



Minnesota State College Southeast

Associate of Science in Nursing

Welcome to Minnesota State College Southeast (MSCS). We are pleased that you have indicated an interest in the Associate Degree of Science in Nursing (ASN). Admission to the Minnesota State College Southeast ASN 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 5 years (reading) to fulfill this requirement.

STEP THREE – Apply to the Associate Science of Nursing Program

- The deadline to be considered for admission to the nursing program:
 - **Fall Semester** – All applications must be submitted by June 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 June 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 **Associate Science of 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 and/or your MN State College email for fall cohorts by June 15 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 Associate of Science in 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. **Traditional Track: Certified Nursing Assistant:** Current unencumbered active status on the Nurse Aide registry of any U.S. state. **Registry will be verified on state registry site.** To register for a Nursing Assistant course at MSC Southeast, go to www.southeastmn.edu/training.

Mobility Track (see below for LPN Advanced Standing Policy): Current unencumbered LPN license, in the United States, that must be maintained as unencumbered throughout the program or until RN licensure.

3. **Completion of the following PRIOR TO ADMISSION with a grade of C or higher (see program plan for additional general education requirements):**
 - MnTC General Education Elective credits or BIOL 1200 or 1201 (Goal 3) as required for BIOL 2531 *and/or* CHEM 1010 as required for CHEM 2518
 - BIOL 2515: Anatomy/Physiology I (Goals 2&3)
 - PSYC 1010: Introduction to Psychology (Goals 5&7)
 - BIOL 2516: Anatomy/Physiology II (Goals 2&3)
 - BIOL 2531: Microbiology (Goal 3)
 - CHEM 2518: General Organic & Biochemistry I (Goals 2&3)
 - PSYC 1115: Lifespan Psychology (Goals 5&7)
 - MnTC General Education Elective 3 credits (Goal 8 or 10 recommended)
 - Completion of **ENGL 1215 College Writing 1** with a grade of “C” or higher is required during the first semester of the core nursing courses 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.
 - If you have not taken an equivalent course, you will need to fulfill the pre-requisite for **ENGL 1215 College Writing 1**. You can fulfill the pre-requisite by meeting one of the requirements [listed here](#).
4. **ATI Test of Essential Academic Skills (TEAS) – for more information, see page 3**
 - a. All applicants are required to complete the **most current** 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
 - iii. Proficient level (score at or above 58.7%)**
 - iv. Advanced level
 - v. Exemplary level
 - c. A student must score at the **Proficient** academic preparedness level, or higher, in order to meet the eligibility requirements for entry into the Associate of Science in Nursing program.

TEAS Testing Process

The TEAS test is administered by ATI (www.atitesting.com) at Minnesota State College Southeast. Go to www.southeastmn.edu/ASN to download the TEAS Test Registration Procedures.

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. TEAS test scores are valid for three years from the time of application.

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 campus bookstores. The adequacy of materials from other publishers has not been evaluated by ATI nor MSCS.

Current LPN's Licensed Practical Nurse (LPN) Advanced Standing Policy

Current LPN's enter the mobility track. Upon successful completion of NURS 1430, students who are LPNs with a current unencumbered LPN license, in the United States, will receive 5 credits of advanced standing. LPN licensure must be maintained as unencumbered throughout the program or until RN licensure.

Selection Criteria

Application to the Associate Degree in the Science of 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 the following format:

1. Cumulative GPA of the following pre-requisite courses:
 - a. Anatomy and Physiology I (BIOL 2515)
 - b. Anatomy and Physiology II (BIOL 2516)
 - c. Microbiology (BIOL 2531)
 - d. General, Organic & Biochemistry I (CHEM 2518)
2. Composite score of ATI TEAS score divided by 10.
3. The cumulative GPA of the four science pre-requisites will be added to your composite TEAS score divided by ten for a total numbers of points.

Example: If your GPA is 3.3 and your TEAS score is 80 you will receive 8.0 points for your TEAS. Add them together for a total admission score of 11.3. A maximum amount of points possible is 14.

4. Applicants will be ranked and admitted based on combined points
5. In the case of a tie, the TEAS Science 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 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.
7. 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.

8. 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.

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 Associate Degree in Science of 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 ASN Program.

CPR Requirements

Prior to beginning nursing core classes 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 ASN program, 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.

Communication/English Requirement:

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

Nursing Career Grade Requirements

Pre-requisites and courses in the ASN program plan must be a grade of “C” or higher whether taken at MSCS or transferred as equivalent to MSCS courses.

Dual Admission to Winona State University

The program has the goal of being structured in collaboration with Winona State University to offer dual seamless admission for ASN students to their BSN completion program.

Minnesota State College Southeast

Associate in the Science of 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 (8-digit ID; not Star ID): _____

Email Address (school email preferred): _____

Mailing Address: _____ City, State, Zip: _____

Primary Phone: (_____) _____ - _____ Birthdate: _____

Please indicate your nursing application track:

- Traditional Track
 Mobility Track

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 Associate in the Science of 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 1-5, with 1 being the most desired. Please leave blank if these are not your interests.

- | | |
|--|--|
| <input type="checkbox"/> Practical Nursing _____ | <input type="checkbox"/> Biomedical Equipment Technology _____ |
| <input type="checkbox"/> Health Sciences Broad Field _____ | <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 or LPN Status: Verification will be obtained from State Registry.

Traditional track: Which State Registry holds your current and unencumbered CNA registry?

- Minnesota
 Wisconsin
 Other (specify) _____

Mobility track: Which state holds your current and unencumbered LPN license?

- Minnesota
 Wisconsin
 Other (specify) _____

3. **Course completed with “C” or better at MSC or transferred in from another college.** Prerequisite courses have to be completed before applying to the nursing program.

- BIOL 2515: Anatomy/Physiology I
- PSYC 1010: Introduction to Psychology
- BIOL 2516: Anatomy/Physiology II
- BIOL 2531: Microbiology (Goal 3)
- CHEM 2518: General Organic & Biochemistry I (Goals 2&3)
- PSYC 1115: Lifespan Psychology (Goals 5&7)
- MnTC General Education Elective (Goal 8 or 10 recommended)

4. **ATI TEAS Scores**

Must achieve an **Academic Preparedness Level of Proficient** or higher to be eligible for consideration of admission to the ASN 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 must be taken. TEAS test scores are valid for three years from the time of application.

5. **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 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 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 VIA EMAIL OR MAIL TO:

EMAIL:

Nursing@southeastmn.edu

MAIL:

Nursing Department
Minnesota State College Southeast
1250 Homer Road
Winona, MN 55987

Application questions and confirmation of receipt:

Seth Flatten at Seth.Flatten@southeastmn.edu

Phone: 507-453-1440

Please keep a copy of this application.