

**Frequently Asked Questions:
UGF RN-BSN Completion Program
2017 Application: May 1, 2016 – May 1, 2017**

I. Who is eligible for this program?

- A. Employed at a Providence St. Joseph Health or Partners for 2 consecutive years as a Registered Nurse (RN). LPN and CNA experience is not eligible.
- B. Providence St. Joseph Health RNs must be employed in a benefitted position (0.6 FTE = 24 hours/week) at the time they submit their UGF application (per diem employees are not eligible for this program). RN must have already worked full-time for 2 consecutive years before moving to part-time.
- C. To remain eligible for this program, RNs must remain in a benefitted position throughout the program.
- D. Graduate of an Associate Degree program in Nursing (or diploma program).
- E. Active and unencumbered RN license.
- F. RN is in good standing at their facility (RN is currently not on a performance plan or has been on a plan for the last 12 months).
- G. RN is not on an active medical leave.
- H. Submit all required application documents to NursingCAS by May 1, 2017.
- I. RNs must **have completed** all the required pre-requisite courses (Nutrition (3 credits), Microbiology (4 credits) & Anatomy and Physiology (4 credits)) at time of application.
- J. Registered Nurses must have **10 or less outstanding core class credits** to complete at time of application.

II. What is the student's financial commitment?

- A. Students pay a \$750 co-pay per academic semester. This charge of \$750 includes the purchase of a UGF laptop. **For the summer 2017 cohort, personal laptops for the UGF RN-BSN program will not be allowed.** There are 5 semesters - beginning in Summer 2017 and extending to December 2018.
- B. Students must attend the entire 2 week summer orientation at the University of Great Falls. Students are responsible for obtaining time off of work and using accrued vacation time or time off without pay. Students are responsible for transportation costs to and from the university, and books. Providence St. Joseph Health covers room and board and other orientation costs. Students must stay in university housing.
- C. Ministries may offer tuition assistance reimbursements that cover some of the financial commitments. Students are responsible for contacting human resources representative to request their assistance information.
- D. Some students are also eligible for federal financial aid. Students are responsible for contacting the university to understand those requirements.

III. How do I apply to the program?

- A. Create an account on NursingCAS at www.nursingcas.org
- B. Complete all four sections of the application. The sections will turn green once completed. Do not submit your application prior to the sections turning green.
- C. Follow the instructions on how to request a letter of recommendation. You will need only one letter of recommendation from your direct manager. No other letters of recommendation will be accepted.
- D. Contact all previous colleges you have attended to have your official transcripts sent to NursingCAS.
- E. Each applicant will need to pay a \$45 application fee in order to submit your application.

- IV. What is NursingCAS and why is the University of Great Falls using NursingCAS?**
- NursingCAS is a national centralized application service that provides prospective students the opportunity to apply to nursing schools nationwide using one, online platform. Student documents and transcripts are maintained by the one database.
 - The university is choosing to use NursingCAS to provide one on-line process for all of its RN-BSN students.
- V. How do I know if I qualify to apply to the program?**
- Students can email unofficial transcripts to Mallory Morse at rn2bsn@ugf.edu for an immediate review.
- VI. What if I am currently completing core courses– can I still apply to the 2017 program?**
- You can begin your NursingCAS application during your summer or fall course. Please submit your official transcripts as soon as possible for all courses. You can submit transcripts for your in progress courses to NursingCAS now.
 - To finish your NursingCAS application, you will need to submit official transcripts to directly to UGF to show completion of your in progress courses if you are not completing the course(s) at UGF.
- VII. What if my two full-time years with Providence St. Joseph Health occurs during the application period?**
- You will be able to apply as soon as you reach two years with Providence St. Joseph Health if it falls during the application period.
- VIII. What are some other considerations a student needs to think about before applying to the program?**
- Upon graduation, students must commit to work for Providence Health and Services for the equivalent of two years of full-time nursing as a BSN or three years part-time (0.6 FTE) as a BSN.
 - Students must attend class and complete their assignments on their own time. This is not paid time by Providence.
 - Students and alumni must serve as a steward and role model of excellence in baccalaureate nursing practice.
 - Students and alumni may be asked to mentor a future student of the program, participate in student committees, and participate in surveys or other data collection activities that support the improvement of the program.
- IX. Can I potentially lose my Providence St. Joseph Health scholarship?**
- Scholarship termination – may include but is not limited to:
- Accumulation of more than one incomplete for any single semester or not resolving an incomplete by the end of the following semester.
 - Failing to maintain a Nursing Program GPA of 3.0.
 - Failing to maintain employment in a benefit-eligible position with Providence St. Joseph Health as defined as 0.6 FTE or greater (minimum 24 hours/week).
 - Losing the ability to practice as a RN.
 - Engaging in unprofessional behavior as a student of the nursing program.
 - Being placed on a disciplinary action plan or being terminated by Providence St. Joseph Health.
 - If a nursing student withdraws from a course(s) after the date in which tuition is nonrefundable, the student will be responsible for paying for the semester in which they return to the program. Scholarship funds cannot be used to repeat any given semester due to a withdrawal.
 - If a student fails a class, the student is responsible for paying for the repeated course. Scholarship funds cannot be used to repeat a failed course.