



## Henry Ford College Advancement of LPNs to RN Information Packet

Application Deadlines:

May 31 – Fall (August) Admission

September 30 – Winter (January) Admission

### About Our Nursing Program

If you are looking for a career in which your daily work can make a difference in the lives of others, then Nursing is for you! The HFC Nursing program is designed to prepare graduates to be caring, compassionate and competent nurses.

Our program utilizes a concept-based curriculum that is designed to develop your skills in both the art and science of Nursing. Upon graduation from the program, you will be capable of using current scientific and clinical evidence and technology to deliver individualized care, be well-versed in the critical thinking and problem-solving skills necessary to meet the needs of patients and be thoroughly prepared for entry-level employment in the Nursing profession. You will be well prepared to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). HFC has a very successful first-time pass rate.

According to the Bureau of Labor Statistics, employment of Registered Nurses is projected to grow 6% through the year 2031. For more information visit the Bureau's web page:

<https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

Our program offers you the opportunity to learn both inside and outside of the classroom. We have a state-of-the-art simulation laboratory where you can practice on lifelike mannequins in simulated scenarios, and you will have the opportunity to gain hands-on clinical practice at more than 20 area hospitals and clinical agencies. We offer articulation agreements with Eastern Michigan University, Madonna University, Oakland University, and University of Michigan-Flint if you are interested in pursuing a Bachelor degree without a loss of coursework completed at HFC.



For more information  
contact a Student  
Success Navigator:  
**Julie Fountain – Navigator  
(Nursing)**  
[jafountain@hfcc.edu](mailto:jafountain@hfcc.edu)  
**Troy Gibson – Navigator  
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## FREQUENTLY ASKED QUESTIONS

### 1. HOW DO I GET STARTED IN THE NURSING ADMISSION PROCESS?

It is recommended that all prospective Nursing students schedule an appointment with one of the Student Success Navigators: Julie Fountain, Troy Gibson, or Christine Munerantz through the HFC [Advising Office](#). Students who intend to apply to the Nursing program must attend/view a virtual [Nursing Program Information Session](#) presented by Julie Fountain, available through the Nursing website, Admissions tab, within one year prior to application submission. After attending this virtual session, students must record their date of attendance as they will enter this date on their Nursing application.

### 2. IS THERE A WAITING LIST?

There is no waiting list at HFC. The top students are admitted each fall and each winter semester based on a competitive admission points system.

### 3. HOW MANY POINTS DO I NEED TO GET INTO THE NURSING PROGRAM?

The point system is designed to take the top students, regardless of point totals. Total points for acceptance in any given application cycle depends on the quality of the pool of applicants. There is no way to predict the minimum number of points that guarantees admission. The point range will vary in each application pool. Points are awarded on the following categories:

*Prerequisite GPA	*NAT score	*ACT OR SAT score	*Previous Academic Degree
*Health Related Licensure		*# of Credits taken at HFC	*Proof of Military Service

### 4. WHAT ARE MY CHANCES OF ACCEPTANCE?

A higher number of application points increases your chance of acceptance into the program. There is no way to predict a student's probability of admission. It is dependent upon the pool of qualified applicants for that specific semester. The process is competitive and one in which the numbers or quality of the pool of applicants cannot be predicted.

### 5. WHAT CAN I DO TO INCREASE MY CHANCES OF ACCEPTANCE INTO THE NURSING PROGRAM?

To submit an application, you must meet all current minimum Nursing Program admission requirements. Lack of any required documentation will result in your application being marked "ineligible" and scored with zero points. It is your responsibility to check to make sure that all admission requirements have been met and transferrable credits posted to your HFC transcript. To increase your chances for acceptance, please contact a Nursing Student Success Navigator for further guidance and review of admission requirements and additional optional point items.

### 6. SHOULD I TAKE THE ACT OR SAT EXAM? SHOULD I REPEAT THE ACT OR SAT EXAM TO IMPROVE MY SCORE?

Not everyone has taken the ACT or SAT Exam. If you have not taken either test, you can choose to do so. ACT and SAT preparation guides are available in most bookstores. If you choose to repeat either test to "improve your score, HFC will take the higher score achieved, so there is no risk in repeating the test. Exam scores must be submitted with your Nursing application to be awarded additional points. A minimum score of 18 on the ACT or a minimum score of 860 on the SAT is required to earn extra points. Submit only the ACT OR the SAT score report; you will receive points for only one of these two exams, not both. To obtain official ACT scores, contact [www.act.org](http://www.act.org) or your high school. To obtain SAT scores, contact [www.collegeboard.org](http://www.collegeboard.org).

