



Florida Gateway College

RN-BSN Program

Application Packet

2017-2018

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Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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PROGRAM INTRODUCTION AND DESCRIPTION

Welcome to the RN-BSN program (RN-BSN) at Florida Gateway College!

The Bachelor of Science Degree in Nursing (BSN) program is designed for the associate of science degree nursing (ASDN) graduate who has a current Registered Nursing (RN) license. Consistent with the mission of Florida Gateway College (FGC), the mission of the RN- BSN program is to prepare register nurses with an affordable, high quality, generalist baccalaureate nursing education to meet present and future healthcare needs of their community and engage in life-long learning to advance the nursing profession. The Program allows ASDN graduates to develop skills necessary to prepare for leadership and administrative roles in coordinating and directing nursing practice and management of the care team. The inaugural group of eight full time students started in fall of 2012 and graduated from the Program with a BSN degree in summer, 2013.

The Program is hybrid meaning that the didactic portion is offered online, while the clinical and lab portions are offered face-to-face. Students are admitted in the spring and fall of each year. These students have the options of completing the program on a full or part time basis, depending on individual choice, to allow a balance of meeting family and work obligations. There are 10 upper division nursing courses totaling 31 credit hours. These courses include nursing theory, pathophysiology, health assessment, cultural diversity in healthcare, pharmacology, ethical and legal aspects of care, research and informatics, leadership, health care policy and economics, and community health.

Our faculty are highly credential and works closely with students to assist them with successful program progression and graduation. Graduates from the RN-BSN program will be prepared to implement critical decision making and leadership skills while providing and designing safe, quality care for patients/clients with complex health care needs and to assume professional roles within a variety of health care settings.

Many of our graduates have had a role change related to promotion, increase in pay, and/or increased responsibilities in nursing. Further, many of them have either completed or are enrolled in graduate school: masters and doctoral degree nursing programs. The RN- BSN program builds upon the ASDN program at Florida Gateway College, which was established in 1964. Many of the area hospitals are predominately staffed by graduates of the Florida Gateway College nursing programs and we continue to get reports that our graduates consistently demonstrate strong clinical competence.

Florida Gateway College (FGC) serves a rural, dispersed, five-county district (Baker, Columbia, Dixie, Gilchrist and Union) in the crown region of North Florida. It is located halfway between Gainesville, Florida and the Georgia border and midway between Jacksonville and Tallahassee. The main campus is in Columbia County, five miles east of Lake City, which is the largest population center in the service district. The College operates a Public Service Training Center in Baker County, has facilities for training correctional officers in Union and Gilchrist Counties, and night courses in various locations throughout the service region. The service district, with an area

of 2,683 square miles, twice the size of Rhode Island, is generally rural and encompasses approximately 114,600 citizens. The moderate climate, hospitality of the community, majestic springs, and beauty of the adjacent recreational areas draw visitors and newcomers from around the world.

Florida Gateway College has established a strong tradition of providing high quality, post-secondary educational opportunities to the citizens of North Florida. In 1970, its name was changed from Lake City Junior College to Lake City Community College to reflect the national trend towards community colleges. The College has been accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) since 1970, with reaccreditation in 1980, 1990, 2000, and 2010. It has now grown to be a comprehensive, public community college serving approximately 4500 students a year. As the regional and state needs have evolved, so has the college. In 2010, Lake City Community College underwent another name change, becoming Florida Gateway College. The name change was the first step in moving towards seeking baccalaureate degree granting authority from the State of Florida Department of Education and SACSCOC. Florida Gateway College was given final approval to offer baccalaureate programs starting in 2012.

ACCREDITATION

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the baccalaureate and associate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The RN-BSN program at Florida Gateway College is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

PROGRAM MISSION

Consistent with the mission of Florida Gateway College (FGC), the mission of the RN- BSN program is to prepare registered nurses with an affordable, high quality, generalist baccalaureate nursing education to meet present and future healthcare needs of their community and engage in life-long learning to advance the nursing profession.

