program within six weeks of the application deadline. Please do not call to check on your admission status before April 1.

**Program Costs**

Tuition and fees are posted on our website at [www.mnwest.edu](http://www.mnwest.edu) and are subject to change. Additional costs include:

- Supplies, books, transportation, and miscellaneous expenses
- Licensure preparation testing (ATI) at the end of program (included in tuition)
- Nursing Pin upon graduation

**Transcripts**

Official high school and college transcripts must be submitted to the Nursing Department at Minnesota West by the February 15 deadline. Final official transcripts must be forwarded after you complete courses that are in progress. Some general courses required for nursing programs have a time limit of five (5) years (i.e., Anatomy, Physiology, and Developmental Psychology).

**Requirements after Acceptance to the Nursing Program**

1. Completion of all prerequisite coursework and courses within the nursing program with a grade of C or higher. C minus (-) grades are not accepted.
2. Current personal health insurance is required. Students are responsible for incurred medical costs during the nursing program.
3. CastleBranch database registration is required for all nursing students. Students are required to upload clinical documents to CastleBranch by July 15 where your health record will be stored while you are in the nursing program. Students are responsible for registering and paying the CastleBranch fee. Documents that must be uploaded to the CastleBranch database include:
   a) Minnesota West Nursing Health History and Physical form.
b) Written documentation from a health care provider or agency of immunizations/vaccinations/tests which include the following:

- Hepatitis B series – documentation of three (3) vaccinations or evidence of a positive Hepatitis B titer.
- MMR (Measles, Mumps and Rubella) – documentation of two vaccinations or documentation of a positive MMR titer.
- Tdap (Tetanus, Diptheria and acellular Pertusis) – within the last ten (10) years.
- Varicella (Chicken Pox) – two vaccinations or documentation of a positive varicella titer.
- 2 step- Tuberculosis Skin Test, Quantiferon blood test, or evidence of recent chest X-ray (within one year).
- COVID - vaccination documentation. Must include vaccine manufacturer and lot number.
- Influenza - documentation must be administered during current flu season (August – March) and must be submitted on the school form available for download. https://www.mnwest.edu/images/student-forms/influenza_vaccination_administration_nursing_allied_health.pdf

4. Current CPR Certification from the American Heart Association (AHA) BLS for the Healthcare Provider

- Certification must include ‘hands-on’ demonstration of CPR skills for all age groups and include AED training.
- Online CPR renewals will not be accepted.

Note: Records with any personal medical information are considered confidential documents and are secured in the student CastleBranch database.

5. Background Checks: Nursing students are required to complete two (2) background checks at beginning of nursing program. Clinical facilities may also require their own background check – in addition to the following background checks: * MN Department of Human Services (DHS) background check pursuant to MN Statute 245C requires that students who have contact with individuals in licensed health care institutions complete an annual background study with the MN Department of Health and Human Services.
- Criminal Background Check: students will complete a criminal federal background check through CastleBranch database, in addition to the MN Department of Human Services background check. If discrepancies occur on background checks, the student will be contacted by the nursing program director. Disqualifying offenses may be found at: https://www.revisor.mn.gov/statutes/?id=245C.15. Criminal background discrepancies may be reviewed by clinical facilities. Clinical facilities have the final decision on if students with a discrepancy may attend clinical experiences at their location.

6. For A.S nursing program only: Students must have an active and unencumbered LPN license throughout the entire A.S nursing program.

7. Students are responsible for cost of nursing clinical experiences, health examinations, health insurance, malpractice insurance, CPR certification, CastleBranch registration fee, background checks, etc.

8. ATI examinations are required periodically in the program as well as a national standardized, end-of-program ATI exam near the completion of your final semester to assist in preparation for the licensure exam after graduation. The cost of this preparation tool and examinations by ATI are included in your ATI product purchase at the beginning of the program.

