



Minnesota State College Southeast

Practical Nursing Program Admission Packet

Welcome to Minnesota State College Southeast (MSCS). We are pleased that you have indicated an interest in the Practical Nursing Program. Admission to the Minnesota State College Southeast Nursing Program is a competitive **three-step process**. The following information will assist you in this process. **All items must be completed in order to be considered an applicant for admission to the nursing program.**

STEP ONE – Admission to Minnesota State College Southeast

- [Apply online and submit the \\$20.00 application fee. \(www.southeastmn.edu/apply\)](http://www.southeastmn.edu/apply)
- Request college transcripts from all institutions you have attended (except any Minnesota State institutions attended after 1990). Official transcript(s) from any other colleges must be sent directly from the previous institution(s) to the Registrar's Office.

STEP TWO - Complete the Accuplacer placement test

- [More information is available on the website under Future Students.](#)
- You may be exempt from taking the Accuplacer. [Look here for more information.](#)
- If the Accuplacer was taken at another location, submit a copy of the results. Test scores cannot be over 2 years (math) or 3 years (reading) to fulfill this requirement.

STEP THREE – Apply to the Practical Nursing Program

- The deadline to be considered for admission to the nursing program:
 - **Fall Semester** – All applications must be submitted by May 1 (or the next business day if this date falls on a Saturday or Sunday) for priority admission status to the fall semester of admission. Applications submitted after May 1 will receive consideration after priority admission status applicants have been considered.
 - **Spring Semester** – All applications must be submitted by October 1 (or the next business day if this date falls on a Saturday, Sunday or holiday) for priority admission status to the spring semester of admission. Applications submitted after October 1 will receive consideration after priority admission status applicants have been considered.

Submit all of the following to the nursing department

- Complete the **Practical Nursing Application** and provide all supporting documentation. It is the applicant's responsibility to ensure the accuracy of the application. Incomplete applications will not be considered for the program.
- Take the **ATI TEAS Exam** prior to the application deadline. Go to www.atitesting.com to find test dates and sites, as well as study materials. For more information, see Page 3.

Preliminary acceptance letters will be sent via US Mail or your MN State College email for fall cohorts by May 30 and for spring cohorts by October 31 (or the next business day if either of these dates fall on a Saturday or Sunday). Full program acceptance will be confirmed on receipt of a Minnesota Department of Human Services (DHS) Background Study with no restrictions, confirmation of prerequisite grades and all required documentation for clinical placements. Information for these requirements will be sent with acceptance letters.

Criteria for Application to the Practical Nursing Program

1. **General admission to Minnesota State College Southeast:** Applicants to Minnesota State College Southeast must be in good academic and financial standing at all previously attended Minnesota State institutions or college admission may be denied.
2. **Certified Nursing Assistant:** Current unencumbered registration as a nursing assistant with a Nursing Assistant or Nurse Aide registry of a U.S. state. **Verification will be obtained from State Registry.** To register for a Nursing Assistant course at MSC Southeast, go to http://southeastmn.edu/Continue_education/index.aspx?id=8402.
3. **Completion of BIOL 1200 Human Biology or BIOL 2515 Anatomy and Physiology I.**
 - a. Note: BIOL 2515 Anatomy and Physiology I *and* BIOL 2516 Anatomy and Physiology II may be used *together* in place of BIOL 1200 Human Biology. Educational programs to become a Registered Nurse generally require BIOL 2515 and BIOL 2516. If you plan to apply to such a program in the future, consider taking these courses instead of BIOL 1200. BIOL 2516 Anatomy and Physiology II must be taken concurrently and successfully passed with Practical Nurse 1 in the first semester of the program.
4. **ATI Test of Essential Academic Skills (TEAS) – for more information, see page 3**
 - a. Your acceptance to the program will be based on your ATI TEAS scores. All applicants are required to complete the **most current** (Version 6 - taken after August 31, 2016) Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadlines. The test may be taken more than once. The best score achieved may be used.
 - b. The ATI TEAS summarizes a student's "Academic Preparedness Level." The academic preparedness levels provide a criterion-referenced measure that can be used as a benchmark for assessing student performance on the TEAS. ATI TEAS scoring is based on the following academic preparedness levels:
 - i. Developmental level
 - ii. Basic level (required minimum level)**
 - iii. Proficient level
 - iv. Advanced level
 - v. Exemplary level
 - c. A student must score at the **basic** academic preparedness level, or higher, in order to meet the eligibility requirements for entry into the Practical Nursing program.
5. **General Education Courses – for more detailed information, see page 5**
 - a. **Math:** Pre-requisites for, or completion of, **MATH 1020 Special Topics in Mathematics** or a higher level MATH course.
 - b. **Writing:** Pre-requisites for, or completion of, **ENGL 1215 College Writing 1.**
 - c. **Psychology:** Pre-requisites for, or completion of, **PSYC 1115 Lifespan Psychology.**

