ASSOCIATE DEGREE NURSING

PROGRAM INFORMATION AND APPLICATION PROCESS BOOKLET

ASSOCIATE DEGREE NURSING - AS
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PROGRAM APPLICATION SUMMARY
Fall 2023

Please review all sections of this booklet to familiarize yourself with the Associate Degree Nursing application process. It is the applicant's responsibility to ensure a complete application file.

▶ Steps for application

▶ Eligibility criteria

▶ Applicant checklist

▶ Frequently asked questions

▶ Quick resources

▶ Program requirements (accepted students)

▶ Program plan

▶ M State nursing program overview

▶ Minnesota State University Moorhead Dual Acceptance Program

▶ M State healthcare programs

The M State ADN program has an application process which follows specific eligibility criteria. This is a limited enrollment program and once the program capacity has been reached, a waiting list will be established. There are two rounds of applications. If all seats are filled after the first round, all eligible applicants from round two will be placed on a waiting list.

Acceptance to the college does not constitute acceptance into the Associate Degree Nursing program.

After acceptance to the college, it is also highly recommended that the applicant meets with an academic advisor to ensure all application requirements have been received prior to the deadline date. Incomplete files will not be considered for acceptance.

The deadline for submission of all application requirements is January 15 for Round 1 and March 1 for Round 2. All applicants will receive notification of their status by email and it is the applicant's responsibility to have their current email on file.

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STEPS FOR APPLICATION

1. **Complete the M State application if you have not attended M State or have had a break in attendance.**

   New to M State – Follow the admissions checklist at www.minnesota.edu/admissions. Submit high school transcript and official college transcripts to M State's Processing Center.

   > M State Processing Center
   > 1414 College Way
   > Fergus Falls, MN 56537

   Returning to M State – Reapply at www.minnesota.edu/admissions. If you have attended another college since last attended M State, request the official transcript be sent to M State.

   Current M State student – If needed, change your program to Associate Degree Nursing. The Change of Major form can be found at www.minnesota.edu/forms.

HIGH SCHOOL TRANSCRIPT (OR GED)
Submit your high school transcript to M State. Current high school students must submit a final high school transcript upon graduation from high school.
GED completers will need to submit their score report. A score of 500 or greater on the GED is needed to be eligible for the ADN program, unless college credits have been earned.

COLLEGE TRANSCRIPT(S)
College transcripts are considered official if they are mailed directly from the college you attended to M State's Processing Center. Electronic transcripts via Parchment or Clearinghouse can be sent to records@minnesota.edu.
Students should allow up to six weeks for transfer work to be received, evaluated, and entered into their Degree Audit.

2. **Complete the Associate Degree Nursing program application.**

   The application is located at www.minnesota.edu/nursing.
   The ADN program application must be submitted for an applicant to be considered.

   Application deadline for Fall 2023
   - Round 1: January 15, 2023
   - Round 2: March 1, 2023

3. **Determine if placement testing is needed.**
   - M State uses ACT, SAT, MCA, Accuplacer scores, high school GPA or previous college coursework to determine course placement. Valid scores must meet the criteria to enroll directly into ENGL 1101 College Writing and MATH 1114 College Algebra.
   - Guided self-placement for students who do not have an ACT, SAT, Accuplacer or high school GPA waiver on file cannot be used for nursing applicants, unless placement is below the requirement (ENGL 1101 College Writing and MATH 1114 College Algebra).

4. **Complete the TEAS entrance exam and meet the program benchmark score of 58.6 or higher.**
   - ATI TEAS scores expire three years after the test date. TEAS score must be valid at the time of the application deadline.
   - If the TEAS exam was taken somewhere other than M State, you will need to request your score report be sent to M State.
   - Additional information regarding the TEAS exam can be found at www.minnesota.edu/nursing/entrance-exam.

Your application file is complete once you have completed the above steps. Having a complete file does not mean you are eligible for the program. Students must meet the following eligibility criteria. Meeting the criteria does not guarantee acceptance into the program.

ELIGIBILITY CRITERIA

Additional details regarding each of the criteria listed below can be found on the Admission Requirements page. As part of the application process, you are required to review the requirements on the Admission Requirements page.