### 7. WHEN SHOULD I TAKE THE NURSING ADMISSIONS HESI (NAT 100) TEST? The Nursing Admissions Test (NAT 100 - also known as the HESI A<sup>2</sup> exam) must be taken and **passed within ONE year of the application deadline for Fall 2023 admission consideration**. It must be taken at HFC and **a minimum score of 80% must be achieved on four subject areas: Math, Reading, Grammar, and Vocabulary** to be eligible for program admission. Your composite HESI score is the sum of the four scores in each of the subject areas divided by four. (Example: 85 in Reading + 86 in Grammar + 87 in Vocabulary + 88 in Math = 346. Divide 346 by 4 = 86.5 is your composite score). Students unsuccessful on their first test may choose in their second testing attempt to only take those subject areas where a score of 80 was not achieved in their first attempt. After a second unsuccessful attempt, a student must wait **ONE year** from their **second** attempt to test again. It is suggested that students take the NAT exam prior to or early in their pre-requisite course work to assure they meet all requirements to enter the program. NAT 100 exam dates may fill up early; please register well in advance of your anticipated application date. If you do not present on the test date, objectives not met (ONM), will be entered for the exam, this will denote one NAT failure. This applies to both first and second attempts of the NAT 100.

**8. DO ANATOMY AND PHYSIOLOGY COURSES EXPIRE?**

Anatomy and Physiology I and II are valid if completed within five years of application to the Nursing program and if a grade of C or higher is earned. If taken between five and ten years prior to application, you may repeat A & P I and/or II or you may be eligible for Biology 134 – a “refresher” course, offered on a limited basis. (If a student takes BIO 134, their prerequisite GPA will be calculated on their original BIO 233 and 234 grades). If A & P I and II were taken more than 10 years prior to application, you must repeat both courses. Before registering, consult with a Nursing Student Success Navigator to select the appropriate course(s). NOTE: beginning with Fall 2023 admission, BIO 234 will become a pre-requisite course.

**9. DOES MY VOLUNTEER OR WORK EXPERIENCE HELP?**

Documentation of volunteer hours, work experience, and/or letters of recommendation do not earn additional application points and are not generally considered during the application review process.

**10. HOW MANY STUDENTS ARE ADMITTED EACH YEAR?**

Approximately **70-90** students are accepted in both the Fall and Winter semesters. A number of alternates are invited to fill any seats declined by some of the top applicants. When an accepted student declines the invitation to start the program, he or she must re-apply if they wish to pursue admission in a future semester.

**11. WILL I BE ACCEPTED WITH A "C" IN ANY PROGRAM-REQUIRED COURSE?**

You are eligible to apply with a minimum grade of "C" in pre-requisite courses. Nursing program admission GPA requires a minimum of 2.7 on program pre-requisite courses. Note that a C grade is a 2.0 so if you have multiple “C” grades, you may not meet the 2.7 GPA minimum. You may repeat a pre-requisite course **ONLY ONCE to achieve a higher grade. Grades for the first two attempts at any pre-requisite course will be averaged to determine course grade for GPA calculation on Nursing application. A “W” and a “DR” will be counted as an attempt.** A student may be ineligible to apply if their first two attempts were W, DR, and/or lower than a “C.” Two failures in a pre-requisite course within 5 years prior to application makes you ineligible to apply to the program.

**12. HOW DO I KNOW IF I HAVE EVERYTHING COMPLETE AND I AM ELIGIBLE TO APPLY?**

Students should thoroughly review the Advising worksheet, Step 3, for the checklist of required items. We recommend that you schedule an appointment with a Student Success Navigator for Nursing to review application and program requirements well in advance of the application deadline. It is your responsibility to ensure that your application is complete including all required supplemental documentation. You may schedule an appointment online through the HFC Advising webpage: [Academic Advising: Henry Ford College | Henry Ford College \(hfcc.edu\)](https://academicadvising.hfcc.edu)

**13. WHEN CAN I APPLY TO THE NURSING PROGRAM?**

Once all pre-requisite courses are complete and admission criteria is met, students may complete an online application available at <https://nursing.hfcc.edu/admissions> . Applications must be complete with all required supporting documents – incomplete applications will not be considered. Applications can be submitted online only **May 1 through May 31, 2023**, for Fall 2023 admission.

