



## **Nursing Advisement Office**

Simpson Tower F415

5151 State University Drive , Los Angeles, CA 90032 -8171

Mondays - Thursdays • 9:00 a.m. - 5:00 p.m.

Fridays • 9:00 a.m. - 11:00 a.m.

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### **INFORMATION FOR APPLICANTS TO BASIC NURSING PROGRAM**

**APPLICATION DEADLINE IS 5:00 P.M. DECEMBER 1**

Thank you for your interest in the Generic (Basic) Nursing program at Cal State L.A. This is a wonderful time to be entering nursing. The need for professionally prepared nurses is great, and there are increasing opportunities for practice in many different areas.

Beginning in the fall of the 2007-2008 academic year, the CSULA School of Nursing will accept two classes annually (one in the fall and one in the spring). This packet contains information you will need for the fall 2007 (September) and spring (March) 2008 class pools.

The basic nursing program is a full-time, four-year sequence including general education, prerequisites and theoretical and clinical nursing courses. It leads to a bachelor of science in nursing and eligibility for licensure as a registered nurse. Students who enter in fall 2007 can expect to graduate in June 2010, and those who enter in spring 2008 can expect to graduate in December 2010. Courses are offered at variable days and times and involve travel to clinical sites in many areas of Los Angeles County. It is a demanding, full-time program and is not compatible with a heavy outside workload.

Please read these instructions carefully and submit your completed forms by the printed deadlines. Please adhere to the following application instructions.

***\*Note: The School of Nursing will not process incomplete, and/or illegible application forms.***

Initial communications with an adviser regarding applications and/or questions about applying will be answered via **e-mail only**.

#### **CSULA School of Nursing Advisement Office contacts:**

June Humphrey, [jhumphrey@calstatela.edu](mailto:jhumphrey@calstatela.edu)

Monica Ling, [mling@cslanet.calstatela.edu](mailto:mling@cslanet.calstatela.edu)

**All application materials submitted to CSULA School of Nursing  
become the property of the School of Nursing.**

## DEADLINES FOR SCHOOL OF NURSING APPLICANTS FALL 2007 AND SPRING 2008 APPLICANT POOLS

### 1. SEPTEMBER 1 - DECEMBER 1, 2006

Obtain the Applicant Instructions, a Generic (Basic) Program Brochure, and a Supplementary Application from the CSULA School of Nursing (SON).

- No applications will be mailed out from the School of Nursing after Monday **November 13, 2006**. Applicants will need to pick up applications from the CSULA School of Nursing after that date.
- No applications will be faxed to applicants.
- Unless you are currently enrolled at CSULA, you must **APPLY for admissions online** at [www.calstatela.edu](http://www.calstatela.edu). **Note the POSTED DEADLINES FOR APPLYING FOR ADMISSION.**
  - 1) Click on “Attend Cal State L.A.”
  - 2) Click on “Applicant Information”
  - 3) Click on “Admission Information Deadlines”
  - 4) Apply online.

### 2. DECEMBER 1, 2006

#### Submission of Supplementary Application

This is a statement of your intent to apply to the School of Nursing (SON) for both the Fall 2007 and Spring 2008 Applicant Pools.

- Your completed application packet must be mailed, or delivered, to the CSULA School of Nursing Advisement Office (Simpson Tower 415). **Only original application forms will be accepted.** No faxed or otherwise reproduced copies of application forms will be accepted.
- Your application packet must include the following to be considered complete:
  - 1) Applicant checklist
  - 2) Application for the Basic BSN Program fall 2007 and spring 2008 applicant pools.
  - 3) Transcripts of all college work. If you have courses in progress, please include a transcript which verifies enrollment in them. These transcripts are in addition to the official transcripts that are required by the University Admissions Office.

If you have attended a California community college, please request that your community college send official CSU GE Certified transcripts when you request your transcripts for the SON *and* University Admissions.

If you must have transcripts sent directly from your school to the SON, please include the SON file stating which transcripts you have requested and the date they were requested.

