



# College of Nursing – RN to BSN Program

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## 2012 Admission Application Instructions

### Who Should Use This Application

These instructions have been prepared for applicants to the RN to BSN nursing major. Please read these instructions carefully before completing the separate online application form.

If you are currently at another college or university and wish to come to Ohio State to complete **prerequisites prior** to admission to the nursing major, you need to complete the online Undergraduate Transfer Application in addition to this application.

### Consideration for Admission

Admission to the nursing major is competitive. Applicants are selected on the basis of their academic record; leadership, work, and life experiences; and potential for success in the nursing program. Due to limitations in class size, not all qualified applicants may be admitted. Special consideration is given to applicants who will provide cultural, racial, economic, geographic, or other diversity to the College.

The College of Nursing Undergraduate Admissions Committee reviews and makes final decisions on admission to the nursing major. **Due to the sequential nature of the curriculum, entering classes are admitted to summer quarter only.** An eligible applicant who has completed college work elsewhere generally will receive equivalent quarter hours of credit for academic courses completed with a grade of C- or higher from a fully accredited college. Transfer credit is evaluated on a case by case basis.

To be considered for admission to the nursing major, an applicant must have met the following requirements:

1. Completion of prerequisite courses with a minimum of 45 quarter credit hours (30 semester hours) by the end of fall semester or winter quarter (remedial-level course work in Math and English will not be used toward the 45 quarter credit hour total). Applicants may submit an application for admission prior to completing prerequisites but will be required to include a plan to complete prerequisites as part of the application process.
2. A grade of C- or better in all specified prerequisite courses.
3. A cumulative point-hour ratio of not less than 2.75 (on a 4.0 scale) on all college work, however, most successful applicants' cumulative point-hour ratio is 3.0 or higher.
4. Licensed in the State of Ohio as a registered nurse by October 1 of the year of entry into the major; associate degree or diploma from a NLN or CCNE accredited institution.

## RN - BSN Prerequisite Courses

*Anatomy 199 . . . . .	5
*Biology 101 or 113 . . . . .	5
Chemistry 101 or 121 . . . . .	5
Data Analysis (Stat 135 or 145/Agr Edu 387/AED Econ 205/Anim Sci 260). . . . .	5
English 110.01 . . . . .	5
Human Nutrition 210 . . . . .	5
Microbiology 509 . . . . .	5
Psychology 100 . . . . .	5
Sociology 101. . . . .	<u>5</u>
Total	45

\*A combination of any college-level Biology, Anatomy, or Physiology will be accepted.

Courses listed above are OSU course numbers. Students can fulfill nursing prerequisites by taking the Ohio State courses listed or comparable courses at other accredited institutions. Students may also earn credit for prerequisite course work through CLEP or department exams. Contact the Professional Admissions Office or College of Nursing for additional information.

## Transfer Students and College Graduates

Students transferring from other institutions or individuals who have already completed a college degree are considered on the same basis as Ohio State students who apply for admission to the nursing major. Students who plan to take or have taken their prerequisites at an institution other than Ohio State must check transfer equivalencies at [www.transfer.org](http://www.transfer.org) or contact the Professional Admissions Office with questions regarding course equivalencies at other accredited institutions. **Although evaluation of transfer credit is a function of the Professional Admissions Office, applicants are responsible for ensuring they will complete the prerequisites or their equivalencies by fall semester or winter quarter of the year prior to entering the program.**

## When to Apply

Application materials are available beginning August 1 of each year. Applicants are encouraged to apply as early as possible to ensure the application is complete at the time of review. **The final application deadline is February 1.** All transcripts from previous institutions must be **received** by March 1 in order to be considered.

## Application Materials

The application materials listed here constitute a complete application for admission to the nursing major. You may check the status of your application at <http://professional.osu.edu>, but please allow **two weeks** from the time of submission. The Admissions Committee reserves the right to deny applicants for an incomplete application.

### ◆ Online Application for Admission

Use your correct legal name at the time you apply to the university. If your name or address changes prior to enrollment in the university, please access your Self-Service webpage after the change occurs to update your student record. Instructions to access this website will be emailed to you after your application is submitted.

