



The Geisinger Lewistown Hospital School of Nursing welcomes your interest in our RN diploma program! Nursing is an exciting and rewarding profession that is rapidly growing and changing. Our program is designed to give students a solid knowledge base and a great deal of exposure to the clinical areas in order to prepare competent and high-quality graduate nurses who are ready to practice in today's challenging health-care environment.

Enclosed are the materials that you will need in order to apply to the Geisinger Lewistown Hospital School of Nursing. Open application time is now available year round. A completed application packet must be submitted for consideration into the school. The date of submission of a "**completed packet**", along with post admission requirements, pre-admission testing, and an interview, will determine your start date. The School of Nursing starts classes just once a year (each August). It is the applicant's responsibility to make sure their packet is complete and that they have met the pre-requisites.

A \$75.00 application fee along with a completed application packet must be submitted for consideration. These completed packets will be considered for a regular admission decision.

Please read the instructions carefully on each form, and complete them thoroughly. All steps in the admission process must be completed in order to be considered for admission into the program, and all required forms should be submitted together.

We hope that the material included in this packet will answer most of your questions. However, if you have any questions or need further assistance, please contact the Geisinger Lewistown Hospital School of Nursing Office at 717-242-7930 or Lisa Wilson at lawilson@geisinger.edu.

Once again, thank you for choosing our program and congratulations for taking the next step toward a promising future in nursing!

The following is a list of materials that are in this packet:

1. Admissions Policy
2. Application for Admission
3. High School Transcript Request Form
4. Three Request for Recommendation Forms
5. Information about registering for the Preadmission NLN-RN Examination
6. Checklist



GEISINGER LEWISTOWN HOSPITAL SCHOOL OF NURSING

APPLICATION FOR ADMISSION

Application processing fee \$75.00 (non-refundable).

Please include check or money order with application

3

Today's Date: _____

APPLICANTS INFORMATION

Legal Name: _____

All Former Names: _____

Street Address: _____

City: _____ State/Zip: _____

County: _____

D.O.B.: _____

Phone Number: _____

Email Address: _____

Person to be Notified in Case of an Emergency:

Name: _____

Relationship: _____

Street Address: _____

City: _____ State/Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

EDUCATIONAL AND TEST INFORMATION

High School Program Pursued: ☐ College Prep ☐ General Education ☐ GED ☐ Other (Please List): _____

Official High School Transcript is required of all applicants.

List any and all High Schools attended: _____

Diploma Received: ☐ Yes ☐ No

GED Received: ☐ Yes ☐ No

Date Received: _____ (mm/dd/yyyy)

Date Received: _____ (mm/dd/yyyy)

COLLEGES/UNIVERSITIES/TECHNICAL SCHOOLS:

Please Note: Attendance at **any** other accredited institution must be reported at the time of application. An applicant's failure to disclose that he or she has taken courses at another institution shall result in the denial of credit transfer. Official transcripts, and course descriptions must accompany all requests for evaluation of credit transfer.

School Attended: _____ Date Enrolled: _____

Did you Graduate: ☐ Yes ☐ No Year Graduated: _____ (mm/dd/yyyy)

Degree/Diploma Received: _____

School Attended: _____ Date Enrolled: _____

Did you Graduate: ☐ Yes ☐ No Year Graduated: _____ (mm/dd/yyyy)

Degree/Diploma Received: _____

School Attended: _____ Date Enrolled: _____

Did you Graduate: ☐ Yes ☐ No Year Graduated: _____ (mm/dd/yyyy)

Degree/Diploma Received: _____

Have you previously applied to Geisinger Lewistown Hospital School of Nursing: ☐ Yes ☐ No. If yes, when _____

Year applying to start: August, 2017

Check which program you are applying for: ☐ PN-RN ☐ Traditional 2 year program

Do you currently hold a valid LPN License in PA? ☐ Yes ☐ No License Number: _____

EDUCATIONAL / WORK INFORMATION

Educational Goals: Please provide an essay expressing why you have chosen nursing as a career path

Essay 1 Include your educational goals and what you perceive will be your biggest challenge pertaining to the nursing diploma program. (Attach Essay)

Post-High School/Educational/Work Experience: If you have graduated from high school please provide a brief chronology of what you have done since graduation. (Please include education, personal enrichment and job experience). If you are still in high school please provide information on clubs, activities or job experience.

Essay 2

CHILD ABUSE AND CRIMINAL RECORD CHECK

Pled Guilty to Conviction: Have you ever been convicted, pled guilty, or been found guilty by a judge or jury of a felony or misdemeanor in the court of the Commonwealth of Pennsylvania, the United States or any other state, territory, or country? _____ Yes _____ No

If Yes, please explain (include date of conviction):

*Applicants must have a cleared/clean record on all criminal and child abuse background checks to be enrolled in our Professional Nursing Program.

The PA State Board of Nursing reserves the right to deny licensure based on the applicant's criminal history, even if an individual has completed a nursing program (Refer to Section 6C of the Professional Nursing Law Act 69).

RESIDENCY

Residency: _____ US Citizen _____ Foreign (in United States on student temporary visa)
If Foreign, please list country of origin: _____

Please check all that apply to you:

Optional	_____ African American, Black	_____ White or Caucasian
	_____ Asian, Including from Indian subcontinent	_____ Puerto Rican
	_____ Mexican American, Chicano	_____ Asian American
	_____ Native Hawaiian, Pacific Islander	_____ Hispanic, Latino
	_____ Native American, Alaska Native	
	_____ Other (specify): _____	

Gender:
(optional): _____ Male _____ Female

NOTICE OF NONDISCRIMINATION POLICY

The Geisinger Lewistown Hospital School of Nursing is in compliance with applicable federal, state and local laws, regulations and ordinances governing equal opportunity and non-discrimination, including without limitation, Title VI of the Civil Rights Act of 1964. Title IX of the Education Amendments of 1972, as amended. Section 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975. The School of Nursing provides equal educational opportunity to qualified applicants and students and does not discriminate on the basis of age, sex, ancestry race, color, national origin, religion or disability in recruitment and admission, educational programs and policies, housing, scholarships and loan programs, or non-academic services such as recreation, counseling or social activities. The Program Coordinator, Diploma Program, is responsible for the implementation and coordination of equal opportunity in the School of Nursing.

APPLICANT ACKNOWLEDGMENT

The submission of this application to the ADMISSIONS OFFICE at Geisinger Lewistown Hospital School of Nursing constitutes a signature by the applicant. As an applicant to Geisinger Lewistown Hospital School of Nursing. I hereby acknowledge that all the information I have provided in response to inquiries on the application and all the information give otherwise in connection with the application process is true, correct, and accurate. I understand that any false, misleading, or incomplete answer, statement, or implication made by me in connection with this application or the application process, or any failure to disclose any relevant information, shall result in the denial or revocation of admission to the School, including dismissal from the School, if matriculated.

Applicant Signature: _____ Date: _____

Admissions Policy

All program applicants will be required to meet standardized criteria in order to apply for the program. The education requirements for admission are as follows:

1. High School Education – A candidate must have completed work equal to a standard high school education. A general equivalency diploma (GED) is accepted as a standard high school education. ***Official High School transcript is required of all applicants.***
2. High School Class Rank - Class rank will be considered for high school applicants and recent graduates. Rank in the upper half of the class is preferred.
3. Grade Point Average (GPA) - GPA will be considered for all applicants. A minimum GPA of 2.5 is preferred, with a “**C**” grade or better (required) in algebra, general biology, and general chemistry and each must be one full credit. (C-minus not acceptable).
4. Applicants will have completed work equivalent to a high school course with a minimum of 16 units, including three units of English, three units of social studies, two units of mathematics (one of which is algebra I), and two units of science with a related laboratory or the equivalent (general biology & general chemistry.)
5. All applicants will be required to take the National League for Nursing Preadmission Examination for RN applicants, and a score in at least the 60th percentile is preferred.
6. Post-secondary Education - Applicants who have completed post-secondary coursework must submit a transcript(s).
7. Test of English as a Foreign Language (TOEFL) is required for applicants whose first language is not English. Acceptable scores must be documented.
8. Applicants must have a cleared/clean record of all criminal and child abuse clearances in order to apply. Clearances are not required until after acceptance into the program and must be turned in prior to the start of classes.