Florida Gateway College is committed to providing the highest quality education and training to the citizens of its unique, rural service area. We believe that each group, every community, every nation, derives all of its value and all of its power directly from the individuals who constitute

those bodies. In a democratic society, individuals, each and every one, need to be appreciated for their unique, irreplaceable and intrinsic value.

PHILOSOPHY OF NURSING

The faculty believes that nursing programs at Florida Gateway College are committed to providing an innovative curriculum that provides students with knowledge and skills necessary to assume the role of the beginning nurse generalist. The nurse incorporates and practices the fundamentals of safety and quality in delivering patient-centered care. While delivering wholistic and culturally sensitive care, nurses embrace change through the use of nursing informatics and innovative technology. Nurses are encouraged to pursue higher education and a commitment to lifelong learning.

The nursing faculty shares a vision of building a program in which students are dedicated to a culture of teamwork, collaboration, and nursing judgment using evidence-based practices. As nursing faculty our role is to foster the development of nursing professionalism.

The faculty believes learning results in an increase in self-understanding and discovery of knowledge, values and skills. Learning occurs in a supportive environment through a collaborative partnership that requires active involvement on the part of a student/learner and educator/facilitator. Knowles' theory (Harper & Ross, 2011) of adult learning and Kolb's (Bergsteiner, Avery & Neumann, 2010) theory of experiential learning are incorporated throughout the curriculum.

The practical/vocational nurse uses "specialized knowledge and skills which meet the health needs of people in a variety of settings under the direction of qualified health professionals" (NFLPN, 2003). The entry-level practical/vocational nurse demonstrates the essential competencies needed to care of patients with commonly occurring health problems that have predictable outcomes (NCLEX 2014).

The registered professional nurse provides a unique, comprehensive assessment of the health status of the patient, including the development and implementation of a plan of care. The nurse assists patients to promote health, cope with health problems, adapt to and/or recover from the effects of disease or injury, and support the right to a dignified death (NCLEX 2013). Baccalaureate nurses are designers, coordinators, and managers of care. In addition to being an RN, the BSN-prepared nurse cares for vulnerable populations, evaluates the effectiveness of healthcare systems, participates in research, and assumes leadership and management roles.

PROGRAM CORE VALUES (GROWTH ATTRIBUTES)

Knowledge

Leadership

Inquiry

Skill

Service

Collaboration

Health

Elegance (Professionalism)

Diversity

Innovation

PROGRAM GOALS

1. Provide a generalist baccalaureate education that integrates knowledge from a variety of disciplines to inform decision making in the professional practice of nursing.
2. Build skills in leadership and management necessary for graduates to coordinate high quality safe patient care.
3. Advance knowledge and implementation of evidence based practices to improve patient outcomes through the application of basic research principles.
4. Provide opportunities to enhance skills using patient care technologies that support safe nursing practice.
5. Promote service to the community by advocating for policies aimed at reducing health disparities.
6. Encourage collaboration with other healthcare professionals to deliver high quality safe patient care.
7. Further knowledge of health promotion and disease prevention to improve health of individuals and the community.
8. Promote role modeling of professional behaviors through attention to words, actions and appearance which exemplify high level respect for self and others.
9. Expand knowledge and skills to competently care for people from diverse backgrounds of age, gender, ethnicity, culture, spiritual practice, and sexual orientation.
10. Provide opportunities for students to design and implement innovative approaches that respond to evolving practice environments.

EXPECTED LEARNING OUTCOMES FOR PROGRAM GRADUATES

The Florida Gateway College's RN-BSN program will prepare graduates to demonstrate the Essentials of Baccalaureate Education for Professional Nursing Practice in preparation for their

roles as providers of care, designers/managers/coordinators of care, and members of the nursing profession (AACN, 2008).

Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

Essential III: Scholarship for Evidence-Based Practice

Essential IV: Information Management and Application of Patient Care Technology

Essential V: Healthcare Policy, Finance, and Regulatory Environments

Essential VI: Interprofessional Communication/Collaboration for Improving Health Outcomes

Essential VII: Clinical Prevention and Population Health

Essential VIII: Professionalism and Professional Values

Essential IX: Baccalaureate Generalist Nursing Practice

By completion of the Florida Gateway College RN to BSN program, the graduate will be able to:

1. Integrate knowledge from a variety of disciplines to inform decision making in the professional practice of nursing
2. Apply leadership and management principles in the coordination of high quality safe patient care
3. Implement evidence based practices to improve patient outcomes through the application of basic research principles
4. Facilitate the application of patient care technology skills that support safe nursing practice
5. Provide service to the community by advocating for policies aimed at reducing health disparities
6. Collaborate with other healthcare professionals to coordinate high quality, safe patient care
7. Apply knowledge of health promotion and disease prevention to improve health of individuals and the community
8. Influence the practice of nursing through leadership behaviors that evidence mutual respect and understanding
9. Promote holistic, culturally competent care for people from diverse backgrounds
10. Design innovative approaches to manage complex and evolving care needs

EXPECTED PROGRAM OUTCOMES

1. Within one year of program completion, at least 70% of program graduates (who respond to the survey) will experience a role change reflective of a promotion, pay increase, increased responsibilities and/or pursue a graduate degree in nursing.
2. Within one year of graduation, at least 70% of the program graduates (who respond to the survey) will report satisfaction with the Florida Gateway College (FGC) RN-BSN program.
3. Within one year of graduation, at least 70% of employers (who respond to the survey) will report satisfaction with the FGC RN-BSN program.
4. At least 70% of full-time FGC RN-BSN program students will earn a BSN degree within 1.5 years (18 months) of initial program enrollment.
5. At least 70% of part-time FGC RN-BSN program students will earn a BSN degree within 3 years (36 months) of initial program enrollment.

PROGRAM ADMISSION OVERVIEW

- The Florida Gateway College's RN-BSN program is designed for the associate of science degree nursing (ASDN) graduate who has a current, valid, unrestricted, unencumbered Florida registered nursing (RN) license.
- Applications are accepted year round and are admitted either for spring or fall semester. The priority deadline for applications for fall admission is **March 31st** and for spring admission is **September 30th** of each year. If an application is received after the priority deadline, acceptance is not guaranteed for the upcoming semester.
- Applicants must have an associate of science degree in Nursing (ASDN) awarded from a regionally accredited college and a current, valid, unrestricted, unencumbered Florida RN license. The Program is hybrid meaning that the majority of the course content is offered online, with a smaller percentage offered face-to-face (including clinical practice).
- Continuous program enrollment is encouraged to support successful progression through the Program and graduation from the Program.
- Students who have completed all general education requirements prior to admission into the program may be able complete the Program within as little as three (3) semesters.

PROGRAM ADMISSION REQUIREMENTS

Program admission requirements are in accordance with the State of Florida Department of Education associate of science (AS) to bachelors of science (BS) Articulation Agreement. The Program utilizes the Statewide Course Numbering System (SCNS) to facilitate the transfer of credit for equivalent courses among the state's colleges and universities.