1. **TEAS score of 58.6 or higher**
    *   ATI TEAS scores expire three years after the test date. TEAS score must be valid at the time of the application deadline.

2. **English requirement – Eligible to take ENGL 1101 College Writing I**

3. **Math requirement – Eligible to take MATH 1114 College Algebra**

4. **GPA requirement**

    The following general education courses are calculated in the GPA requirement:
    *   *BIOL 2260/2261 Human Anatomy and Physiology I and Lab (4 credits)
    *   *BIOL 2262/2263 Human Anatomy and Physiology II and Lab (4 credits)
    *   *BIOL 2267/2268 Medical Microbiology and Lab (4 credits)
    *   ENGL 1101 College Writing
    *   PSYC 2222 Lifespan Development
    *   CHEM 1100 Fundamental Concepts of Chemistry

    If you **have earned nine or more credits** in the above courses, you must have a 2.75 cumulative GPA or higher and a grade of C or higher in each course.

    If you **have NOT earned at least nine credits** in the courses listed above, you must meet the following criteria:
    *   High school GPA must be 3.00 or higher
    *   Successful completion of one year of high school chemistry and/or biology, OR earn a minimum of 24 on the science portion of the ACT.
    *   A grade of C or higher in any completed college general education courses required for the program. (The courses are listed above.)

    Please note: Students who have earned a grade of less than C (D, F, FN, FW) in any of the required general education courses will not be eligible until the grade has been replaced with a grade of C or higher.

    *Beginning Fall 2023, these courses must have been completed within the five years prior to the start date/acceptance into the core program.

All eligible applicants are ranked by their TEAS score. Those with the highest scores will be awarded a seat.

APPLICANT CHECKLIST

Use the checklist below to track your application requirements. Incomplete files will NOT be considered for selection. This form does not need to be submitted and is for your use to track selection requirements.

All requirements must be met by the application deadline. Submitting or completing the requirements by the application deadline does not guarantee acceptance into the program.

☐ Submit M State application for admission
Date Submitted _____

☐ Received acceptance email to M State

☐ Submit high school transcript

Date submitted _____

☐ Submit official college transcripts (if applicable)

Date submitted _____

☐ Submit ACT or MCA scores for math
and English placement
OR

Date submitted _____

Complete Accuplacer testing in math and English
OR

Date completed _____

Math and English waiver on file using HS GPA
or college courses completed

☐ Complete TEAS entrance exam
Score is valid if taken within 3 years
of the application deadline.

Date completed_____

☐ Submit TEAS score report if taken somewhere other
than M State

Date submitted_____

FREQUENTLY ASKED QUESTIONS

▶ **When is the deadline to apply and have all admission criteria submitted?**

Fall 2023 ADN program

- Round 1: January 15, 2023
- Round 2: March 1, 2023*

* If all seats fill after Round 1, eligible applicants from Round 2 will be placed on a waiting list. All eligible applicants are ranked by their TEAS score.

▶ **How do I apply?**

There are two separate applications you will need to complete.

- First, apply to M State if you are not a current student. Go to www.minnesota.edu/admissions and complete the admissions checklist.
- Once you have completed the M State Application for Admission, complete the Associate Degree Nursing Program Application located at www.minnesota.edu/nursing. The link to the application is found under the "Nursing application information" section.

▶ **How often does the program start?**

There is a fall semester start and a spring semester start. The Fergus Falls and Wadena campuses have a fall semester start. The Detroit Lakes and Moorhead campuses have a spring semester start.

▶ **How many are selected for the program?**

Fall 2023

- Fergus Falls campus – 30 applicants are selected
- Wadena campus – 32 applicants are selected

▶ **What is the entrance exam and how do I schedule a date to take it?**

M State requires the ATI TEAS (Test of Essential Academic Skills) as part of the application process for all Nursing majors. The TEAS covers content areas in reading, math, science and English.

At this time, M State offers only the online remote proctored TEAS exam.

You may schedule your exam by visiting the ATI Online Store at https://store.atitesting.com/. Additional information regarding the TEAS exam can be found at www.minnesota.edu/nursing/entrance-exam.

Testing early is highly recommended to leave time prior to the deadline date for retesting, if needed.

