



NORTHWEST FLORIDA STATE COLLEGE

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ASSOCIATE DEGREE NURSING PROGRAM Transfer Candidate Checklist

Students will be considered for transfer into NWFSC's nursing program on a space available basis. To be considered for transfer, the student must:

- _____ Apply to Northwest Florida State College (Application to the College is free)
 1. Go to www.nwfsc.edu
 2. Click on the green "Apply Now" button on the right hand of the screen

- _____ Request official copies of transcripts to be sent to the College
 - High school and all college work included
 - Transcripts must be sent directly to the College; you may not hand-deliver them
 - Minimum eligibility requirements:** Overall college GPA of 2.5
 - GPA in current/previous nursing program of 2.5

- _____ Write a letter (typewritten & signed) addressed to Dr. Marty Walker, Director of Nursing
 - Explain why you are requesting transfer.

- _____ If you are ELIGIBLE to return to your current/previous program, request a letter from the dean or director of that program addressed to Dr. Marty Walker, Director of Nursing, stating that you are in good standing at that college and are eligible to return to that program (Students who have twice earned a grade of D or F in any NUR course are not eligible for admission). This must be on official letterhead and signed by the dean or director.

Once your request for transfer is approved, admittance to the program will depend on completing and successfully passing the following steps:

- _____ Step 1
 - Schedule a time to take the Evolve Reach (HESI) exam
 - For candidates seeking admission into **Nursing Process II (need Maternal Nursing)**:
 - Fundamentals exam (score at least 900 to go to the next step)
 - For candidates seeking admission into **Nursing Process III (passed Maternal Nursing)**:
 - Mid-Curricular exam (score at least 900 to go to the next step)

- _____ Step 2 Take the Dosage Calculation exam and reach the benchmark of 90%.

- _____ Step 3 Schedule a time to take the Skills Validation exam.
 - This is a psychomotor exam testing the skills to the level that you are requesting transfer.
 - You will be given a list of critical steps that you will be expected to perform in this exam.

- _____ Step 4 Complete the skills checklist provided after completing the Skills Validation Exam.