September 1, 2003

TO: Students Interested in Upper-Division Placement During the 2004-2005 Academic Year
FR: Debbie McCray, Undergraduate Administrative Assistant
RE: Wait List Application for Upper-Division Placement Fall 2004 and Spring 2005

We are pleased that you have chosen Montana State University--Bozeman to pursue your bachelor's degree in nursing and look forward to working with you in facilitating your application for placement. Please note that the application deadline for placement in upper division (junior and senior-level course work) for the 2004-05 academic year has past; it was April 30, 2003. However, a Wait List is maintained to fill unexpected vacancies that occur between now and the day before Spring semester, 2005. In an effort to facilitate your application for inclusion on the 2004-2005 Wait List, and to provide you with as much information as possible, we have attached a Wait List application and a set of guidelines that provide additional information about the criteria used and procedures followed in making placement assignments. Please read this information carefully as a number of changes have been made from previous years in relation to the maintenance of the Wait List. The application, itself, is found on pages 9, 10 and 11 and must be returned by October 1, 2003 in order for your application to be ranked by priority points for the first update to the waiting list.

As background information, Montana State University--Bozeman serves as 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. The additional costs associated with offering courses in Kalispell are offset by a distance delivery fee of $500 per course. Hopefully Flathead Valley agencies will continue to help defray these costs for students as they have in the past.

Students can complete their prerequisite and lower division nursing courses in Bozeman and then progress to one of the College’s upper division campus sites to complete junior and senior level course work. Contingent upon adequate resources and student interest, the College offers a limited number of place-bound students the opportunity to take the required lower division nursing courses in Billings, Great Falls, Kalispell or Missoula. The additional costs associated with this offering (e.g. interactive video and on-site clinical supervision) are offset by an on-site delivery fee charged to participating students at a rate of approximately $500 per course in addition to regular tuition.

The number of placements available in the College depend not only on financial and human resources but on clinical resources as well. Currently, the College places 171 students through the upper division placement process. 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.
Please carefully read the attached information and refer to the application on pages 9 and 10. The following placement options are available to students seeking upper-division placement Fall 2004 and Spring 2005:

1. **BILLINGS CAMPUS:** Students who desire upper-division placement at the Billings campus may request to begin junior course work either Fall 2004 or Spring 2005.

2. **BOZEMAN CAMPUS:** Students who desire upper-division placement at the Bozeman campus may request to begin junior course work Fall 2004 only.

3. **GREAT FALLS CAMPUS:** Students who desire upper-division placement at the Great Falls campus may request to begin junior course work either Fall 2004 or Spring 2005.

3. **MISSOULA CAMPUS:** Students who desire upper-division placement at the Missoula campus may request to begin junior course work either Fall 2004 or Spring 2005.

4. **KALISPELL CAMPUS:** (pending adequate student interest and resources): Students who desire upper-division placement in Kalispell may request to begin junior course work Spring 2005 only.

Please carefully review the information on the application itself with regard to the importance of marking all the options you are willing to consider for placement assignment. Because the upper division placement openings for the 2004-05 academic years are currently filled, students will be offered placement from the Wait List based on the actual placement that becomes available and the preference(s) listed on the application itself. If a student does not indicate that s/he will accept all placement options and an opening becomes available for a placement not indicated, the College will not contact the student about the opening.

Please also keep in mind that it is not possible to give students on the Wait List information about when they might receive placement because placement assignments from the Wait List are made as unexpected openings occur. Students are notified as soon as openings become available. Finally, please remember that students who file the attached “blue” application form are doing so because they missed the regular application deadline (April 30, 2003). It will be necessary for all students completing the attached blue Wait List application to re-apply for upper division placement for 2005-2006 (by April 30, 2004) if they do not receive placement from this Wait List.

Should you have any questions about the placement process, we encourage you to contact us directly at (406) 994-3785 so that we can answer your questions personally. If you need advising assistance, please feel free to contact our Advising Coordinator, Pat Hanson, at (406) 994-2660.

Attachment: Application Guidelines and Form (11 pages)

cc: Pat Hanson, Advising Coordinator
    Campus Directors
When there are more students applying for placement than there are openings, and to accommodate students who miss the April 30 application deadline, a Wait List is created to fill unexpected vacancies.

