IMPORTANT INFORMATION FOR LPN TO RN STUDENTS

Congratulations on admission into the Connecticut Community College Nursing program! Please review the information below that will assist you to have a smooth and seamless experience should you accept the offer of admission.

FIRST, if you decide to accept this admission offer you must meet with an advisor in your AS (RN) nursing program to determine the best path for you to take in completing the curriculum. College contacts are as follows:

- **Capital Community College**: Nancy Casey RN, MSN, (860) 906-5161, ncasey@capitalcc.edu
- **Gateway Community College**: Mary Beth Banks, (203) 285-2388, mbanks@gatewayct.edu
- **Naugatuck Valley Community College**: Mary Manka, (203) 596-8657, mmanka@nv.edu
- **Northwestern CT Community College**: Connie Hotchkiss, (860) 738-6372, chotchkiss@nwcc.edu
- **Norwalk Community College**: Carol Yoder, (203) 857-7147, cyoder@norwalk.edu or Wendy Fitzgerald, (203) 857-7137, wfitzgerald@norwalk.edu
- **Three Rivers Community College**: Joan Graham RN, MSN, (860) 215-9431, jgraham@threerivers.edu or Suzanne Turner, (860) 215-9482, sturner@threerivers.edu

You will have two choices:

1. Enroll in all four semesters of the RN program (beginning with NUR*101), **space guaranteed**.
2. Participate in the statewide LPN to RN Articulation plan, **pending college space available**, involves the following:
   - Enroll in a 3-credit online “Bridge” course (NUR190) offered by Charter Oak State College (COSC) and coordinated by the Connecticut League for Nursing. Students must attain a final grade of 80% (B-) to be eligible to take a CT-CCNP college based LPN to RN transition course (NUR*130/132). The “Bridge” course may be offered in the spring, summer and fall semesters, pending adequate enrollment.
   - Following successful completion of the COSC “Bridge” course, students should enroll in the CT-CCNP college based LPN to RN transition course (i.e. NUR*130/132). **Students must be a licensed LPN to enroll in this course.**
   - Following successful completion of the LPN to RN transition course (i.e. NUR*130/132) and award of credit equivalent to the first year of the CT-CCNP, students may enroll in third semester courses. Two options:
     - Traditional Bridge: Enter with the cohort of students from the admission cycle at your college (ex. admitted for Fall 2017, enter third semester in Fall 2018).
     - Fast-Track Entry: Limited availability. Entry into the third semester of the CT-CCNP for either Fall 2017 or Spring 2018 semesters. **This option is not offered, or has limited spaces, at all CT-CCNP colleges because of resource availability.** You will be informed by your LPN advisor if Fast-Track entry is an option for you.

Students who are currently enrolled in an LPN Program are permitted to enroll in COSC NUR 190* without Connecticut LPN licensure; however all students enrolled in the LPN to RN transition course (NUR*130/132) must have LPN licensure in Connecticut.

*Do not enroll in COSC NUR190 until you have met with your college advisor listed above.

The syllabus for the “Bridge” course is available on the Charter Oak State College website at: [http://www.charteroak.edu/Bb/Syllabi/NUR/NUR_190_printable.cfm](http://www.charteroak.edu/Bb/Syllabi/NUR/NUR_190_printable.cfm).

SECOND, if, with the help of your advisor, you decide to begin the CT-CCNP in the first semester, you will receive information about registration and other elements of your orientation process.

THIRD, if, with the help of your advisor, you choose to participate in the statewide LPN to RN Articulation plan, as space and resources permit, the attached documents contain important items you should know about in order to have the best experience, one without unnecessary delays or other obstacles.

Further specific information about registration, technical requirements, text books and financial aid can be found on the following pages of this document.
LPN TO RN BRIDGE COURSE (NUR190) ENROLLMENT INFORMATION
SUMMER, 2017

Once you have decided with your advisor that the bridge course option in the summer is the best one for you, there are a number of steps to complete to enroll in the course. You must:

1. Register for NUR190 at Charter Oak State College, the institution that supports the online Bridge course for every nursing program in the state.
2. Evaluate your computer to be sure that it meets the technical/computer skills requirements of the course.
3. Obtain the textbooks for the course.
4. Initiate a process to transfer any financial aid you may have available from your home school to Charter Oak to support your enrollment in the Bridge course.