Also include:

- Documentation of health-care-related work experience, previous degrees (baccalaureate or higher), and/or documentation of health-care related-volunteer hours.
- If you have a license or certificate in the health care field, please include a copy of it with a photo ID.
- If you have completed volunteer work in a health-care-related field, the volunteer coordinator where you have volunteered will need to provide an official statement (on company letterhead) indicating your total volunteer hours completed. Please include the coordinator’s business card. If your volunteer hours are still in progress, submit verification of the hours you have completed to date.
- Include four business-size, self-addressed-stamped envelopes.

## DEADLINES FOR SCHOOL OF NURSING APPLICANTS FALL 2007 AND SPRING 2008 APPLICANT POOLS

### 3. JANUARY 12, 2007

Deadline to register for the ATI (Test of Essential Academic Skills)

### 4. JANUARY 26 - 27, 2007

**The ATI will be administered at CSULA on the above dates.**

The ATI is a mandatory requirement for all applicants to the basic nursing program. Failure to take this test will automatically disqualify you from the applicant pool.

You may repeat the ATI once only per application cycle. Arrangements to repeat the test are the responsibility of the applicants. An applicant's ATI test results must be in the CSULA SON by March 23, 2007.

Applicants whose ATI scores are below the minimum acceptable 40<sup>th</sup> percentile for the **“Individual Percentile Rank– National Score”** will be sent letters denying admission to the nursing program. This nursing admission process is separate from the University admission procedure. You may receive a letter of admission from the University while your application to Nursing is still pending or after you have been denied admission to Nursing.

### 5. MARCH 23, 2007

**ADMISSIONS COMMITTEE COMMENCES FINAL RANKING PROCESS.**

- Deadline for completion of SIX prerequisite courses: Chemistry 151, Biology 200A & 200B; English 101, Psychology 150, and a General Education Critical Thinking Course, or the equivalent courses taken elsewhere. Calculation of the prerequisite GPA can not be done unless the SON has transcripts showing your grades for these courses. Application forms will be rejected if official copies of your work in progress are not received in the SON Advisement office by the specified deadline.
- Information on course transferability can be determined by visiting [www.calstatela.edu](http://www.calstatela.edu) (1) Click on “attend Cal State L.A.” (2) Click on “transfer student services” (3) Scroll to enter transfer student services site.
- Final verification/documentation of volunteer hours in progress, health-related work experience, or previous baccalaureate or higher degree, due in SON Advisement Office.

### 6. MAY 24 - JUNE 11, 2007

**NOTIFICATION OF ADMISSION COMMITTEE ACTION**

You will be notified of the admission committee's action, as soon as possible, depending on when the applicant ranking process is completed. Letters will be mailed between May 24 and June 14, 2007.

#### **Additional Information**

Increasingly, clinical agencies are requiring that students (and faculty) be drug free and may be subject to random drug testing. **Criminal background checks** are required by the California Board of Registered Nursing prior to initial licensure. This same procedure is also required by some of our clinical agencies prior to student rotations.

If you were **previously enrolled in a nursing program**, please attach a letter including the type of program, name of the school, school address, dates enrolled, and reason for leaving. Students who have not been successful in other programs are usually not accepted for admission to the CSULA basic program.



APPROVED SUPPLEMENTAL CRITERIA FOR ADMISSION THE BASIC NURSING PROGRAM (NON-RNS)

Supplementary applications will be available September 1 - December 1

Students must complete the minimum prerequisite courses, ATI test, and GPA requirements to be eligible for admission into the Basic program. There are a maximum of 31 possible supplemental criteria for admission points which can be earned.

Applicants are ranked based on their points earned according to the supplementary criteria. See the Supplementary Criteria which follow and the ranking form used by the committee. The top-ranked students will be sent letters of admission.