Before filing a 2004-05 Wait List Application, a student should evaluate her/his own transcript and academic record to determine whether:

a. all of the required prerequisites have been completed or can realistically be completed before the requested placement date (if in doubt, please confer with your academic/pre-nursing advisor), and

b. a grade of C or better has been earned in each pre-requisite (C- is not acceptable), and no course has been attempted more than once, regardless of where taken. (W grades are included as attempted courses).

A 2004-05 Wait List Application may be filed by any student who expects to complete all lower-division courses prior to the semester for which s/he is applying for upper division placement. Students currently or previously enrolled at Montana State University--Bozeman, other units of the Montana University System, and other institutions of higher learning may apply.

In order to rank students on the Wait List who apply before October 1, 2003, “priority points” (a student's grade point average in required pre-requisite and lower-division nursing courses) are used. (Please see page 5, “Priority Point Calculation” for additional detailed information.) Grades from the MSU--Bozeman Registrar's Office and transcripts reflecting transfer course work through Spring, 2003 are needed for this process.

It is the responsibility of each applicant to be sure all transcripts for course work from transfer institutions (which include course work taken through Spring of 2003) are in the COLLEGE OF NURSING (not the Admissions or Registrar's Office) at the time the Wait List application is filed.

If you are a CURRENT student at MSU--Bozeman, it is not necessary for you to submit a transcript with your application. (The College of Nursing has access to your grades through the MSU--Bozeman Registrar's Office.)

If you are a TRANSFER or FORMER (not continuing) MSU--Bozeman student who has completed course work at another institution, you will need to attach to your application a copy of your transcripts from each transfer college/university you have attended through Spring ‘03 and mail it to the following address: College of Nursing; Montana State University-Bozeman; P.O. Box 173560; Bozeman, MT 59717-3560.

Please Note: Transcripts sent to the MSU--Bozeman Admissions or Registrar's Office are not forwarded to the College of Nursing. In addition, it will not be possible for us to send follow-up reminders to 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. If you are unable to submit transcripts to the College of Nursing with your application, please make arrangements with the Undergraduate Administrative Assistant by calling 406-994-3785.

Because students are offered placement from the Wait List as openings occur, and assignments are based on the options students have identified as being acceptable to them; special needs letters are not required.
Because students are offered placement from the Wait List as openings occur, it is not possible to know if/when a placement opening might occur. Students are notified about openings as soon as openings are known.

All placements in the College of Nursing are dependent upon sufficient financial, faculty and clinical resources as determined by budgetary constraints upon the University and the College of Nursing.

Students will be ranked by priority points on the Wait List. Students may file a Wait List (blue) application anytime after September 1. Students on the Wait List are offered placement as an opening becomes available. If a student declines the offered placement, s/he may choose to remain on the Wait List for his/her preferred campus. The wait list is started October 1 and updated on the first of every other month (e.g. December 1, February 1, April 1, June 1 and August 1) by priority point ranking.

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 and, 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 Spring semester in the academic year that placement is sought. The Wait List for that academic year is then considered invalid.

**IMPORTANT NOTE:** Students who file the attached blue Wait List application must re-apply for placement for the 2005-06 academic year if they are not successful in being placed from the Wait List. The deadline for filing is April 30, 2004.

**PRIORITY POINT CALCULATION:**

When there are more students seeking placement than can be accommodated, priority points are used to rank students for placement assignment. Priority points reflect a student's grade point average in *required* prerequisite and lower division nursing courses. These courses are used because they are considered predictors of student success in the nursing curriculum. Other courses (i.e., general electives, humanities, fine art and multi-cultural core electives are not used for the purpose of priority point calculation).

Please refer to page 8 for a complete listing of courses used for the calculation of priority points as well as information on how to calculate your own priority points. The worksheet on page 11 should be completed and returned with your completed application. To assure consistent interpretation in the calculation of priority points, the following guidelines are applied:

1. MSU--Bozeman course equivalents, as determined by the MSU--Bozeman Admissions Office, are used for evaluating course work.

2. The number of credits used for priority point calculations are those associated with MSU courses (e.g., CHEM 121N, 4 cr.), regardless of the number of credits received for an equivalent course at a transfer institution.