To be officially considered for admission into the program, an applicant must submit the following:

1. Two (2) completed applications: the **FGC Baccalaureate Application** and the **RN-BSN Program Application**.
2. A letter of interest describing reasons for pursuing a BSN degree and future career goals.
3. One (1) professional, signed letter of recommendation written on paper with the company's letterhead.
4. Documentation of a current valid, unrestricted, unencumbered Florida RN License which must be current throughout the duration of the Program
5. A photocopy of a current American Heart Association (AHA) Basic Life Support for Health Care Provider Card or Professional Rescuer for American Red Cross (ARC) Card. Please note that no other CPR cards will be accepted. CPR care must be current throughout the duration of the Program.
6. A brief, professionally written resume.
7. Copies of transcripts from all colleges attended.
8. Documentation of earning a grade of "C" or better in all general education requirements and a GPA of 2.5 or higher in all ASDN prerequisite courses

Upon acceptance to the RN-BSN program, the following requirements with appropriate documentation must be submitted to the Program's contracted vendor and current status must be maintained throughout the program:

1. Verification of current health insurance.
2. Verification of current BLS/CPR card.
3. Verification of Physical exam within the last one (1) year (must be documented and signed on Nursing & Health Sciences Physical Examination Form)
4. Current PPD or chest x-ray as appropriate.
5. Verification of Flu vaccine annually
6. Verification of MMR vaccinations or positive titer.
7. Verification of varicella vaccination or positive titer.
8. Verification of Hepatitis B vaccinations or positive titer or waiver.
9. Tetanus vaccination within the last ten years.
10. Level II background check and paperless drug screening (10 Panel) plus, alcohol test must be completed prior to clinical practicums using the Program's contracted vendor.

PROGRAM GRADUATION REQUIREMENTS

In order to graduate with the BSN degree, students must complete the following requirements:

1. Fulfill the requirements of the BSN program (including all courses required for program)
2. Fulfill the foreign language requirement by completing two credits of the same foreign language in high school or completion of a postsecondary course at the elementary 2 level (meaning the second course in a foreign language sequence) in one foreign language or American Sign Language (ASL), or passing scores on the College Level Examination Program (CLEP) for the elementary 2 level course.
3. Successfully complete all courses required for the program with a “C” or better.
4. Earn at least twenty five percent (25%) of the courses for the degree at FGC. In addition, twenty five percent (25%) of all upper division courses must be completed at FGC.
5. Fulfill all financial obligations to the College.

RN-BSN PROGRAM

Name: _____ Student ID: _____ ADVISOR: _____

Foreign Language _____ (Two credits of the same foreign language in high school or eight credits of the same college level foreign language to graduate)

*The following is a **suggested** sequence of the required courses.*

Course Prefix/Number/Name	Credit Hours
Prerequisite Courses (<u>Must</u> be completed prior to admission to the BSN Program)	13
SCIENCE CHM 2045 Chemistry	3
SCIENCE CHM 2045L Chemistry Lab	1
MATH STA 2023 Statistics *MAT 1033 is a required pre-requisite to this course	3
SOCIOLOGY SYG XXXX (Any SYG 1000-2999 course)	3
GENERAL PSYCHOLOGY PSY 2012	3
Transferable General Education & Common Prerequisite Courses from ASDN Degree (must have a cumulative grade point average of at least 2.5 in the following prerequisite courses):	30
SCIENCE BSC 2085 Anatomy and Physiology I	3
SCIENCE BSC 2085L Anatomy and Physiology I Lab	1
SCIENCE BSC 2086 Anatomy and Physiology II	3
SCIENCE BSC 2086L Anatomy and Physiology II Lab	1
ENGLISH ENC 1101 Freshman Composition I	3
SOCIAL SCIENCE DEP 2004 Human Growth and Development	3
HUMANITIES Any Gen Ed HUM 1000-2999 course	3
NUTRITION HUN 1201 Human Nutrition	3
MATH Any Gen Ed MAC or MGF course	3
SCIENCE MCB 2010 Microbiology	3
SCIENCE MCB 2010L Microbiology Lab	1
SPEECH Any Gen Ed SPC Course	3
Co-requisites*	9
COMMUNICATIONS ENC 1102 Freshman Composition II	3

