The University of North Alabama

**College of Nursing (CON)**

**Application for Traditional Nursing Program Admission Fall 2015 (start upper-division Fall 2015)**

Applications will only be accepted 8:00 am February 2nd to 4:30 pm February 27th, 2015

Applications will be accepted in Stevens Hall 312B during posted office hours only.

**Check Sheet with General Guidelines-Application for Admission Fall 2015**

1. \_\_\_\_\_\_\_\_\_\_Contact UNA Admissions Office regarding admission to University and have all transcripts sent to UNA. *(This will apply if you are not a currently enrolled full-time student at 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)*

1. \_\_\_\_\_\_\_\_\_\_Print Nursing School Application and fill out completely
2. \_\_\_\_\_\_\_\_\_\_ Submit Criminal Background Check online *(Do not* submit password with application)
3. \_\_\_\_\_\_\_\_\_\_Submit Nursing School Application to UNA College of Nursing with two separate money orders: $34.00; $35.00 made payable to UNA and From: (your name)
4. \_\_\_\_\_\_\_\_\_If you are not given your 1st choice for the admission examination, the Coordinator for Traditional Nursing Enrollment will contact you by email.
5. Letters of acceptance or denial will be mailed to the applicant’s UNA mailbox or home address by March 20th.

Accepted and Alternate students will be required to attend an Orientation session on Tuesday, March 31st in Stevens Hall Auditorium at 3:00 p.m.

**All students accepted to the nursing program will be required to have a flu vaccination 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.**

**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 by deadline date
2. Receipt of completed nursing application with $35 & $34 money order or cashier’s check by deadline date.
3. Possess a minimum cumulative GPA of 2.5 at time of application.
4. Achieve a grade of “C” or better in all required prerequisites.
5. Successful completion of pre-nursing curriculum by end of current semester.
6. Signed consent and completed criminal background check by deadline date.
7. Completion of Assessment Exam. (Dates are given on the application)

**Admission to the BSN major is competitive** and admission is limited. **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, applicants are ranked using the following point system: (Maximum total points possible = 21)

1. UNA or Combined GPA 3.51 - 4.0 = 5 points

3.26 - 3.5 = 4 points

3.10 - 3.25 = 3 points

2.76 - 3.09 = 2 points

2.50 - 2.75 = 0 point

< 2.5 = ineligible

2. Assessment Exam 93-100 = 3 points

85 – 92 = 2 points

78 – 84 = 1 point

≤ 77 = 0 points

Points are given for Reading Comprehension, Vocabulary, Math, and A & P for a maximum total of 12 points.

3. 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

4. Certified CNA/LPN 1 point

To receive a point a copy of the current certification must be submitted with the application.

Revised 1/28/15

The University of North Alabama

**College of Nursing (CON)**

**Application for Admission Fall 2015 (start upper-division Fall 2015)**

Applications will only be accepted 8:00 am February 2nd to 4:30 pm February 27th, 2015

Applications will be accepted during posted office hours only.

Applicants should print the following application, *read the directions carefully*, complete the application as directed and return to the College of Nursing (CON) 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 CON.

Applications may be mailed to University of North Alabama College of Nursing, Box 5054, Florence, Alabama, 35632. Mailed applications must be received by 4:30 pm on February 27th. Please 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 CON of the next available choice by email. All students will receive a confirmation email by the Friday before the HESI exam. *Please do not send cash through the mail.*  *Applications received after February 27, 2015 will not be considered and will be returned to the applicant by return mail.*

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

* The CON 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 National League for Nursing Accrediting Commission. 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 the campus nursing server).* Other sources for information can be obtained at ANA The Center for Ethics and Human Rights Code of Ethics for Nurses provisions approved as of June 2001, <http://www.nursingworld.org/MainMenuCategories/EthicsStandards.aspx>, and the International Council of Nurses Code for Nursing Ethical Concepts Applied to Nursing 2000, http://www.nursingworld.org/.
* 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](http://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 CON
  + Present current immunization records (including Hepatitis B series).
  + Demonstrate proof of AHA Healthcare Provider CPR 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 CON 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.

Revised 10/31/13

The University of North Alabama

**College of Nursing**

**Application for Traditional Nursing Program Admission**

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 UNA student – to the home address) by March 20th *Students notified of acceptance or alternate status will be required to attend an orientation session on March 31st 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)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cell Phone #** (\_\_\_\_) \_\_\_\_-\_\_\_\_\_\_ Alternate phone **and** email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Race/Ethnicity:** Select all that apply: □ American Indian/Alaska Native, □ Asian, □ Black or African American,

□ Hispanic or Latino, □ Native Hawaiian or Other 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **School(s)** | Dates of Attendance | Degree or Expected Degree | Date Awarded or Expected |
|  |  |  |  |
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**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 College of Nursing can be accessed at [www.una.edu/nursing](http://www.una.edu/nursing).

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

UNIVERSITY OF NORTH ALABAMA

COLLEGE OF NURSING

**Application for Traditional Program Admission Fall 2015 (start upper-division Fall 2015)**

Completed applications must be submitted on or before February 27th.

