

INDIANA UNIVERSITY EAST School of Nursing

APPLICATION PACKET and GUIDELINES

Fall Semester 2011
Bachelor of Science in Nursing (BSN)

Dear BSN applicant,

Thank you for your interest in the Bachelor of Science in Nursing (BSN) program at Indiana University East. Please carefully read the contents of this application packet and complete all requested information by **March 1, 2011**. The following must be submitted by the March 1st deadline; two page application (pg. 6 & 7), criminal background history (submitted online), **official** high school transcript, **official** college transcripts (for schools other than IU), and a copy of IU transcripts.

Please type in requested information, print the BSN application, and submit all of the required information by March 1, 2011. This packet provides you with information about application guidelines established by IU East School of Nursing, covers future requirements of students accepted into the BSN program, and outlines important deadlines throughout the application process. Also, please review the Application Checklist located on Page 8 to verify that you meet all the minimum requirements before you apply.

It is important to note that *INCOMPLETE* or *LATE* applications may not be considered for admission. All requested information discussed in the application packet must be submitted by **5:00PM** on the deadline. The two page application contained in this packet requires only a few minutes to complete, but keep in mind that official transcripts from other institutions may require 2-6 weeks for you to obtain.

If you have any questions concerning the application process or the BSN program please do not hesitate to contact me. You can schedule an appointment with me at (765)973-8353 or at chadbean@iue.edu. You may also attend one of the application meetings or stop by my office located in Hayes Hall 246. I wish you the best of luck during the application process and throughout your entire college experience.

Sincerely,

Chad A. Beanblossom Pre-Nursing Advisor

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APPLICATION TIMELINE CALENDAR

January 24	2 pm - 3 pm	Application Meeting	HY 225
February 10	10am – 11am	Application Meeting	HY 225
February 16	4pm – 5pm	Application Meeting	HY 225

The Application meetings are not mandatory but highly recommended.

February 17 th	8am – 10am	Submit Applications	HY 246
February 23 rd	10am – 1pm	Submit Applications	HY 246
March 1 st	2pm – 5pm	Submit Applications	HY 246

If you are unable to submit your application during one of the designated times please contact Chad Beanblossom for special arrangements.

March 1 Application Deadline March 1, 2011, 5pm

April 15 Spring deadline for taking Independent Study final exams. If not completed, you may be disqualified for admissions (this applies only to those in Independent Study courses)

May 9 Spring Semester ends

May 15 Ivy Tech Official/other college Transcripts due (applicable to those with

spring grades)

June 15 Written notification of admission status will be mailed to all applicants on or

before June 15, 2011. Neither the Pre-Nursing Advisor nor the IU East School of Nursing faculty and staff will be able to answer admission status questions. Please do not call for results prior to this date.

June 15 Admission Packets will be available to pick up in Hayes Hall if admitted.

Turn in your completed Admission Acceptance Form at that time. The

Admissions Packet will include additional forms to be submitted by August 1,

2011, 5pm.

August 1 All admission paperwork and forms in admissions packet are due.

August 26 ORIENTATION:

IU East School of Nursing

9 am - 4 pm

Vivian Auditorium, WZ (Whitewater Hall)

ATTENDANCE IS MANDATORY

August 29 IU East classes begin

APPLICATION INSTRUCTIONS

Please submit the following items to the IU East School of Nursing by March 1, 2011 at 5PM in order to be considered for the BSN program for Fall 2011. It is preferred that you hand deliver your application to Hayes Hall 246 during one of the designated collection times. If you are unable to make one of these times you may also send your application via U.S. mail or by scheduling an appointment with Chad Beanblossom. Please view the Application Checklist on page 8 to verify that you meet all minimum requirements to apply.

Must be received by or before March 1st.

