

## ADMISSION INSTRUCTIONS

The following describes the admission process for students who have been notified of acceptance into the Traditional program. 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. **Please read all information in this Admission Instructions packet carefully.**

This packet includes information and requirements for the Traditional program for both the fall and spring admission cycles. For the **specific deadlines** for the required items, please *refer to the Application and Admission Checklist and your Acceptance Letter.*

## ADMISSION AGREEMENT FORM

### 1. Submission of the Traditional Bachelor of Science in Nursing Admission Agreement Form

- a. The signed Admission Agreement Form must be submitted into the School of Nursing Application site in ISU Community Moodle ([elearn.isu.edu/community/](http://elearn.isu.edu/community/)).
  - i. Admission Agreement Form will be sent with an applicant's acceptance letter.
  - ii. If an applicant plans to decline their seat to the Traditional program, they must fill out the declination portion of the form and submit the signed form into the School of Nursing Application site.
  - iii. Please allow up to 72 hours for School of Nursing staff to process Admission Agreements.
- b. Once an Admission Agreement has been submitted in ISU Community Moodle and accepted by the School of Nursing to confirm acceptance of your seat, the applicant will be enrolled into the Homeroom for Undergraduate Nursing Studies in Moodle to submit their Admission Items (See Admission Criteria below).
- c. *Failure to submit required documentation by the specified deadline(s) will result in retraction of acceptance to the School of Nursing.*

## ADMISSION CRITERIA

If the applicant has accepted their seat in the Traditional Bachelor of Science in Nursing Program, **the online admission process must be completed and all items submitted into the Homeroom for Undergraduate Nursing Studies ([elearn.isu.edu/moodle/](http://elearn.isu.edu/moodle/)) by the Admission Submissions Deadline** to finalize admission unless otherwise noted. *Failure to submit required documentation by the specified deadline(s) in the Admission Checklist and your Acceptance Letter will result in retraction of acceptance to the School of Nursing.*

The following criteria must be met to begin the Traditional Bachelor of Science (BS) in Nursing Program:

### 1. Completion of School of Nursing Set B Prerequisite Courses

- a. Set B prerequisite courses must be successfully completed and appear in the applicant's transcript **prior to starting the Traditional Nursing Program.**
- b. Each Set B course must be completed with a grade of "C" or higher.
- c. Applicants must maintain a cumulative GPA of 3.0 or higher among the combined Set A and Set B prerequisite courses.
- d. If courses are taken outside of Idaho State University, official transcripts verifying successful completion must be submitted to the ISU Registrar's Office prior to the start of the Traditional Nursing Program. Documentation of course completion must also be submitted to the School of

Nursing (can be an unofficial transcript and/or Degree Works audit).

Set B Prerequisite Courses:	Credits
Must be successfully completed prior to starting the Spring 2019 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.

Set A Prerequisite Courses:	Credits
Must be completed prior to application submission	
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.

## 2. Completion of General Education Requirements

- Nursing students must meet the general education requirements of the University Bachelor of Science degree. Please consult the Idaho State University Undergraduate Catalog for university requirements at <http://coursecat.isu.edu/undergraduate/academicinformation/generaleducation/>.
- All general education course requirements **MUST be completed prior to starting the Traditional Nursing Program.**
- If courses are taken outside of Idaho State University, official transcripts verifying successful completion must be submitted to the ISU Registrar's Office prior to the start of the Traditional Nursing Program. Documentation of course completion must also be submitted to the School of Nursing (can be an unofficial transcript and/or Degree Works audit).

## 3. Submission of Admission Certification Form

- The Admission Certification Form (on page 5) must be filled out by the applicant and submitted into the Nursing Homeroom in Moodle **prior to starting the Traditional Nursing Program.**
  - The student does NOT need to meet with the nursing adviser to complete this form.
  - After the form is submitted, the SON Academic Adviser will confirm Set B course grades and completion of General Education requirements.
- Failure to pass any Set B course, falsification of course grades, and/or failure to maintain minimum 3.0 admission GPA will result in retraction of acceptance.*

## 4. Completion of Physical Exam and Submission of Health Evaluation Form

- The Health Evaluation Form in the documents packet must be completed by a health care provider verifying the applicant's physical, cognitive, and sensory capacity to meet the requirements of being

an active and capable student in the nursing program. The applicant must upload the completed form into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.

- b. *The physical exam must be performed within one year prior to the Admission Submissions Deadline.*
- c. It is the ongoing responsibility of the student to inform the School of Nursing of any significant changes in his/her health status. Academic action, which may include removal from clinical, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise) on the Health Evaluation Form.

#### 5. Submission of Clinical Agency Consent and Release and Health Insurance Agreement Form

- a. The Clinical Agency Consent and Release and Health Insurance Agreement Form in the documents packet must be completed and signed by the applicant and uploaded into the Nursing Homeroom in Moodle by the Admission Submissions Deadline.
- b. Verification of current Health Insurance coverage must also be submitted in the Nursing Homeroom in Moodle (i.e. a proof of Health Insurance Policy and/or Card stating you are covered).