TEAS Testing Process

The TEAS exam will be administered via ATI (www.atitesting.com) at Minnesota State College Southeast and is also available at numerous other colleges and institutions around the state, country, and internationally. Registration and payment of fees will be [on-line via ATI](#). The student may opt to take the TEAS test at any available site but should request for ATI to send scores and official transcripts to Minnesota State College Southeast. A fee will apply to send the official transcripts to Minnesota State College Southeast if the test is taken at a site other than MSCS. If a college other than MSCS is designated at the time of testing, the student will need to obtain and submit an official transcript. The test will take up to 4 hours and should not be scheduled unless adequate time is available by the tester.

[To find available ATI TEAS testing dates, click here.](#)

Study materials may be accessed at: <http://www.atitesting.com/solutions/prenursingschool/teas/study-guide.aspx>.

Study materials are also available from other publishers and may be available in the bookstore. The adequacy of materials from other publishers has not been evaluated by ATI nor MSCS.

Selection Criteria

Application to the Practical Nursing Program is competitive as the number of qualified applicants may be greater than the number of available spaces in the program. Applicants will be ranked for admission using TEAS scores as follows:

1. TEAS Total Score taken to two decimal places. The TEAS Academic Preparedness Level must be at the **Basic Level or above** to be considered for program admission.
2. If there is a tie for the Total Score when assessing for an offer of admission to be made to the final available space in the program, the TEAS Science Score, taken to two decimal places, will be used to break the tie.
3. If there continues to be a tie, using the TEAS Total and Science Scores, when assessing for an offer of admission to be made to the final available space in the program, the TEAS Math Score, taken to two decimal places, will be used to break the tie.
4. If there continues to be a tie, using the TEAS Total, Science and Math Scores, when assessing for an offer of admission to be made to the final available space in the program, the TEAS Reading Score, taken to two decimal places, will be used to break the tie.
5. If there continues to be a tie, using the TEAS Total, Science, Math and Reading Scores, when assessing for an offer of admission to be made to the final available space in the program, the TEAS English Score, taken to two decimal places, will be used to break the tie.
6. If there continues to be a tie, using the TEAS Total, Science, Math, Reading and English Scores, when assessing for an offer of admission to be made to the final available space in the program, the students' cumulative GPAs, taken to two decimal places, will be used to break the tie.
7. In the extremely unlikely event a tie continues after taking into account all actions above, a coin will be flipped to determine which student obtains the available seat.

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

After Acceptance to the Practical Nursing Program

Criminal Background Study

A Minnesota and National criminal background study does not need to be completed for the admission checklist, but **will be required prior to being fully admitted** to the nursing program. Information to complete this background study is included with offers of admission to the program. If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the program. Note: Involuntary termination from a healthcare institution may also prohibit an applicant from completing this program.

The Minnesota Department of Human Services (DHS) requires any individual having contact with patients to complete a background study prior to starting the clinical experience. An individual may be disqualified or have restrictions placed on patient contact and would not be permitted to participate in the clinical experience if a clearance is not issued. A background study with no restrictions is required to successfully complete the requirements of the program. Minnesota State College Southeast is unable to answer questions regarding DHS Background Study disqualifying events. If you are concerned about obtaining a DHS Background Study with no restrictions, you may wish to contact the DHS at 651-431-2000, or DHS.info@state.mn.us (not a secure email – do not send private information to this address). You may also wish to view [DHS policies here](#), or read [Minnesota Statute 245C.15 DISQUALIFYING CRIMES OR CONDUCT here](#).