- **1. The Application.** Type in your information and print a copy of the 2 page application (pages 6 & 7). Please review this document carefully and sign and date before you submit.
- **2.** Transcripts (You must submit official transcripts unless otherwise noted)
 - A. Official High School or General Equivalency Degree (GED) in a sealed/unopened, original envelope.
 - B. Official transcripts from all previously attended colleges and/or universities in a sealed/unopened, original envelope. (Please have official transcripts sent to yourself and submit them with your application packet).
 - **C. Unofficial IU transcript** (copies are ok. This can be found using <u>OneStart</u> if you are currently an enrolled student).
 - **D.** If you are currently enrolled at an institution other than IU (i.e. Ivy Tech), you are required to submit your final grades via an Official Transcript as soon as possible (May 15, 2011) in order for your application to be considered. This does not apply to IU students due to our ability to view and verify spring grades via OneStart.

Notes about transcripts:

- Most colleges have an on-line form and process for requesting transcripts. Please check with each school for information about their transcript request process.
- IU East School of Nursing <u>will not</u> request copies of transcripts from the IU East Admissions Office.
- IU East School of Nursing requires an Official Copy of your High School and college transcripts even though the Office of Admissions has a copy.
- Copies are not acceptable!
- **3.** Certified Criminal Background Check (Student must complete this process online. Follow instructions provided on page 9).

INDIANA UNIVERSITY EAST

SCHOOL OF NURSING

FALL 2011 APPLICATION FOR ADMISSION

BACHELOR OF SCIENCE IN NURSING (BSN)

RETURN APPLICATION MATERIALS BY MARCH 1, 2011, 5pm

Submit To: Chad Beanblossom School of Nursing Hayes Hall 246 Indiana University East 2325 Chester Blvd. Richmond, IN 47374

Identification and Contact Information

NAME:Las	st First Middle
	and/or other supporting documents, please list any other name(s) by which you ha
IU STUDENT ID#	
CURRENT ADDRESS:	Street
	City State Zip Code
	County
	Current Home Phone Current Work Phone (Please include area codes)
	Cell Phone (Please include area codes)
	Campus Email (required if an Indiana University student)
	Home Email (optional)

Optional Information		
Date of Birth:	Ethnicity:	Gender:
Campus Listings		
A. List the IU camp	us or other college/university you are curre	ntly attending in spring 2011:
B. List all colleges a transcript from each. Copi		tended. (You are required to submit an official
C. List High School that y School of Nursing. <u>Copies</u>		ired to submit official transcripts/GED to the
Admission Decisions and	l Final Notification	
Final admission	decisions are made by June 15. Please do I	not call for an update.
Please provide <u>su</u>	ummer address (June-August) and any phor	e number(s) if different from current address:
Address		
		Email
Policy Compliance and S	Signature	
I have	If yes, were you convicted on these charge read the Legal Limitations for Licensure	nd Guidelines ncluded in the Application Packet ions process es nce against a child or children? Yes or No
	notified of acceptance, students are require are time-sensitive forms that will need to be	d to stop in as soon as possible to pick up the e submitted by August 1, 2011.
	d that you must meet all School of Nursin	ation is true and accurate. BY SIGNING g admission requirements and deadlines in
Signature:		Date:
(Office	Use Only) Application collected by:	Date: Time:

APPLICATION CHECKLIST (This is just for your information and should not be submitted with your application).

