Applications will only be accepted September 1 through September 29, 2017
Applications will be accepted by mail or in SH 312B during regular office hours only. Do not slide your packet under the office door.

Applicants should print the following application, read the directions carefully, complete the application as directed and return to the Anderson College of Nursing (ACON) Stevens Hall Room 312B, with the required fees and documentation by the application deadline.

Official transcripts for work completed at other institutions are required to be sent to the University’s Admissions Office as part of the application requirement for acceptance to the University. Acceptance into UNA is required prior to application to the ACON.

Applications may be mailed to University of North Alabama Anderson College of Nursing, UNA Box 5054; Florence, Alabama 35632. Mailed applications must be received by 4:30 pm on September 29. Please do not send cash through the mail. Applications received after September 29, 2017 will not be considered and will be returned to the applicant by return mail. Indicate first, second and third preference for the HESI Exam on the application. Students who do not receive 1st test date preference will be contacted by ACON of the next available choice by email. All students will receive a confirmation email before the HESI exam.

Applicants should consider the following policies of the ACON as stated in the current University Catalog:

- The ACON retains the right to make modifications in its program/policies as deemed necessary by its faculty based on recommendation and mandates from the Alabama Board of Nursing and the Commission on Collegiate Nursing Education accreditation body. Students currently enrolled in the nursing program will be required to adhere to any modifications made during their enrollment as a nursing major.
- Students are expected to adhere to standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses and the Code of Conduct delineated in the UNA Catalog and Nursing Student Handbook (available on nursing server, on campus access only).
- Students may be denied approval for an Alabama Board of Nursing Licensing as identified in the “Grounds for Denial” statements by the Board (Refer to: Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.01 and 610-X-8-.05). www.abn.state.al.us
- During the orientation meeting students will be advised of the following requirements:
  - Provide proof of physical examination following admission to the ACON.
  - Present current immunization records (including Hepatitis B series).
  - Demonstrate proof of AHA Healthcare Provider CPR 2-year certification, nursing student liability insurance, tuberculosis testing (PPD) results, and OSHA updates.
  - Undergo an initial drug screen prior to beginning classes. Additional drug screenings may be required at any time while the student is in the nursing program. (An administrative clinical “unsatisfactory” grade will be issued to any student who fails to submit these requirements on time).
- The ACON strongly encourages students to have personal health insurance as students are responsible for health related costs incurred when clinical accidents, i.e., needle sticks, occur.
- Standard achievement exams are given at various intervals throughout the nursing program at the student’s expense.
OVERVIEW OF APPLICATION PROCESS

All applicants are encouraged to begin the application process well in advance of the deadline to assure a completed processed application by the deadline date:

Minimum admission requirements (see application for full details)

1. Admission to the University of North Alabama and submission of official transcripts to UNA Admissions Office before submitting the Nursing application
2. Submission of completed nursing application to include non-refundable $35 money order or cashier’s check with application. (Payable to UNA)
3. Submission of non-refundable $45 assessment exam fee money order or cashier’s check with application. (Payable to UNA)
4. Submission of attached official transcript from institution granting Bachelors degree with application.
5. Possess a Bachelors degree with a graduation GPA of 3.0 and/or a GPA of 3.0 (4.0 scale) on all prerequisite courses and a minimum cumulative GPA of 2.8 at time of application.
6. Achieve a grade of “C” or better in all required prerequisites.
7. Successful completion of pre-nursing curriculum by the current semester.
8. Signed consent and completed criminal background check by deadline date.
9. Completion of Assessment Exam. (Dates are given on the application) Only the most recent Assessment Exam is considered with the application.

Meeting the minimum admission requirements does not guarantee acceptance to the nursing program.

ADMISSION IS BASED ON A CALCULATED CUMULATIVE INDEX outlined below. After meeting the minimum admissions requirements, the following is considered: (Maximum total points possible = 24)

1. First Degree GPA
   - 3.75 - 4.0 = 4 points
   - 3.49 - 3.74 = 3 points
   - 3.23 - 3.48 = 2 points
   - 2.97 - 3.22 = 1 points
   - 2.80 - 2.96 = 0 points
   - < 2.8 = ineligible

2. UNA or Combined GPA (Prerequisite)
   - 3.75 - 4.00 = 4 points
   - 3.49 - 3.74 = 3 points
   - 3.23 - 3.48 = 2 points
   - 2.97 - 3.22 = 1 points
   - 2.80 - 2.96 = 0 points
   - < 2.8 = ineligible

3. Assessment Exam
   - 93-100 = 3 points
   - 85 - 92 = 2 points
   - 78 - 84 = 1 point
   - ≤ 77 = 0 points
   (Points are given for Reading Comprehension, Vocabulary, Critical Thinking, and A & P for a maximum total of 12 points.)