**14. DO LICENSED PRACTICAL NURSES (LPNs) GET SPECIAL TREATMENT?**

LPNs who are interested in the Advancement of LPN to RN program at HFC may submit an application at the same time as general Nursing applicants. They must choose the Advancement of LPN to RN program on the online application. Additional admission documentation is required for this program and LPNs must meet all program criteria to apply. Once an LPN has applied to the program, they are required to test out of NSG 117 Medical-Surgical Nursing I by taking the HESI Fundamentals of Nursing exam. They will have two attempts to pass this exam with a score of 900 or higher. Once passed, the LPN will receive 6 credit hours of Credit for Prior College-Level Learning for NSG 117. A \$50 fee will be assessed for CPCLL. If an LPN does not pass the HESI Fundamentals exam upon two attempts, their admission to the LPN to RN program is revoked. However, they are welcome to apply for the traditional RN program during the next application period. Interested LPNs are advised to meet with a Nursing Student Success Navigator.

**15. CAN I EARN POINTS FOR A PREVIOUSLY EARNED DEGREE OR HEALTH-RELATED CERTIFICATION OR LICENSE?**

Yes, students can earn additional application points for ONE previously earned Associate, Baccalaureate, or Master’s degree. Degree must be conferred/awarded **prior to** submitting your Nursing application and not be “pending.” Degree must be listed on your transcript from HFC or other institution with the date conferred indicated.

Additional points awarded for **current certification or licensure** as a Certified Nursing Assistant, Certified Medical Assistant, Certified Pharmacy Technician, Licensed Emergency Medical Technician, Paramedic, Licensed Respiratory Therapist, and Registered Physical Therapy Assistant. Proof of licensure required; **a certificate of class completion will not award you any points**. Documentation must of the above must be uploaded into the application system to received application points. No documentation = no additional points.

#### **17. WHAT IF I FAIL A REQUIRED COURSE TWICE?**

Two failures in a required course within five years prior to application, whether taken at HFC or another institution, will make a student ineligible to apply to the Nursing program. The HFC Nursing program considers a grade of **C- or lower** a failing grade. For a grade of "E" it is recommended that students apply for academic forgiveness through the Registration and Records office after five years have passed from the date of the first failure. If you repeat a course that you previously failed and achieve a passing grade, the Registrar may not allow academic forgiveness on the first failed grade. Check with the Registrar's office to confirm.

#### **18. ARE THERE ANY OTHER REQUIREMENTS FOR PROGRAM ADMISSION BESIDES PREREQUISITE COURSES, THE NAT 100 (HESI A<sup>2</sup>) EXAM, and the NURSING INFORMATION SESSION?**

Once admitted to the program, there are physical, psychological, and sensory requirements that are necessary for patient care at clinical agencies as part of their course work. This includes providing intimate care for patients of the opposite gender. In order to participate in clinical experiences, students must pass a criminal background check, pass a 10-panel drug screen, obtain a physical exam, provide immunization documentation, including full vaccination of the Covid-19 vaccine, meet minimum age requirements, and obtain Basic Life Support certification (BLS for the Healthcare Provider) through the American Heart Association, and health insurance coverage. Compliance in all of the above is required for program admission and clinical participation, a required component of the Nursing program.

#### **19. DO YOU OFFER A PART-TIME NURSING PROGRAM?**

The HFC Nursing program is considered a **full-time commitment**. The expectation for study is that each student spends two (2) study hours for every classroom hour. It is common to have eight (1<sup>st</sup> semester) and seven (2<sup>nd</sup> – 4<sup>th</sup> semesters) content hours scheduled per week. Associated study time for seven content hours, should be another fourteen (14) hours added to weekly planning. Example:

- 8 content hours attended on two separate days each week plus online course work
- + 14 study hours, plus
- + 14 clinical hours you attend on two different days/nights each week (one clinical day 1<sup>st</sup> semester)
- + 4 hours for any practice hours, travel time, and other program requirements
- = 40 total hours per week minimum time commitment while in the Nursing program

#### **20. WHAT IS MY CHANCE OF FINDING A JOB UPON GRADUATION?**

Opportunities for employment in nursing exist in hospitals, clinics, home care, factories, military services, schools, public health, and education settings. The Bureau of Labor Statistics predicts that employment for Registered Nurses will grow 6% through the year 2031, about the average for other occupations. Many more opportunities in nursing are available with advanced education and experience. Some of our latest graduate survey results report a 96% job placement rate.

