This Transfer Checklist Form is intended to assist Associate Degree in Nursing (ADN) students at Kapi‘olani Community College with transferring to the Bachelor of Science in Nursing (BSN) Program at the University of Hawai‘i at Hilo.

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<th>Step</th>
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<th>Target Completion Date</th>
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| □ 1 | **Complete Pre-BSN coursework:** | •Before the start of the ADN program (as a pre-nursing student).  
•Before the end of the ADN program (as a nursing student). |
|     | □ 1 Complete Pre-BSN coursework: | |
|     | A. Expository Writing (3 credits): ENG 100 (or equivalent course) | |
|     | B. Quantitative Reasoning (6 credits): MATH 115(*) and | |
|     | C. World Cultures (6 credits): ANTH 200 and | |
|     | D. Language Arts (3 credits): | |
|     | E. Humanities (6 credits): SP 151 and | |
|     | F. Social Sciences (6 credits): PSY 100 and | |
|     | G. Hawaii Pan Pacific (3 credits): NURS 350 (in BSN Program) | |
|     | H. Global & Community Citizenship (3 crs): NURS 457 (in BSN Program) | |
|     | I. Natural Sciences: BIOC 141, MICR 130, MICR 140, PHRM 203, ZOOL 141-141L, ZOOL 142-142L | |
|     | J. Statistics (3 credits): MATH 115(*) or equivalent course | |
|     | K. BSN Bridge Courses: NURS 348(**) and NURS 375 | |
|     | L. PSY 320 course: FAMR 230 | |
|     | M. Nursing Elective: Nursing course (in BSN Program) | |
|     | (*) MATH 115 or SOCS 225 (or BIO 280 at UH-Hilo) may be used to fulfill the Quantitative Reasoning and Statistics requirements. The Quantitative Reasoning and Statistics categories are the only categories that may be fulfilled via a single course.  
(**) NURS 212 (at KCC) may be used to fulfill the NURS 348 requirement. | |
|     | **Academic Advisory:** Students should use the UH-Hilo Baccalaureate Nursing Admissions & Advising Checklist Form within the UH-Hilo website to discern the other courses that will fulfill Categories B, C, D, E and F. The Advising Checklist Form may be found within the URL Link: http://hilo.hawaii.edu/depts/nursing/bsn/forms.php | |
| □ 2 | Complete ADN/LPN-RN TRANSITION Program | •End of Fall term  
•End of Spring term |
| □ 3 | Complete University of Hawaii System Application Form (UHSAF) for Summer term enrollment with no application fee—in preparation for enrollment in NURS 375 course (as referenced in Step #4). **You must select “Unclassified” as your intended major.** | By April 1 (suggested deadline for enrollment in UH-Hilo in Summer term) |
| □ 4 | Enroll in NURS 375 – Applied Human Nutrition (3 credits) | •During Summer term (if planning to enter UHH BSN in Fall/Spring term) |
|     | **Academic Advisory:** FSHN 475 – Human Nutrition for Health Professionals (at UH-Mānoa) may be used to fulfill the NURS 375 course requirement. FSHE 185 – The Science of Human Nutrition (at KCC) does not fulfill the NURS 375 course requirement. The UH-Hilo School of Nursing is not able to offer the NURS 375 course in the Fall/Spring term for UHH RN-BSN applicants due to space limitations. | |
| □ 5 | Complete University of Hawai‘i System Application Form (UHSAF) for Fall term enrollment with ($50) application fee. | •By February 1 (for enrollment in UH-Hilo in Fall term)  
•By September 1 (for enrollment in UH-Hilo in Spring term) |

**Application Advisory:** When completing (online) UHSAF, indicate your major as nursing. You must be accepted to UH-Hilo in order for the UH-Hilo School of Nursing to consider your nursing application.
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<th>Step</th>
<th>Task</th>
<th>Notes</th>
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**Application Advisory:** Must have "C" or higher for all prerequisite courses. Must have a **minimum cumulative grade point average of 2.7 or higher.** Application must include **two letters of reference** and a copy of RN license. If RN license will be obtained after the application deadline, you **must submit a copy of your RN license to the UH-Hilo School of Nursing before the start of your BSN program.** |
| □ 7 | Send official academic transcripts from non-UH System institution(s) to UH-Hilo Admissions Office | - Have official transcripts sent from each post-secondary institution attended excluding any University of Hawai‘i System institution(s). Unofficial, faxed, hand-carried, or student copies of academic documents will not be accepted.  
**Transcripts sent to:**  
University of Hawai‘i at Hilo  
Admissions Office  
200 W. Kawili Street  
Hilo, HI  96720-4091  

