

Weber State University
Master of Science in Nursing Program
Application Packet

Application Packet Contents - when you have completed printing this application packet, please make sure you have the following pages:

a.	Title page document	2
b.	Application Criteria page document	4 (2 are student copies)
c.	Application page:	2
	TOTAL PAGES	8

□Submit the following items in one packet and send it to - Dumke College of Health Professions (DCHP) Admissions by Monday, March 1, 2010. Note that the DCHP Admissions Office processes applications relevant to postmark dates or must be hand carried in no later than 4:30 pm of the Application Deadline day. Applications that are late will not be processed or reviewed.

- a. \$70.00 DCHP/Nursing Graduate Degree admissions fee made payable to Weber State University. **Money order or cashier's check ONLY! No cash will be accepted.**
- b. Completed nursing application form
- c. Two letters of recommendation - one from a nursing supervisor & one from a professional nurse –You are to collect the two reference forms back and include in the packet that you submit to the DCHP Admissions Office.
- d. Official Transcripts: All transcripts from any and all colleges or universities up to and including FALL SEMESTER 2009. This is true even if you already have your transcripts at WSU. All applicants must provide a copy of their own transcripts by obtaining an Official Copy and mail it in with this application packet.
- e. If you are an applicant who speaks English as your second language then please provide verification of a minimum TOEFL score of 600.
- f. Copy of current license to practice as a registered nurse without restrictions or eligible to obtain licensure without restrictions to practice as a registered nurse in the state of Utah.
- g. Curriculum vitae or resume listing all work experience as a registered nurse. (see application item #10).
- h. Responses to application item #11 (One page maximum for questions #11).
- i. **One copy (signed & dated) of the Criteria for Admissions Form.**
You should keep the other copy in your files!

MASTER OF SCIENCE IN NURSING

○ Administrator Concentration

○ Educator Concentration

-SCHOOL OF NURSING-

DR. EZEKIEL R. DUMKE

-----COLLEGE OF-----

HEALTH PROFESSIONS

APPLICATION FOR ADMISSION

FALL 2010



WEBER STATE
UNIVERSITY

October 2009

Dear Applicant:

We are pleased YOU ARE INTERESTED in the Master of Science in Nursing Degree offered through the School of Nursing at Weber State University. We are proud of our program graduates and the invaluable service they provide to their communities.

To support you in the application process, Mr. Doug Watson, WSU DCHP Admissions Counselor or Mr. Robert Holt, Academic Affairs Associate for WSU Nursing are available to answer any questions you may have concerning the Nursing Program. Mr. Watson may be reached at 801-626-6128 or dwatson@weber.edu. Mr. Holt may be reached at 801-626-7774 or rholt@weber.edu. We look forward to working with you in completing your application process and would like to offer the following guidelines to ensure proper processing:

- Please read the enclosed information carefully. This packet contains ALL mandatory application requirements and deadlines.
- Submit all requested information prior to 4:30 pm of the posted application deadline. **Application packets that do not contain the required information will be considered incomplete and will not be processed for further review.** Only on time and **ONLY COMPLETE FILES ARE SENT TO BE REVIEWED FOR SELECTION CONSIDERATION.** (Please see MSN application requirement forms for further details.)
- Please make sure to HAVE YOUR REFERENCES COMPLETE. The two letters of recommendation you need to provide are enclosed in this packet. It is your responsibility to INCLUDE both letters with your application packet. Please provide the reference forms to the persons whom you are asking to be a reference. It is strongly recommended that you also provide an envelope with your name printed on the front. You are to invite your reference provider to please put the reference in the envelope and then have them seal the envelope. Final step is for the reference provider to place their signature across the seal. You are to then collect the reference forms and return them with the rest of your application materials.

Again, we are pleased that you are interested in the Master of Science in Nursing Program at Weber State University and encourage you to contact Doug Watson or Rob Holt if you require assistance in the application process.

