

Western Carolina University
College of Health and Human Sciences
School of Nursing

Nursing Application Packet – Spring 2014

Basic (Pre-licensure) Upper-division Curriculum Bachelor of Science in Nursing Program

Step 1: Mail completed application packet and all attachments to:

**WCU School of Nursing
Attn: Dr. Jessica Shirley
Health & Human Sciences Building
4121 Little Savannah Road
Cullowhee, NC 28723**

**Step 2: Send an E-mail to Dr. Jessica Shirley at jshirley@wcu.edu
stating that you have mailed your application packet.**

**Applications must be hand-delivered or post-marked
no later than July 15, 2013**

To the applicant:

WCU nursing faculty and staff welcome your application for admission to the junior year of the BSN pre-licensure program. This packet is for applicants seeking admission to the four-semester (two-year) Basic Pre-licensure program. Graduates of the program are eligible to sit for the Registered Nurse licensure examination (NCLEX-RN) and apply to their State Board of Nursing for Registered Nurse licensure.

Note: Applicants seeking admission to the Accelerated BSN Option for Second Degree students (ABSN) must submit the ABSN application packet, available from the ABSN program web page at: <http://www.wcu.edu/4211.asp>

This application packet contains:

1. General information and instructions (pp. 1-5)
2. Application for admission (p. 6)
3. Application checklist (pp. 7-8)
4. Signature Page (p. 8)

If you have questions about the application packet or the selective admissions process, please contact Dr. Jessica Shirley, Director of Student Services at 828-654-6506 or email jshirley@wcu.edu. Thank you for your careful attention to this information.

GENERAL INFORMATION FOR ALL BASIC (PRE-LICENSURE) APPLICANTS

1. Program location. Both the Junior and Senior years are held on the main WCU campus in Cullowhee, NC. Clinical experiences will be based in Jackson, Haywood, Macon, Buncombe, and other western North Carolina counties. **Students in the nursing program must have access to reliable personal transportation and should consider the extra time and cost required for travel.**

2. The successful applicant must meet the following requirements, which will be discussed in greater detail below:

- Admission into Western Carolina University
- Cumulative GPA of 3.0 in all undergraduate coursework
- Achieve a minimum SAT Critical Reading (verbal) score of at least 500.
- TEAS exam completed – Version V (5.0)
- Science Prerequisites: 3 of the 5 required (completed with grades of “C” or better)
- Completed Nursing Program Application post-marked **July 15** or delivered in person to the Health & Human Sciences Building, Suite 336, by 5:00 PM, **July 15** including official transcripts of all previously completed coursework outside of WCU.

3. Admission into WCU: Students transferring from another college or university must complete the WCU admissions form available online at <http://www.wcu.edu/15.asp> prior to submitting the BSN application and before sending transcripts to the WCU Admissions Office.

It is essential that transcripts showing work completed through the first summer session be sent to the WCU Admissions Office before the Spring application deadline. Transfer applicants are advised to obtain sealed official transcripts and either hand-deliver or mail an official, unopened copy in a larger envelope to the Admissions Office in Cullowhee. **A second sealed official copy of each transcript must be enclosed with the Nursing Program application. It is the responsibility of the applicant to ensure that transcripts have been received by the WCU Office of Admissions and the School of Nursing, Cullowhee campus.**

Current WCU students must include transcripts from all previously attended post-secondary institutions as well as a current WCU transcript in the BSN application packet. A WCU transcript printed from MyCat will be sufficient for the BSN application.

4. Criteria used for admissions decisions. Admission to the nursing major is highly competitive. Priority is given to the best-qualified students to fill the limited number of seats in each class. This program has chosen to use the following weighted criteria to calculate an admissions score. Using these 3 criteria, an admission score of 0 to 100 points is derived and used to rank applicants. Personal letters of recommendation are not required, and will not affect the admissions decision.

- **Cumulative GPA – 25%**

A minimum cumulative GPA of 3.0 (on a 4 point scale) is required to submit an application to the major. The GPA is calculated on the basis of the entire undergraduate record (as reported to the WCU admissions office by the colleges the applicant has attended). Graduate courses are not considered.