**Send official academic transcripts from non-UH System institution(s) to UH-Hilo Admissions Office**  
- By February 1  
  (for enrollment in UHH Nursing in Fall term)  
- By September 1  
  (for enrollment in UH-Hilo Nursing in Spring term) |
| □ 8 | Receive Acceptance Notification Letter from UH-Hilo Office of Admissions | - Submit [Intent to Enroll Form](http://hilo.hawaii.edu/studentaffairs/admissions/intenttoenroll.php) and ($60) tuition deposit by deadline (as identified within the acceptance notification letter). Intent to Enroll Form referenced within URL link below: [http://hilo.hawaii.edu/studentaffairs/admissions/intenttoenroll.php](http://hilo.hawaii.edu/studentaffairs/admissions/intenttoenroll.php)  
Acceptance Advisory: You must be accepted to UH-Hilo in order for the UH-Hilo School of Nursing to consider your nursing application.  

**Receive Acceptance Notification Letter from UH-Hilo Office of Admissions**  
- By February 1  
  (for enrollment in UH-Hilo in Fall term)  
- By September 1  
  (for enrollment in UH-Hilo in Spring term) |
| □ 9 | Receive Acceptance Notification Letter from UH-Hilo School of Nursing | - By February 1  
  (for enrollment in UH-Hilo in Fall term)  
- By September 1  
  (for enrollment in UH-Hilo in Spring term) |
| □ 10 | Complete **UH-Hilo Request for Modification of Academic Requirements Form** [https://hilo.hawaii.edu/registrar/documents/CourseModificationFormSep2016.pdf](https://hilo.hawaii.edu/registrar/documents/CourseModificationFormSep2016.pdf) | - **Academic Advisory:** The UHH Request for Modification of Academic Requirements Form is completed to process course substitutions for **NURS 348** (using **NURS 212**), **CHEM 141** (using **BIOC 141/241**) and **PSY 230** (using **FAMR 230**).  

**Complete UH-Hilo Request for Modification of Academic Requirements Form**  
- By February 1  
  (for enrollment in UH-Hilo in Fall term)  
- By September 1  
  (for enrollment in UH-Hilo in Spring term) |
| □ 11 | Enroll in BSN courses in first semester:  
NURS 350 – Transcultural Care & Health Promotion (3 crs)  
NURS 358 – Nursing Research (3 crs)  
NURS 347 – Health Assessment (3 crs)  
NURS 347L – Health Assessment Practicum (1 cr)  
NURS 362 – Nursing Professional Writing (1 cr) | - **Enroll in BSN courses in first semester:**  
NURS 350 – Transcultural Care & Health Promotion (3 crs)  
NURS 358 – Nursing Research (3 crs)  
NURS 347 – Health Assessment (3 crs)  
NURS 347L – Health Assessment Practicum (1 cr)  
NURS 362 – Nursing Professional Writing (1 cr)  

**Enroll in BSN courses in first semester:**  
- During Fall/Spring term  
  (depending on term of entry) |
| □ 12 | Enroll in BSN courses in second semester:  
NURS 410 – Community Health Care (2 crs)  
NURS 410L – Community Health Care Practicum (3 crs)  
NURS 457 – Collaborative Health Care, Leadership (3 crs)  
NURS 457L – Collaborative Health Care Practicum (2 crs)  
NURS 361 – BSN Nursing Review (3 crs)  
NURS Elective (3 crs) | - **Enroll in BSN courses in second semester:**  
NURS 410 – Community Health Care (2 crs)  
NURS 410L – Community Health Care Practicum (3 crs)  
NURS 457 – Collaborative Health Care, Leadership (3 crs)  
NURS 457L – Collaborative Health Care Practicum (2 crs)  
NURS 361 – BSN Nursing Review (3 crs)  
NURS Elective (3 crs)  

**Enroll in BSN courses in second semester:**  
- During Spring/Fall term  
  (depending on term of entry) |