Sincerely,

Catherine Earl

Catherine Earl, POSTDOC, DPA, MSN, RN
Chair and Professor, Nursing Programs
School of Nursing
Weber State University

WEBER STATE UNIVERSITY (WSU) - SCHOOL OF NURSING
MSN NURSING PROGRAM CRITERIA FOR ADMISSION

To seek admission to the MSN Program for fall 2010 follow the criteria and guidelines provided below. If you any questions concerning the application procedures, PLEASE check with Mr. Doug Watson, in the DCHP Admissions Advisement Office at 801-626-6128 or dwatson@weber.edu.

Application deadline for the Fall 2010 MSN Cohort: Monday, March 1, 2010.

Criteria for Admission:

- 1] Cumulative GPA of 3.0 or higher (on a 4.0 scale) includes all college level course work. Courses taken must transfer to Weber State University, and be from an accredited college or university.
- 2] Earned BS Degree with a major in nursing from an accredited baccalaureate program (NLNAC or CCNE)
Please note: a minimum TOEFL score of 600 for applicants who speak English as a second language.
- 3] Current unencumbered license or license to practice as a registered nurse or eligible to obtain licensure (unencumbered) to practice as a registered nurse in the state of Utah.
- 4] Two years of experience as a registered nurse. The graduate admissions committee will evaluate applicants with less than two years experience on an individual basis.
- 5] Working knowledge of statistics as utilized in research or administrative functions such as budgets, staffing, etc. Completion of an undergraduate statistics course or BSN Research/Statistics course within the past 5 years strongly recommended.

Please note: Completion of an Advanced College Writing Course (Admitted MSN students for Fall 10' are strongly encouraged to take this course prior to beginning the program fall 2010)

Submission of all documents, letters of recommendation, curriculum vitae/resume etc.

Please note: that there will be an interview process with the admissions committee which will take place in late March 2010. Not all applicants may be interviewed. The application process is competitive.

- Step 1 You must apply for formal admission to WSU: Make application to WSU by calling 1-801-626-6743 and request an admissions form or visit www.weber.edu to apply on-line. A separate \$30.00 application fee is required for WSU Admission. If you are already admitted to WSU, then you do not need to reapply. If you were admitted previously but never attended WSU, please check with the Admissions Office directly to assess on your admissions status. Admission to WSU does not need to take place prior to the March 1, 2010 deadline. However, admissions to WSU should take place within several weeks of applying to the nursing program. **THE SOONER THE BETTER!** Official transcripts should be sent to WSU Admissions.
- Step 2 **Submit COPIES of all HIGHER EDUCATION ACADEMIC TRANSCRIPTS WITH YOUR MSN NURSING APPLICATION.** Although you may have already submitted an Official Copy to the WSU Admissions Office, it is essential that all applicants submit an additional copy of all transcripts with this application packet. Failure to do so will render your application incomplete.
- Step 3 Submit a \$70.00 DCHP/Nursing Graduate Degree admissions fee made payable to *Weber State University* (money order or cashier check only!). This is a non-refundable application fee.
- Step 4 Select the desired Master of Science in Nursing track at the TOP of the MSN Nursing Application Form.
If interested in applying for both tracks rank them as #1 or #2.
- Step 5 **I have read the MSN Application Packet and the accompanying Applicant Checklist Documents. The application checklist is considered to be part of this application packet.** The MSN Applicant Checklist and Application Packet are viewable and printable at: www.weber.edu/msn - go to applications and checklists.

PLEASE TURN OVER →

Step 7 **Submit the following items in one packet. Postmarked by Monday, March 1, 2010;** or it must be turned in by 4:30 pm of the application deadline day. **Applications that are late will not be processed for further review.**

