

## Associate Degree in Nursing (Advanced Standing) Application Packet

Detroit Lakes Campus

Spring 2019 Start

Application deadline: July 1, 2018

Dear Nursing Applicant:

Thank you for your interest in Minnesota State Community and Technical College's Associate Degree in Nursing (ADN) - Advanced Standing Option. This program is for licensed practical and vocational nurses who are seeking to become registered nurses. Students receive 11 credits for completing their practical nursing degree and licensure. Eligible applicants join the Associate Degree in Nursing - Generic Option students in the second year of the Associate Degree Nursing program on the Detroit Lakes campus. This document provides information you will need to apply to the ADN - Advanced Standing Option on the Detroit Lakes campus for Spring 2019.

### Important Notes:

- **Acceptance into the Nursing program is competitive. Admission is based on selective criteria contained in this document. Meeting the criteria does not guarantee acceptance into the program. Please review this entire document carefully.**
- **To apply to this program you must hold a current, unencumbered practical nursing license or be in the process of receiving your practical nursing degree and able to obtain a license prior the start of classes.**
- **Curriculum information can be found at [www.minnesota.edu/nursing](http://www.minnesota.edu/nursing). Scroll down to the section entitled Programs & Majors.**

We are pleased you are considering M State and look forward to receiving your application. We strongly encourage you to discuss the admission requirements and program requirements with an academic advisor on the campus you plan to attend. For assistance in reaching an advisor, please contact the M State Support Center at 877.450.3322 or email [info@minnesota.edu](mailto:info@minnesota.edu).

## Which M State application process is right for you?

**NEW TO M STATE** - Follow this procedure if you are a student who has never attended Minnesota State Community and Technical College in Detroit Lakes, Fergus Falls, Wadena or Moorhead.

- ✓ Submit an online application for admission at [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions).
- ✓ Submit the \$20 application fee.
- ✓ Submit high school/GED and college transcripts.

*You can apply to the college for general education courses and to the Nursing program at the same time. Your Nursing application will be reviewed for selection only if you are admitted to M State.*

All transcripts, the \$20 application fee and application materials for admission to the college should be sent to:

M State Central Processing  
405 Colfax Ave SW  
Wadena, MN 56482

**RETURNING STUDENT TO M STATE** - Follow this procedure if you have enrolled in M State courses at any of our campus locations or online, but are not currently enrolled in courses.

- ✓ Submit an online application for admission at [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions).
- ✓ If you have attended another college since you last attended M State, you will also need to submit the official transcripts to:

M State Central Processing  
405 Colfax Ave SW  
Wadena, MN 56482

**CURRENT M STATE STUDENT** - If you are currently attending an M State campus, continue to the next page.

Guidelines for applying to the ADN - Advanced Standing Option	
Location	Detroit Lakes Campus
Apply to M State	To be considered for an M State Nursing program, students must apply and be accepted to M State. For admission to M State, complete the online application at <a href="http://www.minnesota.edu/admissions">www.minnesota.edu/admissions</a> . The application for the Nursing program is separate but can be completed at the same time.
Assessment Testing	Students who have not completed college-level English and/or college-level math and/or do not have recent* ACT or Accuplacer test scores are required to complete assessment testing prior to applying to the ADN - Advanced Standing program.  *Reading scores must be within the last three years. Math scores must be within the last two years.  Students who need assessment testing should check <a href="http://www.minnesota.edu/assessment">www.minnesota.edu/assessment</a> for assessment testing dates and locations.
Associate Degree in Nursing - Advanced Standing Option Application	The ADN - Advanced Standing Option application must be submitted for an applicant to be considered for acceptance to the program. The link to the application is available at <a href="http://www.minnesota.edu/programs/nursing">www.minnesota.edu/programs/nursing</a> . (This document must be read and understood in its entirety prior to applying.)  <b>The application deadline for Spring 2019 is July 1, 2018.</b> Applicants who meet all requirements for admission and provide all of their documents by this deadline will have the greatest chance of being admitted into the program. If the priority deadline has passed, check <a href="http://www.minnesota.edu/nursing">www.minnesota.edu/nursing</a> to see if applications are still being accepted. Click on the Associate Degree in Nursing (ADN) – Advanced Standing Option under the Nursing section.  If there are more eligible applicants than available seats by the priority deadline, eligible applicants with the highest entrance exam scores will be offered a seat first. Eligible applicants who do not get into the program due to the competition for a limited number of available seats will be placed on the waiting list. If a seat in the program opens, it will be offered to the student with the highest entrance exam score who was eligible to be accepted by the priority deadline. In case of a tie, applicants will be ranked by their GPA in the program’s required general education courses.  If you have transfer work from another college, please allow <b>three to six weeks</b> for M State to evaluate your courses for transfer. Courses will not count toward your admission to the Nursing program until they have been successfully transferred.

