

APPLICATION INSTRUCTIONS

The following describes the application process for prospective students. Admission to the Idaho State University (ISU) School of Nursing (SON) 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 School 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 February 10, 2021 to be considered for Summer 2021 admission. After the review process, the School of Nursing will notify all applicants of admission decisions via email by early March 2021.

APPLICATION CRITERIA

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

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 SON application.
- Official transcripts from all colleges attended must be submitted to the ISU Office of Admissions as part of the ISU application process.
- Note: the Accelerated Nursing Program is an undergraduate program and applicants should apply to ISU as **Post-Baccalaureate Student/Nursing Pre-Program**.
- For applicants who have remaining Set B courses to complete, it is recommended to apply to ISU in the fall term for spring admission.

2. Completion of Prior Baccalaureate Degree

- Applicants must have **completed a baccalaureate degree** in an area other than nursing *prior to submitting the School of Nursing application*. Students attending the College of Idaho and interested in the ISU-CI Cooperative Program should contact the Academic Adviser for information.

3. Completion of School of Nursing Set A prerequisite courses

- Set A prerequisite courses must be successfully completed and appear in the applicant's transcript **at the time the School of Nursing electronic application is submitted**.
- Each Set A course must be completed with a grade of "C" or higher.
- Applicants must have a cumulative GPA of 3.0 or higher among the Set A prerequisite courses.
 - Only SET A prerequisite courses are included in the GPA calculation for application ranking.

Set A Prerequisite Courses: Must be completed prior to application submission	Credits
BIOL 2221/2221L Introductory Microbiology with Lab	4 cr.
BIOL 2227/2227L Human Anatomy and Physiology I with Lab or BIOL 3301/3301L Advanced Human Anatomy and Physiology I with Lab	4 cr.
BIOL 2228/2228L Human Anatomy and Physiology II with Lab or BIOL 3302/3302L Advanced Human Anatomy & Physiology II with Lab	4 cr.

Set A Prerequisite Courses Continued:	Credits
CHEM 1101 Introduction to General Chemistry or CHEM 1111/1111L General Chemistry with Lab	3 or 5 cr.
PSYC 1101 Introduction to General Psychology	3 cr.
PSYC 2225 Child Development	3 cr.
Cultural Diversity Course	3 cr.

- d. Please understand that any remaining Set B nursing prerequisites must be successfully completed prior to starting the Summer 2021 semester. See the list of Set B courses below.

Set B Prerequisite Courses:	Credits
Must be successfully completed prior to starting the Summer 2021 semester	
BIOL 2229 or BIOL 3306 Introduction to Pathobiology	3 cr.
CHEM 1102 & 1103 Introduction to Organic and Biochemistry with Lab	4 cr.
LLIB 1115 Introduction to Information Research	3 cr.
MATH 1153 Statistical Reasoning	3 cr.
NTD 3340 Nutrition for Health Professionals	3 cr.
PHIL 2230 Medical Ethics	3 cr.
PPRA 3315 Pharmacology for Nursing	4 cr.

4. Submission of School of Nursing Course Petitions by January 15, 2021 (if needed)

- a. Nursing Course Petitions may be required for the School 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. For applicants looking to submit a School of Nursing Course Petition Form for any nursing prerequisite(s), the student must submit the petition and supporting documentation by **January 15, 2021**.
 - ii. Consult the SON Academic Adviser for the Accelerated program at (208)-373-1784 or sonadvis@isu.edu well in advance of applying to the program regarding transfer equivalency and the petition process.
- b. The petition process usually takes up to 2-3 weeks, and approved petition decisions for Set A and Set B courses must be finalized and on file before the application is submitted.
 - i. We **strongly** recommend you meet with an adviser to review your transcripts and your need for petitions **well in advance of the January 15, 2021** petition deadline. Not having all of your required petitions submitted on time could mean you miss the application deadline.
- c. Applicants are required to submit documentation of all **APPROVED** School of Nursing petitions in the nursing application by the nursing application deadline of **February 10, 2021**.

5. Meeting with School of Nursing Adviser by January 15, 2021 to determine eligibility

- a. Applicants are **strongly** encouraged to apply to ISU and meet with a SON adviser **well in advance of the January 15, 2021** petition deadline to ensure the Set A courses are completed and accepted by the School of Nursing. Application to the School of Nursing will not be considered without verification of meeting with the adviser and verification of successful Set A course completion.
- b. ISU SON Academic Adviser for the Accelerated program: (208)-373-1784 or sonadvis@isu.edu
- c. Applicants **MUST** meet with adviser in person or by phone for review of transcripts and assessment of application criteria. Applicants must show successful completion of Set A courses and completion

or current progress of Set B courses.

