



SCHOOL OF NURSING

**Bachelor of Science in Nursing
Supplemental Nursing Application
Instructions, Resources & FAQs**

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!
- Questions? Please see last page for **Prerequisite Requirements, Resources & FAQ** guides.

Need Help?

- Please review the following instructions, resources, and FAQs **one more time!**
- 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!

Deadlines

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

GPA, TEAS & Total Points

Criteria	Minimum to Apply	Points	Guidelines & FAQs
Science GPA	▪ 3.000	▪ None, eligibility only	See Prerequisite Requirements guide for criteria guidelines and detailed FAQs
Nursing GPA	▪ 3.300 ¹	▪ None, eligibility only	
“Adjusted” Nursing GPA	▪ No minimum ²	▪ Maximum 40 points	
ATI Test of Essential Academic Skills (TEAS)	▪ 75.0% ³	▪ Maximum 30 points	
Optional Criteria	▪ Optional, not required	▪ Maximum 18 points	
Total Admission Points	▪ 60	▪ Maximum 88 points	
¹ Fall 2018 Average “Non-Adjusted” Nursing GPA of selected students 3.928 (range 3.700 - 4.0) ² Fall 2018 Average “Adjusted” Nursing GPA of selected students 3.998 (range 3.875 - 4.0) ³ Fall 2018 Average TEAS score of selected students 91.4% (range 84.0% - 98.7%) Applicant Pool Statistics			

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.

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 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 [FAQs](#)

- All science courses are calculated as 4 units (*Anatomy or A&P I, Physiology or A&P II, Chemistry, and Microbiology*):
 - Separate lab – 3 units/1 unit lab
 - 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
- **AP/IB Credit** – Select **AP/IB Credit** under Grade column, do not enter any units
- **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 in 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.*
- **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*, but you have until March 15 for fall, October 15 for spring* to submit your official TEAS transcript. **If your official TEAS [Transcript](#) is not purchased and sent to CA State Sacramento by the transcript deadline, your application will not be considered.**
- Maximum 30 points.
- Three attempts allowed, any version (1.0 – 6.0).
- Minimum score 75.0%.
- The TEAS score range for students selected for admission Fall 2018 was 84.0% –98.7%.
- Please refer to the [Prerequisite Requirements](#) guide for more detailed information.

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 Spring/Summer/Fall 2018 grades and any Spring 2019 courses in progress must be submitted to the University by **February 8, 2019**.
- Official test score credits (e.g. AP and IB) are considered transcripts—send to the University.
- **New University Applicants** - Failure to meet the **February 8, 2019** transcript deadline may result in your application being withdrawn from consideration.
- **Active/Continuing Sac State Students** - Current transcripts for all colleges attended must be available in your Student Center no later than March 15 for fall, October 15 for spring.* **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.

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.
- We regret the staff are not allowed to scan documents for students. There is a copy machine in Folsom Hall—[OneCard](#) campus ID with Hornet Bucks required!
- 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.**

Prior “Clinical” Nursing Program *(LVN, LPN, RN, or higher nursing degree)*

- 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 5 calendar year preceding the start of instruction, please include a letter from the Director of your prior nursing program stating you were in "good standing" at the time of withdrawal.
- Please [Upload](#) a copy of the letter as **Correspondence** to the Nursing Document Submission site.

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>.

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, 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!

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.

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 all summer through the first few days of instruction.
- The last alternate selected Fall 2018 - 24, Fall 2017 – 43, Fall 2016 – 33, Fall 2015 – 26.
- The last alternate selected Spring 2019 – 18, Spring 2018 – 15, Spring 2017 – 18, Spring 2016 – 21.

Resources & FAQs

Prerequisite Requirements Guide	Additional Guides
Prerequisite Requirements:	Additional Guides:
▪ University Admission	▪ Fall 2018 Selection Criteria Changes
▪ California Residency	▪ Application Timeline (<i>I Want to Apply</i>)
▪ Prerequisite Courses	▪ Selection Criteria – Point Assignments
▪ Corequisite Courses	▪ Applicant Pool Statistics
▪ ATI Test of Essential Academic Skills (TEAS)	▪ TEAS Testing
▪ Science GPA	▪ Optional Criteria
▪ Nursing GPA	▪ Health Related Work Experience Form
▪ “Adjusted” Nursing GPA	▪ Fees & Additional Expenses
▪ Minimum Admission Point Total	▪ Curriculum & Expectations
▪	▪ Second Bachelor FAQs
FAQs	
▪ Science GPA	▪ Standard Units
▪ Nursing GPA	▪ Repeat Policy
▪ “Adjusted” Nursing GPA	▪ Minimum Admission Point Total

**If deadline falls on a weekend or holiday, the deadline will be extended to the next business day.*