

TRADITIONAL BSN APPLICATION CHECKLIST

To apply to the Sacramento State School of Nursing, you will need to complete the following:



Before you proceed with your application(s), please check that you are eligible to apply!

ELIGIBILITY

- Are you eligible to apply to the School of Nursing? Do you have 60 points minimum to apply? (The last semester's points cut off was 71 points.)
 - Use our [Eligibility Point Calculator](#) to see if you are eligible to apply.
 - Check out the [Points Assignments Sheet](#) to get a breakdown on how the points are assigned
 - View the [Applicant Pool Statistics](#) to see the average GPA/TEAS scores/Points admitted students received.
- The [Supplemental Nursing Application](#) will be on **our website** during the application period listed below under "Deadlines". **We do not use NursingCAS!**
 - We **strongly** recommend that you attend one of our [Application Workshops](#) **BEFORE** you apply.
- If you change any Pre-requisite/Co-requisite course entries, optional criteria or TEAS score be sure to select the "Calculate" button again! **Check EVERYTHING carefully before you click SUBMIT!**

UNIVERSITY APPLICATION (TRANSFER/2ND BA STUDENTS)

- Refer to the [How to deliver official transcripts](#) section to find out how to submit your transcripts.
 - **Note: All university transcripts need to be submitted to the Admissions.**
- Refer to the Admissions on how to create your [Saclink email address](#). You will need to have your Saclink email set up prior to completing the Supplemental Nursing Application.
 - Contact the [Admissions](#) department directly for any questions you may have in regards to your University Application:
 - Phone: (916) 278-1000
 - Email: admissions@csus.edu

SUPPLEMENTAL NURSING APPLICATION

Test of Essential Academic Skills (TEAS) Exam - 30 points total

- Submit your TEAS transcript via [ATI Testing](#) to either CA State Sacramento or CA State Sacramento TEAS by the Supplemental Nursing deadline
 - Do not need to send TEAS transcript if taken at Sac State
- Check out the [Points Assignments Sheet](#) to get a breakdown on how the points are assigned.

Adjusted Nursing Grade Point Average (GPA) - 40 points total (Click [here](#) for more details)

Pre-requisite/Co-requisite Courses

- Competitive GPA:** 4.00 (All 40 points in the "Adjusted Nursing Grade Point Average (GPA)" section)
 - Courses must be completed with a **C- or better grade**.
- In Progress Policy:** Only 1 science and 1 non-science pre-requisite class can be in progress at the time of the application—**no exceptions allowed**.
- Unit Calculation
 - All science courses are calculated as 4 units; Even if you had a 5 unit Science Course it is still calculated as 4 units (Anatomy or A&P I, Physiology or A&P II, Chemistry, and Microbiology):
 - **Separate lab** – 3 units/1 unit lab (Only if you have a separate lab grade)
 - **A&P 3 course series** – 2.666 for each course
 - **Co-requisite** - "Life Span" Human Development (adult components required)
 - 1 course - 3.0 units
 - 2 course series (usually taken at quarter system schools) – 1.5 units for each course
 - 3 course series (usually taken at quarter system schools) – 1 unit for each course
 - All other courses are calculated as 3 units.
- Check out the [Points Assignments Sheet](#) to get a detailed breakdown on how the points are assigned.



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SUPPLEMENTAL NURSING APPLICATION (CONT.)

Optional Criteria - 18 points total (Click [here](#) for more details)

- **Note:** This section is optional and not required. All Optional Criteria needs to be submitted by the Supplemental Nursing Application deadline

Health Related Work Experience (1-3 points)

- Required Documentation:** [Health Related Work Experience Form](#), Agency documentation, or Copy of LVN, CNA, EMT license (No work experience needed outside of licensing hours)
 - **Note:** Hours may be combined from multiple locations. Agency documentation must include: your name, brief description of duties, total hours completed, and agency representative signature.
 - We do not accept paystubs as proof of hours and duties.
- Submit To:** Upload and submit documentation [here](#).

Bilingual Language Proficiency (3 points)

- Made appointment with an approved evaluator for language proficiency testing.
- Required Documentation:** Completed [Nursing Proficiency Testing Form](#)
- Submit To:**
 - **Step 1:** Completed forms (and written statement if non-Sac State-affiliated evaluator) must be submitted to the Nursing Document upload site when submitting your nursing application.
 - **Please note:** students are no longer submitting their completed forms to the Department of World Languages & Literatures
 - Upload and submit documentation [here](#)

Resources:

- [Bilingual Testing Form](#)
- [Testing Instructions](#)
- [Approved Evaluators](#)
 - [Non-approved Evaluator Letter example](#)

First Generation College Student (4 points)

- Neither parent/guardian has an associate or higher degree awarded by a U.S. or foreign college at the time of application.
 - During the application process, information provided is verified for points to be awarded. No exceptions will be made, including the requirement that the declaration is at the time of application
 - **Required Documentation:** Attestation included in online application; No additional documentation required

Environmental Background (4 points; only check one box)

- [Local High School \(4 points\)](#)
 - Submitted Official High School Transcript to the university
- [Local Transfer Student \(4 points\)](#)
 - These points are awarded to students who have earned the majority of their transfer credits locally (local community college).
 - Submitted Official College Transcripts from all colleges attended to the university.
- [Sacramento State Student \(2 points\)](#)
 - Partial points will be awarded for those who completed the majority of their prerequisites at Sac State (No documentation required)
 - Second Bachelor Students – Can only earn these points if they went to a local High School defined by the University or if their first Bachelors was from Sac State, then they will receive partial points.



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SUPPLEMENTAL NURSING APPLICATION (CONT.)

No Courses Omitted from Adjusted Nursing GPA (2 points)

- Candidates may earn 2 points if no courses are omitted from their “Adjusted” Nursing GPA.
- Must have more than 8 grades to calculate in “Adjusted” Nursing GPA to earn 2 points.
 - **Required Documentation:** No additional documentation required

No Repeated Courses Included in Pre-requisite/Co-requisite Course GPA (2 points)

- Candidates may earn 2 points if the courses included on their supplemental nursing application are all first attempts.
- The seven-year rule **does not** apply – courses over 7 years old are considered.
 - **Required Documentation:** No additional documentation required

Supplemental Nursing Application Fee

- Paid the \$35 BSN Non-Refundable Evaluation Fee **AFTER** submitting your Supplemental Nursing Application.

Checklist

- Attached the completed checklist to my application. Upload checklist under **“Miscellaneous”**
 - Upload and submit documentation [here](#)

School of Nursing Contact Info

- Contact the School of Nursing directly regarding any questions you may have **BEFORE** submitting your [Supplemental Nursing Application](#):
 - Call: (916) 278-4106
 - Email: rntobsn@csus.edu
 - [Chat w/ Us!](#)
- Contact our Traditional BSN Coordinator [Heidi Travis](#) with any questions about your application
 - Email subject line must be **“APP”**; Please use during application time frame
 - Do not send **APP** emails to rntobsn@csus.edu email.