APPLICATION CHECKLIST		
1.	Admitted to Indiana University East as a degree-seeking student.	
2.	Completed a <u>minimum</u> of 27 credit hours of nursing pre-requisite requirements with a grade of "C" resulting in a (2.7) NAGPA (Nursing Admission Grade Point Average) by the end of <u>spring semester</u> .	
	Critical /Analytical Science Cluster (9 credits), must include one of these courses: Anatomy & Physiology PHSL P-261, OR Anatomy A-215, OR Physiology P-215, OR Microbiology J-200/J-201. (Remaining credits are usually BIO L-107, Math M-123, etc)	
	Communication Cluster (6 credits), English W-131 AND English W-132 OR Speech S-121	
	➤ Cultural Diversity Cluster (3 credits) See your program plan or skill cluster guide.	
	➤ Social Competence Cluster (<u>6 credits</u>) Psychology P-103 AND Sociology S-100	
	➤ Humanistic Appreciation Cluster (3 credits), Ethics P-120 OR P-140 OR another Humanistic Appreciation course. See your program plan or skill cluster guide.	
	Total credits:	
3.	Achieve a minimum cumulative GPA (grade point average) of 2.5 by the end of spring semester (includes all courses completed at Indiana University).	
4.	Fulfill all minimum program pre- requisite requirements with the grade of C or higher by the second completed attempt. The grade of C- is considered failing.	
5.	Repeat no more than 3 required general education courses to earn a C or better. Replaced FX grades count toward this credit limit.	
6.	Submit all Official transcripts with application (High School, other colleges attended, and a <u>copy</u> of IU EAST). Transcripts should show current enrollment status. Please send official transcripts to yourself. <u>DO NOT OPEN</u> once you receive them. You will submit transcripts along with your application in ONE PACKET.	
7.	All Transfer Credit has been reviewed and is accurately displayed on <u>OneStart</u> . If your transfer credits are not showing on your <u>OneStart</u> "Academic Credit Report" please contact: Larry Johnson, <u>larrjohn@indiana.edu</u> , 765-973-8416.	
8.	Submit the Certified Criminal Background Check. (This is to be completed online by following the instructions on page 9).	
9.	Complete Program Planning Sheet with Advisor by May 2011	

CERTIFIED CRIMINAL BACKGROUND CHECK



CertifiedBackground.com

-----Student Instructions-----

Background Check

Indiana University East School of Nursing

The above organization has chosen CertifiedBackground.com as an approved source for background checks.

About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

Instructions

- 1. Go to www.CertifiedBackground.com and click on "Students."
- 2. In the Package Code box, enter package code: ND61 (If you have completed a background check for IUE with CertifiedBackground.com, enter package code: ND61R).
- 3. Select a method of payment: Visa, MasterCard or money order. Once your order is submitted, you will receive a password via email to view the results of your background check. The results may take a couple of weeks so please complete well in advance of March 1st.

Notes

- The package above includes a search of your current county of residence. If any additional residences are found within the previous 7 years (from your residency history), additional county criminal searches will be performed at an additional cost per county.
- The total cost of the basic criminal background check is approximately \$45.00 for first time users and \$25.00 for returning users (or more depending on the number of counties you have lived in over the last 7 years).
- Background checks will only be accepted from CertifiedBackground.com

The results of the background check must be available to Indiana University East by or before March 1, 2011. IU East will obtain an official copy of this report after you have applied for it. Please do not submit the report to us.

NOTIFICATION OF ADMISSION

Official admission status will be determined after all grades are final for Spring 2011 semester.

- Students may only refuse admission to the IU East School of Nursing BSN program two (2) times.
- Notification will be mailed to you no later than June 15th.
- If admitted to the BSN program you will be required to pick up your admission packet from the School of Nursing as soon as possible.
- Please do not call or email for results prior to that time.

ADMISSION CATEGORIES

BSN consideration is based on the following categories: Category I will receive first consideration.

Category I

Students who have taken more than half of their prerequisite coursework at Indiana University East, who have taken over half of their coursework at another Indiana University campus, or students who are regionally connected to the IU East campus service area, i.e., live in one of the following counties: Wayne, Union, Fayette, Franklin, Rush, Henry, Randolph, and Darke and Preble (Ohio).

Category II

Students who have no regional connection and students who have taken more than half of their prerequisite coursework outside the Indiana University educational system who now wish to complete their nursing major at IU East.

For questions about your particular situation and requirements, please contact the Pre-Nursing Advisor, Chad Beanblossom at 765-973-8353 or chadbean@iue.edu.