- a. \$70.00 DCHP/Nursing Graduate Degree admissions fee made payable to Weber State University. **Money order or cashier's check ONLY! No cash will be accepted.** This is a non-refundable fee.
- b. Completed nursing application form
- c. Two letters of recommendation - one from a nursing supervisor & one from a professional nurse. You are to collect both forms back from your references. Include both forms in the packet you submit. Do not send in separately.
- d. Copy of Transcripts: All transcripts from any and all colleges or universities up to and including FALL SEMESTER 2009. This is true even if you already have your transcripts at WSU. All applicants must provide copies of their own transcripts by obtaining them and mailing with this application packet.
- e. Verification of a minimum TOEFL score of 600 for applicants who speak English as a second language.
- f. Copy of unencumbered current license to practice as a registered nurse or eligible to obtain licensure (unencumbered) to practice as a registered nurse in the state of Utah.
- g. Curriculum vitae or resume listing all work experience as a registered nurse. (see application item #10).
- h. Goal Statement response to application item #11 (One page maximum for question #11).
- i. **One copy (signed & dated) of this form (Admissions Requirement Form).**

ONLY COMPLETE (not missing any documents), ON-TIME APPLICATIONS ARE REVIEWED BY THE SELECTION COMMITTEE.

PLEASE NOTE: Candidates will be selected by mid-April 2010. Interviews will take place late March / early April 2010. Arrangements for the interview will be made via phone. Not all applicants may be interviewed. A letter will be sent to you by **May 1, 2010** indicating whether or not you have been accepted to the nursing program. Please wait until this point in time before contacting the DCHP Admissions Office.

I have been informed of the above information and understand the procedures and requirements mentioned. Furthermore, I understand that is it entirely my responsibility to make sure all of the guidelines for admission are followed.

All application materials become the property of WSU and will not be returned to the applicant.

If you have a record of criminal actions, it may affect your eligibility for admissions to the WSU nursing program. All applicants will be required to complete a mandatory drug screen. Admission to the program is contingent upon submission of a satisfactory background check and negative drug screen. If a background check reveals a history of criminal actions or the drug screen reveals the presence of controlled substances (prescription or non-prescription) the applicant understands that he/she may not be allowed to begin or remain in the program and will not be entitled to any refunds of tuition dollars or other fees.

Please note: All submitted applications will remain on file for two years.

Applicant _____ Date _____

All completed applications must be postmarked by Monday, March 1, 2010 or hand deliver by 4:30 p.m. to the following address:

MAIL TO:
Dumke CHP Admissions
Weber State University
3914 University Circle
Ogden UT 84408-3914

DELIVER TO:
Dumke CHP Admissions
Marriott Allied Health Bldg Room 108
Weber State University
Ogden, Utah 84408-3914

APPLICATION DEADLINE: Monday, March 1, 2010

WEBER STATE UNIVERSITY (WSU) - SCHOOL OF NURSING
MSN NURSING PROGRAM CRITERIA FOR ADMISSION

To seek admission to the MSN Program for fall 2010 follow the criteria and guidelines provided below. If you any questions concerning the application procedures, PLEASE check with Mr. Doug Watson, in the DCHP Admissions Advisement Office at 801-626-6128 or dwatson@weber.edu.

Application deadline for the Fall 2010 MSN Cohort: Monday, March 1, 2010.

Criteria for Admission:

- 1] Cumulative GPA of 3.0 or higher (on a 4.0 scale) includes all college level course work. Courses taken must transfer to Weber State University, and be from an accredited college or university.
- 2] Earned BS Degree with a major in nursing from an accredited baccalaureate program (NLNAC or CCNE)
Please note: a minimum TOEFL score of 600 for applicants who speak English as a second language.
- 3] Current unencumbered license or license to practice as a registered nurse or eligible to obtain licensure (unencumbered) to practice as a registered nurse in the state of Utah.
- 4] Two years of experience as a registered nurse. The graduate admissions committee will evaluate applicants with less than two years experience on an individual basis.
- 5] Working knowledge of statistics as utilized in research or administrative functions such as budgets, staffing, etc. Completion of an undergraduate statistics course or BSN Research/Statistics course within the past 5 years strongly recommended.

Please note: Completion of an Advanced College Writing Course (Admitted MSN students for Fall 10' are strongly encouraged to take this course prior to beginning the program fall 2010)

Submission of all documents, letters of recommendation, curriculum vitae/resume etc.