#### 6. Submission of Current Cardiopulmonary Resuscitation (CPR) Certification

- a. All applicants are required to provide proof of **CURRENT** American Heart Association (AHA) Basic Life Support (BLS) CPR certification. The School of Nursing accepts **ONLY** the American Heart Association Basic Life Support CPR Certification. (AHA HeartSaver certification is not accepted.) Note that advertising for CPR courses may include statements such as “follows AHA guidelines” but the language may not mean it is a formal AHA course.
- b. Certification must remain current throughout the duration of the Traditional Nursing program, and students are responsible to provide documentation of current CPR certification. The applicant must upload proof of current certification into the Nursing Homeroom in Moodle by the Admission Submissions Deadline, and also upload proof during the program should their CPR certification need renewed.

#### 7. Submission of Required Immunization Records

- a. Verification of screenings, immunizations, and/or titers identified in the table in the immunization packet must be submitted to the School of Nursing. The applicant must upload proof of each required immunization into the Nursing Homeroom in Moodle by the Admission Submissions Deadline, *unless otherwise noted in the Admission Checklist and Acceptance Letter.*
- b. Verification records submitted to the School of Nursing must be official from your health care provider and/or include the signature or initials of your health care provider on the document. Verification records must also include the applicant’s name on the document(s). *Submission of the checklist provided for your convenience in the immunization packet is NOT acceptable documentation for your immunization records.*

#### 8. Submission of Criminal History Evaluation

- a. Students must complete the School of Nursing background investigation **between the specified dates in the Admission Checklist and Acceptance Letter.**
  - i. **For students admitted to start in fall: between May 1 and May 15**
  - ii. **For students admitted to start in spring: between November 15 and December 1**
- b. The ISU-approved online vendor for criminal background checks is CastleBranch.com. *No other background investigation will be accepted.* Information on how you will order your background check will be sent to you separately at a later time.
- c. A copy of the **Order Confirmation** (one page) from CastleBranch must be uploaded into the Homeroom. Do not submit the copy of your background check results; we only need the Order

Confirmation.

- d. If an applicant has a question as to whether any past experience or information contained in the applicant's background is of sufficient importance to bar them from licensure to practice as a professional nurse, the applicant should consult the State Board of Nursing of the state in which the applicant intends to practice. The Idaho Board of Nursing may be reached at (208)-577-2476.
  - i. Please be advised that any agency may prohibit/deny/restrict student clinical placement if there is a significant criminal background history. Any such prohibition consequently limits that applicant's ability to successfully complete the SON clinical hours and graduation requirements for our nursing program.
  - ii. The School of Nursing reserves the right to revoke admission based upon background check findings.
- e. Nursing students are required to have a criminal history check performed annually while in the Traditional Nursing Program, following the same process as discussed in part 8c.

**The required items for the admission process must be completed and submitted to the School of Nursing by the Admission Submissions Deadline in the Admission Checklist and your Acceptance Letter to be considered for admission (unless the specific requirement states otherwise). Please allow a minimum of 5 business days for the School of Nursing to process your Admission Submissions in Moodle.**

## **PROGRAM ORIENTATION**

Applicants admitted to the Traditional Program are **required** to attend program orientation prior to beginning the program. In orientation, students will meet their faculty, be advised on registering for courses, and have the opportunity to ask questions. The date of the **mandatory** orientation will be provided in your Acceptance Letter. Orientation is typically held during the **first 2 weeks of December for spring admission** and during the **last 2 weeks of April for fall admission**.

## **CHANGE OF STATUS**

*Please note that it is the ongoing responsibility of the student to **inform the School of Nursing of any changes** regarding health status, criminal history status, immunization status, CPR status, health insurance card/status, marital status, and/or name changes. Academic action, up to and including removal from the program, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise).*

## **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.

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): \_\_\_\_\_

## ADMISSION CERTIFICATION FORM

1. The admitted student must verify successful completion of all Set B courses and General Education Requirements before the start of the Traditional Nursing Program. Adviser meeting or signature is not required for this form.
2. Admission is contingent upon successful completion of remaining Set B courses with a C grade or higher and maintaining the minimum 3.0 GPA among the combined Set A and Set B courses. *Failure to pass any Set B course and/or maintain minimum 3.0 admission GPA will result in retraction of acceptance.*

**Set B Prerequisite Course Check for Admission Process:**

ISU Course	Institution & Course	Petition if needed; leave blank if not needed	Credit Hours	Grade	Date Completed Semester/Year Taken
<b>BIOL 2229 or BIOL 3306</b> Introduction to Pathobiology					
<b>CHEM 1102</b> Introduction to Organic and Biochemistry					
<b>CHEM 1103</b> Introduction to Organic and Biochemistry Lab					
<b>LLIB 1115</b> Introduction to Information Research					
<b>MATH 1153</b> Statistical Reasoning					
<b>NTD 3340</b> Nutrition for Health Professionals					
<b>PHIL 2230</b> Medical Ethics					

**Notes:**

I verify that the courses and grades listed above are complete and accurate to the best of my knowledge based on my Idaho State University transcript (and non-ISU transcripts if applicable). I understand that my admission is contingent upon successfully completing all Set B courses and that falsifying any data or grades on this form may result in retraction of acceptance to the program.

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

**\*\*\*For School of Nursing Office Use Only\*\*\***

Student successfully completed Set B courses:  Yes  No

Student successfully completed General Education Requirements:  Yes  No

Cumulative Set A and Set B GPA: \_\_\_\_\_ Date: \_\_\_\_\_