

## 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 November 15, 2020** to be considered for Spring 2021 admission; the School of Nursing will accept late applications on a rolling basis through **December 1, 2020** pending available space in the cohort. The School 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

- a. Applications are available on the ISU website at [www.isu.edu/apply](http://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.
- b. Official transcripts from all colleges attended must be submitted to ISU Office of Admissions as part of the university application process. Once admitted to ISU, official transcripts for additional transfer courses are processed by the ISU Office of the Registrar.
- c. 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 SON Academic Advisor for questions.

#### 2. Enrollment in or Completion of Associate's Degree in Registered Nursing and Progression of School of Nursing Requisite Courses

- a. Applicants must be enrolled in or have completed an Associate's Degree in Registered Nursing (ADN) from a regionally accredited institution to apply, with enrollment or completion listed on the applicant's transcript **at the time the School of Nursing electronic application is submitted.**
  - i. Applicants currently attending a program or holding a degree from a nationally accredited institution may petition the School of Nursing for the degree to be accepted. Speak with the School of Nursing Advisor about your degree and the petition process.
- b. Applicants must have a cumulative GPA of 2.0 or higher among the completed ADN courses combined with any completed requisite courses to be eligible for admission.
- c. Each ADN course and any requisite nursing courses must be completed with a grade of "C" or higher and must be successfully completed prior to graduating from the BS Completion Program.

Requisite Courses:	Credits
BIOL 2229 or BIOL 3306 Intro to Pathobiology	3 cr.
MATH 1153 Statistical Reasoning	3 cr.

- d. Some applicants may have completed School of Nursing requisite courses prior to applying to the program. Students may also take the requisite nursing courses during the program and must be

incorporated into the Plan of Study. See Admission Instructions.

### 3. Meeting with School of Nursing Advisor to determine eligibility

- a. Applicants are **strongly** encouraged to meet with a SON advisor **well in advance** of the application deadline. Application to the School of Nursing will not be considered without verification of meeting with the advisor.
- b. ISU SON Academic Advisor: (208)-282-4481, [sonadvis@isu.edu](mailto:sonadvis@isu.edu), or <https://abbeyhirt.youcanbook.me/>
- c. Applicants **MUST** meet with advisor 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 requisite course completion or send copies of unofficial transcripts via email to the advisor 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 advisor, or send copies of unofficial transcripts via email to the advisor prior to a phone meeting.
- d. Course petitions may be required to determine equivalency and transfer into ISU and/or the School of Nursing. Processing of petitions may take 6-8 weeks (see 8a for more details).
- e. After meeting and determining eligibility, the advisor will sign the Advising Certification Form on page 5 to verify the applicant's enrollment in or completion of ADN program, any completed requisite courses, and cumulative GPA among the completed ADN and requisite courses.

### 4. Completion of the School of Nursing electronic application by 5:00 PM on November 15, 2020

- a. After meeting with the advisor 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=60>
  - ii. **Application Password: Bsnc2021!**
  - iii. Application and documents for the application process can be submitted through this site.
- b. Application Documents Include:
  - i. Advising Certification Form (Item 5 and Page 5)
  - ii. Applicant Information (Item 6)
  - iii. ISU Degree Works Print Out and/or Unofficial Transcripts (Item 7)
  - iv. Approved School of Nursing Course Petitions (if applicable, see Item 8)
  - v. \$50 application fee (Item 9)
- c. Application and all supporting documents must be submitted by **November 15, 2020** to be considered for acceptance to the School of Nursing. The School of Nursing will accept late applications on a rolling basis through **December 1, 2020 pending available space** in the cohort.
- d. Please ensure that your name matches on your application, the application fee, and the background check documentation (see Admission Instructions). *If your name has changed, include any alternate names in your application.*

### 5. Submission of Advising Certification Form

- 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.*

## 6. 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.

## 7. Submission of ISU Degree Works Print Out and/or Unofficial Transcripts

- a. Unofficial copy of ISU Degree Works print out and/or unofficial transcripts with **completed and/or enrolled ADN courses and requisite courses visibly highlighted** must be submitted with the application to the School of Nursing.
  - i. Applicant must show original course numbers for all required 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 required 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 completed requisite courses must be on the transcripts.

## 8. Submission of School of Nursing Course Petitions and/or University Undergraduate Petitions (if needed)

- a. 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. **Nursing Petitions:** For applicants looking to submit a School of Nursing Course Petition Form for any nursing requisite(s), the student must submit the petition by **November 1, 2020**. The nursing departmental petition process usually takes 2-3 weeks.
  - ii. **Undergraduate Student Petition(s):** For applicants looking to submit an Undergraduate Student Petition form for any nursing requisite(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 requisite courses must be completed and the approved petition decisions finalized and on file before the nursing application is submitted. Consult the SON Academic Advisor at (208)-282-2132 or [sonadvis@isu.edu](mailto:sonadvis@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** School of Nursing petitions in the nursing application by the nursing application deadline of **November 15, 2020**.

**9. Submission of the School of Nursing \$50 application fee**

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

**10. Additional Information**

- a. If accepted to the School 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 November 15, 2020 to be considered for Spring 2021 admission.**

## SELECTION CRITERIA

Applicant selection is based upon:

1. Enrollment in or Completion of an Associate's Degree in Registered Nursing Program
2. 2.0 GPA – the cumulative GPA among the completed ADN courses combined with any completed requisite courses.

## 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 Fall 2020 application for Spring 2021 admission.** Applicants who are not admitted for the Spring 2021 semester may reapply the next semester and will be reviewed for admission with the new group of applicants.

Applicant Name (please print): \_\_\_\_\_ Date met with Advisor: \_\_\_\_\_

## ADVISING CERTIFICATION FORM

1. The applicant must schedule an appointment (in person or by phone) with a School of Nursing advisor before **5:00 PM on November 15, 2020**.
2. The application will not be processed if this form is incomplete.

Requisite Course Institution(s):

### Associate Degree in Nursing Program

Institution	Petition if needed	Credit Hours	# of ADN Courses	Graduation Date <small>Completed/Anticipated</small>

### Requisite Courses (If Applicable)

ISU Course	Institution & Course <small>If Non-ISU Credit</small>	Petition if needed	Credit Hours	Grade	Date Completed <small>Semester/Year Taken</small>
BIOL 2229 - OR - BIOL 3306 Pathobiology					
MATH 1153 Statistical Reasoning					
<b>Cumulative Credits &amp; GPA</b>	Nursing Requisites & ADN Courses				

\_\_\_\_\_ Student has completed all necessary application requirements. **Application Enrollment Key: Bsnc2021!**

\_\_\_\_\_ Student must complete the following application requirements:

I have met with a School of Nursing advisor 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 **November 15, 2020** application deadline.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_