Students will be ranked in order for admission according to the following point structure:

Supplemental Criteria Points

Grade point average (GPA) in prerequisite courses

10 points max

The prerequisite GPA is computed using the following six prerequisite courses: Chemistry 151\*, Biology 200A & 200B\*; English 101\*, Psychology 150\*, and a General Education Critical Thinking Course\*, or the equivalent courses taken elsewhere.

A C- grade in these courses is not acceptable. (The School Of Nursing will not recognize repetition of a course when the original grade was a C or better.)

\* The above six prerequisite classes must be completed by March 23, 2007.

The prerequisite GPA is computed by averaging the grades earned in the courses, with each course equally weighted. If a course is repeated because of an unsuccessful first attempt, both grades are averaged in computing the GPA. No more than one repetition of any course is allowed. The minimum acceptable GPA for the prerequisite courses is 2.75.

Table with 3 columns: GPA Range, Points, and Points (repeated). Rows show ranges from 2.75-2.99 (1 point) to 3.80-4.00 (10 points).

\*Note: The entire list of 8 prerequisite courses for the School of Nursing appears below:

- \*BIOL 200A & 200B Human Anatomy & Physiology
\*CHEM 151 Fundamentals of Chemistry (inorganic chemistry)
\*ENGL 101 Composition
\*PSY 150 Introductory Psychology
\*Critical Thinking (PHIL 160 or PHIL 250 or POLS 155 or COMM 176)
COMM 150 Public Speaking
MICRO 201, 202 Microbiology with lab

**Cumulative Grade Point Average (GPA)****5 points max**

The **cumulative GPA for ALL college-level work** completed is assigned points:

2.75 - 2.99	=	1 point
3.00 - 3.19	=	2 points
3.20 - 3.39	=	3 points
3.40 - 3.69	=	4 points
3.70 or higher	=	5 points

**English Language Proficiency****12 points max**

Completion of the standardized Assessment Technologies Incorporated (ATI) **Test of Essential Academic Skills is mandatory** for all applicants. Points will be assigned for the above earned scores for reading and English subscale scores according to the point structure below. Students are expected to have an “Individual Percentile Rank” National score at/or above the 40<sup>th</sup> percentile in all four content areas (to be considered eligible for admission to CSULA’s Basic Nursing program).

<b>Individual Percentile Rank National Subscale Score</b>	<b>Points for subscale scores</b>	
	<b>Reading</b>	<b>English</b>
40	0	0
50	1	1
60	2	2
70	3	3
80	4	4
90	5	5
100	6	6

**Previous Education or Health-Related Work Experience****4 points max**

Previous baccalaureate or higher degree or Previous experience in a health-care setting as an employee or Volunteer experience in patient-related situation	4 points
More than 100 hours	2 points
50-100 hours	1 point

**Acceptable health care experience options** include employment as a Licensed Vocational Nurse (LVN), Respiratory Therapist (RT), Psychiatric Technician, Certified Nursing Assistant (CNA), or in high school ROP program etc.

**Note: \*Points will be awarded for only one category.** In order to earn points for previous work experience in a health-care setting and/or patient-related volunteer work hours, these must be verified with a letter from the employer or the volunteer coordinator and **received in the CSULA SON Advisement Office by March 23, 2007.**

## ATI/TEAS (TEST OF ESSENTIAL ACADEMIC SKILLS)

**This test is a mandatory requirement for all applicants.**

**Note:** You must **first** submit your application to the CSULA School of Nursing for the Basic program and **then** schedule your ATI/TEAS exam.

**The Test of Essential Academic Skills (TEAS)** is a scholastic aptitude test that is used as one component of the selection process for the admission of students into the basic nursing program. The TEAS consists of four content areas: math, reading, English and science. Applicants to the CSULA Basic Program must complete the examination with a **minimum passing Individual Percentile Rank – National Score** in each of the four subtest areas (currently the minimum score is the 40th percentile).

**All subtests contain** multiple-choice items with one correct answer. The applicant is directed to answer each item as accurately as possible within the allotted time. The reporting system for the TEAS includes a **composite score** for each of the four general areas (math, reading, English and science). Sixteen sub-scores are generated within these categories to assess specific content mastery. Identifying areas of relative strength and weakness can be helpful to the student in preparing for nursing.