9. ATI review course: Students must complete an ATI and Hurst NCLEX review course after graduation and prior to receiving authorization to test for the NCLEX-RN exam.

(Minnesota West reserves the right to modify admission requirements and/or curriculum for the 2024-2025 A.S. Nursing program)
The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that associate degree nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. Please contact the Minnesota West Accessibility and Disabilities Services Coordinator at 800-658-2330 to schedule an appointment.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples include but are not limited to…</th>
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</thead>
</table>
| Critical-thinking Skills | Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation | ● Ability to assess, plan, implement, and evaluate care.  
● Organize workload to manage time effectively and prioritize the delivery of client care.  
● Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions.  
● Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment.  
● Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.  
● Ongoing demonstration of skills mastery while integrating and mentally sorting new information. |
| Interpersonal Skills | Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups | ● Maintain and protect client confidentiality and privacy.  
● Establish professional and ethical relationships with others.  
● Accept feedback and integrate new understanding into behavior.  
● Display personal accountability, integrity, understanding that student behavior affects others.  
● Practice the ability to delegate.  
● Promote a team-building environment.  
● Provide effective and therapeutic care in a variety of cultural settings.  
● Convey empathy, compassion and sensitivity in interactions and relationships. |
| Communication Skills | Communication skills sufficient for verbal and written professional interactions | ● Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team.  
● Accurately interpret and document nursing actions and client responses.  
● Display the capacity to engage in successful conflict resolution and advocate for client rights and needs.  
● Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team.  
● Use therapeutic communication techniques to provide support to peers, clients and families.  
● Process relevant information; accurately and timely communicate to the healthcare team.  
● Ability to design teaching plans for client education and assess effectiveness.  
● Provide disease prevention and health promotion, care coordination and case findings. |
<table>
<thead>
<tr>
<th>Psychomotor Skills</th>
<th>Psychomotor skills sufficient for providing safe, effective nursing care</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Move about client’s room and/or workspaces to complete client assessment.</td>
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<tr>
<td></td>
<td>• Administer rescue procedures - cardiopulmonary resuscitation.</td>
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<td></td>
<td>• Demonstrate the ability to work for long periods.</td>
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<tr>
<td></td>
<td>• Safely use and calibrate equipment in a variety of settings.</td>
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<td></td>
<td>• Perform procedures necessary to safely admit, transfer, or discharge a client.</td>
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<tr>
<td></td>
<td>• Prepare and administer medications and treatments.</td>
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<td></td>
<td>• Perform nursing skills safely and efficiently.</td>
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<tr>
<td>Assessment Skills</td>
<td>Assessment skills sufficient for providing safe, effective nursing care</td>
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<tr>
<td></td>
<td>• Ability to provide comprehensive assessment of client’s health status through collection and synthesis of data to establish baseline status for client.</td>
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<td></td>
<td>• Ability to integrate assessment information to form a plan of care.</td>
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<td></td>
<td>• Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation.</td>
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<td></td>
<td>• Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope.</td>
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<td></td>
<td>• Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team.</td>
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<td></td>
<td>• Demonstrate distinction between provider-dependent and independent nursing interventions.</td>
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<tr>
<td>Emotional-Behavioral Skills</td>
<td>Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions</td>
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<td></td>
<td>• Demonstrate emotional stability while encountering a wide variety of emotions in self and others.</td>
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<td></td>
<td>• Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others.</td>
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<td></td>
<td>• Personal flexibility to adapt to rapidly changing environments.</td>
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<td></td>
<td>• Ability to apply sound judgement in pressured situations.</td>
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<tr>
<td>Professional Conduct Skills</td>
<td>Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance</td>
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<td></td>
<td>• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing.</td>
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<td></td>
<td>• Recognize and preserve individual human dignity.</td>
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<td></td>
<td>• Advocate for the client’s best interest.</td>
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<td></td>
<td>• Demonstrate professional accountability and ability to work in hierarchical environment.</td>
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<td></td>
<td>• Demonstrate intent to follow the ANA Code of Ethics.</td>
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<td></td>
<td>• Practice participation in development of healthcare policies, procedures.</td>
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<td></td>
<td>• Demonstrate understanding of nursing theory and practice.</td>
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<tr>
<td>Environmental Stressors</td>
<td>Other considerations</td>
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<td></td>
<td>• Ability to work with infectious agents and blood-borne pathogens.</td>
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<td></td>
<td>• Ability to work in area with potential chemical and radiation hazards, potential allergens such as latex.</td>
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<td></td>
<td>• Ability to work in areas of potential violence.</td>
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<td></td>
<td>• Ability to work in close proximity to others.</td>
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<tr>
<td>Other</td>
<td>Sensory</td>
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<td></td>
<td>• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.</td>
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</table>

