November 15, 2013

TO: Students Applying for Upper Division Placement for Spring 2015

FR: Debbie McCray, Undergraduate Student Services Coordinator

RE: Application for Upper Division Placement Spring 2015

We are pleased that you have selected Montana State University to earn your bachelor’s degree in nursing. We look forward to working with you in facilitating your application for upper division placement. In an effort to provide you with as much information as possible, we have attached to the application a set of guidelines that provide additional information about the criteria used and procedures followed in making placement assignments in this very competitive process.

Please read the following information carefully as this includes the changes that students should beware of to the application process. Please review Policy A-12 for complete details at www.montana.edu/nursing.

In order to be eligible to apply for upper division placement for Spring 2015 you need to meet the following criteria:

1. The background check needs to be completed at the time of submitting the application. The cost of the background check is $60. The results of the background check will be reviewed prior to offering upper division placement.

2. A calculated GPA of 2.75 or higher in 12 required prerequisite courses. This is not the same as your cumulative GPA.

3. All required prerequisite courses must be completed with a minimum grade of C or better and no more than 2 of the required prerequisite courses may be repeated 1 time to earn a grade of C or better. Remember, a C grade is only a 2.0 so considerably higher grades will be needed in this competitive process.

4. At least 3 of the 5 required natural science courses must be completed with a minimum grade of C or better to apply. These 5 courses are CHMY 121, CHMY 123, BIOH 201, BIOH 211 and BIOM 250.

5. Required courses may not be repeated more than once to earn a grade of C or better regardless of where taken.

Please do not submit an application if you do not meet all of the above criteria. Any applications that are received that do not meet the above criteria will not be processed. The application, itself, is found on pages (9, 10, 11) and must be received in the College of Nursing no later than 4:00 PM January 2, 2014. Applications received after 4:00 PM will not be processed. Please feel free to contact me at dmccray@montana.edu to be reassured that your application has been received by the deadline.

Montana State University provides a state-wide nursing program with its main campus in Bozeman and additional campus sites in Billings, Great Falls, Kalispell and Missoula. These campus sites, located in the larger population areas of the state, provide students with access to health care delivery systems that offer the diversity of clinical experiences and degree of complexity required for baccalaureate nursing education. Students may complete required prerequisite courses on the Bozeman campus and then progress to the College’s campus sites in Billings, Great Falls, Kalispell or Missoula to complete sophomore, junior and senior level course work.
The number of placements available in the College depends on financial, faculty and clinical resources. Efforts continue to be made to increase the number of slots available each year, but limitations on the number of clinical placements available dictate the number of openings at each campus site. The following placement options are available to students seeking upper division placement spring 2015:

1. BILLINGS CAMPUS (40 students)
2. GREAT FALLS CAMPUS (16 students)
3. KALISPELL CAMPUS (8 students)
4. MISSOULA CAMPUS (24 students)

All students who are offered spring 2015 upper division placements must be prepared to enroll in the lower division nursing courses during fall 2014. All students are strongly encouraged to take Sophomore nursing courses on their upper division campuses. All required prerequisites for lower division nursing courses (eg. BIOH 201 & 211, CHMY 121 & 123, FCS 101 and BIOM 250) must be completed with a minimum grade of C or better prior to enrollment in the lower division nursing courses.

Placement in the MSU Bozeman College of Nursing continues to be very competitive. A calculated GPA of 2.75 in the required 12 prerequisites is referenced as being the minimum required for placement, but significantly higher GPA’s (e.g. above 3.6) are generally needed for the offer of initial placement. However, while demand continues to exceed the number of placements available, a number of students receive placement offers later from the Wait List.

Should you have any questions about the placement process after reading the following information, we encourage you to contact us directly at (406) 994-2660 so that we may answer your questions personally.

If you need advising assistance, please feel free to contact dmccray@montana.edu.

Attachments: Application Guidelines Policy A-19 Form
Background Check Information and Instructions

cc: Campus Directors
COLLEGE OF NURSING APPLICATION GUIDELINES
FOR
SPRING 2015 UPPER DIVISION PLACEMENT

APPLICATION PROCEDURE/TIME LINE:
The following time line includes a brief summary of the placement process and is intended to be referenced in conjunction with the detailed information that follows. Should you have any questions about the placement process after reading the following information, please don't hesitate to contact the College of Nursing at (406) 994-2660.

