



## **Bachelor of Science in Nursing**

**ABSN (Accelerated, 4-term) Second Degree Option**

**BSN (6-term) Option for First and Second Degree Students**

**RN-BSN Online Option for Registered Nurses (active/unrestricted RN license required)**

**2009-2010 Application Guidelines – Summer 2010 Matriculation**

### **INSTRUCTIONS**

**The BSN application is revised each year, thus it is critical that all applicants carefully read and follow the instructions provided in this document and contained on each screen of the electronic application.** Each applicant is responsible for ensuring that s/he completes and submits the application correctly. This is the **ONLY** application you must complete and submit.

Conversations about the School of Nursing's admissions process with current nursing students and/or applicants to previous cycles may lead to applicant confusion and an incorrectly completed application – which may ultimately jeopardize the likelihood of admission. As such, it is most important that you clearly understand the process and address questions **ONLY** to the School of Nursing's Undergraduate Admissions Specialists via [sonugadmissions@unc.edu](mailto:sonugadmissions@unc.edu).

**Due to the University's transition to a new student application and information system, the deadline for submitting applications for Summer 2010 matriculation has changed. All applications are now due by 11:59 pm EDST on Tuesday, December 22, 2009. The link to the application is provided at the end of the instructions**

#### **Key Points:**

- All second degree applicants must have earned their first bachelor's degree **PRIOR TO THE APPLICATION SUBMISSION DEADLINE**. If you are on track to graduate with a bachelor's degree at any time **AFTER** the December application deadline, you may **NOT** apply until after your degree is conferred.
- At the time of application, each applicant must have an earned cumulative\* GPA of minimally:
  - 3.0 to apply to the ABSN (Accelerated, 4-term or 14 month) Option, or
  - 2.5 to apply to the BSN (6-term or 24 month) Option.
  - 2.0 to apply to the RN/BSN Program

\*Note: cumulative GPA includes all college-level courses completed since high school including repeated courses.

### **COMPETITIVENESS**

Admission to the Bachelor of Science in Nursing Program in the School of Nursing at UNC-Chapel Hill is very competitive. Students are selected on the basis of several factors, to include academic history, performance in science courses, application content, and your written response to specific essay questions. Applicants are not interviewed; as such, the application must represent you as optimally as possible.

It is also important to note that simply “meeting” admission criteria in no way guarantees an applicant an offer of admission. For example, the mean cumulative GPA of those offered admission is considerably higher than the established minimum cumulative GPA for the Option. Lastly, strong performance in required science courses is critical.

### **IMPORTANT DATES**

- **Application submission deadline:** BOTH the online application AND all associated application materials MUST be submitted/postmarked by the deadline for the application to be considered for review. Late receipt of either element will render the application ineligible for admission consideration. Late applications will NOT be reviewed. Transfer or Readmission Applications submitted without application fee will not be reviewed (Internal UNC-CH degree-seeking undergraduate students are exempt from the fee requirement)

**December 22, 2009 at 11:59 pm EST for Summer/May 2010 admission.**

**PLEASE NOTE:** Transcripts from UNC Chapel Hill and any transcripts previously accepted by UNC Chapel Hill must be submitted and/or resubmitted to the Office of Undergraduate Admissions in order for the application to the School of Nursing to be complete.

- **Matriculation dates for 2010:**
  - **Summer/May - May 11, 2010**

### **APPLICATION TIPS & REMINDERS**

**Read** each part of the application very carefully and follow all instructions provided.

- **Education History:** List EACH school **you have attended or plan to attend** prior to matriculation into the School of Nursing. Failure to do so is considered a falsification of your application. Do not omit any school attended since you graduated high school, including UNC-Chapel Hill, if applicable.
- Courses listed “In Progress” on the **Course Grid** will be used as a binding Course Plan for completion of prerequisites. Your application review will focus exclusively on this plan. Enter as “In Progress” only those courses you intend to complete in the semester (fall or spring) following the submission of your application. All other courses should be listed as completed even if you do not yet have a grade. Each course grid entry must include course name, number and offering institution. Courses will be verified by transcript review. If you are taking courses that are not prerequisites, please send a list of these noting course name, number and institution to the Office of Undergraduate Admissions, CB#2200, Jackson Hall, Chapel Hill NC 27599-2200. If, for any reason, you change your course plan, **YOU MUST NOTIFY THE SCHOOL OF NURSING IN WRITING VIA EMAIL** (nursing@unc.edu). Failure to do so is considered a falsification of your application. Note: ALL General Education requirements must be completed by the date of matriculation for first degree students.
- **Recommendations** are neither required nor accepted for application to the BSN program.
- **Community Standards “out of school”:** When completing this section, please make sure you note in the additional information section what you did during any period of non-enrollment from the time you began college through the last term you attended. For example, you attended a 4-year institution through May, began at another school one year later, took a semester off,

then returned and completed the program. List what you were doing during the year between schools and the semester you were not in attendance.

