



Associate of Science (A.S.) Nursing Application Packet

The information in this packet is for application to the 2025-2026 A.S. Nursing program which begins with nursing coursework in the fall of 2025. We will accept applications from June 15, 2024 through February 15, 2025. Applications received after February 15, 2025 will not be considered for the fall 2025 start date. ***Successful completion of prerequisites is required prior to beginning the nursing program.***

This packet includes:

1. A.S. Nursing Program application checklist
2. Nursing Education Program Technical Standards
3. NLN NACE I Foundation Exam Information
4. A.S. Nursing Program Sheet

A.S. Nursing Program Application Checklist

The following are required by the **February 15 deadline**.

- _____ Complete the Application for Admission to the College <https://www.mnwest.edu/get-started/apply>
- _____ Submit official high school and college transcripts or copy of GED certificate to the college
- _____ Complete the online AS Degree Nursing Program Application at:
<https://www.mnwest.edu/admission/programs-with-special-consideration/nursing>
- _____ Complete the NLN NACE Foundations of Nursing v1.2 Exam. You will take the exam from home via an online remote proctor. Register and make payment of \$86.00 at <https://ondemand.questionmark.com/home/405669/user/register/site>. The test is limited to three attempts in an application period (June 15 through February 15). If you retest, you must wait one month before retesting. February 15th, 2025 is the last day to test.

For more information, please contact Jodi Christensen at jodi.christensen@mnwest.edu or 507-825-6806

Important Information

Please Read

Selection Process

Admission to the nursing program is competitive. Applicants who have met the minimum admission requirements by February 15 will be reviewed for fall admission to the program.

Admission to the nursing program is determined by a screening committee based on the following criteria:

- Nursing test scores (ATI TEAS entrance exam for Practical Nursing and NLN test for Nursing, A.S.)
- College GPA
- Coursework related to the degree requirements for the nursing program. Minnesota West will evaluate the college transcripts and post transfer credits to your Minnesota West transcript in accordance with Minnesota State policy 3.21. You are encouraged to complete non-nursing courses prior to beginning nursing courses

Applicants who do not meet the minimum admission requirements or fail to complete the nursing program admission process by the February 15 deadline will be denied admission to the nursing program. Minnesota West will notify all applicants in writing of their admission status in the nursing program within six weeks of the application deadline. Please do not call to check on your admission status before April 1.

Program Costs

Tuition and fees are posted on our website at www.mnwest.edu and are subject to change. Additional costs include:

- Supplies, books, transportation, and miscellaneous expenses
- Licensure preparation testing (ATI) at the end of program (included in tuition)

Transcripts

Official high school and college transcripts must be submitted to the Admissions Office at Minnesota West by the February 15 deadline. Final official transcripts must be forwarded after you complete courses that are in progress. **Some general courses required for nursing programs have a time limit of five (5) years (i.e., Anatomy, Physiology, and Developmental Psychology).**

Requirements after Acceptance to the Nursing Program

1. Completion of all prerequisite coursework and courses within the nursing program with a grade of C or higher. C minus (-) grades are not accepted.
2. Current personal health insurance is required. Students are responsible for incurred medical costs during the nursing program.
3. *Castle Branch* database registration is required for all nursing students. Students are required to upload clinical documents to *Castle Branch* **by July 15** where your health record will be stored while you are in the nursing program. Students are responsible for registering and paying the *Castle Branch* fee. Documents that must be uploaded to the *Castle Branch* database include:
 - a) Minnesota West Nursing Health History and Physical form. https://www.mnwest.edu/images/student-forms/health_history_form.pdf

b) Written documentation from a health care provider or agency of immunizations/vaccinations/tests which include the following:

- ♦ Hepatitis B series – documentation of three (3) vaccinations; documentation of the new 2-dose Heplisav-B vaccination; or evidence of a positive Hepatitis B titer.
 - ♦ MMR (Measles, Mumps and Rubella) – documentation of two vaccinations or documentation of a positive MMR titer.
 - ♦ Tdap (Tetanus, Diphtheria and acellular Pertussis) – within the last ten (10) years.
 - ♦ Varicella (Chicken Pox) – two vaccinations or documentation of a positive varicella titer.
 - ♦ 2 step- Tuberculosis Skin Test, QuantiFERON blood test, or evidence of recent chest X-ray (within one year).
 - ♦ A COVID vaccine (or declination to the vaccine) is required at clinical experience locations. COVID documentation must include vaccine manufacturer and lot number.
 - ♦ Influenza - documentation must be administered during current flu season (August – March) and must be submitted on the school form available for download. https://www.mnwest.edu/images/student-forms/influenza_vaccination_administration_nursing_allied_health.pdf
4. Current CPR Certification from the American Heart Association (AHA) or American Red Cross (ARC) Basic Life Support (BLS) for the Healthcare Provider
- ♦ Certification must include ‘hands-on’ demonstration of CPR skills for all age groups and include AED training.
 - ♦ Online CPR renewals **will not be accepted.**

Note: Records with any personal medical information are considered confidential documents and are secured in the student *Castle Branch* database.

