LPN to RN Completion Program

Application Packet

Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA)

Higher Learning Commission of the North Central Association of Colleges and Schools
30 North LaSalle Street
Chicago, Illinois 60602
(312) 263-0456

This nursing education program is accredited by the Accreditation Commission for Education in Nursing

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

The LPN to RN Completion Program is approved by the Kansas State Board of Nursing

Kansas State Board of Nursing
900 SW Jackson St., Suite 1051
Topeka, KS 66612
(785)-296-4929

Thank you for your interest in the LPN to ADN Completion Program. Admission to this program is highly competitive - up to 30 students are admitted annually.

First, apply for acceptance as a student at Highland Community College. Then, submit an application to the nursing program. All candidates, even those with prerequisite courses in progress, should apply for admission to the LPN to RN Completion Program as soon as possible.

The LPN to RN Completion Program takes place during the spring and fall semesters. These courses contain lecture, lab and/or clinical components. Upon successful completion of the program, students are awarded an Associates of Applied Science Degree in Nursing. Upon graduation, the student is eligible to take the NCLEX-RN and apply for licensure as a Registered Nurse. Admission to the program is not a guarantee of completion and program completion is not a guarantee of licensure.

The following are due before the application deadline of August 1 for each year:

ATI TEAS Test: You **MUST** achieve a minimum score of **58.7%** to advance to the interview stage. The TEAS score must be **current** (**less than three years old** from the application deadline). To schedule an appointment, call Ronda Crossland at 785-442-6180 ext. 126233.

TRANSCRIPTS: Official transcripts must be mailed directly from the school to Highland Community College Nursing Department in a SEALED envelope. Copies and unofficial (student copies) of transcripts are not accepted. Our address: 1501 W. Riley, Atchison, KS 66002. Transcripts may be faxed directly from the school and will be accepted: Fax to the attention of the Nursing Department 785-442-6239. Transcripts can be emailed to admissions@highlandcc.edu.

Required paper work, COPY OF YOUR PRACTICAL NURSING LICENSE may be scanned and emailed to nursing@highlandcc.edu or faxed to the attention of the Nursing Department 785-442-6239.

PREREQUISITE COURSES: May be in progress at the time of application. All prerequisites must be completed with a grade of "C" or higher before you begin the program. To enroll in prerequisite course, go to www.highlandcc.edu or contact admissions at 785-442-6180. .

HIGHLAND COMMUNITY COLLEGE
LPN TO RN COMPLETION APPLICATION

Application Year _____

Personal Information

Name _____ Maiden Name _____
Last First Middle

Home Address _____
Street City State Zip

Cell _____ SSN _____ Date of Birth _____ E-mail _____

Previous Schools Attended

High School/GED Program _____ Practical Nursing School _____

Colleges (include ALL schools attended) _____

_____

_____

Do you currently have your LPN license? Yes No If yes, which state? _____

Are you currently enrolled in any prerequisite courses for the program? Yes No
If yes, which class(es) and anticipated date of completion _____

_____

I certify the information on this form is correct.

_____ _____
Signature Date

1501 West Riley*Atchison, KS 66002*Telephone 785-442-6180*Fax 785-442-6239

LPN to RN Completion Program Selection

APPLICANT'S FILE MUST CONTAIN THE FOLLOWING BY August 1

1. **Highland Community College online application** with correct major/program and semester

2. **Program application** (found within this packet)

3. Copy of active, unencumbered **LPN license**

4. **Official High School/GED transcript**

5. **Official Practical Nursing program transcript**

6. **Official transcripts from ALL colleges attended**

7. **ATI TEAS test score:** Must have a minimum composite score of 58.7%; higher scores make your application file more competitive. Testing is available by appointment only; bring photo ID, arrive 15 minutes prior to start time, and plan up to 3 ½ hours. The fee is $80.00, payable by cash, check, or card. There is a study guide available for purchase online through ATI or Amazon. Call Ronda Crossland at 785-442-6233 or email rcrossland@highlandcc.edu to schedule.

