Flathead Valley Community College

ASSOCIATE OF SCIENCE NURSING (ASN)

2025-2026
Application Packet

For all students pursuing ASN degree including currently licensed LPNs

For Placement Fall 2025/Spring 2026 on the Kalispell or Libby Campus

Nursing Program Assistant:
Cathy Fabel
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901
406-756-3385
cfabel@fvcc.edu

General Information:
Admissions Office
Flathead Valley Community College
777 Grandview Drive
Kalispell, MT 59901
406-756-3846

COMPLETED AND SIGNED APPLICATION AND REQUESTED MATERIALS MUST BE RECEIVED BY:
5 PM on April 25, 2025
NO LATE APPLICATIONS WILL BE ACCEPTED

FVCC ASN PROGRAM APPLICATION STEPS

1. ***Obtain the most current information*** *and application packet for the ASN Program either from the FVCC website or from the FVCC Nursing Office.* ***Please be sure to use the most current information packet and application as updates are made each year.***
2. ***Review*** *the application requirements for the ASN Program.*
3. ***Compile*** *ALL of the requested material. We suggest you have someone else review your application when it is complete to ensure that all items are included.*
4. ***If you are selected for an interview*** *as the last step of the application process, interviews will take place* the week of June 2, 2025. ***Interviews are in person only****. Interested applicants need to ensure they are available.*

REQUIRED APPLICATION MATERIALS:

1. Applicant must be at least 18 years of age to apply.

2. **Application Form:** A **PRINTED** and completed ASN Application Form with your signature and $20 application fee **RECEIPT**. Payment must be made at the FVCC Business Office. Applications missing signatures or payment receipts are considered incomplete.

3. **Kaplan Nursing School Admissions Test:** Applications are not complete until the Kaplan Test score is received by the FVCC Nursing Department. The Kaplan exam must be taken each application cycle and may be repeated once prior to application deadline, See attached directions for taking the Kaplan Nursing School Admission Test.

4. **Complete Prerequisite courses.** Minimum grade of "C" required for all pre-requisite courses. All science courses (BIOH 201/211, CHMY 121, BIOM 250) must be completed within 5 years of acceptance into the program. Individuals must achieve a B- in BIOH 201 and 211.

Exceptions:
- Currently licensed LPNs who wish to apply for placement in the ASN program will have the 5-year rule waived if they have taken the required pre-requisites as part of their LPN degree.
- Currently licensed LPNs who do not have the required pre-requisites must complete them and achieve the required grade for each course (BIOH 201/211 B-, all other pre-requisite classes a minimum of C).
- Individuals who have completed these courses as requirements for other completed degrees and the courses are outside of the 5-year requirement may request evaluation by the Nursing Program Director for a possible exception.

5. **Transcripts and Evaluation of Transfer Courses:**
   - Official transcripts must be on file in the FVCC registrar's office in order for evaluation as equivalents or substitution can be considered.
   - Copies of transcripts must be included in your application from ALL schools you have attended, including FVCC. These can be copies of transcripts printed from your student portal. Applications without transcripts will be considered incomplete.
   - Review of transcripts may take several weeks so please start early.
   - It is the responsibility of the student to follow up on their request for transfer of credit with the Registrar and to obtain confirmation courses have been accepted for general transfer and/or evaluated as equivalents for required pre-requisite courses.
   - If courses are found **to not** be equivalents to FVCC courses and the applicant would like a course considered as a substitution, they will need to request a course be approved as a substitution by the Nursing Program Director. **Transcripts must be evaluated and courses approved before the application deadline.**

   - **Applications without approval of course equivalents or substitutions will be considered incomplete**

   6. **Completed GPA Calculations Form**. This is checked for accuracy. If you are completing courses Spring Semester, **leave the grade and GPA calculation blank.** The Nursing Program Director will check grades at the end of the semester with final posted grades and determine the GPA.
   - **GPA is calculated based on the 4 prerequisite courses only (see GPA calculation form).**
   - If you are taking classes somewhere other than FVCC, please have an official transcript sent with the final grades for Spring Semester 2025 to the FVCC registrar. We will accept an unofficial transcript as a temporary substitute, but final review of an application does require an official transcript of Spring Semester 2025 grades be on file with the registrar as soon as possible.

   7. **Signed Acknowledgement of Program Requirements and Personal Commitment form**. Please read carefully and determine if you are able to meet the requirements and personal commitment necessary to successfully complete the program.

8. Applications may be mailed, or hand delivered to the **FVCC Admission and Registration Office**.
   Please mail early to allow maximum opportunity for delivery before the deadline.

