

ST. CLOUD STATE UNIVERSITY™

A tradition of excellence and opportunity

BACHELOR OF SCIENCE IN NURSING



RN to BS Completion PROGRAM APPLICATION

Department of Nursing Science

Room 213

Brown Hall

ABOUT YOUR APPLICATION

The Admissions Process (2 step)

1. SCSU Admission Process (required)

Applying to the St. Cloud State University (SCSU) RN to BSN completion program is a separate process from applying to St. Cloud State University. For information on applying to the university please contact the Office of Admissions at 1-877-654-7278 or at scsu4u@stcloudstate.edu. Apply for SCSU admission and the RN to BSN ONLINE program at the same time.

2. Nursing Program (RN to BSN application)

The RN to BSN application is submitted directly to nursing (separate from the SCSU admission process). The RN to BSN application deadline for admission to the spring program deadline is September 7, 2015. . Students will be notified by SCSU email by October 7, 2015 whether or not they have been accepted to the Spring 2016 RN to BSN Completion Program. Your application is complete only when all materials have been received by the Department of Nursing Science. It is the student's responsibility to be certain all materials are received by the due date. Late and incomplete applications are not reviewed. Emailed or faxed applications or application materials will not be accepted.

Eligibility

At the time of application you must meet the following requirements in order to be considered for the nursing program (eligibility does not assure admission):

- Completed St. Cloud State University application (including transcripts)
- Completed RN to BSN application forms with all supporting documentation and references.
- Evidence of current unencumbered RN licensure in at least one state with eligibility for licensure in MN.
- Working on active SCSU E-mail Account
- Contact email and phone number.
- Achieved a minimum cumulative college GPA of 2.5 in previous RN program (based on a 4.0 scale).

Access to Application File

St. Cloud State University complies with federal and state privacy laws and regulations. All application materials, once submitted, become property of the Department of Nursing Science at SCSU. You may be able to view parts of your file for advising purposes only. Only nursing faculty and staff have privileges to review application materials. We will not make copies of your application materials for you or others.

If Admitted

Additional requirements must be met if you are accepted to the RN to BSN completion program. The Department of Nursing Science will facilitate the completion of these requirements. We will send more information to students upon admission to the nursing program regarding these requirements which include:

- Current BLS Certification at the Health Care Provider level and ability to stay current through program.
- Successfully pass a Criminal Background Check (Vulnerable Adult Act, Minnesota Statute 144.057)
- Evidence of MN background check (you will receive an e-mail on how to do this)
- Evidence of a federal background check (you will receive an e-mail on how to do this)
- Pre-Clinical Participation Health Screening including
 - Copy of yearly Mantoux shot record or chest X-ray
 - Evidence of Hepatitis B immunization
 - Evidence of Tetanus immunization
 - Evidence of Varicella immunization, titer, or disease (must come from medical provider)
 - Evidence of Influenza immunization
- Mandatory Online Orientation Session
- Meet technology requirements. You must verify that your computer equipment meets the minimum technical requirements needed for an online course. Technical requirements are **subject to change**.

Upon admission students will be required to:

- Complete any courses required to meet St. Cloud State University's liberal education requirements for graduation (120 credits total) including 10 upper division (support) credits (300-400 level) in area(s) of choice. All support credits must be taken for a letter grade; P/N is not acceptable and a minimum grade of C (2.5) is required.
- Complete 30 credits of RN to Baccalaureate online completion program.
- Meet education, drug/alcohol testing and health work requirements of clinical agencies.

Contact Information/Questions

To make an appointment or speak with RN to BS Nursing Coordinator in the Department of Nursing Science, please call (320) 308-4136 or (320) 249-1777, email Roxanne Wilson at rwilson@stcloudstate.edu, OR call Student Services (Nursing) (320) 308-4064.

SCSU E-Mail as Official Communication to Students

SCSU email is recognized as an official communication channel for all Students at SCSU. The SCSU address will be designated as applicants e-mail contact. Students are expected to receive, read, and act expeditiously upon communication distributed through SCSU email. All notifications relative to admission/rejection will be via SCSU email. Please include your current email contact and phone number on application.

