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

APPLICATION GUIDELINES FOR Spring 2013

If you applied to the Fall 2013 program and are re-applying to the spring 2014 DO NOT apply through NursingCAS. Use the paper application found below. This is the only requirement for re-applying. Nothing further needs to be re-submitted. Students re-applying must submit the paper application by 4pm August 19th.

The online application process for new applicants must be completed in its entirety by 8:59 pm August 19, 2013.

Additional points will be awarded to online applicants submitting completed packets* by 8:59pm July 17, 2013.
For paper re-apply applicants the deadline for additional points is 4pm July 17, 2013.*
***The TEAS may be completed at any time during the application period and additional points will still be awarded.**

1. **A complete online application packet consists of the following:**
   - ❑ Completed Online Application through www.nursingcas.org. All necessary sections will be notated with a red arrow on the NursingCAS Applicant Checklist
   - ❑ Completed Conduct Clearance Form for each institute previously attended **other than CBU** uploaded to the documents section of NursingCAS
     - CBU students will hand deliver the form with the student portion completed and signed to the School of Nursing no later than 4pm Aug. 19, 2013. **PLEASE DO NOT TAKE THIS FORM TO THE STUDENT SERVICES OFFICE.**
   - ❑ Two completed electronic recommendations submitted through NursingCAS
   - ❑ Official TEAS score sent directly to CBU via atitesting.com. If you took the exam at CBU then your transcript will be on file and no further action is necessary.
   - ❑ Completed & signed Certified True Copy-Transcript Request form uploaded to the documents section of NursingCAS

TRANSFER STUDENTS: Transfer students must first apply to California Baptist University ***and*** be accepted as a pre-nursing student prior to applying to the BSN program through NursingCAS. Applicants without a valid CBU ID entered prior to 8:59pm August 19, 2013 will not be considered. We consider students with a minimum of 12 units completed from CBU prior to full-time enrolled CBU students and then we will consider transfer students.

2. **APPLICATION FEE:** There is a non-refundable application fee of $45 paid directly to NursingCAS

3. **CONDUCT CLEARANCE FORM:** Complete the top portion of the form for each higher education institution (not High School) you have attended, including CBU if you are a CBU student. Be sure to sign the form. Have the completed form sent to you from the institution then upload it to the documents section. CBU students submit the form to the SON administrative office. The SON will send to student services **DO NOT take to the student services office**.

4. **REFERENCES**: Applicants must have 2 electronic recommendations completed. Letters may NOT be uploaded. The recommender will fill out an online form and may include comments or copy and paste a letter into the comments section. PLEASE DO NOT INCLUDE A RELATIVE. Options include academic, work/volunteer, and personal recommenders.

5. Even though CBU has transcripts on file you must also send all official transcripts directly to the NursingCAS office at the address below:
   NursingCAS
   Transcript Department
   P.O. Box 9201
   Watertown, MA 02471

6. **CERTIFIED TRUE COPY-TRANSCRIPT REQUEST FORM**: All applicants must submit a "Certified True Copy - Transcript Request" form to the documents section of NursingCAS. The purpose of this request is to authorize the Office of the Registrar to provide a certified true copy of all official transcripts received by CBU to the SoN. Please do not 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).

7. **TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS):** The Test of Essential Academic Skills 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. There is no minimum score required however the score is weighted among all other applicants. The exam is valid for one year from the testing date. An applicant may take the exam only one time per application period. We are aware that some programs allow multiple attempt of this exam however we will only use the first unexpired exam results regardless of attempts.

   You will self-report your score into NursingCAS ***AND*** send the official transcript via atitesting.com to California Baptist University. If you took the exam at CBU you DO NOT need to order official transcripts.

8. **INTERVIEW WITH FACULTY:** The SON 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 however an interview is required for acceptance into the BSN program.

TIMELINE **Subject to Change**	
For additional professionalism points turn in/electronically submit completed nursing application packet no later than (all requirements other than the TEAS test)	July 17, 2013 by 4:00 pm for re-applying applicants and 8:59pm for NursingCAS applicants
Final deadline	August 19, 2013 by 4:00 pm for re-applying applicants and 8:59pm for NursingCAS applicants
Email Notification of Status of application	During the week of September 16, 2013

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 may result in immediate dismissal from the California Baptist University nursing programs.

Acceptance into the School of Nursing does not guarantee licensure.

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Date Received_____

APPLICATION FOR RE-APPLYING TO THE SON

Did you apply to the fall 2013 BSN program? ❑Yes ❑ No If no, then please apply using our online application process at www.nursingcas.org

Name _____
Last First Middle

CBU ID # _____ CBU Campus Mailbox # _____

E-mail address: _____

Permanent Address _____

_____ _____
City State Zip Code Phone Number

Mailing address _____

_____ _____
City State Zip Code Mobile Number

Number of units completed at CBU _____ CBU units enrolled for fall 1013 _____ CBU ROTC program ❑ Yes ❑ No

Will you be re-taking the TEAS exam this application period? ❑Yes ❑ No Please note this is not a requirement. You may use the score already on file.

EDUCATIONAL BACKGROUND: Please list any school you have attended ***since April 30, 2013*** below:

College or University	Location	Year

EMPLOYMENT/VOLUNTEER BACKGROUND: If you have additional employment/volunteer experience since your fall 2013 application submission please add it below:

Supervisor	Type of work	From (date)	To (date)	Total hrs. to date

REFERENCES: Are you submitting new recommendations? ❑Yes ❑ No Please note this is not a requirement. If yes, please complete the information below with the new recommender's information and we will replace the existing recommendation on file otherwise we will use what is currently on file.

1. New Recommender _____ _____
   Name Position

   _____
   Institution and Address Date Received_____

To replace recommendation on file from fall 2013 from _____

2. New Recommender:_____

Name Position

_____

Institution and Address

To replace recommendation on file from fall 2013 from _____

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 may 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

(FAILURE TO PROVIDE TRUTHFUL INFORMATION MAY RESULT IN DISMISSAL FROM THE PROGRAM)