



APPLICATION GUIDELINES

1. A complete application packet consists of the following:
 - Completed and signed application with two passport-sized photos
 - \$50.00 check or money order made payable to CBU
 - Biographical Sketch
 - Notarized Release & Waiver Form
 - Completed Conduct Clearance Form for each institute previously attended (May be sent separately)
 - Two completed School of Nursing Reference Forms (May be sent separately)
 - Official SAT or ACT scores (May be sent separately)
 - Official TEAS score(s) for all attempts
 - Completed & signed Certified True Copy-Transcript Request Form

Your completed application packet must be **received by** 4 pm March 9, 2012. You may mail the packet to:

School of Nursing, California Baptist University, 8432 Magnolia Avenue, Riverside, CA 92504.

Or hand deliver to: School of Nursing Administrative offices at 8308 Magnolia, Riverside, CA 92504

Please note: Late applications will not be accepted. The School of Nursing is NOT responsible for delays in mail.

Postmarking does NOT constitute meeting the stated deadline. Incomplete application packets will not be processed.

2. TRANSFER STUDENTS: Transfer students must apply to California Baptist University **and** be accepted prior to applying to the School of Nursing (SoN).
3. APPLICATION FEE: There is a non-refundable application fee of \$50.00. Payment may be made by check or money order only, made payable to CBU.
4. BIOGRAPHICAL SKETCH: Please write a personal biography discussing significant events and influences which have affected your approach to life. In addition, please include responses to the following questions: State why you wish to enter the nursing program and discuss the practical experience you have had in the field of nursing. The paper should be 3-4 typed double-spaced pages.
5. RELEASE & WAIVER FORM: **This form must be notarized.** It is used to request information from colleges & universities (not High School) you have attended as well as health information for clinical clearances. You will attach this form to your Conduct Clearance Form. You may make copies of this form and attach a copy to each Conduct Clearance Form if you have attended more than one institution. Turn one copy of this notarized form in with your application packet.
6. CONDUCT CLEARANCE FORM: Complete the top portion of the form for each higher education institution (not High School) you have attended. Attach a copy of your **notarized** Release & Waiver form and mail to the Student Services Department for each institution attended. Please include a pre-addressed (SoN), stamped envelope with your request for institutions other than CBU. CBU students may drop the form off to the Student Services located in Yeager D247.

7. REFERENCES: Applicants must submit 2 recommendation forms from persons qualified to give pertinent information about you. Letters may be attached to the form **but not in lieu of the 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. Reference forms are available on the SoN website. 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. **References must be received prior to the posted deadline**. References may be faxed to 951-343-4703 or emailed as an attachment to nursing@calbaptist.edu.
8. CERTIFIED TRUE COPY-TRANSCRIPT REQUEST FORM: All current CBU & Transfer students must submit a "Certified True Copy - Transcript Request" form with the application packet. The purpose of this request is to authorize the Office of the Registrar to provide a certified true copy of all official transcripts and test scores received by CBU to the SoN. You do not need to send transcripts to the SoN, we will obtain them from the Office of the Registrar. Prerequisite classes in progress at the time application is made must be shown on the transcript(s).
9. SAT/ACT SCORES: All applicants, *regardless of the amount of units completed*, must submit official scores to the SoN if they have not already been sent to the Office of the Registrar. If you have not taken either the SAT or ACT contact the College Entrance Examination Board (CEEB), Admissions Testing Program, Box 492, Princeton, NJ 08541 for the next SAT exam date and location or go online to www.collegeboard.com. The ACT exam is offered at CBU through the Admissions Office. Your packet will not be considered complete without scores.
10. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS): The Test of Essential Academic Skills (math, science, English and reading) is given at CBU for accepted pre-nursing students. Please check the SoN website for dates of upcoming exams and registration information. Pre-registration and pre-payment is required. A study guide is available online at www.atitesting.com. In order to be considered you must be at or above the BSN program mean with a maximum of 3 attempts with a minimum of 14 days between attempts. You must send official ATI transcript if you take the exam at another institution. If you take the exam at CBU we will have your transcript on file. All transcripts must be on file prior to turning in an application packet. Any packet without official TEAS transcripts for all attempts will be considered incomplete.
11. INTERVIEW WITH FACULTY: The committee will notify students regarding interviews after the application has been reviewed and considered complete. Failure to appear for your scheduled time without prior notification will constitute an incomplete application packet. Not all qualified applicants will be interviewed.

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

1. CPR: Certification in cardiopulmonary resuscitation (CPR) from the American Heart Association is required before you may begin nursing coursework. (The required course is the American Heart Association BLS for the Health Care Provider, which includes 1 and 2 person adult, child and 1 infant CPR with AED.) Current certification is required throughout the entire program.
2. PHYSICAL EXAMINATION (yearly requirement): You will need to have a physical examination (no earlier than 45 days) before you begin clinical nursing. The health forms will be included with your acceptance packet. This will be done each year you are in the program.
3. DRIVER'S LICENSE AND PROOF OF CAR INSURANCE: The School of Nursing must have a copy of each of the following on file.
 - A. Copy of your valid driver's license.

