

A.S.N. APPLICATION PROCEDURE

Admission to The University of South Dakota Nursing Program is a **two-step** process. The following is a checklist which will assist you in this process. **All items must be completed in order to be considered an applicant for admission to the USD Department of Nursing Program**

Step One - Admission to The University of South Dakota

- _____ 1. Apply to USD Admissions -- online application for undergraduate admissions
<http://usd.edu/admissions/applying/totheu.cfm>
Or call 1-877-269-6837
- _____ 2. Received Acceptance letter from USD
In order to be considered for the USD Nursing program, you must be accepted to USD by **January 1st** if you are applying for fall (September) admission to nursing classes
OR July 1st if you are applying for spring (January) admission to nursing classes.

Step Two - Application to the USD Department of Nursing Program

The deadlines for a complete application file to be considered for admission are:

<u>For Fall Admission</u>	February 1st	Pierre or Rapid City LPN's only -- Sioux Falls, Vermillion or Watertown
<u>For Spring Admission</u>	August 1st	Rapid City LPN's only -- Sioux Falls

Submit all of the following items in **ONE** envelope to the nursing campus you are applying to:

1. **USD Department of Nursing Application**
2. **Transcripts**
 - * Current USD students may print an unofficial transcript from Web Advisor. This transcript shows a list of all courses completed, transferred in, GPA and must include your most current grades. For example: Fall grades if applying by February 1st.
 - * Students not enrolled at USD must supply **unofficial** transcripts from **ALL** previous colleges attended.
3. **Physical and Mental Requirements Form**
4. **Plan of Study**
5. **Brief statement describing the reasons you have decided to pursue nursing**
6. **Three Reference Forms** (work or education related)

Applicants who wish to be considered for the USD Nursing Program must take the nursing entrance exam. Applicants will be notified of testing dates.

If you are a prospective student with a disability and need assistance or accommodations during the admission/application process or require this document in an alternative format, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069.
Phone: 605-677-6389 Fax: 605-677-3172 E-mail: disabilityservices@usd.edu

The nursing application for admission and all required materials should be sent to the program campus of your choice. If you apply to more than one campus, a complete set of application materials should be sent to each campus.

USD Nursing Vermillion
212 Julian Hall
414 East Clark Street
Vermillion, SD 57069

USD Nursing Sioux Falls
Sanford Education Center
1525 S. Euclid
Sioux Falls, SD 57105

USD Nursing Watertown
Lake Area Technical Institute
230 11th Street NE, PO Box 730
Watertown, SD 57201

USD Nursing Pierre
Capital University Center
925 E. Sioux Ave.
Pierre, SD 57501

USD Nursing Rapid City
Health Sciences Building
1011 11th Street
Rapid City, SD 57701

Provide an explanation for each "YES" response to the questions below on a separate piece of paper, with a complete description of dates and events.	
Have you ever been convicted, pled guilty or no contest, or been granted a deferred judgment or sentence with respect to a misdemeanor or petty offense including drug and/or alcohol violations? You do not need to report speeding tickets and seatbelt violations. Report all other charges. If yes, provide all applicable court documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted, pled guilty or no contest, or been granted a deferred judgment or sentence with respect to a felony? If yes, provide all applicable court documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been granted a suspended imposition of sentence for any criminal charge? If yes, provide all applicable court documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any pending legal charges or criminal prosecutions against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had privileges revoked, reduced, or otherwise restricted at any hospital or other healthcare provider entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has any professional license or certificate ever held by you in any state or country been denied, revoked, suspended, stipulated, placed on probation, or otherwise subject to any type of disciplinary action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently being investigated or is disciplinary action pending against any professional license(s) or certificate(s) held by you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been treated for abuse or misuse of any alcohol or chemical substance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you experienced a physical, emotional, or mental condition that has endangered the health or safety of yourself and/or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I have read and understand the following:

The University of South Dakota requires criminal background and drug screening checks as part of conditional admission to all health profession programs. Background and drug screening checks will be performed only after the applicant has received notice of conditional admission. Felony, other convictions, and/or drug violations may result in denial of acceptance to the program and/or eligibility of licensure.

Yes No

The School of Medicine and Division of Health Sciences health profession programs reserve the right to deny admission based on the best interest of the profession.

My signature indicates my answers to the above questions are true, accurate, and complete. I understand failure to disclose previous or pending convictions may lead to denial of admission. I understand that any falsification will be considered grounds for dismissal from the University of South Dakota health profession programs should I be accepted. I also understand that admission or graduation from a health profession program does not guarantee obtaining a license or certificate to practice. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the state boards regulating professional practice.

Applicant's Signature

Date

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participations in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, or disability. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

ASSOCIATE DEGREE PLAN OF STUDY

Students may choose to complete any of the general education course requirements prior to enrolling in the nursing courses.

Courses required to complete Associate of Science in Nursing with eligibility for RN licensure: 65 credit hours

General Education Courses Completed/Currently Enrolled:

General Education Courses Completed	Credit Hours	Grade Received	Currently Enrolled
ANAT/PHGY I (PHGY 220)*	4		
ANAT/PHGY II (PHGY 230)*	4		
Microbiology 230 (MICR 230)	3		
College Algebra (MATH 102)	3		
Chemistry 106 (CHEM 106)*	4		
Psychology 101 (PSYC 101)	3		
Speech 101 (SPCM 101)	3		
English 101 (ENGL 101)	3		
Humanities Elective	3		

* Lab Required

Nursing Courses:

Must be taken in sequence	Credit Hours
Nursing 204 (1st semester)	1
Nursing 206 (1st semester)	8
Nursing 261 (2nd semester)	9
Nursing 282 (3rd semester)	8
Nursing 286 (4th semester)	9

ANAT/PHGY I must be taken prior to or concurrent with Nursing 206

ANAT/PHGY II must be taken prior to or concurrent with Nursing 261.

