

ASSOCIATE OF SCIENCE NURSING (ASN)

DEPARTMENT OF HEALTH PROFESSIONS



APPLICATION PACKET FALL 2024 ADMISSION

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**It is to your benefit to read carefully & follow instructions precisely.
Incomplete application packets will be rejected.**



DEADLINES: Kaplan Exam Testing = March 14, 26 and 28, 2024
Application Submission = 1200 noon on Wednesday, April 17

ELIGIBILITY TO APPLY

- ▶ **GPA:** a minimum GPA of 2.75 in the most recent 60 college/university credits completed is required (all college/university coursework taken since high school is reviewed).
- ▶ **PREREQUISITES:** Successful completion of prerequisite courses per specifications listed on page 2. Note: you may submit an application in the semester you are completing the prerequisite courses.
- ▶ **CO-REQUISITES:** To be **SUCCESSFUL** in the nursing program, applicants are **STRONGLY encouraged to complete the co-requisite courses before entering the program.**
- ▶ **LPN APPLICANTS:** LPNs applying will need to meet individually with the Nursing Program Director to determine which of their practical nursing courses are equivalent to courses required for the ASN degree. Please contact Linda Barnes via email at Linda.Barnes@umontana.edu.

APPLICATION EVALUATION & CANDIDATE RANKING

Application evaluation and admission decisions are based on the following evaluation criteria:

1. Prerequisite course grades—approx. 30%;
2. Kaplan Nursing Entrance Examination score—approx. 32%;
3. Interview score—approx. 32%;
4. Hands-on healthcare experience— up to 4%; and
5. Remaining 2% is comprised of points for completion of corequisite courses by the end of the term in which the application is submitted.

CANDIDATE SELECTION PROCESS

Step 1. Applications will be carefully read and evaluated by the Application Review Committee. All applicants will be notified via email regarding their selection status as soon as possible after spring term grades are received. This process includes waiting for grades to post for applicants attending University of Montana campuses or other colleges/universities. We have no control over when grades post, but we will do our best to contact you in a timely manner.



***Please do not call or email us to check on your application status
– you will be apprised by email as soon as information is available.***

Step 2. The top-ranked candidates will receive an invitation to interview for a day/time in early June. All other applicants will be notified about their status. All invited candidates are required to participate in the interview to maintain consideration. Interview appointments will be scheduled once the Review Committee decides who will be interviewed.

Step 3. After interviews conclude, the Review Committee will make final selections about admission offers. All interviewed applicants will be notified by email with either an offer or a non-acceptance notice. The Committee's decision is final. The Committee reserves the right to decline any nursing program applicant based on the application packet and interview process.

PROGRAM PREREQUISITE & COREQUISITE COURSES

These courses fulfill both ASN and General Associate of Arts (AA) degree requirements.

PREREQUISITE COURSES	
Course / Title	Semester Credits
BIOH 201 & BIOH 202N* Human Anatomy and Physiology I with Lab (minimum grade of B)	4
BIOH 211 & BIOH 212N*, Human Anatomy & Physiology II with Lab (minimum grade of B)	4
CHMY 121* Introduction to General Chemistry	3-4
CHMY 122* Introduction to General Chemistry Lab	1
M 121 College Algebra OR one of the following: M 115 Linear & Probability M 140 College Math for Healthcare M 151 Pre-calculus M 162 Applied Calculus M 171 Calculus	Min. 3
WRIT 101 College Writing I (or English Composition)	3

COREQUISITE COURSES	
<p>Although the following courses are considered part of the RN Program scope/sequence,</p> <p>IT IS HIGHLY RECOMMENDED THAT APPLICANTS COMPLETE THESE COURSES PRIOR to entering the nursing program.</p> <p>Application bonus points are awarded for completion.</p>	
Course / Title	Semester Credits
BIOM 250* Microbiology in Health Sciences (minimum grade of C)	3
BIOM 251* Microbiology in Health Sciences Lab (minimum grade of C)	1
PSYX 100S Introduction to Psychology (minimum grade of C)	3-4
SOCI 101 Introduction to Sociology (minimum grade of C)	3