***It is the policy of the Geisinger Lewistown Hospital School of Nursing to provide equal opportunity for all applicants without regard to race, color, religion, creed, national origin, ancestry, sex, non-job related handicap, disability, or age. The Geisinger Lewistown Hospital School of Nursing is committed to offering students who are disabled (as defined by Section 104 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) an opportunity to participate in the program.

THIS POLICY WILL BE STRICTLY ADHERED TO.

Transcript Request Form

To: High School Principal

I, _____ have applied for admission to the Geisinger Lewistown Hospital School of Nursing. I would like an official copy of my transcript to be sent to me at the following location:

Applicant's Name & Address: _____

If it is against school policy to send an official transcript to the student, mail to Geisinger Lewistown Hospital School of Nursing, 400 Highland Avenue, Lewistown, PA 17044.

The High School Transcript should include the following:

1. All courses and grades (including ninth through twelfth, if possible)
2. Explanation of grading system
3. Official Signature, date, and school's seal affixed.

Printed Name of Applicant (at time of graduation)

Date of Birth

Year of Graduation

Signature

Date

**Applicant reminder: The School of Nursing must receive transcript in an unopened sealed envelope.*

****Contact the high school for fee and other requirements***

Request for Recommendation

Geisinger Lewistown Hospital School of Nursing

Public Law 93-380 grants applicants the right to have access to or the right to relinquish access to their recommendations.

Section I: To be completed by the applicant.

To ensure that your records are held in compliance with the law, please check one:

_____ I give up my right to read this recommendation

_____ I do not give up my right to read this recommendation

I hereby request that _____ complete this recommendation.
(print name of person completing recommendation)

Applicant's Signature

Date

Address

City

State

Zip Code

Please print name as it appears above

Applicants are not to obtain recommendations from peers or relatives.

Section II: To be completed by the person giving the recommendation.

The above applicant is a candidate for admission to the Geisinger Lewistown Hospital School of Nursing. Your comments will be used by the Admissions Committee to assist them in making an admission decision. You may use additional sheets of paper if needed. Thank you for your prompt return of this form.

1. How long have you known the applicant and in what capacity?
2. Please summarize the characteristics of the applicant that you believe would lead to success in the profession of nursing.
3. Please describe the applicant's strengths and weaknesses as you believe they relate to success in an educational program.

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_____ I recommend this applicant for admission to the School of Nursing

_____ I do not recommend this applicant for admission to the School of Nursing

Signature

Date _____

Occupation

Phone

Address

***Please place this letter in a sealed envelope with your signature over the seal and give to the applicant to return in his/her completed application packet.**

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Applicant's Signature	Date
-----------------------	------

Address	City	State	Zip Code
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7. How long have you known the applicant and in what capacity?

8. Please summarize the characteristics of the applicant that you believe would lead to success in the profession of nursing.

9. Please describe the applicant's strengths and weaknesses as you believe they relate to success in an educational program.

_____ I recommend this applicant for admission to the School of Nursing

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Signature

Date

Occupation

Phone

Address

***Please place this letter in a sealed envelope with your signature over the seal and give to the applicant to return in his/her completed application packet.**

Pre-Admission Exam for Geisinger Lewistown Hospital School of Nursing

As part of our admission process, the GLHSON requires that the NLN Pre-Admission Exam be taken. This test is mandatory for all applicants and scores in the 60th percentile or higher are preferred.

Dates and times for testing at the GLHSON Learning Center will be posted on the NLN website throughout the year. It is the responsibility of the tester to monitor the NLN website and to get registered for a test using the NLN site.

All testing will be held at the Geisinger Lewistown Hospital School of Nursing, Learning Lab at 100 North 5th Street, located on the corner of 5th and Highland Avenue. Directions to the Geisinger Lewistown Hospital Learning Center are attached. Parking is available in the hospital visitor parking lot.

To register for the test log onto www.nlnonlinetesting.org and follow the prompts.

The total cost of the exam is \$94.00. A \$39.00 fee payable to the NLN will be required when you register online with them, and an additional administrative test fee of \$55.00 payable to GLHSON for test administration (due 1 week prior to your scheduled test date). Two Proofs of ID and confirmation of registration required on test day.

Refunds

Please note that once you have applied to take the NLN RN Pre-Admission Exam, the application fee, cost for the exam, and fees associated with score reports are non-refundable.

Repeating the Exam

Any individual wishing to retake the NLN Pre-Admission Exam is required to wait a minimum of six months before being eligible to repeat the exam. Examinees will not be permitted to retest before this time.

Test scores are considered confidential information. Your test score will be made available to you by the NLN, approximately 4 hours after the end of the test. Directions for scoring are on the NLN website or your Questionmark account. If you have any questions or concerns, please call 717-242-7930, or email lawilson@geisinger.edu.

Directions to Geisinger Lewistown Hospital School of Nursing Test Site

Take 322 E (Coming from State College)

Exit 322 E. at Electric Avenue – come to stop sign turn right onto Ort Valley Road. Follow until you reach a red light, turn left onto Electric Avenue follow until next red light (KFC on your right.) Travel straight through red light and take the next left turn. Hospital is on the left. Travel to the top of the hill and turn right into the visitor's parking lot. The School of Nursing Learning Center is located at the end of the parking lot at 100 North 5th Street, the corner of 5th and Highland Avenue, (across from the Rhodes Memorial Church). **Do not park in front of the administration office**, please use the visitor parking lot.

Take 322 W. (Coming from Harrisburg)

Exit 322 W. at Electric Avenue - come to stop sign yield onto Electric Avenue. Follow until you reach a red light (KFC on your right.) Travel straight through red light and take the next left turn. Hospital is on the left. Travel to the top of the hill and turn right into the visitor's parking lot. The School of Nursing Learning Center is located at the end of the parking lot at 100 North 5th Street, the corner of 5th and Highland Avenue, (across from the Rhodes Memorial Church). **Do not park in front of the administration office**, please use the visitor parking lot.

From 522 S (Coming from Selinsgrove)

Upon entering Lewistown, travel through the red light and take a right turn onto 322 W. Travel a very short distance and exit 322 W. onto Electric Avenue exit, come to stop sign yield onto Electric Avenue. Follow until you reach a red light (KFC on your right.) Travel straight through 1st red light and take the next left turn. Hospital is on the left. Travel to the top of the hill and turn right into the visitor's parking lot. The School of Nursing Learning Center is located at the end of the parking lot at 100 North 5th Street, the corner of 5th and Highland Avenue, (across from the Rhodes Memorial Church). **Do not park in front of the administration office**, please use the visitor parking lot.

From 522 N (Coming from Huntingdon)

Follow 522 N until the Electric Avenue exit, come to stop sign, take a right onto Ort Valley Road. Follow until you reach a red light, take a left onto Electric Avenue. Travel straight through 1st red light (KFC on your right) and take the next left turn. Hospital is on the left. Travel to the top of the hill and turn right into the visitor's parking lot. The School of Nursing Learning Center located at the end of the parking lot at 100 North 5th Street, the corner of 5th and Highland Avenue, (across from the Rhodes Memorial Church). **Do not park in front of the administration office**, please use the visitor parking lot.

INFORMATION ABOUT NATIONAL LEAGUE FOR NURSING (NLN) PRE-ADMISSION EXAMINATION – R.N.

The following textbooks may be helpful in preparing for the exam:

1. Barron's Nursing School Entrance Exam
Corrine E. Grimes and Sandra Swick (2007)
3rd Edition ISBN# 13-978-0764136979
2. Nursing School and Allied Health Entrance Examination
Marion F. Gooding, ARCO Publishing Co. (2003)
16th Edition ISBN# 13-978-0768911954
3. Review Guide for RN Pre-Entrance Exam
Mary McDonald, Jones & Bartlett Learning (2003)
2nd Edition ISBN# 13-978-0763724863
4. Review Guide for RN Pre-Entrance Exam
Emily Ekle/Amy Sibley/Patricia Donnelly, Jones & Bartlett Learning (2008)
3rd Edition 13-978-0763762711

The ***Review Guide for NLN-RN Pre-Entrance Exam, Third Edition*** provides a sound basis for successful preparation for a nursing pre-admission exam. It also provides an overview of the math, science, and reading comprehension skills necessary for admission to AD and BS programs. This best-selling study guide includes review questions and practice exams in each of the three test areas, and includes helpful tips for test preparation and for becoming a more effective learner and test taker.

