

APPLICATION INSTRUCTIONS

The following describes the application process for prospective students. Admission to the Idaho State University (ISU) College of Nursing (CON) is competitive and meeting the application and admission criteria does not assure acceptance into the program. You **must** be admitted to Idaho State University before you can apply to the College of Nursing. Please read all information in this Application Instructions packet carefully.

The online application process must be completed and all documents submitted by 5:00pm on April 15, 2019 to be considered for Fall 2019 admission; the College of Nursing will accept late applications on a rolling basis through July 31, 2019 pending available space in the cohort. The College of Nursing will review applications throughout the semester and notify applicants of admission decisions via email on a rolling basis.

APPLICATION CRITERIA

The following criteria must be met to be eligible for application and consideration for acceptance to the Bachelor of Science (BS) in Nursing Completion Program for RNs:

1. Application/Acceptance to Idaho State University

- Applications are available on the ISU website at www.isu.edu/apply. The ISU application fee is \$50.00. Upon acceptance to ISU, a student identification number is assigned. This ID number is required on the CON application.
- Official transcripts from all colleges attended must be submitted to ISU Office of Admissions as part of the application process. Once admitted to ISU, official transcripts for additional transfer courses are processed by the ISU Office of the Registrar.
- Students usually complete the General Education Program prior to starting our nursing program. Please see <http://coursecat.isu.edu/undergraduate/academicinformation/generaleducation/> for more details on the general education courses, and contact the CON Academic Adviser if you have questions.

2. Completion of College of Nursing prerequisite courses

- At least 20 credits among the prerequisite courses must be successfully completed and appear in the applicant's transcript **at the time the College of Nursing electronic application is submitted**. Some courses may have been taken as part of the applicant's ADN program.
- Each prerequisite nursing course must be completed with a grade of "C" or higher.
- Applicants must have a cumulative GPA of 3.0 or higher among the completed prerequisite courses combined with the completed ADN courses to be eligible for admission.

Prerequisite Courses:	Credits
At least 20 credits must be completed prior to application submission	
BIOL 1101/1101L Biology with Lab	4 cr.
BIOL 2221/2221L Introductory Microbiology with Lab	4 cr.
BIOL 3301/3301L Anatomy and Physiology I with Lab	4 cr.
BIOL 3302/3302L Anatomy & Physiology II with Lab	4 cr.
BIOL 3305 Intro to Pathobiology	3 cr.
MATH 1153 Introduction to Statistics	3 cr.
NTD 2239 Nutrition or NTD 3340 Nutrition for Health Professionals	3 cr.

Prerequisite Courses, continued:	Credits
PHIL 2230 Medical Ethics	3 cr.
PPRA 3315 Pharmacology for Nursing	4 cr.
PSYC 1101 Introduction to General Psychology	3 cr.
PSYC 2225 Child Development, or other approved lifespan development course	3 cr.

- d. Please understand that any remaining nursing prerequisite courses (and ADN courses if applicable) must be successfully completed prior to starting the Fall 2019 semester. See Admission Criteria for more details.
- 3. Submission of College of Nursing Course Petitions and/or University Undergraduate Petitions (if needed)**
- a. Petitions may be required for the College of Nursing to consider a given transfer course(s). A course title that is different than the ISU course title specified, out-of-state credits that do not transfer in as equivalent to the given ISU course(s), and/or a combination of two or more courses that together cover the material for an ISU course could require completion of a petition.
- i. **Nursing Petitions:** For applicants looking to submit a College of Nursing Course Petition Form for any nursing prerequisite(s), the student must submit the petition by **April 1, 2019**. The petition process can take up to 2-3 weeks.
- ii. **Undergraduate Student Petition(s):** For applicants looking to submit an Undergraduate Student Petition form for any nursing prerequisite(s), the student is encouraged to submit the petition as soon as possible. Decisions can take 6-8 weeks.
- b. The petition process for nursing prerequisite courses must be completed and the approved petition decisions finalized and on file before the nursing application is submitted. Consult the CON Academic Adviser at 208-282-2132 or conadvis@isu.edu well in advance of applying to the program regarding transfer equivalency and the petition process.
- c. Applicants are required to submit documentation of all APPROVED College of Nursing petitions in the nursing application by the nursing application deadline of April 15, 2019.
- 4. Meeting with College of Nursing Adviser to determine eligibility**
- a. Applicants are ***strongly*** encouraged to meet with a CON adviser **well in advance** of the application deadline. Application to the College of Nursing will not be considered without verification of meeting with the adviser.
- b. ISU CON Academic Adviser: 208-282-4481, conadvis@isu.edu, or <https://abbeyhirt.youcanbook.me/>
- c. Applicants MUST meet with adviser in person or by phone for review of transcripts and assessment of application criteria.
- i. For ISU Students: Applicants are requested to access their ISU Degree Works account to review their academic history in an in-person meeting. The applicant must provide unofficial transcripts for any courses not listed in their ISU Degree Works account. If Degree Works is inaccessible, applicants must bring unofficial transcripts to show prerequisite course completion or send copies of unofficial transcripts via email to the adviser prior to a phone meeting.
- ii. For applicants who have not been admitted to ISU yet: Applicants can bring copies of all unofficial college transcripts to the in-person meeting with the adviser, or send copies of unofficial transcripts via email to the adviser prior to a phone meeting.
- d. Course petitions may be required to determine equivalency and transfer into ISU and/or the College of Nursing. Processing of petitions may take 6-8 weeks; please see 3a for more details.