Requirements / Restrictions on Prereqs & Coreqs:



Course Age Limits, # of Course Attempts Allowed, & Minimum Grades

- ▶ **Science Courses:** *Completion of prerequisite and corequisite science courses within 5 years of application submission AND within a maximum of two attempts during a 5-year period. Grades of WP (withdrawal pass), WF (withdrawal fail), as well as CCR (complete credits), CR (credit/pass), and NCR (no credit/fail) count as attempts. The most recent grade earned is used to calculate the GPA of prerequisite courses.
- ▶ **All Other Prerequisite and Corequisite Courses** must be completed with a minimum grade of C and within 10 years of application submission AND within a maximum of two attempts within a 10-year period. Grades of WP and WF (withdrawal pass and withdrawal fail), as well as CCR (complete credits), CR (credit/pass), and NCR (no credit/fail) count as an attempt.
 - **Writing and Math prerequisite grades older than 10 years** may possibly be renewed for our application purposes by taking placement exams and scoring above our required course levels. If you are in this situation, please contact Linda.barnes@umontana.edu ASAP and certainly well before the application deadline.
 - **Placement Test Offerings:** the writing placement test is offered only intermittently though out a semester; the math placement test is offered continually.
- ▶ **Advanced Placement (AP) exam scores** without an assigned letter grade are attributed a grade of C.
- ▶ **College Level Entrance Program (CLEP) exam scores**, if passed, will be attributed a grade of C.

APPLICATION REQUIREMENT SUMMARY

1. Kaplan Nursing Entrance Exam: **March testing sessions & sign-up info on next page!**
2. Paper Transcripts: **From EVERY college attended; only unofficial required.**
3. Application Forms:
 - ▶ Demographic & contact information
 - ▶ Colleges/Universities Attended & Upcoming Courses
 - ▶ Verification of Healthcare Experience
 - ▶ Signed Acknowledgement of Requirements

APPLICATION - DETAILED INSTRUCTIONS & INFORMATION

1. Kaplan Exam

- ▶ **Exam Type:** Computer-based proctored exam
- ▶ **Exam Cost:** Free, if taken via one of our March testing sessions.
- ▶ **Score & Results:**
 - **Minimum Score:** 65%
 - **Test Results:** You will immediately be able to view your test results as well as test performance analysis. No need to print results for submission because we already have access to all result reports.
- ▶ **Exam Restrictions:**
 - **Test Age Restriction:** If you have taken a proctored Kaplan Entrance Exam within 12 months of the April 17th application deadline, you can choose to use those test results -- the results must be included in your application packet. For returning applicants, your score from our testing in spring 2023 is acceptable.
 - **Number of Attempts:** Only 1 attempt is allowed for this application period so you need to study in order to be prepared for the exam.
- ▶ **Accessibility Exam Accommodations: 1-week advance notice is needed**
Documented DSS Accommodations: Extended time and quiet space accommodations are honored. One (1) week advance notice is needed and must be accompanied by an official DSS letter. A separate test date-time will need to be arranged.
- ▶ **Exam Description:**

The Kaplan Entrance Exam is a pre-admission assessment that predicts a student's ability to succeed in nursing school. The exam is a web-based online, multiple-choice test that evaluates basic reading, writing, math, and science skills. The exam consists of 4 sections and a total of 91 nationally-normed questions. The required total testing time is 2 hours and 45 minutes. A short break is allowed with permission of the proctor to pause your exam. At the end of the exam, an overall score is provided as well as sub-scores for each of the following 5 categories.