You may also refer to the NLN.org website for more information.

Checklist

This page must be **completed and returned** with your application.

Applicants will be reviewed for admission **after** all of the following forms (if applicable) have been received. Please call the school to verify receipt of material/transcripts.

Application Checklist	Your Check
1. Completed School of Nursing application.	
2. Official High School transcript (required of all applicants even if a GED has been obtained.) <i>Opened transcripts will not be accepted.</i> Some schools/colleges will not release transcripts to the student. If this applies, please document date that you requested the transcript(s).	
3. Official G.E.D. scores (if applicable.) <i>Opened transcripts will not be accepted.</i>	
4. Official College and/or secondary education transcripts (past and current) (if applicable). Note: Official transcripts must be submitted in an envelope that has been sealed. <i>Opened transcripts will not be accepted.</i> Some schools/colleges will not release transcripts to the student. If this applies, please document date that you requested the transcript(s).	
5. Report from TOEFL (Test of English as Foreign Language if applicable.)	
6. References - Three references are required. Suggestions are a teacher, guidance counselor, spiritual counselor or employer. Relatives and peers are not acceptable. These are to be submitted in an unopened envelope with the writer's signature across the seal. Please make sure that the front portion of the reference is included also.	
7. Essays (two different ones). Listed on the back page of the application.	
8. Applicants <i>must have completed</i> algebra, general biology, and general chemistry with a "C" grade or better, and each must be one full credit (high school level or higher). C minus is not acceptable.	
9. Application Fee (\$75.00). Non- refundable.	
10. Administrative test fee (\$55.00) non-refundable. Must be in one week prior to taking the exam. Write date that you have taken or will be taking the exam _____	

If the above requirements are met, the student may be scheduled for an interview with faculty members to assess the applicant's motivation, personal qualities, academic potential, and aptitude for the nursing profession.

If accepted for admission, you will receive a written offer of acceptance. To reserve a space in the incoming class, you must acknowledge acceptance in writing and state your intent to enter the program. Admission fees must be paid at that time. These fees are non-refundable.

Applicant Signature: _____ Date: _____

Approvals and Accreditations:

This program has received full approval from the Pennsylvania State Board of Nursing.

Pennsylvania State Board of Nursing
PO Box 2649
Harrisburg, PA 17105
717-783-7142

Our program has received full accreditation from the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Accreditation Commission for
Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

Supplemental Information

1. Plan of Study
2. Course Descriptions
3. Current Academic Calendar
4. Clinical Schedule
5. Financial Responsibility
6. Advance Placement Information
7. Budget Estimate
8. Post Admission Requirements

Plan of Study

The Geisinger Lewistown Hospital School of Nursing (GLHSON) offers one program of study and that is in professional nursing. At the completion of the program, the graduate is eligible to apply for the National Licensure Exam (NCLEX-RN) to become a Registered Nurse.

In order to graduate from the GLHSON program, a student will need to complete 88 credits. The nursing courses, totaling 58 credits, will be offered by the GLHSON. The remaining 30 credits are college courses, and GLHSON has partnered with Harrisburg Area Community College to offer these courses to our students.

The GLHSON offers a two-year Plan of Study. Students who are Licensed Practical Nurses (LPNs) in the state of Pennsylvania can apply for advance standing to enter in the LPN track.

GLHSON Plan of Study (Revised April 12, 2016) New Proposed Plan

(Fall – 16 weeks)

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N111: Nursing Fundamentals	10	Psychology	3
N122: Professional Nursing Communication	1	Anatomy and Physiology I	4
N213: Critical Thinking	1		
N130: PN-RN Progression Course* (LPN's only)	2		

(Spring – 16 weeks)

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N112: Pharmacology	2	Anatomy and Physiology II	4
N121: Medical Surgical Nursing	8	Microbiology	4

(Summer – 12 weeks)

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N131: Medical-Surgical Nursing II	6	Nutrition	3
		Human Growth and Development	3

Year Two:

(Fall – 16 weeks)

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N211: Nursing Care of the Elderly	6	English	3
N221: Nursing Care of the Childbearing Family	6	Computer Applications	3

(Spring – 16 weeks)

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N212: Psychiatric/Mental Health Nursing	5	Sociology	3
N222: Nursing Care of the Critically Ill	5		
N232: Transcultural Nursing	2		

(Summer – 12 weeks)

GLHSON Courses	Credit/ Unit	General Education Course(s)	Credit/ Unit
N231: Leadership and Management in Nursing	6		

Two Year Plan of Study = 88 Credits/Units

Transfer Students and LPNs may qualify to receive credit for Nursing Fundamentals (8 credits), Professional Nursing Communication (1 credit), and Critical Thinking (1 credit) upon admission into the program.

Plan of study must be completed within 3 years.

Advanced Placement

Licensed Practical Nurses (LPNs) may apply for and receive advanced placement in the program.

The following criteria must be met:

1. All admission and pre-requisite requirements must be met.
2. The applicant must be a graduate of a Board-approved and accredited program.
3. The applicant must have a current Pennsylvania LPN license and be in good standing. A copy of the LPN license needs to be submitted and/or license verification will be conducted.
4. Two years of LPN work experience are preferred within the past 5 years.
5. All written work and testing must be met with satisfactory performance in the transition course in order to continue in the program.
6. Additional theory and clinical time may be recommended, even if advanced standing is granted.
7. Students who are in the LPN to RN track, may receive credit by exam for N111-Nursing Fundamentals, Nursing 122-Professional Nursing Communication, Nursing 213 Critical Thinking. They will not be required to complete a course transfer form to receive credit.

Transfer Policy

A. For students requesting course transfer credit:

- 1.) The LHSON will maintain a list of courses that have been previously reviewed and approved.
- 2.) The student will complete the course transfer form and will submit it to his/her advisor. The student must also submit official transcripts from the college or professional nursing program. The course description must be included for any courses that are not on the list of previously reviewed and approved courses.
- 3.) The advisor will review the course descriptions and will take one of the following actions:
 - a. If the course is included on the previously reviewed and approved course list, the advisor will approve the course and will submit the form for credit.
 - b. If the course is not on the previously reviewed and approved course list, the advisor will request a review by the Executive Committee.
 - c. The committee may ask the student for the course syllabus.
 - d. The committee will determine whether the course will be accepted, and this decision will be communicated to the student.
 - e. When an official transcript is received, the course will be added to the student's LHSON transcript. Until the official transcripts are received, the course will have a "T*" coded beside it on the grade report.

Transfer Policy Cont'd

- f. If the student decides to take a CLEP test for a course, credit must be granted through a college or university, and the student must submit official transcripts as proof of credit with the approved course number on the transcript. A course transfer form must also be completed. CLEP testing credit for English courses will not be accepted.
 - g. Accepted transfers will receive an official credit evaluation after student registration. For every semester that the student is still taking general education courses, he/she will be required to submit grade reports from the respective college or institution where the course is being taken. Students will be required to submit official transcripts at the end of every summer semester. Students may be refused registration to nursing courses if official transcripts are not submitted.
 - h. Students will not graduate and will not be approved to take the NCLEX exam until official transcripts are received for all classes
- B. For students who have been enrolled in other professional nursing programs:
- 1.) Every applicant must meet the basic admission requirements (refer to Admission Requirements policy)
 - 2.) Only students who have successfully completed nursing courses at an accredited institution of higher education will be considered transfer students.
 - 3.) Transfer students must complete a minimum of three semesters of core nursing courses at the Lewistown Hospital School of Nursing.
 - 4.) Granting of transfer credit is evaluated on a course-by-course basis by the committee.
 - 5.) The student will follow the procedure for requesting course transfer credit.
 - 6.) Transfer applicants will be considered if space is available in the class.
 - 7.) Nursing Course transfer will be granted based on the following:
 - a. The course content must be comparable to the curriculum that is offered in Lewistown Hospital School of Nursing curriculum.
 - b. Course descriptions will be required for nursing courses completed at other institutions. Faculty will make the decision based on a review of the course description submitted.
 - c. In order for courses to be considered the course grade earned in Theory/Clinical must be at least C/P or higher. (C-minus is unacceptable).
 - d. Successful completion of challenge exams may be required.
 - e. A fee will be charged for each nursing challenge examination. The fee must be paid on or before the day of testing, and the student will be informed of the fee prior to the testing date.
 - f. Students who have successfully challenged the theoretical knowledge portion of the course are required to be evaluated for clinical proficiency.
 - g. Faculty may require students to audit nursing courses and/or attend clinical preparatory sessions as a condition of their enrollment.
 - h. The student may be placed on academic probation as a condition of enrollment in the LHSON program.
 - 8.) After beginning the nursing program, all required courses must be taken through Lewistown Hospital School of Nursing, unless special approval is granted.