5. Submission of Advising Certification Form

- a. After meeting and determining eligibility, the adviser will sign the Advising Certification Form on page 5 to verify the applicant's completed prerequisite courses and cumulative GPA among the completed prerequisites and ADN courses.
- b. The Advising Certification Form must be the first document submitted electronically as a part of the CON application. *The applicant will not be able to access the remaining online application items until the Advising Certification Form has been submitted by the applicant and processed by College of Nursing staff.*

6. Completion of the College of Nursing electronic application by 5:00 PM on April 15, 2019

- a. After meeting with the adviser and determining eligibility, eligible applicants will be given access to the electronic application and instructed on the process for electronic submission of required documents.
 - i. Application is available at <https://elearn.isu.edu/community/>.
 - ii. **Application Password: Bsnc2019!**
 - iii. Application and documents for the application process can be submitted through this site.
- b. Application and all supporting documents must be submitted by April 15, 2019 to be considered for acceptance to the College of Nursing. The College of Nursing will accept late applications on a rolling basis through July 31, 2019 pending available space in the cohort.
- c. Please ensure that your name matches on your application, the application fee, and the background check documentation. *If your name has changed, include any alternate names in your application.*

7. Submission of ISU Degree Works Account and/or Unofficial Transcripts

- a. Unofficial copies of ISU Degree Works print out and/or unofficial transcripts with completed Set A prerequisite courses *visibly* highlighted must be submitted with the application to the College of Nursing.
 - i. Applicant must show original course numbers for all prerequisite courses. These will be listed in the ISU Degree Works account; if using unofficial transcripts, provide a transcript from each institution showing the original course number(s).
 - ii. Applicant must provide unofficial transcripts for any courses not listed in their ISU Degree Works account.
- b. It is the responsibility of the applicant to make sure all official transcripts of courses taken at other colleges or universities (either by classroom, correspondence, or online) are on file with the ISU Admissions Office and/or ISU Registrar's Office at the time of nursing application submission. Course grades for all Set A prerequisite courses must be on the transcripts. If there is no record of the transcripts on file with the ISU Admissions Office by April 15, 2019, student will not be considered for admission to the College of Nursing.

8. Submission of the College of Nursing \$50 application fee

- a. Submission of a non-refundable CON application fee of \$50.00. The application web-site includes a link for online payment. E-mail confirmation of fee payment is provided.

9. Additional Information

- a. Applicants currently enrolled in an associate degree nursing program must complete their degree prior to enrollment in the ISU CON. Acceptance to the ISU CON is conditional based upon submission of the current, unencumbered Idaho Registered Nursing license prior to or during enrollment in the CON.
- b. If accepted to the College of Nursing Bachelor of Science in Nursing Completion Program for RNs, the student may be expected to travel 200 miles and spend the night as necessary for clinical experiences.

The online application process must be completed and all documents submitted by **5:00 pm on April 15, 2019** to be considered for Fall 2019 admission.

SELECTION CRITERIA

Applicant ranking and selection is based upon:

1. Prerequisite GPA – the cumulative GPA among the Prerequisite courses combined with completed ADN courses – maximum of 100 points.

ALTERNATE STATUS

An alternate admission list is implemented when more applicants meeting the admission criteria have applied than there are available positions. If space becomes available to accommodate additional eligible applicants, the alternate list will be activated. **Alternate status is recognized only for the Spring 2019 application for Fall 2019 admission.** Applicants who are not admitted for the Fall 2019 semester may reapply for the next semester and will be reviewed for admission with the new group of applicants.

Applicant Name (please print): _____ **Date met with Adviser:** _____

ADVISING CERTIFICATION FORM

1. The applicant must schedule an appointment (in person or by phone) with a College of Nursing adviser before 5:00 PM on April 15, 2019.
2. The application will not be processed if this form is incomplete.

Prerequisite Course Institution(s):

ISU Course	Institution & Course <small>If Non-ISU Credit</small>	Petition <small>if needed</small>	Credit Hours	Grade	Date Completed <small>Semester/Year Taken</small>
BIOL 1101 and 1101L Biology I with Lab					
BIOL 2221 and 2221L Introduction to Microbiology with Lab					
BIOL 3301 and 3301L Anatomy & Physiology I with Lab					
BIOL 3302 and 3302L Anatomy & Physiology II with Lab					
BIOL 3305 Pathobiology					
MATH 1153 Introduction to Statistics					
NTD 2239 – OR – NTD 3340 Nutrition for Health Professionals					
PHIL 2230 Medical Ethics					
PPRA 3315 Pharmacology for Nursing					
PSYC 1101 Introduction to General Psychology					
PSYC 2225 Child Development, or other approved lifespan course					
Cumulative Credits & GPA	Nursing Prerequisites & ADN Courses				

_____ Student has completed all necessary application requirements. **Application Enrollment Key: Bsnc2019!**

_____ Student must complete the following application requirements:

I have met with a College of Nursing adviser to review my eligibility and discuss my application to the Bachelor of Science in Nursing Completion Program for RNs. I understand that all application requirements must be submitted prior to the April 15, 2019 application deadline.

Student Signature: _____

Date: _____

Adviser Signature: _____

Date: _____