TEAS scores expire three years after the test date. TEAS score must be valid at the time of the application deadline.

▶ **What is the TEAS benchmark score?**

Test of Essential Academic Skills (TEAS) – 58.6

All eligible applicants are ranked by their TEAS score.

▶ **Can I study for the TEAS exam?**

Yes. Study guides are available at www.atitesting.com. Additional TEAS preparation resources can be found by visiting the Entrance Exam page at www.minnesota.edu/nursing/entrance-exam.

▶ **If I have already taken the TEAS exam, and have met the benchmark score; can I use that score for my selection process?**

Yes, a previous testing score may be used if it is still valid. It must be submitted to the program via an official transcript ordered through the ATI website. Scores submitted by the applicant will not be accepted.

▶ **Who should I contact to make sure my application is on file?**

Call toll free: 877.450.3322

Email: info@minnesota.edu

▶ **How does the selection process work and when will I know my status in the program?**

Selection will be determined by meeting all the eligibility requirements – math and English requirement, GPA in select general education courses or high school GPA, and TEAS score. The eligibility criteria can be found on the ADN Admission Requirements page. We highly recommend scheduling an appointment with an academic advisor to determine your eligibility for the program.

All eligible applicants will be ranked by their TEAS score. The students with the top scores will be offered the available seats. The remaining eligible applicants will be placed on a waiting list.

▶ **How soon will I know if I've been selected?**

Applicants will be notified within 30 days after the application deadline. Notifications will be emailed to the applicant's personal email and M State email address, if the applicant is a current registered M State student.

▶ **If I am not selected for this class, can I re-apply for the next one?**

Yes, you may re-apply, and the selection process will begin again. You will need to submit a new program application for the next available start.

▶ **I am not sure which courses will transfer?**

Official college transcripts will be evaluated after they are received. You should allow up to six weeks for transfer work to be evaluated and entered into your Degree Audit.

You may also visit Transferology.com to assist with determining course equivalencies and which courses may transfer to M State.

▶ **Can I take general education courses while waiting to see if I am selected into the program?**

Yes, you can enroll in general education courses prior to acceptance into the program. All general education courses required for the Associate Degree Nursing program can be taken prior to or during the program. Completion of certain general education courses may impact your eligibility for the program. Please consult with an academic advisor to register for courses.

▶ **Can I take classes at any M State campus?**

Yes, you can take general education courses at any of the M State campuses – Detroit Lakes, Fergus Falls, Moorhead and Wadena. General education courses are also offered online. Once you are accepted to the core ADN program, you may only take the core courses at the campus to which you are accepted.

▶ **Do I need to take a Math course?**

A math course is not required in the curriculum, but because of the content of the nursing courses, you will need to be proficient in college math skills, which is successful completion of MATH 1020 Intermediate Algebra or placement into MATH 1114 College Algebra. Placement in math is determined by ACT scores, MCA scores, Accuplacer, HS GPA or previous completion of a math course.

▶ **Where are the clinical experiences?**

Clinical experiences are in a variety of acute care and long-term care facilities in MN and ND. Schedules are provided in advance to allow you to make accommodations for travel, carpooling, daycare and work schedules.

▶ **Can I transfer to a Baccalaureate (BSN) Nursing Program after graduation?**

Yes. M State has partnered with Minnesota State University Moorhead to be designated as a Dual Acceptance Program, making graduates of M State's Associate Degree Nursing program eligible for automatic acceptance into MSUM's RN-BSN program. Additional information about MSUM's Dual Acceptance Program can be found on page 13 or at https://www.minnesota.edu/nursing.

▶ **If I have further questions, or want to schedule a visit who do I contact?**

We encourage questions! Use the Quick Resources chart on page 8 to determine who to contact based on your question.

We also recommend you schedule a visit to our campuses to see our facilities and visit with program staff.

QUICK RESOURCES	
APPLICATION TO M STATE	Website: www.minnesota.edu/admission
SCHEDULE A CAMPUS VISIT	Website: www.minnesota.edu/visit
TRANSCRIPTS/TRANSFER CREDITS	Website: www.minnesota.edu/transfer
FINANCIAL AID	Website: www.minnesota.edu/financial-aid Email: financialaid@minnesota.edu
APPLICATION TO ADN PROGRAM	Website: www.minnesota.edu/nursing
SCHEDULE TEAS ASSESSMENT	Website: www.minnesota.edu/nursing/entrance-exam
INFORMATION ABOUT PROGRAM/CAREER	Website: www.minnesota.edu/nursing Email: enroll@minnesota.edu
PROGRAM ADVISEMENT	Email: enroll@minnesota.edu If accepted to M State, schedule an appointment with your advisor, whose name can be found on your SpartanNet page
VISIT M STATE	Website: www.minnesota.edu/visit Register for a campus tour
FOR ASSISTANCE, YOU MAY ALSO CALL/TEXT 877.450.3322 OR EMAIL INFO@MINNESOTA.EDU.	

PROGRAM REQUIREMENTS
Immunizations/Verifications

There are additional requirements if accepted to the Fall 2023 ADN program. Documentation of the following requirements must be submitted by July 1, 2023. Students accepted into the program will receive more information on how to upload the requirements prior to the deadline date. DO NOT submit these requirements until directed.

American Heart Association Basic Life Support certification

Nursing assistant requirement

Successful completion of a Nursing Assistant course within the last five years with a minimum grade of C or pass.
OR
Current Certified Nursing Assistant (CNA) in good standing with a Department of Health Nursing Assistant Registry.

Background checks (Instructions for completing background checks will be sent after acceptance to the program)

Minnesota Department of Human Services Background Check

National Background Check

Health forms – Documentation of immunizations

Immunizations include: TB Skin Test (Mantoux), Tdap, Varicella, Hepatitis B, MMR, flu vaccine, COVID vaccine

Students will be required to stay current with the above requirements while in the program.

PROGRAM PLAN

▶ ABOUT THIS PROGRAM

The Associate Degree Nursing program is designed for students with no previous nursing experience who are seeking to become registered nurses. The Detroit Lakes, Fergus Falls, Moorhead and Wadena campuses offer the two-year Associate Degree Nursing program. The Associate Degree Nursing program is designed to prepare students to deliver nursing care in a variety of settings as registered nurses. The graduating nurse will be able to provide nursing care in hospitals, long-term care centers, clinics, and community health and other health-related facilities. Upon completion of the nursing program, an Associate of Science degree is awarded by the college. Nursing graduates may apply to take the National Council Licensing Exam-RN (NCLEX-RN) following graduation.

Individuals entering the program must pass the background check required by the Minnesota Human Services licensing division and, depending upon particular clinical partner expectations, also may be required to pass an annual national background check. The Minnesota Board of Nursing has officially approved the Associate Degree Nursing program at M State.

▶ PROGRAM OUTCOMES

Nursing judgment: Demonstrate the ability to make nursing judgments using evidence-based research and clinical reasoning for quality patient care across diverse populations.

Patient-centered care: Recognize the patient as the source of control and a full partner in providing compassionate and coordinated care based on respect for patient preferences, values and needs.

Teamwork and collaboration: Function effectively within nursing and inter-professional teams, fostering open ommunication, mutual respect and shared decisions to achieve quality patient care.

Safety: Promote quality care and a safe environment for diverse populations of patients, self and others through system effectiveness and individual performance.

Quality improvement: Participate in quality improvement to support effective and efficient health care services.

Professionalism: Demonstrate accountability to professional nursing values by adhering to legal and ethical principles and participating in continuous professional development.

Technology: Utilize information and technology to communicate, manage knowledge, mitigate error and support decision making.

Leadership: Apply nursing leadership concepts in the provision of high-quality care to individuals, families and communities.

