UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing

INSTRUCTIONS FOR APPLYING TO UNDERGRADUATE NURSING MAJOR
Fall 2014

STEPS TO COMPLETE APPLICATION PACKET

Step 1: Read this application packet in its entirety, including the Minimum Admission Criteria (located on the next page) to determine your eligibility to apply for the program. If you are a LPN or RN contact the Department of Nursing regarding application to those tracks.

Step 2: Read the following information. You are required to acknowledge on the application form that you have read and agree to these documents.
   a. Abilities and Skills for Admission to and Progression within the Undergraduate Nursing Major.
   b. Screenings for clinical placement.

Step 3: Complete the two-page Application for Admission Nursing Major form and return by March 1 or postmarked by March 1 with a $50 non-refundable application fee to the UCA Department of Nursing. This form is located at the end of this packet. Only checks or money orders are acceptable; cash is not accepted. Forms may be printed and then completed by hand or typed, or it can be completed on-line and then printed. Electronic submission of the application is not accepted. Mail or hand-deliver the completed application and fee to:

   University of Central Arkansas
   Department of Nursing – DHSC #114
   201 Donaghey Avenue
   Conway, AR  72035-0001

Step 4: Academic Transcripts from all colleges and/or universities: if all of your course work has been at UCA, you do not have to submit your transcript. If any of your course work is transferred from another institution(s), you must submit an original transcript(s) directly to the Department of Nursing (Note: if transcript(s) is/are not received in the Department of Nursing your application will be considered incomplete. Transcripts submitted to the UCA Registrar’s Office are not sent to the Department of Nursing.)

Step 5: Read and follow the Directions for Taking the Computerized Exam

Step 6: If you are a transfer student, you must have applied or be applying for admission to both UCA and the Department of Nursing. Contact the UCA Admissions Office for a UCA application (www.uca.edu/admissions).
Step 7: Any previous UCA student who has not been enrolled for at least one semester must apply for readmission to UCA through the Registrar's website (www.uca.edu/registrar) by June 6, 2014.

Step 8: If you were not born in the United States, or in a country where English is the official language you need to read and follow the "Instructions for taking the TOEFL iBT" located in this packet.

MINIMUM ADMISSION QUALIFICATIONS

1. Cumulative GPA of 2.5 or above. Admission GPA is based upon the cumulative GPA or GPA of the required 31 hours of nursing prerequisites (listed below).

2. A grade of "C" or above for all of the 31 hours of nursing prerequisites.

| Biology 1400 | Biology for General Education
| Biology 2405 | Human Anatomy & Physiology
| Chemistry 1402 | General Chemistry for Health Science
| Chemistry 2450 | Introduction to Organic Biochemistry
| Math 1390 | College Algebra
| Psychology 1300 | General Psychology
| Social Science | Diversity in World Cultures only (UCA CORE)
| Writing 1310 | Introduction to College Writing
| Writing 1320 | Academic Writing

1 Biology 1440 will substitute for Biology 1400.
2 Biology 2406 and 2407 will substitute for Biology 1440 or 1400 and 2405.
3 Chemistry 1402 and 2450 are recommended for nursing majors but Chemistry 1450 and 1451 may be substituted.

3. Presentation of a complete application within published deadlines, with a $50 application fee by check or money order payable to the UCA Department of Nursing.

4. Completion of the Computerized Admission Exam. Consists of arithmetic, reading comprehension, and sentence structure. Scores on all three exams will be considered for admission and remediation purposes.

5. Applicants not born in the United States or in a country where English is the official language must document their English proficiency. An official score of 83 or higher on the TOEFL iBT exam is required. Scores from the exam are valid two (2) years from the test date. Only TOEFL iBT scores received directly from ETS or the UCA Testing Center will be accepted as valid.
RANKING OF APPLICATIONS

1. Preference is given to UCA pre-nursing students who meet admission requirements. Other UCA students and transfer students are considered and ranked in the admission process.

2. Applications are ranked according to GPA, deficits (prerequisite courses which are not complete by the end of the spring semester), and all scores of the Computerized Admission Exam. PSYC 1300 or Diversity in World Cultures – Social Science may be completed in the summer and not counted as a deficit.