Admission to the Associate Degree in Nursing - Advanced Standing Option is competitive. Students must meet the following eligibility criteria.	
ELIGIBILITY CRITERIA	Practical Nursing License
	Entrance Exam
	Math and English Requirements
	GPA Requirements
	GPA Requirements

An active, unencumbered practical nursing license is required to start the Advanced Standing Option program. (This does not include NURS 2410 Role Transition which is taken prior to the start of the core Nursing courses.)

Students who have been conditionally accepted prior to the completion of this requirement will become ineligible for the program if minimum requirements are not met prior to the start of the program.

Students must score at the “Proficient” competency level (58.6 percent) or higher on the Assessment Technology Institute Test of Essential Academic Skills (ATI TEAS).

Students’ scores on the previous version of ATI TEAS (TEAS V) are valid for two years after the test date.

**Preparation for the ATI TEAS:** The TEAS focuses on verbal, math and science skills. For more information regarding the TEAS, including frequently asked questions, special accommodations and how to register, visit [www.minnesota.edu/nursing/entrance-exam](http://www.minnesota.edu/nursing/entrance-exam).

Nursing applicants who take the ATI TEAS exam at a site other than M State must request that their test results be sent prior to the application deadline to M State Processing Center, 405 Colfax Ave SW, Wadena, MN 56482.

**Nursing program applicants are ranked by their TEAS scores.**

Students are awarded seats in the following order:

1. TEAS scores – those with the highest scores will be awarded a seat.
2. GPA for general education courses – will be used only if a tiebreaker is needed.

Math scores on the Accuplacer/ACT must place the student into Math 1114 College Algebra or higher. Students testing into developmental math must complete the course(s) with a grade of C or higher prior to starting the program.

English 1101 College Writing I is a prerequisite and must be completed with a grade of C or higher in order to start the program.

If you have coursework in progress, you can submit the ADN - Advanced Standing Option program application to maximize your chance of being accepted into the program. Students may be conditionally accepted while courses are in progress, provided the courses are completed prior to the program’s start.

A 2.75 cumulative GPA is required for the ADN - Advanced Standing option, both in core practical nursing courses and general education courses.\* The course grade on the applicant’s most recent attempt in core practical nursing courses will be used to calculate the cumulative GPA.

If the practical nursing degree was earned more than three years ago, only his or her general education courses will be used to calculate the student’s GPA.

Grades of “Pass” or “Satisfactory” do not affect the GPA calculation. All completed general education courses must have an earned grade of C or higher. Students who have earned a grade of less than C (D or F) in any of the required general education courses, will not be eligible until the grades have been replaced with a grade of C or higher.

**\*The following general education courses are used to determine cumulative GPA:**

- BIOL 2260/2261 Human Anatomy and Physiology I and Lab
- BIOL 2262/2263 Human Anatomy and Physiology II and Lab
- BIOL 2267/2268 Medical Microbiology and Lab
- ENGL 1101 College Writing
- PSYC 2222 Lifespan Development
- CHEM 1100 Fundamental Concepts of Chemistry (includes a chemistry lab)

**With the exception of NURS 2410 Role Transition, the general education courses listed above are prerequisites for core NURS courses.** Students may be conditionally accepted into the program with prerequisite courses in progress. Students who have been conditionally accepted prior to the completion of this requirement will become ineligible for the program if minimum requirements are not met prior to the start of the program.

**PLEASE NOTE:** Program-required general education courses must be completed with a grade of C or better before or during the semester in which they appear in the program plan. Students who do not meet this expectation will not be permitted to continue taking NURS courses and should work with an advisor to create a revised plan of study.

To calculate your cumulative GPA, use the GPA Calculator at [www.minnesota.edu/nursing/adn-advanced-standing/](http://www.minnesota.edu/nursing/adn-advanced-standing/).

