

MSU-Great Falls College of Technology ASSOCIATE OF SCIENCE NURSING



Student Information and Application Packet

Fall 2012





Dear Prospective Associate of Science Nursing Student:

I am delighted that you are interested in the MSU – Great Falls College of Technology Associate of Science Nursing Program. Nursing is a profession that awards you a career for a lifetime. As a nurse for over 30 years, I have found it to be a rewarding, exciting, yet challenging career.

Registered nurses (RNs) work to promote good health and prevent illness. They educate patients and the public about various medical conditions; treat patients and help in their rehabilitation; and provide advice and emotional support to patients' families. RNs use considerable judgment in providing a wide variety of services.

Many registered nurses are general-duty nurses who focus on the overall care of patients. They administer medications under the supervision of doctors and keep records of symptoms and progress. General-duty nurses also supervise licensed practical nurses (LPNs), nursing aides, and orderlies.

RNs can specialize: (1) by work setting or type of treatment—critical-care nurses work in intensive care units, and psychiatric nurses treat patients with mental health disorders; (2) by disease, ailment, or condition—HIV/AIDS nurses care for patients with HIV infection and AIDS, and addictions nurses treat patients with substance abuse problems; (3) by organ or body system—nephrology nurses care for patients with kidney disease, and respiratory nurses treat patients with disorders such as asthma; and (4) by population—school nurses provide care for children and adolescents in school, while geriatric nurses provide care for the elderly. RNs may also work in combined specialties, such as pediatric oncology (the care of children and adolescents with cancer) or cardiac emergency (the care of patients with heart problems in emergency rooms).

According to the U.S. Department of Labor's Bureau of Labor Statistics, "Registered nurses are projected to create the second largest number of new jobs among all occupations; job opportunities in most specialties and employment settings are expected to be excellent, with some employers reporting difficulty in attracting and retaining enough RNs." Employment of registered nurses is expected to grow much faster than the average for all occupations through 2018. In part, increases in demand are due to technological advances in patient care, which permit a greater number of medical problems to be treated. In addition, the number of elderly people is projected to grow rapidly, which should spur demand for RNs in nursing homes and long-term care facilities. Employment in home health care is expected to increase the fastest; employment in hospitals is expected to increase the least, largely because patients are being released earlier to reduce costs. Also, technological progress is making it possible to bring complex treatments to patients' homes. Achieving RN status initiates the nursing career for many graduates; but may represent the first step to an advanced nursing education for others. For example an Associate's degree RN wishing to perform multifaceted roles in professional nursing would progress on to the Baccalaureate level.

The goal of the program is to prepare the student for the NCLEX – RN licensing exam, which can be taken upon successful completion of the course. Completion of the program does not guarantee eligibility to take the licensure exam and/or become licensed.

The MSU-Great Falls College of Technology has a limited enrollment capacity. Twenty new students are enrolled in the fall each year. The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Due to clinical space competition and lab space, the small class size is a necessity. Limited enrollment can create a competitive student selection process. It is

important to review and understand our selection process. Please refer to the Application Evaluation located in this information packet.

Information about the program and application materials for the fall entry is enclosed. Please read these materials carefully. For additional information or answers to specific questions, please contact the Health Science Program Assistant at 771.4350 or Cheryll Alt at 771.4362.

Thank you for your interest in the Associate of Science Registered Nurse Program.

Sincerely,

A handwritten signature in black ink that reads "Cheryll Alt". The signature is written in a cursive, flowing style.