3. While the GPA is important, deficits and computerized exam scores can significantly impact the chances for admission to the nursing major. Applications are ranked by the applicant’s GPA, number of deficits, and scores on the computerized exam.

4. Late or incomplete applications will be considered after all eligible applicants are admitted. Incomplete applications must be completed prior to consideration.

APPLICATION AND REVIEW PROCESS

1. The final review of applications is made after final spring grades are reported.

2. Letter of admission status is sent to all applicants by the end of May 2014. Results will NOT be released by telephone. Letters are mailed to applicant’s address on the application. It is the applicant’s responsibility to notify the department of any address changes in writing by the end of spring 2014 semester.

3. If applicant has not received a letter by June 1, she/he should notify the Department of Nursing.

4. Application admitted to the nursing major.

4.1 Admission status includes:
   a. Admitted unconditionally.
   b. Admitted conditionally. (This means that you must complete deficits by the beginning of the fall semester.)

4.2 To begin nursing courses in fall 2014 students must return “Letter of Acceptance” to the Department of Nursing by June 6, 2014.

5. Post admission requirements

5.1 Submit the following documentation to the Department of Nursing by July 18, 2014 (additional information will be in your admittance packet):
   a. TB skin test results, valid through May 16, 2015 (photocopy);
   b. CPR certification Health Provider Course, from the American Heart Association, valid through May 16, 2016 (photocopy);
   c. Evidence of current health/hospitalization insurance (photocopy);
   d. Hepatitis B Vaccine documentation (photocopy);
   e. Health History and Physical Examination;
   f. Varicella vaccine documentation (photocopy);
   g. Completion of a criminal background screen through the department vendor.
5.2 A social security number must be on file with the university. If not indicated on your application for admission to UCA, submit by July 18, 2014 to the UCA Registrar's Office.

5.3 Attend a **required** orientation meeting, Wednesday, August 20, 2014 scheduled the day before the first day of the fall classes, from 9:00 am to 3:30 pm in Doyne Health Sciences Center (DHSC) 224.

5.4 Students must have independent means of transportation for their clinical experiences.

6. **Applicants not admitted to the nursing major:**

6.1 Non-admission status includes:
   a. Qualified applicant placed on waiting list (qualified and on-time, but no positions in class at this time).
   b. Qualified applicant placed on waiting list (qualified, but late with completion of application).
   c. Non-qualified applicant who did not meet minimum standards.

6.2 A **waiting list** of qualified applicants not admitted due to a lack of positions is maintained throughout the summer and until the beginning of the fall semester. Available positions are filled from the waiting list. Applicants must return the Waiting List Confirmation form by June 6, 2014 to remain on the waiting list.

7. Applicants who believe they were treated differently from other candidates in admission decisions are to contact the Department of Nursing Chairperson (501-450-3119) for information on the appeal process. All appeals begin at the department level.

8. A new application process begins each year. Qualified applicants not admitted one year are not given priority the next year and must submit a new application.
DEADLINES FOR FALL 2014  Materials to be submitted to the Department of Nursing.

1. Application deadline       March 1, 2014 (postmarked)
2. Official Transcripts submitted for all transfer courses March 1, 2014 (postmarked)
3. Computerized Admission/Exam scheduled by March 3, 2014
4. Computers Admission/Exam completed by (required of all applicants) March 21, 2014
5. Transcripts or grade report (official or unofficial) for spring 2014 courses completed at another college/university May 16, 2014
6. TOEFL iBT scores received by this date for applicable applicants May 28, 2014
8. Return of form indicating acceptance of position or acceptance of waiting list, if applicable June 6, 2014
9. Documentation requirements listed in 5.1 above July 18, 2014

Note: If the above deadlines #1-7 are missed, the application is considered late or incomplete. If deadline #8 is missed, the offer is considered declined and the position is offered to the next qualified applicant and the applicant is removed from the waiting list.
INFORMATION & INSTRUCTIONS FOR THE COMPUTERIZED EXAM

OVERVIEW:
1. The computerized exam is one part of a complete application for admission to the nursing major.
2. The exam evaluates basic writing, reading, and math skills. Scores on all three exams will be considered in the admission process.
3. Dates of March 3rd to 21st have been reserved for nursing program applicants. The exam will be scheduled by the UCA Testing Center, located in Torreyson West, Room 315. To schedule to take the exam you MUST call the UCA Testing Center: 501-450-3209. The exam should take no more than two hours to complete.
4. You must bring a valid photo ID in order to be admitted to the exam (current UCA ID, driver's license or passport only).
5. You MUST tell the UCA Testing Center you are taking the test for the Department of Nursing. If you do not, you will be charged applicable fees.
6. You may NOT bring beverages, food, gum, pager, or cell phones to the exam.
7. Paper, pencil, and/or calculator will be provided by the UCA Testing Center. If these items are not offered, please ask for them.