- **Community Activities:** The Committee is interested in all post-high school community service or volunteer activities occurring over the past 5 years. Entries must meet these criteria: sustained unpaid activity, demonstrated evidence of giving back to the community; opportunity for meaningful involvement. Examples: hospital/health care or church activities, volunteering with youth groups, schools (PTO, sports teams, school band, etc.), community/senior centers, counseling groups (eg. rape crisis center, etc), among others.

When completing this section ensure you: identify and briefly describe each activity, identify the year you were involved (college freshman-13, college sophomore-14, college-junior-15, college senior-15, post-college-17), and provide both the number of hours per week you were engaged in the activity, and the number of weeks per year you were involved.

### **PERSONAL STATEMENT / ESSAY QUESTIONS**

Your essay document is to be double-spaced in at least font size 11. Your full legal name should be at the top of each page. Please number each essay or identify it to the question. You are allowed a maximum of 2 pages per essay (6 pages total).

The essay question may contain multiple parts so be sure to answer all parts. Carefully check your essays for spelling and grammar. Your ability to communicate will be evident in your essays. By signing the statement at the end of application, you verify that the essays are your own and were written by you.

#### **BSN and ABSN**

**If you are applying to the ABSN or BSN options, please respond to these essays:**

1. Why have you chosen to pursue a career in nursing and what are your professional goals? If you are a second degree student, discuss why nursing is a better career choice at this time in your life.
2. Describe a very difficult and/or rewarding experience you have had, and discuss how you dealt with it. Discuss in detail the way in which this particular experience impacted your life.
3. **OPTIONAL:** Provide any additional information that you wish the Admissions Committee to consider regarding your application. The committee is particularly interested in:
  - More detailed information regarding community service
  - Identification/elaboration of any special skills/attributes you would bring to the program (e.g. foreign language fluency, international experience; health care experience, etc.)
  - Explain why you withdrew from enrolled courses, if any
  - Explain academic performance if less than satisfactory
  - If you have previously applied to the School of Nursing, identify improvements to portfolio since last application

#### **RN/BSN**

**If you are applying to the RN-BSN options, please respond to these essays:**

1. What are your short- and long-term goals? Describe how you expect UNC-Chapel Hill's Baccalaureate Nursing Program to help you meet these goals.
2. What has been your most professionally challenging experience?
3. **OPTIONAL:** Provide any additional information that you wish the Admissions Committee to consider regarding your application. The committee is particularly interested in:

- More detailed information regarding community service
- Identification/elaboration of any special skills/attributes you would bring to the program (e.g. foreign language fluency, international experience; health care experience, etc.)
- Explain why you withdrew from enrolled courses, if any
- Explain academic performance if less than satisfactory
- If you have previously applied to the School of Nursing, identify improvements to portfolio since last application

### **TRANSCRIPTS**

Official transcripts from EACH college/university attended since high school should be sent directly to **UNC-Chapel Hill Office of Undergraduate Admissions**. Also, the Office of Undergraduate Admissions requires official transcripts from each high school attended from the 9th grade through 12th grade.

- If course credits earned at one college/university appear as transfer credits on the transcript of a second school, we must have an official transcript from the school originally issuing the course credits.
- Students currently enrolled at UNC-CH must request an internal transcript be sent to the Office of Undergraduate Admissions
- Transcripts are required reflecting all enrolled courses even if unrelated to nursing pre-requisites and regardless of whether you withdrew from the course prior to earning a grade.

**All transcripts must be postmarked by the deadline or your application will not be considered complete and will not be reviewed.**

**PLEASE NOTE:** Transcripts from UNC Chapel Hill and any transcripts previously accepted by UNC Chapel Hill must be submitted and/or resubmitted to the Office of Undergraduate Admissions in order for the application to the School of Nursing to be complete.

**COURSES IN PROGRESS AT THE TIME OF APPLICATION:** Applicants admitted prior to completing all coursework must submit official transcripts of these courses before the end of the first month of the enrollment term (i.e. Fall semester transcripts for students admitted in January, must be received by the end of January).

### **OTHER**

All applicants must be admissible to all previously attended colleges/universities. If you have been declared “academically ineligible” and as such are unable to return to any previous institution, you must contact that institution and seek documentation that reinstates your eligibility or your application cannot undergo review. Copies of ALL correspondence regarding your reinstatement request must be submitted to the Office of Undergraduate Admissions. Additionally, if your final institutional cumulative GPA is below 2.0, please provide documentation of your eligibility to return to that particular institution.

### **APPLICATION SUBMISSION**

Each application is comprised of three components:

1. The electronic application submitted before midnight December 22, 2009, plus the application fee,

## **AND**

2. One set of official transcripts plus any related materials submitted via USPS or personal delivery to the Office of Undergraduate Admissions by close of business on December 22, 2009.

