**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 Kapi'olani Community College with transferring to the Bachelor of Science in Nursing (BSN) Program at the University of Hawai‘i at Mānoa via the Hawai‘i Statewide Nursing Consortium (HSNC) for Fall 2019 and thereafter.

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<th>Step</th>
<th>Item</th>
<th>Target Completion Date</th>
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| □ 1 | **Complete Additional Pre-BSN coursework:**  
DA Course: _SP 151 – Speech or SP 251 – Public Speaking_  
DH/DL Course: ___________________  
DB Course: _FSHE 185 – Science of Human Nutrition_  
DP Course: _BIOC 141 – Fundamentals of Biochemistry_  
DS Course: _PSY 100 – Survey of Psychology_  
FG (A/B/C) Course: ___________________  
FG (A/B/C) Course: ___________________  
Statistics – _Math 115 – Statistics (or equivalent)_(*)  
WI: ________________________________(**) | • Before the start of the ADN program (as a pre-nursing student).  
• Before the end of the ADN program (as a nursing student). |
| (*) _MATH 115 course_ (or ECON 321, EDEP 429, MATH 132, NREM 310, PSY 225, SOCS 225) serves as a prerequisite for NURS 363 (per Step #8).  
(**) _Second WI course_ may be non-nursing course or NURS 363 (if offered as a WI course). |
| DA = Diversification of Arts  
DB = Diversification of Biological Sciences  
DH = Diversification of Humanities  
DL = Diversification of Literature  
DP = Diversification of Physical Science  
DS = Diversification of Social Sciences  
FG = Global and Multicultural Perspectives (Categories A, B or C)  
WI = Writing Intensive |
| Academic Advisory: Use the KCC Associate in Arts (AA)/Liberal Arts advising sheet (within the URL link below) to discern other courses that will fulfill DH, DL and FG requirements.  
https://www.kapiolani.hawaii.edu/academics/programs-of-study/liberal-arts-program/liberal-arts-program-toolbox/ |
| Application Advisory: Must have _3.0 cumulative grade point average_ (GPA) for all coursework at UH-Mānoa; must have a grade of “B” or better for MATH, ZOOL & MICR courses and can only have six (6) credits pending (which includes NURS 363 per Step #8). |
| □ 2 | **Complete ADN/LPN-RN TRANSITION Program** | • End of Fall term  
• End of Spring term |
| □ 3 | **Complete University of Hawai‘i System Application Form** (UHSAF) with ($70) application fee.  
http://www.uhm.hawaii.edu/apply/  
Application Advisory: When completing (online) UHSAF, indicate major as “BS-Nursing.” | • By January 5  
(for enrollment in UH-Mānoa in Fall term)  
• By July 1  
(for enrollment in UH-Mānoa in Spring term) |
| □ 4 | **Send official academic transcripts from non-UH System institution(s) to UH-Mānoa 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 Mānoa  
Office of Admissions  
2600 Campus Road, Room 001  
Honolulu, HI 96822-2385 | • By January 5  
(for enrollment in UH-Mānoa in Fall term)  
• By July 1  
(for enrollment in UH-Mānoa in Spring term) |
| □ 5 | **Complete UH-Mānoa School of Nursing HSNC BSN Application Form** with ($50) application fee via the NursingCAS website (at [http://www.nursingcas.org/](http://www.nursingcas.org/)) and the UH-Mānoa School of Nursing HSNC BSN Application Form with ($50) application fee via the NursingCAS website (at [http://www.nursing.hawaii.edu/bachelor/bsadn/howtoapply](http://www.nursing.hawaii.edu/bachelor/bsadn/howtoapply)). **Application Advisory:** When selecting a program within the Nursing CAS 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: hsncren@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 Summer term (if graduating from ADN/TRANS program in Fall or 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 able to complete NURS 363 in preceding Summer/Fall. |

| □ 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, 481 or 499

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

- During Spring/Fall term. |