PLEASE NOTE:
- Since the scores will be considered when determining your eligibility for admission to the nursing program, you are encouraged to read each question carefully prior to choosing your answer.
- Instructions regarding how to take the exam, and mark your answer choices, are provided at the beginning of each section. Please read these instructions carefully.
- UCA Testing Center personnel are available during the administration of the exam to provide technical assistance only. They will not answer questions related to particular test questions.
- Upon completion of the exam, return paper, pencil, and/or calculator to the UCA Testing Center personnel and leave the testing area quietly.

GENERAL INFORMATION
Each test will provide a basic demonstration of how to work the program prior to the beginning of the actual test. It is critical that you read all provided instructions carefully; once you have begun the test, you cannot go back to these.

Be sure to carefully consider and answer every test question; you are not penalized for guessing. If you are unsure of the correct response, first try to eliminate one or more of the choices and then answer the question.

You may change your answer on a particular question; however, you must do so before continuing on to the following question. You cannot return to a question.

TEST PREPARATION
The following websites can help you prepare:

Compass Reading
- https://web.gsc.edu/fs/mhorton/lsenglish/compasswriting.htm (“Practice Test 3” only)
INSTRUCTIONS FOR TAKING THE TOEFL iBT

TOEFL iBT (internet based test) scores are required of all applicants who were not born in the United States or in a country where English is the official language. Scores from the exam are valid two (2) years from the test date. Only TOEFL iBT scores received directly from ETS or the UCA Testing Center will be accepted as valid.

NOTE – TOEFL iTP (paper and pencil, institutional based) scores will not be accepted.

Applicants who are required to take the exam may register for it at www.uca.edu/testing. Once at this site, go to the TOEFL iBT link. Another site to register for the exam is www.ets.org/toefl/ibt/register.

The UCA Testing Center has limited dates available this spring semester. Applicants are encouraged to register early. If there is not availability at the UCA Testing Center, the website lists other testing centers in Arkansas. Currently there are at least 10 other sites. Registration at these sites can be made via either website.

The scores for the TOEFL iBT must be received in the UCA Department of Nursing by May 28, 2014, in order for the application to be considered on-time.

Compass Writing
- https://web.gsc.edu/fs/mhorton/isenglish/compasswriting.htm
- http://owl.english.purdue.edu/exercises

Compass Math
ABILITIES AND SKILLS FOR ADMISSION TO AND PROGRESSION WITHIN THE UNDERGRADUATE NURSING MAJOR

The professional nurse must possess the knowledge and ability to effectively assist his or her client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the client's responses to it.

A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include: observation; communication; motor ability; conceptualization, integration and quantification; and behavioral/social acceptability. Technological compensation can be made for some handicaps in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the curriculum:

1. Observation: The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. Communication: The candidate must be able to speak, to hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

3. Motor: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscles, movement, equilibrium, and functional use of the senses of touch and vision.

4. Intellectual-Conceptual, Interactive, and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidates should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures.

5. Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compression, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.
The Department of Nursing affirms that all students enrolled in the UCA nursing major must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice.


SCREENINGS FOR CLINICAL PLACEMENTS

To comply with requirements of many clinical facilities used by UCA, nursing students will be required to undergo various screenings prior to admission and clinical experiences. They include, but are not limited to criminal background, health screenings, and substance abuse.

Students are responsible for the cost of these screenings. Currently criminal background checks range up to $65; depending on the specific check required, substance abuse is approximately $60; and health screenings vary depending on the exam or vaccination.

