



Kirtland Community College  
4800 West Four Mile Road  
Grayling, MI 49738  
989.275.5000

## ASSOCIATE DEGREE IN NURSING

### ADN and LPN to ADN Programs

Dear Potential Nursing Student:

Thank you for your interest in Kirtland Community College's Nursing program. My name is Amy Roy, and I am the Director of Nursing and Allied Health. Nurses are special, and always needed! Our nursing program has exceptionally high state board exam pass rates, which translates into confidence across the board! Our instructors have credibility throughout the nation and have decades of hands-on experience. We are all here to assist you through your journey.

Nursing is an incredibly exciting and rewarding healthcare career. We are an NLN-CNEA-accredited program. We look forward to helping you be successful! The following was developed to guide you through our admission requirements and application process.

We look forward to meeting you to further discuss the requirements and assisting you throughout the program to meet your personal and professional goals in your chosen healthcare profession.

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Amy Roy, Director of Nursing and Allied Health

*Be the future*

[www.kirtland.edu](http://www.kirtland.edu)

## APPLYING TO KIRTLAND COMMUNITY COLLEGE'S NURSING PROGRAM

- ☐ **KIRTLAND COMMUNITY COLLEGE ADMISSION APPLICATION:** If you are new to Kirtland Community College, or returning after a bit of time away, please complete our [Admissions Application](#). Once processed, you will receive an acceptance letter listing additional actions needed (e.g. copy of official transcript(s) from your high school and transfer college(s), proof of residence, etc.). It also contains your Kirtland email (Kmail) address that will be used for all official college communications. We encourage frequent monitoring of your Kmail account.
- ☐ **HIGH SCHOOL DIPLOMA/GED COMPLETION AND AGE REQUIREMENT:** Applicants must have a high school diploma or GED on file with the Registrar's Office. Applicants should verify that their document(s) are on file before applying to the Health Science Program.

**PLEASE NOTE:** Students must be 18 years of age or older by the first day of clinical/internship (\*\*The Nursing program begins clinical in the first semester).

*High school students who desire to apply before achieving their diploma may apply contingent upon achieving and formally submitting their official transcripts to the Registrar's Office 30 days before the semester accepted start date.*

- ☐ **FINANCIAL AID:** If you have not already, complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) to determine your eligibility for grants/loans. For more information and/or assistance, visit our [Paying for College](#) web page or contact our Financial Aid Office at [989-275-5000](tel:989-275-5000) ext. 257, or email [FinAid@Kirtland.edu](mailto:FinAid@Kirtland.edu). (Please note that this is completed annually.)
- ☐ **NEED FINANCIAL HELP:** Tuition-free assistance may be available through Michigan Works! Click [here](#) for additional information.
- ☐ **SCHOLARSHIPS:** Kirtland Foundation Scholarships offer a variety of scholarship opportunities for fall and winter semesters. We highly encourage you to [apply](#).
- ☐ **DECLARE PROGRAM OF STUDY:** If you are already a Kirtland student and want to change your current program of study to another program, you will need to complete the [Program of Student Update](#) form.
- ☐ **SCHEDULE AN APPOINTMENT WITH YOUR ACADEMIC ADVISOR:** All students must meet with their academic advisor to review prerequisites and develop a program success plan. To schedule an appointment, you can use the link provided in your Kmail from your advisor, or you may contact Advising at [989-275-5000](tel:989-275-5000) ext. 280 or email at [stuservice@kirtland.edu](mailto:stuservice@kirtland.edu).
- ☐ **PLACEMENT TESTING:** If you've been out of high school for longer than ten(10) years, and depending on your high school grade point average (GPA), you may need to complete additional placement testing. Your academic advisor can assist you with determining what, if any, testing may be necessary.
- ☐ **PREREQUISITES:** The following are the prerequisite courses that must be completed with the required grades for admission to the Nursing program. Please reference the "Program" column below to determine which prerequisites you are required to complete for the program you are

entering (LPN to ADN program or ADN program).