4. Laboratory grades for equivalents to Chem 121N and BCHM 122N are included in the calculation of priority points.

5. Priority points are calculated using the last grade earned in any required pre-requisite or lower division nursing course.

6. 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.
7. All required courses completed by the end of the Spring semester in which the student applies will be used.

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

9. Extraordinary circumstances impacting aspects of this process may be referred by the student and/or her/his academic advisor to the MSU--Bozeman 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.)

**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's Advising Coordinator based on the semester the student has been given upper division placement.

Please note that taking all of the lower division nursing courses in *one semester* is not considered *academically sound* for all students. Some students who have previously taken all lower division courses in one semester have experienced serious academic difficulties and, because of this, were unable to go on to enroll in their assigned semester of upper division placement. However, students are given the option of completing the required lower division nursing courses in one semester or spreading the course work out over two or more semesters.

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

- **All of the College's required prerequisite courses (listed on page 8) must be completed with a grade of C or better (C- is not acceptable), and students are not allowed more than one repeat (including “W” grades), regardless of where the course(s) were taken.**

- **Please Note:** All required prerequisites must be completed successfully with a C or better before you will be enrolled in the lower division nursing courses. C- is not acceptable and students are not allowed more than one repeat (including “W” grades), regardless of where the course(s) were taken.

- 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--Bozeman 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 complete 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-nursing advisor. If you are not working with an advisor, please feel free to contact the College's Advising Coordinator, Pat Hanson, at (406) 994-2660 for assistance.

**GENERAL CRITERIA FOR ADMISSION TO UPPER DIVISION COURSE WORK:**

1. All required lower division courses must be completed with a grade of C or better (C- is not acceptable).

2. A *minimum* cumulative overall grade point average of 2.50 or better, in all courses *taken at MSU-Bozeman*, must be achieved. Students who have not achieved an MSU-Bozeman cumulative GPA of 2.5 or better will not be permitted to begin upper division even if they have met all other requirements (e.g. C or better in required pre-requisite courses) and have an upper division placement.
HEALTH REQUIREMENTS:

College of Nursing students are not permitted to enroll in upper-division clinical nursing courses without the following:

✓ Verification of **current (annual) CPR certification**. Professional CPR certification is required by upper division clinical agencies annually and *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 professional CPR certification classes.

✓ Evidence of a **negative two-step TB test** (negative skin test or negative chest x-ray) at the first clinical nursing course (N228 or N223) as well as upper-division registration. Thereafter, you will need to provide evidence of one negative TB test each year.

✓ Evidence of a **positive Rubella test** is also required. Students with negative Rubella titers need to have the vaccine and students with low titers need a re-check and/or the vaccine.

✓ **Documentation of serologic immunity 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.

*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 course (N228 or N223). 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. If you have questions regarding the immunization requirements, please call the Associate Dean’s Office at (406) 994-3785.*

✓ Per College of Nursing Policy A-31, all nursing students must carry individual or group health insurance every semester they are enrolled in nursing courses.

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--Bozeman 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.

► **Transfer** students who have never attended Montana State University--Bozeman will need to apply for undergraduate admission through New Student Services toll free at (888) 678-2287. **Application deadlines are July 1 for Fall semester and December 1 for Spring semester.** DO NOT DELAY IN APPLYING TO THE UNIVERSITY!
UPPER DIVISION DEPOSIT:

If you are offered an upper division placement, you will be required to pay a $200 deposit upon acceptance of the placement. Students with financial hardships should contact the Assistant to the Associate Dean (406) 994-3785 to make alternate arrangements.

This deposit will be applied toward your 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, 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.