### ◆ Application Fee

A nonrefundable \$40 application fee is required of U.S. applicants; \$50 application fee is required of international applicants. No application fee is required if you are or have ever been enrolled as an undergraduate degree-seeking student at Ohio State.

### ◆ Transcripts

Official and complete transcripts of all courses attempted in post-high school educational programs and at colleges and universities other than Ohio State must be forwarded to the Professional Admissions Office directly from the institution(s) attended. Official supplementary transcripts **must be forwarded to the Professional Admissions Office at the end of each term in which additional courses were attempted that are not included on the initial transcripts**. Applicants who have attended Ohio State are not required to furnish OSU transcripts, but must present transcripts of any courses taken elsewhere after their admission to OSU. All transcripts from previous institutions **must be received by March 1** in order to be considered. For courses completed in the spring quarter, transcripts must be postmarked no later than June 15 to guarantee your admission.

### ◆ Prerequisite Summary Worksheet

Applicants must complete all course prerequisites by the end of spring quarter/semester prior to anticipated enrollment in the major. All courses currently scheduled, or to be scheduled prior to enrolling in the nursing major, must be entered in the Prerequisite Summary Worksheet. Be sure to email the Professional Admissions Office at [professional@osu.edu](mailto:professional@osu.edu) of any changes to your Summary Worksheet.

### ◆ Resume

In addition to your academic background, the Admissions Committee gives serious consideration to the information provided on the resume you will electronically submit with this application. Your resume should be detailed including employment history with primary duties for each job, involvement in extracurricular/community activities, and account for all time since high school graduation. Please include an email address on your resume. Your resume to be uploaded must be in a Text file (.txt), Word document (.doc), Rich Text file (.rtf), or PDF document (.pdf) only. You cannot submit your application unless you click on the "Upload Resume" button in the online application and follow the directions to submit your resume electronically.

## English Proficiency Requirements

Success at Ohio State depends upon the student's ability to converse, write, and understand English. To assure such competence, the university requires any applicant whose native language is not English, and who has been educated primarily outside of the U.S., to submit official TOEFL, MELAB, or IELTS scores. To be considered

official, the scores must be sent directly from the testing agency to Ohio State. The test must have been taken within the last two years. Ohio State does not conditionally admit applicants who have not met the requirement for proof of English proficiency. Applicants who are citizens of or who have received a bachelor's degree or higher in one of the following countries are exempt from the TOEFL, MELAB, or IELTS requirement: Australia, Belize, the British Caribbean and British West Indies, Canada (except Quebec), England, Guyana, Ireland, Liberia, New Zealand, Scotland, the United States, and Wales. No student will be considered for admission until proof of English proficiency is determined.

**TOEFL (Test of English as a Foreign Language):** Ohio State's minimum TOEFL score requirement is 550 paper based or 79 internet based. For information about TOEFL, contact: TOEFL/TSE Services, PO Box 6151, Princeton, NJ 08541-6151; 609-771-7100; [www.toefl.org](http://www.toefl.org) . OSU's institution code is 1592.

**MELAB (Michigan English Language Assessment Battery):** Ohio State's minimum MELAB score requirement is 79. For information about MELAB, contact: English Language Institute, MELAB Office, TCF Building, Suite 350, University of Michigan, 401 E. Liberty, Ann Arbor, MI 48104-2298; 734-764-2416; [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab) .

**IELTS (International English Language Testing System):** Ohio State's minimum IELTS score requirement is 6.5. For information about IELTS, contact their website for the nearest testing center at [www.ielts.org](http://www.ielts.org) .

## Financial Requirements for Student Visa

International applicants who are determined to be academically admissible will be reviewed for sufficient financial resources. If determined academically admissible, applicants will be emailed an Affidavit of Support form and will be required to submit financial documents in order to produce the I-20 (for F1 visa) or DS-2019 (for J1 visa).

## Financial Aid

All students are encouraged to apply for aid even though an admissions application may be under review. General information about the Office of Student Financial Aid is available on the web at <http://sfa.osu.edu> . The priority deadline for students applying for merit and need based university financial aid is March 1. The Scholarship Application can be accessed online; please print the document, complete, and mail it to the Office of Student Financial Aid, The Ohio State University, 340 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210-1249. The Free Application for Federal Student Aid (FAFSA) can also be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and submitted electronically. Reapplication for aid is required yearly; forms are available after January 1. For more information you can reach the Office of Student Financial Aid by email at [sfa-finaid@osu.edu](mailto:sfa-finaid@osu.edu), or by phone at (614) 292-0300, toll free 800-678-6440.

