
**Open Admission 2021- Instructions for applying to the BSN program:**

**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 ‘*Nursing-Exploring’* if you do not have a previous bachelor’s degree.
	+ Apply as an *‘undeclared’* transfer student if you have a previously earned bachelor’s degree or will graduate in spring 2021.

***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. * 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.
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| **TRANSCRIPTS:**You must submit official transcripts to UNC from **ALL** colleges or universities attended if you have not previously done so. These transcripts must: * Include any high school concurrent (or dual) enrollment credits earned (if applicable)
* Include proof of any previous degree (if applicable)
* Include Fall 2020 semester grades (if applicable)
* Include Interim 2020-2021 semester grades (if applicable)

Please note-- YOU **DO NOT NEED TO SEND A UNC TRANSCRIPT TO UNC!** This is only for other colleges/universities attended so all transfer credit can be accounted for. 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. * Transcripts for already admitted undergraduate students should be sent to:

UNC Office of the RegistrarCampus Box 50Greeley, CO 80639* Transcripts for new undergraduate applicants not yet admitted should be sent to:

UNC Office of Admissions1051 22nd StreetCampus Box 10Greeley, CO 80639 |

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

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| * Applications for the nursing program 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, January 29th, 2021 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 22nd to ensure time to complete any necessary corrections BEFORE the deadline of January 29th. If there are errors or if your application is still in process after 5pm (MT) on January 29th, 2021, 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 2020/Interim 2020-2021 course grades are in.
* **No requests for an application extension will be granted.**
* Repeat applicants must submit all required documents unless specified below.
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**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 $55.00 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 22nd to ensure time to fix any errors by the deadline of January 29th.
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 as appropriate.
	+ **If you applied to the SON BSN program through ‘Bear Application’ during the fall 2020 semester, you may request to use your prior essay and scores for this application. You will select for us to ‘use previous essay scores’ in NursingCAS and we will add your previously submitted essay and scores to your current application.**
1. **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 take no 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. You may also use a TA from your college/university attended. 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.
	* **If you applied to the SON BSN program through ‘Bear Application’ during the fall 2020 semester, you may request to use your prior SLORs and scores for this application. You will select for us to ‘use previous SLOR scores’ in NursingCAS and email Emily Perkins (****emily.perkins@unco.edu****) for further information.**

1. **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 15th, 2020 and Friday, January 29th, 2021 by 5pm.**
	* Separate instructions and supplemental materials for taking the HESI assessment and submission of scores are posted to the SON website.
2. **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. Kristin Schams at kristin.schams@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 BSN Program Coordinator, in consultation with the Undergraduate Leadership Team and appropriate university resources (i.e. Center for International Education).
3. **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, 2021 with a grade of ‘C’ or higher.
	* Upload an official transcript verifying enrollment in any uncompleted prerequisite courses during the Spring 2021 semester into NursingCAS and enter your current courses into the platform (see section on transcripts).
	* Courses taken over a trimester or quarter system that are not completed by May 15th, 2021, are not acceptable for admission to either summer or fall semester starts.
	* **All prerequisites for ALL students admitted for summer or fall 2021 must be completed by May 15th, 2021.**
4. **TRANSCRIPTS and COURSE DATA ENTRY:**
	* 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 2020 semester grades (if applicable)
		3. Include Interim 2020-2021 session grades (if applicable)
		4. Include current, in-progress courses for Spring 2021 (if applicable)
	* **You must send UNC transcripts to NursingCAS to be considered for application.**
	* In addition to sending official transcripts to NursingCAS, you will also need to enter in information on all courses completed. The data entered will be verified against the official transcripts you submit. ALL courses, completed and in-progress, must be entered. NursingCAS does offer to complete the data entry for you for a small fee if you choose to use this service.
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**Contact the School of Nursing at 970-351-2293 or** **nursing@unco.edu** **if you have ANY questions.**