4. Hours completed at UNA (does not include currently enrolled hours)
   - 55+ = 3 points
   - 35-54 = 2 points
   - 20-34 = 1 point
   - 12-19 = .5 point
   - ≤ 11 = 0 points

5. Certified CNA/LPN/LVN 1 point
   To receive a point a copy of the current certification must be submitted with the application.

08/28/2017
Application Check Sheet with General Guidelines

1. ________Contact UNA Admissions Office regarding admission to University and have all transcripts sent to UNA.
   - Be sure you meet all requirements, i.e. GPA, pre-requisites, etc. (Note: NU 200 & NU 202 must be taken at UNA and must be completed or currently enrolled at time of application)

2. _________Print Nursing School Application and fill out completely

3. _________Submit Criminal Background Check online

4. _________Submit Nursing School Application to UNA Anderson College of Nursing with attached Official transcript from institution granting Bachelors degree along with two separate money orders: $45.00; $35.00 payable to UNA and From: (your name)

5. ________ If you are not given your 1st choice for the admission examination, the Coordinator for Traditional Nursing Enrollment will contact you by email.

6. Letters of acceptance or denial will be mailed to UNA mailbox or home address by October 26.

7. Accepted students will be required to attend an Orientation session on Thursday, November 2 in Stevens Hall Auditorium at 3:00 p.m.

8. All students accepted to the nursing program will be required to have a flu vaccination or complete the flu declination form before clinical. We recommend that all students complete this portion with the Infirmary and save the documentation to be submitted if accepted to the nursing program.
The University of North Alabama
Anderson College of Nursing

Application for Accelerated Option

*Must have a Bachelor’s Degree

Neatly print in ink or type. Late and/or incomplete applications will not be considered. Letters of acceptance will be mailed to the applicant’s UNA box (if not a current full-time UNA student – to the home address) by October 26, 2017. Students notified of acceptance or alternate status will be required to attend an orientation session on November 2, 2017 at 3:00 pm in Stevens Hall Auditorium.

Full Name ___________________________ Social Security Number ___________________________

Address
(Street) ___________________________ (City) ___________________________ (State) ___________(Zip)

UNA Box # ___________ UNA Email Address ___________________________ UNA ID# (L) _______________________

Phone # (____) ______-______ Alternate cell/phone/email address ___________________________ Advisor: __________________

Date of Birth: _______ Gender: □ M □ F U.S. Citizen: □ Y □ N Are you currently a UNA student? □ Y □ N

Ethnic Group: (check all that apply) □ Hispanic/Latino □ Non-Hispanic □ American Indian/Alaskan Native □ Asian
□ Black/African American □ Native Hawaiian/Pacific Islander □ White

International Students please indicate Country of Origin ___________________________

How did you hear of this program? □ Friend/Family □ UNA Website □ Other (Please specify) ___________________________

Are you a Project OPEN student? □ Y □ N Veteran □ Y □ N Are you contracted in ROTC? □ Y □ N

Current member of the US Military? □ Y □ N Are you a member of the Student Nurses Association (SNA)? □ Y □ N

Are you currently or have you ever been an RN, LVN or CNA? □ Y □ N, if so, have you ever had any disciplinary actions on your license? □ Y □ N, if you have any disciplinary action on a license you will need to provide documentation on the disciplinary action.

List all colleges, universities including the University of North Alabama, and professional schools you have attended.

<table>
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<th>School(s)</th>
<th>Dates of Attendance</th>
<th>Degree or Expected Degree</th>
<th>Date Awarded or Expected</th>
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I would like to be considered as an applicant for the Traditional Program if I am not accepted or qualified for the Accelerated Program. □ Y □ N

Have you ever been enrolled in a nursing program at another institution? □ Y □ N Where? ___________________________

If yes, a letter of good-standing from the previous College Dean of Nursing is required to accompany this application. If a letter of good-standing is not received prior to the application deadline, your application will not be considered.

I certify that the information given in this application is complete and accurate to the best of my knowledge and belief.

Signature ___________________________ Date __________________

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex in accordance with all applicable federal and statute constitutions, laws, and valid regulations. The coordinators for nondiscrimination policies are: for students, Irons Law Firm, 219 North Court Street, Florence, AL 35630; for employees, the Director of Human Resources and Affirmative Action, 217 Bibb Graves Hall. Any alleged violations of this policy should be reported immediately to the appropriate coordinator. No student, faculty member, or other University employee will be treated adversely or retaliated against for the use of this policy.

