SCHOOL OF NURSING

Bachelor of Science in Nursing Supplemental Nursing Application Instructions and Resources

Introduction

- Thank you for your interest in the Sac State BSN program!
- We hope you are successful in gaining admission to the Sac State Traditional BSN program or to one of the over 140 **nursing programs** in California!
- Please read the following instructions **to the very end**!
- The 20 minutes spent here will help ensure your application is submitted correctly!
- We do not use NursingCAS

Deadlines

- Fall - March 1, 11:59 p.m., Pacific Standard Time.
- Spring – October 1, 11:59 p.m., Pacific Standard Time.
- **Applications submitted after the deadline will not be considered**.

GPA, TEAS & Total Points

Criteria	Minimum to Apply	Points	Guidelines
Science GPA	▪ 3.000	▪ None, eligibility only	See **Prerequisite Requirements** guide for criteria guidelines.
Nursing GPA	▪ 3.300[1] (Average 3.905)	▪ None, eligibility only	
"Adjusted" Nursing GPA	▪ 3.300[2] (Average 3.997)	▪ Maximum 40 points	
ATI Test of Essential Academic Skills (TEAS)	▪ 75.0%[3] (Average 93.18%)	▪ Maximum 30 points	
Optional Criteria	▪ Optional, not required	▪ Maximum 18 points	
Total Admission Points	▪ 60[4]	▪ Maximum 88 points	

[1] *Spring 2024 Average "Non-Adjusted" Nursing GPA of selected students 3.905 (range 3.55 - 4.0)*
[2] *Spring 2024 Average "Adjusted" Nursing GPA of selected students 3.997 (range 3.879 - 4.0)*
[3] *Spring 2024 Average TEAS score of selected students 93.18% (range 87.3%- 98.7%)*
[4] *Spring 2024 Point Cut off = 71*

Selection Criteria

- Candidates are selected based on the rank order of total points earned.
- A maximum of **88 points** are possible.
- **A minimum of 60 points is required to apply**. If you do not make the minimum 60 points, you will not be able to submit an application, even if you meet all other minimum criteria.
- Points Assignments – For your reference to see where all your points are coming from
  - TEAS = up to 30 points (Average TEAS points is 22)
  - "Adjusted" Nursing GPA = up to 40 points (Average GPA points is 40)
  - Optional Criteria = up to 18 points (Average Optional Criteria point is 13)

Applied Previously

- **Applied Spring 2018 and after** – No worries! You need to submit a new application and $35 BSN Non-Refundable Evaluation fee, but you do **not** need to resubmit any documentation we already have on file *(transcripts, TEAS results, or Optional Criteria documentation)*. If you had courses in progress during the last application cycle, it is your responsibility to ensure current transcripts are on file with the University.
- **Applied Prior to Spring 2018** - We regret, since we have moved to an online platform, you will need to resubmit all optional criteria documentation.
- If you have any questions or concerns, please feel free to email Heidi Travis at **heidi.travis@csus.edu** with APP in caps in the subject line.

Same Point Total Tiebreakers

- "Non-Adjusted" Nursing GPA *(no courses omitted)*.
- If needed, fewest prerequisite/corequisite course repeats.
- If needed, TEAS score.
- If needed, military service.

Plus & Minus Grades

- Pluses and minuses are not included in any of the Nursing GPA calculations.
- For example, a B- or B+ is calculated as a B grade.

Grades & Standard Units

- All science courses are calculated as 4 units; Even if you had a 5 unit Science Course it is still calculated as 4 units *(Anatomy or A&P I, Physiology or A&P II, Chemistry, and Microbiology)*:
  - Separate lab – 3 units/1 unit lab (Only if you have a separate lab grade)
  - A&P 3 course series – 2.666 for each course
- All other courses are calculated as 3 units.
- Life Span Human Development:
  - 1 course - 3.0 units
  - 2 course series – 1.5 units for each course
  - 3 course series – 1 unit for each course
- **Credit/Pass** – Select **CR/P** under "Grade" column, still enter units. *(For credit/pass grades from Spring 2020-Spring 2021*
- **AP/IB Credit** – Select **AP/IB Credit** under "Grade" column, do not enter any units. For institution list your high school.
- **In Progress** – Select **In Progress** under "Grade" column, do not enter any units
  No worries if you enter units in error, the system will automatically omit!
- **Omit** – Enter grade for all courses completed to date, then use omit button on far right

to indicate courses you wish to omit from your **Adjusted Nursing GPA** (maximum 2).

