Cal State LA

California State University, Los Angeles

Nursing Advisement Office

5151 State University Drive • Simpson Tower F415 • Los Angeles, CA 90032-8171
Monday–Thursday 9 am-5 pm • Friday 9 am-4 pm

INFORMATION FOR APPLICANTS TO BASIC NURSING PROGRAM

APPLICATION DEADLINE IS 5 P.M., December 1, 2010

For application instructions, visit www.calstatela.edu/dept/nursing and follow link to *Pre-licensure Generic Application Instructions*

Admissions Information

Thank you for your interest in the Generic (Basic) Nursing program at California State University, Los Angeles (CSULA). This is a wonderful time to be entering nursing. The need for professionally prepared nurses is great, and there are increasing opportunities for practice in many areas.

The CSULA School of Nursing (SON) has ONLY ONE applicant pool annually. From this one applicant pool, we will accept one class for the 2011-2012 academic year (beginning Fall 2011).

Our basic nursing program is a traditional full-time over an eleven-quarter sequence. The program includes general education combined with theoretical and clinical nursing courses. Upon completion of the program you will be awarded a bachelor degree and will become eligible for licensure as a register nurse. Students who enter in Fall 2011 can expect to graduate in December 2014. Courses are offered at variable days and times and involve travel to clinical sites in many areas of Los Angeles County. It is a demanding, full-time program; and it is not compatible with a heavy outside workload.

Please read these instructions carefully and submit your completed forms by the printed deadlines. Please adhere to the following application instructions.

Note: The School of Nursing will not process incomplete and/or illegible application forms.

It is the applicant's responsibility to provide complete and accurate materials by the appropriate deadlines. Applications that are incomplete will not be considered for review.

If you change your address, name, and/or phone number during the application period you must notify the Nursing Advisement Office in writing as soon as possible. If we do not receive your information change you may lose priority for space.

CSULA School of Nursing office is <u>NOT</u> responsible for lost or misdirected applications. Please photocopy your entire packet; then hand-deliver the original or send it by certified mail via U.S. Postal Service to:

      California State University, Los Angeles
      School of Nursing
      Attention: Basic Nursing Program
      5151 State University Drive
      Los Angeles, CA 90032-8171

Initial communications with an adviser regarding applications and/or questions about applying will be answered via **e-mail only**.

CSULA SCHOOL OF NURSING CONTACTS:
Nursing Advisement Office, Simpson Tower F415, (323) 343-4730

June Humphrey, jhumphr@calstatela.edu

Monica Ling, mling@cslanet.calstatela.edu

All application materials submitted to CSULA School of Nursing become the property of the School of Nursing.

DEADLINES FOR APPLICANTS SCHOOL OF NURSING
FALL 2011 APPLICANT POOLS

1. September 1 - December 1, 2010

Applications are accepted from September 1 through December 1 for 2011-2012 admission pool. Applications will not be accepted if postmarked before September 1 or after December 1, 2010.
• Faxed or emailed applications will not be accepted.
•Applications must be submitted by hand or mailed.

Unless you are currently enrolled at CSULA, you must **APPLY for ADMISSIONS online** at ***www.csumentor.edu.*** **Note: You must adhere to the POSTED DEADLINES FOR APPLYING FOR ADMISSION TO THE UNIVERSITY.**

2. December 1, 2010

Submission of Supplementary Application This is a statement of your intent to apply to the School of Nursing (SON) for the 2011 and 2012 applicant pools**.** Applications received after December 1, 2010 will not be considered. Your completed application packet must be mailed or delivered to the CSULA School of Nursing Advisement Office (Simpson Tower 415). In order to confirm your application has been received it must be sent by certified mail with return receipt requested**.**

- Your Application Packet must include the following to be considered complete:
  1) Applicant checklist
  2) Application for the Basic BSN Program Fall 2011 applicant pool.
  3) Official transcripts of all college work including course work in progress. These transcripts are in addition to the official transcripts that are required by the University Admissions Office. NOTE: University Admissions does not share transcripts with the School of Nursing; and the School of Nursing does not share transcripts with Admissions.

If you have attended a California community college, please request that your community college send official CSU GE Certified transcripts when you request your transcripts for the SON *and* University Admissions. If you must have transcripts sent directly from your school to the SON, please note on your SON application which transcripts you have requested and the date they were requested.

