Application Tips and Sample

- Be sure to fill out your application completely, and to sign and date all signature lines.

- The application requires your cumulative GPA. If you have transfer credits, your cumulative GPA is a combination of your WSU GPA and your transfer GPA. Here is an DARS example to help you find your cumulative GPA:

  - **3.30 OVERALL GPA REQUIRED FOR ADMISSION**
  - **CUMULATIVE GRADE POINT AVERAGE**
  - **EARNED:**
  - 3.93 GPA
  - + 1) WINONA STATE UNIVERSITY GRADE POINT AVERAGE
    - This Major Requires a 3.30 GPA for Admission
    - 4.00 GPA
  - 2) TRANSFER GRADE POINT AVERAGE
    - 3.83 GPA

- List all institutions from which you have received college credits, including college credits earned while in high school and credits for CNA courses completed at community and technical colleges. If you took college courses at your high school, be sure to list the college or university which awarded the credits. If you are not sure about the name of the institution, dates attended, or the GPA from a particular institution, the Evaluated Transfer Work section at the end of your DAR may be helpful. Here is an example for a student who has both transfer and AP credits:

  - **EVALUATED TRANSFER WORK:**
    - If You Have Questions About Transfer Equivalencies, Please Contact an Admissions Specialist at: admissions@winona.edu
    - **EARNED:** 14.0 HOURS
    - 3.83 GPA

    - **University (003969) of Minnesota, Twin CIt**
      - Abbreviated on Report as: UM-TC
      - **8.0 HOURS ADDED**
      - **2 COURSES TAKEN**
      - **3.83 GPA**
      - F 12 ENG 111 4.0 TA- University Writing
        - UM-TC : WRIT1361
      - S 13 ENG 120 4.0 TA Intro Literature
        - UM-TC : ENGL1061

    - **Advanced Placement (Grades of 3 or Higher)**
      - Abbreviated on Report as: AP
      - **6.0 HOURS ADDED**
      - **2 COURSES TAKEN**
      - S 12 ELECT001 3.0 T3 European History
        - AP : AP43
      - S 13 POLS120 3.0 T3 Govt & Pol US
        - AP : AP57

- List all prerequisites completed, and let us know your plans to complete any remaining prerequisites. If you received credit through an AP course, list AP for the grade. If you received a + or − grade from another school or a grade such as AB, please enter the grade as you received it, and as it is shown on your DAR.

- Tell us whether you have your CNA and whether you are listed as active on a Nursing Assistant Registry within the United States, or tell us your plan to complete your CNA and State Registry by the beginning of next semester. You do NOT need to have your CNA before applying, but will need to show that you have it before beginning the nursing major. See CNA and CPR FAQs on the nursing admission webpage for more information.

- Attach the Application Readiness Checklist found on the nursing admission webpage. The checklist is designed to be completed on the computer. Print out the completed checklist (black and white printing is fine), sign, attach and submit with your application for admission.
APPLICATION FOR ADMISSION TO THE NURSING MAJOR
FOR SPRING 2016 – GENERIC OPTION – WINONA CAMPUS
Due Date: October 1, 2015 by 4:00 p.m.

Full Legal Name _______ Student _______ Jane _______ C
Last _______ First _______ Middle _______ Previous

Warrior ID # __111111111_____ WSU E-mail: __jstudent13@winona.edu____

Please note: Your Letter of Acceptance will go to your permanent address in official university records.

Phone # - Cell _______ 952-555-5555_______ Permanent Home Phone _______ 952-555-1234______

First semester of attendance at WSU: _______ 08/2013______ Date of high school graduation: _______ 06/2013______
(Requirement) (Month/Year) (Month/Year)

Cumulative GPA (including all WSU and transfer credits): _______ 3.45____ Are you currently attending WSU? _______ X Yes _______ No

Names of All Institutions Attended* Including WSU

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Credits earned while in high school? (Y/N)</th>
<th>Dates of Attendance</th>
<th>GPA</th>
<th>Degrees/Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normandale Community College</td>
<td>Y</td>
<td>Fall 2011 – Spring 2012, Summer 2013</td>
<td>3.4</td>
<td>None</td>
</tr>
<tr>
<td>Winona State University</td>
<td>N</td>
<td>Fall 2012 - present</td>
<td>3.5</td>
<td>None</td>
</tr>
</tbody>
</table>

* All college level credits taken while in high school will be counted as transfer credits.