ADMISSION REQUIREMENTS:

* A $35.00 (non-refundable) application fee must accompany your application and should be a separate money order or cashier’s check payable to UNA.
* Acceptance to the University of North Alabama. Official Transcripts of all transfer or transient work must be submitted to and received by the Admissions Office prior to the application deadline date.
* *$34.00 (non-refundable) Assessment Exam fee must accompany the application (must be paid by money order or cashier’s check payable to UNA, no personal checks or cash will be accepted for this exam)*
* *Assessment Exams for Spring admission are scheduled as follows (arrive to exam room approximately 25 minutes prior to exam start time) Please mark 1, 2 and 3 in order of preference*

*\_\_\_\_\_\_ Tuesday, March 10th from 1:30 pm-5:00 pm (Room SH 205)*

*\_\_\_\_\_\_ Wednesday, March 11th from 1:00 pm-4:30 pm (Room SH 239)*

*\_\_\_\_\_\_Friday, March 13th from 9:00 am-12:30 pm (Room SH 205)*

*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 by your UNA email with the next available date. Please, do not contact the CON to ask which exam you should attend. You will receive a confirmation email the Friday before the HESI exam. The HESI Admission Assessment Study Guide may be ordered from 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 minimum cumulative GPA of 2.5 (4.0 scale), including a “C” or better in required 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 specified on the directions following this application.

ALL CRITERIA (LISTED IN THIS APPLICATION) MUST BE COMPLETED FOR CONSIDERATION 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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| --- | --- | --- |
| Courses | Where? | **When? (i.e., semester)** |
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**For fall admission students are allowed to take one course or NU 200 and NU 202 together in the summer semester if listed above to qualify for the nursing program. Students cannot repeat a failed spring course in the summer semester during the application period.**

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

**UNIVERSITY OF NORTH ALABAMA COLLEGE OF NURSING**

**Admission/Progression of Persons with Disabilities to the Traditional Program**

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

**CON ADA Awareness Statement**

In accordance with the American with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the CON endorses the university commitment to students with disabilities. CON will provide reasonable accommodations for student 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 with or 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.

|  |  |  |
| --- | --- | --- |
| **Essential Performance Standards** | | |
| **Issue** | **Standard** | **Some Examples of Necessary Activities (not all-inclusive)** |
| Critical Thinking | Critical thinking ability sufficient for clinical judgment | Identify cause/effect relationships in clinical situations, develop nursing care plans, ability to make safe judgments when planning and implementing all psychomotor nursing prescriptions, possess cognitive well-being |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families, and groups from diverse backgrounds | Establish rapport with patients and colleagues; negotiate interpersonal conflict; respect differences in clients; respect the cultural diversity of clients and co-workers |
| Communication | Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form | Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses. |

Revised October 2013

|  |  |  |
| --- | --- | --- |
| **Issue** | **Standard** | **Some Examples of Necessary Activities (not all-inclusive)** |
| Mobility | Physical abilities sufficient to  move from room to room and  maneuver in small spaces | Move around in patients’ rooms, work spaces, and treatment areas; administer CPR, assist in ambulation, have sufficient mobility and stamina to function over an 8-12 hour period in a hospital setting while twisting, bending, stooping, squatting, moving quickly, climbing, walking, pushing and or pulling in a timely manner. |
| 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; prepare and administer injections; use a computer typing and mouse manipulation; 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 |
| 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 |
| 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, auscultate 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 in various situations, |

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**NOTE:** It is important for nursing students to have a realistic view of the demanding curriculum

before deciding to pursue the degree. Students are encouraged to contact the College of Nursing if

there are questions about his/her abilities to function in the clinical settings.

**CON ADA Awareness Statement Verification**

\_\_\_\_\_\_\_\_\_\_ I meet all Essential Performance Standards required by the Traditional Program of the University of North Alabama College of Nursing.

\_\_\_\_\_\_\_\_\_\_ I do not/ \_\_\_\_\_\_\_\_\_\_am not sure that I meet all Essential Performance Standards required by the Traditional Program of the University of North Alabama College of Nursing. I understand that I must meet with the Traditional Department Chair and the College of Nursing Dean to discuss/clarify concerns before I am allowed to progress in the College of Nursing.

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

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All information I have provided is complete and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

Revised October, 2013

**University of North Alabama**

**College of Nursing**

**CRIMINAL BACKGROUND CHECKS**

**(Includes information on state board regulations)**

Criminal background checks for nursing students were initiated effective fall 2006. They will be done at applicant’s expense and at the site identified on the following page. Failure to complete the background check will facilitate denial of admission to the nursing major. You will be required to submit a criminal background check each time you apply. You can only complete the background check while applications are being accepted. 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 admission to the College of Nursing.

2. If admitted, 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 administratively withdrawn from the program and will not be allowed to continue in the nursing program.

3. If admitted and successfully completed the nursing program, 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 (RN). Examples of current questions for new RN licensure applicants for you to anticipate answering at the time of your licensure application submission **but are not to be answered on this form** are as follows:

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

4. Health agencies are currently required to perform criminal background checks upon employment. You may be denied access for coursework requirements by the clinical agents for failure to have a current background check.

**Statement of Understanding**

I understand the above statements and give my permission to perform and release the results of the background/abuse registry check to the 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 College of Nursing is affiliated.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This form is to be signed and submitted with the application to the College of Nursing.* ***Read and follow the instructions on the next page to complete the Criminal Background Check.***

***An abuse registry check will be performed by the College of Nursing. There is no action required by the applicant.***