9. All applications will be date stamped upon receipt. Contact information will be entered into a tracking system which includes a current (not FVCC) email address. It is the individual's responsibility to contact the Admissions and Records Office and the Nursing Department with changes in mailing address, e-mail or phone number.

10. **Mail to:**   FVCC Admissions and Records Office / ASN Program
                      777 Grandview Drive
                      Kalispell, Montana 59901

Notification of Application Status: Following application reviews and interviews, applicants will be notified in writing of their selection status **after June 13, 2025.**

LPN Applicants Accepted into the ASN RN program:

- If you are a Licensed Practical Nurse and are offered placement into the ASN program, you may request LPN courses be accepted as substitutions or request a waiver of NRSG 230, 231, 232, 233, 234, and 235. In order for courses to be waived you must:

    1. Have an active, unencumbered Montana LPN license.
    2. Have worked as an LPN for one year **in the last three years.**

- If you do not meet the previous two requirements, you will need to complete all NRSG courses required for the ASN RN degree.

Currently licensed LPNs who wish to continue their education toward an ASN RN degree must also follow the application process below.

2025-2026 REGISTERED NURSING (ASN)
PROGRAM APPLICATION

Applications will only be accepted from January 1 to April 25, 2025

Application deadline is 5:00 PM April 25, 2025

Please print out this application, complete required information, sign application, and include all requested materials in a sealed envelope. Return to the following address:

**FVCC Admissions Office
ATTN: ASN Program
777 Grandview Drive
Kalispell, MT 59901**

Please carefully read the application and review it for completeness before signing.

AN <u>INCOMPLETE</u> AND/OR <u>UNSIGNED</u> APPLICATION WILL NOT BE PROCESSED.

Please Print

_____   _____
Last Name   First Name   Student ID Number

_____
Mailing Address   **Notification of acceptance/non-acceptance will be sent to this address**

_____   _____   _____
 City   State   Zip   Telephone Number   Personal e-mail (not FVCC email)

Do you have previous healthcare experience (CNA, MA, LPN, EMT etc.)

Yes_____*Please specify:_____ No_____

Campus preference: I am applying for placement on (choose one):

_____FVCC Main Campus (Kalispell)   _____Lincoln County Campus (Libby)

PLEASE READ THE FOLLOWING INFORMATION, INITIAL EACH ITEM, AND SIGN YOUR NAME BELOW

Please <u>list all</u> college/universities you have attended <u>INCLUDING FVCC</u>:

Name of Institution   Dates of Attendance   Degrees earned (if applicable)

_____
_____
_____
_____
_____
_____

_____I understand that I will be notified in writing after **June 13, 2025,** whether or not I have received placement in the ASN Program to begin Fall 2025 or Spring Semester 2026. Qualified applicants <u>not</u> offered placement will *automatically* form the beginning of a wait list and will be offered placement if, and only if, an opening occurs in this cycle. The wait list does not continue into the next application cycle. Students **who are not accepted may reapply** for placement during the next open application cycle.

_____I understand that all placements in the Flathead Valley Community College Nursing Program are dependent upon sufficient financial, faculty and clinical resources.

_____ I have included copies of **all** other **official** college transcripts, and an unofficial FVCC transcript, if applicable, with this application.

_____As a transfer student, I have submitted an Application for Admission to FVCC and have sent **official** transcripts from **all** colleges/universities listed above to the FVCC Registrar.
_____N/A

_____I have included written verification of courses requested as substitutions which have been approved by the Nursing Program Director. This must happen before my application is submitted.
_____N/A

_____I have reviewed my transcript(s) and academic standing and I am confident that I will complete or have completed program prerequisites with a grade of "C" or higher, with the exception of BIOH 201, which requires a "B-"or better.

_____I have included the completed selective GPA worksheet. My selective GPA for these courses is or will be at least 2.75 (on 4.0 scale).

_____I have included my signed Acknowledgement of Requirements for Personal Effort and Commitment for Success Form.

_____I have taken the Kaplan Nursing School Admissions test or will be taking it on _____
<div align="right">Date</div>

_____I acknowledge that if I need accessibility accommodations for the Kaplan test, I have requested those through the FVCC DSS office on campus **prior to testing**.

_____I understand that if accepted my final admission to the program is contingent upon:

- proof of current personal health insurance for the duration of the program (FVCC Student Health Center does not meet this requirement)
- passing & uploading into Castlebranch a universal background check which may require drug testing (additional information to be sent upon provisional acceptance into the program)
- proof of required immunizations uploaded into Castlebranch (additional information to be sent upon provisional acceptance into the program).