NOTE: If you have not applied for admission to the University of North Alabama, contact the Admissions Office at Box 5011, Florence, Alabama 35632 or apply online at https://www.applyweb.com/aw?una. Information concerning the requirements for the Anderson College of Nursing can be accessed at www.una.edu/nursing

*Note: Accepted applicants are required to provide own transportation to and from all clinical sites.

08/28/2017
ADMISSION REQUIREMENTS:

- Submission of $35.00 non-refundable application fee. Must be included with application; in the form of a separate money order or cashier’s check payable to UNA.
- Attach an Official Transcript from the institution granting your Bachelor Degree to your Nursing application.
- Acceptance to the University of North Alabama.
- Official Transcripts of all transfer or transient work must be submitted to and received by the UNA Admissions Office prior to the application deadline date.
- Submission of $45.00 non-refundable Assessment Exam fee. Must be included with application, in the form of a separate money order or cashier’s check payable to UNA
- Assessment Exams for Spring admission are scheduled as follows: (arrive to exam approximately 25 minutes early)
  
  ______ Friday, October 6 from 9:00 am-12:30 pm (Room SH 239)
  ______ Monday, October 9 from 1:00 pm-4:30 pm (Room SH 239)
  ______ Tuesday, October 10 from 2:00 pm-5:30 pm (Room SH 239)

Reservations for these times will be on a first come first serve basis. Forty-five slots have been set aside for each testing time. Assessment Exam fee must be received prior to making a reservation. Please indicate first, second and third choices above, make a copy of your application before submitting or mark the dates in your calendar. If your first choice is not available, you will be contacted through your UNA email with the next available date. Please, do not contact the ACON to ask which exam you should attend. You will receive a confirmation email before the HESI exam. The HESI Admission Assessment Study Guide may be ordered through Amazon.com. There will be no exceptions to these dates. Reservation dates may not be changed once the appointment is made. Any student who does not show for his/her scheduled time will forfeit their application for that semester and will be required to reapply for the next semester.

- Possess a Bachelors degree with a graduation GPA of 3.0 and/or a GPA of 3.0 (4.0 scale) on all pre-requisite courses and a minimum cumulative GPA of 2.8 including a “C” or better in all prerequisite courses as listed in the General Education Component for nursing majors. Attached is an Overview of the Application Process which outlines the Cumulative Index used for admission.
- Successful completion of pre-nursing curriculum by the end of current semester.
- Signed consent form and online purchase of a criminal background check as directed on the following pages.

ALL CRITERIA (LISTED IN THIS APPLICATION) MUST BE COMPLETED IN ORDER TO BE CONSIDERED FOR ADMISSION.

List below all courses for which you are currently enrolled. Also, list any other courses (other than the required nursing courses) which will need to be completed prior to graduation. Attach an additional page if needed.

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<th>Courses</th>
<th>Where?</th>
<th>When? (i.e., semester)</th>
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Note: It is the student’s responsibility to be sure that all official transcripts are received by the University’s Admissions Office by the application deadline and that all coursework is listed either above or on the official transcripts.

COMPLETE the entire application and RETURN with this page to the University of North Alabama Anderson College of Nursing, Box 5054, Florence, Alabama 35632, or hand-deliver to Stevens Hall, Room 312B.

08/28/2017
Admission/Progression of Persons with Disabilities to the Anderson College of Nursing

Students with disabilities are considered for acceptance to the Anderson College of Nursing (ACON) on the basis of their ability to meet the objectives of the program and to perform required activities.

ACON ADA Awareness Statement

In accordance with the American with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the ACON endorses the university commitment to students with disabilities. ACON will provide reasonable accommodations for students with eligible documented learning, physical and/or psychological disabilities.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Qualified individuals are those who satisfy admission requirements and who can perform essential functions of a nursing program without reasonable accommodation or modification.

Students must satisfy the Essential Performance Standards of nursing students. A list of these standards is contained in the table below.

To be eligible for program accommodation, students must self-identify to the university’s office of Disability Support Services (DSS), who will determine eligibility for services. Once eligibility for accommodations is determined by DSS, it is the students’ responsibility to request appropriate accommodations. If Essential Performance Standards cannot be achieved by the student, either unassisted or with dependable use of assistive devices, in consultation with the faculty, the dean RESERVES the right to withdraw the student from the nursing program.