- Please refer to the **Prerequisite Requirements** document for **Adjusted Nursing GPA** guidelines.
- When you press **Calculate** the application platform will calculate your Science, Nursing, and Adjusted Nursing GPAs and Total Points.

TEAS

- Deadline – March 1 for fall, October 1 for spring.
- *Important TEAS information: The last day we will accept online proctored TEAS exams will be August 1, 2023. After this date Sacramento State School of Nursing will only accept in person proctored TEAS exams unless taken prior to August 1, 2023.ny version is acceptable (1.0 – 7.0 or future version).*
- **TEAS tests completed after the deadline will not be considered—no exceptions.**
- TEAS transcript deadline:
  - **TEAS completed at Sac State**: TEAS scores are automatically submitted to the School of Nursing—no additional documentation required.
  - **TEAS completed at another location**: You must complete the assessment by March 1 for fall, October 1 for spring. **If your official TEAS Transcript is not purchased and sent to CSU Sacramento your application will not be considered**.
  - There are two options on the ATI website to send your TEAS transcripts; either one of these options will work
    - CA State Sacramento
    - CA State Sacramento TEAS
- Maximum 30 points.
- Three attempts allowed, any version (1.0 – 7.0).
- Average TEAS score for students selected for admission Spring 2024 was 93.18%
- The TEAS score range for students selected for admission Spring 2024 was 87.3% – 98.7%.
- Minimum score 75.0%.
- Please refer to the **Prerequisite Requirements** guide for more detailed information.

Transcripts (Contact University for all transcript questions, besides TEAS transcripts)

- **Do not submit** any transcripts to the School of Nursing—send all transcripts, including high school transcripts for any Optional Criteria categories, to the University.
- Please review the University **Transcript** guidelines for detailed transcript submission instructions.
- Transfer credit for one college included on another college transcript is **not** acceptable.
- **Sac State** – No need to submit transcripts for Sac State course work—we have access to your transcripts!
- Official transcripts from **all** colleges you previously and currently are attending with Summer/Spring/Fall grades in progress must be submitted to the University. Please contact admissions with any Transcript deadline questions **not the School of Nursing**
- Official test score credits (e.g. AP and IB) are considered transcripts—send to the University.
- **Active/Continuing Sac State Students** - Current transcripts for all colleges attended must be available in your Student Center no later than October 15 for spring, March 15 for fall. **Failure to meet the transcript deadline may result in your application being withdrawn from consideration**
- **Active/Continuing Sac State Students** - Official transcripts are only retrieved electronically from a select group of community colleges when you apply to the University. For a list of the colleges select **Transcripts** tab. If you completed course work after admission to Sac State, check your **My Sac State+**, Student Center, Transfer Credit records to ensure all course work completed is displaying. If not, submit current, official transcripts to the University.
- Transcripts (besides TEAS transcripts) are handled through the Univeristy and not the School of

Nursing. Please contact Admissions and Records with any transcript questions.

Optional Criteria & Miscellaneous Documentation

- Do not submit any transcripts to the **Nursing Document Submission** site—submit all transcripts, including high school transcripts for any **Optional Criteria** categories to the University *(see Transcript section above for submission instructions)*.
- Click **here** to upload any Optional Criteria & miscellaneous documentation.
- You will be prompted to sign in with your Saclink Username & Password.
- Choose the type of document from the drop-down menu.
- Please be sure to upload documents to the correct category. If you make a mistake, please upload again to correct category—no worries if a document is uploaded twice!
- If you have several pages **for the same category**, you may scan and upload as one document—no need to upload one page at a time!
- If you have any difficulty uploading a document, review the **Upload Requirements** at the top of the **Nursing Document Submission** site.
- You may upload documents after you submit your application, just do not miss the March 1 for fall, October 1 for spring deadline. **Documentation uploaded after deadline will not be considered**.
- **Please refer to the Optional Criteria Documentation for further information on each criteria and how to receive points.**
- **First Generation College Student -** Neither parent/guardian has an associate or higher degree awarded by a U.S. or foreign college at the time of application.
  - During the application process, information provided is verified for points to be awarded. No exceptions will be made, including the requirement that the declaration is at the time of application.
- **Bilingual Proficiency Information –** Please look over the link below, which provides you information about submitting your Bilingual Proficiency form. Please also reference our Optional Criteria Documentation as well.
  - **https://www.csus.edu/college/health-human-services/nursing/traditional.html**