Also include:
- A copy of your current California Driver License.
- Documentation of Health-Care-Related work experience, previous baccalaureate or higher degrees, and/or documentation of health-care-related-volunteer hours.
- If you have a license or certificate in the health care field, please include a copy with a photo ID.
- If you have completed volunteer work in a health-care-related field, the volunteer coordinator for that organization must provide an official statement (on company letterhead) indicating your total volunteer hours completed. Please include the coordinator's business card. If your volunteer hours are still in progress, submit verification of the hours you have completed to date.
- Include three business-size, self-addressed-stamped envelopes size 4 1/8"x 91/2".

Please do not call the SON for application status when the screening process is complete, you will be notified by mail.

3. November 1, 2010

Deadline to register for the ATI (Test of Essential Academic Skills)

4. November 12-November 13, 2010

The ATI will be administered at CSULA on the above dates.

This is a mandatory requirement for all applicants to the basic nursing program. Failure to take this test will automatically disqualify you from the applicant pool.

You may repeat the ATI once only per application cycle. Arrangements to repeat the test are the responsibility of the applicants. An applicant's ATI test results must be in the CSULA SON by **December 31, 2010.**

Applicants whose ATI scores are below the minimum acceptable 40th percentile for the "Individual Percentile Rank National Score in any area will be sent letters denying admission to the nursing program. **Note:** This nursing admission process is separate from the University admission. You may receive a letter of admission from the University while your application to Nursing is still pending or after you have been denied admission to Nursing.

5. December 31, 2010

Deadline to submit the ATI scores

6. MARCH 23, 2011

ADMISSIONS COMMITTEE COMMENCES FINAL RANKING PROCESS.

•   Deadline for completion of SIX prerequisite courses: Chemistry 151, Biology 200A & 200B; English 101, Psychology 150, and a General Education Critical Thinking Course, or the equivalent courses taken elsewhere. To check the transferability of your courses please go to www.assist.org. Applications will be rejected if official transcripts showing your work in progress are not received in the SON Advisement office by specified deadline.

   It is not the responsibility of the SON to notify students of missing documentation.

•   Information on course transferability can be found at www.calstatela.edu. (1) Click on "attend Cal State L.A." (2) Click on "transfer student services." (3) Then scroll to enter transfer student services site.

•   Final verification/documentation of volunteer hours in progress, health-related work experience, or previous baccalaureate or higher degree due in SON Advisement Office.

6. May 15, 2011

NOTIFICATION OF ADMISSION COMMITTEE ACTION. Admission committee's notification will be made upon completion of the applicant ranking process. Acceptance letters will be mailed by **May 15, 2011.** Waiting list and rejection letters may be sent later as not all students accepted may choose to attend. **PLEASE DO NOT CALL** the office for information about your application. We cannot release information via telephone.

7. June 22, 2011

Public speaking and microbiology grades are due on this date.

Additional Information

Increasingly, clinical agencies are requiring that students (and faculty) be drug-free and may be subject to random drug testing. **Criminal background checks** are required by the California Board of Registered Nursing prior to initial licensure. This same procedure is also required by some of our clinical agencies prior to student rotations.

If you were **previously enrolled in a nursing program,** please attach a letter including the type of program, name of the school, school address, dates enrolled, and reason for leaving. Students who have not been successful in other programs are usually not accepted for admission to the CSULA basic program**.**

Disclosure of one's Social Security number is mandatory for licensure by the BRN in accordance with Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c) (2) (C).

Because of the number of applicants for the program, completion of all entrance requirements does not ensure selection for the basic nursing program.

It is the responsibility of all applicants to check with the Financial Aid Office regarding loans, scholarships, state and federal grants. If you have not already applied, do so as soon as possible.

APPROVED SUPPLEMENTAL CRITERIA FOR ADMISSION THE
BASIC NURSING PROGRAM (NON-RNS)
Supplementary applications will be available September 1 - December 1, 2010

Students must complete the minimum prerequisite courses, ATI test, and GPA requirements to be eligible for admission into the Basic program. There are a maximum of 31 possible *supplemental criteria for admission* points which can be earned.

