



University of Great Falls

RN to BSN Application and Information Packet

2017 RN to BSN Degree Completion Program

Program start: Summer 2017

Application Period:

May 1, 2016 - May 1, 2017

University of Great Falls Admissions Office
RN to BSN Program
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www.ugf.edu/greatnurses

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Program Information

Accreditation

The RN-BSN completion program at the University of Great Falls is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Academic Information

The Bachelor of Science in Nursing degree completion program is offered to licensed, practicing Registered Nurses in the Providence St. Joseph Health and Partners system.

The program is a unique five semester program:

- Includes a two-week session at the UGF Campus in Great Falls, Montana, for the first summer of the program. Students complete two academic courses over 11 days.
- Additional semesters are taught via distance learning using a program provided laptop and Microsoft Lync®. **No personal laptops will be allowed to be used for the program.**
- This program uses a cohort model, allowing the students to move through each class with the same group of students each semester.

Caregivers of Providence St. Joseph Health receive scholarship support through Providence.

Additional information about the program can be found at www.ugf.edu/greatnurses.

Admission Requirements

The University of Great Falls RN to BSN Degree Completion Program is a highly competitive program offered to licensed, practicing Registered Nurses in the Providence St. Joseph Health and Partners system.

The follow items must be met to be eligible for the program:

- Graduate of an Associate Degree program in Nursing (or diploma program)
- Active and unencumbered RN license
- Employed for 2 years of continuous full-time experience as a Registered Nurse (RN) at a Providence St. Joseph Health and Partners. LPN or CNA experience is ineligible.
- At time of application, RN must be in a benefited position and working either part-time or full-time (minimum 0.6 FTE = 24 hours/week or greater). Per diem employees are not eligible to apply for this program. RN must have already worked full-time for 2 consecutive years before moving to part-time.
- RN is in good standing (you are currently not on an action or performance plan nor have been on an action plan for the previous 12 months).
 - Providence St. Joseph Health and Partners hire date on or before May 1, 2015
- RN is currently not on a medical leave.
- Employees must submit all required documents as per application instructions by May 1, 2017
 - **Application documents are submitted on-line via NursingCAS.** These documents include a typed written essay, 1 letter of recommendation from your manager, and official school transcripts.
 - Current Application Instructions and Deadlines can be found at www.ugf.edu/greatnurses

*Note: Additional information regarding your readiness for the program can be found on the Readiness Profile located at www.ugf.edu/greatnurses

This is a competitive program, not all candidates that meet eligibility requirements will be accepted. The University will review and rank each applicant based on a number of criteria. Although there are many criteria to judge an application, three important criteria include:

1. A Personal Essay answering the questions:
 - A. Please share with us (in two paragraphs) why you are choosing to return to school.
 - B. Please share with us (in two paragraphs) why you are choosing to apply to the UGF RN-BSN program.
2. Completion of program pre-requisite coursework with a C grade or better at time of application:

UGF RN-BSN Completion Program

- Program pre-requisites: Anatomy & Physiology (4 credits), Microbiology (4 credits), and Nutrition (3 credits)
- 3. Applicants must have 10 or less outstanding core class credits to complete at time of application.

*Note: information regarding completion of program pre-requisite and core coursework can be found on the Self-Evaluation Worksheet.

Application Steps

All materials must be submitted between 5/1/2016 and 5/1/2017

Late applications will not be accepted.

1. Visit the NursingCAS website at www.nursingcas.org.
2. Review the links under Application Instructions.
3. Click on Apply Now on the NursingCAS website main page and create an account.
4. Click on Add Program and select The University of Great Falls RN to BSN program.
 - a. Program Type: RN to BSN
 - b. Program Delivery: Hybrid
5. Complete the Personal Information section of the application.
6. Complete the Academic History section of the application by entering all of the colleges you have attended and entering in your prerequisite course information from your transcripts.
7. Create a Reference Request under the Supporting Documents section of the application. You will also submit your essay in the Supporting Documents section.
8. Submit *official* transcripts from all colleges and universities you have attended. To complete this step you must download the Transcript Request Form.
9. Submit your application and pay the \$45 application fee once all four sections of your application are green.

Applicants can expect to receive notification of their selection to the program within 2-3 business days of submitting their completed application in NursingCAS (including official transcripts). E-mail updates regarding the admission process will be sent to students in the interim from the end of the application close dates through the selection process.

How to Submit UGF Transcripts to NursingCAS

For OFFICIAL transcripts, you may go on line to www.ugf.edu to order a transcript online and pay using your credit card or you can download the transcript request form and mail the request in with payment of \$10.00. Once you are at the UGF web site, type Transcript Request in the search box and take the first link that pops up or follow this link:

<http://bit.ly/1O12IFr>

This page has all of the transcript ordering instructions.

There is a link to the online order site about 1/3 of the way down the page or you can access the National Student Clearinghouse directly at www.Nationalstudentclearinghouse.org

When ordering your transcript, DO NOT order a PDF copy of your transcript, Nursing CAS will not accept them from the University of Great Falls. Only a mailed copy of your transcript will be accepted. **You will have the option of uploading a PDF or JPEG file to be included with your transcript. This is a how you will get your Transcript Matching Form to us so we can include it with your transcript.** Once you have completed the order, the last step is to download, sign and fax the transcript release form back to the National Student Clearinghouse.

Once your order is complete, it usually hits our system within the hour and is sent out within 48 hours.

Please note, the instructions above will work for any school that uses the National Student Clearing House for transcript requests.