References
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.
Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.
The application deadline for the 2024-2025 A.S. Nursing Program is February 15, 2024. All supporting documentation MUST be received in the Nursing Department by February 15, 2024. Late applications, transcripts, and/or supporting documentation will NOT be considered.

PLEASE PRINT CLEARLY. Please answer all the questions on this application. If you do not, your admission to Minnesota West will be delayed. Items in this section will be used for identification and to determine admission. Items will also be used for advising and counseling, course placement, financial aid decisions, and institutional research.

Social Security Number (Providing your social security number is voluntary. If you do not provide this number, your application will still be processed. Many colleges/universities use Social Security numbers for student identification purposes on internal student records. The number may be used for purposes of administration, program evaluation, consumer and alumni data, and also may be used to create summary information about system programs through data matches with other state agencies. Without the information, there may be a delay in your ability to receive financial aid or to register for classes. International students and non-immigrants must complete the international application form and be admitted as international students before they can be accepted into the nursing program).

Name (Last, First, Middle)

Name used on high school records or other education records and transcripts if different from above

Current Mailing Address

City

State

Zip Code

Country

Permanent Address, if different from above

City

State

Zip Code

Country

Home Phone

Work/Business/Day Time Phone

Cell Phone

Email Address

Please refer to the nursing program descriptions at www.mnwest.edu/admissions/nursing before making your selection below. Indicate the location you are applying to by checking the appropriate box. Our nursing programs begin in the fall of each year. We recommend that you complete the general education coursework before acceptance into the nursing program.

☐ A.S. Nursing (select ONLY one) Fall Semester, 2024

Please be aware that labs and clinical courses require travel to a nursing lab or clinical site. The selections below relate to theory coursework only.

NOTE: A.S. Nursing is an entrance point for mobility students who have graduated from a practical nursing program and who are Licensed Practical Nurses.

☐ Granite Falls Campus – Lecture delivered via ITV to Granite Falls Campus in Granite Falls, MN

☐ Pipestone Campus – Lecture delivered via ITV to Pipestone Campus in Pipestone, MN

☐ Worthington Campus – Face-to-Face on Worthington Campus in Worthington, MN

☐ Online theory coursework
STATEMENT OF UNDERSTANDING

By signing below, I agree to the following:

1. This application is valid only for the semester for which I have applied. If necessary, it will be my responsibility to reapply.
2. I have reviewed and understand that I must successfully complete the prerequisites prior to the fall 2024 semester.
3. I have reviewed and understand that I must successfully complete the admission requirements.
4. I understand that if information is missing from my file, I will NOT be admitted to the A.S. Nursing Program.

Signature (required by all applicants)

All of the information included is true and complete to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling admission. I have read and understand the general nursing information, the application process and the admissions criteria as outlined at www.mnwest.edu/admissions/nursing.