COMPLETION OF PREREQUISITE COURSE WORK WITH GRADE OF "C" OR BETTER
(4 of 5 Natural Sciences with Chem 210 or 4 out of 6 with Chem 212 & 213, 3 of 4 Social Sciences, English 111, and Statistics must be completed with a grade of C or better or AP credit in order to apply. Show grade as “AP” for AP courses.)

<table>
<thead>
<tr>
<th>Course or its Equivalent per Official Evaluation of Credit (Degree Audit Report (DAR))</th>
<th>Completed Grade Received</th>
<th>Will complete by Dec. 11</th>
<th>List Other Plans for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 206 Normal Nutrition ~ OR ~ HERS 205 Nutrition for Lifetime Fitness</td>
<td>B</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>209 Microbiology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>211 Anatomy &amp; Physiology I</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>212 Anatomy &amp; Physiology II</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry 210 General, Organic &amp; Biochemistry ~ OR ~ 212 Principles of Chemistry I ~ AND ~ 213 Principles of Chemistry II</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 210 Introduction to Psychological Science</td>
<td>AP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>250 Developmental Psychology</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology 150 Introduction to Sociology</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>212 Sociology of Families</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 111 College Reading and Writing</td>
<td>B+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics 110, 301 or 305 or Psychology 231</td>
<td>A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the information I have provided on this application is correct to the best of my knowledge and that the Department of Nursing may request additional information upon admission to the major. I understand that if information submitted on my application is found to be inaccurate or incomplete, my admission to the nursing program will be forfeit.

Applicant Signature: __Your Signature Here___ Date: __Date of application___

COMPLETE AND ATTACH THE PREVIOUS NURSING EDUCATION FORM, STUDENT REVIEW OF NURSING ADMISSION PROCEDURES/POLICIES FORM AND ADMISSION READINESS CHECKLIST.
NAME: Jane C. Student

Date: Date of application

CNA CERTIFICATE: Yes____ No X

NURSING ASSISTANT REGISTRY WITHIN U.S. Yes (specify state) ________________ No____

Plan for completing CNA and Nursing Assistant Registry within the United States (specify state):

I am taking my CNA course this fall and plan to have my Minnesota CNA by the beginning of Fall semester.

***You must be “active” on a Nursing Assistant Registry within the United States by the first day of classes for spring semester. ***

PREVIOUS NURSING EDUCATION

HAVE YOU PREVIOUSLY BEEN ENROLLED IN A NURSING PROGRAM? Yes____ No X

If yes, list the name of the program and the dates that you attended.

____________________________________________________________________________________________________

List the dates of your most recent clinical experiences and the type of experiences.

____________________________________________________________________________________________________

____________________________________________________________________________________________________

You must request a letter from the academic head of the program stating that you are eligible for continuing in or readmission to that program: The letter should be sent directly to Dean William McBreen, College of Nursing and Health Sciences, Winona State University, P. O. Box 5838, Stark 301A, Winona, MN 55987 The letter must be received by the application due date. You may be asked to supply more information if you wish to transfer nursing courses.

RETURN THIS FORM AND STUDENT REVIEW OF NURSING ADMISSION PROCEDURES/POLICIES TO THE NURSING OFFICE:

WSU Department of Nursing
PO Box 5838 - 303 Stark Hall
Winona MN 55987-5838
(507) 457-5120
1-800-242-8978 Ext. 5120
Administrative Assistant: Melissa Neitzel mneitzel@winona.edu

DUE DATE FOR NURSING APPLICATIONS IS: Thursday October 1, 2015 BY 4:00 P.M.

