Fall 2019 Upper Division Admission Application Instructions and FAQ's

Access this guide at: go.wisc.edu/BSNAppFAQs

Thank you for your interest in our Traditional Bachelor of Science in Nursing (BSN) program. This document is designed to guide your application process **for the fall 2019 application**. It is your responsibility to understand and complete all requirements for admission consideration. If you have any questions that are not answered here or on our Nursing website, please contact the Nursing Academic Affairs Office at (608) 263-5180 or admissions@nursing.wisc.edu.

Application Eligibility

We admit students to our Bachelor of Science in Nursing (BSN) program once a year to start in the fall. The application opens December 1 and the deadline is January 15. In order to be eligible to apply for fall 2019 admission, you must, at the time of application:

1. Be in progress to complete at least 54 degree credits of college-level course work by the end of the spring 2019 semester
2. Have a minimum cumulative college GPA of 2.75 (based on a 4.0 scale) at the end of the fall 2018 semester and again at the end of the spring 2019 semester
3. Have completed or have in progress four of the seven prerequisite courses by the end of the fall 2018 semester, and be enrolled to complete all seven by the end of the spring 2019 semester
4. Have a minimum cumulative prerequisite GPA of 2.75 on all prerequisites completed to date and complete all seven with at least a 2.75 GPA
5. Have at least a C (2.0) grade in each of the individual seven prerequisite courses

Note for transfer/second-degree applicants: students who are actively enrolled in a Bachelor of Science-Nursing program at another institution are not eligible to apply for admission into UW–Madison's Traditional BSN program. Given that space in the program is very limited, we prioritize enrollment in our program for students who do not already have a path to the BSN degree in our admission process. It is possible to request an exception to this policy by submitting the school's Petition for Special Consideration. Examples of situations warranting an application eligibility exception might include military obligations, personal or family medical concerns, or other extenuating circumstances that directly affect a student's ability to earn the BSN from the other institution. It is important to note that core nursing degree requirements do not transfer into the UW–Madison School of Nursing. Previously completed nursing coursework will not apply to the BSN degree at UW–Madison and students will be required to complete all nursing degree requirements as part of the curriculum at UW–Madison.

Admission Considerations

Admission is highly competitive and based on a thorough and holistic review of each application. Holistic review considers applicants' academic preparation and performance, leadership, extracurricular activities and service, health care experience and professional goals, diversity in experience and background, the quality of the personal statements, and an in-person interview. We seek to admit students who demonstrate strong academic ability, as well as leadership, intellectual curiosity, resilience, cultural competency, and enthusiasm for nursing. Admission is offered to students who present the strongest overall applications and who are anticipated to contribute to the university and nursing profession.

Prerequisite Course Work

Complete details on our prerequisite courses can be found on our admissions website. The seven prerequisites are chemistry with lab, microbiology, human anatomy, human physiology with lab, psychology, sociology, and human growth and development. A few important items to note:

- Advanced Placement (AP) and/or International Baccalaureate (IB) scores of 4 or 5 can be used to satisfy the chemistry and psychology prerequisites.
- Students who take anatomy and physiology at another institution as part of a two-course sequence (i.e., Anatomy & Physiology I and Anatomy & Physiology II) must complete both courses at the same institution.
- UW–Madison students are expected to complete their nursing prerequisite course work at UW–Madison. However, there are circumstances when UW-Madison students must take prerequisite course work outside of UW-Madison, such as when they are unable to enroll in a course at UW-Madison due to course capacity limitations.
- Applicants who complete prerequisites at another institution should be prepared to submit course descriptions and/or syllabi so that we can determine equivalencies. If this is the case, you will receive an email from our Nursing Academic Affairs Office (admissions@nursing.wisc.edu). You will have up to 48 hours to submit requested documents.
- Students attending institutions on the quarter system must plan ahead to complete four of the seven prerequisites by the end of the winter quarter (by April 1) and all seven prerequisites by the end of the spring quarter (by June 15). All prerequisites must be graded and transcripted by June 15.
- Prerequisite equivalency guides for common transfer institutions, including UW System and Technical Colleges can be accessed on our Nursing Prerequisite Equivalency Tables webpage.

Application Process

Students who meet our eligibility requirements can apply to enter the nursing program for the fall term.