- d. Applicants are requested to bring a copy of their ISU Degree Works account that includes prior academic history. The applicant must provide unofficial transcripts for **any courses not listed** in their ISU Degree Works account.
 - i. **For students not yet admitted to ISU:** The applicant can also bring unofficial copies of all 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.
- e. Course petitions may be required to determine equivalency and transfer into ISU and/or the School of Nursing. Processing of petitions usually takes 2-3 weeks (see 4a for more details).
- f. After meeting with the adviser and determining eligibility, the adviser will sign the Advising Certification Form on pages 8-9 to verify the applicant's completed Set A prerequisite courses, cumulative GPA among the Set A prerequisite courses, and completion or current progress of Set B prerequisite courses.

6. Completion of the School of Nursing electronic application by 5:00 PM on February 10, 2021

- 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/course/view.php?id=13>
 - ii. **Application Password: Absn2021!**
 - iii. Application and documents for the application process can be submitted through this site.
 - iv. Please allow up to 72 hours for School of Nursing staff to process application materials. Students will be notified via email of any issues or errors with their submissions.
- b. Application Documents Include:
 - i. Advising Certification Form (Item 7 and Pages 8-9)
 - ii. Applicant Information (Item 8)
 - iii. ISU Degree Works Print Out and/or Unofficial Transcripts (Item 9)
 - iv. Test of Essential Academic Skills (TEAS) Score (Item 10)
 - v. Approved School of Nursing Course Petitions (if applicable, see Item 4)
 - vi. \$50 application fee (Item 11)
- c. Application and all supporting documents must be submitted by **5:00 pm on February 10, 2021** to be considered for acceptance to the School of Nursing.
- d. Please ensure that your name matches on your application information, documents, and the application fee. *If your name has changed, include any alternate names in your application.*

7. Submission of Advising Certification Form (Pages 8-9)

- a. The Advising Certification Form must be the first document submitted electronically as a part of the SON 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 School of Nursing staff.*

8. Applicant Information Page

- a. Above the Transcripts link, there is a link with little orange and white bullhorn next to it. Please click on this link and fill out the questionnaire. You will not be able to access this link through Grades.
- b. Applicant Information asks for contact information, emergency contact information, optional demographic information, and degree information. When completing the questionnaire, please note the following:
 - i. Physical Addresses: Your Permanent Address is your home address you provided to Idaho State University and where you could be contacted throughout the entire program. Your

Current Address is where you live at the time of application/while attending Idaho State University only if it is different than the Permanent Address. The School of Nursing rarely sends information via postal mail but accuracy with your addresses is important, especially for clinical placements.

- ii. Email Addresses: Unless you only have an ISU email address, please list an alternate email address so we have a way to reach you in case of emergencies.
- c. Applicants may be requested to re-do the questionnaire if critical information is deemed incorrect or missing.

9. 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 and completed/enrolled Set B prerequisite courses visibly highlighted** must be submitted with the application to the School of Nursing.
 - i. Applicant must show original course numbers for all Set A and Set B 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 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 **February 10, 2021**, student will **NOT** be considered for admission to the School of Nursing.

10. Completion of Test of Essential Academic Skills (ATI TEAS)

- a. The applicant must complete the ATI TEAS (6th edition) exam **between August 10, 2019 and February 10, 2021**. The applicant is required to submit documentation of the ATI TEAS score in the nursing application by the nursing application deadline of **February 10, 2021**.
 - i. Applicants will be permitted to take the ATI TEAS exam up to 3 times per calendar year (January 1 to December 31) with at least 30 days in between ATI TEAS exams.
 - ii. For those applicants who have taken the ATI TEAS more than once, we will use the best “BSN Percentile Rank” score for this application.
- b. Please contact the Testing Center of your choice directly regarding scheduling, pricing, and exam retakes, as well as sending your results to ISU if applicable.
 - i. ISU administers the ATI TEAS at the Testing Centers in Meridian, Pocatello, and Idaho Falls.
 1. ISU Meridian Testing Services: Contact Greg Fischer at (208) 373-1960, (see page 6 for more details).
 2. ISU Testing Center, Pocatello: (208)-282-4907, <https://www.isu.edu/ctc/testing/>
 3. ISU Testing Center, Idaho Falls: (208)-282-7750, <https://www.isu.edu/idahofalls/idaho-falls-student-resources/idaho-falls-testing-center/>
 4. ISU Twin Falls Campus: Contact the Administrative Assistant at (208)-933-2300 for details.
 - ii. Applicants located elsewhere may contact the Nursing Adviser regarding taking the TEAS at a different site. Applicants may also contact ATI Testing at 800-667-7531 for additional testing sites.
 1. **For students who complete the TEAS outside of ISU, select to send your scores to “ID STATE U Meridian” in your ATI account when you take the TEAS.**