✓ The four page application (please see pages 8, 9, 10, 11) must be received by the MSU College of Nursing before 4 PM January 2, 2014 – no exceptions made. Please keep a copy for your records. No application deposit is required with the submission of the application, but will be required in March when accepting an upper division placement offer.

✓ The results of background checks will be reviewed prior to offering upper division placements. Any discrepancies will need to be addressed with the College of Nursing Scholastic Committee before offers can be made. See www.montana.edu/nursing/bsn for Scholastic Committee appeal form which must be signed by your academic advisor and received in the College of Nursing no later than December 1, 2014.

✓ Generally there are more students requesting placement than can be accommodated, so grade point averages (GPA’s) in 12 required prerequisites (and lower division nursing courses, if applicable) are used to rank students for upper division placement. (Please see “Grade Point Calculation” for additional detailed information.) Grades from the MSU Registrar’s Office and transcripts reflecting transfer course work are needed for this process. Official transcripts for all college course work completed through fall 2013, must be submitted directly to the College of Nursing before January 15, 2014. The College of Nursing does not have the resources to follow up with students if all transcripts are not received by the deadline date. Applications cannot be processed without all transcripts.

✓ After grade point averages are calculated, students are ranked according to their grade point averages (high to low) and placement offers are made. The top ranked students are offered placement in the College of Nursing and are notified by letter of their campus placement after March 1, 2014. A deposit of $200 is required upon acceptance of upper division placement. This deposit is applied to first semester junior coursework in spring 2015.

✓ Students who are not offered placement (whose grade point averages were not high enough to be top ranked) are also notified by letter after March 1, 2014. Only those students with minimum grade point averages of 2.75 and a cleared background check may request placement on the Wait List (in ranked order by GPA) and are offered campus/semester placement as openings become available. Because placements are offered from the Wait List as openings occur, it is not possible to provide actual dates when students may be offered placement from the Wait List, if at all. (Please see page 6, “Wait List Placement” for additional detailed information.)

GRADE POINT AVERAGE CALCULATION:
When there are more students seeking placement than can be accommodated, grade point averages are used to rank students for upper division placement. Grade point averages reflect a student GPA in required prerequisites and lower division nursing courses, if any have been previously taken. These courses are used because they are considered predictors of student success in the nursing curriculum. Other courses (i.e., general electives, humanities, arts and diversity core courses) are not used for the purpose of grade point average calculation.

Please refer to page 7 for a sample grade point average calculation worksheet, which includes a complete listing of courses used for the calculation of GPA’s as well as information on how to calculate your own GPA. The
worksheet on page 8 must be completed and submitted with your application. To assure consistent interpretation in the calculation of grade point averages, the following guidelines are applied:

1. MSU course equivalents, as determined by the MSU Admission’s Office, are used for evaluating course work.

2. The number of credits used for grade point calculations are those associated with MSU courses (e.g., CHMY 121IN, 4 crs.), regardless of the number of credits for an equivalent course at a transfer institution.

3. Laboratory grades for equivalents to CHMY 121IN and CHMY 123 are included in the calculation of grade point averages.

4. Grade point averages are calculated using the last grade earned in any required prerequisite or lower division nursing course regardless of where or when the course was taken.

5. Unusual grades found on transcripts will be interpreted by the Registrar’s Office at the school sending the transcript. Any grades that are equivalent to an “F” grade (including “WF” grades) will be calculated as an “F” grade.

6. All courses completed by the end of the fall 2013 semester/quarter will be used.

7. There are no calculations on, or penalties for, courses that have not been completed.

8. Documented extraordinary circumstances (e.g., death in the family) impacting aspects of this process may be referred by the student and/or her/his academic advisor to the MSU College of Nursing Scholastic Committee for possible exception. (Appeals to the Scholastic Committee are due by May 1, August 1 and December 1 each year and must be submitted with the form found on the Web site at http://www.montana.edu/nursing/pdf/SchComAppealForm.pdf and signed by the student’s academic advisor.

9. College Writing and University Seminar requirements are waived for Post Baccalaureate (PB) students. If those courses were previously completed, the grades are not used in the calculation of grade point averages for PB students. PB students may also be interested in the college’s Accelerated BSN option. Applications for the Accelerated BSN option are found on the college’s Web site (March 15, 2014) and are due by June 1 each year! They are totally separate application processes.