 1. Reading (22 Questions; 45 min)
 2. Math (28 Questions; 45 min.)
 3. Writing (21 Questions; 45 min.)
 4. Science (20 Questions; 30 min.)
 5. Critical Thinking (imbedded within the other 4 portions of the exam)

See Sample of Questions on page 6.



(CONT) APPLICATION DETAILED INSTRUCTIONS & INFORMATION

1. Kaplan Exam (continued)



▶ Exam Length:

- ◆ about 15 minutes is needed for test activation;
- ◆ approximately 15 minutes for a 9-question tutorial, which we strongly suggest doing;
- ◆ 2.75 hours is the maximum time allowed for taking all 4 test modules; and
- ◆ about 10 minutes is allowed for a break as approved by the test proctor.

▶ Exam Preparation:

This prep information is provided as helpful guidance only; we do not endorse any particular study or preparation products. An Internet search for “Kaplan Nursing Entrance Exam” will provide many sources of prep materials and practice tests (both free & for sale).

◆ Tips for Passing Kaplan's Nursing School Entrance Exam



- Knowing what's on the exam is probably the most important step to passing the exam.
- Study the exam material; check if available in school resources/library.
- Take a prep course.
- Use flashcards.
- Find sample questions and/or practice tests online.
- See sample of questions on page 6.

▶ Exam Sessions & Sign-up Instructions:

Date	Day	Exam Start Time	Sign-up Deadline	Location
Mar. 14	Thurs.	10:00-1:30 (be seated no later than 9:45)	Tuesday, March 12 at 5:00 p.m.	Missoula College Level 2 - MC 227 computer lab
Mar. 26	Tues	10:00-1:30 (be seated no later than 9:45)	Friday, March 22 at 5:00 p.m.	
Mar. 28	Thurs.	11:00-2:30 (be seated no later than 10:45)	Tuesday, March 26 at 5:00 p.m.	Sign-up is by first-come, first-served.

How to Sign Up for an Exam Session:

- ◆ Note the exam sign-up deadline in chart above.
- ◆ Email Linda Barnes at linda.barnes@umontana.edu to request a testing session.
- ◆ Linda will email you to confirm your testing session date and time.
- ◆ Show up to the computer lab, Room 227 at Missoula College *before* your scheduled time.
- ◆ Bring photo proof of identification (Driver's License, Griz Card, etc)

NOTE: If you live outside of Missoula and cannot come to the college to test, or if you cannot make it to any of these sessions, please contact Linda Barnes linda.barnes@umontana.edu. You may be able to take your exam remotely through Examiity for a small fee.

Exams must be complete before 1200 noon on Wednesday, April 17, 2024

► Kaplan Exam -- Sample of Questions



Outline of the Admissions Test

The Admissions Test consists of 4 sections with a total of 91 questions. The total testing time is up to 165 minutes.

READING- 22 questions; time allotted- 45 minutes. Candidates read four passages and answer questions that measure the essential skills required for reading:

- Determining the logic of a passage
- Comprehending details
- Drawing basic inferences
- Identifying the purpose of a passage

MATH- 28 questions; time allotted- 45 minutes. The test measures the candidate's ability to apply mathematical principles in the following areas:

- Conversions
- Operations
- Ratios
- Word Problems

WRITING- 21 questions; time allotted- 45 minutes. Candidates read nine passages and answer questions that measure the essential skills required for writing:

- Assessing passage development
- Assessing paragraph logic
- Assessing mechanics of writing

SCIENCE- 20 questions; time allotted- 30 minutes. The test measures the candidate's knowledge of physiology in the following areas:

- Cardiovascular system
- Electrolytes
- Gastrointestinal system
- Immune system
- Neurology
- Renal system
- Hematological system
- Homeostasis
- Respiratory system
- Sensory system

2. Paper Transcripts:

An “unofficial” transcript is required from **EVERY** college or university you attended.

This is regardless of whether you submitted official transcripts to the Admissions Office –or– if your transfer courses show on another school’s transcripts.

Non-compliance risks disqualification.