Step 1: Apply to UW–Madison: www.admissions.wisc.edu/apply/
- If you are *not* currently enrolled at UW–Madison, you must apply to the university in addition to applying to the nursing program; two separate applications are required. This applies to prospective transfer students, reentry students, second-degree candidates, and University Special Students. Current UW–Madison students complete Step 2 only.
- You apply to the university's Office of Admissions and Recruitment using the online application.
- You should indicate an intended major of *Nursing* on the application.
- The university application opens August 1.
- Although the deadline to apply to UW–Madison for the fall term is March 1, **in order to be eligible for the nursing program, your university application must be *complete by January 15*.** This means the university's admission office must have received your online application, application fee, and official high school and college transcripts prior to the nursing program application's January 15 deadline. You can check your university application status online and also monitor receipt of your application materials. If your application is not complete by January 15, you will be *ineligible* for admission consideration to the nursing program. Refer to FAQ #5 one page seven for more information.
- You will receive an application acknowledgement via email from the UW–Madison Office of Admissions and Recruitment when your application is received. This confirmation will include your Campus ID number, which can then be used to activate your NetID. **You will need your NetID to complete the application to the nursing program. Application acknowledgement and NetID activation can take up to 48 hours. Plan accordingly.**
- University admission notification typically takes place by the end of April. You can check the status of your UW–Madison application with the online application status check tool.

- We will begin reviewing your nursing application while your university application is being processed and pending a decision with the university's admissions office.
- Admission to the university does not guarantee admission to the nursing program.

Step 2: Apply to the Nursing Program: go.wisc.edu/BSNapplication
- All students (current UW–Madison and prospective) must complete the School of Nursing online application.
- The application is available on the School of Nursing website on December 1. The deadline is **January 15**.
- There is no fee to submit the nursing application.
- You will need your Campus ID and NetID to access the nursing application. As noted above, if you are applying to UW–Madison as a transfer, reentry, or second-degree candidate, you will receive your Campus ID number (which is used to activate your NetID), approximately 48 hours after you submit your university application. **You will therefore need to submit your university application well in advance of the January 15 deadline to give yourself time to receive your Campus ID number, activate your NetID, and complete the nursing application.**
- The School of Nursing will notify you of our admission decision in mid-May via email.

Nursing Program Application Details

There are four main sections to the nursing application:

1. **Applicant Information**
   - These are simple fill-in-the-blank questions, such as name, contact information, and residency information.
   - We will ask for your email address. This is the address to which we will send all official admission communications. UW–Madison students should list your @wisc.edu address. Off-campus students should list the same email address in the nursing application as was listed in the university application.
2. **Academic Information and Educational History**
   - In this section, you will be asked to list all the colleges and universities you've attended to date, including dates of attendance, total credits received, and degree(s) earned.
   - *Transfer and Second-Degree Applicants* should upload copies of unofficial transcripts and AP/IB score reports within this section. This expedites the review your nursing application. Official transcripts will still need to be sent to UW-Madison's Office of Admissions and Recruitment to accompany your university application.
   - You will be asked to indicate how and where you completed the seven prerequisite courses.
3. **Work Experience and Involvement**
   - For the Work Experience and Involvement section, list up to five of your most meaningful activities and achievements. This might include notable leadership roles, employment experiences, community involvement, organizational memberships, family responsibilities, volunteer experiences, participation in the arts or athletics, and/or special awards or recognition.
   - Ideally, your work experience and involvement will be related to health care and/or present skills or attributes that are transferrable to nursing.
   - Include the amount of time you dedicated to the activity, as well as a more detailed description of your participation or accomplishments, focusing on the impact and extent of your involvement, and why this experience was meaningful.
   - Please provide evidence of leadership that goes beyond assuming a leadership role (e.g., explaining how your leadership impacted self/others in a positive manner).
4. **Personal Statements (Essays)**
   - There are three required statements for all applicants, an optional statement, and one reapplication statement required for students who have previously applied to the Traditional BSN program.