An official transcript for all schools attended is required to calculate GPA’s for the ranking process. It is the responsibility of each applicant to be sure all transcripts for course work from transfer institutions (which include all course work taken through fall of 2013) are in the COLLEGE OF NURSING (not the Admission’s or Registrar’s Office) before January 15, 2014. We do not have the resources to follow-up with you regarding transcripts. If official transcripts are not received in the College of Nursing by the deadline, your application will not be processed.

- If you are a CURRENT student at MSU, it is not necessary for you to submit a MSU transcript with your application. (The College of Nursing has access to your grades through the MSU Registrar’s Office.) However, if you have attended any other colleges or universities, you will need to provide an official transcript from each one attended.

- If you are a TRANSFER or FORMER (not continuing) MSU student who has completed course work at another institution, you will need to provide an official transcript from each college/university you have attended to date. Upon completion of fall 2013, and before January 15, 2014, you will need to submit a copy of your transcripts reflecting fall 2013 grades directly to the College of Nursing at the following address: College of Nursing; Montana State University; ATTN: Debbie McCray, P.O. Box 173560; Bozeman, MT 59717-3560.

Please Note: Official transcripts sent to the MSU Admission’s or Registrar’s Office are not automatically forwarded to the College of Nursing unless you request they do so. In addition, it will not be possible for us to follow-up with students who do not submit transcripts. If you are in doubt as to whether or not the College of Nursing has received your transcripts, you are urged to call the College of Nursing directly at 406-994-2660. Transfer and former students whose complete transcripts (including grades through fall 2013, if applicable) are not received by January 15, 2014, cannot be included in the placement process. If you are unable to submit
transcripts to the College of Nursing by January 15, 2014 due to documented extraordinary circumstances (e.g., death in the family), it is necessary for you to make arrangements with the Undergraduate Student Services Coordinator before January 15, 2014. All questions related to the submission of transcripts can be directed to the College of Nursing at (406) 994-2660.

LOWER DIVISION COURSE PLANNING:

The College’s required lower division nursing courses have restricted entry, so students cannot automatically enroll in these courses. Instead, students are placed in these courses by the College of Nursing based on the semester the student has accepted an upper division placement; that is, the semester prior to the student’s first semester of upper division.

Following is the course sequencing for students offered upper division placement.

• Students with a spring 2015 placement assignment will complete the lower division nursing courses in fall 2014 on their upper division campus. If a student is unable to relocate to his/her upper division campus in fall 2014, he/she will need to request to take the sophomore courses in Bozeman and provide documentation for why he/she is unable to relocate at this time.

In planning for your lower division nursing course work, please keep the following information in mind:

✓ All students are required to have a criminal background check completed upon submitting the upper division application by the January 2, 2014 deadline. Applications will not be processed unless the background check has been completed and reviewed by the College of Nursing. If there are any discrepancies on the results of the background check, students will not be offered a placement until the results have been reviewed and approved by the College of Nursing Scholastic Committee no later than May 2014 (appeals are due by April 15, 2014).

✓ Mandatory urine drug testing is now required for all students who are offered an upper division placement on any campus for any semester!

✓ All of the College’s required prerequisite courses (listed on page 8) must be completed with a minimum grade of C or better (C- is not acceptable), and no more than 2 of the required prerequisite courses may be repeated 1 time to earn a grade of C or better. If a student has repeated more than 2 of the required prerequisite courses more than 1 time and only if they have extraordinary circumstances (i.e. death in family), they may appeal to the College of Nursing Scholastic Committee requesting permission to apply for an upper division placement. Such appeals must be received in the College of Nursing by December 1, 2013.

✓ NRSG 225 – prerequisites are: BIOH 201 & 211, FCS 101 (formerly HDCF 150), and BIOM 250 (or equivalent courses); NRSG 238 is a required co-requisite.

 NRSG 238 – prerequisites are: BIOH 201 & 211 (or equivalent courses); NRSG 225 is a required co-requisite.

 NRSG 258 – prerequisites are: BIOH 201 & 211, CHMY 121IN, and CHMY 123 (or equivalent courses).

 NRSG 115 or NRSG 220 – no prerequisites, but must have upper division placement to be enrolled in NRSG 220.