- B. Proof of auto insurance coverage naming you as an insured driver and stating limits of liability carried in the auto.

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

- 4. PROOF OF HEALTH INSURANCE. Your name must appear on the policy.
- 5. BACKGROUND CHECK: Immediately following notification of acceptance into the program, a background check will be required. Only applicants with a cleared background check will be admitted to the School of Nursing. Details will be provided. Approximate cost is \$55.00.

TIMELINE Subject to Change	
Turn in completed nursing application packet no later than	March 9, 2012 by 4:00 pm
Email to invite applicant for interview or letter sent if not being called for an interview	March 21-30, 2012
Notification of acceptance status	3 rd week of May, 2012

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

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, national or ethnic origin.

Per our clinical affiliation agreements with local hospitals, a background check and drug screening will be required prior to your first clinical experience and then annually. If you fail either your background check or drug screening, this will result in immediate dismissal from the California Baptist University nursing programs.

Acceptance into the School of Nursing does not guarantee licensure.



School of Nursing

8432 Magnolia Avenue, Riverside, CA 92504
Telephone: (951) 343-4700 FAX (951) 343-4703
www.calbaptist.edu/nursing

Date Received _____

APPLICATION FOR ADMISSION

Fall _____ Spring _____

Name _____
Last First Middle

CBU ID # _____ CBU Campus Mailbox # _____

E-mail address: _____

Home Address _____

City State Zip Code Phone Number
Mailing address _____

City State Zip Code Mobile Number

TWO
PASSPORT-SIZED
PHOTOS

(head and shoulders)

Secure *one* photo here and
paper clip *one* photo

Date of Birth _____ Age _____ Social Security Number _____ Birthplace _____
Ethnicity: African-American Caucasian(white) Hispanic Native American Pacific Islander Other _____
Primary Language Spoken _____ ESL: Yes No Marital Status: _____ US citizen Yes No

Number of units completed at CBU _____ CBU units enrolled _____ CBU ROTC program Yes No

Have you ever applied to the CBU School of Nursing before? Yes No If so, date applied _____

Have you ever been a student in any School of Nursing? No Yes If yes, answer the following:

Name of School _____ Address City State Zip Code

Entrance Date _____ Date of Leaving _____ Reason for Leaving _____

EDUCATIONAL BACKGROUND: Give high school from which you graduated and list in chronological order all schools attended subsequently, including CBU, if applicable.

High School Location Year

College or University Location Year

College or University Location Year

(Please list additional schools on a separate sheet)

ACTIVITY RECORD: (Honors, awards, offices, scholarships: high school or college)

EMPLOYMENT/VOLUNTEER BACKGROUND: State below, in chronological order, starting with most recent, any work experience you have had, including part-time, volunteer, nurse's aid, "candy striper," etc. (need not be health care related). Attach an additional sheet if necessary.

Employer	Type of work	From (date)	To (date)	Hours/week
_____ Employer	_____ Type of work	_____ From (date)	_____ To (date)	_____ Hours/week
_____ Employer	_____ Type of work	_____ From (date)	_____ To (date)	_____ Hours/week

REFERENCES: Give names of at least three persons qualified to provide references. (Do not include a relative).

1. PERSONAL: _____
Name _____ Position _____

Institution and Address
2. ACADEMIC: _____
Name _____ Position _____

Institution and Address
3. EMPLOYER: _____
Name _____ Position _____

Institution and Address

Please ask two of the above people to send the reference forms provided with this application directly to the School of Nursing. (It is considered a courtesy to provide a pre-addressed, stamped envelope for the reply).

Have you ever been convicted of a crime other than a minor traffic violation? _____
If yes, please give the details on a separate sheet of paper and state the charge, the court, the date of the conviction and the disposition of the case.

PLEASE NOTE: Per our clinical affiliation agreements with local hospitals, a background check and drug screening will be required prior to your first clinical experience and then annually. If you fail either your background check or drug screening, this will result in immediate dismissal from the California Baptist University nursing program.

Program completion does not guarantee licensure.

THE INFORMATION GIVEN ON THIS FORM IS ACCURATE AND COMPLETE AND I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Signature of Applicant

Date



HONOR CODE

(FOR YOUR REFERENCE ONLY, DO NOT RETURN WITH APPLICATION)

Members of the California Baptist University campus community are expected to act in academic matters with the utmost honesty and integrity. Academic matter shall be defined as any activity that may affect a grade or in any way contribute toward the satisfaction of the requirements for graduation without reference to the focus of such activity.

