  
**Instructions for applying to the BSN program (2019-2020):**

**STEP 1 – Admission to UNC (must be completed first)**

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| In order to apply for admission to the Bachelor of Science nursing program, you must **first** be admitted to the University of Northern Colorado (UNC).   * If you have never attended UNC, you must apply to the University:   + Formal applications to UNC are found at [www.unco.edu/admissions](http://www.unco.edu/admissions).   + Apply as an undergraduate transfer student ‘seeking nursing’. * If you are presently enrolled at UNC or were recently enrolled and withdrew in good academic standing, you only need to apply to the School of Nursing. * If you graduated with a degree from UNC or it has been more than one year since you have attended, you will need to complete the [Student Information Form](https://apps.unco.edu/StudentInformationForm/) through the UNC Office of the Registrar to reactivate your student account. * **It is recommended that you START the process of admission to UNC no later than December 1st** to ensure completion of admission in time for application. In can take upwards of 8 weeks (or longer) for admission to UNC to be completed. |
| **TRANSCRIPTS:**  You must submit official transcripts from **ALL** schools previously attended after high school graduation to UNC if you have not previously done so. These transcripts must:   * Include proof of previous degree (if applicable) * Include Fall 2019 semester grades (if applicable) * Include Interim 2019-2020 semester grades (if applicable)   Official transcripts are routed to the Office of the Registrar for evaluation upon admission to the University. Questions may be directed to [transfereval@unco.edu](mailto:transfereval@unco.edu).   * Transcripts for already admitted undergraduate students should be sent to:   UNC Office of the Registrar  Campus Box 50  Greeley, CO 80639   * Transcripts for new undergraduate applicants not yet admitted should be sent to:   UNC Office of Admissions  Campus Box 10  Greeley, CO 80639 |

**STEP 2 – Application to the School of Nursing**

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| * Applications must be submitted through NursingCAS. * **You cannot apply to the School of Nursing BSN program without first completion of admission to UNC and you have a bear number/bearmail to upload into NursingCAS (please see Step 1).** * **DUE DATE** for submission of the completed School of Nursing application and ALL MATERIALS is **Friday, February 7th, 2020 by 5pm Mountain Time (MT).** * **PLEASE note, if you make any errors in NursingCAS or are missing a transcript, your application will be sent back to you. It is therefore, recommended that all applicants SUBMIT their materials into NursingCAS no later than Friday, January 31st to ensure time to complete any necessary corrections BEFORE the deadline of February 7th. If there are errors or if your application is still in process after 5pm (MT) on February 7th, 2020, your application will be rejected.** * You may submit your application any time before the due date once:   + all your materials are uploaded,   + the application is complete, and   + all Fall 2019/Interim 2019-2020 course grades are in. * **No requests for an application extension will be granted.** * Repeat applicants must submit all required documents. |