✓ Students are strongly encouraged to take sequenced courses (such as the two Anatomy and Physiology courses) in their entirety at either their pre-nursing institution or at MSU to avoid difficulties related to having “parts or pieces” of equivalent courses in the transfer process.

✓ If you are in doubt as to whether or not you can successfully complete (grade of C or better) all of the required prerequisite course work and lower division nursing courses in time to be ready for your requested upper division placement assignment, please confer with your academic/pre-
Per Policy A-32, College of Nursing students are not permitted to enroll in clinical nursing courses without the following and will not be registered for clinical courses until proof of immunizations have been received:

- Evidence of initial negative two-step TB skin test prior to the first clinical nursing course (NRS 225 – Foundations for Planning and Providing Clinical Nursing Care) as well as upper division registration. Thereafter, you will need to provide evidence of one negative TB test each year. Students with a positive skin test are required to provide written clearance from their health care provider to provide patient care and may be required to provide evidence of a chest X-ray or medical treatment before the university will release a registration hold.

- Documentation of rubella immunity prior to the first clinical course (NRS 225). You will need to provide evidence of having two doses of rubella vaccination or lab evidence (titer) of a positive Rubella test. Students with negative Rubella titers need to have the vaccine and students with low titers need to re-check and/or receive the vaccine.

- Documentation of serologic immunity (positive titer) to the Hepatitis B Virus (HBV) OR completion of a Hepatitis B Virus (HBV) Serologic Immunity Exemption or Release form after consultation with the Associate Dean for Undergraduate Programs prior to the first clinical nursing course (NRS 225). It’s important to note that you need to allow at least 7 ½ months to complete the series and have your final titer drawn before your first clinical nursing course (NRS 225). If you are offered upper division placement, you will be required to submit an HBV Serologic Immunity Status/Documentation Plan at the time you return your campus/semester acceptance form. You will need to attach a copy of titer documentation at this time (March 2014).

- Evidence of adequate immunity to varicella. Students are required to provide documentation of adequate immunity through a positive varicella titer prior to the first clinical nursing course (NRS 225).

- Students need to receive a single dose of Tdap (Tetanus, Diptheria, Acellular Pertussis) prior to the first clinical nursing course (NRS 225) unless contraindicated (e.g., pregnancy, etc.).

- Annual influenza immunization is required by most clinical agencies to prevent the transmission of the virus to persons at high risk for influenza-related complications and severe disease. Please provide
documentation of your annual flu shot, usually given in the fall, prior to enrollment in NRSG 225 in spring 2014.

If you have questions regarding the immunization requirements, please call the Associate Dean’s Office at (406) 994-3785 after you have read Policy A-32 at http://www.montana.edu/nursing/pdf/A32.pdf

OTHER REQUIREMENTS

✓ Annual verification of current professional healthcare provider CPR certification. Professional CPR certification is required prior to the first clinical course (NRSG 225 – Foundations for Planning and Providing Clinical Nursing Care) and must be consistent with American Heart Association (card good for 2 years) or Red Cross guidelines and be the professional/health care provider course. It must cover infants through adults. Students who need to acquire certification or re-certification may inquire at the local Red Cross, Fire Department, the American Heart Association, or other agencies that offer CPR certification classes such as local hospitals. Please note: Students will not be permitted into any clinical setting without the current CPR requirement and may risk losing their upper division placement if this requirement is not met. Online CPR courses are not acceptable.

UNIVERSITY ADMISSION PROCEDURE:

Please note that acceptance into the College of Nursing for upper division course work is not the same as admission into Montana State University-Bozeman.

▪ Former Montana State University-Bozeman students who are not currently attending MSU must file an Intent to Register 30 days prior to registering for classes. Please contact the Registrar’s Office at (406) 994-2601 to acquire the appropriate information and form. This form is also available on the Registrar’s Office website at: http://www.montana.edu/summer/forms/intenttoregister.pdf

▪ Transfer students who have never attended Montana State University will need to apply for undergraduate admission through New Student Services toll free at (888) 678-2287. Cost is approximately $30.

DO NOT DELAY IN APPLYING TO THE UNIVERSITY ASAP!

▪ Students who are currently enrolled in other MUS institutions may request a “transmittal” process to Montana State University-Bozeman from their current institution. The cost is $8.00.

UPPER DIVISION PLACEMENT DEPOSIT:

Following the background check review, if you are offered an upper division placement, you will be required to submit a $200 deposit upon acceptance of the placement. Students with documented financial hardships should contact the Undergraduate Student Services Coordinator (406) 994-2660 to make alternate arrangements.