**HENRY FORD COLLEGE**  
**School of Health and Human Services**  
**Advancement of LPN to RN Curriculum Course Sequence**

<b>Pre Requisites</b>				
English 131 * Introduction to College Writing	3			
Psy 131 * Introductory Psychology	3			
Bio 233* Anatomy & Physiology I	4			
Bio 234 * Anatomy & Physiology II	4			<b>Eff. for Fall 2023 admission, BIO 234 will become a prerequisite.</b>
One of the following: MATH 115, 131, 141, 165, 175, 180*	4			
HCS 131 * Computers in Health Care OR CIS 100 Intro to Information Technology	3			
Total	21			
<b>Semester 1</b>				
NSG-101 Beginning Health and Physical Assessment	2	1 <sup>st</sup> 8 weeks (Class 4 hr/week) Must be successful in this course to progress into NSG 115 and continue in NSG 117.		
NSG-115 Pharmacology for Nursing I	2	2 <sup>nd</sup> 8 weeks (Class 4 hr/week)		
NSG-117 Medical Surgical Nursing I	6	<p><i>LPNs are required to pass the HESI Fundamentals of Nursing exam with a score of 900 or higher upon two attempts. Once passed, 6 credit hours of credit for prior college-level learning will be granted for NSG 117 . A \$50 fee will be assessed for CPCLL.</i></p> 15 weeks (Class 4 hr/week) (Clinical 6 hr/week)		
Total	10			
<b>Semester 2</b>				
NSG-119 Medical Surgical Nursing II	6	15 weeks (Class 4 hr/week) (Clinical 6 hr/week)		
NSG-121 Psychiatric Mental Health Nursing	4	15 weeks (Class 2 hr/week) (Clinical 6 hr/week)		
NSG-118 Pharmacology for Nursing II	1	15 weeks (Class 1 hr/week-online)		
Total	11			
<b>Semester 3</b>				
NSG-202 Medical Surgical Nursing III	6	15 weeks (Class 4 hr/week) (Clinical 6 hr/week)		
NSG-207 Pediatric Nursing	4	15 weeks (Class 2 hr/week) (Clinical 6 hr/week)		
NSG-201 Pharmacology for Nursing III	1	15 weeks (Class 1 hr/week-online)		
Total	11			
<b>Semester 4</b>				
NSG-209 Medical Surgical Nursing IV	6	15 weeks (Class 4 hr/week) (Clinical 6 hr/week)		
NSG-208 Women's Health and Maternity Care	4	15 weeks (Class 2 hr/week) (Clinical 6 hr/week)		
NSG-206 Pharmacology for Nursing IV	1	15 weeks (Class 1 hr/week-online)		
NSG-212 Professional Transitions	1	15 weeks (Class 1 hr/week-online)		
Total	12			
<b>Total Credit Hours</b>	<b>65</b>			
<i>Nursing Credit Hours</i>	44	68%		
<i>*Non –Nursing Credit Hours</i>	21	32%		

## Advancement of LPNs to RN Program Advising Worksheet – Fall 2023 Admission

### **STEP 1 – Apply online for admission to Henry Ford**

**College:** [Get Started at Henry Ford College | Henry Ford College \(hfcc.edu\)](https://www.hfcc.edu) If you have previously attended HFC, you need not reapply. Students must satisfy admission requirements for the college.

**STEP 2 - Review program requirements outlined in the college catalog** including physical, psychological, and sensory requirements. Once admitted to the Nursing program, these items are necessary to fulfill course requirements encompassed in patient care at clinical agencies. Once admitted to the program, students must pass a criminal background check, pass a 10-panel drug screen, obtain Basic Life Support (BLS for the Healthcare Provider) certification through the American Heart Association, and provide documentation of health insurance coverage. Clinical health requirements include a physical exam, various immunizations including full vaccination of the Covid-19 vaccine and an annual Influenza vaccine. Student must meet minimum age requirements to participate in clinical rotations.