IMPORTANT INFORMATION BEFORE YOU START:

NUR190, the LPN to RN Articulation Bridge course, will be offered in Term 1 of the summer session at Charter Oak State College from Monday, May 22, 2017 through Sunday, July 16, 2017 (8 weeks). It will be followed by a mandatory clinical transition course (NUR*130/132). Registration for NUR190 opens on April 1, 2017 and closes at 4pm on Wednesday, May 17, 2017. The process for registration for NUR190 is described in the section below. The process for registration for the clinical transition course will be announced by your home school.

Registration:
You must register for NUR190, the LPN to RN Articulation Bridge course, with Charter Oak State College. The process is slightly different for those who have or have not been students at Charter Oak previously. Here is what you need to do for each of those instances:

1. For students who have taken courses at Charter Oak previously, click on this highlighted link to go to the ACORN student portal, where the registration process begins. Your directions are in the right column of the screen and the login area is at the top of the screen. You will use the login information you had obtained for previous enrollments. Now follow the directions in #3 below.

2. For students who have NOT taken courses at Charter Oak previously, registration is a two-step process. First, you will have to apply for a Charter Oak ACORN account to obtain the login information you need to enter the registration system. Click on this highlighted link to go to the ACORN student portal, (Guest directions are in the left column of the screen). Click on the link on the left column for the “Account Request Form” and fill it out with the requested information. When it asks you to indicate in what division you are planning to take courses, select Undergraduate from the drop down menu (even though it mentions that nursing courses are typically in the non-credit division, this one is not. It is a credit course and undergraduate is the correct designation for it). Submit the form and your login information will be emailed to you in 1-2 business day. Once you receive the login information, return to the ACORN student portal and follow the directions in #3 below.

3. Log in to the ACORN student portal with your User Name and Password, or remain logged in, and do the following: Click on the “Student Self Service” tab on the green bar at the top of the screen, and once on the page that loads, find the “Course Search” button and select it. Then, change the “Term” to the Semester you wish to register for—in this case “Summer”, with no additions afterwards, to show you all the courses for that entire semester. For the “Department” section select “Nursing” or just leave it at “All” to bring up all the courses. Leave faculty at “All”, hit Search, and you will see the list of courses to select from. Click the check box next to the course you wish to add (NUR190), and then at the bottom, click “Add course”. It will be added to your record. Payment information will follow and needs to be completed to finish the registration process.
Evaluation of Computer for Compliance with Technical/Computer Skills Requirements

You must be prepared to meet all of the following technical and computer skills requirements. At a minimum you should have the following prior to starting the online course:

1. A computer that meets the technical requirements for participating in the online course. Students should not plan to use a tablet or smart phone to complete course activities. You can click on the following link to review the requirements and see if your computer meets them: http://www.charteroak.edu/Bb/cosc_resources_printable.cfm#1.

2. A broadband internet connection – dial-up is just not good enough to have a satisfactory experience.

3. A browser that meets the technical requirements – be sure to note that AOL is not on the acceptable list. However, there is a way to work around this that is spelled out at the technical requirements links. If you use AOL be sure to check this out.

4. Access to Microsoft Word as your word processing program is preferred. There are ways to use other products but your experience will be seamless if you have Microsoft Word.

5. Computer skills to do the following: Create a document, preferably in Microsoft Word; be able to copy/paste from one document to another; create and send emails; attach a document to an email and access the internet.

Textbook Access: Charter Oak State College has an online Bookstore and all of the textbooks will be available there. We are using the latest edition of the book so it will NOT be possible to buy used books. EARLIER EDITIONS WILL NOT BE ACCEPTABLE. Please go to the ACORN student portal to access the link to the bookstore (on the lower left-hand side of the screen). If you purchase the textbooks anywhere else, be sure that you get the correct editions.

The required textbooks are as follows:

- Fundamentals of Nursing Package (ISBN: 978-0-323-41620-7) that includes the following two texts at a reduced bundled price:

Financial Aid:

If you have financial aid available from your previous year in your home school, you must complete a General Consortium Agreement for your financial aid to be applied to this course. Contact the financial aid office in your home school to initiate this process. When the form is completed it must be sent to the Financial Aid Office at Charter Oak State College prior to the start of the course. The address is: 55 Paul Manafort Drive, New Britain, CT 06053 or FAX at 860-760-6540.

Again, congratulations on your acceptance to the Connecticut Community College Nursing Program. If you have questions about the “Bridge” course or the statewide LPN to RN Articulation plan that this document does not address, you may contact Jane Murdock RN, EdD, Coordinator of Online Programs, for the Connecticut League for Nursing/Charter Oak State College Nursing Courses at jmurdock@charteroak.edu