## Retention/Reapplication Information

Application materials are retained in the Professional Admissions Office for one year. The application and all supporting documents become the property of Ohio State and will not be returned to the applicant or forwarded to another institution. If you wish to reapply to next year's class, it will be necessary for you to submit a new application.

The new application must be received in the Professional Admissions Office by the deadline date on the Professional Admissions website: [www.professional.osu.edu](http://www.professional.osu.edu) .

## Valuing Diversity

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, disability or Vietnam-era veteran or other veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is extended to all persons. The university promotes equal opportunity through a positive and continuing affirmative action program that complements and supports the University's aspirations for diversity.

Mr. Larry Lewellen, Associate Vice President for Human Resources, is responsible for the coordination of matters relating to equal opportunity and affirmative action. The Associate Vice President can be reached at the Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43210-1175, and (614) 292-4164. The University adheres to federal and state law prohibiting discrimination, including Title VII of the Civil Rights Act of 1964, as amended, Title IX, Section 504 of the Rehabilitation Act and O.R.C. Section 4112. United States Department of Defense regulations prohibit gay men, lesbians and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of this prohibition, ROTC programs at Ohio State are inconsistent with University Policy Number 1.10. (Issued 10/1/73 and revised on 2/2/04).

## Office for Disability Services

Applicants with any documented disability who may require special assistance are urged to contact the Office for Disability Services, 150 Pomerene Hall, 1760 Neil Avenue, Columbus, Ohio 43210-1297, Phone (614) 292-3307, Fax (614) 292-4190. This office coordinates academic support services and accommodations for individuals who have special needs as a result of a permanent or temporary disability. Individuals eligible for services include, but are not limited to those with attention deficit disorder, mobility, hearing, visual, speech, psychiatric, or learning disabilities. If you want more information about these support services and accommodations, please contact the Office for Disability Services: <http://www.ods.ohio-state.edu>. Your self-referral is the only indication of your interest and need of these services.

## Prerequisite Summary Worksheet

All applicants must complete the Prerequisite Summary Worksheet on the online application. This information will be helpful as an initial step in evaluating prerequisites for admission. Please ensure you have completed the form to the best of your ability after reviewing the sample worksheet on the next page. Students can meet Nursing prerequisites by taking the Ohio State courses listed on page 2 of these instructions, or comparable courses at other regionally accredited institutions. **Course grades must be C- or higher.** Students may find many transfer credit equivalencies at [www.transfer.org](http://www.transfer.org). Please email the Professional Admissions Office at [professional@osu.edu](mailto:professional@osu.edu) if you have questions about the prerequisites.

**Application Checklist**  
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Please use this checklist to ensure you have completed all necessary steps to apply to the RN- BSN Nursing Major in the College of Nursing. The following items are to be submitted to the **Professional Admissions Office**:

- Submit the completed online application which includes the Prerequisite Summary Worksheet and an electronic resume to upload. A non-refundable application fee, if required, will be payable by debit or credit card only.
- Request official and complete transcripts of all **non-OSU** post-high school course work to be sent to Professional Admissions at the address below. All transcripts from previous institutions **must be received by March 1 in order to be considered for admission. For courses completed in spring quarter, updated transcripts must be postmarked no later than June 15 to guarantee your admission.**
- If required, arrange to take the TOEFL, MELAB, or IELTS and have the score sent directly to Ohio State.

<b>CONTACT INFORMATION</b>	
The Ohio State University Professional Admissions Office P.O. Box 182003 Columbus, OH 43218-2003 614-292-9444 <a href="mailto:professional@osu.edu">professional@osu.edu</a> <a href="http://www.professional.edu">www.professional.edu</a> Location: SAS Building, 1 <sup>st</sup> Floor 281 West Lane Avenue Columbus, Ohio 43210-1132	The Ohio State University College of Nursing Office of Student Affairs 240 Newton Hall, 1585 Neil Avenue Columbus, OH 43210-1289 (614) 292-4041 <a href="http://www.nursing.osu.edu">www.nursing.osu.edu</a>

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