Please do not send cash! Your check or money order should include your social security number or student ID number and be made payable to: Montana State University-Bozeman.
### PRIORITY POINT CALCULATION WORKSHEET ~ For Your Information Only

<table>
<thead>
<tr>
<th>Course</th>
<th>Name</th>
<th>Pre-Requisites ~ FYI</th>
<th>grade</th>
<th>points</th>
<th>credits</th>
<th>points X credits</th>
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<td>CHEM 121</td>
<td>General Chemistry</td>
<td>H.S. Algebra</td>
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<tr>
<td>BCHM 122</td>
<td>Organic and Biochemical Principles</td>
<td>CHEM 121 or equivalent</td>
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<td>Lab</td>
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<td>BIOL 207</td>
<td>Anatomy and Physiology I &amp; Lab</td>
<td>CHEM 121 or equivalent</td>
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<td>Anatomy and Physiology II &amp; Lab</td>
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<td>None</td>
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<td>N229</td>
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<td>BIOL 207 and 208</td>
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**TOTAL**

*Instructions for calculating priority points:*

1. Insert grade earned for classes taken through Spring 2003.
2. Enter points based on grade as follows:
   - A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0
3. Multiply points by credits for each class and enter in last column.
4. Total number of credits completed.
5. Total last column.
6. Divide last column by total credits to find Priority Points.
2004-2005 UPPER-DIVISION WAIT LIST PLACEMENT APPLICATION

PLEASE TYPE

LAST NAME                  FIRST                  SOCIAL SECURITY #

PERMANENT MAILING ADDRESS   CURRENT MAILING ADDRESS

CITY  ST  ZIP              CITY   ST   ZIP

PERMANENT TELEPHONE NUMBER   CURRENT TELEPHONE NUMBER and E-MAIL ADDRESS IF APPLICABLE

Please mark in the box(es) below any and all campus/semester assignments you would consider for upper division placement during the 2004-05 academic year.

- Bozeman: Fall Semester 2004
- Billings: Fall Semester, 2004
- Billings: Spring Semester, 2005
- Great Falls: Fall Semester 2004
- Great Falls: Spring Semester, 2005
- Missoula: Fall Semester, 2004
- Missoula: Spring Semester, 2005
- Kalispell: Spring Semester, 2005

Important Note: If a campus/semester placement becomes available which you have not marked as one of your campus/semester choices, you will not be contacted about the opening. Instead, the next student on the Wait List who has listed the campus/semester opening among her/his choices will be given the opportunity to accept the placement.

Please keep in mind when you make your upper-division semester selection that all lower division courses need to be completed prior to the semester you have selected above.

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

Name of Institution                                Dates of Attendance                 Degrees Earned (if applicable)

Reminder: All transcripts from transfer institutions must be received by the College of Nursing in order for your application to be processed.

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

Please return your completed and signed application, with a copy of your transcripts (if applicable), to the following address:

Montana State University--Bozeman
College of Nursing
P.O. Box 173560
Bozeman, MT 59717-3560
(see over)
I have evaluated my transcript(s) and academic standing and am confident that I can complete all of the required prerequisite courses for upper-division placement (including the lower division nursing courses at MSU-Bozeman) by Fall 2004 and/or Spring 2005.

I am a currently enrolled MSU-Bozeman student, OR I know that I must apply for admission to MSU-Bozeman through the Office of Admissions (deadlines are July 1 for Fall admission and December 1 for Spring admission).

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

- Currently enrolled MSU-Bozeman students ONLY: I understand that because I am a currently enrolled Montana State University - Bozeman student I am not required to submit transcripts.

- or -

- FORMER and TRANSFER students NOT currently enrolled at MSU-Bozeman: I have enclosed an unofficial copy of my transcripts from each transfer college/university I have attended to date (including Spring, 2003, if applicable).

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

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

I understand that if I am offered placement I must submit a Hepatitis B Virus (HBV) Serologic Immunity Status/Documentation Plan when I return my campus/semester assignment response form and that I will need to provide actual documentation to verify serologic immunity to HBV prior to enrolling in my first clinical nursing course (N228 or N223).

I HAVE RETAINED A COPY OF THIS APPLICATION FOR MY RECORDS.

SIGNATURE DATE
Please fill in the information requested below and calculate your own priority points using the sample on page 8 for reference. If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course and do not fill in a grade.

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<td>TOTAL</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Instructions for calculating priority points:*
1. Insert grade earned for classes taken through Spring 2003.
2. Enter points based on grade as follows:
   - A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D+=1.3; D=1.0; D-=0.7; F=0
3. Multiply points by credits for each class and enter in last column.
4. Total number of credits completed.
5. Total last column.
6. Divide last column by total credits to find Priority Points.