NURSING ADMISSIONS INFORMATION
Application cycle opens on November 1st and closes on January 15th at 4:30PM

MISSION
To educate and prepare clinically competent nurses who provide compassionate patient-centered care and collaborate within the healthcare team to serve the diverse healthcare needs of our Hawai‘i Island community. We strive to deliver quality nursing education while creating an empowered learning community that inspires lifelong professional growth.

ASSOCIATE IN SCIENCE DEGREE IN NURSING (RN) PROGRAM

INTRODUCTION
The Associate in Science Degree in Nursing program provides students with a scientific foundation for entry level clinical practice as a Registered Nurse (RN) in hospitals, long-term care facilities, and community based settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). RN’s provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

The Associate in Science Degree in Nursing program has two pathways.

- **Generic pathway (AS-NURS):** 27 credits of non-nursing prerequisite and general education courses, and four (4) semesters of coursework in nursing (46 credits) for a total of 73 credits.
  - This program is offered in Hilo and Kona. Approximately 20 students in Hilo and 10 students in Kona are selected for fall admissions each year.

- **LPN to AS-NURS pathway:** (1) Possession of a current HI Practical Nurse License; (2) Minimum 1 year experience working as an LPN; and (3) Completion of all non-nursing prerequisite and general education courses for the AS-NURS program. Includes 27 credits of non-nursing prerequisite and general education courses, credit given for advanced placement (21) and one summer session and two (2) semesters of coursework in nursing (25 credits) for a total of 73 credits.
  - This program is offered in Hilo only, and is contingent upon the availability of budget and staffing resources. Up to 10 students may be admitted for fall admissions each year.

PRE-APPLICATION INFORMATION
Prerequisite Requirements: All prerequisite courses must be completed with a “C” grade or better, and a minimum cumulative GPA of 2.0 by the end of the Spring semester prior to program entry.
AS Degree General Education Requirements: Earn a total of nine (9) credits in General Education Electives by selecting one or more courses with a total of at least three (3) credits from EACH of the three areas: Arts/Humanities/Literature (DA, DH, DL), Natural Sciences (DB, DP, DY), Social Sciences (DS). It is strongly encouraged that students complete these courses prior to beginning the nursing program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 100</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 230</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MICR 130</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MICR 140L</td>
<td>Microbiology Lab</td>
<td>1-2</td>
</tr>
<tr>
<td>PHYL 141</td>
<td>Human Anatomy/Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>PHYL 141L</td>
<td>Human Anatomy/Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHYL 142</td>
<td>Human Anatomy/Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>PHYL 142L</td>
<td>Human Anatomy/Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>21-22</td>
</tr>
</tbody>
</table>

**Note:** All graduation requirements must be met to earn an Associate in Science Degree in Nursing and to be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
PRACTICAL NURSING (PN) PROGRAM

INTRODUCTION
The Certificate of Achievement in Practical Nursing program prepares students for entry-level practice as a Licensed Practical Nurse (LPN) in a variety of healthcare settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN). LPN’s provide care within their scope of practice under the supervision of a health care provider or Registered Nurse.

The Certificate of Achievement in Practical Nursing program requires 2 semesters and a summer session of coursework in Practical Nursing (29 credits), and 17 credits of non-Nursing prerequisite courses for a total of 46 credits. This program is offered in Hilo only, and is contingent upon the availability of budget and staff resources. Up to 10 students may be admitted for fall admissions each year.

PRE-APPLICATION INFORMATION
Prerequisite Requirements: All prerequisite courses must be completed with a “C” grade or better, and a minimum cumulative GPA of 2.0 by the end of the Spring semester prior to program entry.

<table>
<thead>
<tr>
<th>PN Prerequisite Courses</th>
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</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>ENG 100</td>
</tr>
<tr>
<td>HDFS 230 (previously FAMR 230)</td>
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<tr>
<td>MATH 100 or higher (not Math 120)</td>
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<tr>
<td>PHYL 141</td>
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<tr>
<td>PHYL 141L</td>
</tr>
<tr>
<td>PHYL 142</td>
</tr>
<tr>
<td>PHYL 142L</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Note: All graduation requirements must be met to earn a Certificate of Achievement in Practical Nursing, and to be eligible to take the National Council Licensure Examination for Practical Nurses. (NCLEX-PN)
APPLICATION PROCEDURES

1. Students not currently enrolled at Hawai‘i CC or another University of Hawai‘i (UH) system campus must fill out a UH Common Application Form indicating their desire to enroll in the College the next Fall semester. Students who have not been admitted to Hawai‘i CC will not be considered for acceptance into the nursing programs.

2. Complete the Intent to Apply to Nursing Program Form by January 15 (or the next business day, if January 15 falls on the weekend or a holiday). The form can be found online here: Intent to Apply

3. Intent to Apply forms not received in the Nursing Office or postmarked by January 15th will be considered late and will not be accepted. Applicants will receive written acknowledgement that their Intent to Apply form has been received.

4. All courses intended to be used to meet proficiency requirements and prerequisite courses must be approved by the Hawai‘i CC. All courses for the degree must be taken for a letter grade. Hawai‘i CC and other University of Hawai‘i system students should refer to their STAR Academic Pathway via their MyUH account to determine whether they have met the proficiency and/or prerequisite requirements.