General Education Course Descriptions

The following general education courses are required. (Please note that these courses may be taken at any accredited college or university and it is the student's responsibility to arrange for and pay for these courses.)

Anatomy and Physiology: 4 credits each

Study of the structure and function of human cells, tissue, organs, and systems. Clinical applications of anatomy and physiology will also be considered. These courses include lecture and laboratory component.

General Microbiology: 4 credits

The study of fundamental characteristics of bacteria and related microorganisms, including taxonomy, physiology, and distribution.

Nutrition: 3 credits

An introduction to the science of nutrition. Consideration is given to nutrients, their composition, functions, and sources. Human physiology, including digestion, metabolism, and excretion is covered, along with special nutritional needs throughout the life cycle. Integrated with this basic information are special topics pertaining to diets, organic foods, preservatives, pesticides, world hunger, and other current issues.

Human Growth & Development: 3 credits

Physical, cognitive, social, and emotional developments are studied throughout the life span. Major theories of development are discussed. Applications and examples are presented from applied contexts. Special needs of individuals at various stages throughout the life span are addressed.

Introductory Sociology: 3 credits

This course will introduce the student to concepts of sociology. The course will focus on the nature and characteristics of human societies and social life.

Computer Applications: 3 credits

This course is designed to introduce the student to computer applications related to health care. Basic computer skills will be reviewed. The student will gain skills in working with various computer programs, which are commonly used in the health care setting.

English: 3 credits

This course is designed to introduce the student to technical and professional writing to prepare them to utilize effective written communication in the professional world.

Introduction to Psychology: 3 credits

This course is designed to introduce the student to basic concepts and theory related to psychology. The course will focus on human psychological development and behavior.

School of Nursing RN Course Descriptions

Course Descriptions

N111: Nursing Fundamentals

Credit Hours: 10 units (5 theory and 5 lab/clinical)

This course is designed to introduce students to nursing fundamentals based on concepts of health promotion and wellness. The theoretical component of the course will emphasize the basic needs of the individual in maintaining health and wellness and preventing illness. Theoretical concepts include an introduction to professional nursing as a caring profession, communication techniques, introduction to legal and ethical issues, nursing physical assessment and history-taking, nursing process, and the teaching-learning process. An overview will be provided on various types of health-care settings and patient care delivery systems.

The clinical laboratory portion of this course will enable the student to develop clinical competencies in the learning laboratory and to integrate theoretical concepts with clinical skills. Through selected guided experiences in direct care and the community, the student will apply acquired skills and knowledge to meet the basic health care needs of individuals. (Pre-requisite or Co-requisites: Psychology, Anatomy, Pharmacology.)

N 121: Medical Surgical Nursing I

Credit Hours: 8 Units (5 theory; 3 lab/clinical)

Presents concepts relating to the individual whose basic needs have been altered by illness. This course emphasizes the effects of stress on homeostasis in adults. The specific needs of clients experiencing impaired skin integrity, pain, altered nutrition, impaired mobility, fluid and electrolyte imbalances, fatigue, and challenges to emotional and spiritual well-being are presented in the classroom. Care of the client during the perioperative period is also presented. Principles of pharmacology and techniques of medication administration are emphasized. Guided clinical learning experiences are presented in an acute care setting, integrating theoretical concepts with clinical skills. Restoration of the client, family, and community wholeness is emphasized through appropriate assessment, diagnosis, planning, and therapeutic intervention/evaluation and client education. (Prerequisites: Nursing N111 and pre-requisites for that course; Pre-requisite or Co-requisite: Physiology, Microbiology, Nursing 122).

N131: Medical Surgical Nursing II

Credit Hours: 6 Units (3 Theory; 3 lab/clinical)

This course builds on the theories and clinical experiences of Nursing 121. It emphasizes the care specific to the individual who is experiencing cellular imbalance. Adult health nursing theory is presented through an integrated approach that includes: prevention of illness; pathophysiology; promotion of wellness; rehabilitation; integration of research and problem-solving; pharmacotherapeutics; diet/nutrition therapy; patient teaching; and other modalities.

The clinical nursing experience enables the student to plan, implement, and evaluate patient care plans designed to restore homeostasis in the adult client within an acute care setting and in community settings. (Pre-requisite Nursing 121 and pre-requisites for that course; Co-requisite: Nutrition).

N 211: Nursing Care of the Elderly

Credit Hours: 6 units (3 theory and 3 lab/clinical)

This course focuses on the changes experienced with aging and their influence on the individual, the family and the community. The course introduces concepts related to the aging phenomenon and related healthcare dynamics. It explores personal values related to aging and promotes sensitivity to aging issues. End-of-life care issues are explored with an emphasis on appropriate pain management. This course provides clinical experiences that allow students to apply theoretical concepts to Gerontological nursing practice in the acute care and community settings (Pre-requisite: Human Growth and Development is a pre- or co-requisite course, Professional Nursing Communication, Nursing 131 and all of its requirements).

I.

N 212: Psychiatric/Mental Health Nursing

Credit Hours: 5 Units (3 theory/2 clinical)

This course will build on skills developed in N 122: Professional Nursing Communication. The student will be introduced to the concepts of nursing care as related to patients experiencing coping mechanism failures. The theoretical framework emphasizes therapeutic and interpersonal relationship skills, including self-awareness skills, communication skills, group process, and psychopathological disorders. The student will gain experience in working with adults, adolescents, and children. The clinical component includes experiences with one-to-one relationships and group interpersonal situations in acute, chronic, and community mental health systems. (Pre-requisite: Human Growth and Development is a pre- or co-requisite course, Professional Nursing Communication, Nursing 131 and all of its requirements).

N221: Nursing Care of the Childbearing Family

Credit Hours: 6 Units (3 Theory; 3 lab/clinical)

This course introduces the student to concepts of nursing care for the childbearing family. Emphasis is placed on applying concepts of childrearing and childbearing within the family unit from the prenatal client to the adolescent client. Principles of growth and development are correlated to nursing and medical diagnoses. The theoretical content includes the care of families experiencing normal and high-risk pregnancy and childbirth as well as pediatrics. Preventative issues surrounding the childbearing family are also emphasized. The clinical learning component includes experiences in the prenatal, antenatal, and postpartum management of the patient in the acute care and community settings. (Pre-requisites: Nursing 131 and all of its prerequisites; Human Growth and Development and pre/co-requisite: Sociology).

N222: Nursing Care of the Critically Ill

Credit Hours: 5 Units (3 Theory; 2 lab/clinical)

This course builds on the theories and clinical experiences of Nursing 111, 121, 131. The student will learn about clients who are experiencing high-risk, complex multi-system health care problems across the life span. Nursing concepts related to the needs of the critically ill patient will be emphasized. The course will incorporate advanced nursing skills and the theoretical knowledge required when caring for patients with complex medical-surgical problems. Caring relationships and critical thinking skills are emphasized in addition to the psychodynamics involved when caring for individuals and families experiencing a life-threatening crisis. Clinical experiences offer the student the guided application of theoretical knowledge and technical skills required to provide holistic nursing care to this population. (Pre-requisite: Nursing 131 and all of their pre/co-requisites Human Growth and Development).

N231: Leadership and Management in Nursing

Credit Hours: 6 Units (2 theory; 4 lab/clinical)

Introduces the student to the leadership and management skills needed to manage the care of individuals with acute health care needs. Emphasis is placed on the concepts of leadership, change, legal issues and quality improvement in health care delivery systems. Clinical experiences are designed to provide the student an opportunity for the application of leadership and management theories in the delivery of nursing care. Students are also oriented to the functions and responsibilities of the graduate nurse. (Prerequisites : Nursing 111 through 222 and all of their prerequisites).