POLICIES

While there is one admission policy for the Bachelor of Science in Nursing program, there are several other policies that can directly impact you during the admissions process or in the years ahead. Please read through the policies listed below so that you have a clear understanding of the admission requirements and the expectations of you as a nursing student. Each student who enters the IU East School of Nursing must sign an Essential Abilities Policy, a policy concerning Legal Limitations for Licensure, and a Confidentiality Policy. All signed and dated policies will be kept in the student's permanent file.

Essential Abilities Policy

The School of Nursing faculty has specified essential abilities critical to the success of students in any IU School of Nursing. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations.

- 1. **Essential judgment skills to include**: ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem solving around client conditions and coming to appropriate conclusions and/or course of actions.
- 2. Essential physical/neurological functions to include: ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.
- 3. *Essential communication skills to include*: ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team. Skills include verbal, written, and nonverbal abilities as well as information technology skills consistent with effective communication.
- 4. *Essential emotional coping skills*: ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
- 5. *Essential intellectual/conceptual skills to include*: ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.
- 6. *Other essential behavioral attributes*: ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing professional nurse consistent with accepted standards of practice.

Students questioning their ability to meet these essential abilities criteria are encouraged to address their inquiries to the Pre-Nursing Advisor. Students failing to meet these essential abilities at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames.

Students will be dismissed from the IU East School of Nursing if the faculty determines the student is unable to meet these essential abilities even if reasonable accommodations are made. Students failing to demonstrate these essential abilities criteria may appeal this adverse determination in accordance with Indiana University's appeal procedures.

Legal Limitations for Licensure

The State Board of Nursing includes the following questions on licensing applications. If you answer "yes" to any of these questions, you may not be eligible to become licensed in the state of Indiana. Please discuss **potential** problems with Chad Beanblossom, Pre-Nursing Advisor, prior to submitting the BSN application.

- 1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held?
- 2. Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in any state (including Indiana) or country?
- 3. Are there charges pending against you regarding a violation of any federal, state or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
- 4. Have you ever been convicted of, pled guilty or nolo contendre to:
 - A. A violation of any federal, state or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
 - B. Any offense, misdemeanor, or felony in any state? (Except for minor violations of traffic laws resulting in fines)?
- 5. Have you ever been denied staff membership or privileges in any hospital or health care facility or had such membership or privilege revoked, suspended or subjected to any restrictions, probation or other type of discipline or limitations.
- 6. Have you ever had a malpractice judgment against you or settled any malpractice action?

Confidentiality Policy

Each student will be required to sign the following agreement of confidentiality upon entry into the nursing program. The original signed agreement will be placed in the student's permanent file. In accordance with the "ANA Code for Nurses," each student must judiciously protect information of a confidential nature. Information of a confidential nature is any information that identifies the client in any health care setting or site of clinical experience which include but is not limited to:

- Family relationships
- Diagnosis and prognosis
- Treatment modalities
- Nursing plan of care
- Demographic information

A nurse holds this information in confidence using sound judgment and careful consideration of the consequences, both harmful and beneficial, before sharing it when deemed necessary. This information must only be shared with other health team members involved in the client's care. Any unauthorized disclosure of client information violates a client's right to privacy and will result in disciplinary action. All students will be required to sign a form after the statement: "After reading the above policy, I understand the meaning of confidential information. I also understand that, as a student, I am responsible for maintaining confidentiality concerning all clients with whom I come in contact."

Sex Offenders Screening Policy

This policy states that any student enrolled in any nursing program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

- 1. The School of Nursing will review the Indiana Sex Offenders Registry for each nursing student prior to admission and periodically after admission. (Other state Sex Offender Registries will be checked as needed).
- 2. Any student whose name appears in the Registry will be ineligible for admission to **any** undergraduate or graduate nursing program at Indiana University East School of Nursing.
- Any student requesting transfer to another IU nursing program whose name appears in the Registry will be denied transfer.
- 4. Any student already admitted to an undergraduate nursing program whose name appears on the Registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of their current or any other nursing program and will be dismissed from the School of Nursing.

