

Dear Prospective BSN Student:

November 2, 2009

We are delighted that you have decided to apply for admission to the UMKC School of Nursing BSN Class of 2013. The following information describes the admission process as well as the requirements for admission to the Nursing Major. Completion of the following seven items constitutes your application to the Class of 2013. A check-off of each item below will assure you of a completed application and eligibility for consideration.

1. ___ Admission to UMKC (your application will not be reviewed until you have been admitted & **all** transcripts have been received)
2. ___ Total nursing grade point average of 2.75 or higher
3. ___ Completion of a minimum of 36 credit hours to include **all** the following pre-requisite courses with a grade of "C" or better **by May 2010**
 - ___ Chemistry w/ lab
 - ___ Anatomy & Physiology w/lab
 - ___ Microbiology (no lab required)
 - ___ College Algebra
 - ___ N101 Introduction to Nursing (2 credit hours)
 - ___ A&S 100 (waived if transferring in with ≥ 24 hrs w/ GPA of 2.75)
4. ___ Test of Essential Academic Skills (TEAS) completed by last offered date (see attached TEAS Information Sheet)
5. ___ Completion of WEPT or a statement as to when it will be completed
6. ___ Submission of a Personal Statement in the following format:
 - First Page (Cover Sheet - typed) to include:
 - ✓ Your name, current address, phone number, UMKC e-mail address
 - ✓ Your address where you will be residing May 30, 2010 and your phone number
 - ✓ A list of **ALL** courses you are taking (**AND WHERE**) Spring Semester 2010 & Summer Semester 2010
 - ✓ A notation as to when you will complete WEPT, or if you already did and passed
 - ✓ If you already completed the TEAS, a statement as to when & a copy of results if available
 - NOTE: If you are taking classes outside of UMKC, your transcript, or an e-mail or letter from instructor with your grade posted **must be received by May 18 for all courses taken spring semester 2010. We will not be contacting you. It is your responsibility to get all grades to us for consideration for admission. A missing core course (listed above) will make you ineligible for consideration.****

___ Second Page (one page only – a third page will disqualify the application)

Type and double space this section using 12 pitch font. Address each question (A – D) separately and use complete sentences.

- A. The nursing curriculum can be extremely demanding on your personal time. Some students may find it difficult to balance school, study, family time and personal obligations. Please address briefly your plan to accommodate this time commitment and also describe your support system.
- B. Finding good clinical placements is always a challenge and clinical schedules supersede individual student schedules. Throughout your nursing curriculum you will be asked to hold two entire days for clinical practice. Currently these two days are Thursdays and Fridays. In addition, you will need to keep Wednesday evenings free (from 4:00pm on) for clinical prep time. In order

to be successful in this rigorous program, we strongly recommend you work no more than 20 hours per week, preferably on the weekends. Please address how you will accommodate this as well as how many hours you will work.

- C. Successful completion in any nursing program requires that the students have a financial plan in place. To be successful in the program, students must work less which causes a drain on finances. Sometimes students run out of financial aid. What type of financial plan do you have in place to allow you to concentrate on academics?
- D. As a nurse, you will encounter many ethical dilemmas. Briefly address the following situation:
 - a. You discover students who have taken an exam sharing answers with other students who are about to take that exam.

7. ___ Complete and return the attached immunization/health screen form (with the **Documentation to Submit With Your Application** as specified (or if a series of shots is required, have started) with copies of documented verification.

Submission of the Application:

Your Personal Statement and Immunization/Health Screen Form, with documentation where appropriate, must be submitted to Courtnie Ashford at the School of Nursing (2464 Charlotte, Room 1410, Kansas City, MO 64108) by **5:00 p.m. February 1, 2010**. Also, Courtnie is your contact for any questions regarding this application.

Future Mandatory Planning Dates:

If admitted to the Class of 2013 there will be a mandatory Clinical Jump Start (CJS) which includes an orientation, on Monday, August 16, 2010. There will also be a Clinical Recognition Ceremony for you and your family on Sunday afternoon, September 19, 2010.

Selection Criteria:

The question is always asked, “What will the Admission Committee look at to determine entrance into this next class?” They will look very closely at your nursing grade point average (GPA), TEAS test scores, ACT scores (for those who have them), essay answers and academic integrity.

Selection Letters Mailed:

Final selection letters will be mailed by Friday, May 28 2010. If you have any questions about this process, please call 816-235-1700.

Financial Aid Application

Plan ahead and apply for the Free Application for Federal Student Aid (FAFSA). The deadline that puts you in place for the most scholarships/grants is March 1. It will also then allow time for you to get on the School of Nursing potential scholarship applicant list.