8. If applicable, **proof of enrollment** in prerequisite courses that are in progress at time of application deadline

When the applicant's file is complete (1-8 above), it is evaluated by the Nursing Department. A point system is used to determine the best qualified applicants. Students accepted for the program must attend a mandatory orientation meeting during which they will be directed as to how to obtain a criminal background check and a drug screen. Admission to the program is contingent upon successfully completing any pre-requisite courses that may be in progress, meeting health requirements and completing the background checks and drug/alcohol screenings. Students must "pass" the criminal background check and drug/alcohol-screen prior to enrollment into the Highland Community College Nursing Program. Students should also be aware that additional random drug/alcohol screens will be conducted throughout the program.

Updated 08/18/2025

HIGHLAND COMMUNITY COLLEGE

LPN to RN COMPLETION PROGRAM CHECK LIST

Due by the Announced Deadline

_____Program Application **(Return to Nursing Department)**
_____Application for Admission to Highland (www.highlandcc.edu)
_____Active, unencumbered LPN License

TRANSCRIPTS

_____Official High School/GED Transcript
_____ Official Transcripts from ALL COLLEGES ATTENDED
_____ Official Transcript from LPN Program

PROOF OF COMPLETION of the following Courses with a 'C' or better. These courses must be completed before the start of the LPN to RN Completion Program**. (If you are currently taking any of these courses, please send proof of enrollment.)**

_____ Human Anatomy with lab ★

_____ Human Physiology with lab ★

_____ Human Growth and Development

_____ General Psychology

_____ Microbiology ★

_____ English I

_____ English II OR Speech/Oral Communications

_____ Computer Literacy (1 credit minimum) ◆ Must have been taken in the last 5 years

_____ Humanities/Fine Arts (3 credits)

★ Must have been taken in the last 7 years

TESTING **must** be completed and scores received by the August 1 deadline.

_____ ATI TEAS with a score of 58.7% or better (within the past three years)

Nursing
Associate of Applied Science
(63 total credit hours)

ADMISSION REQUIREMENTS
- ❑ LPN License (active)
- ❑ Test of Essential Academic Skills (TEAS) (passing standard no more than 3 years old)

PREREQUISITES (41)
- ❑ Human Anatomy and Human Physiology with lab (5 credits minimum)

  (Must have been completed no more than 7 years prior to program)

  ___ BS 104 Human Anatomy with lab (4 credits at HCC)

  ___ BS 105 Human Physiology with lab (4 credits at HCC)
- ❑ Microbiology with lab (4 credits minimum)

  (Must have been completed no more than 7 years prior to program)

  ___ BS 203 Microbiology with lab (5 credits at HCC)

  Note: BS 101 College Biology with lab or BS 105 Human Physiology with lab is a prerequisite for BS 203.
- ❑ PSY 101 General Psychology (3)
- ❑ PSY 205 Human Growth and Development (3)
- ❑ ENG 101 Composition I (3)
- ❑ ENG 102 Composition II: Literature and Research **OR** ENG 103 Composition II: Rhetoric and Research **OR** SP 101 Oral Communications **OR** SP 106 Public Speaking (3)
- ❑ Computer Literacy course (1 credit minimum) (See list*)

  (Must have been completed no more than 5 years prior to program)
- ❑ Humanities and Fine Arts course (3) (See list**)
- ❑ Practical Nursing Program (12-16)

REQUIRED NURSING COURSES (22)
- ❑ NUR 220 LPN to RN Transition (1)
- ❑ NUR 225 Health Assessment and Advanced Nursing Skills (4)
- ❑ NUR 230 Advanced Medical-Surgical Nursing (6)
- ❑ NUR 235 Advanced Mental Health Nursing (3)
- ❑ NUR 240 Nurse as Leader (2)
- ❑ NUR 245 High Risk Maternal Child Nursing (2)
- ❑ NUR 250 Professional Nursing Practicum (4)

❑ *Computer Literacy (1)

___ AB 227 Agriculture Microcomputer I (3)
___ A 113 Typography (3)
___ A 121 Design Software Applications (3)
___ A 139 Computer Graphics: Web Design (3)
___ A 215 Graphic Design (3)
___ A 223 Computer Graphics: Illustration (3)
___ A 224 Computer Graphics: Enhanced Photo (3)

___ BUS 130 Microcomputer Applications I (3)
___ BUS 133 Micro App I: Spreadsheet (3)
___ BUS 139 Micro App I: Word Processing (3)
___ BUS 181 Micro App I: Word Processing (1)
___ BUS 183 Micro App I: Spreadsheet (1)
___ BUS 189 Micro App I: Electronic Bus Pres (1)