N122: Professional Nursing Communication

Credit Hours: 1 Units (1 theory; 0 lab/clinical)

Introduces the student to the theories and skills necessary for effective and collaborative communication between members of the healthcare team as well as patients, families and others. Explores communication theories with a focus on listening skills, teaching skills, customer service skills and professional boundaries and relationships. Classroom experiences are designed to allow the student to apply theoretical knowledge and gain experience in the critical role of the nurse as a member of the interdisciplinary healthcare team. Provides the opportunity to learn and use medical terminology as well as to read, interpret and appropriately share patient information.

N130: PN-RN Progression

Credit Hours: 2 Units (1 theory; 1 lab/clinical)

This course is designed to integrate the theoretical concepts basic to professional nursing from practical nursing concepts and experiences. The course bridges prior learning and experience with professional nursing education. This course focuses on the delineation of the role and responsibility of the professional nurse as well as the theoretical basis for the nursing process. This course is open only to LPN-RN students. Nursing advisor approval is required prior to enrollment in this course.

The physical assessment or clinical portion of this course will focus on the presentation of principles and techniques used in obtaining a comprehensive health assessment and physical examination in the context of physiological, psychological, sociological and developmental parameters. Emphasis will be placed on differentiating between normal and abnormal findings in adults, the elderly and children. (Pre-requisites: Anatomy, Physiology, Microbiology, Psychology, N111, N112, N121, N122; Co-requisite Nutrition).

N232: Transcultural Nursing

Credit Hours: 2 Units (2 theory; 0 lab/clinical)

This non-clinical course explores aspects of human diversity including race, gender, ethnicity, sexual orientation and disability. Concepts such as social and economic justice, ethnocentrism and social class are addressed as they relate to the effective delivery of holistic nursing care.

N213: Critical Thinking in Nursing

Credit Hours: 1 Units (1 theory; 0 lab/clinical)

II.

This non-clinical course focuses on critical thinking, problem-solving and decision-making skills. Introduces ethical and legal constructs as they apply to health care issues. Emphasizes ways to apply critical thinking skills in the nursing care of various populations. Classroom experience includes exercises in the application of critical thinking skills.

N112: Pharmacology

Credit Hours: 2 Units (2 theory; 0 lab/clinical)

This course is designed to provide a theoretical foundation of pharmacological concepts important to the safe administration of drug therapy in various clinical settings. The focus will be on therapeutic pharmacologic treatment modalities and expected responses to treatments. Major drug classifications will be reviewed. The nurse's role in the delivery of drug therapy will be emphasized, as well as the safety aspects of drug therapy. Students will also demonstrate competency in calculating medication dosages. (Pre- or co-requisite Anatomy, Introduction to Psychology).

Revised 4/21/16

Fall 2016-Summer 2017

FALL 2016

Classes Begin	Monday	August 22
Labor Day Holiday-no class	Monday	September 5
Faculty In-Service	Tuesday	October 11
Thanksgiving Holiday-no class	Wednesday - Tuesday	November 23 – November 29
Classes End Last Day to Withdraw	Tuesday	December 13
Final Exams	Wednesday - Friday	December 14 - December 16

SPRING 2017

Classes Begin	Tuesday	January 3
Faculty In-service	Tuesday	February 7
Spring Break-no classes	Monday-Friday	March 6 - March 10
Good Friday-no classes	Friday	April 14
Classes End/Last Day to Withdraw	Wednesday	April 26
Final Exams	Thursday-Friday	April 27 – April 28

SUMMER 2017

Classes Begin	Monday	May 8
Memorial Day-no classes	Monday	May 29
Faculty In-service	Tuesday	June 6
Summer Break	Monday through Friday	July 3 – July 7
Classes End/Last Day to Withdraw	Monday	July 31
Final Exams	Tuesday – Wednesday	August 1 – August 2
Graduation (Anticipated)	Friday	August 4

Bursar Activities

Tuition

The Bursar's office will mail each student an invoice approximately two weeks before the beginning of the term. Students may request any additional invoices at any time. Tuition payment in full is expected within two weeks of the invoice date unless exception is granted by the GLHSON Director. All costs for a semester must be paid prior to the student taking final exams and beginning a subsequent semester. Payment may be made in any of the following forms:

- _ Cash
- _ Check or money order payable to GLHSON (Geisinger Lewistown Hospital School of Nursing)
- _ Credit or debit card (VISA or MasterCard)

The student must present their invoice at time of payment. All payments are to be paid at the Financial/Accounting department located on the 4th floor of the Geisinger Lewistown Hospital (near the surgical center). No payments will be accepted at the School of Nursing.

The school will not issue a grade report/transcript until tuition and fees have been paid in full.

Interest Charges

Interest at the rate of one percent per month will be assessed and added to an outstanding balance more than 30 days old.

Returned (NSF) Checks

It is understood that if student's (parent's or guardian's) check is returned to the school for insufficient funds, it will be reprocessed once and a service charge equal to the fee charged by the bank will be added. If said check is returned a second time, student (parent or guardian) must pay in cash or with a money order.

If a student receives more aid than the student owes, a refund will be deposited in the students/parents personal bank account within fourteen days of the credit balance.

Financial Responsibilities

Students are responsible for the following additional costs: uniforms, textbooks, equipment, housing and commuter costs, medical and malpractice insurance, ATI (assessment technologies Institute), CPR certification, child abuse clearance, criminal record check, NLN achievement exams, graduation fees, challenge exam fees (if applicable), and personal expenses. The graduating student incurs these additional costs: State Board Licensure (PA), NCLEX Registration, Temporary Practice Permit, graduation uniform, graduation photographs (if desired).

General education courses taken through Penn State Learning Center, Lewistown, PA, designated in the plan of study as college courses, will be included in the tuition cost.

FINANCIAL AID

CONSUMER INFORMATION

G-LHSON is required to make available to students, faculty and staff school disclosure information regarding:

- Financial Aid Disclosures
- Code of Conduct
- Financial Aid Available
- Drug and Alcohol prevention information
- Student rights under FERPA
- Copyright Policy
- Loan Repayment and Default Management
- Campus Crime and Security

FINANCIAL AID DISCLOSURES

Geisinger Lewistown School of Nursing, financial aid office will communicate with students via email. It is important that you notify the financial aid office of any change to your email address.

Federal regulations state that you must complete “Entrance Counseling” online prior to applying for your Student loan. The purpose of the counseling is to make you aware of your rights and responsibilities associated with student borrowing. You may complete your Entrance Counseling and Federal Stafford Loan application online at www.studentloans.gov.

The parent(s) of a dependent student may apply for a Parent Plus Loan online at www.studentloans.gov to cover the cost of education minus any aid the student receives.

The parent will be required to complete a Parent Plus Loan Pre-Approval prior to completing a loan application. If a parent applies for a Parent Plus Loan and is denied the student becomes eligible for an additional \$4000 unsubsidized loan money.

Financial aid is disbursed to the school per semester. Funds are credited directly to your student account and used for education expenses such as tuition and fees. Your cost of education is explained in your Enrollment Agreement. Your signature on the Enrollment Agreement authorizes SON to deduct payment for fees and applicable charges as noted in the student handbook ***No aid is processed for a student until the financial aid office has a signed Enrollment Agreement.***

A student or parent may refuse any part of the aid awarded to a student by signing an award letter indicating the aid you are denying. At the time of a loan disbursement the student will receive notification that the loan was disbursed and credited to their account. The student or parent has 14 days or until a credit balance has been disbursed to the student or parent to refuse all or a part of the loan disbursed.

Satisfactory Academic Progress is discussed in your handbook. We recommend that you read the section regarding academic progress so you are aware of policies regarding your financial aid.