Substance abuse screenings might be conducted prior to beginning practice in a clinical facility, for suspected cause, or random. Criminal background screenings are conducted on admission and as required by clinical facilities. The type of screening might vary based on clinical facility requirement. See “Information Concerning Persons Convicted of a Crime,” below for information relevant to licensure.

Health status checks include the ones noted in the section of this application packet pertaining to documentation after admission. Some health requirements, such as flu immunization, are required during the academic year. Other health requirements might be added based on requirements of clinical facilities.

Students who are not eligible to participate in clinical experiences based on the results of the screenings, will not be able to meet course objectives. Depending on the situation students might be dismissed or suspended from the program.

A condition of progression in the nursing major is the student’s compliance with these requirements.

INFORMATION CONCERNING PERSONS CONVICTED OF A CRIME

Per Arkansas law, persons convicted of a crime may not be eligible to take the examination required for licensure as a Registered Nurse (RN). For more information and a list of crimes, refer to http://www.arsbn.org and go to the Nurse Practice Act, chapter 3, section 17-87-312. See the department chairperson for more information.
END OF APPLICATION INFORMATION

To apply – complete and submit the following two pages of the application form.

Do not return the previous 9 pages of information.
Retain these for future reference.
UNIVERSITY OF CENTRAL ARKANSAS - BSN APPLICATION FOR ADMISSION

Submit between January 15 and March 1, 2014

DIRECTIONS: Carefully read and answer every question. Attach additional page(s) if required.

Name ____________________________

Last __________ First __________ Middle initial __________ (Maiden) __________

Current Mailing Address

Current Street Address ____________________________

Current City ____________________________ State __________ Zip __________

Mailing address after May 3, 2014: Your letter will be mailed to this address. See note below.

Mailing Address ____________________________

City ____________________________ State __________ Zip __________

E-mail address: ____________________________ Birth date __________

Telephone: ____________________________ Social Security Number __________

What is your first (native) language? English __________ Other(s), specify __________

In what country were you born? U.S. __________ Other, specify __________

In what country or countries did you have your educational experience prior to college/university?

U.S. __________ Others, specify __________

Are you currently enrolled at UCA? Yes ________ No ________ UCA I.D. # __________

If no, have you ever been enrolled at UCA? Yes ________ If yes, date(s): __________

List any other previous colleges or universities attended:

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Have you previously attended a nursing school, but not graduated? Yes ________ No ________

If yes, name of school: ____________________________ Date __________

NOTE: If answer is yes, submit Letter of Good Standing with application.

List all courses you are currently taking and the amount of course credit for each:

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*NOTE: It is the applicant's responsibility to notify the Department of Nursing of any changes in this address. The department is not responsible for incomplete or inaccurate addresses that may affect an applicant admission ranking.*
UNIVERSITY OF CENTRAL ARKANSAS
BSN APPLICATION FOR ADMISSION (con't.)

List all nursing major prerequisites which will NOT be completed by the end of the spring semester and when and where you plan to complete the prerequisites:

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I acknowledge that I have been informed that per state law, persons convicted of a crime may not be eligible to take the examination required for licensure as a Registered Nurse (RN).

I have been informed where I may obtain a list of the crimes and that I may see the Department of Nursing chairperson for more information. I know that a criminal background report(s) will be conducted on me while I am a student and that I will pay for my report(s). I know that criminal convictions might result in my dismissal from the program.

I have read and understand "Abilities and Skills for Admission to and Progression within the "Undergraduate Nursing Major". As far as I am aware, I possess the necessary skills and abilities described.

I acknowledge that I have read the "Screenings For Clinical Placement". I have been informed that a condition of enrollment is my agreement to adhere to the departments screening requirements.

I acknowledge that I have read the post-admission requirements.

By signing this form, I attest that the information I have provided is accurate and valid to the best of my knowledge and is my acknowledgement of the above statements.

Signature: ___________________________ Date: __________

All applicants are to return the completed two page application and the non-refundable $50.00 application fee (check or money order) payable to the UCA Department of Nursing. No cash accepted.

Paper transcripts from ALL colleges/universities other than UCA must be submitted directly to the Department of Nursing or application is incomplete.

Due MARCH 1

Electronic submissions are NOT accepted.

Send application to:
University of Central Arkansas
Department of Nursing, DHSC #114
201 S. Donaghey Avenue
Conway, AR  72035-0001