**A complete School of Nursing application includes the following:**

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| *\*\*It is highly recommended that ALL applicants to the UNC BSN programs first meet with a pre-nursing advisor. To meet with an advisor, you must be first admitted to UNC and have a bear number. You may still apply without completing this step, but please note that if you are missing any items your application will be rejected.*   1. **APPLICATION:**    * All applications must be submitted through NursingCAS.      1. **All questions must be answered, and all appropriate documents must be uploaded to submit your application.**      2. Set up an account with NursingCAS. Please go to [www.nursingcas.org](http://www.nursingcas.org) to create an account and start the application for UNC Second-degree or Traditional BSN program. **You may NOT apply to both programs; you must choose one or the other.**      3. The cost to apply to the program through NursingCAS is $50.00 and will be paid to NursingCAS (not the School of Nursing) through their online portal.      4. As previously noted, ALL materials and transcripts must be loaded into NursingCAS as instructed here and on the application portal. It is advised that applicants SUBMIT their application by no later than January 31st to ensure time to fix any errors by the deadline of February 7th. 2. **RESUME:**    * Upload a copy of your resume, using the following format:      1. No more than 1 page in length.      2. No smaller than 11-point font.  * *The resume is used only in the event of a tie in admission scores.*  1. **PERSONAL ESSAY:**    * Upload your essay answering the following statement:   **Beyond your academic abilities, describe ONE attribute you bring to the nursing profession.**   * + NOTE: the essay is limited to 1 page, single-spaced, 12-point font with 1-inch margins, no longer than 400 words. **Essays over this limit will disqualify your application.**   + NOTE: you may upload a previously submitted essay to your current application if you applied to the BSN program in previous application cycles. Please ensure that you update the essay response to reflect you at this current time in your career journey.  1. **VERIFICATION OF ENROLLMENT FOR UNCOMPLETED PREREQUISITE COURSES:**    * You may only be enrolled in a maximum of 4 prerequisite courses at the time of application. All prerequisite courses must be completed by May 15th, 2020 with a grade of ‘C’ or higher.    * Upload an official transcript verifying enrollment in any uncompleted prerequisite courses during the Spring 2020 semester into NursingCAS and enter your current courses into the platform.    * Courses taken over a trimester or quarter system that are not completed by May 15th, 2020, are not acceptable for admission to either summer or fall semester starts.    * **All prerequisites for ALL students admitted for summer or fall 2020 must be completed by May 15th, 2020.** 2. **STANDARDIZED LETTERS OF RECOMMENDATIONS (SLORs):**    * You must have 2 standardized letters of recommendation completed for your application – one from an academic reference and one from a supervisory reference.    * The letters of recommendation will be in the form of a survey that will be sent to your reference(s) requesting information about your ability to work with others, communication, flexibility, problem-solving skills, and other professional attributes you possess on a 1-5-point scale.    * The recommendation should not take longer than 10 minutes for your reference to complete.      1. **Academic Reference:** The academic reference must be from someone who has instructed a course you have taken in the past 3 years. It could be from an instructor you had in high school, college, or a vocational school. CNA courses would be acceptable. It can be from an online or on-site course. If you have not taken a course in the past 3 years, then you can submit 2 supervisory references.      2. **Supervisory Reference:** The supervisory reference should come from someone who has had direct oversight of work that you have done in the past. This could come from an employer, work related supervisor, a volunteer coordinator, coach, military commander, etc.    * The recommendations may NOT come from anyone who currently works in the UNC School of Nursing or the NHS Advising Center (including the pre-nursing advisors and NHS Advising Center Director, School of Nursing BSN program coordinator, School of Nursing faculty (including faculty who teach prerequisite courses) or Student Nurses Association advisors). Recommendations may also NOT come from other students, friends, or family.    * Directions on how to complete the Standardized Letters of Recommendation (SLORs) will be provided through NursingCAS. There will not be an option for the individual providing the reference to upload a letter.    * To obtain the recommendations, you will need to input the contact information (name and email address) of the 2 people you would like to complete the recommendations in NursingCAS.    * You may not submit more than 2 recommendations. 3. **HESI ADMISSION ASSESSMENT:**    * Completion of a HESI Admission Assessment is required for application to the nursing program. Four assessment areas/categories will be required:      1. **Reading Comprehension**      2. **Vocabulary and General Knowledge**      3. **Basic Math Skills**      4. **Anatomy and Physiology**    * You may only take the exam once within the window of **November 1st, 2019 and Friday, February 7th, 2020 by 5pm.** (NOTE: if you have taken the HESI exam after November 1st, 2018 (either for UNC or another program), see below for instructions for how to submit your previous scores).    * The cost for the UNC HESI Admission Assessment is $46.00.    * **Directions for taking the HESI Admission Assessment:**      1. **At AIMS Community College (Greeley, CO):**         + If you are able to take the test at AIMS Community College, please download the instructions for taking the exam at AIMS (*AIMS HESI Info Sheet for UNC Testers*). They have provided detailed instructions for taking the HESI exam on their campus. If you have questions about this process, please call the School of Nursing at 970-351-2293 (do not call them) so we can help you with your questions before the day of your exam.         + Before you schedule your sitting time to take the HESI exam at AIMS, you will need to purchase the exam online. Please download the *UNC HESI exam Purchase Instructions* (attached to the website application materials) for the details to purchase. You will also need to bring the confirmation of purchase with you on the day of your exam.   HESI Student Payment and Registration link: [https://hesistudentaccess.elsevier.com/payments.html?PaymentID=16862](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhesistudentaccess.elsevier.com%2Fpayments.html%3FPaymentID%3D16862&data=02%7C01%7Cmelissa.henry%40unco.edu%7C926dae76fb2042a3f10c08d75d06e4e2%7Cb4dce27cd088445499652b59a23ea171%7C0%7C1%7C637080156512245211&sdata=D3pt5rFxGdb%2Fw5gKhYTLBwA2oJ2OzOFhyRRY6lTHSr8%3D&reserved=0)  Payment ID: 16862   * + - * Once you have purchased the HESI assessment with the UNC specific information, you will need to email AIMS testing center (specific instructions in separate document on the UNC SON website) to set up a time to take the assessment. Plan on 1 hour for each section you need to take (4 hours for the entire UNC assessment).       * The fee to take the assessment at AIMS testing center is $25.00. (This is in addition to your purchase of the exam).       * When you arrive to take your assessment, you will need to bring your confirmation of purchase for the exam and a government issued photo ID with a signature. You will also need to bring with you your username and password for your Evolve student account. You will not be allowed to test if there is any discrepancy between what is listed on your Evolve student account and your photo ID.       * If you require testing accommodations, you will need to contact the Disability Resource Center (DRC) department at UNC (970-351-2289; DRC@unco.edu). You may not request accommodations for the exam on the day of the exam but must go through the DRC office. If you need accommodations, please make sure to be sensitive to the time it may take to secure accommodations before you sit for the HESI exam.       * Once you finish your exam, your scores will automatically be sent to UNC. You do not need to do anything further to send us your scores.     1. **At a distance (not at AIMS Community College):**        - If you are unable to take the UNC HESI exam at AIMS community college, you may purchase the UNC exam to take at a Prometric Testing Centers a third-party testing center with various locations throughout the country. Please download the instructions for *UNC HESI Exam Purchase instructions- Prometric Testing Centers* (attached to the website application materials).        - **Please note that you will not use the payment ID noted above for testing at UNC, you will be provided a different department ID that is listed in the instructions.**        - Once you finish your exam, your scores will automatically be sent to UNC. You do not need to do anything further to send us your scores.     2. **Previous HESI Examination:**        - If you have already taken the HESI assessment for UNC or another nursing program after November 1, 2018 (one calendar year from this application), you may send us your scores from the previous exam. Please download the instructions for HESI\_Transcript\_Request\_Form (attached to the website application materials) and submit the form to have your scores sent to UNC.        - You may NOT send us the scores directly. The scores must come directly from Elsevier to be included in your application.        - On the form, please include the following under Transcript Processing:          1. **Institution/School:** University of Northern Colorado, School of Nursing          2. **Deliver Transcript via:** e-mail          3. **ATTN:** Lori Lehmann          4. **City:** Greeley          5. **State:** CO          6. **Zip Code:** 80639          7. **E-mail:** [lori.lehmann@unco.edu](mailto:lori.lehmann@unco.edu)        - Please note: if you took the HESI assessment for another program that included more categories than the ones required for UNC application, you can have your assessment sent to UNC and we will only include your sub scores for the 4 categories required by UNC listed above.        - If you took the HESI assessment for another program that did not include all 4 categories required by UNC, you may send us your scores from your previous assessment and take the remaining categories through the UNC HESI assessment. When you sit for the UNC HESI assessment, you will register for the exam as above (either at UNC or at a distance) but will only complete the portions of the assessment that you still need to complete.  1. **ENGLISH PROFICIENCY REQUIREMENT:**    * If your primary language is not English, or if you are an International Student, you will need to include in your application demonstration of English proficiency. One of the following must be included with your application:      1. TOEFL (Test of English as a Foreign Language) scores, OR      2. IELTS (International English Language Testing System) scores, OR      3. Demonstration of successful completion of the Intensive English Proficiency Program at UNC.    * Please contact Dr. Melissa Henry at 970-351-1735 or [melissa.henry@unco.edu](mailto:melissa.henry@unco.edu) to obtain information about how to upload your scores to the application.    * At the time of admission, if a student whose primary language is not English fails to provide documentation of English proficiency with application, they may be required to submit documentation of English proficiency before beginning or during the program. Determination of the need to provide further documentation will occur on a case by case basis by the Assistant Director for Undergraduate Programs in consultation with the Undergraduate Leadership Team and appropriate university resources (i.e. Center for International Education). 2. **TRANSCRIPTS:**    * You must submit official transcripts from ALL (including UNC) schools currently attending and previously attending into the NursingCAS application platform (this is in addition to the set of transcripts that are/were sent to the UNC Office of the Registrar). These transcripts must:      1. Include proof of previous degree (if applicable)      2. Include Fall 2019 semester grades (if applicable)      3. Include Interim 2019-2020 session grades (if applicable)      4. Include current, in-progress courses for Spring 2020 (if applicable)    * **You must send UNC transcripts to NursingCAS to be considered for application.** |

**Contact the School of Nursing at 970-351-2293 or** [**nursing@unco.edu**](mailto:nursing@unco.edu) **if you have ANY questions.**