- The optional statement is an additional opportunity for you to distinguish yourself and enhance your application. Although it is optional to complete, think carefully before you pass on this invitation to help the committee understand why you are a good fit for the School of Nursing.
- Each response is limited to 1,250 characters or approximately 250 words. It is your responsibility to limit your responses to the 1,250 characters, including spaces and punctuation, per prompt. Do not exceed the limit.
- Compose your statements in a word-processing program to take advantage of spelling and grammar tools, as well as character/word counters.
- Once you are satisfied with your essays, save them and copy them into the space provided in the online application. Proofread once more to make sure no odd characters or line breaks have appeared.
- You must submit your statements at the same time as you complete your online nursing application.
- If you are reapplying to our nursing program, use the reapplication essay to your full advantage and note that the admission committee has access to any prior Traditional BSN applications.

Personal Statement Prompts - Fall 2019 Application

1. What has motivated you to select nursing as your academic and career path? Reflect on: 1) experiences both inside and outside of the classroom that have informed your decision and 2) how nursing has influenced the experiences you have sought out both inside and outside of the classroom. (Please don't provide a checklist of activities—tell your story.)
2. Our Traditional BSN program is an intense educational experience that will require perseverance and resilience. Critically reflect on a time you persevered in the face of significant challenge. What skills or personal attributes did you use to get through the situation?
3. Reflect on 1-2 of your social identities (e.g., age, culture, dis/ability, ethnicity, gender, race, religion, sex, sexual orientation, socio-economic class, etc.) and how might they impact your nursing practice.
4. Please include anything about yourself that is not found elsewhere in your application that you feel is important to helping us understand more about you and your fit for nursing. *(optional)*
5. **Reapplication Statement:** Describe what you have done to strengthen your nursing application since your last application. Include relevant academic, volunteer, employment, and personal experiences. *(Note: Respond to this prompt only if you have applied for Upper Division Admission to the School of Nursing in the past. If you applied for Freshman Direct Admission previously, please do not complete this essay.)*

Personal Statement Tips and Suggestions

Our Personal Statements (essays) are your opportunity to help us understand more about you, who you are, and what you hope to accomplish as part of our School of Nursing and in your career. They are your best opportunity to fully describe who you are and why you are uniquely qualified for our nursing program.

- As you write, think about the admission committee members who will be reading your statements. What do you want them to know and understand about you and your aspirations in nursing?
- The statements are your opportunity to help us get a sense of you, learn what matters to you, and understand how you are different from other applicants.
- Carefully read each question and all the questions within each question. Then respond specifically to the question(s) being asked.
- Take your time. Be open. Be reflective. Solicit feedback. Proofread. Allow time for revision.
- Use the statements to highlight positive aspects about yourself that are not apparent elsewhere in your application. It's OK to expand and build on the activities you include in the Work Experience and Involvement section, but do not just repeat the same information without providing new insights relevant to the personal statements.
- Don't know what to write for the optional essay? Are there any gaps or low points in your academic record? Have you overcome unusual obstacles or hardships? If yes, help us understand what happened and how you dealt with it.

This essay can also be utilized to outline additional experiences or unique perspectives that may not fit into other areas of the application. If all else fails, use this essay to tell us what else we need to know to make the best admission decision possible.

Transcripts

We require all applicants to upload official or unofficial transcripts in their nursing program application, as well as AP/IB score reports. We will verify this information with the official college-level transcripts that you are required to submit to the Office of Admissions and Recruitment as part of your university application.

Spring Term Proof of Enrollment

If you are taking course work not at UW–Madison during the spring 2019 term, we must receive proof of enrollment. This applies to prospective transfer students taking course work at another institution during the spring term, for example. If the record you upload to the nursing application lists your spring 2019 term course work, you do not need to provide additional proof of spring enrollment to the School of Nursing. If the unofficial transcript(s) you include in your nursing application does not show spring course work in progress or if you are uncertain if it does, you must upload proof of enrollment directly to your nursing application in the educational background section. Students applying from quarter-system schools must submit proof of enrollment for both the winter and spring quarters.

Calculating Cumulative and Prerequisite GPAs

As detailed in the Application Eligibility section (page 1), to be eligible to apply, students must have a minimum 2.75 cumulative and prerequisite GPA.

For the **cumulative** GPA:

- We calculate this GPA using all undergraduate college-level course work completed.
- You must have the minimum 2.75 at the end of the fall 2018 term and again at the end of the spring 2019 term to be eligible for admission and entry to the program for fall 2019. If after the spring term your cumulative GPA drops below a 2.75, your admission to the nursing program will be revoked.
- All course attempts are factored into this equation, including repeated coursework.
- Course work that is remedial, vocational, or doctrinal in nature will not be factored into the equation. This includes Certified Nursing Assistant (CNA) course work.