Applicants are ranked based on their points earned according to the supplementary criteria. The top-ranked students will be sent letters of acceptance.

Students will be ranked in order for admission according to the following point structure:

Supplemental Criteria Points

Grade point average (GPA) in prerequisite courses   **10 points max**

The prerequisite GPA is computed using the following **six prerequisite courses**: Chemistry 151*, Biology 200A & 200B*; English 101*, Psychology 150*, and a *General Education Critical Thinking Course, or the equivalent courses taken elsewhere.

A **C-minus (C-)** grade in these courses is **not acceptable**. The School Of Nursing **will not recognize repetition of a course when the original grade was a C or better**.
Any grade of less than a "C" on a class required for nursing hurts your chance of admission, even if you have successfully repeated that class.

  * ***The above six prerequisite classes must be completed by March 23, 2011***

The prerequisite GPA is computed by averaging the grades earned in the courses, with each course equally weighted. If a course is repeated because of an **unsuccessful first attempt, the grades are averaged** in computing the GPA. **No more than 1 repetition of any course is allowed**. **The minimum acceptable GPA for the prerequisite courses is 2.75.**

2.75 - 2.99	=	1 point
3.00 - 3.19	=	2 points
3.20 - 3.39	=	4 points
3.40 - 3.59	=	6 points
3.60 - 3.79	=	8 points
3.80 - 4.00	=	10 points

*Note: **The entire list of 8 prerequisite courses** at CSULA for the School of Nursing (SON) appears below:*

*BIOL 200A & 200B	Human Anatomy & Physiology	minimum 4 Sem/5Qtr Units each
*CHEM 151	Fundamentals of Chemistry (inorganic chemistry)	minimum 4 Sem/5 Qtr Units
*ENGL 101	Composition	minimum 3 Sem/4 Qtr Units
*PSY 150	Introductory Psychology	minimum 3 Sem/4 Qtr Units
*Critical Thinking	(PHIL 160 or PHIL 250 or POLS 155 or COMM 176) Or CSULA ASSIST listed GE A3C	minimum 3 Sem/4 Qtr Units
**COMM 150	Public Speaking	minimum 3 Sem/4 Qtr Units
**MICRO 201, 202	Microbiology with lab	minimum 4 Sem/6 Qtr Units

**Must be completed by June 22, 2011

Cumulative Grade Point Average (GPA)   **5 points max**

The **cumulative GPA for ALL college-level work** completed is assigned points:

2.75 - 2.99	=	1 point
3.00 - 3.19	=	2 points
3.20 - 3.39	=	3 points
3.40 - 3.69	=	4 points
3.70 or higher	=	5 points

English Language Proficiency   **12 points max**

Completion of the standardized Assessment Technologies Incorporated **(ATI) Test of Essential Academic Skills is mandatory** for all applicants. Points will be assigned for the above earned scores for Reading and English subscale scores according to the point structure below. Students are expected to have a **National Percentile Rank above the 40th percentile in all four content areas to be considered eligible for admission** to CSULA's Basic Nursing program.

Individual Percentile Rank National Subscale Score	Points for subscale scores	
	Reading	**English**
40 -49	0	0
50 -59	1	1
60 -69	2	2
70-79	3	3
80-89	4	4
90 -99	5	5
100	6	6

Previous Education or Health-Related Work Experience   **4 points max.**

Previous baccalaureate or higher degree -(no 2nd Bach admits this year)   4 points
    or*
Previous experience in a **health-care setting**   3 points
as an employee
    or*
Volunteer experience in patient-related situation or student experience in a patient related situation

>100 hours	2 points - max.
50-100 hours	1 point

Acceptable health care experience options include employment as a Licensed Vocational Nurse (LVN), Respiratory Therapist (RT), Psychiatric Technician, Certified Nursing Assistant (CNA), etc.

