TRADITIONAL BSN APPLICATION CHECKLIST
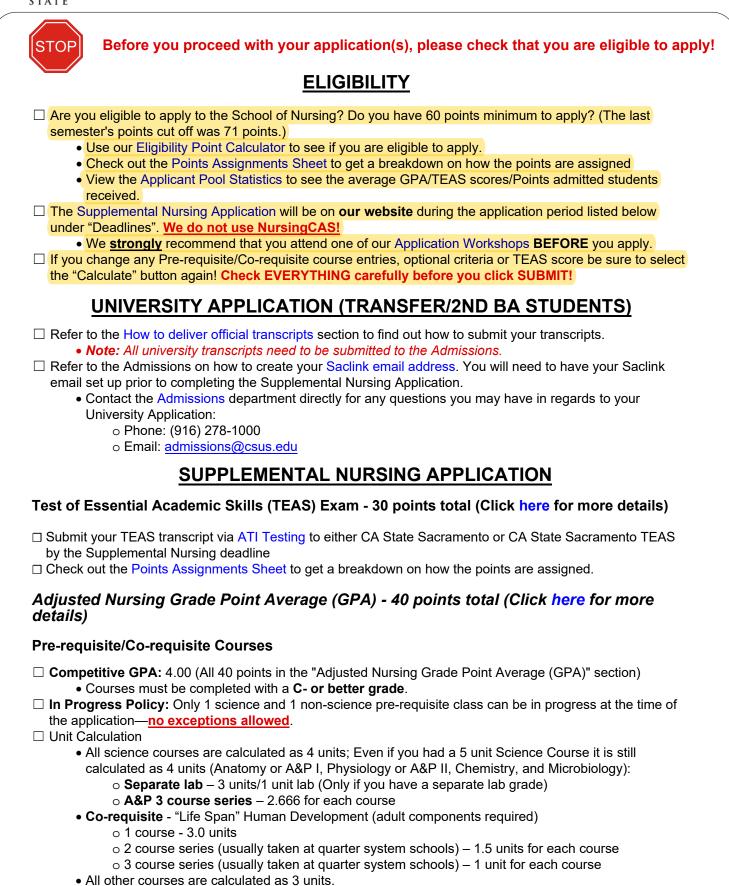
To apply to the Sacramento State School of Nursing, you will need to complete the following:

STOP **Before you proceed with your application(s), please check that you are eligible to apply!**

ELIGIBILITY

☐ Are you eligible to apply to the School of Nursing? Do you have 60 points minimum to apply? (The last semester's points cut off was 71 points.)
- Use our Eligibility Point Calculator to see if you are eligible to apply.
- Check out the Points Assignments Sheet to get a breakdown on how the points are assigned
- View the Applicant Pool Statistics to see the average GPA/TEAS scores/Points admitted students received.

☐ The Supplemental Nursing Application will be on **our website** during the application period listed below under "Deadlines". **We do not use NursingCAS!**
- We **strongly** recommend that you attend one of our Application Workshops **BEFORE** you apply.

☐ If you change any Pre-requisite/Co-requisite course entries, optional criteria or TEAS score be sure to select the "Calculate" button again! **Check EVERYTHING carefully before you click SUBMIT!**

UNIVERSITY APPLICATION (TRANSFER/2ND BA STUDENTS)

☐ Refer to the How to deliver official transcripts section to find out how to submit your transcripts.
- *Note: All university transcripts need to be submitted to the Admissions.*

☐ Refer to the Admissions on how to create your Saclink email address. You will need to have your Saclink email set up prior to completing the Supplemental Nursing Application.
- Contact the Admissions department directly for any questions you may have in regards to your University Application:
    - Phone: (916) 278-1000
    - Email: admissions@csus.edu

SUPPLEMENTAL NURSING APPLICATION

Test of Essential Academic Skills (TEAS) Exam - 30 points total (Click here for more details)

☐ Submit your TEAS transcript via ATI Testing to either CA State Sacramento or CA State Sacramento TEAS by the Supplemental Nursing deadline

☐ Check out the Points Assignments Sheet to get a breakdown on how the points are assigned.

Adjusted Nursing Grade Point Average (GPA) - 40 points total (Click here for more details)

Pre-requisite/Co-requisite Courses

☐ **Competitive GPA:** 4.00 (All 40 points in the "Adjusted Nursing Grade Point Average (GPA)" section)
- Courses must be completed with a **C- or better grade**.