Good luck to each of you as you complete this application process!

Sincerely,

Thad Wilson, APRN, BC, FNP, PhD
Associate Dean/Associate Professor

Test of Essential Academic Skills

What is it? The Test of Essential Academic Skills (TEAS) is designed to evaluate the academic readiness of candidates prior to admission into the nursing program. The results also provide documentation useful for counseling and advisement. This examination also assesses the candidate's ability to respond and apply knowledge to new situations and to understand complex technical material and relationships. These scores will be used as part of the application process and will in no way be the sole criteria for determining entrance into the clinical major. Please visit <http://www.atitesting.com> for more information.

What if I've already taken the TEAS? If you've already taken the TEAS, your scores will be added to your admission packet. Please note on Page 1 of your packet that you've completed the TEAS.

What if I haven't taken the TEAS? Pre-Nursing students enrolled in N101 will be assessed the Educational Fee which will enable you to take this assessment during the semester you enroll. Thus, if you're scheduled for N101 SP09, you will be assessed an Educational Fee at that time which will make you eligible to take the assessment. **If you don't take the TEAS, your application packet will NOT be reviewed.**

What if I already took N101 or was granted an equivalency for that course? If you already took N101 your fees were paid as part of the cost of the course. You need do nothing – just take the TEAS and do your best. Students granted equivalency for the course need to contact Judy Jellison at jellisonj@umkc.edu.

May I retake the TEAS? If you've already taken the TEAS and don't like your score or believe you can do better, due to whatever circumstances that occurred the first time, the answer is no, it may not be repeated.

How do I study for this? This test will be similar to the ACT you took. There will be four sections, Mathematics, Reading, Science, and English and Language Usage. For more information, please visit <http://www.atitesting.com/global/students/teas-faq.aspx>.

Where do I take this test and what can I bring with me? You will take this test at the Nursing School Health Sciences Building in the room listed below. To schedule an appointment, e-mail Dawn Leach at leachdm@umkc.edu with your name, preferred test date and a contact phone number should we need to contact you. You will then be notified by e-mail as to your date and time. You will need to arrive 10 minutes prior to your scheduled test time to create an account. Please be punctual. Those showing up after the specified time will be turned away and not allowed to take the test. Also, please keep in mind that these testing sessions are a first come, first serve basis with a maximum of 40 testing computers each session. There is no guarantee that you will be able to reschedule a missed test, so please schedule early – and attend.

Ideally you will bring nothing with you. Paper and pencils will be supplied. You may not take calculators, all books and back packs and cell phones will need to be left at the front of the room (we are not responsible for lost articles). There will be no talking. Any signs of talking, open books, cell phone usage, and the test will immediately be stopped. Please remember that this is a 3 hour test. The proctor will help you with any questions.

Monday, December 21st: 9:00-12:00, Rm. 3309

Monday, January 11th: 10:00-1:00, Rm. 3309

Friday, January 22nd: 11:00-2:00, Rm. 3309

Thursday, February 4th: 9:00-12:00, Rm. 3309

Friday, February 19th: 11:00-2:00, Rm. 3309

Monday, March 1st: 12:00-3:00, Rm. 3309

Friday, March 12th: 10:00-1:00, Rm. 3309

**UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF NURSING
POLICY: CLINICAL PROFESSIONAL REQUIREMENTS
APPENDIX A – BSN-PL STUDENTS**

All UMKC School of Nursing BSN students must provide written documentation of the following immunizations and/or tests. Once complete, please submit copies of each to the School of Nursing Student Services Department.

Documentation to Submit With Your Application:

Signed Personal Responsibility Statement (attached)

MMR

1. For students born prior to **1957**, rubella titers are required.
2. For students born after **1956**, measles, mumps and rubella immunity may be documented in the following ways:
 - a) Documentation of receipt of two doses of measles, mumps, rubella vaccine after age twelve (12) months; and rubella titer, or;
 - b) Evidence of immunity through a titer of each of the diseases. [A titer is preferable if immunizations are contraindicated {e.g. pregnancy}.]

Tdap - Tetanus/diphtheria/pertussis immunity via documentation of toxoid booster date within the last ten (10) years.

Hepatitis B - Completion of the Hepatitis B vaccine series or titer, is required.

Chicken Pox – History (**write in year contracted**) _____, or titer or immunization, documentation is required.