5. **Background Checks:** Nursing students are required to complete two (2) background checks at beginning of nursing program. Clinical facilities may also require their own background check – in addition to the following background checks: * MN Department of Human Services (DHS) background check pursuant to MN Statute 245C requires that students who have contact with individuals in licensed health care institutions complete an annual background study with the MN Department of Health and Human Services. * Criminal Background Check: students will complete a criminal federal background check through *Castle Branch* database, in addition to the MN Department of Human Services background check. If discrepancies occur on background checks, the student will be contacted by the nursing program director. Disqualifying offenses may be found at: <https://www.revisor.mn.gov/statutes/cite/245C.15>. Criminal background discrepancies may be reviewed by clinical facilities. Clinical facilities have the final decision on if students with a discrepancy may attend clinical experiences at their location.
6. **For A.S nursing program only:** Students must have an active and unencumbered LPN license throughout the entire AS nursing program.
7. Students are responsible for cost of nursing clinical experiences, health examinations, health insurance, malpractice insurance, CPR certification, *Castle Branch* registration fee, background checks, etc.
8. ATI examinations are required periodically in the program as well as a national standardized, end-of-program ATI exam near the completion of your final semester to assist in preparation for the licensure exam after graduation. The cost of this preparation tool and examinations by ATI are included in your ATI product purchase at the beginning of the program.
9. ATI review course: Students must complete an ATI and Hurst NCLEX review course after graduation and prior to receiving authorization to test for the NCLEX-RN exam.

Minnesota State **Associate** Degree Nursing Programs Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that associate degree nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. Please contact the Minnesota West Accessibility and Disabilities Services Coordinator at 800-658-2330 to schedule an appointment.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Ability to assess, plan, implement, and evaluate care. • Organize workload to manage time effectively and prioritize the delivery of client care. • Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions. • Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating and mentally sorting new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> • Maintain and protect client confidentiality and privacy. • Establish professional and ethical relationships with others. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to delegate. • Promote a team-building environment. • Provide effective and therapeutic care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately interpret and document nursing actions and client responses. • Display the capacity to engage in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to design teaching plans for client education and assess effectiveness. • Provide disease prevention and health promotion, care coordination and case findings.

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Move about client's room and/or workspaces to complete client assessment. • Administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client. • Ability to integrate assessment information to form a plan of care. • Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation. • Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope. • Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team. • Demonstrate distinction between provider-dependent and independent nursing interventions.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> • Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	<ul style="list-style-type: none"> • Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics. • Practice participation in development of healthcare policies, procedures. • Demonstrate understanding of nursing theory and practice.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> • Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards, potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References

H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.

Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.

Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.

NLN Exam Instructions

All online exams offered by National League for Nursing must be proctored in order to ensure fair and accurate exam results for all test candidates. NLN's exams are hosted by Questionmark, and online proctoring for the exam sessions is provided by Proctor360. Please review the guide for step-by-step instructions to help you through the process of purchasing your exam and scheduling your proctored exam session. Please review the student resources page <https://www.nln.org/education/assessment-services/student-resources> for more information.

Creating your NLN Account

- Navigate to www.nlnest.org
- Select Create "New Account" and choose 392300-01 Minnesota West Community and Technical
- Fill out all required fields. We suggest using your email address for your User Name.
- You will receive an email from Questionmark.com. Follow the instructions to complete the creation of your account.

Purchasing Your Assessment

- Log into www.nlnest.org and select the "Buy Exam" option
- You need to purchase the Foundations of Nursing v1.2 exam. The price of the exam is \$86.00. Please note: The NLN has a NO REFUND policy. PLEASE BE SURE TO PURCHASE THE CORRECT EXAM before completing checkout.
- The Search Catalog can be used to narrow down your search. Once you've found the appropriate assessment click "Add to Cart."
- Select the red shopping cart icon on the top right and proceed through the checkout process.
- An email will be sent with confirmation of your purchase and instructions on scheduling your exam.

Scheduling Your Assessment

- A link to schedule your proctored assessment will be provided after you purchase your exam.
- Use the link to create your proctored account and schedule your assessment. You will receive a confirmation email from noreply@proctor360exams.com

System Check

- Prior to your test, you will need to verify that your computer meets the requirements. Use the link provided in step 1 of your confirmation email to connect to a system check.
- During the system check you will be provided with the system requirements.
- Go through each step to verify that your microphone, speakers, and webcam are working properly.
- After the system check is complete, you'll be provided an email from noreply@proctor360exams.com with instructions to connect to your test at your scheduled time.

Testing Day

- Make sure that you are in a secure testing area with no other people around and that your testing space is clear of any additional items or materials.
- Prior to connecting for your test, please be sure to close any additional tabs or programs on your computer.
- Access the link provided by noreply@proctor360exams.com at the time of your exam. Select "Click Here" on Step 4 to be navigated to the check-in page.
- During your Check-In you will be required to submit a face photo, an ID photo, and perform a 360 degree sweep of your testing environment, showing your testing surface and room in which you are taking the exam. Once this has been completed, the proctor will provide a code so that you can enter your exam.