- **SAT Critical Reading Score - 25%**

A minimum score of 500 is required for admission. The exam may be repeated, however, only the first two scores achieved after graduation from high-school (post-secondary education) will be considered. The highest of the two scores is accepted. Neither the ACT nor GRE scores may be substituted for the SAT Critical Reading score. The testing center at any academic institution will have information about taking or retaking the SAT. (Call the WCU Continuing Education Testing Center at (828) 227-7397 for information about testing).

- **Test of Essential Academic Skills (TEAS V) - 50%**

Applicants must take TEAS V (version five). A minimum TEAS score has not been established. Instructions for registering for the TEAS are available on the program website at: <http://www.wcu.edu/4212.asp>.

TEAS V may be taken only one time during an application cycle. An application cycle begins the day after the deadline for the previous cycle and ends with the deadline for the current application cycle.

For this application cycle, if you took the TEAS V prior to February 1, 2013, you may repeat it once if you desire by the July 15, 2013 application deadline. ATI administers two versions of TEAS V, referred to as “Schedule A” and “Schedule B”. If you choose to repeat the TEAS V you may not take the version you previously completed (If you previously took Schedule A, you will now need to take Schedule B). For applicants repeating the exam, advise the testing service center that you are repeating to ensure that you are given a different version than was previously taken.

5. Before starting the nursing program in the Spring of 2014.

If the following prerequisites are not complete by the application deadline, the applicant must submit a specific plan for completion on the application (see page 6).

- Science courses (CHEM 132, 139 or 140; CHEM 133; BIOL 291; BIOL 292; ENVH 260 and ENVH 261 lab – formerly HSCC 260) or approved equivalents with grades of C (2.0) or better. For approved transfer equivalencies, please visit <http://www.wcu.edu/24094.asp>.
- Other Prerequisites: PSY 150, ND 338, NSG 346, or approved equivalents with grades of C (2.0) or better. NSG 101 with a grade of B (3.0) or better.
- Liberal Studies Core courses (ENGL 101; ENGL 202; MATH 130 or higher; COMM 201; HEAL 123 or HSCC 101) or approved equivalents with grades of C (2.0) or better. All Liberal Studies courses, including Perspectives courses, must be completed prior to the Senior year. For the most recent Liberal Studies options, visit <http://catalog.wcu.edu/index.php>.
- 60 semester hours of credit completed prior to entering the Nursing program. This will give each admitted student Junior standing at WCU.
- Students are encouraged to complete all other WCU Liberal Studies *Perspectives* requirements prior to beginning the BSN Program.

6. The admissions process.

• **Notification letters** Completed applications are reviewed following the application deadline, and the best-qualified persons are admitted to the class. A small number of additional applicants, who are the next most qualified, may be placed in a holding category (wait-listed). All other applicants are notified of non-acceptance. Notifications are made by receipt-confirmed email within 6-8 weeks following the deadline. Accepted students and those on the waiting list will receive a notification letter and an Intent Form which must be returned by the specified deadline, or they will be removed from consideration.

• **Accepted Students** When an applicant is accepted, he or she will be assigned a nursing faculty advisor. For courses taken at any institution other than WCU, transcripts showing grades during Spring and/or Summer sessions must be sent to the WCU Office of Admissions promptly. Accepted students will receive a Welcome Packet that includes additional information and admission requirements to prepare students for entry into the BSN Program. Additional documentation required of accepted students include adult/infant CPR certification for healthcare providers, professional liability insurance, criminal background check, drug screening analysis, and evidence of physical and mental health that enables the student to participate in and complete the program. Students who fail to meet the additional requirements will forfeit their seat in the program.

• **Wait-Listed Students** If persons accepted decline their place in the class, the admissions committee may select from the top of the waiting list to fill any seats that have become available. If an applicant is given a position on the waiting list but does not acquire a seat, a new application must be submitted for the next admission cycle if that person wishes to be considered as a candidate.

Wait-listed students will also receive a Welcome Packet that includes additional information and admission requirements to prepare students for entry into the BSN Program should a seat become available. Additional documentation required of wait-listed students include adult/infant CPR certification for healthcare providers, professional liability insurance, criminal background check, drug screening analysis, and evidence of physical and mental health that enables the student to participate in and complete the program. Students who fail to meet the additional requirements will forfeit their position on the wait-list.

• **Students Not Accepted** Students who are not accepted may reapply to a future application cycle. Students who elect to reapply must submit a new, complete application to the School of Nursing by the appropriate application deadline. Students may also contact the Advising Center to discuss alternative degree options.

