

LPN TO RN (LPN TO AAS -NURSING) CHECKLIST

The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the LPN to RN program. **It is the applicant's responsibility to insure that all items arrive prior to the October 1, 2025 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the summer 2026 program.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do **NOT** need to return it to us.

- VWCC college application—(Encouraged to complete on-line. See forms “Application Instructions” if need assistance.)

2026 LPN to RN Nursing program application form (restricted admission program). Please, when completing the application, provide an email account that will be valid during the entire application period and notification period, including status letters for summer 2026 (December 2024-January/February 2026). Application deadline is **October 1, 2025** for summer 2026 program. Please note: recent LPN graduates must submit a valid Virginia LPN license by August 1st prior to the start of fall semester. If you are interested in applying for the summer 2027 LPN to RN program only, please complete the summer 2026 application and we can move your academic file for summer 2027 consideration, provided you include a note with the application that you are working towards summer 2027 admission.

- Official High School transcript (*Required for all applicants, including those with previous college degrees.*)

All transcripts **must be sent** to Pam Woody **prior to October 1, 2025** (it must be in the **original envelope with the envelope seal intact** from the school that issues it, please do not open it).

- GED copy of scores (*if applicable*)

- High School transcripts are still **required if** you completed at least 9th grade.

- Official college transcripts from all colleges attended (**except** VWCC or any Virginia Community College) Official transcripts are still in the original **sealed envelope** from the school that issues it, please do not open.

Applicants should remember that if you register for any college courses after your application is on file, **you will be** responsible for having “official” transcripts sent to us directly from any **non-Virginia Community College** after Summer 2025 grades are posted by that institution (before 10/1/25 deadline for summer 2026 program). These transcripts are required and may serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite.

- Official transcript from Practical Nursing, showing completion of the program.

- Once all your transcripts are received by the Health Professions Advising and Applications Office, a 2-page form letter will be sent, to your email that you provide on the LPN to RN application (allow 4-5 weeks after submitting) – includes information about your **prerequisites**: Chemistry, and the college Bio141 and BIO 142, ENG 111, PSY 230, and SDV101 course prerequisites.

_____ **Chemistry** (high school **or** college) - completed with a grade of “C” or better by the end of Fall 2025 semester (**must** have lab component). VWCC course is CHM 5. Note: Direct Placement into a college-level Math is required or successful completion of MDE 10 to enroll in CHM 5 at VWCC.

_____ **BIO 141-** college **Human Anatomy/Physiology I** (or equivalent) must be completed with a grade of “C” or better by the end of Fall 2025 (must include lab component and be less than 5 years prior). Note: the prerequisites for enrolling in BIO 141 at VWCC includes ENG 111/EDE 11 placement and a recent Biology, within the last three years (BIO 101/NAS 2), with either a grade of “C” or “S”.

_____ **ENG 111, PSY 230, and SDV 101** must be completed by the end of Fall 2025 with a “C” or better. Remember that completion of the LPN program, upon receipt of official transcripts showing graduation, can be used to fulfill the two-credit SDV prerequisite.

- ❑ _____ **BIO 142** - college **Human Anatomy/Physiology II** (or equivalent) must be completed with a grade of “C” or better by the end of Spring 2026 (must include lab component and be less than 5 years prior). BIO 142 must be completed by second week of May and transcripts sent by May 24 to maintain seating in summer cohort, if accepted into the program.

NOTE: to receive the academic summary (process letter), please turn on your Notifications in Navigate.