Complete the Application Readiness Checklist found on the nursing admissions webpage. The checklist is designed to be completed on the computer. Print out the completed checklist, sign, attach and submit with your application for admission. The checklist need not be printed in color.
Department of Nursing
STUDENT REVIEW OF NURSING ADMISSION PROCEDURES/POLICIES
Please return this signed form with your admission application.
SIGNATURE REQUIRED

The following policies and admission procedures pertain to the Spring 2016 nursing admission. Note that these policies are also found in your WSU catalog and the letter accompanying your nursing application. You are responsible for meeting all admission criteria and making sure that your file is complete.

To be considered for admission to the WSU Nursing Program, you must:

1. be accepted to Winona State University with a declared nursing candidate major (PNUG or PNGE) prior to applying for admission to the nursing program
2. have a cumulative GPA of 3.30 or above
3. have completed at least 45 credit hours
4. have completed at least 4 of 5 natural sciences, 3 of 4 social sciences, Statistics, and English at time of application (Natural and social science prerequisites must have been completed within the last 5 years. English and statistics must have been completed within the last 10 years.)
5. have a plan for completing all prerequisite courses; (NOTE: All prerequisites must be completed with a C or higher before starting the nursing major in the spring.)
6. complete the Test of Essential Academic Skills (TEAS) test prior to application. (The TEAS may be taken only once, and should be taken the semester of application to the nursing program.)
7. submit transcripts for all college credits completed, including CNA courses completed at community or technical colleges, so that all credits completed are reflected on your Degree Audit Report by the application due date
8. submit your completed application form by 4:00 p.m., Thursday, October 1, 2015. Your application must be received (not postmarked) by the application due date. Late applications will not be accepted.

**Breakdown for Admission Criteria:** 60% prerequisite GPA (calculated on the 3 most recent natural sciences, not including nutrition, 3 most recent social sciences, English and statistics), 20% TEAS score, 15% starting coursework at WSU or RCTC, and 5% not repeating or withdrawing from any prerequisites.

For the Spring semester 2016 nursing admission process, priority consideration will be given to students who are enrolled in and meet the criteria of the preferred admission contract. The preferred admission contract is not a guarantee of admission.

To continue in the preferred admission contract, the student must:

1. Be qualified to begin college-level (i.e., non-remedial) science, mathematics/statistics, and English courses as required by the nursing major. If the student takes MATH 050 or English 099, this contract is void. All 100-level university courses are acceptable and not considered remedial.
2. Meet with a WSU nursing advisor every semester to develop a plan for courses.
3. Meet any University or program GPA and/or grade requirements as stipulated in the University catalog and/or schedule of classes.
4. Successfully complete an average course load of 15 credits each fall and spring semester. The student must have completed at least 45 credit hours prior to application to the nursing major.
5. Have completed at least 4 of 5 natural sciences, 3 of 4 social sciences, Statistics, and English at time of application.
6. Complete all prerequisite courses with a grade of “C” or better.
7. Not have withdrawn (“W”) or repeated any nursing prerequisite course once enrolled at WSU.
8. Apply for admission to the nursing major after his or her third semester of coursework at Winona State University.
9. Earn a cumulative GPA of at least 3.50 at the time of first application to the nursing major. The GPA is not rounded up.
10. Earn a Test of Essential Academic Skills (TEAS) score of proficient, advanced or exemplary. This test must be taken during the sophomore year. The results must be received before application to the nursing major. The TEAS may be taken only once.

**Students may apply to the nursing program only once under the preferred admission status.**

I have reviewed the Nursing program admission criteria. I know that I am responsible for monitoring my admission status, including submitting required transcripts and evaluations of transfer credit. I agree to complete all nursing prerequisites before beginning the major in Spring 2016. I have completed, signed and attached the Application Readiness Checklist to my application form. I understand that if information submitted on my application is found to be inaccurate or incomplete, my admission to the nursing program will be forfeit.

Student’s Signature: ___________________________ Date: ___________________________