



SCHOOL OF NURSING
8432 MAGNOLIA AVENUE, RIVERSIDE, CA 92504
TELEPHONE: (951) 343-4700 FAX: (951) 343-4703 (8:00 am-5:00 pm PT; Monday-Friday)

APPLICATION GUIDELINES FOR SPRING 2007

1. APPLICATION, BIOGRAPHICAL SKETCH and FEE

Must be received in the School of Nursing office, located in James 106. \$50.00 **Make check payable to:**
California Baptist University

Send your application with biographical sketch to the School of Nursing, California Baptist University,
8432 Magnolia Avenue, Riverside, CA 92504.

2. TRANSFER STUDENTS: Transfer students must apply to California Baptist University and the School of Nursing concurrently. Before you can be officially accepted by the School of Nursing, you must be accepted by California Baptist University.
3. TRANSCRIPTS (other than CBU): Official transcripts from all colleges/universities other than CBU should be addressed and sent directly to the School of Nursing. Grades for prerequisite classes taken through the Fall 2006 semester, in progress at the time application is made, must be shown on the transcript(s)..
A student who has completed all academic work at CBU does not need to request a CBU transcript.
4. REFERENCES: Applicants are responsible to obtain 2 recommendations from persons qualified to give pertinent information about you, related to qualities listed on the reference form. PLEASE DO NOT INCLUDE A RELATIVE. At least one reference must be someone who has known you for one year or more. If possible, include an employer. If more than 1/3 of the items on the reference form are marked "no knowledge," another reference may be required. Additional reference forms, if needed, are available from the School of Nursing. You should provide a stamped envelope addressed to the School of Nursing, California Baptist University, 8432 Magnolia Avenue, Riverside, CA 92504, for the person completing the reference.
5. SAT/ACT SCORES need to be sent to the School of Nursing department if they have not already been sent to the Office of Enrollment Services. If you have not taken the SAT/ACT exam or if your SAT/ACT scores are low (under 400 in either math or verbal), and you have taken additional classes, you may wish to retake the exam. Contact the College Entrance Examination Board (CEEB), Admissions Testing Program, Box 492, Princeton, NJ 08541 for the next exam date and location or call (609) 771-7588 or go online to www.collegeboard.com. If you plan to take the ACT, you must register with the Admissions office **in advance**. Their telephone number is (951) 343-4665.
6. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS): The Test of Essential Academic Skills (math, science, English and reading) and a critical thinking assessment and will be given at CBU on two dates, Saturday 10/7/06 (please register with the Academic Resources at (951) 343-4349). There will be a 45 minute break for lunch. Your application fee covers the cost of the testing. A study guide is available online for \$25 at www.atitesting.com, or you may purchase one in the CBU bookstore.
7. INTERVIEW WITH FACULTY: A faculty interview is required of all applicants. Failure to appear for your scheduled time without prior notification, will constitute a late application.
8. WAIVER AND RELEASE FORMS: Waiver and Release forms regarding moral character and fitness must be completed and notarized, then returned to the School of Nursing.

A complete application file consists of the following: completed application form, fee, biographical sketch, references, SAT/ACT scores, transcripts of all completed coursework, TEAS exam scores and faculty/student interview. Any student with an incomplete application file may not be considered for admission to the School of Nursing.

IF YOU ARE ACCEPTED INTO THE SCHOOL OF NURSING, THE FOLLOWING MUST BE COMPLETED:

1. CPR (yearly requirement): Certification in cardiopulmonary resuscitation (CPR) from the American Heart Association or American Red Cross will be required before you may begin nursing coursework. (The required course is the American Heart Association Health Care Provider or American Red Cross CPR for the Professional Rescuer, which includes 1 and 2 person adult, child and 1 infant CPR with AED.) Students **MUST** recertify each year between May 1 and June 16 regardless of the expiration date on the card. A copy of your CPR card is due to the School of Nursing by June 16, 2007. There is a \$25.00 late fee if turned in to the School of Nursing after June 16, 2007.
2. PHYSICAL EXAMINATION (yearly requirement): You will need to have a physical examination (no earlier than April 3, 2007) before you may begin clinical nursing. This health form will be included with your acceptance letter and is due June 16, 2007. (This will be done each year you are in the program.) There is a \$25.00 late fee if turned in to the School of Nursing after June 16, 2007.
3. DRIVER'S LICENSE AND PROOF OF CAR INSURANCE: The School of Nursing must have a copy of each of the following on file by June 16, 2007:
 - A. Copy of your valid driver's license.
 - B. Proof of auto insurance coverage naming you as an authorized driver and stating limits of liability carried on the auto.

Because it will not always be possible to carpool, each student is required to have access to transportation for clinicals.

4. BACKGROUND CHECK: Immediately following notification of acceptance into the program, a background check will be required. Details will be provided. Approximate cost is \$60.

TIMELINE REMINDERS	
Turn in nursing application, biographical sketch and fee, authorization forms regarding moral character and fitness.	February 7, 2006 by 4:00 PM
Transcripts (<u>must include</u> grades through Fall 2005 semester) and SAT/ACT scores	
Test of Essential Academic Skills (TEAS)	Saturday, October 7, 2006
Notification of acceptance status	Prior to pre-registration for Spring 2007.
Copy of CPR card due (if you are accepted)	June 16 to avoid late fee
Physical exam forms due (if you are accepted)	June 16 to avoid late fee
Proof of driver's license & auto insurance <i>in your name</i> for the car you will be driving (if you are accepted) is due.	June 16

If you have questions, feel free to contact the School of Nursing office at (951) 343-4700.

NOTE: It is and shall be the policy and practice of California Baptist University School of Nursing in the admission of students, the hiring of employees, or the operation of any of its programs and activities, not to discriminate on the basis of the applicant's race, color, age, sex, handicap or national or ethnic origin.