☐ **In Progress Policy:** Only 1 science and 1 non-science pre-requisite class can be in progress at the time of the application—**no exceptions allowed**.

☐ Unit Calculation
- 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
- **Co-requisite** - "Life Span" Human Development (adult components required)
    - 1 course - 3.0 units
    - 2 course series (usually taken at quarter system schools) – 1.5 units for each course
    - 3 course series (usually taken at quarter system schools) – 1 unit for each course
- All other courses are calculated as 3 units.

☐ Check out the Points Assignments Sheet to get a detailed breakdown on how the points are assigned.

SUPPLEMENTAL NURSING APPLICATION (CONT.)

Optional Criteria - 18 points total (Click here for more details)

- ***Note:*** *This section is optional and not required. All Optional Criteria needs to be submitted by the Supplemental Nursing Application deadline*

Health Related Work Experience (1-3 points)

☐ **Required Documentation:** Health Related Work Experience Form, Agency documentation, or Copy of LVN, CNA, EMT license (No work experience needed outside of licensing hours)
   - **Note:** Hours may be combined from multiple locations. Agency documentation must include: your name, brief description of duties, total hours completed, and agency representative signature.
☐ **Submit To:** Upload and submit documentation here.

Bilingual Language Proficiency (3 points)

☐ Made appointment with an approved evaluator for language proficiency testing.
☐ **Required Documentation:** Completed Nursing Proficiency Testing Form
☐ **Submit To:**
   - **Step 1:** Email the original completed form to the Department of World Languages & Literatures.
      - **Note:** Points will not be awarded unless the original form is on file with the Department of World Languages & Literatures by the Supplemental Nursing Application deadline.
   - **Step 2:** Upload the completed form here when you submit your Supplemental Nursing Application.
   - **Step 3:** You'll usually receive an Approved Email from the Department Of World Languages & Literatures during the application period.
☐ Contact the Department Of World Languages & Literatures for any questions you may have about the language proficiency testing
      - Email: wll@csus.edu

First Generation College Student (4 points)

☐ 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
   - **Required Documentation:** Attestation included in online application; No additional documentation required

Environmental Background (4 points; only check one box)

☐ Local High School (4 points)
   - Submitted Official High School Transcript to the university
☐ Local Transfer Student (4 points)
   - These points are awarded to students who have earned the majority of their transfer credits locally (local community college).
   - Submitted Official College Transcripts from all colleges attended to the university.
☐ Sacramento State Student (2 points)
   - Partial points will be awarded for those who completed the majority of their prerequisites at Sac State (No documentation required)
   - Second Bachelor Students – Can only earn these points if they went to a local High School defined by the University or if their first Bachelors was from Sac State, then they will receive partial points.

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SUPPLEMENTAL NURSING APPLICATION (CONT.)

No Courses Omitted from Adjusted Nursing GPA (2 points)

☐ Candidates may earn 2 points if no courses are omitted from their "Adjusted" Nursing GPA.
☐ Must have more than 8 grades to calculate in "Adjusted" Nursing GPA to earn 2 points.
  • **Required Documentation:** No additional documentation required

No Repeated Courses Included in Pre-requisite/Co-requisite Course GPA (2 points)

☐ Candidates may earn 2 points if the courses included on their supplemental nursing application are all first attempts.
☐ The seven-year rule **does not** apply – courses over 7 years old are considered.
  • **Required Documentation:** No additional documentation required

Supplemental Nursing Application Fee

☐ Paid the $35 BSN Non-Refundable Evaluation Fee **AFTER** submitting your Supplemental Nursing Application.

Checklist

☐ Attached the completed checklist to my application.

School of Nursing Contact Info

• Contact the School of Nursing directly regarding any questions you may have **BEFORE** submitting your Supplemental Nursing Application:
  o Call: (916) 278-4106
  o Email: rntobsn@csus.edu
  o Chat w/ Us!
• Contact our Traditional BSN Coordinator Heidi Travis with any questions about or changes to your application
  o Email subject line must be "**APP**"

By signing below, I hereby acknowledge that I have completely read and fully understand the Sacramento State School of Nursing application process.

 Date:

Print Name:

 Signature: