

ADMISSION INSTRUCTIONS

The following describes the admission process for students who have been notified of acceptance into the Traditional track BSN. Admission to the Idaho State University (ISU) School of Nursing (SON) is competitive, and meeting the application and admission criteria does not assure acceptance into the program. **Please read all information in this Admission Instructions packet carefully.**

This packet includes information and requirements for the Traditional program admission cycle. For the specific deadlines for the required items, please refer to the Admission Checklist and your Acceptance Letter.

ADMISSION AGREEMENT FORM

All accepted applicants must sign and submit the School of Nursing Admission Agreement Form received in their acceptance email by the specified deadline

- The signed Admission Agreement Form sent in the acceptance email must be submitted into the School of Nursing Application site in ISU Community Moodle (elearn.isu.edu/community/).
- Applicants who wish to decline their seat in the program must fill out the declination portion of the form and submit the signed form into the School of Nursing Application site.
- Failure to submit required documentation by the specified deadline(s) will result in retraction of acceptance to the School of Nursing.

ADMISSION CRITERIA

Once an applicant has accepted their seat and submitted the Admission Agreement in Community Moodle, they will be added to the Traditional Nursing Homeroom in Moodle. Accepted students must complete the admission process by submitting all required documentation into the Traditional Nursing Homeroom (elearn.isu.edu/moodle/) by the admission submission deadlines posted there.

The following criteria must be met and documentation provided as required in order to be admitted into the Nursing Program:

1. Completion of School of Nursing Set B Prerequisite Courses

- Set B prerequisite courses must be successfully completed with a “C” grade or higher and appear in the applicant’s Degree Works account prior to starting the Traditional Nursing Program.
- Courses completed outside of ISU must have transcripts sent to the registrar’s office, and an unofficial copy sent to the adviser at sonadvis@isu.edu for verification of completion.
- Failure to pass any Set B course, falsification of course grades, and/or failure to maintain minimum 3.0 admission GPA will result in retraction of acceptance.
- If you receive a “C-” or lower in any Set B prerequisite course, please immediately contact your School of Nursing advisor.

2. Health/Vaccination, and Criminal Background Check requirements

- *Every health form submitted should contain student's name and date of birth. *Items with an asterisk can be found in your Admission Documents packet of your acceptance email.*
- Completion of Physical Exam and Submission of Health Evaluation Form*
 - This form must be completed by a health care provider verifying the applicant's physical, cognitive, and sensory capacity to meet the requirements of being an active and capable student in the nursing program.
 - The physical exam must be performed within one year prior to the Admission Submissions Deadline.
 - Academic action, which may include removal from clinical, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise) on the Health Evaluation Form.
 - It is the responsibility of the student to inform the School of Nursing of any significant changes in his/her health status.
- Submission of Clinical Agency Consent and Release and Health Insurance Agreement Form*
 - Verification of current Health Insurance coverage must also be submitted (i.e. a proof of Insurance Policy and/or Card stating you are covered).
- Submission proof of CURRENT American Heart Association (AHA) Basic Life Support (BLS) CPR certification
 - The School of Nursing accepts ONLY the American Heart Association Basic Life Support CPR Certification. (AHA HeartSaver certification is not accepted.)
 - Certification must remain current throughout the duration of the program, and should their certification expire, students are responsible to provide new documentation of current CPR certification.
- Submission of Required Immunization Records
 - Verification records must be official from your health care provider and/or include the signature or initials of your health care provider on the document
 - Verification records must also include the applicant's name on the document
 - Proof of each required immunization must be uploaded into the Nursing Homeroom by the submission deadline, unless otherwise noted in the Acceptance Letter.
 - Use the Immunizations Packet documents found on the School of Nursing website under the "Apply for Admission Tab" or in your Moodle Homeroom.
- Submission of Criminal History Evaluation during the specified dates
 - Students must complete the School of Nursing background investigation between the specified dates in the Admission Checklist and Acceptance Letter.
 - The only ISU-approved vendor for criminal background checks is the Idaho Department of Health and Welfare (IDHW). No other background investigation will be accepted. Information on how you will order your background check will be sent to you separately at a later time.
 - The "Pending Background Checks in Process" email from IDHW must be uploaded into the Homeroom. This email says your "application, fingerprints, and fee" have been received by IDHW. **Do not submit the copy of your background check results or clearance; just the email.**
 - If an applicant has a question as to whether any past experience or information contained in the applicant's background will bar them from licensure to practice as a professional nurse, the applicant should consult the State Board of Nursing of the state in which the applicant intends to practice. The Idaho Board of Nursing may be reached at (208)-577-2476.
 - Please be advised that any agency may prohibit/deny/restrict student clinical placement if there is a significant criminal background history. Any such prohibition consequently limits that applicant's ability to successfully complete the SON clinical hours and graduation requirements for our nursing program.
 - The School of Nursing reserves the right to revoke admission based upon background check findings.
 - Students are required to have a criminal history check performed annually while in the Program.

3. My Clinical Exchange registration

- Create and pay for a My Clinical Exchange (mCE) student two-year account at myclinicaexchange.com and upload your PayPal receipt to the Moodle Homeroom.
- See your Moodle Homeroom for more information and a sign-up video tutorial.

4. Submission of 12-panel drug test

- Admitted students will be given a defined window to complete a 12-Panel drug test and submit their results to Moodle.
- Test dates will be announced later via a forum post in the Moodle Homeroom.
- The ISU Student Health Center is the preferred testing site, but 12-panel tests are accepted from other locations.
- Subsequent testing may be needed as required by clinical sites.
- Students whose prescription medication will affect the results should upload the prescription into Moodle with their test results.

COURSE ENROLLMENTS

At program orientation, you will be provided with course registration list. Please do not register for any courses until you receive this list. For later semester enrollments, a list will be provided for what to register for no less than 5 days prior to registration opening. Clinical placements are complex and must be determined well in advance of the start of the semester. Students will be given information for locations of each clinical section, they will register, then registration changes will be granted only for extenuating unforeseeable circumstances.

PROGRAM ORIENTATION

Applicants admitted to the Traditional Program are **required** to attend program orientation prior to beginning the program. In orientation, students will meet their faculty, be advised on registering for courses, and have the opportunity to ask questions. The date of the mandatory orientation will be provided in your Acceptance Letter.

CHANGE OF STATUS

Please note that it is the ongoing responsibility of the student to inform the School of Nursing of any changes regarding health status, criminal history status, immunization status, CPR status, health insurance card/status, marital status, and/or name changes. Academic action, up to and including removal from the program, may be incurred if there has been misrepresentation of information in any manner (deliberate or otherwise).

School of Nursing reserves the right to change submission requirements as needed and with notice to adjust to the changing health landscape.

ALTERNATE STATUS

An alternate admission list is implemented when more applicants meeting the admission criteria have applied than there are available positions. If space becomes available to accommodate additional eligible applicants, alternates will immediately be notified.

Applicants who were not accepted to the program may reapply the next application and will be reviewed for admission with the new group of applicants. Applicants are encouraged to talk with the nursing adviser for feedback on their application.