SOCIAL SCIENCE Group 1: EUH 2000 or EUH 2001 or AMH 2010 or AMH 2020 or WOH 2012 or WOH 2022	3
HUMANITIES Group 1 or Group 2: (Individualized per student) *Must take a different humanities group course other than the group you completed in your ASDN program	3
Core Courses	31
NUR 3846 Nursing Theory	3
NUR 3125 Pathophysiology	3
NUR 3826 Ethical and Legal Issues in Health Care	3
NUR 4655 Nursing in Diverse Cultures	3
NUR 3145 Pharmacology	3
NUR 3065C Nursing Assessment (45 clinical lab hours)	3
NUR 3164 Nursing Research and Informatics	3
NUR 4636C Community Health (45 clinical practicum hours)	4
NUR 4837 Health Care Policy and Economics	3
NUR 4827C Leadership and Management in Professional Nursing (45 clinical practicum hours)	3
Lower Division Nursing Courses (Any NUR 1000-2999 courses)	42
TOTAL CREDIT HOURS	125

***Students must successfully complete all courses listed on page 10 and 11 with a C or higher.**

For additional information on course requirements, please contact (386) 754-4222.

Bachelor of Science in Nursing Application Requirements

Florida Gateway College - Upper Level Baccalaureate Division Admission Requirements:

1. Completion of the Florida Gateway College Upper Division/Baccalaureate Admission Application, including the residency affidavit by the published admission application deadline. All students who wish to claim Florida residency for tuition assessment purposes must complete the residency affidavit as a part of the application for admission process. The applicant must provide sufficient documentation in accordance with Florida Statute 1009.21 in order to substantiate residency as defined for tuition assessment purposes.
2. The applicant must provide official transcripts from all previously attended schools prior to admission at Florida Gateway College. This includes detailed official transcripts from high school and/or a state Department of Education which issued a GED® and/or a home school affidavit as prescribed by Florida Statute 1002.41. Additionally, the applicant must provide official transcripts from each previously attended postsecondary institution, inclusive of colleges, universities and/or vocational-technical schools (other than LCCC or FGC). Applicants to the upper-division level must have earned an AS in Nursing from a regionally accredited institution. All transcripts from schools based outside of the United States and its territories must be evaluated by a National Association of Credential Evaluation Services (NACES) approved agency.

Official transcripts should be sent directly to the Florida Gateway College

– Office of Admission, 149 SE College Place, Lake City, FL 32025-2007.

3. Prospective students who wish to be considered for admission to the Bachelor of Science in Nursing program offered through Florida Gateway College should possess at a minimum an Associate of Science degree in Nursing from a regionally accredited college or university, with a cumulative grade point average of at least 2.5 in the following prerequisite courses.

BSC 2085	Anatomy & Physiology I	3 credit hours
BSC 2085L	Anatomy & Physiology I Lab	1 credit hours
BSC 2086	Anatomy & Physiology II	3 credit hours
BSC 2086L	Anatomy & Physiology II Lab	1 credit hours
ENC 1101	Freshman Composition I	3 credit hours
DEP 2004	Human Growth & Development	3 credit hours
HUM XXXX	Any Gen Ed HUM 1000-2999 course	3 credit hours
HUN 1201	Human Nutrition	3 credit hours
MAC or MGF XXXX	Any Gen Ed MAC or MGF course	3 credit hours
MCB 2010	Microbiology	3 credit hours
MCB 2010L	Microbiology Lab	1 credit hours
SPC XXXX	Any Gen Ed SPC course	3 credit hours

Total 30 Credit Hours

4. Prospective students should possess a valid, unrestricted, unencumbered RN license issued through the State of Florida. RN license must be current throughout the duration of the program. Please see below for detailed admission requirements to the RN-BSN program.

RN-BSN program applications are accepted year round. For fall admission, the priority deadline for applications is March 31st of each year. The priority deadline for spring admission is September 30th of each year. If an application is received after the priority deadline then acceptance is not guaranteed for the upcoming semester.