3. Application Forms:

- Demographic & contact information
- Colleges/universities attended & upcoming courses
- Verification of Healthcare Experience -- up to 10% application bonus

If you have worked paid hours in the last 5 years as one of the following:

CNA (Certified Nursing Assistant), HCA (Health Care Assistant), or LPN (Licensed Practical Nurse), you may qualify for experience points up to 10% based on the number of documented hours. We may accept other hands-on healthcare experience, so you are welcome to complete and submit the form for consideration.

In order to take advantage of this bonus to your application score, you must:

- ***Complete the form.*** If your hours were completed with more than one organization, use a separate form for each organization.
- ***Enclose a copy of your most recent professional certification or license*** (current or expired) in your application submission packet.

- Signed Acknowledgement of Requirements

4. Application Deadline – 1200 noon on Wednesday, April 17, 2024

5. Application Submission:

- ▶ All application materials **must be submitted in a sealed 9x12-inch envelope** (NOT larger).
- ▶ All documents **must be submitted as single-sided printed pages** (NOT double-sided).
- ▶ Include name, full return mailing address, as well as “RN Program” in upper left corner

If submitting by mail:

Nursing Program
Missoula College - UM
1205 East Broadway
Missoula, MT 59802

If submitting in person:

Missoula College
Linda Barnes, Nursing Program Director
Office room 306
1205 East Broadway
Missoula, MT 59802

*Thank you for your interest in the Missoula College–UM Registered Nursing Program.
We look forward to receiving your application materials.*

SUPPLEMENTAL INFORMATION

Program, Degree, & RN Licensing Costs + Important Notes

The following items / expenditures are required once admitted to the RN program (costs listed are estimates accurate to the date of this application).

- ▶ **Software Modules:** A purchase of computer software nursing modules is required. The total cost of the modules is about \$700 and is broken into 4 semester payments.
- ▶ **Immunizations:** Depending on your insurance coverage, cost of clinical setting-required immunizations is approximately \$0 to \$300.
- ▶ **Criminal Background Check, Drug Screen and Vaccination uploads to Verified Credentials:**

We will provide you information prior to semester start on setting up an account in Verified Credentials for the background check, drug screen and other requirements; the cost is about \$150.
- ▶ **Uniforms / Medical Supplies / Textbooks:** Additional items are required before semester start or early in the semester (detailed list provided if admitted). Approximate cost is listed: scrubs & medical supplies about \$200; textbooks for the program \$850; and BLS certification course \$55.
- ▶ **Graduation Application Fee:** The university graduation application fee is \$42.

The following expenses pertain to earning RN licensure after graduating from the RN program (costs listed are accurate to the date of this application).

- ▶ NCLEX-RN Licensing Exam Fee: \$200
- ▶ Additional Requirements: Fingerprinting, etcetera.
- ▶ Successful completion of the Missoula College Registered Nursing Program and earning of an ASN degree does not guarantee you a Registered Nursing license.
- ▶ You cannot practice in the profession of nursing until you have successfully passed a National Certification Exam.
- ▶ Acceptance for taking National Certification Exams is approved or denied by the Montana State Board of Nursing on an individual basis. If you have a criminal conviction, you may be denied.

[Montana State Board of Nursing](http://www.nurse.mt.gov) (www.nurse.mt.gov)
301 South Park / PO Box 200513, Helena, MT 59620

APPLICATION COMPLETION CHECK LIST

- Application, page 9:** Demographic & Contact Information
- Application, page 10:** College/Universities Attended + In-progress & Upcoming Courses
- Application, page 11:** Verification of Healthcare Experience (additional forms can be used if necessary)
- Application, page 12:** Signed Acknowledgement of Program Requirements
- Paper Transcript(s):** Unofficial is fine; from EVERY college/university attended, including UM campuses
- Kaplan Test Results:** ONLY needed if you didn't take test through Missoula College Nursing Program
- Submission:** In 9x12 envelope, mailed or delivered in-person per page 7; received by noon Wed, Apr. 17

Nursing Application Form #1 – Fall 2024 Admission

(PRINT ONE-SIDED ONLY; 4 pages total)

This application must be legible and ALL pages submitted as single-sided.