Note: ***Points will be awarded for only one category**. In order to earn points for previous work experience in a health-care setting and/or patient-related volunteer work hours or ROP programs, these must be verified with a letter   from the employer or the volunteer coordinator and **received in the CSULA SON Advisement Office by March 23, 2011.**

School of Nursing

SUBMIT THIS CHECKLIST WITH YOUR
FALL 2011 SUPPLEMENTARY APPLICATION

_____   _____
Print Last Name   Print First Name

_____ 1.   I am a current CSULA student.: my CIN is _____

_____ 2.   I am not a current CSULA student. I applied to the University for admission on ___/___/___
See University deadlines at www.calstatela.edu. Admission to the university as a transfer student
requires completion of basic subjects (English, Speech, Critical Thinking, and Math) and at least 60
transferable semester units. See above site. I am aware that **official copies of all transcripts** must be
sent to the University Office of Admissions. These are in addition to the transcripts delivered to the
School of Nursing.

_____ 3.   I submitted a supplementary application packet to the School of Nursing . This **must be received in the
School of Nursing Advisement Office by December 1, 2010 at 5:00 p.m.**

   _____ I have included official transcripts for all of my college work, including work in progress with my
   supplementary application. **I will deliver transcripts of any additional work in progress for
   fall, winter and spring terms to the School of Nursing by March 23, 2011.**
   _____ I will send a **money order** for $55.00 for the **ATI** and the confirmation sheet to TEAS
   Assessment.
   _____ I must take the TEAS prior to the application deadline of December 31, 2010. If you did not take
   at CSULA, contact atitesting.com to have your official results sent to us.
   _____ I have included 3 stamped self-addressed business size envelopes, size 4 1/8"x 91/2".
   _____I have attached a copy of my CALIF Driver's License.
   _____ I have attached (when applicable) a copy of my LVN/LPN/CNA license along with a photo ID.

_____ 4.   I understand that the 6 prerequisite courses must be completed by March 23, 2011 or my application
may be excluded from the pool. I may have in progress the other 2 prerequisites (Speech and
Microbiology) which must be completed by June 22, 2011.

_____ 5.   I will have **pre-requisite courses in progress** at the time of application. I will **hand-carry** the grades to
the Nursing Admissions Committee as soon as I receive them ____/____/____ **(deadline March 23,
2011).**

_____ 6.   I understand that I will be notified of my status for admission by May 15, 2011.

_____ 7.   I will notify the SON when I have a change of address, phone number, or/and e-mail address and
understand that this is solely my responsibility. If SON is unable to reach me, I will lose my enrollment
status and my application may be cancelled.

_____ 8.   I have signed and dated my Basic Supplementary Application ____/____/____.

_____9.   I have kept a photocopy of this checklist and application for my records.

Nursing Advisement Office
Simpson Tower F415
5151 State University Drive, Los Angeles, CA 90032-8171
Mondays – Thursdays • 9:00 a.m. – 5:00 p.m.
Fridays • 9:00 a.m. – 4:00 p.m.

_____

SUPPLEMENTARY APPLICATION FOR BSN PROGRAM
FALL 2011

Please type or print clearly. We will not accept illegible applications. If there are changes in any of this information after submission, it is your responsibility to notify the School of Nursing in writing. You may fax us at (323) 343-6454.
Please fill out the Nursing Application form completely. You must list all dates, grades and where each class was taken. If the question does not pertain to you, indicate N/A.
Failure to furnish each item of information will delay or may prevent completion of the purpose for which this supplemental application was intended.
This application may only be used for Fall 2011 admission pool.

FULL NAME: _____
<div align="center">LAST   FIRST   MIDDLE</div>

OTHER NAMES THAT MAY APPEAR ON YOUR ACADEMIC RECORDS:

_____
<div align="center">LAST   FIRST   MIDDLE</div>

DATE OF BIRTH _____/_____/_____ Male : _____   Female: _____

ADDRESS:
_____
    STREET   CITY   STATE   ZIP CODE

PERMANENT ADDRESS: I live more than 100 miles from CSULA _____   (If yes, **MAILING ADDRESS**)

_____
    STREET   CITY   STATE   ZIP CODE

PHONE NUMBERS:

Home: (_____) _____-_____ Cell **phone/pager**   (_____) -_____-_____

Email (Required)_____@_____

 Person to contact in case of emergency: _____

Relationship: _____ Phone: (_____)-_____-_____

Please state your citizenship status:
_____US Citizen _____Permanent Resident _____F-1Visa _____Asylum, Refugee Temporary Protected Status _____other?