GENERAL EDUCATION/ PREREQUISITE REQUIREMENTS				
Program	Course	Title	Min grade	Credits
ADN	ALH-10101	Medical Terminology*	B-	2
ADN	ALH-11101	Dosages and Calculations	B-	1
LPN		Current LPN License	3.0	20-21.5
Both	BIO-23500	Anatomy and Physiology I*	B-	4
Both	BIO-23600	Anatomy and Physiology II*	B-	4
Both	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3
Both	MTH-12000 or MTH-12002 or MTH-20600 or MTH-20601 or MTH-120PR	Intermediate Algebra or Applied Int. Algebra or Intro to Statistics or Applied Intro to Statistics or requisite met [MTH120PR]	C	0-4
Both	PSY-10100	Introduction to Psychology	C	3
Total Prerequisite & General Education Credits:				17-21

*\*Additional Note: The timeframe on science prerequisite courses (Medical Terminology, A&P I & II) is accepted if within five years of application to the program. LPN-to-ADN students who have completed A&P I & II with the minimum grade requirement, not within 5 years of application, please contact your academic advisor for options.*

Note: If you failed out of another school's nursing program, you must complete an exemption process with the Director of Nursing for consideration of entrance to our program. Please schedule an appointment with an Academic Advisor for support with the process.

☐ **JOB SHADOWING:** Students who are applying to the Nursing program *without* direct healthcare experience are strongly encouraged to complete at least 12 hours of job shadowing with a nurse before applying to the Nursing program.

☐ **RANKING:** This program has a selective ranking process. The ranking of the Nursing programs is based on prerequisite course grades, entrance exam scores, essay, and the meet and greet.

\*\*Students who finish their prerequisite classes before or during the winter semester (before the fall program start) will be ranked in a primary ranking. Students who will finish their prerequisite classes and/or their entrance exam in the summer semester (before the fall program start) are still eligible to be ranked in a secondary ranking process if seats are available.

☐ **COMPLETE NURSING PROGRAM APPLICATION:** Kirtland's program application window opens January 15<sup>th</sup> for the upcoming fall and winter programs. Please review the [Nursing Application Process Checklist](#) to learn how to apply.

**The application deadline for fall admission is May 15<sup>th</sup>**  
**The application deadline for winter admission is September 15<sup>th</sup>**

*(Note: Applications received after the deadline are considered late applications. Late applications will be ranked after on-time applications if seats are still available. Completing this application does not signify acceptance into the program.)*

☐ **ENTRANCE EXAM: ATI Test of Essential Academic Skills (TEAS).** The TEAS exam is a requirement for all ADN and LPN to ADN Applicants. It is strongly encouraged that you review [this document](#) to learn more about the TEAS exam.

☐ **NURSING ADMISSION ESSAY:** Within the program application, you will find information about submitting

an essay to the ranking committee. Essays are due by May 15<sup>th</sup> for those applying for fall entry, and by September 15<sup>th</sup> for those applying for winter entry. We strongly encourage you to start early and utilize the [Writing Center](#) before submitting.