Cheryll Alt, MSN, RN
Program Director, Nursing Program

TABLE OF CONTENTS

Letter from the Program Director	2
The Associate of Science Nursing Program	5
<i>Educational Program</i>	<i>5</i>
<i>Program Expenses</i>	<i>5</i>
<i>Admission to MSU-Great Falls College of Technology.....</i>	<i>5</i>
<i>Eligibility for Admission into Registered Nurse Program</i>	<i>6</i>
<i>Transferability.....</i>	<i>6</i>
<i>Program Admission Process</i>	<i>7</i>
<i>Notification of Acceptance.....</i>	<i>8</i>
The Associate of Science Nursing Curriculum	9
<i>Prerequisite Coursework.....</i>	<i>9</i>
<i>Program Coursework.....</i>	<i>10-11</i>
Application Packet Cover Sheet.....	12
Technical Standards Form.....	13-14
Application Evaluation Form (2pages).....	15-16
Registrar’s Verification Form.....	17

Montana State University-Great Falls College of Technology
Associate of Science
Registered Nurse

Educational Program:

The Associate of Science Nursing program is approved by the Montana State Board of Nursing. The College is also accredited by the Northwest Commission on Colleges and Universities. After prerequisite coursework is completed, the MSU–Great Falls College of Technology’s Registered Nurse program consists of two consecutive semesters. The actual coursework for the Associate of Science Nursing program is competency-based and has the primary goal to prepare graduates with the knowledge, skills, and values to enter the workforce.

Students commit to a full week at MSU-Great Falls College of Technology each week. They are in class or at clinical for the fall and spring semesters. This program, while very exciting, is extremely fast-paced and challenging. There are many tests, quizzes, and assignments each week, to complete prior to class/clinical outside of class time. The majority of students will find it necessary to spend outside classroom time as well as practicing lab/clinical skills. A good rule of thumb is that for every class hour, at least 3 hours in preparation or in the completion of assignments will be needed.

Program Expenses:

The Registered Nursing Students will be required to obtain some personal equipment and supplies, purchase uniforms, pay lab fees, and pay for transportation to field experience sites. If needed, students should begin planning early for financial aid to meet their educational needs. Approximate program costs can be found in the current catalog.

Admission to the MSU-Great Falls College of Technology

Students must be admitted to the College prior to the submission of the Associate of Science Nursing Program Application and be in good standing with the institution. Therefore, no applications will be reviewed unless the applicant applies first to the College and the official transcripts are reviewed by the Registrar.

Acceptance to MSU–Great Falls College of Technology requires a completed admissions application file, which may be obtained by visiting the campus, calling the College (406) 771-4300, or downloading it from the institution’s web site, www.msugf.edu (select **Admissions & Records** then **Forms** then **Application for Admission**)

Eligibility for Admission into the Associate of Science Nursing Program

All eligibility forms and documents are enclosed in the Associate of Science Nursing Program Information and Application Packet for 2012.

To be eligible to apply for admission into the Associates of Science Nursing Program, applicants must have the following:

- Show that they have been admitted to MSU–Great Falls College of Technology and are currently in good standing
- Completed all prerequisite course work and first year nursing courses with a minimum overall GPA of 2.5. Prerequisite coursework can be taken at other institutions but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this

institution. All courses taken at another institution must be sent by transcript to MSU-Great Falls College of Technology.

- A current unencumbered Montana LPN license (spring 2012 graduates of a PN program may submit their Applications without the LPN license, but must have the Montana license number submitted no later than June 22, 2012 to remain eligible.)

Transfer Policy

- Any student who has failed two nursing courses will not be considered for admission.
- Any student who has withdrawn from any nursing course(s) more than once will not be considered.
- Provide Registrar Verification Form from transferring institution registrar indicating the student is in good academic standing (no suspensions or probation) and is eligible to return to the institution (Form included in this packet).
- All students must meet admission requirements for MSU-Great Falls College of Technology and submit application for the ASN program; acceptance into the ASN program is competitive, application does not guarantee acceptance. No course for transfer will be accepted unless a grade of “C” or better was earned.

Current students may apply in the spring semester prior to graduation. Final determination of acceptance will be contingent upon successful completion of the Practical Nurse program.