     I am **presently enrolled at CSULA** Yes ____   No ____   CIN# _____
     If no (Answer all that apply)
     _____Transfer
     _____2nd Baccalaureate

**Do you have a valid social Security or Tax payer ID Number? _____Yes _____No

I am not currently enrolled; I have applied to CSULA for admission for the _____ Quarter/Year.

Please **list below all colleges and universities you have previously attended**:

1. _____
2. _____
3. _____
4. _____

I have previously been **enrolled in a nursing program** Yes_____ No_____
If yes (Answer all that apply)
Name of school/college/university: _____

Reason for leaving the program: _____

I left or am leaving in good standing _____Yes _____No
(If yes, a letter of good standing must be submitted)

I have a **previous baccalaureate or higher degree**   Yes_____   No_____   Type _____

Previous Experience

Licensed Vocational Nurse	Yes____ No_____	License Number/expiration _____
Certified Nursing Assistant or other license	Yes____ No_____	Type _____
Volunteer work	Yes____ No_____	Approximate number of hours_____
*Health-related work experience	Yes____ No_____	Type _____
Served in the military	Yes____ No____	Dates_____

Documentation of volunteer hours and licensure must be submitted to the School of Nursing by March 23, 2011.

COMPLETION OF NURSING PREREQUISITE COURSES

Information on course transferability can be determined by visiting www.assist.org.

Please do not guess if your courses are transferable. If you are uncertain, talk to your college advisor.
You must list all dates, grades and where each class was taken. If a class is in progress, write IP on the grade line.

Admission to the University as a transfer student requires completion of basic subjects (English, Speech, Critical Thinking, and Math) and at least 60 transferable semester units. **Contact CSULA University Admissions in Adm. 245, (323) 323-3901, and ask about the acceptability of the above four courses if you have doubt.** Go to www.calstatela.edu and click on "Directories" at the top of the page. Go to Admissions for phone number and email address.

It is not possible to complete any prerequisites below concurrently with the nursing courses.

Prerequisites	Term/Year Qtr/Semester	Course Name/Number	Campus	Grade
English 101 Composition I				
Critical Thinking (not U.S. Govt. or Intro to Philosophy)				
Psychology 150 Introduction to Psychology				
Chem. 151 Inorganic Chemistry (or min 4 sem. units/6 qtr units **college level** transfer course w/ lab)				
Biol. 200A Human Anatomy or (min 4 sem./5 qtr units transfer course w/ lab)				
Biol. 200B Human Physiology or (min 4 sem./5 qtr units transfer course w/ lab)				
Communication 150 Public Speaking (or CSU A2 GE Certified course)				
Microbiology 201/202 (or any min 4 sem./6 qtr. units transfer course w/ lab)				

I certify that all information provided in connection with this application is true, correct and complete. Providing false information or omitting required information is fraud and grounds for denial of enrollment or immediate expulsion from the Nursing Program.

Signature of Applicant_____Date_____/_____/_____

Print Name _____

Applications must be received in the CSULA School of Nursing's Advisement Office no later than December 1, 2010
ALL MATERIAL MAILED TO THE CSULA SCHOOL OF NURSING MUST BE LABELED
"ATTENTION: GENERIC PROGRAM APPLICATION"

**The California Board Of Registered Nursing requires possession of either a Social Security number or taxpayer ID to apply for licensure. Please provide a copy of your taxpayer ID card if you do not have a Social Security number.

ATI/TEAS (TEST OF ESSENTIAL ACADEMIC SKILLS)
This test is a <u>mandatory requirement</u> for all applicants.

Note: You must **first** submit your application to the CSULA School of Nursing for the Basic program **then** schedule your ATI/TEAS exam. All testers must create an ATI account prior to taking a paper/pencil test. They can create an account at www.atitesting.com by clicking on Create New Account and following the screen prompts. After a tester has registered on the site, the tester's personal paper/paper ID will displayed under Account Information. At this screen, the user will have an opportunity to print the paper/pencil ID. Each user should print and retain this and use it for identification on every paper/pencil test. This ID number will not change, the tester only needs to register once.

The Test of Essential Academic Skills (TEAS) is a scholastic aptitude test that is used as one component of the selection process for the admission of students into the basic nursing program. The TEAS consists of four content areas: Math, Reading, English, and Science. Applicants to the CSULA Basic Program must complete the examination with a **<u>minimum passing National Percentile Rank</u>** in each of the four subtest areas (currently the minimum score is the 40th percentile).