Please do not send cash! Please make your check or money order payable to: Montana State University.

This deposit will be applied toward your tuition/fees in the first semester of upper division placement (junior year). If placement is offered but you do not enroll at the assigned time, the application deposit is normally forfeited. However, if you notify the College of Nursing, in writing, at least one month prior to the semester of placement that you will not be able to use the placement, the $200 deposit will be refunded to you.

WAIT LIST PLACEMENT:

When there are more students applying for placement than can be accommodated, a Wait List is created to fill
unexpected vacancies. While it’s impossible to predict how many slots will become vacant each application period (and when/where these vacancies will occur), the College has traditionally placed a number of students from the Wait List each year.

- Those students who have a cleared background check and a minimum grade point average of 2.75 in the required prerequisite courses and are not offered placement must request to be placed on the Wait List by returning the response form that will be mailed to students with the letter in March.

- Students will be ranked by their calculated GPA’s on the Wait List. If a student declines the offered placement, she/he may choose to remain on the Wait List for her/his preferred campus choice.

- A student may request to be informed at any time of her/his status on the Wait List (e.g., the approximate number of students on the Wait List and her/his relative position – upper, middle or lower third). Specific rankings are not revealed because they change frequently; thus, do not provide students with reliable data for planning.

- Upper division placement vacancies continue to be filled from the Wait List until the day preceding the first day of classes spring semester 2015. The Wait List for spring semester is then considered closed. **Students remaining on the Wait List at the beginning of the spring semester must file another application to be considered for placement for fall 2015. That application will be on the College of Nursing Web Site by June 15, 2014 and will be due no later than August 1, 2014.**
<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Prerequisites</th>
<th>grade</th>
<th>points</th>
<th>credits</th>
<th>points X credits</th>
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<tbody>
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<td>General Chemistry</td>
<td>Level 3.5 (Math Placement Exam)</td>
<td>B</td>
<td>3.0</td>
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<td>Organic &amp; Biochem Principles</td>
<td>CHMY 121 or equivalent</td>
<td>Sp 14</td>
<td>3</td>
<td></td>
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<td></td>
<td>Lab</td>
<td>Sp 14</td>
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<td>BIOH 201</td>
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<td>5</td>
<td>16.5</td>
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<td>BIOH 201 or equivalent</td>
<td>Sp 14</td>
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<td></td>
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<tr>
<td>BIOM 250</td>
<td>Microbiology for Health Sciences</td>
<td>None</td>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12.0</td>
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<td>None</td>
<td>B-</td>
<td>2.7</td>
<td>3</td>
<td>8.1</td>
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<td>Su 14</td>
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<td>PSYX 100IS</td>
<td>Introduction to Psychology</td>
<td>None</td>
<td>A</td>
<td>4.0</td>
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<td>16.0</td>
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<td>None</td>
<td>Su 14</td>
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<tr>
<td>STAT 216Q</td>
<td>Elementary Statistics</td>
<td>C- or better in any 100 level or above MATH course, Level 3.5 MATH Placement Test or ACT (23) &amp; SAT (540) scores</td>
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<td>College Writing I (Waived for Post Baccalaureate students)</td>
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<td>Nursing as a Profession</td>
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<td>NRSG 220</td>
<td>Foundations of Ethical Nursing Practice</td>
<td>BIOH 201, BIOH 211, FCS 101 and BIOM 250 (pre or co-requisite)</td>
<td>A-</td>
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<td>Foundations for Planning and Providing Clinical Nursing Care</td>
<td>BIOH 201, BIOH 211, CHMY 121 and CHMY 123 (pre or co-requisite)</td>
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<td>NRSG 258</td>
<td>Principles of Pathophysiology</td>
<td>BIOH 201, BIOH 211, CHMY 121 and CHMY 123</td>
<td>F ‘14</td>
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<td>NRSG 238</td>
<td>Health Assessment Across the Lifespan</td>
<td>BIOH 201, BIOH 211, NRSG 225 (pre- or co-requisite)</td>
<td>F ‘14</td>
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<td>29</td>
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**Instructions for calculating grade point average:**

1. Insert grade earned for classes taken through fall 2013.
2. Enter points based on grade following chart at right.
3. Multiply points by credits for each course and enter in last column.
4. Total number of credits completed.
5. Total last column.
6. Divide last column by total credits to find grade point average.