Please note: that there will be an interview process with the admissions committee which will take place in late March 2010. Not all applicants may be interviewed. The application process is competitive.

- Step 1 You must apply for formal admission to WSU: Make application to WSU by calling 1-801-626-6743 and request an admissions form or visit www.weber.edu to apply on-line. A separate \$30.00 application fee is required for WSU Admission. If you are already admitted to WSU, then you do not need to reapply. If you were admitted previously but never attended WSU, please check with the Admissions Office directly to assess on your admissions status. Admission to WSU does not need to take place prior to the March 1, 2010 deadline. However, admissions to WSU should take place within several weeks of applying to the nursing program. **THE SOONER THE BETTER!** Official transcripts should be sent to WSU Admissions.
- Step 2 **Submit COPIES of all HIGHER EDUCATION ACADEMIC TRANSCRIPTS WITH YOUR MSN NURSING APPLICATION.** Although you may have already submitted an Official Copy to the WSU Admissions Office, it is essential that all applicants submit an additional copy of all transcripts with this application packet. Failure to do so will render your application incomplete.
- Step 3 Submit a \$70.00 DCHP/Nursing Graduate Degree admissions fee made payable to *Weber State University* (money order or cashier check only!). This is a non-refundable application fee.
- Step 4 Select the desired Master of Science in Nursing track at the TOP of the MSN Nursing Application Form.
If interested in applying for both tracks rank them as #1 or #2.
- Step 5 **I have read the MSN Application Packet and the accompanying Applicant Checklist Documents. The application checklist is considered to be part of this application packet.** The MSN Applicant Checklist and Application Packet are viewable and printable at: www.weber.edu/msn - go to applications and checklists.

Step 7 □ **Submit the following items in one packet. Postmarked by Monday, March 1, 2010;** or it must be turned in by 4:30 pm of the application deadline day. **Applications that are late will not be processed for further review.**

- a. \$70.00 DCHP/Nursing Graduate Degree admissions fee made payable to Weber State University. **Money order or cashier's check ONLY! No cash will be accepted.** This is a non-refundable fee.
- b. Completed nursing application form
- c. Two letters of recommendation - one from a nursing supervisor & one from a professional nurse. You are to collect both forms back from your references. Include both forms in the packet you submit. Do not send in separately.
- d. Copy of Transcripts: All transcripts from any and all colleges or universities up to and including FALL SEMESTER 2009. This is true even if you already have your transcripts at WSU. All applicants must provide copies of their own transcripts by obtaining them and mailing with this application packet.
- e. Verification of a minimum TOEFL score of 600 for applicants who speak English as a second language.
- f. Copy of unencumbered current license to practice as a registered nurse or eligible to obtain licensure (unencumbered) to practice as a registered nurse in the state of Utah.
- g. Curriculum vitae or resume listing all work experience as a registered nurse. (see application item #10).
- h. Goal Statement response to application item #11 (One page maximum for question #11).
- i. **One copy (signed & dated) of this form (Admissions Requirement Form).**

ONLY COMPLETE (not missing any documents), ON-TIME APPLICATIONS ARE REVIEWED BY THE SELECTION COMMITTEE.

PLEASE NOTE: Candidates will be selected by mid-April 2010. Interviews will take place late March / early April 2010. Arrangements for the interview will be made via phone. Not all applicants may be interviewed. A letter will be sent to you by **May 1, 2010** indicating whether or not you have been accepted to the nursing program. Please wait until this point in time before contacting the DCHP Admissions Office.

I have been informed of the above information and understand the procedures and requirements mentioned. Furthermore, I understand that it is entirely my responsibility to make sure all of the guidelines for admission are followed.

All application materials become the property of WSU and will not be returned to the applicant.

If you have a record of criminal actions, it may affect your eligibility for admissions to the WSU nursing program. All applicants will be required to complete a mandatory drug screen. Admission to the program is contingent upon submission of a satisfactory background check and negative drug screen. If a background check reveals a history of criminal actions or the drug screen reveals the presence of controlled substances (prescription or non-prescription) the applicant understands that he/she may not be allowed to begin or remain in the program and will not be entitled to any refunds of tuition dollars or other fees.