Nursing
Associate of Applied Science
(63 total credit hours)

****Humanities and Fine Arts (3)**

❑ **Art**
___ A 101 Art Appreciation (3) (3)
___ A 201 Art History I (3)
___ A 202 Art History II (3)

❑ **History**
___ HIS 101 United States History I (3)
___ HIS 102 United States History II (3)
___ HIS 103 History of Western Civilization I (3)
___ HIS 104 History of Western Civilization II (3)
___ HIS 202 Introduction to Ancient History (3)
___ HIS 204 Readings in Western Civilization I (3)

❑ **Foreign Language**
___ LG 101 Spanish I (5)
___ LG 102 Spanish II (5)
___ LG 201 Spanish III (3)

❑ **Literature**
___ ENG 104 Introduction to Literature (3)
___ ENG 202 American Literature I (3)
___ ENG 208 Introduction to Short Story (3)
___ ENG 209 American Literature II (3)
___ ENG 210 World Literature I (3)
___ ENG 211 World Literature II (3)
___ ENG 212 English Literature I (3)
___ ENG 213 English Literature II (3)
___ LS 102 Children's Literature (3)

❑ **Music**
___ M 103 Music History/Appreciation (3)
___ M 146 Musical Theatre History (3) (= to TH 146)
___ M 162 Introduction to World Music (3)
___ M 223 History of Jazz

❑ **Philosophy**
___ PHI 101 Introduction to Philosophy (3)
___ PHI 102 Introduction to Ethics (3)
___ PHI 103 Logical & Critical Thinking (3)
___ PHI 105 Religions of the World (3)

❑ **Photography**
___ PHO 107 History of Photography (3)

❑ **Speech**
___ SP 103 Oral Interpretation (3)
___ SP 105 Interpersonal Communication (3)

❑ **Theatre**
___ TH 105 Introduction to Drama (3)
___ TH 108 History/Appreciation of Theatre Arts (3)
___ TH 146 Musical Theatre History (3) (= to M 146)
___ TH 208 Film Appreciation (3)

Application Deadline August 1st

For additional information please contact the HCC Nursing Department

785-442-6180 or nursing@highlandcc.edu.

Legal Qualifications for RN Licensure

Admission to the HCC LPN to Registered Nursing Completion Program **does not guarantee** graduation from the program, and graduation from the program **does not guarantee** eligibility to take the nursing licensure exam (NCLEX-RN).

Before graduation from the program you must submit a written application to the state board of nursing for licensure. The Kansas State Board of Nursing (KSBN) may deny a license to practice nursing as a registered nurse if the applicant has been guilty of a felony or guilty of a misdemeanor involving an illegal drug offense unless the applicant has shown sufficient rehabilitation to warrant the public trust, except that no license shall be granted to a person with a felony conviction of a crime against persons as specified in Article 34 of Chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto. Also considered are patterns of practice and to other behaviors exhibiting an apparent incapacity to practice nursing as described in 65-1120 in the Kansas Nurse Practice Act.

Please review the information found at: http://www.ksbn.org/npa/npa.pdf. All criminal history must be revealed to and will be evaluated by KSBN before licensure is granted or denied. This information is pertinent to KSBN only. If you are planning to seek licensure in a different state, please check with the Board of Nursing in the state to which you plan to apply.

Disclosure of Criminal Background/Substance Abuse

Clinical affiliates may require criminal background checks and drug/alcohol screens of all students to maintain patient safety. If selected for the nursing program, you must consent to a background check to disclose any felony or misdemeanor convictions. Upon admission you will receive detailed information about how to proceed with the background checks and drug screens. Students in the HCC Nursing program are also required to have routine, random drug screens. Students must report directly to HCC's Business Health provider when selected for a drug screen. Additional requirements or disclosures may become necessary during the program. Non-compliance with all mandates may result in termination from the program. Late or incomplete records may result in dismissal from clinical (with unexcused absence) or dismissal from the program if documents are not produced in full as required. Findings on the background check or drug screen may prohibit a student from participating in clinical rotations; and, would therefore prevent progression in or completion of the program.