Prior "Clinical" Nursing Program

- Per School of Nursing policy, candidates who were not in "good" standing at the time of withdrawal are not eligible to apply to any program in the Sac State, School of Nursing for a period of 5 calendar years.
- If you withdrew from a nursing program within the last 5 years please have the Director of your prior nursing program email a letter directly to Heidi Travis (Heidi.travis@csus.edu) stating you were in "good standing" at the time of withdrawal.
- If we do not receive the "good standing" letter directly from your director your application will not be considered. Please note; we will not accept letters uploaded or emailed from the student.

Submitting Your Application

- **IMPORTANT!** Do **not** pay the evaluation fee until **after** you submit your application. The fee is not refundable. If you are ineligible for any reason, instructions will appear after you click "Submit" button at the end of the application.
- Deadline - March 1 for fall, October 1 for spring.
- **Applications submitted after deadline will not be considered.**
- It is your responsibility to submit all required documentation—due to the volume of applications received, **you will NOT be notified if you are missing any documentation.**
- We regret there is no option to save your application and return later to submit or view. We recommend you print a copy for your records prior to submission.
- If you change any Prerequisite/Corequisite course entries, optional criteria or TEAS score be sure to select **Calculate** button again!
- Check EVERYTHING carefully before you click SUBMIT!
- Immediately after clicking **SUBMIT** the page will display, "**Your application was submitted successfully**"—please print/save for your records. A submission receipt will also be emailed to the address provided with your application.

- Do not be alarmed if you log on to view your application and it is blank! Once submitted a new blank application will appear.
- If you discover you made a mistake on your application, please feel free to submit it again! We will automatically use your most recent submission. If you already paid the Non-Refundable Evaluation fee, no need to pay again!
- **Email**: The application will autofill your email with your Sac State email. This is the email we will be using to provide your admissions decisions to and all other communication. If you would like to uses a different email, please make sure to change it on your application.

BSN Non-Refundable Evaluation Fee $35

- **IMPORTANT!** Do **not** pay the evaluation fee until **after** you submit your application. The fee is not refundable. If you are ineligible for any reason, instructions will appear after you click "Submit" button at the end of the application.
- Deadline – March 1 for fall, October 1 for spring.
- **Your application will not be considered if the fee is not paid—or paid after the deadline**.
- It is your responsibility to verify the fee is deducted from your account.
- We regret we do not offer a waiver for the evaluation fee.
- You do **not** need to submit a payment receipt with your application—payment information is provided to the School of Nursing by report.
- [Click here to submit](#) BSN Non-Refundable Evaluation Fee.

Admission Decisions

- Selected, alternate, and ineligible admission decisions will be emailed late April for fall, late November for spring—just before the start of registration.
- All correspondence, including your admission decision, will be emailed to the address provided with your Supplemental Nursing Application.
- If you have not received your admission decision by your registration date, register for the courses you would take if you were not selected to the Nursing program—**do NOT miss your opportunity to register for courses**!
- We admit from the alternate list until the week before the School of Nursing's Mandatory New Student Orientation.
- The last alternate selected Fall 2023 = 21
- The last alternate selected Spring 2024 = 16

Residence Status

- California residency is required to apply to the "clinical" Traditional BSN program.
- There is an exception for Deferred Action for Childhood Arrivals (DACA) and AB 540 students, and students with an approved military fee waiver.
- For additional information, please contact the Residency Screening Office at caresidency@csus.edu

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

- You may apply to the BSN program without a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN); however, a SSN/ITIN is required by the California Board of Registered Nursing (BRN) for RN licensure, **https://www.rn.ca.gov/applicants/lic-exam.shtml**.

Need Help?

- Please review the following instructions & resources **one more time**!
- Use the Application Check List to make sure you completed everything successfully.
- Attend Application Workshop for in person help on filling out your application.
- Chat with us if you have any specific questions on our new *Chat With Us* forum, located on the Informational Group Sessions - Live Chat .
- If you still have questions, please email Heidi Travis at **heidi.travis@csus.edu** with APP in caps in the subject line. If you emailed us earlier, please resend to Heidi with APP in caps in the subject line. Our priority during September and February is admissions advising!

7/11/2024