Program Admission Process

The Associate of Science Nursing Program Admissions Committee reviews application packets and uses established admissions criteria to rank applicants for admission. The Application Evaluation form used by the committee is enclosed. Criteria for selection emphasize academic performance in prerequisite course work, previous education, Kaplan Critical Thinking exam, and medical work experience or Professionalism Rubric scores. Applicants will be notified of available dates/times to take this exam after the closing of application acceptance. All prerequisite courses must be taken prior to submission of an application. Students must complete all of their prerequisite courses by the deadline. All applicants must have a current, unencumbered LPN license with the state of Montana.

Equal Opportunity Policy

Montana State University–Great Falls College of Technology is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College’s Equal Opportunity Officers are the Executive Director of Human Resources and the Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

The deadline for applications to the Associate of Science Nursing Program is May 25, 2012. Completed Program Application Packets may be hand delivered to Health Science Program Assistant at the College or mailed to the College.

Contact Information

Health Science Program Assistant
Room R 227
406.771.4350 or 1.800.446.2698

Mailing address:

Registered Nurse Program Admissions Committee
Attention: Associates of Science Nursing Program
Montana State University—Great Falls
2100 16th Avenue South
Great Falls, MT 59405

Please send all application items as a completed packet. Items sent separately and at random are easily lost or misfiled. We are not responsible for any late, lost or misfiled information.

Application Due Date: May 25, 2012. No late applications will be accepted.

Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

It is the applicant's responsibility to ensure that all requirements are met by the established deadline. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

(Spring 2012 graduates of a PN program may submit their Applications without the LPN license, but must have the license number submitted no later than June 22, 2012 to remain eligible.)

MSU-Great Falls College of Technology's Associate of Science Nursing Program does not maintain a waiting list. Applicants must reapply each year.

Clinical Practice is an invaluable part of your nursing education at MSU Great Falls College of Technology. Hands-on nursing experience is what brings nursing education to life for each student in our program. It is a privilege for MSU Great Falls College of Technology to work with many community health care facilities in the Cascade County area which provide clinical experiences. To ensure the safety and well being of all patients, Background Checks are becoming a standard requirement for employment in health care today. It is therefore important that students within our program realize that some clinical facilities will ask students to obtain a Background Check before beginning clinical practice.

Notification of Acceptance

Accepted students will be notified of their acceptance into the Program by the week of July 2, 2012. Accepted students will be required to provide proof of CPR certification, negative Tuberculosis test, and immunizations, including flu shots, before the beginning of the fall semester, at the nursing orientation. Students not accepted will be notified by the week of July 16th. You will receive and must complete the intent to enroll form, and return it to the College. If this letter of intent to enroll is not returned by the assigned date, your place will be offered to another applicant.

All students enrolled for 4 or more credits are required to have health insurance. For students without adequate coverage, MSU-Great Falls College of Technology offers a program developed especially for Montana University System students by Blue Cross and Blue Shield of Montana (BCBS-MT). This plan provides coverage for injuries and illnesses, on or off campus. Coverage includes hospitalization, maternity, prescription drugs, surgical services, emergency room charges, and immunizations among others. See <http://www.msugf.edu/students/HealthInsurance/index.html> for more information about the plan.

Nursing program students entering the clinic setting must carry medical health insurance. Health insurance is available through the college for students who do not have other health insurance.

Students will be financially responsible for their health care if they become ill or are injured in the clinical setting.

Please contact Student Central for further information. 406.771.4414.

Accepted students should plan on registering for courses in August and attending the mandatory Associate of Science Nursing Orientation (date and time to be announced), including a mandatory health science orientation.

Associate of Nursing Curriculum

Prerequisite Coursework

The following courses must be completed or be in progress prior to admission into the Associate of Science Nursing Program. Grades in prerequisite courses are a major factor in ranking applications for admissions.

Course Number	Course Title	Credits
BIOH 201	Anatomy & Physiology I/ Lab	4
CHMY 121	Introduction to General Chemistry/Lab	4
M 121	College Algebra	3
NRSG 100 (semester I)	Introduction to Nursing	1
Total		12
Course Number	Course Title	Credits
BIOH 211	Anatomy & Physiology II/ Lab	4
WRIT 101	College Writing I	3
NUTR 121	Clinical Human Nutrition	2
PSYX 100 (semester II)	Introduction to Psychology	3
Total		12

Science courses must be completed within five (5) years of and other courses must be completed within 15 years of applying to the Associate of Science Nursing Program.