### **STEP 3 - Qualify for admission by completing the following requirements.**

- \_\_\_ Attend a mandatory virtual Nursing Program Information Session with Student Success Navigator within **ONE year** prior to application submission
- \_\_\_ Nursing Admissions Test (NAT 100/HESI A<sup>2</sup>)  
Score of 80% or higher on four subjects: Math, Reading, Grammar, Vocabulary (Application points based on composite/average of these four scores). **Students have two attempts to pass the NAT within a 12-month period.** After a second unsuccessful attempt, a student must wait **ONE year** from their **second** attempt to test again. **NAT exam attempt(s) must be taken and passed within ONE year of the application deadline for Fall 2023 admission consideration**
- \_\_\_ Complete the following prerequisite courses with a grade of “C” or better (C- or lower is considered failing and is not acceptable):
  - BIO 233 (must be completed within 5 years prior to nursing program application; if older than 5 years, consult with an advisor)
  - BIO 234 (must be completed within 5 years prior to nursing program application; if older than 5 years, consult with an advisor)
  - ENG 131
  - PSY 131
  - Math (select one) 115, 131, 141, 165, 175, 180
  - Computers (choose one) HCS 131, CIS 100
  - Minimum 2.7 GPA on above courses

**Two failures in a required course, whether taken at HFC or elsewhere, within five years prior to application makes a student ineligible to apply to the HFC Nursing program.**

Students may repeat prerequisite courses **only ONCE** to achieve a higher grade whether the previous grade was above or below a C. **The first two grades** earned in a repeated prerequisite course will be averaged for GPA calculation on your Nursing application. Grades of W and DR will be counted as an attempt.

Students wishing to transfer credits from another institution should send an official transcript to:

ATTN: Admissions  
Henry Ford College  
5101 Evergreen Road  
Dearborn, MI 48128

Or via **Electronic delivery** directly from a service such as [Parchment](https://www.parchment.com), or emailed directly to [enroll@hfcc.edu](mailto:enroll@hfcc.edu)  
All transfer credits must be posted to student’s HFC transcript prior to application submission. Official transcripts from other institutions attended should be submitted to [enroll@hfcc.edu](mailto:enroll@hfcc.edu) a **minimum of 4 weeks** prior to the application deadline. Transcripts received after that time frame may not be evaluated in time to meet application deadline. The Registrar will not award transfer credit for a course successfully completed with a “C” or higher from another institution that was taken at HFC prior to 2014 where a C- or lower was received.

### **STEP 4 – Apply to the Nursing Program.**

**Application Deadline for Fall 2023 Admission:**

**May 31, 2023, 4 pm.**

Nursing Program online application is available during May and September at [Admissions | Nursing \(hfcc.edu\)](https://www.hfcc.edu/admissions/nursing). Incomplete applications will not be accepted. Applicants are ranked by point totals, highest to lowest, within the applicant pool. GPAs are calculated by the online application system on prerequisite courses only. Cumulative GPA may be considered in future admission cohorts. **Admission is determined by the Nursing administrative team who reserves the right to select the most qualified candidates. Admission to the HFC Nursing program is contingent upon academic performance and other criteria which can be revoked for unsuccessful subsequent academic performance or violation of HFC policy. Admission is not guaranteed to all applicants who meet minimum requirements.**

Once an LPN has submitted an application, he/she will be contacted to take the HESI Fundamentals of Nursing exam. LPNs have two attempts to pass this exam with a score of 900 or higher. Once passed, the LPN will receive 6 credit hours of Credit for Prior College-Level learning for NSG 117 Medical-Surgical Nursing I. A \$50 fee will be assessed. If unsuccessful, the LPN can reapply to the general RN program during the next application period. For more information contact a member of your Pre-Nursing Advising Team:

*Julie Fountain, Navigator-Nursing, [jafountain@hfcc.edu](mailto:jafountain@hfcc.edu)*

*Troy Gibson, Navigator-Nursing/Health Careers/Lib.Arts  
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*Christine Munerantz, Advisor-Nursing/Computers  
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