**Grade Point Average = 3.55**
# GRADE POINT AVERAGE CALCULATION WORKSHEET

Please fill in the information requested below and calculate your own grade point average using the sample on the previous page for reference. If you are currently enrolled in prerequisite courses listed below, simply indicate the semester you are taking the course and do not fill in a grade. * Required lower division nursing courses.

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<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Prerequisites</th>
<th>grade</th>
<th>points</th>
<th>credits</th>
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<tr>
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<td></td>
<td>lab</td>
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<td></td>
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<td>CHMY 123</td>
<td>Organic and Biochemical Principles</td>
<td>CHMY 121 or equivalent</td>
<td></td>
<td>3</td>
<td></td>
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<td></td>
<td>lab</td>
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<td>BIOH 201</td>
<td>Anatomy and Physiology I &amp; lab</td>
<td>CHMY 121 or equivalent</td>
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<td>BIOH 211</td>
<td>Anatomy and Physiology II &amp; lab</td>
<td>BIOH 201 or equivalent</td>
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<td>FCS 101</td>
<td>Individual and Family Development and Well-Being: Lifespan</td>
<td>None</td>
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<tr>
<td>SOCI 101IS</td>
<td>Introduction to Sociology</td>
<td>None</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 216Q</td>
<td>Elementary Statistics</td>
<td>C- or better in any 100 level or above MATH course, Level 3.5 MATH Placement Test or ACT (23) &amp; SAT (540) scores</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRIT 101W</td>
<td>College Writing I</td>
<td>Waived for Post Baccalaureate Students</td>
<td>None</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLS 101US</td>
<td>Knowledge &amp; Community</td>
<td>Waived for Post Baccalaureate Students</td>
<td>None</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 115*</td>
<td>Nursing as a Profession</td>
<td>None</td>
<td></td>
<td>2</td>
<td></td>
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<tr>
<td>NRSG 220*</td>
<td>Foundations of Ethical Nursing Practice</td>
<td>None</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 225*</td>
<td>Foundations for Planning and Providing Clinical Nursing Care</td>
<td>BIOH 201, BIOH 211, FCS 101 and BIOM 250 NRSG 238 (pre- or co-requisite)</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 258*</td>
<td>Principles of Pathophysiology</td>
<td>BIOH 201, BIOH 211, CHMY 121 and CHMY 123</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 238*</td>
<td>Health Assessment Across the Lifespan</td>
<td>BIOH 201 and BIOH 211 and NRSG 225 (pre- or co-requisite)</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Instructions for calculating grade point average:**

1. Insert grade earned for classes taken through fall 2013.
2. Enter points based on grade following chart at right.
3. Multiply points by credits for each course and enter in last column.
4. Total number of credits completed.
5. Total last column and divide by total credits to find grade point average.

Grade Point Average =

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>A+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B+</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>2.3</td>
</tr>
<tr>
<td>C+</td>
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<td>C-</td>
<td>1.7</td>
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<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
SPRING 2015 UPPER DIVISION PLACEMENT APPLICATION

PLEASE PRINT LEGIBLY

APPLICATION DEADLINE: January 2, 2014 4:00 PM

LAST NAME               FIRST  MIDDLE

MSU STUDENT ID # (OR SOCIAL SECURITY # FOR TRANSFER STUDENTS)

PERMANENT MAILING ADDRESS

CURRENT MAILING ADDRESS

CITY
ST
ZIP

CITY
ST
ZIP

PERMANENT PHONE/CELL PHONE NUMBER

CURRENT E-MAIL ADDRESS

ARE YOU CURRENTLY AN LPN in MT? ____________
ARE YOU CURRENTLY AN RN? ________________
ARE YOU NATIVE AMERICAN? ______________

Please rank your preference for upper division campus/semester (1 through 4, with 1 being your first choice and 4 being your last choice):

__ Billings: Spring Semester, 2015
__ Great Falls: Spring Semester, 2015
__ Kalispell Spring Semester 2015
__ Missoula: Spring Semester, 2015

Please keep in mind when you make your upper division semester selection that your lower division courses need to be completed prior to the semester you have selected at the left. Please note: Initial campus assignments will be made during the middle of February. In order to facilitate processing applications it will not be possible for students to change choice of campus and/or semester after filing this application.