5. **UH System Transfer students** are those who were previously enrolled at a college or university other than Hawai‘i CC (including UH Hilo) within the UH system. Hawai‘i CC students currently attending another UH system institution do not need to submit an official transcript from that UH system school. However, the student must submit to the Hawai‘i CC Admission and Records Office (ARO) the "Authorization Form to Access UH System Credits per Campus" form found at http://www.hawaii.hawaii.edu/admissions/records-forms. Arrange to submit this form prior to the January 15 deadline.

6. **Transfer students outside UH System** are those who have ever attended a college or university outside the UH system. These students must arrange to have an official transcript, printed in English, be sent to the Admissions and Records Office (ARO) directly from all non-UH system institutions by the application deadline. For all institutions outside of the UH System, students must keep in their possession a course catalog or course description for all courses. Do not send the catalog and/or course descriptions to the ARO. Additionally, applicants should include a student copy of non-UH system institutional transcripts, with the prerequisite courses highlighted, as part of their completed application.

7. **Test of Essential Academic Skills (TEAS).** Preregistration for the TEAS is required. Information regarding registration, cost and testing dates and times for the TEAS is available on the nursing website at TEAS Exam Information. Applicants must submit a printed copy of one set of TEAS scores as part of a completed application. Only the latest version, ATI TEAS, scores will be accepted. Students must earn an individual score at the Proficient or higher level in order to apply.
8. **Nursing Programs Admission Criteria Point Allocation Worksheet.** Include with your application materials a completed point allocation worksheet. If applicable, you must submit requested documentation for criteria #3.

9. **For assistance,** contact a Nursing counselor in: East Hawai’i at (808) 934-2658, or West Hawai’i at (808) 969-8816. You may also contact the Nursing and Allied Health Division office at (808) 934-2650.

**APPLICATION SELECTION PROCESS**

All applicants who meet eligibility requirements will be reviewed and ranked according to the criteria outlined on the Admission Criteria Worksheet posted on the Nursing Program’s webpage. All available seats will be offered to applicants with the highest ranking score using the Admission Criteria Worksheet. *Priority will be given to those who have established Hawai’i residency.*

**APPLICATION STATUS**

Once your application is submitted, please do not call the Division Office to inquire about the status of your application. Applicants will be notified approximately 8-10 weeks after the closing date via email to the UH email address provided on the Intent To Apply form.

**ELIGIBILITY**

- The application and all supporting documents have been reviewed and the applicant has met all program requirements.

**ACCEPTED**

- Accepted students have earned the highest ranking and will be offered a program seat to start in the Fall.

**ALTERNATE**

- Alternate students are students who are eligible, but not selected. If a seat becomes available for the cohort, alternates will be called in order of their ranking. *Please note that being considered an Alternate does not guarantee selection in future application periods. If an Alternate applicant is not selected, they must reapply for the next application cycle.*

**ELIGIBLE, NOT SELECTED**

- Your application meets program requirements, however, you did not rank high enough to be selected for this enrollment period. Applicants who are not selected are encouraged to apply during the next application period.

**NOT ELIGIBLE/INCOMPLETE**

- We have reviewed your application, and based on program requirements, your application is deemed ineligible. You will receive an electronic letter explaining why your application was deemed ineligible.
PROGRAM REQUIREMENTS

Essential Technical Standards
To be qualified for Hawai‘i Community College Nursing programs, individuals must be able to meet essential technical standards, with or without reasonable accommodations. Individuals interested in applying for admission to the programs should review the essential technical standards to develop a thorough understanding of the skills, abilities, and behavioral characteristics required to successfully progress in, and graduate from our programs. For further information regarding services and resources to students with disabilities and/or to request accommodations please contact the Hā‘awi Kōkua Center by phone: (808) 934-2825 or e-mail: hawccds@hawaii.edu.

Functional Abilities:
- Standing and/or walking most of a shift.
- Bending or crouching several times per hour.
- Pushing, pulling, lifting and carrying a minimum of 30 pounds.
- Lifting and moving up to 300 pounds with the assistance of 2-3 persons.
- Reaching overhead above the shoulder 90 degrees.
- Utilizing eyesight to observe clients and manipulate equipment under various illumination levels.
- Ability to hear and interpret environmental noises and to communicate with the client and healthcare team.
- Gross and fine motor skills sufficient to perform client care and procedures such as manipulating medical equipment and accessories, knobs, buttons, computers and keyboards.
- Perform assigned job responsibilities with the intellectual and emotional functions necessary to ensure client safety and exercise independent judgment and discretion.
- Use the English language effectively by means of speech, reading, and writing. Demonstrate sensitive and effective interactions with clients, families, and the healthcare team.
- Utilizing the above standards/functions to respond promptly to the client’s needs and/or emergency situations.
Physical Examination Requirements
A physical examination completed by a Healthcare Provider of the student’s choice is required upon entering the nursing program. This is to assure that a student is in good physical and mental health, and meets the functional abilities necessary to meet the program outcomes. Appropriate immunizations and/or vaccinations are also required. Mandatory COVID vaccinations are required for clinical components per the affiliated healthcare facilities used for clinical practice. Medical and/or religious exemptions are currently not approved by the affiliated healthcare facilities.

Criminal Background Check and Drug Screening
Students accepted for admission to the nursing programs will be required to complete a criminal background check and drug screen in accordance with procedures and timelines as directed by the affiliated healthcare facilities used for clinical practice. This is done at the student’s expense. If a clinical facility does not give permission for a Hawai‘i CC student to participate in clinical practice at their facility, the nursing student will not be able to fulfill the requirements of the program and will be required to withdraw from the program.