**TRANSFER CHECKLIST FORM**

**for**

**KCC Associate Degree in Nursing (ADN) Program to**

**UH-Mānoa Bachelor of Science in Nursing (BSN) Program**

This Transfer Checklist Form is intended to assist Associate Degree in Nursing (ADN) students at Kapiʻolani Community College with transferring to the Bachelor of Science in Nursing (BSN) Program at the University of Hawaiʻi at Mānoa via the Hawaiʻi Statewide Nursing Consortium (HSNC).

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<tr>
<th>Step</th>
<th>Item</th>
<th>Target Completion Date</th>
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<td>☐ 1</td>
<td><strong>Complete Pre-BSN coursework:</strong></td>
<td>•Before the start of the ADN program (as a pre-nursing student).&lt;br&gt;•Before the end of the ADN program (as a nursing student).</td>
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<td>DA/DH/DL Course: ____________________&lt;br&gt;DA/DH/DL Course: ____________________&lt;br&gt;DP Course: __________________________&lt;br&gt;FG (A/B/C) Course: ___________________&lt;br&gt;FG (A/B/C) Course: ___________________&lt;br&gt;MATH 115 – Statistics (or equivalent) (<strong>)&lt;br&gt;WI: ________________________________&lt;br&gt;WI: ________________________________(</strong>)</td>
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<td>(<em><strong>) <strong>MATH 115 course</strong> (or EDEP 429, NREM 310, SOCS 225, PSY 225) serves as a prerequisite for NURS 363 (as referenced in Step #8).&lt;br&gt;(</strong></em>) <strong>Second WI course</strong> may be non-nursing course or NURS 363 (if offered as a WI course).&lt;br&gt;DA = Diversification of Arts&lt;br_DH = Diversification of Humanities&lt;br&gt;DL = Diversification of Literature&lt;br&gt;DP = Diversification of Physical Science&lt;br&gt;FG = Global and Multicultural Perspectives (Categories A,B or C)&lt;br&gt;WI = Writing Intensive</td>
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<td><strong>Academic Advisory:</strong> Students should use the KCC Associate in Arts (AA)/Liberal Arts advising sheet within the KCC website to discern the other courses that will fulfill requirements for the categories DA, DH, DL DP and FG. The KCC AA/Liberal Arts advising sheet may be found within the URL Link: <a href="http://www.kapiolani.hawaii.edu/academics/programs-of-study/liberal-arts-program/">http://www.kapiolani.hawaii.edu/academics/programs-of-study/liberal-arts-program/</a>.</td>
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<td><strong>Application Advisory:</strong> When applying to UH-Mānoa, applicants must have a <strong>2.0 cumulative grade point average (GPA)</strong> for all coursework completed at UH-Mānoa and can only have <strong>six (6) credits pending</strong> (which includes NURS 363 as referenced in Step #8).</td>
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<td>☐ 2</td>
<td><strong>Complete ADN/LPN-RN TRANSITION Program</strong></td>
<td>•End of Fall term&lt;br&gt;•End of Spring term</td>
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<td>☐ 3</td>
<td><strong>Complete University of Hawaiʻi System Application Form</strong> (UHASF) with ($70) application fee.</td>
<td>•By January 5 (for enrollment in UH-Mānoa in Fall term)&lt;br&gt;•By July 1 (for enrollment in UH-Mānoa in Spring term)</td>
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<td><strong>Application Advisory:</strong> When completing (online) UHASF, indicate major as “BS-Nursing.”</td>
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<td>☐ 4</td>
<td><strong>Send official academic transcripts from non-UH System institution(s) to UH-Mānoa Admissions Office:</strong> Have official transcripts sent from each post-secondary institution attended excluding any University of Hawaiʻi System institution(s). Unofficial, faxed, hand-carried, or student copies of academic documents will not be accepted.</td>
<td>•By January 5 (for enrollment in UH-Mānoa in Fall term)&lt;br&gt;•By July 1 (for enrollment in UH-Mānoa in Spring term)</td>
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<td><strong>Transcripts sent to:</strong> University of Hawaiʻi at Mānoa&lt;br&gt;Office of Admissions&lt;br&gt;2600 Campus Road, Room 001&lt;br&gt;Honolulu, HI 96822-2385</td>
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| □ 5 | Complete **UH-Mānoa School of Nursing HSNC BSN Application Form** with ($45) application fee via the NursingCAS website (at http://www.nursingcas.org/)

