

## 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.**

Prospective nursing students may apply to the School of Nursing at or above the sophomore level and are admitted to the School of Nursing at or above the junior level. **The online application process must be completed and all documents submitted by 5:00pm on March 15, 2023** to be considered for Fall 2023 admission. After the review process, the School of Nursing will notify all applicants of admission decisions via email by early April 2023.

### APPLICATION CRITERIA

The following criteria must be met to be eligible for application and consideration for acceptance to the Traditional 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](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.

#### 2. 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 and Physiology II with Lab	4 cr.
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 (see Objective 9 Courses)	3 cr.

- Please understand that any remaining Set B nursing prerequisites and ISU General Education courses must be successfully completed prior to starting the Fall 2023 semester. See Admission Criteria for more details.

**3. Submission of Course Petitions by **March 1, 2023** or Earlier (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 prerequisite(s), the student must submit the petition by **March 1, 2023**. 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 prerequisite(s), the student is encouraged to submit the petition **as soon as possible**. Decisions can take 6-8 weeks.
  - iii. Consult the SON Academic Adviser at (208)-282-4481 or [sonadvis@isu.edu](mailto:sonadvis@isu.edu) well in advance of applying to the program regarding transfer equivalency and the petition process.
- b. The petition process for Set A prerequisite courses must be completed and the approved petition decisions finalized and on file before the nursing 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 application 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 **March 15, 2023**.

**4. Completion of Test of Essential Academic Skills (ATI TEAS 7<sup>th</sup> Version) by 5:00 PM on March 15, 2023**

- a. The applicant must complete the ATI TEAS (7<sup>th</sup> Version) entrance exam between **June 3, 2022 and March 15, 2023 and must score at or above 60.0% in the Total Score** to be eligible to apply. The applicant is required to submit documentation of the ATI TEAS score in the nursing application by the nursing application deadline of **March 15, 2023**.
  - 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.
  - iii. Applicants who want to use an ATI TEAS 6<sup>th</sup> Version score taken between September 15, 2021 and June 2, 2022 should submit a School of Nursing petition before beginning the application process.
- 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 Pocatello, Idaho Falls, and Meridian.
    1. ISU Testing Center, Pocatello: (208)-282-4907, <https://www.isu.edu/ctc/testing/>
    2. ISU Testing Center, Idaho Falls: (208)-282-7750, <https://www.isu.edu/idahofalls/idaho-falls-student-resources/idaho-falls-testing-center/>
    3. ISU Meridian Testing Services: Contact Nanette Duncan at (208)-373-1960, <https://isu.edu/meridian/prometric--isu-meridian-proctoring/>
    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 BSN" 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 it is sent after completing the exam.

- c. Photo ID and payment are required at the time the exam is taken. At the ISU Testing Center, the TEAS will cost around **\$110** (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, if applicable, you want to send your scores to ISU). 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; ***an “ADN” and/or Total Scores are not used for the Traditional 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 **March 15, 2023**.

**5. Meeting with School of Nursing Adviser by 5:00pm on March 15, 2023 to determine eligibility**

- a. Applicants are ***strongly*** encouraged to meet with a SON adviser **well in advance of the March 15, 2023 deadline** (preferably before the **March 1, 2023** petition deadline in case petitions are needed). Application to the School of Nursing will not be considered without verification of meeting with the adviser and verification of successful Set A course and TEAS completion.
- b. ISU SON Academic Adviser: (208)-282-4481, [sonadvis@isu.edu](mailto:sonadvis@isu.edu), or <https://karenludwig.youcanbook.me>
- c. Applicants **MUST** meet with adviser in person or by phone for review of transcripts and assessment of application criteria.
  - i. Applicants are required to complete the ATI TEAS prior to meeting with the adviser and must bring a copy of their ATI TEAS scores to the advising appointment (see part 4a above).
  - ii. **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 Set A course completion or send copies of unofficial transcripts via email to the adviser prior to a phone meeting
  - iii. **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 School of Nursing. Processing of petitions may take 6-8 weeks (see 3a for more details).
- e. After meeting and determining eligibility, the adviser will sign the Advising Certification Form on page 6 to verify the applicant’s completed Set A prerequisite courses, cumulative GPA among the Set A prerequisite courses, and completed TEAS exam.

**6. Completion of the School of Nursing electronic application by 5:00 PM on March 15, 2023**

- 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=59>
  - ii. Application and documents for the application process can be submitted through this site.

- iii. 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 Page 6)
  - 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 4)
  - v. ROTC Verification (If applicable, see Item 8)
  - vi. Approved School of Nursing Course Petitions (if applicable, see Item 3)
  - vii. \$50 application fee (Item 10)
- c. Application and all supporting documents must be submitted by **5:00 pm March 15, 2023** to be considered for acceptance to the School of Nursing.
- d. 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 Advising Certification Form (Page 6)

- 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.
  - iii. ROTC Verification: If the applicant is a Reserve Officers' Training Corp (ROTC) student, verification must be included with the application materials in the electronic nursing application site. ROTC students should mark "Yes" in Applicant Information to have the ROTC Verification submission folder activated. Applicants not in ROTC should mark "No" and the submission will be marked "Not Applicable" in Grades.
- 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 copy 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 School of Nursing.
  - i. Applicant must show original course numbers for all Set A 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 official transcripts on file with ISU by **March 15, 2023**, student will **NOT** be considered for admission to the School of Nursing.

#### 10. 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.

#### 11. Additional Information

- a. If accepted to the School of Nursing Undergraduate Traditional 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 March 15, 2023 to be considered for Fall 2023 admission.**

## SELECTION CRITERIA

Applicant ranking and selection is based upon 2 weighted criteria totaling **100 points**.

1. Prerequisite GPA – the cumulative GPA among the Set A Prerequisite courses – maximum of **65 points**.
2. Test of Essential Academic Skills (ATI TEAS) – the BSN Program Percentile Rank score on the ATI TEAS (not the Total Score) – maximum of **35 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 2023 application for Fall 2023 admission.**

Applicants who were not accepted to the program may reapply the next semester and will be reviewed for admission with the new group of applicants. Applicants are encouraged to talk with the nursing adviser for feedback on their application.

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 before **5:00 PM on March 15, 2023**.
2. The application will not be processed if this form is incomplete.

Prerequisite Course Institution(s):

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 Choice of Objective 9 Course					
<b>Cumulative Set A Credits &amp; GPA</b>					

\_\_\_\_\_ Student has scored at or above 60.0% Total Score on the ATI TEAS.

\_\_\_\_\_ Student is eligible to apply.  
 Application Enrollment Key: **Tbsn2023!**

\_\_\_\_\_ Student must complete the following items to affect their eligibility to apply:

**I have met with a School of Nursing adviser to review my eligibility and discuss my application to the Bachelor of Science in Nursing Traditional Program. I understand that all application requirements must be submitted prior to the **March 15, 2023** application deadline.**

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

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

Adviser Signature: \_\_\_\_\_

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