<b>PROGRAM EXPECTATIONS</b>	<b>Correspondence from the college will provide more information related to the following. However, Nursing program applicants are encouraged to consider these requirements ahead of time.</b>	
	<b>Laptop Computer</b>	All Nursing programs require students to have a laptop computer. The cost will be in addition to the cost of tuition, fees and books.  The required computer specifications can be found at <a href="http://minnesota.edu/programs/nursing/laptop-requirement/">minnesota.edu/programs/nursing/laptop-requirement/</a> .
	<b>CPR</b>	Students must provide official documentation of <b>American Heart Association Basic Life Support</b> certification <b>by December 1, 2018, in order to be eligible to start classes in spring</b> . Certification must include a hands-on testing component.
	<b>Minnesota Department of Health Background Check</b>	Accepted nursing students are required to have a cleared Minnesota Department of Health background study <b>by December 1, 2018, in order to be eligible to start classes in spring</b> . A \$30 fee will be assessed for processing the background study and fingerprinting/photo. The process for background studies and fingerprinting will be included with acceptance literature.  Accepted students who choose not to complete the background check OR who do not pass the background check may not be permitted to attend clinical experiences or service learning opportunities. In such cases, the college cannot guarantee alternative learning opportunities, which ultimately will affect the students' ability to complete the program.
	<b>National Background Check</b>	Accepted nursing students are required to have a cleared National Background Check <b>by December 1, 2018, in order to be eligible to start classes in spring</b> , even if they have completed a National Background Check for employment. National Background Checks are completed through a third-party vendor. Instructions and codes will be provided via official M State email from Joel Hoffman, nursing lab assistant. The cost of the initial background check is \$45.75. Students are responsible for the cost.  Accepted students who choose not to complete the background check OR who do not pass the background check may not be permitted to attend clinical experiences or service learning opportunities. In such cases, the college cannot guarantee alternative learning opportunities, which ultimately will affect the students' ability to complete the program.
	<b>Health Forms</b>	Students are required to upload a <b>completed Health Division Health Form</b> into the Student Passport by December 1, 2018. If there is a change in the student's physical or emotional health status, (s)he is required to upload a <b>Change in Health Status Approval Form</b> from a health care provider indicating the specific activities in which (s)he can or cannot engage during clinical and/or lab. Students with clinical and/or lab restrictions must be able to meet all associated course outcomes in order to successfully complete the course(s). Clinical partners may not permit students with restrictions(s) to participate in their facilities, resulting in the students not being able to meet those course outcomes.  A list of the Nursing program <b>Technical Standards</b> can be found on the Nursing webpage at <a href="http://www.minnesota.edu/nursing/nursing-students/">www.minnesota.edu/nursing/nursing-students/</a> .  Proof of immunization (including yearly influenza vaccination) is required by clinical facilities. Conscientious objectors may not be able to complete clinical courses at the discretion of the clinical facilities.
	<b>Student Passport</b>	Health forms, supporting documentation, American Heart Association BLS (CPR) documentation and evidence of NA experience are required to be uploaded to the Student Passport system <b>by December 1, 2018, in order to be eligible to start classes in spring</b> . Information on Student Passport will be sent to all accepted Nursing students.

*FAILING TO COMPLY WITH THE ABOVE REQUIRED PROGRAM EXPECTATIONS WILL RESULT IN PROGRAM PROBATION AND/OR REMOVAL FROM THE PROGRAM.*

*STUDENTS ARE ENCOURAGED TO KEEP COPIES OF ALL UPLOADED DOCUMENTS (HEALTH FORMS, IMMUNIZATIONS, CPR, NURSE AIDE). STUDENTS WHO BECOME OUT OF SEQUENCE WILL BE REQUIRED TO RESUBMIT ALL DOCUMENTATION.*

*STUDENTS ARE RESPONSIBLE FOR MAINTAINING CURRENCY AND UPLOADING UPDATED DOCUMENTATION INTO STUDENT PASSPORT PRIOR TO THE EXPIRATION OF IMMUNIZATIONS AND CPR.*

## Notification of admission status

Each student who has submitted a complete admissions file by a posted deadline will receive an email from the college indicating whether he or she is accepted into the program, placed on the program waiting list or currently ineligible for the program. Please be sure to provide your current email address on your program application.

**To complete the Spring 2019 ADN - Advanced Standing Program Application, visit [minnesota.edu/nursing](http://minnesota.edu/nursing) and select the ADN - Advanced Standing application.**

If you experience any issues with the application form, please email [info@minnesota.edu](mailto:info@minnesota.edu).

**Please be aware that M State's Nursing admission requirements are subject to change in order to assure the quality of the program. Please refer to the currently posted admission requirements when you complete your application.**