PROGRAM PLAN

FIRST FALL TERM (19 CREDITS)

Course		Credits
BIOL2260	Human Anatomy and Physiology I	3
BIOL2261	Human Anatomy and Physiology I Lab	1
BIOL2267	Medical Microbiology	3
BIOL2268	Medical Microbiology Lab	1
ENGL1101	College Writing	3
NURS1400	Introduction to Professional Nursing	2
NURS1406	Nursing Fundamentals I	3
PSYC2222	Lifespan Development	3

FIRST SPRING TERM (15 CREDITS)

Course		Credits
BIOL2262	Human Anatomy and Physiology II	3
BIOL2263	Human Anatomy and Physiology II Lab	1
CHEM1100	Fundamental Concepts of Chemistry	3
NURS1415	Nursing Clinical I	2
NURS1416	Nursing Fundamentals II	4
NURS1426	Reproductive Health	2

SECOND FALL TERM (14 CREDITS)

Course		Credits
BIOL2202	Principles of Nutrition	3
NURS2426	Reproductive Disorders	2
NURS2437	Nursing Clinical II	4
NURS2438	Restorative Nursing I	4
NURS2455	Advanced Intravenous Therapy	1

SECOND SPRING TERM (16 CREDITS)

Course		Credits
NURS2447	Nursing Clinical III	4
NURS2448	Restorative Nursing II	3
NURS2464	Nursing Leadership	1
NURS2466	Mental Health Nursing	2
SOC1111	Introduction to Sociology	3
General Education with MnTC Goals		3

▶ **CURRICULUM OVERVIEW**

64 Total (61 Required courses, 3 Restricted electives in course types)

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. Credits may vary.

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411

http://www.ncahigherlearningcommission.org

Phone: 312.263.0456 / 800.621.7440

M STATE NURSING PROGRAMS

▶ PRACTICAL NURSING – DIPLOMA (40 CREDITS)

- Fall/spring semester starts
- Moorhead campus
- 30 seats available each semester

▶ ASSOCIATE DEGREE NURSING – AS (64 CREDITS)

- Fall semester start
  - o Fergus Falls – 30 seatas
  - o Wadena – 32 seats
- Spring semester start
  - o Detroit Lakes – 32 seats
  - o Moorhead – 10 seats

▶ LPN TO ASSOCIATE DEGREE NURSING BRIDGE – AS (32 CREDITS)

- Fall semester start
  - o Fergus Falls – 10+ seats
  - o Wadena – 10+ seats
- Spring semester start
  - o Detroit Lakes – 10+ seats
  - o Moorhead – 30 seats

MINNESOTA STATE UNIVERSITY MOORHEAD DUAL ACCEPTANCE PROGRAM

M State has partnered with Minnesota State University Moorhead to be designated as a Dual Acceptance Program, making graduates of M State's Associate Degree Nursing program eligible for automatic acceptance into MSUM's RN-BSN program.

For M State ADN students, this new partnership offers the advantages of:

- A seamless, efficient and cost-effective transition to MSUM's RN-BSN program
- Bypassing the traditional RN-BSN application process
- Flexibility for professional, adult learners:
    - 100 percent online
    - Individualized pace and program progression, with completion in as little as three semesters or up to five years
    - Program starts in fall, spring and summer semesters.

Additional information about M State's partnership with MSUM for their RN-BSN program can be found at www.minnesota.edu/nursing.

SELECTIVE ENROLLMENT APPLICATION DEADLINES		
PROGRAM	START DATES	APPLICATION DEADLINE(S)
Associate Degree Nursing	Fall semester	January 15 (Round 1) March 1 (Round 2)*
	Spring semester	August 1 (Round 1) September 1 (Round 2)*
LPN to ADN Bridge	Fall semester	March 15 (Round 1) May 1 (Round 2)*
	Spring semester	July 15 (Round 1) August 15 (Round 2)*
Practical Nursing	Fall semester	February 15 (Round 1) April 1 (Round 2)*
	Spring semester	September 1 (Round 1) October 1 (Round 2)*
Radiologic Technology	Fall semester	January 15
Limited Scope Radiography	Fall semester	May 15
LSR to RT Bridge	Fall semester	August 1
Dental Hygiene	Fall semester	February 28
Dental Assisting	Fall semester	May 15
Surgical Technology	Fall semester	May 15
Cardiovascular Technology-Invasive	Fall semester	May 25
Medical Laboratory Technology	Fall semester	rolling admissions- first come, first serve

***PLEASE NOTE: IF ALL SEATS ARE FILLED AFTER ROUND 1,
ELIGIBLE APPLICANTS FROM ROUND 2 WILL BE PLACED ON A WAITING LIST.**

Minnesota State
Community and Technical College
minnesota.edu • 877.450.3322