- ☐ **MEET AND GREET:** As part of the acceptance process, you will be asked to participate in an in-person Meet and Greet session with fellow Nursing school applicants, the Director of Nursing, and Nursing faculty and staff. This is a great opportunity for you to get to know our faculty, and for our faculty to get to know you before beginning the program. To be successful, please dress for success and come ready to participate!
- ☐ **ACCEPTANCE/WELCOME LETTERS:** Health Sciences will email Acceptance Letters between mid-June and early August (*depending on application and prerequisites status*) for fall entry, and towards the end of December for winter semester entry. You will need to confirm your seat in the program.
- ☐ **COURSE REGISTRATION:** Upon acceptance into the program, Health Sciences will register you for your Nursing program courses. If you need to drop/withdraw from a class, it is your responsibility to do so.
- ☐ **MANDATORY ORIENTATION:** Date is to be determined (*usually within the second week of August for fall, and the first week of January for the winter semester*).
- ☐ **ACEMAPP: Due by orientation.** Additional information and instructions will be provided in your Acceptance/Welcome Letter.
- ☐ **IMMUNIZATIONS, PHYSICAL EXAM, AND BLS: Due by orientation.** Additional information regarding Compliance Requirements can be found at this link - [Required Abilities and Immunizations](#). **It is highly recommended that you begin collecting your immunization documentation and make sure that your immunizations are up-to-date.** These requirements are mandatory to participate in your program's clinical expectations. There is a \$35 out-of-pocket expense for the Student Requirement Management Service. There may be additional costs associated with Immunizations, Physical Exam, and BLS Certification. Information and instructions on how to submit your documentation will be provided in your Acceptance/Welcome Letter.
- ☐ **BACKGROUND CHECK & DRUG SCREENING: Due by orientation.** This is a \$79.80 out-of-pocket expense. Additional information will be provided in your Acceptance/Welcome Letter. If you feel you might have a criminal background that could hinder your acceptance into the program, we encourage you to reach out to Health Sciences at [NursingHS@kirtland.edu](mailto:NursingHS@kirtland.edu) for an evaluation.

A student's ability to enter a healthcare facility to complete the clinical expectations required for the program may be affected by the results of the background check. Students who have been convicted of a felony, or certain misdemeanors, should be aware that they may be denied to take and/or be awarded a license. Kirtland Community College is not responsible if a student is denied licensure after completing our health science program.

### SAMPLE SHOWING CLASS/CLINICAL TENTATIVE SCHEDULES:

LPN to ADN SEMESTER	ADN SEMESTER	NURSING PROGRAM COURSES		CLINICAL SCHEDULE* (subject to change)	MINIMUM GRADE
	1st	NUR-10521	Foundations in Patient Care	Long-Term Care Facilities This starts in Week 6 for a 6.5-hour day/week	B-
		NUR-15221	Professional Nursing (PN) I	NO CLINICAL REQUIREMENT	B-
		NUR-10921	Foundations of Pharmacology	NO CLINICAL REQUIREMENT	B-
1st	2nd	NUR-12221	Medical-Surgical Nursing I	Grayling, Gaylord, West Branch, Tawas, Cadillac, Kalkaska, or Traverse City 10 - 8 hour shifts (various days/hours)	B-
		NUR-12921	Application of Pharmacology I	NO CLINICAL REQUIREMENT	B-
		NUR-14221	Mental Health Nursing	Health Source in Saginaw 4 - 8 hour shifts (either M/F)	B-
2nd	3rd	NUR-22221	Medical-Surgical Nursing II	Grayling, Gaylord, West Branch, Tawas, Cadillac, Kalkaska, or Traverse City 8 - 12 hour shifts (various days/hours)	B-
		NUR-20921	Application of Pharmacology II	NO CLINICAL REQUIREMENT	B-
		NUR-23221	Maternal-Child Nursing	Covenant in Saginaw, Spectrum in Big Rapids, or Traverse City 24-32 hours for OB 24-32 hours for Peds (various days/hours - majority on weekends for both)	B-
3rd	4th	NUR-22421	Medical-Surgical Nursing III	Grayling, Gaylord, West Branch, Tawas, Cadillac, Kalkaska, or Traverse City 8 - 12 hour shifts (various days/hours)	B-
		NUR-25221	Professional Nursing (PN) II	Various Locations 96-120 hours with a preceptor **Starting 2025-26: 144 hours with a preceptor (various days/hours)	B-

(M=Monday, T=Tuesday, W=Wednesday R=Thursday, F=Friday)

*(Please note that once you are registered for your nursing courses, you will be able to go to [My.Kirtland](#), login, click on the "Student" tab, and see under the "Student Schedule" section the courses you are enrolled in and their schedules.) (You will also receive a clinical schedule a few weeks before the beginning of the semester.)*

**NOTES: Our coordinator will determine your clinical assignment by your home address (if possible). This is not an official schedule and is subject to change.**