



# University of Great Falls

## RN to BSN Application and Information Packet

**2018 RN to BSN Degree Completion Program**

**Program start: January & August 2018**

University of Great Falls Admissions Office  
RN to BSN Program  
1301 20th Street South  
Great Falls, MT 59405

[www.ugf.edu/greatnurses](http://www.ugf.edu/greatnurses)

RN to BSN Program Coordinator: Mallory Morse  
Phone: (406) 791-5226  
Fax: (425) 525-3271  
Email: [rn2bsn@ugf.edu](mailto:rn2bsn@ugf.edu)

## Contents

Program Information.....	3
Application Requirements.....	4-5
Application Steps.....	5-6

## 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 (RN) employed by Providence St. Joseph Health (PSJH) and its partner organizations. This program is now available to all RNs (outside of PSJH) who meet the requirements.

The program is a unique five semester program:

- Includes a 3 day face-to-face orientation prior to the start of the first semester of the program.
- Additional semesters are taught via distance learning using Microsoft Lync® and Moodle.
- This program uses a cohort model, allowing the students to move through each class with the same group of students each semester.

Eligible caregivers of PSJH receive scholarship support through Providence. Please talk to your manager about this scholarship.

Additional information about the program can be found at [www.ugf.edu/greatnurses](http://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 within PSJH and to the public.

### 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
- All prerequisite and core courses complete or in progress at time of application. All outstanding courses must be completed by the start of the program.
- Applicants must submit all required documents as per application instructions:
  - **Application documents are submitted on-line via NursingCAS** (www.nursingcas.org). These documents include a typed written essay and official college transcripts.
    - Current Application Instructions can be found at [www.ugf.edu/greatnurses](http://www.ugf.edu/greatnurses)

### The following items must be met for applicants to be eligible for PSJH and partner organizations scholarship funds:

- Employed at a Providence St. Joseph Health or partner organization as a 0.6 FTE (24 hours) or greater for 6 months as a Registered Nurse (RN). LPN and CNA experience is not eligible for this program.
- Providence St. Joseph Health RNs must be employed in a benefited position (0.6 FTE or greater) at the time they submit their UGF application and stay in a benefited position throughout the program.
- Per diem employees are not eligible for the scholarship, however, they can apply to the program and pay the discounted rate of \$481/credit.
- Special Note: Please check with your manager or CNO, not all Providence St. Joseph Health and partner organizations offer a scholarship.
- Graduate of an Associate Degree program in Nursing (or diploma program).
- Active and unencumbered RN license.
- 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).
- RN is not on an active medical leave.

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.

## UGF RN-BSN Completion Program

2. Completion of program pre-requisite coursework with a C grade or better at time of application:
  - o Program pre-requisites: Anatomy & Physiology (4 credits), Microbiology (4 credits), and Nutrition (3 credits)
3. Applicants must have completed all core courses, or be enrolled in their final outstanding core courses, at time of application.

\*Note: in order to determine course transferability, please contact Mallory Morse at [rn2bsn@ugf.edu](mailto:rn2bsn@ugf.edu).

## Application Steps

**Please Note: Qualified applicants are accepted into the program as their completed applications are received in NursingCAS. There are a limited number of seats for each cohort. Once all seats are filled for the upcoming start date, we will begin to admit students into the next available cohort.**

1. Visit the NursingCAS website at [www.nursingcas.org](http://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
  - c. State: Montana
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.
7. Submit official transcripts from all colleges and/or universities you have attended. To complete this step you must download the Transcript Request Form.
  - a. **NursingCAS is now accepting electronic transcripts from Parchment and Credential Solutions. Submitting electronic transcripts is the quickest, easiest way to submit your transcripts.** You can find instructions for submitting transcripts to NursingCAS [HERE](#).
  - b. If you have already submitted official transcripts to UGF, you will not need to resubmit your transcripts to NursingCAS.
  - c. **If you have not submitted official transcripts to UGF in the past, your transcripts must be submitted to NursingCAS in order for your application to be considered complete.**
  - d. **Applicants do not have to submit transcripts for courses completed at UGF to NursingCAS.**
8. Enter RN Licensure information in the Supporting Information section of the application.
9. Under Program Materials:
  - a. Select RN to BSN University of Great Falls
  - b. Click on the Documents tab and upload your personal statement.

## UGF RN-BSN Completion Program

- c. Click on the Questions tab and answer the program specific questions.
10. Submit your application and pay the \$50 application fee once all four sections of your application are green.
11. Non-Providence employees will receive an email from CastleBranch to complete a background check and submit immunization records (MMR, Hepatitis B, Influenza, Varicella, Tdap) once their completed application has been received.

Applicants can expect to receive notification of their selection to the program within 1 week of submitting their completed application in NursingCAS (including official transcripts).

**All accepted applicants are required to pay a \$300 non-refundable deposit to secure their seat in the program. This deposit will be applied toward the student's first semester tuition.**

*Please Note: NursingCAS will be unavailable Friday, August 18 – Wednesday, August 23, 2017.*

1. Applicants may complete and submit their application including official transcripts prior to the closure on Friday, August 18<sup>th</sup>.
  - a. If an applicant submits their application without their official transcripts being received by NursingCAS before the closure, NursingCAS will not accept the transcripts and the applicant will need to reapply as a re-applicant.
  - b. If your transcripts have not yet been received on August 17<sup>th</sup>, do not submit your application until NursingCAS reopens on August 23<sup>rd</sup>.**
2. Applicants may start their application prior to the closure on August 18<sup>th</sup> without submitting their application.
  - a. All applicants who have started an application prior to the closure date will need to go through the [Re-Applicant process](#). NursingCAS will allow each applicant to copy over their existing application, including official transcripts, after their application is available again on Wednesday, August 23<sup>rd</sup>.