- All applicants will be notified in writing of admission status within six weeks of deadline
- INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Please initial here ____________

___________________________________________________________
Signature Date

Send completed application to:
Nursing Admissions
Minnesota West – Pipestone Campus
PO Box 250
Pipestone, MN 56164

For questions, contact: jodi.christensen@mnwest.edu or 507-825-6806

An Affirmative Action Equal Opportunity Educator/Employer
The NLN NACE I Foundation of Nursing Exam is required for LPNs who have graduated from practical nursing programs other than Minnesota West and those who graduated from Minnesota West more than one year prior to commencing the AS program. The proctored test is computer-based and can be administered in three and one-half hours. You will be required to present a valid photo ID at the time of testing.

Testing for the NLN NACE I Foundation entrance exam is limited to twice in an application period, one month apart. The NLN test must be taken between November 2023 to February 15, 2024 given at Minnesota West in an on-campus format. No online or home proctored test scores will be accepted.

Tests are ordered one week prior to the test date, therefore registration and payment must be received one week prior to the examination date.

Granite Falls Campus
- TBD

Pipestone Campus
- TBD

Worthington Campus
- TBD

Cost: $85.00

TEST PREPARATION RESOURCE:
Nursing Acceleration Challenge Exam (ACE) I PN-RN: Foundations of Nursing Secrets Study Guide Your Key to Exam Success
Product ID: NurseACEIFN copyright 2019 by Mometrix Media LLC available for checkout at the LARC, Minnesota West Worthington, Granite Falls and Pipestone campus or you may purchase it through your own means (Amazon, Chegg, etc. ISBN 9781614036159).

This is a proctored computer test that starts PROMPTLY at the time indicated. Please plan to arrive 30 minutes early. For driving directions go to www.mnwest.edu/campuses and click on the campus where you will test.

Please complete and return the lower portion of this form with your check or money order. Registration is due 1 week prior to testing date. Registration is not complete unless accompanied by your $85 test fee – DO NOT SEND CASH. A valid email address is required for confirmation notification of your registration.

Make check or money order payable to: Minnesota West

COMPLETE, DETACH AND RETURN WITH YOUR $85 TEST FEE TO:
Minnesota West Pipestone Campus • Attn: Jodi Christensen • PO Box 250 • Pipestone, MN 56164

Name: ____________________________________________________________________________
Address __________________________________________________________________________
(House/Apartment Number, Street, PO Box/Rural Route) City State Zip Code County

Day Time Phone Number (___) ____________

E-mail address required for confirmation of registration ________________________________

I plan to take the NLN test on __________________________ at the ______________________ campus

An Affirmative Action Equal Opportunity Educator/Employer

updated: 2/28/2023
Nursing, A.S. (Registered Nurse)

Nursing A.S. is designed for Licensed Practical Nurses who wish to obtain the Associate of Science Nursing Degree. It is an entrance point for mobility students who have graduated from another nursing program or have completed Minnesota West's Practical Nursing Program. After successful completion of the Nursing A.S. Program, students are awarded the Associate of Science (AS) Nursing Degree and are then eligible to take the NCLEX-RN examination. Students are also eligible to articulate to BSN/BAN programs in the Minnesota State system.

2024 – 2025 Admission Requirements:
(Minnesota West reserves the right to modify admission requirements and/or curriculum for the AS Nursing program)

For Minnesota West Practical Nursing students applying to progress to the AS Nursing program:

1. Licensed as an LPN by August 1.
2. Cumulative prerequisite GPA of 3.0 in BIOL 2201 (Human Anatomy), BIOL 2202 (Human Physiology), ENGL 1101 (Composition I), and PSYC 1150 (Lifespan Developmental Psychology).
3. No grade lower than a “C” is accepted in any course required for the AS Nursing program (including prerequisites).
4. Complete the Declaration of Intent form.