Students affected by this policy shall be notified of their ineligibility and the reason for such ineligibility, unless they can prove that the listing is erroneous. Students having questions or concerns regarding this policy are encouraged to discuss specific issues with Chad Beanblossom, Pre-Nursing Advisor.

REGULATORY REQUIREMENTS

Once admitted, nursing students are required to provide proof of immunization against a variety of diseases. If admitted, you will be asked to provide a **copy** of the dates of your vaccinations/immunizations/tests with verification from your health care provider. During the spring 2011 semester, it would be best to gather the records of your previous vaccinations and obtain any immunizations you have not yet received.

Immunization requirements for admission to the IU East School of Nursing:

Tetanus Must have been immunized and have current Tetanus booster dated after <u>June 1, 2004</u>. <u>No</u>

exceptions.

Rubella Required to have either a Rubella titer or received Rubella Vaccine. (The current standard at IU is

that rubella immunization is required if the titer indicates susceptibility to the disease.)

Rubeola Persons born after 1956 must show evidence of receipt of two doses of the measles vaccine

after their first birthday or show other evidence of immunity via the titer blood test.

Mumps All students are required to be immunized if there is no definite knowledge of having had the

disease.

Tuberculosis (TB) All students must obtain a PPD Tuberculin Skin Test between May 1- August 1, 2011. No exceptions. This is required each year. If you have a newly positive reaction to the skin test, a chest x-ray is required and the results recorded on the immunization record. Your physician should indicate what treatment, if any, has been prescribed for you as a result of a positive skin test or chest x-ray.

Please note: Yearly TB (PPD) tests must be completed between May 1 and August 1. No Exceptions.

Hepatitis B

The student must arrange for the Hepatitis B series to be <u>started prior to August 1, 2011</u> (i.e., the first shot received). The vaccine is administered in a series of three injections over a six-month period. Submit a <u>copy</u> of each of the injection results to the School of Nursing as soon as received. It is recommended to start this series as soon as you decide to apply to the BSN program.

Varicella

Those who have not had physician diagnosed Varicella (chicken pox) must show evidence of two doses of live Varicella vaccine after the first birthday, separated by at least one month, or other evidence of immunity, e.g., laboratory evidence or a signed statement from a parent/guardian/family doctor.

Influenza

Although not required, it is recommended that students receive a yearly influenza vaccination.

If no records exist for former illnesses or vaccinations, you must provide titer results or proof of a new vaccination. A titer is a blood test that can provide proof of immunity.

The Center for Health Promotion (HY 001) offers TB testing, Tetanus and Hepatitis B injections.

You will not be permitted to attend classes until your record of immunizations is complete and a <u>copy</u> is submitted. Failure to do so will result in <u>DISMISSAL</u> from the Nursing program.

EXPENSES AND FEES

The following information is an estimate of the cost to complete the IU East BSN program. The information listed below is subject to change and should only be used as a guide to expected cost. This estimate includes university tuition and fees, materials and supplies unique to nursing students, technology requirements, and other expenses that should be expected by the BSN student. Additional courses may be required by some students and therefore would increase the tuition and fees for those individuals.

Materials and Supplies (includes skills packs, uniforms, lab coat, shoes, patches name tags, stethoscope, bandage scissors): \$350

Technology (computer, handheld devices, software): \$1750 Immunizations, criminal background checks, CPR: \$490

NCLEX review, NCLEX-test, RN licensure: \$500

Books (nursing only): \$2500

Fees (program, technology, student activity, NCLEX, clinical/lab): \$7500

Tuition for 125 credit hours (in-state or reciprocity agreement rate of \$189.21): \$23,651.25

TOTAL: **\$36,741.25**

FINANCIAL AID TRANSFER OF ELIGIBILITY

If you are planning to transfer to another institution or another campus of Indiana University, you should be aware that you would not automatically receive the same type or amount of financial assistance at your new institution. You will need to update your FAFSA and contact the financial aid office at your new institution regarding financial aid application procedures and requirements.