Completion of this three-step process does not guarantee acceptance to the RN-BSN program. Completion of the checklist by the published deadline is the applicant’s responsibility. Applicants should complete both checklists before submitting any paperwork.

Step 1 - Packet A – Baccalaureate Admission Application

Florida Gateway College Baccalaureate Division Admission Application completed in full

Enclosed

Official detailed transcripts from high school to capture completion of foreign language requirements if applicable and/or a state Department of Education which issued a GED® and/or a home school affidavit.

Enclosed Requested/Ordered

Official transcripts from each previously attended postsecondary institution (other than LCCC or FGC), inclusive of colleges, universities and/or vocational-technical schools. Applicants to the upper-division level must have earned an associate of science in nursing degree (ASDN) from a regionally accredited institution. All transcripts from schools based outside of the United States and its territories must be evaluated by a National Association of Credential Evaluation Services (NACES) approved agency.

School _____	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Requested/Ordered
School _____	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Requested/Ordered
School _____	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Requested/Ordered
School _____	<input type="checkbox"/> Enclosed	<input type="checkbox"/> Requested/Ordered

Residency affidavit (pages 3 and 4 of Baccalaureate Division Admission Application) and required supporting documentation per Florida Statute 1009.21

Examples of supporting documentation: (must be dated 12 months before the first day of class for the term and must submit two of the following items)

- Florida Driver’s license or State-Issued ID card
- Florida Vehicle registration
- Florida Voter’s registration

If unable to provide two of these items, call 386-754-4236 to discuss additional options.

- Enclosed Requested/Ordered

Signed and dated Packet A checklist

- Enclosed

I understand that all of the items required in Step 1-Packet A of the RN-BSN Application Checklist must be submitted to the FGC Office of Admission by the date referenced on the academic calendar, for the term in which I am applying for admission, in order for my application to be complete and considered for acceptance to the college. Items may be hand delivered, mailed or faxed to FGC, Office of Admission, 149 SE College Place, Lake City, FL 32025-2007. Fax: (386) 754-4896.

Printed Name with Student ID number: _____

Signature _____ Date _____

Completion of this three-step process does not guarantee acceptance to the RN-BSN Program. Completion of the checklist by the published deadline is the applicant's responsibility. Applicants should complete both checklists before submitting any paperwork.

Step 2 – Mandatory Meeting with your Initial Advisor

Please call the Advisement office at 386-754-4222 to schedule your initial advisement meeting. You must meet with an advisor before submitting your RN-BSN Program Application.

I understand that I must schedule an appointment to meet with my initial advisor, before submitting my RN-BSN Program Application Checklist

Printed Name with Student ID number: _____

Signature: _____

Initial Advisement Date & Time: _____

Step 3 - Packet B – RN-BSN Program Admission Application

*** Applicants must have completed and submitted to the FGC Office of Admission a Baccalaureate Admission Application along with all required, supporting documents.

- RN-BSN program supplemental application (located on page 16-17)
- A professional, signed letter of interest describing the reasons for your desire to pursue a BSN degree and your future career goals *See sample letter on page 18
- One (1) professional letter of recommendation signed and written on paper with the company's letterhead *See sample letter on page 19
- Copy of a current valid, unrestricted, unencumbered RN license from Florida. This must be current throughout the duration of the BSN program
- Copy of current American Heart Association (AHA) Basic Life Support (BLS) for Health Care Provider Card or Professional Rescuer for American Red Cross (ARC) Card. No other CPR courses will be accepted. AHA CPR-Health Care Provider courses are available through FGC. Other sources may be used to obtain the AHA Health Care Provider or ARC card. This card must be current throughout the duration of the BSN program.
- A brief, professionally written resume
- Copies of unofficial transcripts from all colleges attended (excluding FGC)
- Signed and dated Packet B checklist

Failure to present proper documentation will result in non-acceptance into the program. Please make copies of all documentation for your personal records.

