



### Steps to applying to the nursing program

1. Please make sure you are eligible to apply. You must have at least a 2.500 overall GPA to apply. Studies show that students who do well in the sciences are more likely to be successful in nursing school. For this reason, applicants are admitted to the nursing program on a *competitive* basis using the overall college grade point average (GPA) *plus* the top three grades in the four required sciences. Please see following example:

<u>Student #1</u>					<u>Student #2</u>				
Overall GPA	=	<b>2.950</b>		<b>2.950</b>		=		<b>3.525</b>	
A&P 1 Grade	=	A	=	4.000		B	=	3.000	
A&P 2 Grade	=	A	=	4.000		C	=	2.000	
Chemistry Grade	=	C	=	<del>2.000</del>		C	=	<del>2.000</del>	
Microbiology Grade	=	A	=	4.000		B	=	3.000	
<u>TOTAL:</u>	=			<b>14.950</b>			=	<b>11.525</b>	

2. You must have applied and been admitted to Southeast Missouri State University in order for evaluators to access information in the student database. Your assigned Southeast Student ID# and Southeast e-mail address should be included on the application
3. The application should contain a correct mailing address where you wish to receive any correspondence from the Department of Nursing. All e-mail correspondence will be directed to the Southeast E-mail account, so be sure that the Southeast Key is activated and your password is working properly.
4. Students are required to have *all* university studies and pre-requisite courses completed before beginning any nursing coursework. At the time of application, three of the four sciences must be completed and all other coursework must be in progress. Evaluators should be able to confirm enrollment in any remaining courses through the university's enrollment system.
5. If you do not have all of your coursework completed or in progress and feel that your circumstances merit special consideration, you must include a formal letter explaining why you deserve special consideration and outlining how you plan to complete all requirements before beginning nursing coursework. The letter should be addressed to the Student Affairs Committee (Attention: Dr. Ann Sprengel) and attached to the application. Do *not* send the letter under separate cover.
6. There has been some confusion in the past concerning the general studies requirements for students with a conferred associate's degree. Typically, the lower-level university studies courses are waived; however, these students are still required to complete two upper-level university studies courses (UI300-level), which should be in progress at the time of application.
7. Transfer students should include an unofficial copy of all *college* transcripts in order for the application to be considered. Applications without unofficial transcripts attached will not be reviewed.
8. Please fill out the application completely and legibly in either black or blue ink. You may also type the application if you choose to do so.

**Southeast Missouri State University**  
**Bachelor of Science in Nursing**  
**Application for Admission**

**Desired Semester & Year of Admission** \_\_\_\_\_  
(Ex: Fall/2011)

**Southeast ID#** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Student's Name** \_\_\_\_\_  
Last First Middle

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Southeast E-Mail** \_\_\_\_\_

**College Credit Hours Completed** \_\_\_\_\_ **College Credit Hours in Progress** \_\_\_\_\_ **Current College GPA** \_\_\_\_\_

**Have you completed a previous *bachelor's* degree?** \_\_\_\_\_

**If so, where?** \_\_\_\_\_

**Previous Major/Minor?** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit your completed application to: *Tracie A. Clark, Administrative Assistant, Department of Nursing, Southeast Missouri State University, 1 University Plaza, MS8300, Cape Girardeau, MO 63701.* You may also fax the application and any additional materials to (573) 651-2142, Attention: Tracie. We will notify you via your Southeast e-mail account when we have received your application. If you do not hear from us within 10 days of submitting your application, please call us at (573) 651-2585.

# Bachelor of Science in Nursing

## APPLICATION CHECKLIST

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Before submitting your application to the nursing program at Southeast Missouri State University, please use the checklist below to verify all of your information, and include the list with your application materials.

1. Do you have at least a 2.500 overall college GPA, and are you eligible to apply? \_\_\_\_\_
2. Have you applied and been admitted to the university? \_\_\_\_\_
3. Have you included the correct mailing address to receive correspondence from the Department of Nursing concerning your application? \_\_\_\_\_
4. Have you activated your Southeast Key, verified that your password is working and included your Southeast e-mail address on your application? \_\_\_\_\_
5. Have you completed at least three of the four required sciences? \_\_\_\_\_
6. Have you completed the remaining university studies and pre-requisite courses, or are those courses verifiably in progress? \_\_\_\_\_
7. If you have a conferred associate's degree, have you completed the two upper-level UI300 courses, or are you enrolled in these courses at the present time? \_\_\_\_\_
8. If you have not completed all of the coursework and do not currently have it in progress, have you included a formal letter of explanation outlining your plans for completing the courses before beginning nursing classes? \_\_\_\_\_
9. If you are a transfer student, have you included unofficial copies of *all* previous transcripts with your application? \_\_\_\_\_
10. Have you filled out the application completely and legibly in either blue or black ink; or have you typed the application? \_\_\_\_\_
11. Did you sign and date the application? \_\_\_\_\_