7. Important Considerations for Applicants.

- **From the UNDERGRADUATE STUDENT HANDBOOK FOR NURSING MAJORS.** To review the Handbook, click on this link: <http://www.wcu.edu/4197.asp>.

An undergraduate nursing major must pass with a grade of C (2.00) or better all required courses in sequence (as indicated in curriculum plans), and demonstrate professional and safe nursing practice. Students who fail to meet these retention standards will be dismissed from the upper-division nursing major.

Course syllabi provide detailed information regarding calculation of exam score averages and final course grades.

- **Criminal Background Check and Drug Screening**

In compliance with the requirements of agencies utilized for clinical learning experiences, all accepted students must complete an approved criminal background check and an approved drug screen analysis.

In addition to the School of Nursing's requirement for approved criminal background checks and drug screen analysis, clinical agencies reserve the right to require their own approved background checks and screenings. The student is responsible for the cost of all criminal background checks and drug screening analysis.

If a clinical agency declines to accept a student based on the result of a criminal background check or drug screening analysis, the student will not be eligible to complete the associated clinical course and will not progress in the program.

Detailed instructions on how to complete the criminal background check and drug screen analysis, as well as the deadlines for completion, will be included in the Welcome Packet and must be completed by the deadline stated therein.

Applicants should also be aware that the North Carolina Board of Nursing requires an additional criminal background check prior to licensure. The statement may be found at www.ncbon.org (Select Licensure Information, then Initial Licensure, then Licensure by Exam, scroll to Licensure Applicants with Prior Convictions and/or Disciplinary Action). Further details are embedded in the NC Nursing Practice Act, pp. 11-13, available on the web site given above. Students who might be affected by this policy should consult closely with their academic advisors in the School of Nursing as to whether they and the School should commit time and resources required for degree completion if RN licensure is questionable.

Students who plan to apply for initial licensure in a state other than NC should explore the requirements of that state's Board of Nursing (see www.ncsbn.org for addresses and web sites).

As noted in the WCU catalog, the School of Nursing reserves the right to modify this information. Applicants are personally responsible for ascertaining that their academic records and application packet are complete and correct. Advisors will not review the application packet prior to submission to confirm accuracy and/or completion.

The School of Nursing will not discriminate on the basis of race, national origin, religion, creed, sex, age, or disability in either the selection of students for participation in the educational program, or as to any aspects of the clinical training; provided, however, that with respect to disability, the disability must not be such as would with reasonable accommodation in and of itself preclude the student's effective participation in the educational program and clinical training.

GENERAL INSTRUCTIONS FOR ALL APPLICANTS

1. Read and follow instructions carefully. Incomplete applications will not be considered. It is the applicant's responsibility to ensure that application materials are complete.
2. Find the section that identifies your status and follow directions. Pages 1-4 of this packet are for your information and future reference, so do not return them. Keep a copy of all submitted application materials for your records.

3a. Directions for students currently enrolled at WCU

- Complete and assemble in ONE packet:
 - a) Application for admission to the nursing major WITH COMPLETION PLAN (p. 6)
 - b) Reviewed verification checklist WITH INITIALS AND GRADES (p. 7-8)
 - c) Signature page (p. 8)
 - d) WCU transcript (An unofficial transcript is acceptable for WCU work. Students can print an unofficial WCU transcript from MyCat)
 - e) Official transcripts from any post-secondary schools attended, if applicable.
 - f) SAT Critical Reading Score (print a copy from MyCat or www.collegeboard.com)
 - g) TEAS V score report
- Applications may be submitted in person or by mail. If mailed, the packet must be post-marked **no later than July 15, 2013** and mailed to:
WCU School of Nursing, Attn: Dr. Jessica Shirley
Health & Human Sciences Building, Suite 336
4121 Little Savannah Road, Cullowhee, NC 28723
- E-mail Jessica Shirley at jshirley@wcu.edu to confirm receipt of your application packet.