Health Policy

Students are required to obtain and maintain health insurance coverage for the duration of the program. Students should be aware that they may be in close contact with individuals having a wide variety of health problems in which the cause may not be known. It is the student's responsibility to follow program guidelines for precautions against contracting and transmitting diseases. The student is responsible for all healthcare costs (physical, immunizations, diagnostics, titers, etc.) associated with the program. **Progression in the nursing program will be contingent upon satisfactorily meeting the health requirements.** Health restrictions may prohibit a student from participating in clinical rotations which include the provision of total patient care; and, would therefore prevent progression in or completion of the program.

PEOPLE TO KNOW

Name	Position	Email	Phone	Location	Why?
Shailey Caudle	Student Services Coordinator at Atchison Technical Center	scaudle@highlandcc.edu	785-442-6180	Highland Technical Center – Atchison, KS	All Nursing Department/Nursing Program Questions
Kristi Blevins	Financial Aid	financialaid@highlandcc.edu	785-442-6135	Highland CC – Highland, KS	Financial Aid Questions
Ronda Crossland	Test Proctor	rcrossland@highlandcc.edu	785-442-6180 Ext 126233	Highland Technical Center – Atchison, KS	Schedule tests
Michel Scott	Registrar	mscott@highlandcc.edu	785-442-6000 Ext 116025	Highland Campus – Highland, KS	Transcript questions, transferring credits
Business Office	Business office	payments@highlandcc.edu	785-442-6000 Ext 116001	Highland Campus – Highland, KS	Payment plans, balances
Admissions	Admissions/Student Services	admissions@highlandcc.edu	785-442-6000 Ext 116020	Highland Campus – Highland, KS	International Student Inquiries
Dorothy Herring	Allied Health Coordinator	dherring@highlandcc.edu alliedhealth@highlandcc.edu	785-442-6180 Ext 126207	Highland Technical Center – Atchison, KS	CNA, CMA, EMT B, EMT A
Patty Palmietto	Director of Nursing	ppalmietto@highlandcc.edu nursing@highlandcc.edu	785-442-6217	Highland Technical Center – Atchison, KS	Oversee all nursing programs

1501 West Riley
Atchison, KS 66002
P: 785-442-6180
F: 785-442-6239

LPN to RN Completion Program Cost Sheet
Estimate for 2026

Spring Semester Fees 14 Cr Hrs

Tuition	$2,366.00
Instructional Fees	$1,022.00
Books/Supplies (estimate)	$1,024.00
Testing (estimate)	$1,175.00
Misc. Fees	$75.00
Semester Total:	**$5,662.00**

Summer Semester Fees 8 Cr Hrs

Tuition	$1,352.00
Instructional Fees	$584.00
Testing (estimate)	$1,175.00
Pinning	$85.00
Semester Total:	**$3,196.00**

Note: AY*27 tuition and fees have not yet been approved. Current estimates are based on AY26 rates and are subject to change pending official approval.*

Program Total: $8,858.00

$169.00 Per Cr Hr RN Tuition

$73.00 Per Cr Hr Instructional Fees

REQUIRED IMMUNIZATIONS/SCREENINGS

The Highland Community College Nursing Program requires documentation from a provider of healthcare (physician's office, health department, lab, hospital, employer etc.) for the following immunizations before starting the nursing program.

- **Hepatitis B** – One of the following is required: 3 vaccinations OR positive antibody titer* (lab report required). Series must be started by November 15 to have 2 doses completed by the first day of the nursing program.
- **Influenza** – An annual vaccination given between October 1 – December 31.
- **MMR** – Measles, Mumps, Rubella – One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required).
- **TB Skin Test - TST (Mantoux or PPD)** - One of the following is required after May 15 of the year the student enters the Practical Nursing program (August 15 for the LPN to RN program):
    - Negative two-step TB skin test procedure within the last year; second test must have been read within 48-72 hours after the first was read
    - Two (2) negative TB skin tests in the past two years
    - Negative QuantiFERON Gold Blood Test (IGRA)
    - *If you have a positive TB test contact the Nursing Department immediately for further requirements.* You may need to get a QuantiFERON Gold Blood Test (IGRA) and a chest X-ray. If the chest X-ray is positive, you must complete medical treatment and be released to attend the nursing program.
- **Tetanus, Diphtheria & Pertussis** - 1 Tdap vaccination as an adult since 2005; then Td booster within the last 10 years
- **Varicella** – One of the following is required: 2 vaccinations OR positive antibody titer (lab report required)
- **COVID-19** – Many facilities that the HCC Nursing Department uses for clinical sites do require the COVID-19 vaccine. If you are not fully vaccinated and alternate clinical sites are unavailable, you will not be able to attend clinical. This will affect your grade in those courses. Failure to complete any courses with the minimum required grade will be cause for dismissal from the program.