Transferable Courses

Please refer to the MSU-Great Falls College of Technology website: www.msugf.edu. Contact the Registrar at 406.771.4312 should you have any questions about the transferability or currency of coursework.

Program Coursework

The courses listed below are required in the program of study for the Associate of Science Nursing. The courses are offered at MSU-Great Falls College of Technology in the following sequence with the first two semesters comprising the Practical Nurse program, and semesters V and VI accomplished for the RN program after acceptance into the RN program:

FALL SEMESTER

Course Number	Course Title	Credits
NRSG 135	Pharmacology	3
NRSG 130	Fundamentals of Nursing	7
NRSG 138	Gerontology	2
(semester III)		
Total		12

SPRING SEMESTER

Course Number	Course Title	Credits
NRSG 140	Core Concepts of Adult Nursing	7
NRSG 144	Core Concepts of Mental Health	2
NRSG 142	Core Concepts of Maternal / Child	3
NRSG 148	Leadership Issues	2
(semester IV)		
Total		14

Total Program Credits: 50**RECOMMENDED ADDITIONAL COURSE ***

Course Number	Course Title	Credits
AH 120	Intravenous Therapy	1
Total		1

* Highly recommended addition to standard nursing curriculum. Will provide you with IV certification which many employers value or require for employment.

After acceptance in RN program:**FALL SEMESTER**

Course Number	Course Title	Credits
NRSG 250	Transition to Registered Nurse	3
NRSG 252	Complex Care Needs – Maternal/Child Client	3
NRSG 254	Complex Care Needs – Mental Health Client	2
NRSG 256	Pathophysiology	3
BIOM 250	Microbiology	4
(semester V)		
Total		15

SPRING SEMESTER

Course Number	Course Title	Credits
SOCI 101	Introduction to Sociology	3
NRSG 262	Complex Care Needs – Adult Client	4
NRSG 265	Advanced Clinical Skills	1
NRSG 266	Managing Client Care	4
(semester IV)	Total	14

Once enrolled in nursing courses, a minimum of a grade of “C” in all courses is required to continue in the program. In the clinical setting, students must achieve a grade of 75% in all rotations of each clinical experience in order to continue in the program.



**MSU-GREAT FALLS COLLEGE OF TECHNOLOGY
ASSOCIATE OF SCIENCE NURING PROGRAM
APPLICATION PACKET COVER & CHECK-OFF SHEET**

NAME _____

ADDRESS _____

CITY _____ ST _____ Zip Code _____

TELEPHONE (Home) _____ (Other) _____

E-Mail ADDRESS _____

STUDENT IDENTIFICATION NUMBER: _____

CURRENT MONTANA LPN LICENSE # _____

CURRENT STUDENTS ONLY: ANTICIPATED DATE FOR TAKING

MONTANA LICENSURE EXAM _____

* (Spring 2012 graduates of a PN program may submit their Applications without the LPN license, but must have the license number submitted no later than June 22, 2012 to remain eligible.)

Check-off List

√	Item
	Complete application and documentation for admission to MSU-GF College of Technology
	Application Evaluation (complete form for submission)
	Technical Standards Form (signed)
	Transfer students: Registrar Verification Form
	Official Transcripts for all completed secondary education (Send transcripts to Registrar – no need to include in packet)
	Copy of current unencumbered Montana LPN license

Please only send required documentation as other supplemental items will be discarded.

Important Note:

The Montana Board of Nursing may not allow you to take the national exam following the completion of this program. Acceptance for taking national exams, if you have a felony conviction, is approved or denied by the Montana Board of Nursing on an individual basis. If you have a felony conviction, contact the Montana Board of Nursing for further information before making an application to the program.