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<th>Essential Performance Standards</th>
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<td><strong>Issue</strong></td>
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<td>Critical Thinking</td>
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<td>Interpersonal</td>
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<td>Communication</td>
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<td>Mobility</td>
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Issue | Standard | Some Examples of Necessary Activities (not all-inclusive) |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective nursing care | Calibrate and properly use equipment (blood pressure cuffs and syringes); position, lift, and transfer patients; ability to lift up to 50 pounds; obtain and process specimens; insert catheter; administer injections; use a computer; twist or squeeze with fingers; stand and maintain balance; reach and bend; move within confined spaces |
| Physical Strength and Endurance | Physical stamina sufficient to perform full range of required client care activities for entire length of work role | Sustain repetitive movements; maintain physical tolerance; lift; push and pull; support 25 pounds; move heavy objects weighing 10-50 pounds; defend self against combative client; carry equipment; use upper body strength |
| Emotional Stability | Able to assume responsibility and accountability for own actions | Establish therapeutic boundaries; provide client with emotional support; adapt to stress; deal with the unexpected; perform multiple responsibilities concurrently; handle strong emotion, control one’s own emotions |
| Hearing | Auditory ability sufficient for observation and assessment necessary in nursing care | Hear verbal exchanges among health care personnel and patients, monitors alarms, emergency signals, auscultator sounds, cries for help; ability to hear in situations when not able to see lips of speaker; ability to hear sounds of a normal or faint volume level |
| Visual | Visual ability sufficient for observation and assessment necessary in nursing care | Able to read handwritten documents (chart data); able to see small calibrations on syringes; sphygmomanometer, thermometers; observe patient responses to interventions and/or health problems; ability to detect subtle color changes |
| Tactile | Tactile ability sufficient for physical assessment | Perform palpation; functions of physical examination and/or those related to therapeutic intervention, e.g., pulse, body parts, temperature of skin or fluids |

**NOTE:** It is important for nursing students to have a realistic view of the demanding curriculum before deciding to pursue the degree. There are no part-time positions available for new applicants in the Anderson College of Nursing. Students are encouraged to contact the Anderson College of Nursing if there are questions about his/her abilities to function in the clinical settings.

08/28/2017
ACON ADA Awareness Statement Verification

__________ I meet all Essential Performance Standards required by the Anderson College of Nursing.
Initial

__________ I, ______________________ am not sure that I meet all Essential Performance Standards required by the Anderson College of Nursing. I understand that I must meet with the department chair and dean to discuss/clarify before I am allowed to progress in the Anderson College of Nursing.
Initial Name

In the space below, please identify which Essential Performance Standard(s) you do not meet.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

All information I have provided is complete and accurate.

______________________________  ______________________
Student Signature              Date

______________________________
Printed Name
A Criminal background check is required for all applicants to the nursing program. It will be done at applicant’s expense and at the site identified on the following page. Additionally, a criminal background check can be done at any time following admission to the program. Failure to complete the background check will facilitate denial of admission to or withdrawal from the nursing major. International students may be required to complete an additional international check. If you are found to have a criminal background, you should know that the following actions could occur (considered on a case-by-case basis):

1. You may be denied by the clinical agency to complete your clinical component for the nursing courses (no substitute clinical site will be sought). If this occurs, you will be denied admission or administratively withdrawn from the program and will not be allowed to continue in the nursing program.

2. You may be denied by the Alabama Board of Nursing (ABN) to take the National Council Licensing Exam (NCLEX) to become a registered nurse. Other state boards of nursing may have a similar review process once licensure applications are submitted, after you complete the nursing program. Each instance is considered on a case-by-case basis prior to the state board issuance of a ruling as to whether or not you will be allowed to sit for the exam. Denial by a state board of nursing will result in your inability to become a registered nurse. Examples of possible questions which may be on your licensure application are as follows: (DO NOT ANSWER ANY OF THE FOLLOWING QUESTIONS ON THIS FORM)

   **State Boards of Nursing Regulations**

   1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
   2. Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances?
   3. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
   4. Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
   5. Have you even had disciplinary action or is action pending against you by any state board of nursing?
   6. Have you ever been placed on a state and/or federal abuse registry?
   7. Have you ever been court-martialed/disciplined or administratively discharge by the military?

I understand the above statements and have answered to the best of my knowledge and give my permission to perform and release the results of the background check to the Anderson College of Nursing at the University of North Alabama with the understanding that this information will be shared with any or all clinical agencies with which the Anderson College of Nursing is affiliated.

Print Name: ______________________  Date: ____________

Student Signature: ______________________________________

*This form is to be signed and submitted with the Application for Admission to the ACON. Read and follow the instructions on the next page to complete the online Criminal Background Check.*

Revised: 08/28/2017
Background Check Required
University of North Alabama, Anderson College of Nursing

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

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

Instructions

1. Go to [www.castlebranch.com](http://www.castlebranch.com) and click “Place Order”
2. In the Package Code box, enter package code: UV07bg
3. Read over package details and continue your order
4. Select a method of payment: Visa, MasterCard or money order

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours.

Notes
The website will provide further instructions.