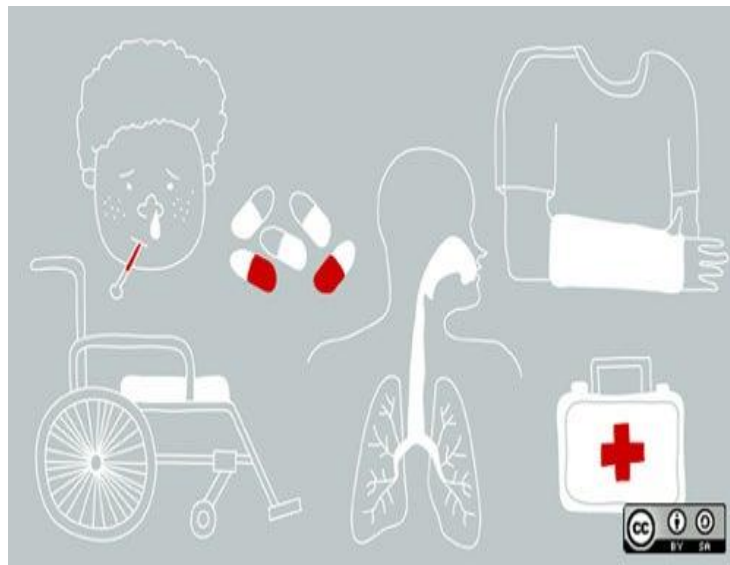
- ❑ The prerequisite GPA (BIO141, ENG111, PSY 230, SDV101) must be **2.50** or higher. Note: if all prerequisite grades are “C”, you will not meet the prerequisite GPA of 2.5 or higher to continue in the application process. The cumulative GPA must be 2.0 or above at the most recent school attended full-time at end of fall (2025). Please note the prerequisite GPA is used in the admission rubric but not the cumulative GPA.
- ❑ Complete the **math review skills link** and follow through with any recommendations. It is important to have the math skills in order to be successful with the Drug Dosage and other aspects of the nursing program. A review of your math skills can also assist with the math portion on the Kaplan. [The self-evaluation for the math skills is posted here with the answers as well.](#) This is self-guided and you will be responsible for knowing the math content to assist with success.
- ❑ (*If applicable*) Request **updated** official college transcripts of courses completed summer 2025 (at any non-Virginia community college). All transcripts **must be sent** to advisor at P. Woody-VWCC, 3091 Colonial Ave., Roanoke, VA 24015, **on or prior to October 1, 2025**. Please note, for any enrollment in a prerequisite for fall 2024 at a non-VCCS college, the official transcript must arrive at VWCC by January 15, 2026
- ❑ Register and attend a mandatory informational session that will discuss: Cost of program, Rigor of Program, Faculty/Student Expectations, Concept-Based Nursing Education, Role of Nurses in 2026, Employment while enrolled in the nursing program, if accepted, and other related information. Typically, the informational session dates will be loaded **on the website in September** and we usually have one session per month September, October and November. Normally applicants register at the Extended Services Application (ESA) at <https://apps.virginiawestern.edu/esa>. The links for the School of Health Professions is located under “**Health Professions Services**” on the ESA website. Please note the Informational Sessions loaded to the site in September are typically for the LPN to RN applicants applying for the following summer transition program. Therefore, the focus in fall will be both with LPN to RN bridge and traditional nursing information shared during the fall sessions. The mandatory session must be complete by November 5th of 2025 for summer 26 program for consideration.

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The above criteria must be met to be eligible and continue in the process for consideration for summer 2026.

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- ❑ Keep the Health Professions Advising and Applications Office informed of all name and email address changes (healthprofessions@viriniawestern.edu). (LPN to RN applicant database for all program mailings is separate from the college.)
- ❑ **Kaplan** entrance test scheduled/taken – A letter will be sent, using the Navigate platform (and again, please turn on your notifications in Navigate to receive this information), in mid-late October/November to qualified applicants with the testing details. If not received, you should contact Health Profession Advising and Applications Office before November 15.
- ❑ Complete the Kaplan. Note: applicants preferred score is a 45% or higher on **each** section of the Kaplan (Science, Writing, Math, Reading and Critical Thinking). In addition, the Composite Score must be 45% or higher to be considered for admission into the program. However, all scores will be evaluated and tabulated in the admission rubric. Please remember that scores below 45% will not be awarded admission points in the admission rubric.
- ❑ Notification of status in summer program will be sent in late January after fall grades are posted so pre-requisite GPA can be calculated for those enrolled in any prerequisite course(s) in fall.
- ❑ If accepted, plan to attend orientation for summer L2R nursing program, typically held in March. Details regarding the orientation date is typically shared in the Kaplan testing letter emailed in late October or early November or sent via Navigate.
- ❑ If accepted, students must maintain a current and unencumbered LPN license through program graduation. In addition, a valid Virginia LPN license must be obtained, if a recent graduate, by August 1, after summer transition courses and prior to fall third level nursing.



Applicants are encouraged to attend the First Friday “Application Best Practices” for the Health Profession programs which is held the first Friday of each month at 1:00 (to approximately 2:30) in Fralin, Room 210. This session outlines

the application process for the Health Profession programs and expectations and time-lines from application to program-start.