Please list all colleges/universities you have attended (including MSU-Bozeman):

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Dates of Attendance</th>
<th>Degrees Earned (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Please carefully read the information on the back of this application before signing. Unsigned applications will not be processed.

No later than 4 pm January 2, 2014, please submit your completed and signed application to the following address:

Montana State University-Bozeman  College of Nursing
ATTN: Debbie McCray
P.O. Box 173560
Bozeman, MT 59717-3560
I have evaluated my transcript(s) and academic standing and am confident that I can successfully complete all of the required prerequisite courses for upper division placement (including the lower division nursing courses at MSU-Bozeman and any on-line courses) by spring 2015.

I am a currently enrolled MSU -Bozeman student, OR I have applied for admission to MSU-Bozeman through the Office of Admissions.

I have made the necessary arrangements to have my transcript(s) available to the MSU-Bozeman College of Nursing as indicated below:

- or -

**Currently enrolled MSU-Bozeman students ONLY:** I understand that because I am a currently enrolled Montana State University - Bozeman student and have not attended any other colleges or universities, my transcripts are already available.

- or -

**FORMER and TRANSFER students NOT currently enrolled at MSU:** I have enclosed an official copy of my transcripts from each college/university I have attended to date, AND:

- I WAS ENROLLED in courses fall 2013 semester. Therefore, the fall 2013 official transcript(s) will be received in the College of Nursing no later than January 15, 2014.

- or -

I WAS NOT ENROLLED in courses fall 2013 semester. Therefore, the transcript(s) I have attached is complete to date.

I have completed the grade point average calculation worksheet. I have made a copy for my records.

I understand that I will be notified after March 1, 2014 whether or not I have received an upper division placement for spring 2015. Students with a minimum grade point average of 2.75 who have a cleared background check and are not offered placement may request to be placed on the Wait List and may be offered a placement assignment as openings occur.

I understand that I will need to complete a urine drug screening test prior to being enrolled in NRSG 225 in fall 2014.

I understand that placements are made on a space-available basis and according to College of Nursing Policy A-12 on the College of Nursing Web site at [http://www.montana.edu/nursing/facstaff/policies.htm](http://www.montana.edu/nursing/facstaff/policies.htm).

I understand that all placements in the College of Nursing are dependent upon sufficient financial, faculty, and clinical resources.

I have completed my background check by January 2nd and if offered an upper division placement must submit a $200 deposit, and a Hepatitis B Virus (HBV) Serologic Immunity Status/Documentation Plan when I return my campus/semester assignment response form in March and that I will need to provide actual documentation to verify serologic immunity to HBV prior to enrolling in my first clinical nursing course (NRSG 225).

I understand that if I am offered placement, I will need to complete the professional healthcare provider CPR training and all required immunizations no later than August 15, 2014.

I understand that if I am offered placement I will need to complete all required prerequisites and lower division nursing courses with a minimum grade of C or better and have a MSU-Bozeman cumulative GPA of 2.75 or higher. I understand that grades I have earned at other schools are not included in the MSU-Bozeman cumulative GPA.

I have read College of Nursing Policy A-19 on the College of Nursing Web site at [http://www.montana.edu/nursing/facstaff/policies.htm](http://www.montana.edu/nursing/facstaff/policies.htm) (Policy A-19). I have read College of Nursing Policy A-19, Attachment #1 and I have read and provided my name and date to College of Nursing Policy A-19 Attachment #2 (Page 11). It is included with this application.

I HAVE RETAINED A COPY OF THIS APPLICATION, GRADE POINT AVERAGE CALCULATION WORKSHEET, AND ATTACHMENT #2 AFFIDAVIT FOR MY RECORDS.

Please print complete legal name: ____________________________________________
MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING  
Policy A-19, Abilities Required for Success in the BSN Degree Program Attachment #2 Affidavit

I have read Policy A-19 (found on the College of Nursing website at: http://www.montana.edu/nursing/facstaff/policies.htm) and understand the expectations. I have reviewed the list of required abilities in Policy A-19, Attachment #1, and I am able to or believe I have the potential to perform the required tasks/skills by the time of degree completion.

Applicant’s Complete Legal Name Date

By providing my name above, I certify the information given is complete and accurate.