**GEISINGER-LEWISTOWN HOSPITAL SCHOOL OF NURSING
STUDENT LENDING
CODE OF CONDUCT**

The Geisinger Lewistown Hospital School of Nursing is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between The School of Nursing officers, employees or agents and education loan lenders, The School of Nursing has adopted the following:

- The School of Nursing does not participate in any revenue-sharing arrangements with any lender.
- The School of Nursing does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- The School of Nursing does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.
- The School of Nursing does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. The School of Nursing does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- The School of Nursing does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- The School of Nursing recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The School of Nursing will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- The School of Nursing will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans
- The School of Nursing will not request or accept any assistance with call center or financial aid office staffing.

FINANCIAL AID INFORMATION

Academic Year

An academic year for financial aid purpose consists of 3 trimesters. The fall and spring trimesters are 16 weeks in length, the summer trimester is 12 weeks in length.

Applying for Financial Aid

You may be eligible for grants and loans provided you file a Free Application for Federal Student Aid (FAFSA). To complete a FAFSA log onto www.FFSA.ed.gov.

Filing Dates

For the fall term 2015-2016 the application may be filed as early as January 1, 2015 and no later than June 30, 2016.

Federal Pin Number

The online FAFSA can be signed with a Federal PIN. You can apply for your PIN online at www.pin.ed.gov or at www.fafsa.ed.gov. Dependent students will need to have one parent apply for a Federal PIN. The Federal PIN can be used to sign an electronic loan application.

Correspondence

The financial aid office will correspond with students via their email accounts. It is important that each student provide the financial aid office with his or her current email address.

FINANCIAL AID AVAILABLE

Federal Pell Grant

Pell grants are awarded to students who demonstrate financial need as defined by the federal government. Grant amount is determined by the student's "Expected Family Contribution" (EFC), which is indicated on your Student Aid Report (SAR).

Eligibility Requirements include:

- ☐ Having earned less than a bachelors degree.
- ☐ Having graduated from high school or earned a GED.
- ☐ Enroll at least half time in a program of study.

William D. Ford Federal Direct Loans

Direct Loans are made available to you directly by the U.S. Department of Education (ED). ED is your lender and will be your lender throughout the life of your loan. Students will be required to complete Entrance Counseling before completing a loan application.

Direct Subsidized and Direct Unsubsidized loans are made to students attending school at least half-time in a program of study.

Before a loan will be certified, the student must sign an Enrollment Agreement indicating his/her intention to attend school.

Loan limits are determined by the student's grade level. First-year students may borrow up to \$3,500 and second-year students \$4,500. Repayment begins six months after graduation or separation from school. The interest rate for new subsidized and unsubsidized loans first disbursed on or after July 1, 2006, is a fixed rate of 6.8%. Students will be required to complete Exit Counseling upon leaving school.

Loan applications are available online at www.StudentLoans.gov. Online applications may be signed using your Federal PIN number.

Additional Unsubsidized Direct Loan.

The additional Unsubsidized Stafford loan provides assistance beyond the Subsidized loan limits. The additional loan limit is \$2,000 per academic year for dependent students; \$6,000 for independent students. This loan is available to independent students and to those dependent students whose parents are unable to obtain a Plus Loan.

The interest rate is variable and currently does not exceed 8.25 percent. Repayment begins on the principal of the loan six months after graduation or separation from school. Interest repayment begins during enrollment and billed quarterly. The student may choose to defer interest payments until repayment of the loan principal.

Direct loan money may be used for educational purposes only. You may pay for tuition, books, rent, food, personal living expenses, gas, bus fare, etc. You may not use the loan to buy a car, appliances, or use it for a vacation.

Grade Level and Loan Eligibility for Loan

Loan borrowers are eligible to borrow the maximum grade level amount for each academic year provided they are meeting all satisfactory academic progress requirements and not in excess of educational costs. The following grade level classification, adhered to by Geisinger Lewistown School of Nursing, will be applied by the financial aid office to determine loan eligibility for loan applicants.

Level	Credits	Subsidized Stafford Loan	Additional Unsubsidized Stafford Loan
First-Year Student	0-35 SON Credits 0-18 Gen Ed Credits	\$3500	\$6000 \$2000 (dependent student)
Second-Year Student	35-73 SON Credits 18-30 Gen Ed Credits	\$4500	\$6000 \$2000 (dependent student)

Aggregate Loan Limits: Maximum Total Outstanding Loan Debt

	Dependent Undergraduate Students	Independent Undergraduate Students
Undergraduate	\$31,000 (maximum 23,000 subsidized)	\$57,500 (maximum \$23,000 subsidized)

The student receives a disclosure statement that gives specific information about any loan that the school plans to disburse under their MPN, including the loan amount and loan fees. The disclosure statement also explains how to cancel their loan if they don't want it or a portion of it.

Plus Loan

Plus loans are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow the difference between a student's cost of attendance less any financial aid. Eligibility for a Plus loan is based on credit worthiness of the parent borrower.

To access information on interest rates and loan origination fees refer to www.studentloans.gov. The Department of Education deducts the fees before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay.

Plus applications are available by going online at www.StudentLoans.gov. Online applications may be signed using your Federal PIN number. Plus loan repayment begins 60 days after the funds are fully disbursed. Repayment term is up to 10 years. Parents have option of deferring on their loans. Refer to "Funding Your Education" booklet.

Loan Disbursements

Loan proceeds are sent directly to the school office and will be credited to the student's account. Two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the account until the loan funds are received by the school. Students will be notified when the loan funds are disbursed to their account.

The amount of loan proceeds retained by the school will depend on the amount of the loan, the amount owed by the student minus grant, if applicable, and the number of disbursements. If a student account is overpaid, a refund will be given to the student/parent within the time period mandated by Federal law.

The student or parent borrower has the right to cancel or reject all or part of the loan up to 14 days following disbursement of the loan.

If a student withdraws from school and a Federal loan, student or parent Plus, has been disbursed on behalf of the student, a federally mandated calculation must be done to determine how much of the loan proceeds may be retained by the student and how much must be returned to the lender by the school. (See Refund Policy.)

Programs at your area CareerLink

Contact your area CareerLink, you may be eligible for funding through the WIA program, TAA program, OVR or Youth program.

WIA- dislocated workers TAA-trade OVR- pre-existing disability Youth-students under 23 living on their own

Public Assistance

If you are presently receiving any type of funding through the Department of Public Welfare, you may be eligible for some funding for school. Please work with your area office.

Employer Reimbursement

Some employers will sponsor a student while in school. Please ask your employer about schooling benefits.

Military Benefits

Students that are eligible for military benefits need to submit their certificate of eligibility to the financial aid office. Educational benefits are available to certain veterans who served in the armed forces. For more information about the several types of programs available, you may call 1-888-GI-BILL-1 (1-888-442-4551) to speak to a Veterans Benefits Counselor or visit www.gibill.va.gov.

Private Scholarships

Scholarships may become available to students at SON through private means. As scholarships become available the SON office will notify students via email of the scholarship and eligibility requirements. If you are receiving a private scholarship not offered by the school please notify the financial aid office.

Financial Aid Award Letter

The financial aid award letter lists the aid programs awarded to you, amounts by term, and the total amount offered for the academic year. The award letter also lists the estimated cost for the academic year. Award letters are sent to your email account.

The award letter is also used to decline awards. You may accept all or part of the package and you should notify the financial aid office of your decision in the space provided. If you are declining part of the aid offered, please note the name of the award. This will in no way affect your eligibility for other awards. Sign and date the Award Letter if you are declining aid and return it to the financial aid office.

Verification

Verification is the process used to check the accuracy of the information you used when you filed your application for grants. The U.S. Department of Education selects 33 percent of our applicants for the verification process. Should you be selected for this process, you will be asked to submit specific information to the financial aid office. The financial aid office will submit any changes that need to be made as a result of verification. If the verification results in an over award to the student, the school will make the adjustment with the U.S. Department of Education. Should there be a change in your award, you will receive an updated award letter. All over-payment cases will be reported to the U.S. Department of Education whether occurring at Geisinger Lewistown Hospital School of Nursing or a prior school.

Satisfactory Academic Progress for Title IV Aid (**Federal Pell Grant, Student/Parent Loans**)
The satisfactory academic progress policy has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid.

Quantitative – At the time of a progress check the student has to have successfully completed all credits attempted. The maximum time frame to complete a program is 1.5 times the length of the program measured in credits attempted.

Qualitative – At the time of the first progress check the student must have earned a minimum cumulative grade-point average (GPA) of 2.0. Progress will be checked at the end of the end of each academic year.