Discuss with your physician any other immunizations which maybe in your best interest such as pneumonia, Hepatitis A, human papilloma virus (Gardacil) etc.

*A titer is a test of blood that indicates whether or not you are immune to a disease. Titers can be done for hepatitis B, MMR and varicella if you are unsure of your immunization status.

Students **must** maintain personal health insurance coverage for the duration of the program. Please provide proof of insurance.

08/30/2021

Items You Are Required To Purchase:

	Approximate Price	Details
Physical Exam	Varies	Forms found in Orientation Packet
Verified Credentials	$100	Background check, drug screen panel, etc. More information provided at orientation AFTER candidates are accepted
Hepatitis B Vaccine (series of 3)	$45	Can be obtained at the local Health Department (616 Commercial St in Atchison, KS, (913) 367-5152)
Immunizations Or Titers	Varies	All required immunizations are listed on the ***Required Immunizations*** page
Wrist Watch	$15-$20	Large face with a second hand, water proof suggested. **NO DIGITAL WATCHES**
Laptop	Varies	No Chromebooks or Tablets (except Surface Pros)
Scrubs	Approximately $45.00 per set	Scrub tops and pants must be purchased through the school
Shoes	Varies	**MOSTLY WHITE** or **MOSTLY BLACK,** flat heel, with good support. **MUST HAVE BACKS no clogs or mules allowed.**
RN License Application	Required in June $125 for Kansas	Application for Kansas Registered Nursing License. Must be a **check** or **money order *only*** made out to **KSBN**.
Background Check for the State of Kansas	Required in June $48	Required for Kansas Registered Nursing License. Must be a **check** or **money order *only*** made out to **KSBN**.
NCLEX-RN	Required in June $200	Must register online using a credit card

Optional Items

Graduation Photo Announcements	10 Graduation Announcements are provided for you. If you would like to purchase more, you may do so on photo day.

Instructions for International Students Pertaining to Nursing Programs

Special considerations apply for applicants to the Practical Nursing and/or LPN to RN Completion Programs who were born and/or educated in countries other than the United States.

HCC INTERNATIONAL STUDENT APPLICANT

For purposes of admission, international applicants are defined as all persons who are not citizens nor permanent residents of the United States. An international applicant must meet a number of specific requirements. General information about these requirements can be found at:

https://highlandcc.edu/pages/international-students

Note: All documentation must be submitted at least three months prior to the beginning of the semester for which application is being made.

Students interested in nursing must also be aware of the following:

- If you do not have a Social Security number, you may not be licensed to work in some states.
- The Kansas State Board of Nursing will only consider coursework completed outside of the United States after it has been evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS) www.cgfns.org
- English Proficiency Requirements – One of the following must be met:
    - TOEFL score of at least 500 on paper based test or 173 on computer based test or at least 61 on Internet based test
    - Official IELTS score of 4.5
    - Official TOEIC score of 525
    - Official PTE score of 33 or higher
    - A minimum of 12 U.S. college credit hours with a grade D or higher (including a college level English course)

    - Completion of a minimum of 15 weeks in an approved Intensive Language Center
    - Submit high school transcripts reflecting completion of one academic year of study in the United States
- Applicants applying for federal and/or other types of financial aid will be required to submit non-U. S. transcripts for financial aid purposes
- Individuals presently in the United States who do not currently hold a lawful immigration status need to be aware that a background check is required.
    - Those who have not been granted Deferred Action for Childhood Arrivals (DACA) authorization may have difficulty providing the documentation needed to complete the background check.
    - Students who are DACA approved should not assume their DACA approval guarantees they will pass a background check.
    - If a clinical affiliate requires proof of eligibility for work authorization, those who are DACA approved may be asked to present their valid “Employment Authorization Document”, valid US state driver’s license, or valid passport.
    - Visit the USCIS website for additional DACA information https://www.uscis.gov/