ACADEMIC INFORMATION

Transferring Courses to SCSU

The Department of Nursing Science will accept the previous nursing degree attained towards RN licensure. The student is responsible for attainment and transfer of courses that meet the Minnesota Transfer Curriculum ten goal areas. You can find more information about course equivalencies by checking the stcloudstate.edu/transfer.

Undergraduate Tuition and Fees

Tuition and Fees are subject to change without notice. Please contact the Office of Scholarships and Financial Aid for complete information:

Office of Scholarships and Financial Aid
720 Fourth Avenue South, AS 106
St. Cloud, MN 56301
Web: www.stcloudstate.edu/financialaid
Phone: 320-308-2047

STUDENT CHECKLIST

If you are new to St. Cloud State University

If you have never enrolled at St. Cloud State University as an undergraduate student, you must submit an Undergraduate Application for Admission for the year you wish to start taking credits. **This is in addition to the RN to Bachelor in Science (online nursing) application** found on the nursing website. The application for undergraduate admission is available from the Office of Admissions. Please visit www.stcloudstate.edu/admissions for more information about the application process and fees.

Application and Deadline

All materials, including supporting documents, must be received by 4:00p.m. on the due date. E-mailed or faxed applications are not accepted.

Mail application materials to:

St. Cloud State University
Department of Nursing Science BH 213;
Attn: RN to BS Nursing Coordinator,
720 Fourth Avenue South,
St. Cloud, MN 56301

Complete Application Form

All information provided must be complete and correct to the best of your knowledge. A new application form must be submitted when reapplying. Incomplete and late applications will not be considered.

Submit Transcripts

It is your responsibility to ensure all academic transcripts are received by SCSU Admissions. This includes transcripts from SCSU and all previously attended colleges/universities. SCSU admissions can access MnSCU transcripts. Follow admissions directions. SCSU admissions will share with Nursing.

Letter of Reference Forms (Two)

References must be submitted directly to the Department of Nursing Science in the format provided. Students may hand deliver references provided it is in a sealed envelope with the signature of the reference across the seal. Students who graduated over 5 years ago must submit a minimum of two references from an RN supervisor (One director; charge RN, other supervisory RN). Students who have attended a nursing program in the past five years are required to obtain a reference from the chair of the Nursing Department or designee at that institution and an RN supervisor (if you do not have an RN supervisor contact rwilson@stcloudstate.edu)

Students with Transfer Credits

If you have transferred courses from another Institution admissions will complete a DAR report which is available to nursing. This can be obtained online from your e-Services registration site at SCSU.

RN Licensure

You need to attach a copy of your unencumbered RN license for the state of Minnesota.



BACHELOR OF SCIENCE IN NURSING APPLICATION

RN to BS Program

You must complete this form entirely. You must attach transcripts from all Colleges/Universities to this form. Submit this form and all materials listed on the student checklist to the Department of Nursing Science Admissions Committee, RN-BS Completion Program; 720 Fourth Avenue South, BH 213; St. Cloud, MN 56301. Type or print clearly. All information is required.

Name _____
Last First MI

SCSU Student ID _____

Previous Name(s) if different from above _____

Date of Birth _____
(used for identification only)

Phone _____
#1 Phone #2 Phone

Email _____
(SCSU email REQUIRED)

Address _____
Number & Street City State Zip

Colleges/Universities Attended: (If additional space is needed, please attach additional sheet in same format)

Name of College/University (Check box if PSEO)	Dates Attended	Major	Degree	Date Awarded
_____ <input type="checkbox"/>	_____	_____	_____	_____
_____ <input type="checkbox"/>	_____	_____	_____	_____
_____ <input type="checkbox"/>	_____	_____	_____	_____
_____ <input type="checkbox"/>	_____	_____	_____	_____

Semester for which you are applying for admission ;(i.e. spring 2016,) _____

Work Experience: (If additional space is needed, please attach additional sheet in same format)

Institution	Title	Start	End
_____ <input type="checkbox"/>	_____	_____	_____
_____ <input type="checkbox"/>	_____	_____	_____

RN License Number(s): _____ **State(s):** _____

I certify that the information provided on this application is complete and correct to the best of my knowledge. I understand falsification of my records may be cause for the SCSU Department of Nursing Science to refuse me admission to the program.

Signature _____ **Date** _____

This document can be provided in alternative formats upon request, please contact the Department of Nursing Science at 320-308-1749.

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