NOTE: If you have questions/concerns about the NLN exam, the quickest way to request assistance is to submit a request to studenthelp@nln.org



Nursing, A.S. (Registered Nurse)

Nursing A.S. is designed for Licensed Practical Nurses who wish to obtain the Associate of Science Nursing Degree. It is an entrance point for mobility students who have graduated from another nursing program or have completed Minnesota West's Practical Nursing Program. After successful completion of the Nursing A.S. Program, students are awarded the Associate of Science (AS) Nursing Degree and are then eligible to take the NCLEX-RN examination. Students are also eligible to articulate to BSN/BAN programs in the Minnesota State system.

2025 – 2026 Admission Requirements:

(Minnesota West reserves the right to modify admission requirements and/or curriculum for the AS Nursing program)

For Minnesota West Practical Nursing students applying to progress to the AS Nursing program:

1. Licensed as an LPN by July 15.
2. Cumulative prerequisite GPA of 3.0 in [BIOL 2201](#) (*Human Anatomy*), [BIOL 2202](#) (*Human Physiology*), [ENGL 1101](#) (*Composition I*), and [PSYC 1150](#) (*Lifespan Developmental Psychology*)
3. No grade lower than a "C" is accepted in any course required for the AS Nursing program (*including prerequisites*).
4. Complete the Declaration of Intent form.

For licensed LPN's applying to enter the AS Nursing program:

1. Licensed as an LPN by July 15.
2. Cumulative prerequisite GPA of 3.0 in [BIOL 2201](#) (*Human Anatomy*), [BIOL 2202](#) (*Human Physiology*), [ENGL 1101](#) (*Composition I*), and [PSYC 1150](#) (*Lifespan Developmental Psychology*).
3. No grade lower than a "C" is accepted in any course required for the AS Nursing program (*including prerequisites*).
4. Minimum decision score of 80 on the National League for Nursing (NLN) NACE I Foundations entrance exam. Applicants may take the entrance exam three times during an application period, one month apart. Entrance exam scores are valid for a two-year period of time.

[NURS 2000](#), Transition into Professional Nursing Education (1 credit), is required prior to entrance into Fall Semester nursing classes for students who have graduated from another nursing program or are returning to Minnesota West's Nursing Program.

The following course sequence is required for completion of this program. Only students who have been accepted into the Nursing program are allowed to take the nursing courses. The prerequisite courses shown must be completed before beginning the program.

Prerequisites

(The following prerequisite courses shown must be completed before beginning the program.)

Practical Nursing Diploma OR completion of Practical Nursing program (Advanced Standing)	6
BIOL 2201 Human Anatomy	4
BIOL 2202 Human Physiology	4
ENGL 1101 Composition I	3
PSYC 1150 Lifespan Developmental Psychology	3

Co-requisite courses

(The following General Education courses may be taken prior to beginning or during AS Program. Must be completed prior to graduation.)

Communication Elective (CMST 1101, 1103, 1130 or 1120)	3
Sociology Elective	3
PHIL 2101 Ethics Theory and Practices (<i>medical focus</i>)	3
Electives (<i>Composition II and College Math recommended</i>)	7

Fall Semester

NURS 2125 Patient Centered Care I	3
NURS 2130 Pharmacology: A Pathophysiologic Approach 1	2
NURS 2135 Geriatric and Psychiatric Nursing	2
NURS 2145 Principles of Professional Nursing	2
NURS 2150 Skills Lab	2
NURS 2190 Acute Care Clinical I*	2

Spring Semester

NURS 2225 Patient Centered Care II	3
NURS 2245 Health Promotion and the Role of the Professional Nurse	2
NURS 2255 Pharmacology: A Pathophysiologic Approach II	2
NURS 2260 Family Centered Care	3
NURS 2290 Acute Care Clinical II*	2
NURS 2390 Clinical in Alternate Settings*	2

Mayterm

NURS 2275 Nursing Preceptorship	1
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Recommended electives include: [ENGL 1102](#), humanities, social sciences ([HIST 1101](#), [HIST 1102](#), geography, political science or economics), chemistry, [BIOL 1115](#), [PSYC 1101](#), college math or statistics.

Humanities: choose from the areas of art, literature, theatre, [HIST 1111](#), [HIST 1112](#), music, or any course with HUM designator.

AS nursing students are required to participate in the ATI Integrated Testing Program. Required end of program assessment will include:

- Completion of an ATI Integrated predictor exam prior to graduation
- Completion of an ATI Review course prior to authorization to test for NCLEX-PN exam

*** Clinical experiences are a part of the program and are completed in healthcare facilities located in southwest Minnesota. On-campus and distance learning students need to be prepared to travel to assigned clinical sites as a program requirement.**



Minnesota West Community & Technical College Associate of Science Nursing program is accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
404-975-5000

Continued accreditation granted through Spring of 2031.