OR

I have read Policy A-19 Abilities required for success in the BSN degree program (found on the College of Nursing website at: http://www.montana.edu/nursing/facstaff/policies.htm) and understand the expectations. I have reviewed the list of required abilities in Policy A-19, Attachment #1, and I am not able to or don’t believe I have the potential to perform some of the required tasks/skills by the time of degree completion.

The tasks/skills that I do not believe I am able to or will be able to perform by the time of degree completion are:

I understand that I may be referred to the Montana State University Office of Disability, Re-entry & Veterans Services to document and assess eligibility of a disability (which is determined case-by-case) and to discuss if reasonable accommodations can be provided to assist me in being able to accomplish the skills/tasks I have identified above.

Applicant’s Complete Legal Name Date

By providing my name above, I certify the information given is complete and accurate.

Policy A-36 Student Background Checks

I have read Policy A-36 (found on the College of Nursing Website at: http://www.montana.edu/wwwnu/pdf/A36.pdf) and understand that I need to have a cleared background check prior to enrollment in NRSG 225, Foundations for Planning and Providing Clinical Nursing Care. Until my background check is cleared I will not be offered an upper division placement or enrolled in NRSG 225.

Applicant’s Complete Legal Name Date

By providing my name above, I certify the information given is complete and accurate.

Policy A-32 Student Communicable Disease Prevention Policy

I have read Policy A-32 (found on the College of Nursing Website at: http://www.montana.edu/wwwnu/pdf/A32.pdf) and understand that I must complete all required immunizations prior to enrollment in NRSG 225, Foundations for Planning and Providing Clinical Nursing Care. I understand that I will not be permitted to participate in clinical until my immunizations are complete and I have shown proof of completion.

Applicant’s Complete Legal Name Date

By providing my name above, I certify the information given is complete and accurate.
Background Checks Are Required for All Nursing Students

Clinical practice is an important and valuable part of nursing education at Montana State University. Hands-on clinical experience is what brings nursing to life for each student in the program. Montana State University is privileged to work with so many health care facilities in each community around the state that provide clinical experiences for the nursing students. To ensure the safety and wellbeing of all patients, background checks are now a standard requirement for employment in health care. Therefore, it is required that all applicants to the nursing programs complete background checks prior to acceptance into the program and enrollment in any nursing courses.

All students who apply to either the undergraduate or graduate nursing program at Montana State University are required to have a background check. All students selected for admission to the nursing programs are offered placement following a review of the results of the background check. Students are responsible for completing the background checks at the time they apply for upper division placement. The cost of the background check is $60. Complete Instructions about when and where to obtain the required background check are provided with this application. Background checks completed for previous employment or other academic programs cannot be used for admission to Montana State University’s nursing programs.

Results of the background check are made available to the student, the College of Nursing at Montana State University, and the respective clinical agencies. All background checks are treated confidentially.

Information you will need to provide in order to set up your account and submit your Background Check through Verified Credentials, Inc. at http://scholar.verifiedcredentials.com/?organization=montana

- Full name (no initials)
- Social Security #
- You will be asked to use accept or decline buttons regarding the disclosure and authority to release information and request a copy of your report if you want one (we recommend that you do this).
- Your electronic signature via your mouse or e-pad is required.
- Date of birth
- Current home and daytime phone #s
- Current address
- Any (all) previous addresses, including other states. Include addresses of cities/towns even if lived there for a brief time. Don’t forget to include the address of where you are currently attending school.
- Any (all) previous names/aliases (including maiden name, if applicable)
- Provide electronic payment of $60 via credit card or bank transfer, or mail-in cashier’s check or money order via snail mail (no personal checks or cash) made payable to: Verified Credentials, Inc.
- Once the form is submitted and the payment has been received, the background check will be completed within 3 days.

Please note that we will review your background check and if we find any information that has not been included, you will be asked to complete another background check at your expense.

If you have any questions, please contact:

Undergraduate students ~ Deb McCray at: (406) 994-2660 or dmccray@montana.edu.
Montana State University has partnered with Verified Credentials to manage your program requirements including the following:

- Background Check

To access QualifiedFirst go to:

http://scholar.verifiedcredentials.com/?organization=montana

How It Works:

1. **Enter code for the program you will be attending** located above the “Get Started!” button on the right side of the page:
   
   Nursing Undergraduate  
   KMPTT-66776

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school and relevant clinical agencies

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.