PERSONAL INFORMATION

Full Legal Name

LAST

FIRST

MIDDLE

(Below – Enter Any Previous Legal Names(s))

LAST

FIRST

MIDDLE

◆ Last four (4) digits of Social Security Number _____

◆ UM/MC Student ID# 790- _____

◆ Veteran Status**: Non-veteran Veteran

** The requirement to provide priority of service to veterans applies to all programs that receive funding from the United States Department of Labor. "Veteran" is defined as a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Proof of service may be requested.

◆ Current Mailing Address (if not accurate through Dec. 2023, enter date address is valid through) _____

Street / Apt# / PO Box _____

City _____ State _____ Zip _____ Phone () _____ - _____

◆ Permanent Mailing Address (if same as above, check this box and skip to next item)

Street / Apt# / PO Box _____

City _____ State _____ Zip _____ Phone () _____ - _____

◆ Check the email address you prefer us to use for communication about your application.

◆ UM/MC Student Email Address _____

◆ Personal Email Address _____

(CONTINUED ON NEXT PAGE)

Nursing Application Form #2 – Fall 2024 Admission

ALL Colleges / Universities Attended

- ◆ **REQUIRED:** an UNofficial transcript from each college/university attended.
- ◆ LIST ALL colleges/universities you have ever attended, including town and state located.

College / University + City & State: _____

College / University + City & State: _____

College / University + City & State: _____

College / University + City & State: _____

In-Progress & Upcoming Courses

Only if they don't appear on your transcript(s)

(Example: TERM TAKING: Fall 2023 SUBJ: WRIT CRSE# 101)

SCHOOL _____	TERM TAKING _____	SUBJ _____	CRSE# _____
SCHOOL _____	TERM TAKING _____	SUBJ _____	CRSE# _____
SCHOOL _____	TERM TAKING _____	SUBJ _____	CRSE# _____
SCHOOL _____	TERM TAKING _____	SUBJ _____	CRSE# _____
SCHOOL _____	TERM TAKING _____	SUBJ _____	CRSE# _____
SCHOOL _____	TERM TAKING _____	SUBJ _____	CRSE# _____

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VERIFICATION OF HEALTHCARE EXPERIENCE

FOR ADMISSION TO THE ASSOCIATE OF SCIENCE (ASN) DEGREE PROGRAM

APPLICATION POINTS: For experience points to be added to your application score, you must thoroughly and legibly complete this form, and obtain appropriate signatures. Submit this form as part of your application packet.

IMPORTANT NOTE: Your Supervisor* needs to be a person who holds healthcare credentials and who is qualified to evaluate your clinical performance. Their verification is necessary to confirm that YOU comply with:

- ▶ Current licensure as an LPN/LVN –or– current or expired CNA/HCA certification;
- ▶ Employment in a setting that requires direct patient care; and
- ▶ Application points are awarded, starting at 250 hours with points increasing per number of hours documented. This is for paid employment within the past 5 years in an applicable practice setting per your credential.

APPLICANT INFORMATION Enter data electronically or PRINT CLEARLY; page must be legible AND single-side only.

Name _____ Email _____
 Address _____ Phone _____
Street or PO Box

City State Zip code

APPLICANT EXPERIENCE – hours must be documented below (PRINT CLEARLY)

Use additional forms if required hours of paid experience were performed for more than one supervisor or organization.