3b. Directions for applicants NOT currently enrolled at WCU

- Apply/reapply to WCU, listing Nursing as your intended major. Contact the Office of Admissions, Western Carolina University, Cullowhee, NC 28723, phone 1-800-227-7317. Admission to WCU is NOT admission to the nursing major. You may not apply to the nursing major until you have made official application to WCU.
- Request a copy of your official transcript from every post-secondary institution attended as well as one from your high school be sent to the WCU office of admissions. Include an additional official transcript from every institution attended in the BSN Pre-licensure application packet. Do not request that transcripts be sent directly to the School of Nursing – Enka Campus. Transcripts must be included in the BSN Pre-licensure application packet.
- SAT Critical Reading score report must be included in the BSN Pre-licensure application packet. You must also arrange for your SAT Verbal/Critical Reading score to be received by WCU by the application deadline. SAT scores received as part of an official transcript satisfy this requirement. (Verify that your requested transcripts include the SAT Verbal/Critical Reading score.) The SAT score may be requested to be sent to WCU from www.collegeboard.com.
- TEAS V score report must be included in the BSN Pre-licensure application packet. If the TEAS exam was not taken on the WCU campus, applicants must ensure that their scores have been released to WCU.
- Complete and assemble in ONE packet:
 - a) Application for admission to the nursing major WITH COMPLETION PLAN (p. 6)
 - b) Reviewed verification checklist WITH INITIALS AND GRADES (p. 7-8)
 - c) Signature page (p. 8)
 - d) WCU transcript (An unofficial transcript is acceptable for WCU work. Students can print an unofficial WCU transcript within MyCat).
 - e) Official transcripts from any other post-secondary schools attended, if applicable.
 - f) SAT Verbal/Critical Reading Score (may obtain a copy from the WCU Registrar's Office or www.collegeboard.com)
 - g) TEAS V score report
 - h) Applications may be submitted in person or by mail. If mailed, the packet must be post-marked **no later than July 15, 2013** and mailed to:
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Health & Human Sciences Building, Suite 336
4121 Little Savannah Road, Cullowhee, NC 28723
- E-mail Jessica Shirley at jshirley@wcu.edu requesting confirmation of packet receipt by the application deadline.

Western Carolina University
College of Health and Human Sciences - School of Nursing

APPLICATION FOR ADMISSION TO THE UPPER-DIVISION NURSING MAJOR (BSN) – Spring 2014

CONTACT INFORMATION: PLEASE KEEP US INFORMED OF CHANGES.

Name _____ WCU Student ID _____

Address _____ City _____ State _____ ZIP _____

Home phone (____) _____ Campus phone (____) _____ Work phone (____) _____

WCU Catamount email: _____

The SON will notify you of its decisions by receipt-required email. In the event that we need to contact you by USPS mail, indicate your preferred mailing address:

Have you applied to the nursing major at WCU before? _____ When? _____

PREVIOUS EDUCATION: List all post-secondary programs you have attended in the past. If you are not currently enrolled as a WCU student you must have sealed official transcripts sent from each institution to the WCU Admissions Office and to the School of Nursing.

Institution and location Dates attended Major Degree Date Transcript Requested

COMPLETION PLANS: List the college(s) or university(ies) you are currently attending or plan to attend before the start of the Nursing Program at WCU. If WCU, give the numbers of the WCU courses from p.3. If at another institution, give the actual course numbers of the approved equivalent course. Please see p. 3 of application instructions for science courses and liberal studies core courses which must be completed before Spring 2014.

	Summer 2013	Fall 2013
Institution		
Location		
Course(s) Number & Name		
REMEMBER TO SEND/BRING OFFICIAL TRANSCRIPTS TO THE WCU ADMISSIONS OFFICE AND THE SCHOOL OF NURSING EACH SEMESTER.		

Western Carolina University
College of Health and Human Sciences
School of Nursing

APPLICATION REVIEW VERIFICATION

I have reviewed the following components of my application to the upper-division nursing major, and put **MY INITIALS** in the ☐ before each statement to indicate that each component is complete.

- ☐ I have completed the TEAS exam Version V (5.0) or am registered to do so before the July 15, 2013 deadline.
- ☐ I have completed the SAT Critical Reading exam and have scored at least 500 or am registered to complete the exam before the July 15 deadline.
- ☐ I will have completed at least 60 semester hours of unduplicated college-level credit towards graduation prior to beginning the WCU Nursing program.
- ☐ I now have and will maintain a minimum grade point average of 3.0 on a 4.0 scale on all undergraduate courses attempted. I understand that this is the minimum for application, but that a higher average may be needed for me to be selected for the program.
- ☐ I have completed, at the time of application, at least 3 of the 5 required science courses or approved equivalents with grades of C or better, and these are shown on my transcript. Grades for courses completed are indicated in the spaces below. If all courses are not complete at time of application, they must appear in the completion plan on Page 6.