Financial Aid Probation

A student who fails to meet either the quantitative or the qualitative measures of satisfactory academic progress will be placed on financial aid probation or withdrawn from school. While on probation the student will continue to receive financial aid and will be expected to successfully complete 67 percent of credits attempted and to earn a 2.0 GPA on a per-term basis. If either of these standards is not met while on probation, the student will be placed on financial aid suspension.

Regaining Eligibility

In order to regain eligibility a student must reach a point where he/she has completed all credits attempted in his/her program and maintain the required grade-point average.

Appeal Process

A student who wishes to appeal a satisfactory academic progress decision may have special or mitigating circumstances. These must be documented and may be taken into consideration. An appeal of the satisfactory academic progress decision will be taken to the Academic Progress Committee which consists of the student's advisor, the Director and the Financial Aid Director.

Transfer Credits

Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student's program but not toward their GPA (qualitative standard).

Repeat Classes

Repeat classes will count when measuring credits attempted. For GPA purpose the class with the highest or most recent grade will be counted.

Incomplete Grades

If the incomplete is not completed within the time frame assigned, an automatic “F” will appear. For financial aid purpose incompletes count as credits attempted and not earned.

Exemption Credits

Exemption credits will not be used in calculating financial aid for a given semester. For financial aid purpose the exemption credit will count as credit completed when determining what year (first or second) loan we certify for the student.

Withdrawals

When a student drops a course and receives a withdrawal on his/her transcript (for whatever reason), the withdrawal course is counted as credits attempted but not earned.

Return to School After a Withdrawal

If you withdraw from school and wish to return, you must first complete a re-application to school (available from the School Secretary). If your prior account at SON is paid in full, after meeting all the admissions requirements, the financial aid director will then send you a new enrollment agreement. If a balance remains on your account, you may not re-enroll at the SON.

Once the financial aid office receives your enrollment agreement, we will begin to reinstate your aid. If you are returning in a new academic award year, you will need to apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA).

Refund Policy

For students withdrawing from school after classes begin, the refund of tuition charges for each term will be determined as follows:

Portion of the Term	Percent of Tuition Retained
Prior to the First Calendar Day	0%
First Seven Calendar Days	25%
After the First Seven Calendar Days in the First 25%	45%
After the first 25% in the First 50%	70%
After the First 50%	100%

The withdrawal date is the student’s last recorded date of academic attendance, as determined by the school from its attendance records.

The last date of attendance for an official withdrawal shall be the latest of the date the student began the process, the date the student notifies the school of intent to withdraw, or the last date of attendance recorded in the instructors' attendance records.

Refund Policy Cont'd.

The last date of attendance for an unofficial withdrawal shall be the latest of the mid-point of the term or the last documented academically-related activity, i.e. exam, tutoring, academic counseling, or turning in of an assignment.

Tuition refunds will be made within 30 days of the last date of attendance, save for a student who is approved in writing for a leave of absence (LOA) and does not return at the end of a LOA. The end of the LOA would then be the last date of recorded attendance.

Title IV Refund Policy

The Financial Aid Office is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The Federal Title IV financial aid program must be recalculated in these situations.

If a student leaves school prior to completing 60 percent of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula: Percentage of payment period or term equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned. Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school is required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the school owes the student a post-withdrawal disbursement which must be paid within 180 days of the date the school determines that the student withdrew.

The Lewistown Hospital School of Nursing must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Academic Competitiveness Grant for which a return of funds is required.

Exit Counseling

When a student withdraws or drops below half-time they are required to complete “Exit Counseling”. Exit Counseling can be completed online at www.studentloans.gov. When the student completes Exit Counseling it informs Federal Direct Loan of the date they became ineligible for loan funds and the student is able to review their rights and responsibilities as a student borrower. Federal Direct Loan use the information provided by the student to determine repayment.

NSLDS

A student can access their loan information at anytime by logging onto the National Student Loan Data System at www.nslds.ed.gov. Repayment calculators can be found on the student loan website, www.studentloans.gov. It is important that you keep your lender informed of any address or name change.

Scholarship Information

The school will notify students via their email when scholarships become available. Scholarship criteria and application will be attached to the email. The scholarship committee will meet and determine the eligible recipients. Students will be notified of the committee’s decision.

Financial Aid Contact

Harriet Arndt
Financial Aid Advisor
717-242-7206
hlarndt@geisinger.edu

Financial aid information is available on the school website www.geisinger.edu and in the student handbook.

The Geisinger Lewistown Hospital School of Nursing addresses substance abuse in our school catalog under the “Student Discipline” section. Drug and alcohol information is distributed during school orientation to students, faculty and staff.

Local Emergency Information

Alcohol, Drug, Violence Problems

Alcoholics Anonymous 717-242-1517
Clear Concepts Counseling 717-242-3070
Community Help Center 814-237-5855
Domestic Violence and Sexual Assault 717-242-2444
Women’s Resource Center (hotline) 814-234-5050
PA Coalition Against Rape 800-692-7445
Mental Health Crisis Intervention Services 800-929-958

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the LHSON receives a request for access.

A student should submit to the Director, a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Director to whom the request was submitted, that official shall advise the student of the correct person to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the LHSO to amend a record should write the person responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the LHSO decides not to amend the record as requested, the Director will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the LHSO discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The LHSO discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the LHSO in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the LHSO has contracted as its agent to provide a service instead of using LHSO employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the LHSO. [Optional] Upon request, the LHSO also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Geisinger Lewistown Hospital School of Nursing FERPA Release Form

Signing this release form allows a student to grant parent(s), grandparent(s), spouse and/or others access to his/her educational records maintained by the Geisinger Lewistown Hospital School of Nursing.

Anyone given permission to view a student's records will also have access to ALL educational records belonging to that student (billing information, financial aid, grades, etc.).

Please indicate those you grant permission to have access to your information.

Agencies may request information on your behalf to determine eligibility in their program (WIA, OVR, TAA, DPW, etc.).

All permission granted will remain in effect until revoked by the student. I give permission for the following person(s) to have access to my records.

PLEASE PRINT CLEARLY

Release to _____ Relationship _____

Cancel release _____ Date _____

Release to _____ Relationship _____

Cancel release _____ Date _____

Print Name _____

Signature _____ **Date** _____

When a student is taking courses at Penn State and the School of Nursing student information will be shared between departments.

Family Education Rights and Privacy Act is a federal law designed to protect the privacy of a student's educational records. Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. All FERPA rights transfer from the parent to the student when a student attends a postsecondary institution-regardless of parental information that may have been required when applying for financial aid. Therefore, Student Financial Services Office employees are unable to discuss matters with members of the student's family or other persons without the express written consent from the student. Should you wish your financial information to be shared with another person, please complete the attached FERPA release form.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to produce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see the Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

LOAN REPAYMENT AND DEFAULT MANAGEMENT

SON is committed to informing all students about Default and Debt Management. Many students rely on student loans to assist them with their educational costs. Students need to carefully consider the amount of debt they will incur during their academic career. Borrowing loans to pay for college has long-term financial implications. Like any other debt, a student loan is a serious financial obligation that must be repaid. In addition to the principal amount you borrow, you will be charged interest. Failure to make on-time monthly payments may affect your credit rating and your ability to borrow in the future.

Default and Debt Management education must start in your first year at SON and extend through graduation. It is easy to borrow, but repayment can be difficult. SON strives to educate students on sensible student loan borrowing. Understanding and minimizing your indebtedness will benefit you after graduation. Timely repayment of your student loan will ensure that future students will be eligible for the same benefits of financial aid that you have. A loan repayment calculator can be found on www.studentloans.gov.

Please consider the following when planning how much to borrow:

- ❑ **Amount:** Think about how much you need to borrow. You may not want to borrow the full amount for which you are eligible.
- ❑ **Number of Loans:** Your total indebtedness will be affected if you decide to continue your education after you graduate from SON.
- ❑ **Loan Limits:** Most student loan programs specify minimum and maximum amounts you can borrow.
- ❑ **Length of Repayment Period:** You will save interest costs if you choose a shorter repayment period.

LOAN REPAYMENT AND DEFAULT MANAGEMENT Cont'd.