_____I have signed the application and included my receipt from the FVCC Business Office for the $20.00 non-refundable processing fee. (Do not send a personal check, money or money order as this will cause your application to be disqualified.)

_____I have retained a copy of this application for my records *(It is my responsibility to make my own copy)*

_____I understand due to limited enrollment capacity, the ASN Program has a competitive student selection process, and not all qualified students will be accepted.

Student Signature _____   **Date** _____

FVCC ASN PROGRAM GPA CALCULATION SHEET

If you have courses from prior degrees, out of state colleges, or non-MUS colleges that you wish to be considered as a substitution for any of the prerequisites, these courses must be evaluated and approved by the Nursing Program Director prior to application submission.

Please refer to the following sample, as a reference for completing the selective GPA calculation worksheet below which must be submitted with your application materials.

Course	Name	Grade	Points	Credits	Points x Credits
BIOH 201 NL	Human Anatomy & Physiology	B	3.0	4	3 x 4 = 12
M 121/140 M	College Algebra	B	3.0	3	3 x 3 = 9
WRIT 101 W	College Writing I	A	4.0	3	4 x 3 = 12
CHMY 121	Intro to Gen Chem	B	3.0	4	3 x4 =12
TOTAL				**14**	45
GPA				**45/14**	**3.21**

Selective GPA Calculation Worksheet ***Must Be Returned With Your Other Application Material***

Please fill in the information requested below and calculate your own GPA. If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course and do not fill in a grade. Calculations will be checked and verified after final grades are posted.

Instructions for calculating selective GPA:
1. Insert Semester/Year course taken.
2. Insert grade earned for each course (If students have repeated a course, the most recent grade must be submitted.
3. Enter points based on grade as follows: A = 4; A– = 3.7; B+ = 3.3; B = 3; B– = 2.7; C+ = 2.3; C = 2
4. Multiply points by credits for each class and enter in last column.
5. Total number of credits completed.
6. Total last column.
7. Divide last column by total credits to find GPA.

Course	Name	Semester/ Year taken	Grade	Points	Credits	Points x Credits
BIOH 201 NL	Human Anatomy & Physiology I (Grade must be B- or better)					
CHMY 121 NL	Intro. To General Chemistry					
M 140/M 121*	College Math for HealthCare College Algebra					
WRIT 101 W	College Writing I					
TOTAL						
GPA	**Must be a minimum 2.75**					

*M115, M152, M153, M171, STAT216 may be considered for substitution.

**BIOH 201 and CHMY 121 must be completed within five years of acceptance into the ASN program

_____   _____
Student Signature   **Date**

ACKNOWLEDGEMENT OF REQUIREMENTS FOR PERSONAL EFFORT
AND COMMITMENT FOR SUCCESS

FVCC's Nursing Programs, as with most nursing programs, require a substantial time commitment to fulfill the intensive requirements of the program in the classroom, nursing laboratory, and clinical settings. Student success is dependent upon a collaborative working partnership by students and faculty. The nursing program philosophy and faculty view learning as an interactive process with faculty facilitating learning. We are truly committed to assisting you to succeed in the program. However, learners must assume responsibility for their own learning and participate in shaping their own learning experiences. Students must acknowledge and understand the expectations of the program:

1. There is a _**minimal**_ study expectation of two hours of study per week for each credit enrolled. For example, a course that is 4 credits of theory would require minimal 8 hours of study and a 3 credit laboratory 6 hours of study per week. Most students spend more time than the **minimal** study expectation.

2. Although we hold an appreciation for your possible need to work to support yourself and/or a family, most students find it extremely difficult to work fulltime while attending classes for the Nursing Program. Clinical practicums are scheduled when facilities have available space and are subject to change with short notice**. Clinical/class hours will include evenings, weekends and night shifts.** Clinical times are not listed in the course schedule on the FVCC website. A clinical schedule will be made available to students each semester.

3. Students are expected to attend all classes and clinicals. Missed clinical time may result in failure of courses and dismissal from the nursing program. **Please do not make vacation plans that would affect attendance in class or clinical. Absences cannot be made up due to the fast pace of material presented in class and the limited availability of clinical experiences.**

4. Students in the nursing program may not achieve the grades they have received in non-nursing courses. You will be learning a "new language" and exposed to in-depth, comprehensive nursing concepts and principles which may require more effort on your part to learn and understand. Though grades may have been the primary focus of previous courses, the focus in the nursing program is learning, comprehension and application of information needed to deliver safe and competent care to patients/residents.

5. You are expected to be prepared for class, lab, and clinical. This will include extensive reading, pre-clinical preparation, and other assignments prior to your attendance in class, lab or clinicals.