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University. Violations of the Honor Code include, but are not limited to, the following:

1. use of any unauthorized assistance in taking quizzes, test, or examinations;
2. looking at or copying another student's test or quiz answers;
3. taking a test or quiz in part or in whole to use or to give others;
4. providing any unauthorized assistance or aid to others in writing papers, taking quizzes, tests, or examinations;
5. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
6. working with others on projects that are meant to be done individually;
7. the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
8. invading or attempting to invade the administrative security maintained for the preparation and storage of quizzes, tests, and/or examinations;
9. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the University;
10. copying information from a source without proper attribution;
11. taking papers from other students, publications, or the Internet;
12. failing to abide by the instructions of the proctor concerning test-taking procedures and/or engaging in behavior one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
13. offering for course credit one's own work, but work that one has previously offered for course credit in another course (unless permission to do so has been secured from the instructor in whose course the work is being offered, prior to submission);
14. influencing, or attempting to influence, any University official, faculty, member, graduate student, or employee responsible for processing grades, evaluating students, or maintaining academic records, through the use of bribery, threats, forgery of authorization, or any other means of coercion in order to affect a student's grade or evaluation;
15. any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic records, including, but not limited to, late or retroactive change of course application forms (otherwise known as "add/drop forms") and late or retroactive withdrawal application forms. Alteration includes, but is not limited to, misuse of University documents pertaining to academic records by means of computer resources or other equipment;
16. witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it within one semester of the occurrence to either the faculty member in whose class the incident occurred or to the Student Services Office.

All violations of the Honor Code must be reported to the Student Services Office. A first incident of violation of the Honor Code is handled at the discretion of the professor and the dean of students. Judicial sanctions for an offense are handled on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Judicial sanctions may include, but are not limited to, loss of a letter grade or failure in the course in which the offense occurred, suspension, and/or expulsion from the University.

A student has the right to appeal sanctions imposed in cases related to violation of the Honor Code. Appeals must be submitted in writing to the Student Services Office within five (5) business days after a sanction has been imposed.

Appeals dealing with sanctions related to course outcomes (e.g. assignments, tests, or course grades) are adjudicated by the provost. Appeals based on a student's contention of innocence are adjudicated by a judicial review board. Decisions rendered by a judicial review board may be appealed to the vice president for student services.

A student who appeals a decision will be mailed written notification of the progress of the appeal from the dean of students, vice president for student services, or provost within ten (10) business days.



Additional Program Information

(FOR YOUR REFERENCE ONLY, DO NOT RETURN WITH APPLICATION)

Within 45 days prior to admission to nursing courses, students must provide evidence that they are physically and emotionally able to perform the duties required. A physical examination by a physician or nurse practitioner with information completed on a form provided by the School of Nursing is necessary. The examination includes current immunizations and tests required by the School of Nursing. Forms are available to students after the student has been admitted into the baccalaureate nursing program. An annual physical examination, tuberculin skin testing, background check and drug screen must be performed and results submitted annually.

Other Provisions

- Annual background/drug screening
- Clinical facilities and agencies have a wide geographical distribution. Students are responsible for providing their own transportation to clinical facilities. Student car pools may or may not be possible; however, some clinical facilities may require that the student have access to an individual car. A valid driver's license and proof of auto insurance is required.
- Students are required to purchase uniforms, student arm patches, name tags, watch with a second hand, and other equipment as necessary. A list will be provided to the student.
- Students should be aware that the BSN program is a full four years in length. Those with transfer credits will need three years of nursing courses to complete the degree.
- A current American Heart Association Basic Life Support (BLS) for healthcare provider certification is mandatory for all nursing students.

Transfer Students

- All courses accepted from another university must be equivalent in content and in credit. Students who complete courses from California Baptist University will be given priority for selection into the baccalaureate nursing program. We currently have more qualified CBU students than we have spaces available.

APPROXIMATE COST ANALYSIS	Program Start
TEXTBOOKS: Estimates based on previous semester, new books. Does not included recommended text, only required. <ul style="list-style-type: none"> • 2nd Semester: \$520; 3rd semester: \$130; 4th semester: \$220; 5th semester: \$360; 6th semester: \$145 	\$1000.00
UNIFORMS (DEPENDS ON UNIFORMS SELECTED)	\$125 –\$200
CBU NURSING PATCH (3)	\$12.00
LIVE TEXT and Neer Perfect Medical Records Software	\$250
NURSING SHOES	\$60-85.00
WRISTWATCH WITH SWEEP SECOND HAND	Varies
PHYSICAL EXAMINATION/ IMMUNIZATIONS (ANNUAL)	Varies
CPR CERTIFICATION (AS NEEDED)	\$60.00
BACKGROUND CHECK (ANNUAL)	\$55.00
DRUG TEST (RANDOM/SEMESTER)	\$30.00