◆ Applicant Position Title _____ ◆ Organization Phone _____
 ◆ Name of Organization _____
 ◆ Organization Address _____
Mailing Address & Physical Address if different than Mailing Address

City State Zip code

◆ Your Supervisor's Name & Position Title: _____
 ◆ Supervisor's Email Address: _____
 ◆ Applicant Credential (attach applicable license/certif.): CNA/HCA LPN/LVN Other ▼ Total Hours (not per week)
 ▲ "Other" healthcare experience is considered on a case-by-case basis.
 ◆ Time Period (start & end dates) _____ # of Hours Worked _____
 Additional Time Period if needed _____ # of Hours Worked _____
 ◆ Detailed Description of Responsibilities, Specifically Direct Patient Care (use additional sheet if needed)

APPLICANT AGREEMENT: By my signature below, I acknowledge that at the date of this form the above information is correct regarding hours worked, time periods work was performed during, and the duties performed.

 Applicant Signature Date

SUPERVISOR AGREEMENT: By my signature below, I confirm the above-named applicant has completed the above listed hours of paid employment within 5 years prior to the date of this form. The information above accurately describes the experience of the applicant within this organization.

 Supervisor Signature + Title + Credentials Date

Nursing Application Form #4 – Fall 2024 Admission

Acknowledgment of Program Requirements

All nursing programs require a significant commitment of time and effort. Students must be dedicated and organized in order to successfully meet the rigorous program requirements in nursing lecture, laboratory, and clinical experiences.

The Missoula College Nursing Faculty are committed to assisting you to succeed. There is a working partnership between nursing students and their instructors for students to gain the knowledge and skills necessary to advance in the program and, ultimately, to become excellent and caring nurses. To achieve this, students must take responsibility for their own learning. This means, not only reading assigned material, but also contemplating it so that you are fully prepared to engage in class discussions and interactions.

Students must understand the expectations of the program:

- ▶ An expectation of a minimum of two hours of study per week for each credit enrolled. Most students spend more time than the minimal study expectation to be able to pass courses with a minimum B grade, and to fully comprehend the lecture material and gain the required skills.
- ▶ We understand the possible need to work to support yourself and/or a family. However, most students find it very difficult to work fulltime or even part-time and still succeed in their classes. Additionally, clinical experiences are scheduled when facilities have availability, and it is possible that changes can be made by them with short notice. Clinical hours may include long days, evenings, weekends, and night shifts. Students will be apprised of their clinical schedule each semester.
- ▶ Students are required to attend all lecture, lab and clinical courses. Missed courses may result in failure of courses and dismissal from the nursing program. Please do not make vacation plans that would affect attendance in class or clinical. In most cases, absences cannot be made up due to the amount of material and skills covered in lectures and labs, and the limited availability of clinical experiences.
- ▶ Students will find that the amount of material covered, and the pace of the program require more time and effort than in their experience with prior undergraduate courses so nursing students may not achieve the grades they have received in non-nursing courses. In the nursing program, students basically learn a “new language” and are exposed to complex and comprehensive nursing concepts that may require more effort and class interaction to truly comprehend and absorb. The primary focus in the nursing program is learning, comprehension, and ability to apply the concepts and skills required to deliver safe and competent patient care.
- ▶ You are expected to be prepared for every class, lab, and clinical experience. Extensive reading, pre-clinical preparation, and other assignments are required.
- ▶ The majority of the nursing program tests are modeled to be comparable to the nurse licensing exam. The tests are comprised of application, analysis, and synthesis type questions rather than simple knowledge and recall, therefore critical thinking is required to answer questions correctly.
- ▶ Students are provided learning and test-taking strategies to nurture the critical thinking skills required to be successful in the program, on the RN licensure exam, and as a lifelong learner, as well as a competent and continually advancing nurse.

I certify that all of the statements in my application document submissions are true and accurate to the best of my knowledge. I acknowledge that I have read and understand the above statements and if I am accepted into Missoula College’s ASN program, I agree to organize my time and personal commitments so that I can meet the demands and requirements necessary to succeed.

Applicant Printed Name

Applicant Signature

Date