Please note: All submitted applications will remain on file for two years.


Applicant _____ Date _____

All completed applications must be postmarked by Monday, March 1, 2010 or hand deliver by 4:30 p.m. to the following address:

MAIL TO:
Dumke CHP Admissions
Weber State University
3914 University Circle
Ogden UT 84408-3914

DELIVER TO:
Dumke CHP Admissions
Marriott Allied Health Bldg Room 108
Weber State University
Ogden, Utah 84408-3914

APPLICATION DEADLINE: Monday, March 1, 2010

<p>Please choose one of the following:</p> <p>1) Mail to: DCHP Admissions Office Weber State University 3914 University Circle Ogden UT 84408-3914</p> <p>2) Hand deliver to: DCHP Admissions Office WSU - Ogden Campus Marriott Allied Health Bldg Rm 108</p>	 Dr. Ezekiel R. Dumke College of Health Professions SCHOOL OF NURSING Master of Science in Nursing (MSN) - APPLICATION FOR ADMISSION - - Fall 2010 - (not for any other application cycle)	<p style="text-align: center;">Application Deadline: Monday, March 1, 2010 (Postmarked by or hand delivered by 4:30 p.m.)</p> <hr/> <p style="text-align: center;">\$70.00 Application Fee</p>
---	---	---

Concentration Choice: (Check only ONE track. If interested in both tracks, rank your preference as #1 and #2 in the appropriate area)

<p><u>Master of Science in Nursing (MSN):</u></p> <p><input type="checkbox"/> Administrator (4 semesters)_____ (Put #1 or #2 if interested in both)</p> <p><input type="checkbox"/> Educator (4 semesters)_____ (Put #1 or #2 if interested in both)</p>
--

1. Print name in full _____

Last name
First name
Middle/Maiden

2. WSU W# _____ E-mail address _____
(or leave blank if no W#)

3. Mailing address: _____

Number and Street
City
State
Zip

4. Home Phone _____ Cell Phone _____ Work Phone _____

5. Person to be notified in case of emergency (not living with you): _____
Relationship _____ Phone Number _____
Address _____

Number and Street
City
State
Zip

6. College, university, or other schools **attended including present college now attending.**

Name of School	City and State	Date of Entrance	Date of Leaving	Diploma Received

7. Other educational advantages (travel, etc) _____

8. Optional: Ethnic Background Black non-Hispanic ____ Asian or Pacific Islander ____ Hispanic ____
White non-Hispanic (Caucasian) ____ American Indian ____ Other ____
Female ____ or Male ____

9. Provide two references. Please refer to the two structured reference forms with this application packet.

Nursing Supervisor:

Name _____ Employer/Company Name _____

Position _____ Address _____

Phone _____ E-mail _____

Professional Nurse:

Name _____ Employer/Company Name _____

Position _____ Address _____

Phone _____ E-mail _____

10. Curriculum vitae or resume with evidence of experiences which indicate a potential to develop as a nurse leader

----PLEASE COMPLETE THIS SECTION BY ATTACHING ADDITIONAL PAGE(S) ---- (type)

11. Statement of Professions Goals:

----PLEASE COMPLETE THIS SECTION BY ATTACHING AN ADDITIONAL PAGE (**1 Page Max**)— (type)

12. Summer semester you are strongly encouraged to take an advanced college writing course if you have not already done so. Otherwise you will have to complete an advance college writing course by the end of the 1st year of the MSN program.