Documentation to Complete & Submit Summer Prior to Entering Clinical Program

(Please do not complete the following “early”. We are requiring that the following always expire in the summer rather than during your clinical rotations. TB can be done at Clinical Jumpstart Start

Copy of current AMERICAN HEART ASSOCIATION CPR card

Copy of current Personal Health Insurance card

TB - A screen for tuberculosis via evidence of a TB skin test result every 12 months. If this is positive, a follow up test is required. All previous reactors will be required to have a chest x-ray and/or evidence of treatment, in lieu of a skin test.

Criminal Background Check (go to <http://nursing.umkc.edu/forms.cfm>)

Department of Mental Health Background Check (go to <http://nursing.umkc.edu/forms.cfm>)

I understand that I must maintain current records. Failure to comply with this policy by allowing immunizations to expire may have the following consequences. I may be restricted during enrollment and/or dropped from the course. Evidence of inability to comply must be provided in writing from an appropriate authority in order to be exempt from the terms of this policy. The information I have submitted is accurate to the best of my knowledge.

X _____ (_____) X
PRINT NAME **DATE** **SIGNED NAME**

HIPAA - Contact with clinical patients requires HIPAA certification. UMKC offers a HIPAA certification program; however, many clinical settings offer this certification as well.

UNDERGRADUATE BSN PERSONAL RESPONSIBILITY STATEMENT

POLICIES & PROCEDURES

I read the UMKC School of Nursing Honor Code at <http://nursing.umkc.edu/honorcode.cfm>. As a professional, I understand and accept that it is my responsibility to become thoroughly familiar with this document and to comply with the provisions pertaining to it. I understand that all statements in the Honor Code are announcements of present policies only and are subject to change at any time without prior notice and that they are not to be regarded as offers of contract. I understand that it is my responsibility to review the Honor Code each semester so I am informed about updates and changes.

I also reviewed the UMKC General Catalog at <http://www.umkc.edu/umkc/catalog/html/>, the School of Nursing's philosophy, mission and goals at About Us <http://nursing.umkc.edu/aboutus.cfm>, and the UMKC School of Nursing Policy & Procedures at <http://nursing.umkc.edu/documents/policyprocedure.pdf>. I understand and accept that it is my responsibility to become thoroughly familiar with the contents of these publications and to comply with the provisions pertaining to them. I understand that all statements in these publications are announcements of present policies only and are subject to change at any time without prior notice and that they are not to be regarded as offers of contract. I understand that it is my responsibility to review these publications each semester so I am informed about updates and changes. Keep in mind that UMKC's official means of communication is via UMKC e-mail.

CONFIDENTIALITY STATEMENT

I understand that during my clinical rotations I may have access to confidential information about clients, patients, their families, and clinical facilities. I understand I must maintain the confidentiality of all verbal, written, or electronic information and in some instances the information may be protected by law, such as the State of Missouri and State of Kansas Nursing Practice Act. In addition, the client's right to privacy by judiciously protecting information of a confidential nature is part of the American Nurses' Association Code for Nurses.

Through this understanding and its relationship to professional trust, I agree to discuss confidential information only in the clinical setting as it pertains to patient care and not where it may be overheard by visitors and/or other patients. And, during each clinical rotation in the nursing program, I agree to follow each agency's established procedures on maintaining confidentiality.

HIV/AIDS STATEMENT

I am a student/faculty/staff member at the University of Missouri-Kansas City School of Nursing. I have read the Centers for Disease Control Universal Precautions. I acknowledge the importance of using the Centers for Disease control universal precautions for all physical and invasive contact with clients and with students who serve in the role of client for learning activities. I acknowledge full responsibility for implementing the Centers for Disease Control universal precautions. I also acknowledge full responsibility for reviewing any updates concerning use of the Centers for Disease Control universal precautions.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

It will be necessary for faculty in cooperative programs maintained by UMKC with other colleges/universities to share educational records including but not limited to course information, student's progress, GPA and grades. My signature below will attest to the fact that I understand this and for these purposes waive my rights under the Family Educational Rights and Privacy Act (FERPA).

LICENSURE ELIGIBILITY

The State Board of Nursing may refuse to issue a license pursuant to Sections 335.011 to 335.096 for any one or any combination of causes stated in 335.066 subsection 2 of the State of Missouri Nursing Practice Act. The Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. Application for licensure in the State of Missouri includes disclosure of criminal background, if any, and criminal background checks by the Missouri Highway Patrol and the Federal bureau of Investigation. Specific information may be obtained by contacting the Missouri State Board of Nursing. Completion of the B.S.N. program does not guarantee eligibility to write the licensure examination. Completion of the program guarantees the eligibility to apply to the State Board of Nursing to write the licensure examination.

I have read, understand and take responsibility for all the information stated herein.

STUDENT SIGNATURE

PRINTED NAME

SOCIAL SECURITY #

DATE