http://www.nursing.hawaii.edu/bachelor/bsadn/howtoapply

**Application Advisory:** When selecting a program within the NursingCAS application, within the field titled “Delivery,” please select “Hybrid” from the drop-down menu; after which you will need to select your school (i.e. “University of Hawaii at Mānoa School of Nursing & Dental Hygiene”) and then choose nursing program titled “Hawaii Statewide Nursing Consortium RN to Bachelor of Science (UDBS) Bachelor of Science in Nursing.”

• By January 5 (for enrollment in UHM Nursing in Fall term)
• By July 1 (for enrollment in UHM Nursing in Spring term)

| □ 6 | Receive Acceptance Notification Letter from UH-Mānoa Office of Admissions

Submit $200 tuition deposit by deadline (as identified within the acceptance notification letter).

Per UH-Mānoa Office of Admissions
2600 Campus Road, Room 001
Honolulu, HI 96822-2385
Tel: 808-956-8975
Toll Free: 800-823-9771
Text V/T: 808-956-7943
Fax: 808-956-4148
Email: uhmanoa.admissions@hawaii.edu

| □ 7 | Receive Acceptance Notification Letter from UH-Mānoa School of Nursing

**Acceptance Advisory:** After your acceptance is verified, the UHM School of Nursing will contact the UHM Admissions Office to activate your status for the Summer (for Step #8 regarding NURS 363 course) and the Fall (for Step # 9 regarding BSN courses).

Per UH-Mānoa School of Nursing Office of Student Services
2528 McCarthy Mall
Webster Hall
Honolulu, HI 96822
Brian Akiyama/Tracy Chagami
Tel: 808-956-3794
Fax: 808-956-5977
Email: hsnccrn@hawaii.edu

| □ 8 | Enroll in NURS 363 – Introduction to Nursing Research (3 credits) (E) which serves as a “bridge course” between the KCC ADN program and the UHM BSN program.

**Enrollment Advisory:** The UH-Mānoa School of Nursing has given its permission for ADN/TRANS students (graduating in the Fall semester) to enroll in NURS 363 in the Summer term prior to their enrollment in NURS 360 and NURS 362 in their final semester. There must be a minimum of ten (10) students.

• During Spring term (if graduating from ADN/TRANS program in Fall term)
• During Summer term (if graduating from ADN/TRANS program in Spring term)

| □ 9 | Enroll in BSN courses in first semester

**NURS 450** – Community, Public & Global Health Nursing (5 crs) *(O,W)*
**NURS 450L** – Community, Public and Global Health Nursing Lab (4 crs)
**NURS 452** – Cultural Aspects of Health Management (3 crs) *(H)*
**NURS 453** – Introduction to Genetics in Nursing Practice (3 crs)

During Fall/Spring term.

**Cohort Advisory:** If interested in starting in Spring term, there must be a minimum of ten (10) students.

| □ 10 | Enroll in BSN courses in second semester

**NURS 460** – Complex Nursing and Leadership (4 crs) *(W)*
**NURS 460L** – Complex Nursing and Leadership Lab (6 crs)
**NURS 461** – Advanced Pathophysiology and Neurobiology (3 crs)
**NURS Elective** (3 crs) – NURS 340 (E), 343, 402, 420, 421, 431 *(W)*, 432, 491 or 499

*(E) Ethics focus *(H) Hawaiian, Asian and Pacific focus *(O) Oral Communication focus *(W) Writing Intensive*