I understand that all of the items required in Step 2-Packet B of the RN-BSN Application Checklist must be submitted to the FGC Department of Nursing & Health Sciences by the established deadline in order for my application to be complete and considered for acceptance to the program Items may be hand delivered, mailed or faxed to **FGC, Nursing and Health Sciences RN-BSN Program, 149 SE College Place, Lake City FL 32025-2007. Fax: (386) 754-4987.**

Printed Name with Student ID number: _____

Signature _____ Date _____

RN-BSN Program Supplemental Application

A. GENERAL INFORMATION

Student Id Number _____ Year Applying for Admission _____

Name _____

Phone – Home () _____ Work () _____ Cell () _____

Permanent Address _____ City _____

County _____ State _____ Zip _____

Email Address _____

If any of your transcripts, test scores, etc., might arrive under any names other than listed above, enter names here:

List all post-secondary colleges or universities in which you have enrolled. Omission of any post-secondary college or university constitutes falsification of records and voids application (to list more college/universities, attach a separate page). **Attach an unofficial copy of your transcripts from colleges to this application.**

Name of Institution: _____

City/State: _____

Dates: _____

Degree /Credit: _____

Name of Institution: _____

City/State: _____

Dates: _____

Degree /Credit: _____

Name of Institution: _____

City/State: _____

Dates: _____

Degree /Credit: _____

Name of Institution: _____

City/State: _____

Dates: _____

Degree /Credit: _____

B. PERSONAL INFORMATION:

Notify in Case of Emergency _____

Relationship _____

Address _____

City _____ State _____ Zip Code _____

Phone – Home () _____ Work () _____ Cell () _____

C. MISCELLANEOUS INFORMATION

Have you ever been convicted of or fined and/or sentenced for any criminal offense (misdemeanor or felony), or have you ever plead guilty or ‘no contest’ (nolo contendere), or had adjudication of guilt withheld for any criminal offense (misdemeanor or felony)? Yes No

If yes, give dates and places of any convictions, pleas, fines and/or sentences, and explain or describe them. (Attach separate sheet if necessary.) *NOTE: A conviction will not necessarily disqualify you from acceptance into the program. Factors such as the seriousness and nature of the offense, age at time of the offense, and rehabilitation will also be taken into account.*

Are you currently on probation, parole, or under charges for violation of a law? Yes No

FALSIFICATION OF ANY PART OF THIS FORM WILL BE GROUNDS FOR DENIAL OF ADMISSION.

Sample letter of interest:

Date

Your Name

Your Address

Your Phone Number

Your Email Address

Florida Gateway College
149 S.E. College Place
Lake City, FL 32025

RE: Letter of interest for the RN-BSN program

Dear RN-BSN Program Personnel,

It is with great pleasure that I submit my application packet for the RN- BSN program at Florida Gateway College (FGC). I believe FGC offers me the greatest opportunity to further my education in nursing. I want to be very involved in providing patients/clients with quality and effective nursing care. I also feel that by completing my BSN at FGC will be a major step in attaining my career goals.

Thank you for the opportunity to submit this application and I hope you will consider me as a prospect for your program. Please contact me if there is anything else I need to provide to you. I look forward to hearing from you soon with your decision.

Sincerely,

Your Name Signed

Your Name Typed

Sample letter of recommendation

(Must be on the Company's letterhead)

(Date letter was written)

Subject: Letter of Recommendation

Dear RN-BSN Program Personnel,

Insert Applicant's name is a dedicated and reliable person (nurse). S/he is always comes to work on time and demonstrates a professional, caring attitude and behaviors.

Without reservations, I recommend **Insert Applicant's name** for your RN-BSN program at Florida Gateway College. I am confident that she will be an asset to your program and will be successful in obtaining her BSN degree.

Please contact me at my contact information below if you have questions.

Sincerely,

(Signature of writer)

(Typed name of writer)

(Job title of writer)

(Phone contact)

(Email contact)