6. Most exams given in nursing courses are structured similarly to the nurse licensing exam. This means that most of the items on the exams are application, analysis, and synthesis type questions rather than simple knowledge and recall. These questions require a higher-order of thinking to answer correctly.

7. We provide you with learning and test-taking strategies to assist you in developing critical thinking skills necessary for success on the nursing course exams and the NCLEX licensure exam.

8. The nursing program is very different and much more difficult than past educational experiences. The curriculum is designed to deliver a quality program that prepares individuals to give safe and competent nursing care, to successfully pass the licensing exam, and to promote lifelong learning.

I certify that all of the statements in this application and all of the documents submitted with this application are true and accurate to the best of my knowledge. I acknowledge that I have read and understand the above statements and if I am accepted into Flathead Valley Community College's ASN program, I agree to organize my time and personal affairs in order to meet the commitment necessary to succeed.

_____
Printed Name of Applicant

_____   _____
Signature of Applicant   Date

Evaluation of Application

Applications for the Registered Nursing program are evaluated in the following areas:

1. Minimum score of 70 or above on Kaplan Nursing School Entrance Exam.

2. GPA of prerequisite courses -minimum to qualify for consideration is 2.75.

3. Residency-Flathead and Lincoln County residents receive highest consideration as they live in the FVCC service area.

4. Previous healthcare experience.

5. Completed BIOH 211 **and** BIOM 250 with grade "B-"or better.

6. Interview score

EXAMPLE: EVALUATION RUBRIC FOR ASN RN APPLICATIONS

CATEGORGY					Score (max 33 pts)
1. Kaplan Nursing School Entrance Exam Score	**4 Points** Score: 85 or above	**3 Points** 80-84.99	**2 Points** 75-79.99	**1 Point** 70-74.99	
2. GPA in Core Prerequisite Courses **(Worksheet is verified against transcripts)**	**8 Points** GPA 3.5-4.0	**6 Points** 3.25-3.49	**4 Points** 3.0-3.24	**2 Points** 2.75-2.99	
3. Residency: Flathead or Lincoln County	Yes = **1 point**	No = **0 points**			
4. Previous Healthcare Experience	Yes = **1 point**	No = **0 points**			
5. Has completed BIOH 211 and BIOM 250 with grade B- or better	Yes = **1 point**	No = **0 points**			
6. Interview Score	**15-18 Points**	**11-14 Points**	**6-10 Points**	**0-5 Points**	
Total score					**Total**

KAPLAN NURSING SCHOOL ADMISSIONS TEST INFORMATION AND

TESTING INSTRUCTIONS

1. To register for the Kaplan Nursing School Admissions Test, contact Cathy Fabel, Nursing Program Assistant, at 406-756-3385 or cfabel@fvcc.edu for instructions on how to register as a tester with Kaplan. Kaplan charges $100/student/application cycle.

2. The minimum test score for an FVCC ASN RN program applicant to be considered for placement is 70.

3. Cathy Fabel, Nursing Program Assistant, will also be proctoring group testing. To set up an appointment for a group testing time, please call 406-756-3385 or email cfabel@fvcc.edu. Tests are scheduled on the Kalispell campus in BC 120 or can be individually scheduled on the Libby campus after coordinating with Cathy.

4. There is an additional cost $25.00 if an individual requests testing time through the FVCC Testing Center. **To schedule a test through the Testing Center individuals must first be registered for the test with Cathy Fabel.** Students then schedule a testing appointment using the following link https://booknow.appointment-plus.com/7e7vdy10/ and click on BOOK NOW. Testing Center hours are 9am – 4pm every business day except Wednesdays where they are 12-7pm. The Testing Center creates an invoice for payment to be made at the FVCC Business Office. Proof of payment is required before testing can begin.

5. Individuals wishing to take the Kaplan Nursing School Entrance Exam outside of FVCC or LCC in Libby must contact Cathy Fabel (406-756-3385) or cfabel@fvcc.edu to make arrangements for testing at other sites. Kaplan does not share test scores with multiple schools at this time. If you are applying to multiple schools who require the Kaplan Nursing School Admissions Test, please contact Cathy Fabel for more information.

6. The recommended study guide "Nursing School Entrance Exams Prep 2022-2023" can be purchased from Amazon.com. Two copies are also on reserve in the FVCC Library and in Libby at the LCC campus.