Health Requirements

Completed health and immunization records are required prior to being fully admitted to the nursing program. This includes current proof of immunization status and tuberculosis testing, and/or other requirements as defined by the clinical agency. If immunizations are not obtained or maintained, the student will not be permitted to attend clinical placements. Attendance at clinical placements is mandatory to graduate from the Practical Nursing Program.

CPR Requirements

Prior to being fully admitted to the program students must supply documentation of current cardiopulmonary resuscitation (CPR) Healthcare Provider certification from the American Heart Association or American Red Cross.. [Click here for CPR courses available at MSCS](#). The course MUST be at the level of Healthcare Provider.

Drug Testing Policy

If you are accepted to the nursing program, prior to or during participation in the classroom or clinical experience, you may be required to undergo drug/alcohol testing of blood, urine or hair. You may be subject to testing at any time throughout the program based on reasonable suspicion that you are using or are under the influence of drugs or alcohol. The MSCS Nursing Program Drug Testing policy is located on the College website for review.

Communication/English and Math Requirements:

Nursing students are **required** to take the Math and Communication/English courses that are identified on the Practical Nursing program plan, even if they have met the minimum Accuplacer college level cut scores for Math and Communication/English as a part of the acceptance process.

Nursing Career Grade Requirements

Courses in the Practical Nursing program plan must be a grade of “C” or higher whether taken at MSCS or transferred as equivalent to MSCS courses.

Detailed information on Math and English Requirements and Pre-requisites

Math

Completion of **Math 1020 Special Topics in Math** with a grade of “C” or higher, or a higher level MATH course with a grade of “C” or higher, is required during the first semester of the program or earlier. The course requirement can be waived with an official transcript documenting a transfer course of equal or higher level on the DARS Report.

- Completion of **Math 1020 Special Topics in Math** with a grade of “C” or higher or equivalent transferred course on the DARS Report

If you have not taken an equivalent course, you will need to fulfill the pre-requisite for **Math 1020 Special Topics in Math** before you start in the Practical Nursing Program. You can fulfill the pre-requisite by completing ONE of the following:

- Accuplacer ELEMENTARY ALGEBRA TEST score of 86 or higher on file with the college. Test scores cannot be over 2 years to use as a pre-requisite.
- ACT math score of 22 or higher on file with the college. Test scores cannot be over 2 years to use as a pre-requisite.
- Completion of ONE of these Math courses and FYEX 0100 College Success Strategies
 - MATH 0544 - Pre-College Math
 - MATH 0533 - Pre-College Math
 - MATH 0522 - Pre-College Math
 - MATH 0511 - Pre-Special Topics Math

English

Completion of **ENGL 1215 College Writing 1** with a grade of “C” or higher is required during the second semester of the program or earlier. The course requirement can be waived with an official transcript documenting a transfer course of equal or higher level on the DARS Report.

- Completion of **ENGL 1215 College Writing 1** with a grade of “C” or higher or equivalent transferred course on the DARS Report

If you have not taken an equivalent course, you will need to fulfill the pre-requisite for **ENGL 1215 College Writing 1** before you start in the Practical Nursing Program. You can fulfill the pre-requisite by completing ONE of the following:

- Accuplacer READING score of 78 or higher on file with the college. Test scores cannot be over 3 years to use as a pre-requisite.
- ACT English score of 18 or higher on file with the college. Test scores cannot be over 3 years.
- MN Comprehensive Assessment Reading score of 1047 or higher on file with the college.
- SAT Evidence-Based Read/Write Composite score of 480 or higher on file with the college.

Minnesota State College Southeast

Practical Nursing Application

This form must be complete and all documentation postmarked or received in the nursing office by the dates specified in the program admission packet.

