APPLICANT INFORMATION FOR
RN-BSN PROGRAM

NURSING APPLICATION DEADLINE IS 5 P.M., January 20, 2017

For application instructions, visit
www.calstatela.edu/academic/hhs/nursing/BSN_RN_adm.php
and follow link to RN-BSN supplementary application

General Admissions Information

Thank you for your interest in the RN-BSN program at California State University, Los Angeles (CSULA). This is a wonderful time to be pursuing your BSN degree. The need for professionally prepared nurses is great, and there are increasing opportunities for practice in many areas.

The CSULA School of Nursing (SON) has ONLY ONE applicant pool annually. From this applicant pool, we will accept one cohort for the 2017-2018 academic year (beginning Fall 2017).

The RN to BSN Transfer option is for students who possess a California R.N. License and an Associate of Arts or Associate of Science in Nursing or an NLNAC Accredited diploma. The program includes general education combined with theoretical and clinical nursing courses. Upon completion of the program you will be awarded a bachelor’s degree in Nursing (BSN). Students who enter in Fall 2017 can expect to graduate in May 2019. Courses are offered at variable days and times and involve travel to clinical sites in many areas of Los Angeles County.

Please read these instructions carefully and submit your completed forms by the printed deadlines. Please adhere to the following application instructions.

Application to Nursing is a 2 Step Process:

1. Admission to the University: Unless you are currently enrolled at CSULA, you must APPLY for ADMISSION to the university online at www.csumentor.edu. Note: You must adhere to the POSTED DEADLINES FOR APPLYING to the university. The filing period to apply for Fall 2017 is October 1-November 30, 2016. You will need to send a complete separate set of transcripts to the University from all the universities and colleges you have attended.

2. Admission to the School of Nursing: This requires a second supplementary application. The APPLICATION DEADLINE to the School of Nursing is 5 P.M., January 20, 2017. As long as you have met the eligibility requirements identified on the application, you are eligible to apply to the nursing major even if you have already declared another major.

*Note: The School of Nursing will not process incomplete and/or illegible application forms.
It is the applicant’s responsibility to provide complete and accurate materials by the appropriate deadlines. Applications that are incomplete will not be considered for review.

If you change your address, name, and/or phone number during the application period you must notify the Nursing Services Office in writing as soon as possible. If we do not receive your information change you may lose priority for space.

CSULA School of Nursing office is NOT responsible for lost or misdirected applications. Please photocopy your entire packet; then hand-deliver the original or send it by certified mail via U.S. Postal Service to:

California State University, Los Angeles  
School of Nursing/ST 415  
Attention: RN-BSN  
5151 State University Drive  
Los Angeles, CA 90032-8171

Make sure ALL transcripts have been sent and received by the CSULA admissions department, and the School of Nursing.

California State University, Los Angeles  
School of Nursing/ST 415  
Attention: RN-BSN  
5151 State University Drive  
Los Angeles, CA 90032-8171

CSULA SCHOOL OF NURSING CONTACTS:  
Nursing Student Services Office, Simpson Tower F415, (323) 343-4730  
James Starkey,  
James.Starkey2@calstatela.edu

All application materials submitted to CSULA School of Nursing become the property of the School of Nursing.

PLEASE DO NOT CALL the School of Nursing for application status.
DEADLINES FOR APPLICATIONS TO THE SCHOOL OF NURSING
FALL 2017 APPLICANT POOL

1. **October 21, 2016-January 20, 2017**
   Applications are accepted from October 21, 2016 through January 20, 2017 for the 2017 admission pool. Applications will not be accepted if postmarked before October 21, 2016 or after January 20, 2017
   • Faxed or emailed applications will not be accepted.
   • Applications must be submitted in person or mailed.
   • The supplementary application form must be downloaded at [http://www.calstatela.edu/hhs/nursing/academic-programs-rn-bsn](http://www.calstatela.edu/hhs/nursing/academic-programs-rn-bsn)
   Reminder: unless you are currently enrolled at CSULA, you must APPLY for University ADMISSION online at [www.csumentor.edu](http://www.csumentor.edu). Note: You must adhere to the POSTED APPLICATION DEADLINES FOR ADMISSION TO THE UNIVERSITY.

2. **November 30, 2016**
   Deadline to apply to the University.

3. **January 20, 2017** (by 5 pm if hand delivered)
   **Submission of Supplementary Application** This is a statement of your intent to apply to the School of Nursing (SON) for the 2017 applicant pool. Mailed applications received after January 20, 2017 will not be considered. Your completed application packet must be mailed or delivered to the CSULA School of Nursing Student Services Office (Simpson Tower 415). In order to confirm your application has been received it must be sent by certified mail with return receipt requested.
   Your Application Packet must include the following to be considered complete:
   1) Applicant checklist
   2) Supplemental application for the RN BSN Program Fall 2017 applicant pool.
   3) Official transcripts of all college and university work including course work in progress. These transcripts are in addition to the official transcripts that are required by the University Admissions Office. NOTE: University Admissions does not share transcripts with the School of Nursing; and the School of Nursing does not share transcripts with Admissions.

   If you have attended a California Community College, please request that your community college send official CSU GE Certified transcripts when you request your transcripts for the SON and University Admissions. If you must have transcripts sent directly from your school to the SON, please note on your SON application which transcripts you have requested and the date they were requested. SON will not accept electronic transcripts.
   Also include:
   • A copy of your current California RN license
   • **Three** business-size, self-addressed-stamped envelopes size 4 1/8"x 9 1/2"

**DEADLINE FOR COMPLETION OF SIX PREREQUISITE COURSES**
• Deadline for receipt of official transcript indicating completion of SIX prerequisite courses. The six
prerequisite courses required on the above date are: Fundamentals of Chemistry with lab, Human Anatomy with lab, Human Physiology with lab, English Composition, Oral Communication, and Microbiology with lab. To check the transferability of your courses please go to www.assist.org. Applications will be rejected if official transcripts showing grades for these courses are not received in the Nursing Student Services Office by the specified deadline.

It is not the responsibility of the SON to notify students of missing documentation.

- Information on course transferability can be found at www.assist.org.
- Final verification/documentation of prerequisite courses due in SON Student Services Office.

4. April 01, 2017
NOTIFICATION OF ADMISSION COMMITTEE ACTION. The Admission Committee’s notification will be made upon completion of the applicant ranking process. Acceptance letters will be mailed on April 1. Waiting list and rejection letters may be sent later as not all students accepted may choose to attend. PLEASE DO NOT CALL the office for information about your application. We cannot release information via telephone.

5. May 2, 2017
Enrollment Deposit deadline to the University.

6. May 25, 2017
Deadline for completion of Statistics and Critical Thinking courses, and the ADN transcript.

Statistics that includes inferential statistics, and a General Education Critical Thinking Course or the equivalent courses taken grades are due on this date.

8. July 24, 2017
RN license is due on this date.
Final transcript showing your Associate Degree in Nursing is also due on this date.

Additional Information

Increasingly, clinical agencies are requiring students to be drug-free and you may be subject to random drug testing. Criminal background checks are required by the California Board of Registered Nursing prior to initial licensure. This same procedure is also required by some of our clinical agencies prior to student rotations, this is a requirement of all students accepted into the nursing program.

It is the responsibility of applicants to check with the University Financial Aid Office for information regarding loans, scholarships, state and federal grants. If you have not already applied, do so as soon as possible.