MATH 102 must be taken prior to or concurrent with Nursing 282.

All students must achieve satisfactory performance on the Regental Proficiency Examination.

Nursing courses must be completed within five years from the time the student enrolls in the first clinical nursing course.

Assessment Entrance Exam

Please check one of the following regarding the Entrance Exam:

_____ No. I have not completed the nursing program Kaplan entrance exam and understand that the nursing program will notify me regarding testing dates.

_____ Yes. I have completed the nursing program Kaplan entrance exam and have enclosed my results. Please use them for admission consideration.

_____ Yes. I have completed the nursing program Kaplan entrance exam and choose to retake the exam.

If you are a prospective student with a disability and need assistance or accommodations during the entrance testing, please contact the Director of Disability Services seven days before testing date, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-63879 Fax: 605-677-3172 Email: dservice@usd.edu

Brief Statement

Please type on a separate piece of paper and attach to your application.

Submit a brief statement to include the following information:

- * Reasons you have decided to pursue the Associates Degree in Nursing
- * Include any healthcare experience you have had
- * Reason you selected USD Nursing

The University of South Dakota
Associate of Science Nursing Program

PHYSICAL AND MENTAL REQUIREMENTS

The USD Department of Nursing requires that an applicant for admission to the program must possess certain abilities and skills in the areas of intellect, sensory function, communication, fine and gross motor function, and behavior. This document outlines the minimum abilities each applicant should possess prior to entry into the program. The department will not discriminate on the basis of race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age, or disability.

In order to assume the responsibilities and perform the duties of a nursing student, individuals must satisfy the following:

1. Intellectual abilities requiring reason, analysis, problem solving, critical thinking, self-evaluation, and lifelong learning skills are required. Students must be able to learn, integrate, analyze, and synthesize data. Comprehension of three dimensional and spatial relationships is necessary. Consistent, accurate, and prompt integration of information is required, and is critical in emergency situations.
2. Somatic sensation and functional use of all of the five senses is required. For example, the applicant must be able to read medical records, monitor finite equipment readings, and perform visual assessments. The applicant must be able to hear patient communications, equipment and alarm sounds, call light systems, auditory patient assessments (lung sounds, bowel sounds), take manual blood pressures, and hear telephone conversations.
3. The applicant must be able to communicate effectively with clients across the lifespan, and with families, peers, faculty, and health care professionals. Interpersonal communication is vital to the relationship between the nursing student and the client. Forms of communication include verbal speech (ie.: give verbal report and talk on the telephone), nonverbal actions, and written format.
4. The applicant must be able to execute those motor movements required to provide comprehensive nursing care. The applicants must be able to tolerate a physically taxing workload. Physical requirements include the ability to do the following:
 - a. Carry up to 50 pounds.
 - b. Lift up to 50 pounds.
 - c. Push/pull up to 100 pounds.
5. The applicant must possess the emotional health to assure full utilization of his/her intellectual abilities, exercise good judgment, and prompt completion of all responsibilities associated with the care of patients. The applicant must be able to function effectively under stress. Personal and professional self-control and tactfulness must be maintained. Compassion, integrity, empathy, and respect are all personal qualities necessary for the professional nurse.
6. Upon acceptance to the USD Nursing program, the student must meet the requirements of immunization and testing (including Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus-Diphtheria, Polio, TB skin testing).

This is to acknowledge that I have read and understand the Physical and Mental Requirements for the USD Department of Nursing. By my signature I attest I meet these Physical and Mental requirements.

Name (Please print)

Signature

Date

Please return this document to the USD Nursing Department along with other application materials. Failure to sign and return this document will cause the application to be considered incomplete.

Reviewed: June 2006

Revised: July 2007; June 2008; February 2012

**USD Associate Degree in Nursing
Work or Educational Reference**

I _____ waive the right to review this recommendation. I understand
(Print Applicant's Name)
this will be kept confidential.

(Applicant Signature)

(Date)

The above named applicant is applying for admission to the Associate Degree Nursing Program at The University of South Dakota. Please complete this form, place in a sealed envelope with your signature across the seal, and return to applicant. The applicant will submit your reference with their application to USD Nursing. The statements you make will be regarded as confidential.

Please rate the qualities of this applicant based on the following:

	Outstanding	Satisfactory	Needs Improvement	Unable to Evaluate	Comments
Initiative/Motivation					
Communication Skills					
Oral					
Written					
Interpersonal Skills					
Peers/Co-Workers					
Teachers/Supervisors					
Reaction to Stress					
Integrity					
Work Attitude					
Organizational Skills					
Problem Solving					
Responsibility/Maturity					
Intellectual Ability/Curiosity					
Compassion					
Overall Potential as a Nurse					

1. Relationship to Applicant (Please circle one): Advisor Teacher Work Supervisor Other
If other, please indicate relationship: _____

2. How long have you known applicant? _____

3. If you have other information that you feel would be significant to the Admissions Committee in the evaluation of this applicant's qualifications, please provide that information (use back of sheet if necessary).

4. In consideration of the total perspective, please rate the applicant:
 Highly recommend Recommend Serious reservations

Organization/Institution

Title

Phone Number

Print Name

Signature

**USD Associate Degree in Nursing
Work or Educational Reference**

I _____ waive the right to review this recommendation. I understand
(Print Applicant's Name)
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(Applicant Signature)

(Date)

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**USD Associate Degree in Nursing
Work or Educational Reference**

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(Print Applicant's Name)
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(Applicant Signature)

(Date)

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Work Attitude					
Organizational Skills					
Problem Solving					
Responsibility/Maturity					
Intellectual Ability/Curiosity					
Compassion					
Overall Potential as a Nurse					

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