WCU Course	Grade	Description	Other Approved Equivalent Course	Grade
CHEM 132, 139 or 140		Survey of Chem I/ Adv Gen Chem & lab		
CHEM 133		Survey of Chem II/ & lab		
BIOL 291		Human Anatomy & Physiology I & lab		
BIOL 292		Human Anatomy & Physiology II & lab		
ENVH 260 & 261		Etiology of Infectious Diseases & lab – (Microbiology)		

- ☐ I will have completed all other nursing prerequisite courses prior to beginning the WCU Nursing program with a grade of C or better. Grades for courses completed are indicated in the spaces below. If any courses are not complete at time of application, they must appear in the Completion Plan on page 6.

WCU Course	Grade	Description	Other Approved Equivalent Course	Grade
PSY 150		General Psychology		
NSG 101		Introduction to Professional Nursing (grade ≥ 3.0)	WCU Only	
NSG 346		Nursing Pathophysiology		
ND 338		Normal and Therapeutic Nutrition		

- ☐ I will have completed all of the WCU Liberal Studies Core courses prior to entry into the Nursing program. This requirement is waived if I hold a baccalaureate degree, an AA or AS degree from a NC community college, or have completed general education requirements at a NC community college. Grades for courses completed are indicated in the spaces below. If any courses are not complete at time of application, they must appear in the Completion Plan on Page 6.

WCU Courses	Grade	Description	Other Approved Equivalent Course	Grade
ENGL 101 & 202		C1 Writing (6 credits)		
MATH 130 or higher		C2 Mathematics (3)		
COMM 201		C3 Oral Communication (3)		
HEAL 123, HSCC 111, or HEAL 101		C4 Wellness (3)		

Additional verifications required by students NOT enrolled in WCU courses (Transfer Students):

- ☐ I have validated that the WCU Admissions Office will receive official transcripts from all institutions at which I have completed post-secondary undergraduate courses by the BSN Pre-licensure application deadline. I have also included official transcripts from all institutions in this BSN application packet at which I have completed post-secondary undergraduate courses. I understand that my application is not complete unless all transcripts are included in the BSN packet. I also understand that transcripts must be submitted to WCU Office of Admissions *and* the School of Nursing at the end of each semester that I complete any pending prerequisites in preparation for the program.
- ☐ I have validated that my official SAT Verbal/Critical Reading score will be sent to WCU and included a copy of my score report in the BSN application packet. I understand that my application is not complete until it is received.

- ☐ I UNDERSTAND THAT MY APPLICATION WILL NOT BE CONSIDERED BY THE STUDENT AFFAIRS COMMITTEE UNTIL EACH OF THE COMPONENTS ABOVE IS COMPLETE.
- ☐ I understand the WCU Nursing Program admission process and requirements, and if I am admitted to the upper-division nursing major, I will promptly respond to further admission requirements as set forth in my acceptance letter and subsequent correspondence.
- ☐ I understand that admission decisions will be delivered to me via email at the email address I have indicated in this application. I understand that it is my responsibility to check that email account for admission decisions and further communication regarding my application. I also understand that it is my responsibility to notify the School of Nursing Director of Student Services if I do not receive an email confirming receipt of my application within 2 weeks after the application deadline. I understand that if I am notified of acceptance to the Nursing Major that I must reply to the email by the stated deadline in order to secure my seat in the class.

Certification and Applicant Signature

I hereby certify that all of the information provided by me in my application packet is true and accurate to the best of my knowledge. I understand that submitting false documents or making false statements will result in my not being admitted to the WCU nursing program OR my dismissal from the nursing program.

Applicant's signature

Date

The School of Nursing will not discriminate on the basis of race, national origin, religion, creed, sex, age, or disability in either the selection of students for participation in the educational program, or as to any aspects of the clinical training. Provided, however, that with respect to disability, the disability must not be such as would with reasonable accommodation in and of itself preclude the student's effective participation in the educational program and clinical training.

**Completed applications and all materials
must be post-marked by July 15, 2013.**

Step 1: Mail completed application packet and all attachments to:

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