Nursing: http://mt.gov/dli/bsd/license/bsd_boards/nur_board/board/_page.asp

Technical Standards

Associate of Science Nursing Program --- MSU College of Technology – Great Falls General physical, mental, sensory, communication and behavioral requirements in the Nursing Profession

An employee in the Nursing profession is expected to be able to meet or exceed the following demands, whether physical, mental, sensory, communication or behavioral/emotional.

Physical demands include being able to:

- Use computer input and output devices effectively, including typing and data entry;
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines;
- Physical stamina to work quickly and for long intervals without sitting;
- Turn/reposition bedfast patient, alone or with assistance, to prevent hazard of immobility. This may require lifting with assistance 200 – 300 pounds;
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed throughout shift alone or with assistance;
- Transport patients in wheelchairs as necessary;
- Answer patient call lights or intercom system to determine patient needs;
- Perform CPR – ventilation/compression
- Spend at least 6 of 8 hours on your feet while delivering care;
- Ability to use left and right hand function, from simple grasping to low speed assembly;
- Do twisting, sitting, standing, walking, bending, reaching, climbing, squatting, kneeling and crawling during your shift;
- Lift, carry, push and pull from 1 pound to over 100 pounds.

Mental demands include being able to:

- Use effective time management;
- Concentrate and maintain acceptable level of accuracy in spite of frequent interruptions;
- Be courteous, tactful, and cooperative throughout the working day;
- Maintain confidentiality with regard to all phase of work;
- Read, write, and do basic math calculations;
- Float to other nursing units and perform patient care;
- Utilize effective verbal communication
- Answer the telephone;
- Read and write the English language.
- Function in a stressful environment

Sensory demands include being able to:

- Do close work for hours under artificial light, decipher handwritten and typewritten information in medical records;
- Differentiate colors
- Understand spoken voices and understand various accents, both face-to-face and while using various communication technologies;
- Work in a noisy environment;

- Possess the capabilities to accurately assess patients using auditory, tactile, visual, and olfactory senses.

Communication

- Effective communication in oral and written forms
- Process and communicate information on patient’s status with accuracy in a timely manner to members of the health care team, including faculty.

Behavioral/Emotional

- Student must have emotional stability to function effectively under stress
- Must be able to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Student must know that his/her values, attitudes, beliefs, emotions, and experiences affect his/her perceptions and relationships with others.
- Student must be able and willing to examine and change his/her own behavior when it interferes with productive individual or team relationships.
- Student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

The above listing is composed of general examples. Specific jobs may have other demands.

I have read the above requirements and understand that my inability to comply with these may result in my failure to successfully complete the program I have chosen.

Student Signature

Date



MSU-GREAT FALLS COLLEGE OF TECHNOLOGY ASSOCIATE OF SCIENCE REGISTERED NURSE PROGRAM

Application Evaluation Form (3 pages)

Application Scoring:

- Only students in Good Academic Standing will be eligible for program acceptance.
- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.
- Points and GPAs will be calculated by the Registrar’s Office and grade points will be calculated using the current catalog criteria which includes +/- weighing.
- For students, who have Tech Prep (TP) credits, the student’s high school transcript will be evaluated. If the TP course was a semester course, then that grade will be used in scoring/GPA. If the TP course was a yearlong course, then the two semester grades will be averaged to get a final grade for scoring/GPA calculations.
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DANTES programs, the credits will be accepted, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking.
- For students, who have additional educational attainment, the Registrar’s Office will verify degrees awarded from official transcripts.