Only applications received by the deadline and meeting both the minimum cumulative GPA and pre-requisite course requirement are eligible for admission consideration. It is your responsibility to insure that ALL aspects of the application are completed accurately and thoroughly. Neither incomplete nor late applications are eligible for admission review or fee refund.

## **OUTCOME NOTIFICATION**

The application review process is extremely thorough and takes at least 12 weeks from the application deadline. Please do not contact the Office of Undergraduate Admissions about admissions decisions unless you have not received a notification letter by late-November for the August application deadline and mid-April for the January application deadline.

## **INTERNATIONAL APPLICANTS**

### **English Language Proficiency**

If the official language in your country of origin is not English, you must provide proof of English language proficiency by providing acceptable scores on the Test of English as a Foreign Language (TOEFL). The TOEFL should be taken within two years of the application and the official report must be received by the Office of Undergraduate Admissions by the application deadline. A copy of your scores should be submitted along with your Application Materials. An exemption may be requested if you have earned a degree from a U.S. institution

Minimum acceptable TOEFL scores are as follows:

- CBT(computer-based): total of 250
- PBT(paper based): total of 600
- IBT(internet-based): total of 100

### **Second Degree Applicants**

Second-degree applicants with earned degrees from non-US colleges or universities should provide the following additional information:

- A copy of your diploma from all post-secondary schools from which you graduated showing when a degree (or its equivalent) was awarded as well as certified English translation of these documents
- An official or attested original transcript from all post-secondary schools attended as well as certified English translation of each transcript
- An original copy of an independently conducted verification of your academic credentials by an education evaluation service. This assessment must include a course-by-course evaluation showing credit hours and letter grade equivalency as well as validation of US equivalency of all degrees earned. Note: A US bachelor's degree is based on four years of study and is required of all international applicants without exception. If your non-US degree is not validated as equivalent to a US bachelor's degree, you may consider applying to the University's Office of Undergraduate Admissions as a freshman.

Required Prerequisite Courses: The six prerequisite courses must be taken at an accredited US institution. If you believe you have completed one of the six prerequisites at an institution outside of the United States, you may appeal the course directly to the UNC department in which the course is offered. The department will require a course syllabus in English. If the department approves your course as equivalent to the UNC requirement, you must submit the documentation confirming this approval with your application. If you cannot obtain this documentation, you

must take the course at a US institution. The US Diversity OR Global Issues course must be taken at an accredited US institution.

### **REAPPLICANTS**

Due to the new applications software, you will have to provide all transcripts to the Office of Undergraduate Admissions. The files that were retained by the School of Nursing will not be part of your new application record in the new online application system. We sincerely apologize for the inconvenience.

\*If you applied to the Spring 2010 application cycle or began an application for the Spring 2010 application cycle, please be aware that there is a known issue that will require the following work around.

- The “Apply Now” button does not appear on your portal page
- Call the Office of Undergraduate Admissions during their regular business hours of 8:00am to 5:00pm at (919) 966-3621
- Explain that you created and/or submitted an application for the Spring 2010 application cycle
- After a series of questions, the Undergraduate Admissions representative will be able to activate your new application.

### **FINAL REMINDER**

The Admissions Committee is comprised of faculty members who teach in the undergraduate program. They thoroughly review each complete application submitted by deadline. Each year 20-25% of all applications received are withdrawn from the review process due to application inaccuracies, failure to complete pre-requisite courses as planned, or an incomplete application (i.e. missing transcript). We urge you to take the necessary steps to prevent this from happening to you.

## **ACCESSING THE NEW ONLINE APPLICATION**

Posted: 10/01/09

There are two options for entering the new application:

1. Open webpage to Undergraduate Admissions, <http://admissions.unc.edu/>
  - Click on “log-in” at top navigation bar
  - Read important information re: creating and accessing your UNC portal
  - Follow steps to create your portal
  - Begin the application
2. Enter the UNC Portal site directly, <http://admissions.unc.edu/Apply/Portal.html>
  - Follow steps to create your portal
  - Begin the application

### **TECHNICAL HELP:**

The online application is administered by the Office of Undergraduate Admissions (919) 966-3621

If you applied/or began an application to the School of Nursing for Spring 2010 please see the \* under REAPPLICANTS above.

**Contact Information:**

Office of Admissions & Student Services  
UNC-Chapel Hill School of Nursing  
CB#7460, Carrington Hall  
Chapel Hill NC 27599-7460  
Tel: (919) 966-4260  
Fax: (919) 966-3540

Office of Undergraduate Admissions  
UNC-Chapel Hill  
CB #2200, Jackson Hall  
Chapel Hill NC 27599-2200  
Tel: (919) 966-3621  
Fax: (919) 962-3045