2. Please note that there is an additional fee to send your score to ISU if you send it after taking the exam.
- c. Photo ID and payment are required at the time the exam is taken. The ATI TEAS exam typically costs around **\$100** (the cost of the exam plus the cost of the proctor site).
- d. Please arrive 30 minutes before the ATI TEAS begins to allow adequate time for the check-in and payment process.
 - i. If you are retaking the ATI TEAS exam, please inform the testing center staff how many times you have taken the ATI TEAS exam previously and when your most recent exam was completed.
- e. Notify the Testing Center you are applying to a BSN nursing program (and you want to send your scores to ISU, if applicable). If given the option, select “BSN” as the Program Type when logging in to begin the ATI TEAS. We use the “**BSN Program Percentile Rank**” score for our nursing application; ***the “ADN” score is not accepted for the Accelerated nursing application process.***
- f. The ATI TEAS takes approximately 4 hours and includes 170 questions total in 4 areas: Reading, English and Language Usage, Science, and Math. It is recommended that the student uses the study guide for the ATI TEAS that is available for purchase at the ATI website:
<https://www.atitesting.com/teas>
- g. Applicants are required to submit documentation of their TEAS BSN Percentile Rank score in the nursing application by the nursing application deadline of **February 10, 2021**.

11. Submission of the School of Nursing \$50 application fee

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

12. Personal Interview for Competitive Applicants

- a. A select group of competitive applicants will be selected based on GPA and TEAS score. This select group of competitive applicants will be contacted for an interview upon receipt of the completed application and determination of statistical competitiveness among all applications received through **February 10, 2021**.
- b. Interviews allow applicants to meet members of the faculty and staff with whom they will interact throughout their studies, to ask questions about the program, and to assess if this program is a good fit for the student and their academic and career goals. Interviews also give faculty an opportunity to meet competitive applicants, learn about their achievements and goals, and to consider if the student is a good fit for the program.
- c. Interviews will be conducted in the Accelerated Nursing Department (in person or by ZOOM) and will be a determining factor for competitive applicants in the ranking process. ***All applicants may not be asked to complete an interview.***
- d. *Being offered an interview is not a guarantee of admission to the Accelerated Nursing Program* – the results of the interview may exclude an applicant from acceptance, despite GPA, TEAS, and/or Total Application score.

13. Additional Information

- a. If accepted to the School of Nursing Undergraduate Accelerated program, 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 February 10, 2021 to be considered for Summer 2021 admission.

SELECTION CRITERIA

Applicant ranking and selection is based upon 3 weighted criteria totaling **100 points**.

1. Prerequisite GPA – The cumulative GPA among the Set A Prerequisite courses – **40%**
2. Test of Essential Academic Skills (ATI TEAS) – The BSN Program Percentile Rank score on the ATI TEAS – **20%**
3. Personal Interview – A select group of competitive applicants will be contacted for an interview – **40%**

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 2021 application for Summer 2021 admission.**

Applicants who were not accepted to the Accelerated nursing program may reapply the next year and will be reviewed for admission with the new group of Accelerated applicants. Applicants who are not admitted to the Accelerated program may also apply to the Traditional program in the current spring semester or any following fall or spring semesters if interested. Applicants are encouraged to talk with the nursing adviser for feedback on their application.

APPLICATION INSTRUCTIONS ADDENDUM: ATI TEAS Testing at Meridian

To schedule an exam date: Please use the below link and complete each step to register for your TEAS exam. Take care to make the correct choices. If you have any problems please call the testing services center (TSC) at the number below during operating hours for assistance with your reservation. The TSC is in room 841 on the second floor with Disability Services. <https://www.registerblast.com/isu/Exam/List>

To find your exam make these selections:

1. TEAS Exam
2. TEAS Exam (1st attempt \$93*)
TEAS Exam (2nd attempt \$93*)
TEAS Exam (3rd attempt \$93*)
TEAS Exam (4th attempt \$93*)
3. Select date and time, TEAS exams must be scheduled a minimum of 36 hours from time of registration.
4. Complete remaining questions.

You will receive a confirmation email shortly after making your reservation.

*price subject to change

Exam Retake Policy: 30 calendar days are required between TEAS exam attempts, attempts for ISU BSN programs are limited to 3 per calendar year (January through December)

REMINDER:** Create your ATI account **PRIOR** to arriving to campus for testing. Select “BSN” as the Program Type and select ***“ID State U Meridian” as the institution to send your scores.