Please Complete

Applicant Name: _____

Submission Date: _____

Eligibility Assessment: (Place “Y” in blank to indicate requirement has been met)

- * Admitted to MSU-Great Falls College of Technology and in good standing _____
- * Each Prerequisite course completed with minimum grade of “C” _____
- * 2.5 Cumulative Prerequisite GPA _____
- * Current LPN license or date when schedule to take NCLEX-PN _____
- * Transfer students – Registrar Verification form _____

Admissions Criteria Score:

A. *Performance in Science Prerequisites (52points possible)* (Grade A = 4, A- = 3.7, B+ = 3.3, etc. Multiply that number by the Emphasis = points)

Course #	Course Title	Grade	Emphasis	Points taken	College
BIOH 201	Human Anatomy & Physiology I/Lab	_____ x	2	=	_____
BIOH 211	Human Anatomy & Physiology II/Lab	_____ x	2	=	_____
CHMY 121	Intro to Gen. Chemistry/Lab	_____ x	2	=	_____
WRIT 101	College Writing I	_____ x	2	=	_____
M 121	College Algebra	_____ x	2	=	_____
NUTR 121	Clinical Human Nutrition	_____ x	1	=	_____
NRSG 100	Intro to Nursing	_____ x	1	=	_____
PSYX 100	Intro to Psychology	_____ x	1	=	_____

Total Prerequisite Score _____

B. Performance in LPN courses (57 points possible): Grade A = 4, A- = 3.7, B+ = 3.3, etc. Multiply that number by the Emphasis = points)

Course #	Course Title	Grade	Emphasis	Points taken	College
NRSG 130	Fundamentals of Nursing	_____ x	2	= _____	
NRSG 135	Nursing Pharmacology	_____ x	2	= _____	
NRSG 138	Gerontology for Nursing	_____ x	2	= _____	
NRSG 140	Adult Nursing	_____ x	2	= _____	
NRSG 142	Maternal Child Nursing	_____ x	2	= _____	
NRSG 144	Mental Health	_____ x	2	= _____	
NRSG 148	Leadership Issues	_____ x	2	= _____	
AH 120	IV Therapy	=====		= _____	
(Give one (1) point if IV therapy course has been taken)					

Total first year nursing courses Score _____

C. Kaplan Critical Thinking Exam (10 points possible)

You will be notified of available dates/times to take this exam after the closing of application acceptance.

Total Kaplan Exam Score _____

D. Previous Educational Attainment (5 points maximum –points awarded for one degree only)

Verification required –transcript with degree or certification posted - on file with Registrar

Degree Attained	Points	Total
Master’s Degree	5	= _____
Bachelor’s Degree	4	= _____

Total Educational Attainment Score _____

E. MSUGF COT Practical Nursing Graduate - Add 10 points

MSU-GF COT Nursing Graduate _____

TOTAL APPLICATION SCORE (total 134 points possible) _____

In case of a tie at the raw point level, these are the tie-breaking criteria:

- ✓ Highest GPA
- ✓ Highest Score on Critical thinking exam

Equal Opportunity Policy

Montana State University–Great Falls College of Technology is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, gender, marital status, disability, age, disadvantage, religion, political affiliation and/or national origin.

The College’s Equal Opportunity Officers are the Executive Director of Human Resources and the Assistant Dean of Student Services, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300.

**REGISTRAR'S VERIFICATION FORM
FOR REGISTERED NURSE APPLICATION – TRANSFER PRACTICAL NURSE
GRADUATES ONLY**

The MSU-GF COT Registered Nurse (RN) Application Committee must receive the Registrar's Verification Form with the application for the RN program **in an officially sealed school envelope** sealed by the Registrar completing this form. This is to assure that the Verification Form came from the school and was not opened by the applicant. Transfer Practical Nurse Graduates submitting an application without a properly sealed Verification Form will cause your application to be denied.

This form is to be completed in its entirety and signed by the College Registrar of the school granting the LPN degree.

This certifies that _____
First Name
Last Name
Other Last Name

Completed all coursework and clinical practice on: _____
DATE

Graduated on or is a candidate for graduation on: _____
DATE

Received the following degree: _____
Name of Degree Obtained

Is in Academic Good Standing at your College YES NO

From: _____
Name of Academic Institution that granted the degree

Signed and the college seal affixed this _____ day of _____, _____
Month
Year

I swear under penalty of perjury under the laws of the State of Montana that the foregoing is true and correct.

Signature of Registrar

TYPE or PRINT your name and title

[SEAL]