7. FVCC, in coordination with Kaplan, is committed to providing reasonable accommodations to allow qualified individuals with disabilities to access the Kaplan nursing entrance exam. Individuals requesting the use of reasonable accommodations for Kaplan testing should contact FVCC Disability Services at disabilitysupport@fvcc.edu at least 30 days prior to their anticipated testing date to discuss the process for arranging their accommodations.

Outline of the Admission Test Areas

The Admission Test consists of 91 online multiple-choice questions and covers four areas: Reading, Math, Writing and Science. Total testing time allowed is 165 minutes. ***It is highly recommended that you prepare for this exam.***

READING – 45 minutes. Read four passages and answer questions measuring essential skills for reading:

- Determining the logic of a passage
- Comprehending details
- Drawing basic inferences
- Identifying the purpose of a passage

MATH – 45 minutes. Measures the candidate's ability to apply mathematical principles in the following areas:

- Conversions, operations, ratios, word problems

WRITING – 45 minutes. Read nine passages and answer questions that measure the essential skills required for writing:

- Assessing passage development
- Assessing paragraph logic
- Assessing mechanics of writing

SCIENCE - 30 minutes. Measures the candidate's knowledge of physiology in the following areas:

- Cardiovascular system, electrolytes, gastrointestinal system, immune system, neurology, renal system, hematological system, homeostasis, respiratory system, and sensory system.

AFTER Provisional Acceptance

Background Check and Immunizations Requirements

Qualified applicants who are offered provisional placement into the program are required to agree to the following:

- o Background Check:
    - Upon provisional acceptance into the FVCC Nursing Program, a background check is required, and the following is checked: County Criminal, MT Statewide Criminal, Fraud and Abuse Control Information Systems (FACIS Level 1), ID Trace, and National Sex Offender Public Registry. FVCC clinical partners require this step.
    - Background checks are completed at the student's expense through a company called CastleBranch.
    - Information on how to access and set up an account with CastleBranch to complete the background check will be provided once an applicant is <u>provisionally</u> accepted into the program.
    - Any discrepancies found on the background check or self-reported will need documentation regarding circumstances and outcomes in order for the clinical partners to make an informed decision regarding access to patients/residents. **<u>Discrepancies may result in applicants being denied access to patient/residents by clinical partners.</u>** If an applicant is denied access to patients/residents by clinical partners, they will be unable to meet course objectives, which would result in failure of the course and program.
    - Urine testing is part of the required background check and is requested by clinical partners.
    - Applicant background check situations will be reviewed by the nursing program director and clinical partners for determination of access to clinical sites on a case-by-case basis. If an applicant is denied access to clinical sites/patients as a result of findings on a background check, the applicant will not be offered final placement in the program.

- o Immunizations and Screenings:
    - Some immunizations and screenings are required for degree seeking students and those students attending clinical rotations at various facilities. These requirements are based on Center for Disease Control (CDC) guidelines and state and federal law.
    - The vaccinations and screenings listed below are **required**. Each student must demonstrate compliance upon admission to the nursing program and provide documentation while enrolled in the program of continued compliance. Students whose **required** immunization documentation is incomplete will not be allowed to participate in any clinical experience (per clinical facility policy) until the documentation is up to date. Any missed clinicals are subject to the provisions of the clinical absence policy.

        1. ***MMR***: Official record of two doses of measles, mumps, rubella (MMR) immunization, or positive titer demonstrating immunity to all three components.

2. ***Tuberculosis***: Record of a negative TB screening. This may require a two-step skin test, Quantiferon titer or T-Spot, or attestation statement, done in the last 12 months. Students with a positive test must provide written clearance from their health care provider to participate in patient care.

- o <u>Other vaccines may become **required** by clinical partners throughout the program. It is an individual's right to refuse a vaccine. Individuals who decline a vaccine may be denied access to clinical facilities which could lead to failure in meeting the course objectives and a failure of the program. Students that decline a vaccine may be required to wear a mask while in the clinical site.</u>

- ▪ The vaccinations listed below are **recommended,** both for student and patient protection, but not required. Students may be asked about vaccine status by clinical sites.

1. ***Tdap***: Proof of immunization as an adult per CDC guidelines.

2. ***Hepatitis B Vaccination***: Series of three injections with antibody titer demonstrating immunity. (anti-HBs).

3. ***Varicella:*** Proof of chicken pox immunity by official record of vaccination dates, or lab titer demonstrating immunity.

4. ***Influenza and Covid-19 Vaccine:*** Booster recommended annually.

- o Provide proof of current personal health insurance (FVCC Student Health Center does not meet this requirement).

Once all requirements are met, applicants will receive a letter of <u>final</u> acceptance into the ASN program and a registration form allowing registration in the nursing courses. Nursing courses are closed to online registration.