First Name: _____ Middle Initial: _____ Last Name: _____

Student Tech ID: _____ Email Address: _____

Home Phone: (_____) _____ - _____ Cell Phone (_____) _____ - _____

Birthdate: _____

Please indicate your preferred campus.

First Choice (check one):

- Red Wing Campus
 Winona Campus

Second Choice (check one or none):

- Red Wing Campus
 Winona Campus

Note: During clinical rotations, nursing students may be required to travel approximately a 100-mile radius from campus.

If there are not enough seats for you to begin the Practical Nursing program in the upcoming semester, do you wish to be considered for any of the following health sciences program? Please rank your choices from 1-7, with 1 being the most desired. Please leave blank if these are not your interests.

- | | |
|--|--|
| <input type="checkbox"/> Biomedical Equipment Technology _____ | <input type="checkbox"/> Medical Lab Technician _____ |
| <input type="checkbox"/> Health Sciences Broad Field _____ | <input type="checkbox"/> Medical Support Careers _____ |
| <input type="checkbox"/> Massage Therapy _____ | <input type="checkbox"/> Phlebotomy _____ |
| <input type="checkbox"/> Radiography _____ | |

Application Checklist

1. Acceptance to Minnesota State College Southeast

- [Apply online](#), pay \$20 application fee, and be accepted as a student at Minnesota State College Southeast.

2. Proof of Nursing Assistant Status: Verification will be obtained from State Registry.

- Which State Registry holds your current and unencumbered CNA registry?
- Minnesota
 - Wisconsin
 - Other (specify) _____

3. BIOL 1200 Human Biology or BIOL 2515 Anatomy and Physiology I – Completion required prior to entry

Check one

- BIOL 1200 Human Biology completed **OR**
 BIOL 2515 Anatomy and Physiology I.

Note: : BIOL 2515 Anatomy and Physiology I and BIOL 2516 Anatomy and Physiology II may be used *together* in place of BIOL 1200 Human Biology. Educational programs to become a Registered Nurse generally require BIOL 2515 and BIOL 2516. If you plan to apply to such a program in the future, consider taking these courses instead of BIOL 1200. BIOL 2516 Anatomy and Physiology II must be taken concurrently and successfully passed with Practical Nurse 1 in the first semester of the program.

4. ATI TEAS Scores

Must achieve an **Academic Preparedness Level of Basic** or higher to be eligible for consideration of admission to the MSCS Practical Nursing Program.

Check one

- Take the **ATI TEAS** test at MSC Southeast **OR**
- Submit an **official transcript of ATI TEAS** scores to MSCS **using the ATI system**. Login to your account at www.atitesting.com. The newest version of the ATI TEAS (Version 6 – available since August 31, 2016) must be taken. The ATI TEAS V or previous versions are not accepted.

5. **Be prepared for the required math course.** Completion of **MATH 1020 Special Topics in Math** (or a higher level MATH course) with a grade of “C” or higher is required during the first semester of the program or earlier. *If you have not met the pre-requisites for this class, you must complete them before you start the program.*

Check one

- MATH 1020 Special Topics in Math** (or a higher level MATH course) with a grade of “C” or higher completed **OR**
- Pre-requisite** for **MATH 1020 Special Topics in Math** met.

6. **Be prepared for the required writing course.** Completion of **ENGL 1215 College Writing 1** with a grade of “C” or higher is required during the second semester of the program or earlier. *If you have not met the pre-requisites for this class, you must complete them before you start the second semester.*

Check one

- ENGL 1215 College Writing 1** with a grade of “C” or higher completed **OR**
- Pre-requisite** for **ENGL 1215 College Writing 1** met.

SIGNATURE REQUIRED: _____

Date: _____

SEND COMPLETED APPLICATION TO:

Nursing Department
Minnesota State College Southeast
308 Pioneer Road
Red Wing, MN 55066

Or fax to: 651-385-6377
Or email to: Nursing@southeastmn.edu

Please keep a copy of this application.

Application questions and confirmation of receipt:
Janine Mason at Janine.mason@southeastmn.edu
Phone: 651-385-6355