

The NURS 212 Enrollment Request Form is intended to assist students with confirming their eligibility to enroll in the NURS 212 (Pathophysiology) course which serves as a prerequisite course for the Associate in Science Degree in Nursing/ Transition for Licensed Practical Nurses (aka LPN-RN Transition Program). Please complete all applicable steps below by the stated deadlines. *****Please note students are allowed to take NURS 212 at Kapi'olani CC a total of (2) times only.**

| Step | Item | Target Completion Date |
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| <input type="checkbox"/> 1 | <u>Confirm Semester in which NURS 212 course will be completed:</u> (Check One) <input type="checkbox"/> Fall Term: NURS 212 (CRN: _ _ _ _ _) <input type="checkbox"/> Spring Term: NURS 212 (CRN: _ _ _ _ _) <input type="checkbox"/> Summer Term: NURS 212 (CRN: _ _ _ _ _) | •By August 15 (for enrollment in Fall term) •By December 31 (for enrollment in Spring term) •By May 1 (for enrollment in Summer term) |
| <input type="checkbox"/> 2 | <u>Confirm completion of pre-requisite courses for Kapi'olani CC LPN-RN Transition Program: Please download a hard copy of your STAR Academic Transcript</u> and highlight (using yellow highlight pen) all prerequisite courses as noted below. Chemistry (one year of high school chemistry or one semester of college chemistry) (*) ENG 100 HDFS/FAMR 230 MATH 100 or higher MICR 130 PSY 100 or ANTH 200 PHYL/ZOOL 141-141L (or ZOOL 240) PHYL/ZOOL 142-142L (or ZOOL 241) (*) If you are using your high school chemistry to fulfill the chemistry requirement, please include a copy of your high school transcript with your enrollment form. Or have your high school transcript sent from your high school to Kapi'olani CC Nursing Department (at 4303 Diamond Head Road, Honolulu, HI 96816) before the start of the course. Please indicate the name of your high school: | By target completion date referenced in Step 1. |
| <input type="checkbox"/> 3 | <u>Attach your highlighted STAR Academic Transcript to this form.</u> If you are using courses outside of the University of Hawaii System (and the courses are not included in your STAR Academic Transcript), please attach a student copy of your previous school's academic transcript, ultimately highlighting the prerequisite courses in yellow on your transcript. | By target completion date referenced in Step 1. |
| <input type="checkbox"/> 4 | <u>Attach a copy of your Practical Nursing License as issued by the State of Hawai'i Board of Nursing.</u> | By target completion date referenced in Step 1. |
| <input type="checkbox"/> 5 | <u>Please list the college/program you completed the Practical nursing training:</u> _____ (Name of college/program) (City, State) | List the Month/Year of PN program completion: _____ (mm/yyyy) |
| <input type="checkbox"/> 6 | <u>Complete University of Hawai'i System Application Form</u> (UHSAF): If you are not currently enrolled within a UH System campus or if your last date of attendance | •By August 1 (for enrollment in Fall term) |

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| | <p>within a UH System campus was over a year prior to your intended semester of enrollment, you must complete the online UHSAF. https://www.kapiolani.hawaii.edu/admissions/?a=1</p> <p>Application Advisory: When completing (online) UHSAF, indicate major as "LBART" or "UNCLS."</p> | <p>•By December 15 (for enrollment in Spring term)</p> <p>•By June 15 (for enrollment in Summer term)</p> |
| <input type="checkbox"/> 7 | <p><u>Submit NURS 212 Enrollment Request Form and all other required documents to the Kapi'olani CC Nursing Department:</u></p> <p>a. Mail to: Kapiolani Community College Nursing Department 4303 Diamond Head Road Honolulu, HI 96816</p> <p>b. Email through UH File Drop: Go to the UH File Drop site, https://www.hawaii.edu/filedrop/. Log in using your full name and email address or UH account info. Upload your documents, allow for "14-days" to download and send to kapnurs@hawaii.edu.</p> <p>c. Hand deliver to: Kapi'olani CC Nursing Department Counselor, Kōpiko Building, Room 201. Nursing Department office hours: Monday to Friday, 8:00 a.m. to 4:00 p.m. excluding state holidays.</p> | <p>By target completion date referenced in Step 1.</p> <hr/> <p>For Office Use Only Date Received:</p> |
| <input type="checkbox"/> 8 | <p><u>Obtain registration override from Kapi'olani CC Nursing Department Counselor in order to register for the NURS 212 course.</u></p> <p>Upon receipt of the NURS 212 Enrollment Request Form, the Nursing Department Counselor will review your eligibility to register for the NURS 212 course.</p> <p>If deemed eligible, the Nursing Department Counselor will enter the registration override into your Banner student record and will contact you by email to confirm your eligibility to register for the NURS 212 course.</p> | <p>•After eligibility for NURS 212 course confirmed.</p> |

For More Information: Contact the Kapi'olani CC Nursing Department at (808) 734-9305 or kapnurs@hawaii.edu.