In addition, you can only transfer eligibility for the following types of financial aid:

- State Student Assistance Commission of Indiana Award (SSACI or Lilly-Indiana institutions only)
- Pell Grant
- Child of Disabled Veteran Award (CDV) [Only for Indiana institutions.]

APPLYING TO OTHER IU NURSING PROGRAMS

If you are interested in applying to other Indiana University nursing programs, you must fill out a separate application for each school to which you are applying. Please check with each individual school for information about their application process.

FREQUENTLY ASKED QUESTIONS

How many students are admitted to IU East BSN program?

At this time IU East plans to admit 60-90 students to the fall 2011 BSN Program. IU students and students living in the service area have priority admittance.

What can I do to improve my chances for admission?

Have the highest Nursing GPA possible. Concentrate on the courses in which you are currently enrolled and if you are experiencing any difficulty speak to you instructor or academic advisor.

Will my cumulative GPA and grades from this spring semester count into the admission GPA?

Yes! We calculate grades in May and do not make decisions until after spring grades post. At that time, they are calculated into your NAGPA. Cumulative GPA must be at least 2.5 and Admissions GPA must be at least 2.7 to apply.

What should I register for in the Fall Semester 2011?

Before you are officially admitted, you may register for any remaining General Education (pre-requisites) courses needed for cluster requirements that you have not completed as recommended by your Pre-Nursing Advisor, Chad Beanblossom. You will not be able to register for nursing courses until you are officially admitted to the School of Nursing.

What can I do if I'm not admitted?

There are four basic options.

- 1. You can do nothing and apply again during a future admission cycle, hoping the competition will be less intense.
- 2. You can continue to take the General Education requirements, possibly taking some courses over in an effort to improve your Admissions GPA.
- 3. You could transfer to another School of Nursing outside of the IU system.
- 4. You could change your major.

It is recommended that you consult with your Pre-Nursing Advisor to understand each of these options more clearly.

Does the School of Nursing maintain a "Waiting List" if I am not admitted?

Yes, but only until August 2011. At that time the waiting list is dissolved. You must re-apply the following spring. You will receive no special priority or consideration during future application cycles.

What GPA will I need in order to gain admission?

This is always difficult to predict because it depends on the number of applicants and the GPA ranking of all applicants. The minimum acceptable cumulative GPA is 2.5 and a NAGPA of 2.7 on a 4.0 scale. *These GPAs are minimum requirements and are not a guarantee of admission.* The best thing to do is strive for the highest grades possible at all times.

Can I apply to other IU campuses for BSN admission while applying to the IU East School of Nursing?

Yes. Check with each institution of which you are applying. Each IU School of Nursing has its own individual application process.

Will my financial aid and/or scholarships transfer to another campus if I am admitted there?

Please check with your financial aid officer. This can be a complicated process and may be different for each student.

FORMS

What forms are due after I am admitted to the BSN program at IU EAST?

If you are admitted, the forms below will be in the <u>admissions packet</u> you pick up from the School of Nursing. All forms are to be completed by or before August 1, 2011. No Exceptions.

- IMMUNIZATION FORM
- NAME TAG ORDER FORM
- ESSENTIAL ABILITIES FORM
- CONFIDENTIALITY POLICY FORM
- POLICY CONCERNING LEGAL LIMITATIONS FOR LICENSURE FORM

	BSN Application Receipt	
(Student Name)	has submitted an IU East School of Nursing BSN Application or	n (Date)
The application Packet was o	collected by (School of Nursing representative)	(Dute)

^{*}This receipt only indicates that you have submitted an application to the IU East School of Nursing. This is not proof that all required materials have been submitted and does not indicate that you meet the minimum admissions requirements for the IUE School of Nursing. It is the student's responsibility to ensure that all required information is submitted by March 1, 2011.