4-Year Track / Baccalaureate Nursing Program

Application Instructions

PLEASE READ THESE INSTRUCTIONS CAREFULLY. ALL MATERIALS MUST BE SUBMITTED ELECTRONICALLY USING THE ONLINE APPLICATION, AVAILABLE ON OUR WEBSITE DURING THE APPLICATION WINDOW ONLY. http://www.bemidjistate.edu/academics/departments/nursing/apply/4-year/apply-now/

APPLICATIONS ACCEPTED BETWEEN AUGUST 15 AND SEPTEMBER 15 ONLY

Applicants must be admitted to the University before their application to the nursing program can be considered.

APPLICATION CRITERIA

1. **Scholastic Ability:** Applicants must have completed at least 30 semester credits at the 0900 level and above, including the following prerequisite courses:
   - BIOL 1930 Nursing Anatomy and Physiology I and II with lab - 8 credits
     - Can be substituted with BIOL 1110 Human Biology plus BIOL 2110 Human A & P
   - PSY 1100 Introduction to Psychology - 4 credits
   - PSY 3237 Lifespan Development - 4 credits
   - CHEM 1111 General Chemistry I with lab - 4 credits
   - NRSG 2000 Introduction to Professional Nursing – applicant should be enrolled in this class at BSU when application is submitted.

   Prerequisite courses must have been completed within the last 5 years. A grade of C- or higher is required. Prerequisites can be repeated only once. The grade received during the second attempt will be used in evaluation for admission.

   Prerequisite courses transferred from another school, including PSEO credits, must be formally approved by the nursing department as equivalent BEFORE the nursing application is submitted. (Approved equivalent courses will be listed in IIIA of the Nursing Major section in the DAR.) More information about transferring credits can be found here: http://www.bemidjistate.edu/admissions/transfer/transferring-credits/.

   A cumulative grade point average of 2.5 or higher (on a 4.0 scale) and satisfactory completion of prerequisite courses qualifies the student for the applicant pool, but does not guarantee admission to the major. The combined GPA for prerequisite courses will also be calculated and considered, along with where the courses have been taken and whether they have been repeated.

2. **References:** Two completed Reference Request forms are required from individuals who can speak directly to the applicant’s academic ability and personal characteristics. The names and email addresses of the references are submitted as part of the application. After the application is received, the nursing department will email a link to the online reference form directly to the references. The deadline for the online receipt of the two references is September 30.

3. **Standardized entrance exam:** The Nursing Department will arrange for the HESI Admission Assessment Exam to be administered to the applicant pool shortly after the September 15 application deadline. The exam will take place on the BSU campus at no cost to the applicant. Areas included in the test are Reading Comprehension, Vocabulary, Mathematics, and Anatomy and Physiology.

4. **Personal Interview:** Mandatory group interviews with nursing faculty will be arranged after the September 15 application deadline.
APPLICATION PROCEDURE

1. **Application for 4-Year Track:** Complete the online application carefully, filling in all areas and uploading all required documents (see #3-5 below). The application serves as the formal application to the nursing program. Applicants will know they have successfully submitted the form if they are routed to the “Congratulations” page after clicking the Submit button.

2. **Transcripts from Post-Secondary Education:** Official transcripts from all post-secondary education institutions attended will be obtained from the BSU Records Office. It is the applicant’s responsibility to ensure that all necessary, official transcripts are available in the Records Office by September 15.

3. **Degree Audit Report:** Applicants must upload their DAR as part of the application form. The best way to accomplish this is to print the DAR and scan it as a single PDF document. Applicants taking prerequisite courses during the summer should wait to apply until those courses are graded and appearing on the DAR.

4. **Evidence of Nursing Assistant course (or LPN licensure):** Applicants must submit proof of successful completion of a Nursing Assistant course or a valid LPN license as part of the application. A transcript is preferred, except when the course is not associated with an educational organization. Taking the CNA certification test is not required, nor does the certificate alone qualify as proof of course completion.

5. **Current CPR Certification:** Applicants must take the BLS for Healthcare Providers or HeartCode BLS course from the American Heart Association and upload a copy of both sides of the CPR card as part of the application. Contact the American Heart Association for course information. Be very careful to choose the correct course (the AHA Heartsaver course does NOT qualify). It is the student’s responsibility to maintain current CPR certification status for the duration of enrollment in the nursing program.

6. **References:** Two completed, online reference forms are required. At least one of the two references must be from an individual who can directly speak to the student’s academic ability. The other may be from an employer or person who can provide information on the student’s personal characteristics. Family members are not appropriate references. Applicants must provide names and email addresses of the two references as part of the application. Within two business days after the application is submitted, the people identified as references will receive an email containing a link to the online reference form. The deadline for submission of reference forms is September 30. It is the applicant’s responsibility to follow up with references to make sure they receive the email and have completed the form. The department will NOT send reminders and is not responsible for incomplete references.

7. **Questions:** Contact the Department of Nursing, (218) 755-3860, nursingdept@bemidjistate.edu

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THE APPLICATION IS CONSIDERED COMPLETE ONLY WHEN ALL ELEMENTS ARE SUBMITTED:

APPLICATION • TWO REFERENCES • NA TRANSCRIPT • CPR CARD • DAR • HESI SCORES • INTERVIEW

NO STUDENT WILL BE CONSIDERED ELIGIBLE UNTIL ALL OF THE ABOVE ARE RECEIVED.

Following Acceptance to the Nursing Major:

8. Final acceptance into the major will be contingent upon completion of state and federal background studies and submission of clinical eligibility documentation. More information about these steps will be included with acceptance letters. All clinical eligibility requirements must be met by December 1 in order to start the program in spring semester. Submissions include American Heart Association BLS CPR, required immunizations, TB screening documentation, and two background studies.

    Accepted candidates who fail to comply with these requirements by December 1 will be dismissed.

9. Students should be aware that once accepted, they will be required to have a Windows-compatible laptop computer as well as other supplies. The department provides accepted students with a list of items to acquire.