For licensed LPN’s applying to enter the AS Nursing program:

1. Complete the Standardized National ACT Test.
2. Licensed as an LPN by August 1.
3. Cumulative prerequisite GPA of 3.0 in BIOL 2201 (Human Anatomy), BIOL 2202 (Human Physiology), ENGL 1101 (Composition I), and PSYC 1150 (Developmental Psychology).
4. No grade lower than a “C” is accepted in any course required for the AS Nursing program (including prerequisites).
5. Minimum decision score of 80 on the National League for Nursing (NLN) NACE I Foundations Entrance Exam. Applicants may only take entrance exam twice in an application period, one month apart. The NLN test must be taken between November 2023 to February 15, 2024 given at Minnesota West in an on campus format. No online or home proctored tests will be accepted.

NURS 2000, Transition into Professional Nursing Education (1 credit), is required prior to entrance into Fall Semester nursing classes for students who have graduated from another nursing program or are returning to Minnesota West’s Nursing Program.

The following course sequence is required for completion of this program. Only students who have been accepted into the Nursing program are allowed to take the nursing courses. The prerequisite courses shown must be completed before beginning the program.
### Prerequisites

(The following prerequisite courses shown must be completed before beginning the program.)

- **Practical Nursing Diploma** OR completion of Practical Nursing program (Advanced Standing) 6
- **BIOL 2201** Human Anatomy 4
- **BIOL 2202** Human Physiology 4
- **ENGL 1101** Composition I 3
- **PSYC 1150** Lifespan Developmental Psychology 3

### Co-requisite courses

(The following General Education courses may be taken prior to beginning or during AS Program. Must be completed prior to graduation.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communication Elective (CMST 1101, 1103, 1130 or 1120)</td>
<td>3</td>
</tr>
<tr>
<td>Sociology Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>PHIL 2101</strong> Ethics Theory and Practices <em>(medical focus)</em></td>
<td>3</td>
</tr>
<tr>
<td>Electives <em>(Composition II and College Math recommended)</em></td>
<td>7</td>
</tr>
</tbody>
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### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>NURS 2125</strong> Patient Centered Care I</td>
<td>3</td>
</tr>
<tr>
<td><strong>NURS 2130</strong> Pharmacology: A Pathophysiologic Approach 1</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2135</strong> Geriatric and Psychiatric Nursing</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2145</strong> Principles of Professional Nursing</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2150</strong> Skills Lab</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2190</strong> Acute Care Clinical I*</td>
<td>2</td>
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### Spring Semester

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>NURS 2225</strong> Patient Centered Care II</td>
<td>3</td>
</tr>
<tr>
<td><strong>NURS 2245</strong> Health Promotion and the Role of the Professional Nurse</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2255</strong> Pharmacology: A Pathophysiologic Approach II</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2260</strong> Family Centered Care</td>
<td>3</td>
</tr>
<tr>
<td><strong>NURS 2290</strong> Acute Care Clinical II*</td>
<td>2</td>
</tr>
<tr>
<td><strong>NURS 2390</strong> Clinical in Alternate Settings*</td>
<td>2</td>
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</table>

### Mayterm

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>NURS 2275</strong> Nursing Preceptorship</td>
<td>1</td>
</tr>
</tbody>
</table>

### Recommended electives include:

- **ENGL 1102**, humanities, social sciences *(HIST 1101, HIST 1102, geography, political science or economics)*, chemistry, **BIOL 1115, PSYC 1101**, college math or statistics.

### Humanities:

Choose from the areas of art, literature, theatre, **HIST 1111, HIST 1112**, music, or any course with HUM designator.

AS nursing students are required to participate in the ATI Integrated Testing Program. Required end of program assessment will include:

- Completion of an ATI Integrated predictor exam prior to graduation
- Completion of an ATI Review course prior to authorization to test for NCLEX-PN exam

* Clinical experiences are a part of the program and are completed in healthcare facilities located in southwest Minnesota. On-campus and distance learning students need to be prepared to travel to assigned clinical sites as a program requirement.

Minnesota West Community & Technical College Associate of Science Nursing program is accredited by:

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

Continued accreditation granted through Spring of 2030.