☐ **Minimum Monthly Payments:** Monthly payments will depend on the amount you borrow and the repayment plan you select.

☐ **Borrowers Rights and Responsibilities:** Be sure you understand your rights and responsibilities under each loan program – be sure to keep all financial aid paperwork.

Responsible student loan borrowing will help you:

☐ Establish credit.

☐ Secure future loan borrowing for homes, cars and graduate school.

☐ Obtain credits cards.

Several repayment options are available to you:

☐ **Deferment:** Occurs when a borrower is allowed to postpone repaying the loan.

☐ **Forbearance:** Occurs when the lender allows the borrower to temporarily postpone repaying the principal, but the interest charges continue to accrue.

☐ **Consolidation:** A loan that combines several student loans into one bigger loan from a single lender.

☐ **Loan Forgiveness:** Under certain circumstances, the federal government will cancel all or

If you neglect your student loan responsibility, you may face serious consequences and the following steps may be taken to recover the outstanding balance due:

☐ The Department of the Treasury may offset your federal and/or state tax refunds and any other payments, as authorized by law, to repay your defaulted loan.

☐ You may have to pay additional collection costs.

☐ You may be subject to Administrative Wage Garnishment - this is where the Department of Education will require your employer to forward 15% of your disposable pay toward repayment of your loan.

☐ The Department of Education may take legal action to force you to repay the loan.

☐ Credit bureaus may be notified and your credit rating will suffer.

Should your student loan go into default, there is help for you:

To determine your eligibility for the Default Rehabilitation Program and to establish a monthly repayment plan, contact your Loan Servicer. The Default Rehabilitation Program allows defaulted student loan borrowers who have established satisfactory repayment a **Student Loan Borrowers Rights and Responsibilities**

As a student loan borrower, you have many rights and responsibilities. You should be informed about all aspects of your student loans, including: loan balances, repayment options, fees, grace periods, interest rates, an explanation of default and its consequences, consolidation and much more. As a student loan borrower, you are borrowing money and agreeing to pay it back. You are also bound by many important responsibilities during the life of the loan. If you do not repay your loan on time or according to the terms in your promissory note, you may go into default. Default has serious consequences and will affect your credit rating.

Students have the right to the following:

- ☐ Written information on your loan obligations and information on your rights and responsibilities as a student loan borrower.
- ☐ A grace period and an explanation of what this means.
- ☐ A disclosure statement - received before you begin to repay your loan (this should include information about your interest rate, associated fees, the balance that you owe and the calculated number of payments during your repayment period).
- ☐ Information on deferment and forbearance options.
- ☐ Information on prepayment of your student loan.
- ☐ A copy of your MPN (this is the legally binding paperwork necessary to obtain a loan).
- ☐ Documentation that your student loan is paid in full.

Students are responsible for:

- ☐ Completing Entrance Counseling before your loan is disbursed to SON (first time borrowers only).
- ☐ Completing Exit Counseling before you graduate, leave school or drop below half-time enrollment status.
- ☐ Repaying your student loan even if you do not complete your academic program, you are dissatisfied with your education or if you are unable to find employment after you graduate.
- ☐ You must notify SON and your student loan lender if you:
 1. Change your address.
 2. Change your name.
 3. Withdraw from school or drop below half time enrollment.
 4. Transfer to another school.
 5. Fail to enroll or re-enroll in school for the period for which the loan was intended.
 6. Change your expected graduation date or graduate.

To remove the defaulted status completely

- You must make monthly payments on your loan after your grace period ends (unless you request and are approved for a deferment or forbearance).
- You must notify your lender of anything that might alter your eligibility for an existing deferment or forbearance.

Additional information is available online at:

- ☐ www.ombudsman.ed.gov
- ☐ www.aessuccess.org
- ☐ www.youcandealwithit.com
- ☐ www.nsls.ed.gov
- ☐ <http://mappingyourfuture>

Students Rights and Responsibilities

The receipt of financial aid is a privilege, which creates both rights and responsibilities.

As a student receiving financial aid at SON, you have the following rights:

- ☐ Students have the right to know the method used to determine their need
- ☐ Students have the right to be awarded financial aid in an equitable manner (as funds permit)
- ☐ You may decline all or any part of your financial aid awards (this must be done in writing)
- ☐ You may be able to return loan proceeds within 14 days of the date of disbursement
- ☐ You will be notified in writing of any changes made to your financial aid eligibility and/or your awards
- ☐ You may request a review of your financial aid application due to special or unusual circumstances (all requests must be submitted in writing)
- ☐ Students have the right to contact the Federal Student Financial Aid Ombudsman to resolve issues related to student loans. The Federal Ombudsman phone number is 1-877-557-2575, and the web address is: <http://www.ombudsman.ed.gov>.

Direct Loan Servicing Center

Phone: 800/848-0979

TDD/TTY: 800/848-0983

Overseas: 315/738-6634

Web site: www.dl.ed.gov

FedLoan Servicing (PHEAA)

Phone: 800/699-2908

TDD/TTY: 800/722-8189

Overseas borrowers: 717-720-1985

Web site: www.myfedloan.org

Great Lakes Educational Loan Services, Inc.

Phone: 800/236-4300

TDD/TTY: 800/236-4300

Overseas: 608/246-1700

Web site: www.mygreatlakes.org

Nelnet

Phone: 888/486-4722

TDD/TTY: 888/486-4722

Overseas: 303/696-3625

Web site: www.nelnet.com

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**Geisinger-Lewistown Hospital School of Nursing
Total Budget Estimate (1st year) Based on Full Time Traditional Student
2016/2017 Tuition & Fee Schedule ***

Tuition (327.00 per credit) (3 semesters)	9810.00
Admin/Technical/Lab Fee (3 semesters)	285.00
Clearances	53.00
Books	930.00
Uniforms	210.00
CPR	65.00
Liability Insurance	35.00
ATI Fees	1013.00
Physical	90.00
Health Tote Bag	138.00
Application Fee	75.00
Pre-Admission Test Fee	94.00
Acceptance Fee	125.00
TOTAL COST Based on 1 year.	\$12,923.00

*Based on 2016/2017 Projected Costs

**Subject to change

NOTE: This estimate does not include general education costs. General education costs will vary according to the college/university that you choose.

Post-admission Requirements

Pre-entrance Physical Examination

1. Prior to enrollment, potential students must obtain a satisfactory physical examination. Cost of physical exam is the student's responsibility.
2. The Geisinger Lewistown Hospital School of Nursing Student Health Nurse will perform an immunization review which includes; Various Titers, Drug Screen and Nicotine Screen. If additional titers are needed, Geisinger Lewistown Hospital will perform the necessary lab work and this cost will be absorbed by Geisinger Lewistown Hospital.

Any student who does not successfully pass the pre-enrollment physical examination and who fails to meet the minimum requirements for admission to the program will be notified by the Program Director that the previous offer of admission to the program has been rescinded.

Geisinger Lewistown Hospital reserves the right to temporarily or permanently exclude any student who cannot perform essential functions of a student nurse with or without reasonable accommodation.

Criminal History/Child Abuse Clearances/FBI Clearance

All students must provide criminal history information (Act 33), FBI clearance information and PA Child Abuse History Clearance (Act 151). The clearances must have been obtained within the past six months, and the original forms must be produced. All forms must be placed in the student's file prior to enrollment.

Applicants must have a cleared/clean record of all criminal and child abuse clearances. Clearances are not required until after acceptance into the program and must be turned in prior to the start of classes.

The Pennsylvania State Board of Nursing reserves the right to deny licensure based on the applicant's criminal and/or child abuse history, even if an individual has completed a nursing program (Refer to Section 6C of the Professional Nursing Law).

Cardiopulmonary Resuscitation (CPR) Certification

All students must have current CPR certification (two-year basic life support for the healthcare provider), including infant and child CPR. If you need to become certified, please contact the American Heart Association or the Geisinger Lewistown Hospital. Online courses are not accepted.

Health Insurance

All students must provide evidence of having health insurance prior to enrollment in the program. Students must maintain health insurance throughout the program.

Malpractice Insurance

Each student must maintain malpractice insurance throughout the program and must be no less than \$1,000,000.00 per occurrence.

This is for your information only, should you be accepted into this program.