The **math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion.

**Reading** covers paragraph comprehension, passage comprehension and inferences/conclusions.

The **English** subtest measures knowledge of punctuation, grammar, sentence structure, contextual words and spelling.

The **science** portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles and general science.

Use of an **ATI/TEAS study guide** is recommended and can be purchased from ATI at [www.atitesting.com](http://www.atitesting.com).

**Note: Examination fees are non-refundable and are good for this application period only.**

Dear Applicant,

This letter will inform you of the steps necessary to register for the Test of Essential Academic Skills (TEAS) exam. The TEAS exam will not be administered by the Cal State L.A. School of Nursing. For information about the ATI/TEAS examination, go to the ATI/TEAS website: [atitesting.com](http://atitesting.com)

Please read the following registration instructions for the TEAS carefully. **This is a mandatory exam. You will not be considered for the nursing program without the results of this exam.** The administration dates listed below are the only dates that the exam will be administered. The TEAS exam is approximately 4 hours long. The registration fee for this examination is non-refundable.

If you have taken the TEAS before and are satisfied with your earned scores, access the ATI web site ([www.ATItesting.com](http://www.ATItesting.com)), attach your scores to your supplemental application and send them to the Nursing Advisement Office between September 1 and December 1, 2006.

**To register for the TEAS exam, please complete and submit the attached form with your \$50.00 money order or cashier's check (NON-REFUNDABLE) postmarked no later than Saturday, January 12, 2007. (No personal checks will be accepted).**

Due to the large number of applicants registering for this exam, we will not verify the TEAS registration documents over the phone. In order to receive verification that your TEAS registration has been received, enclose a stamped self-addressed envelope with your TEAS registration form and fee. We suggest you mail your TEAS registration documentation utilizing some form of U.S. Postal Service proof of delivery.

Make your cashier's check or money order payable to: "TEAS Assessment." When your registration form and payment are received, you will be placed on a roster to take the exam. If you have any questions regarding your registration (**not the exam**), please call (562) 943-4996.

Mail registration form, fee, and a stamped, self-addressed envelope to: TEAS Assessment, 11119 Pounds Ave., Whittier, CA 90603

**Testing day information:**

- \* **Please report to:**  
Cal State L.A., 5151 State University Drive, Los Angeles, CA 90032. The test will be given in **King Hall** (follow the signs) on the date and time you checked on your registration form (**Friday, January 26, 2007 12:00 p.m. or Saturday, January 27, 2007 at 8:00 a.m.**).
- \* **Parking information:**  
Prior to attending the exam you can access a downloadable "campus map" from our website at [www.calstatela.edu](http://www.calstatela.edu). **Please park in the metered guest parking area** at the rate of .50 cents per hour. The TEAS exam is approximately 4 hours long.
- \* **Please bring:**  
A photo I.D. (e.g., drivers license, student I.D., passport) and several #2 pencils.

**NOTE:** Calculators and dictionaries are not permitted.

- **An Identification Number will be issued to you at your testing date/time for later access to the ATI testing website listed above to access your score at a later time.**

**REGISTRATION DEADLINE IS SATURDAY, JANUARY 12, 2007**

**TEAS Registration Form**

Last name: \_\_\_\_\_  
(print clearly)

First name: \_\_\_\_\_  
(print clearly)

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please mark the test date and the time you wish to sit for the exam.**

\_\_\_\_\_ Friday, January 26, 2007 at 12:00 noon at CSULA-King Hall

\_\_\_\_\_ Saturday, January 27, 2007 at 8:00 a.m. at CSULA-King Hall

**Please identify the program you are applying for:**

\_\_\_\_\_ **Basic /Generic**      \_\_\_\_\_ **ELMN**      \_\_\_\_\_ **Both**

**Please return this form in the pre-addressed envelope provided.**