13. Satisfactory progress in the MSN Nursing Program requires attendance in class (periodically) and online course work. Average per semester credit load ranges from 9 credit hours the first semester to approximately 10 hours for the remaining 3 semesters (Approximately 1 credit hour of Master project per semester for the last 3 semesters). Additionally the final semester will require students in the Administrative Concentration to complete an “Administrative Residency” and in the Educator Concentration to complete a “Teaching Residency”. This residency is a total of 135 hours. Applicants must be able to commit to the hours that will be required both for the prescribed course work as well as for the residency requirement: Yes _____ No _____

14. In order for the fall 2010 cohort to begin in August 2010 appropriate administrative approval, funding and a qualified number of applicants must all be in place.

15. I do hereby certify the statements in this application are true and complete to the best of my knowledge.

If you have a record of criminal actions, it may affect your eligibility for admissions to the WSU nursing program. All applicants will be required to complete a mandatory drug screen. Admission to the program is contingent upon submission of a satisfactory background check and negative drug screen. If a background check reveals a history of criminal actions or the drug screen reveals the presence of controlled substances (prescription or non-prescription) the applicant understands that he / she may not be allowed to begin or remain in the program and will not be entitled to any refunds of tuition dollars or other fees.

Signed _____

Date _____

Weber State University
Dumke College of Health Professions
School of Nursing

MSN Reference - **Nursing Supervisor**

The applicant must complete and sign the following statement before submitting this form to the reference writer.

I waive my right of access to this letter of reference (student will not be able to view reference if this box is checked).

I DO NOT waive my right of access to this letter of reference.

Signature of Applicant

Date

Reference Instructions: Please provide this form for your references with an envelope with your name printed on it. Please invite your reference provider to place your reference in the envelope after completing it, seal the envelope and place their signature across the seal. Please submit the references with your application materials.

Reference form on the back----->

Weber State University
 Dumke College of Health Professions
 School of Nursing
 MSN Nursing Program

Applicant's Full Name _____

To be completed by the Nursing Supervisor

A. How long have you known the applicant and in what capacity?

B. Please provide a candid assessment in each of the following areas:

a. Interpersonal relationships (communication skills with supervisors, peers, patients/clients):

b. Academic ability (decision making, critical thinking, problem-solving):

c. Leadership ability (ability to initiate change, style of leadership):

d. Personal characteristics which assist to advance the nursing profession and practice (motivation, flexibility, sensitivity, compassion, perseverance):

C. Please rate the applicant in the following areas:

	Superior	Above Average	Average	Below Average	No basis for Judgment
1. Interpersonal Communication					
2. Academic Ability					
3. Leadership Ability					
4. Personal Potential for Nursing Study					

Signature _____ Printed/Typed Name _____

Position _____ Institution _____

Address _____

E-mail _____ Date _____

Weber State University
Dumke College of Health Professions
School of Nursing

MSN Reference - **Professional Nurse**

The applicant must complete and sign the following statement before submitting this form to the reference writer.

- I waive my right of access to this letter of reference (student will not be able to view reference if this box is checked).
- I DO NOT waive my right of access to this letter of reference.

Signature of Applicant

Date

Reference Instructions: Please provide this form for your references with an envelope with your name printed on it. Please invite your reference provider to place your reference in the envelope after completing it, seal the envelope and place their signature across the seal. Please submit the references with your application materials.

Reference form on the back----->

Weber State University
Dumke College of Health Professions
School of Nursing
MSN Nursing Program

Applicant's Full Name _____

To be completed by the Professional Registered Nurse:

A. How long have you known the applicant and in what capacity?

B. Please provide a candid assessment in each of the following areas:

a. Interpersonal relationships (communication skills with supervisors, peers, patients/clients):

b. Academic ability (decision making, critical thinking, problem-solving):

c. Leadership ability (ability to initiate change, style of leadership):

d. Personal characteristics which may promote or inhibit nursing study and practice (motivation, flexibility, sensitivity, compassion, perseverance):

C. Please rate the applicant in the following areas:

	Superior	Above Average	Average	Below Average	No basis for Judgment
1. Interpersonal Communication					
2. Academic Ability					
3. Leadership Ability					
4. Personal Potential for Nursing Study					

Signature _____ Printed/Typed Name _____

Position _____ Institution _____

Address _____

E-mail _____ Date _____