All subtests contain multiple-choice items with one correct answer. The applicant is directed to answer each item as accurately as possible within the allotted time. The reporting system for the TEAS includes a **composite score** for each of the four general areas. Sixteen sub-scores are generated within these categories to assess specific content mastery. Identifying areas of relative strength and weakness can help the student in preparing for nursing.

The **Math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion.

Reading covers paragraph comprehension, passage comprehension and inferences/conclusions.

The **English** subtest measures knowledge of punctuation, grammar, sentence structure, contextual words and spelling.

The **Science** portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles and general science.

<u>Use of an ATI/TEAS study guide</u> is **<u>HIGHLY</u>** recommended and can be purchased from ATI at www.atitesting.com.

Note: Examination fees are non-refundable and are good for this application period only.

This notice is written to inform you of the steps necessary to register for the November 2010 TEAS exams. The TEAS exam will not be administered by the CSULA School of Nursing. If you have any questions regarding your TEAS registration (not the Exam) call the TEAS testing coordinator at (562) 943-4996. Please **do not** telephone CSULA, School of Nursing. For information about the ATI/TEAS examination and/or to purchase the ATI/TEAS study guide go to their website: atitesting.com.

Please read the following registration instructions for the Test of Essential Academic Skills (TEAS) carefully. The Basic TEAS exam is scheduled for Friday, November 12 and Saturday, November 13, 2010. The **$55.00** registration fee is **non-refundable.** Please note: **registration fees will not be transferred from one test administration to another.**

To register for the TEAS exam, please complete and submit the attached form with your $55.00 money order or cashier's check (NON-REFUNDABLE) postmarked no later than, Monday, November 1, 2010 (No Personal Checks Will Be Accepted).

Due to the large number of applicants registering for this exam your TEAS registration document will not be verified over the phone. In order to receive verification that your TEAS registration has been received you are required to enclose a stamped self-addressed envelope with your TEAS registration form and fee. We suggest you mail your TEAS registration documentation utilizing some form of US Postal proof of delivery.

Make your cashier's check or money order payable to: "**TEAS Assessment**." Please note; when your registration form and payment are received you will automatically be placed on a roster to take the exam.

You must access the ATI/TEAS testing website at www.atitesting to:
* **retrieve your personal paper/pencil identification number** (follow the atitesting.com screen prompts).
* **remember** to bring your paper/pencil ID number to the test site. **You cannot test without the paper pencil ID number.**

    Mail registration form, fee and stamped self-addressed envelope to:
                   TEAS Assessment
                   11119 Pounds Ave.
                   Whittier, CA 90603

Testing day information:
* **Please report to:**
  Cal State Los Angeles at **Martin Luher King Hall** (**FOLLOW THE SIGNS)**.
  CSULA address: 5151 State University Drive, Los Angeles, CA 90032
* **Parking information:**
  Prior to attending the exam you can access a downloadable "campus map" from our website at www.calstatela.edu. **Visitor/Daily Parking is available with the use of a valid daily permit purchased from the permit dispensers. The TEAS exam is approximately 5 hours long (includes check-in and instructions).**
* **Please bring:**
  A photo I.D. (e.g., Drivers License, Student I.D., Passport) and several "#2" pencils.
  NOTE: Calculators and dictionaries are not permitted
* **Examinees can access the ATI testing website listed above to retrieve scores at a later time.**

__Registration Deadline is Monday, November 1,, 2010__

<div style="border:1px solid black; padding:10px;">

<u>TEAS Registration Form</u>

Last Name:_____

       (print clearly)

First Name:_____

      (print clearly)

Street Address:_____

City:_____State:_____

Zip Code

Phone number:_____ Cell #:_____

Please mark the test date and the time you wish to sit for the exam.

_____   Friday, November 12, 2010 at 12:00 noon at CSULA-King Hall

_____   Saturday, November 13, 2010 at 8:00 a.m. at CSULA-King Hall

Please identify the program you are applying for:

                        _____Basic /Generic   _____ ELMN

<u>Return this form in the pre-addressed envelope provided</u> (make copy for your records)

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