Please read and acknowledge the following:

- a. I acknowledge the \$93 fee must be paid upon arrival at the main campus entry customer service counter. Payment must be **CASH or CHECK**. No credit/debit cards accepted. A receipt will be issued to take to the testing services center, room 841 on the second floor.
- b. I acknowledge that I will need to bring a valid form of photo identification with me on exam day. I also acknowledge that if I do not present a valid and acceptable photo ID on exam day I will be asked to reschedule my exam for a time when I can produce a valid and acceptable ID. Acceptable forms of ID for Instructor Authorized exams are:
 - i. School ID
 - ii. Driver’s license
 - iii. State-issued photo ID
 - iv. Passport
- c. I acknowledge that I must arrive at least 10 minutes prior to my scheduled exam time.
- d. I acknowledge that once checked in, I will be required to store all electronic devices and personal items in a secure locker prior to and during testing.
- e. I acknowledge that testing candidates are the only ones allowed in the testing services center; this includes children and guests of the testing candidate. I also acknowledge that children are not allowed to be unattended outside of the testing services center or any other area of the college during testing.
- f. I acknowledge that if I need to retake the TEAS exam I must wait 30 calendar days before scheduling the new exam.
- g. I acknowledge that I will park in the designated visitor parking spaces along the sidewalk from the southeast corner of the building to the beginning of the reserved parking. Current ISU students must use the designated student parking areas.

For more information on ISU Meridians’ proctoring services please visit our web page: <https://isu.edu/meridian/prometric--isu-meridian-proctoring/>.

Greg Fischer
ISU-Meridian Testing Services
(208) 373-1960
1311 East Central Drive
Meridian, Idaho 83642

Testing Services Center Hours:
Mon, Fri: 9am-3pm
Tues: 10am-4pm
Wed, Thurs: 1pm-7pm

The ATI TEAS takes approximately 4 hours and includes 170 questions total in 4 areas: Reading, Math, Science, English and Language Usage. It is recommended that the student use the study guide for the ATI TEAS that is available for purchase at the ATI website: <https://atitesting.com/teas>.

The ATI TEAS does *not* have to be taken at the ISU-Meridian campus. Applicants outside the Boise-Meridian area may contact ATI Testing at 800-667-7531 for testing sites.

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 School of Nursing adviser.
2. The application will not be processed if this form is incomplete.

_____ Bachelor's Degree completed _____ Degree _____ Date Conferred _____ Institution

Prerequisite Course Institution(s):

Set A Prerequisite Course Check for Application Process:

ISU Course	Institution & Course	Petition if needed	Credit Hours	Grade	Date Completed Semester/Year Taken
BIOL 2221 and 2221L Introduction to Microbiology with Lab					
BIOL 2227 and 2227L - OR - BIOL 3301 and 3301L Anatomy & Physiology I with Lab					
BIOL 2228 and 2228L - OR - BIOL 3302 and 3302L Anatomy & Physiology II with Lab					
CHEM 1101 - OR - CHEM 1111 and CHEM 1111L Intro to General Chemistry					
PSYC 1101 Introduction to General Psychology					
PSYC 2225 Child Development					
Cultural Diversity Course (see Objective 9 in the General Education requirements for guidance or petition course(s) through the SON for approval)					
Cumulative Set A Credits & GPA					

_____ Student has completed all necessary application requirements.

_____ Student must complete the following application requirements:

Application Enrollment Key: Absn2021!

Notes:

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

ADVISING CERTIFICATION FORM, cont.

1. The applicant must schedule an appointment (in person or by phone) with a School of Nursing adviser.
2. The application will not be processed if this form is incomplete.

Set B Prerequisite Course Check for Admission Process:

ISU Course	Institution & Course	Petition if needed	Credit Hours	Grade	Date Completed Semester/Year Taken or Planned
BIOL 2229 - OR - BIOL 3306 Introduction to Pathobiology					
CHEM 1102 Introduction to Organic and Biochemistry					
CHEM 1103 Introduction to Organic and Biochemistry Lab					
LLIB 1115 Introduction to Information Research					
MATH 1153 Statistical Reasoning					
NTD 3340 Nutrition for Health Professionals					
PHIL 2230 Medical Ethics					
PPRA 3315 Pharmacology for Nursing					
Cumulative Set A and Set B Credits & GPA					

Application Enrollment Key: Absn2021!

Notes:

I have met with a School of Nursing adviser to review my eligibility and discuss my application to the Accelerated Bachelor of Science in Nursing Program. I understand that all application requirements must be submitted prior to the **February 10, 2021** application deadline.

Student Signature: _____

Date: _____

Adviser Signature: _____

Date: _____