For the **prerequisite** GPA:

- The average of all seven prerequisite courses must equal at least 2.75. A single course can be below that level, but no lower than 2.00 (C), as long as the average is a 2.75 or above.
- You must have the minimum 2.75 prerequisite GPA at the end of the fall 2018 term and again at the end of the spring 2019 term to be eligible for admission and entry to the program for fall 2019. If after the spring term your prerequisite GPA drops below a 2.75, your admission to the nursing program will be revoked.
- When more than one course has been completed that will satisfy a single prerequisite (e.g., both Chem 103 AND 104), the course outcome that most advantages the student will be used in the calculation. For repeated prerequisites, the most recent attempt is used for Chemistry, Microbiology, Anatomy, Physiology, & Psychology. The higher grade is used for repeated Sociology and Human Growth & Development prerequisites.
- If you are taking a prerequisite course during the spring 2019 term after you've applied (you can have up to three prerequisites in progress during the spring term), your prerequisite GPA will be calculated based on only the prerequisites completed by the end of the fall 2018 term.

- If you are repeating a prerequisite course during the spring 2019 term after you've applied, your prerequisite GPA will not be impacted by that retake as we will not know the grade prior to admission review.
- If you earned a 4 or 5 on AP/IB exams and satisfied either the chemistry or psychology prerequisite in this way, your prerequisite GPA will be factored using the remaining courses. For example, if you satisfied psychology with AP, your prerequisite GPA will be calculated based on the remaining six prerequisites.

In-Person Interview

You will be invited to participate in an in-person interview after your application has been reviewed and confirmed to have met all the eligibility requirements. Interviews are required and applicants will be assigned a date and time. Reschedules will not be allowed unless there are extenuating circumstances. The in-person interview will have two components:

1. **Group interview** (20 minutes)
   The group interview will include two interviewers and four applicants. The interviewers will facilitate the interviews and ask the applicants a series of questions.
2. **Writing exercise** (20 minutes)
   The writing exercise will be completed individually. Each student will be assigned a computer work station and respond to a writing prompt. The writing exercise will be timed.

There is no preparation required. Applicants are expected to arrive on time. Silence all phones and electronic devices—these will not be needed during the interview.

Admission Decision Notification

Students applying to UW–Madison receive notification of your admission decision directly from the UW–Madison Office of Admissions and Recruitment, typically by the end of April. You can check your university application status and decision online. Admission to the university does not guarantee admission to the nursing program. The School of Nursing will notify you of our admission decision in mid-May via email. Students must be offered admission to UW–Madison to be eligible for admission to the nursing program.

Steps After Admission

Students offered admission to the nursing program have approximately one week to accept the offer of admission via an online Admission Response Form. Students who accept our offer of admission will receive an admission packet via email. This packet contains vital information and required documentation, including:

- **Compliance Requirements:** Admitted students must complete a Caregiver Background Check, become trained in CPR, and submit evidence of health documentation, among other things. Details are included in the admission packet; compliance requirements must be met by the stated summer deadline.
- **Honors Program:** any enrolled BSN students may apply to the Nursing Honors Program during the first fall semester in the nursing program. Please see our website for details.
- **Spring 2019 Term Progress**: Admission is contingent on satisfactory completion of spring term course work, including any prerequisite courses in progress. We will request spring term transcripts from students not currently enrolled at UW–Madison to verify this work.
- **Summer Orientation:** All new UW-Madison students (transfer and second-degree) will be required to attend UW–Madison's one-day orientation program called SOAR. Sessions are offered in June, July, and August. Reentry students previously enrolled as degree-seeking students at UW-Madison do not attend SOAR.
- **Welcome Into Nursing Day:** This one-day nursing orientation program is mandatory for all students. It typically occurs the week before classes begin for the fall term.

Rescinding Admission

It is possible for an offer of admission to be revoked. We may revoke admission if you do not complete a prerequisite course, if you earn below a C (2.0) grade in a prerequisite course, if your spring course work drops your cumulative or prerequisite GPA below the 2.75 minimum, if you have not completed at least 54 degree credits of college-level course work by the end of the spring semester, if you provided false or misleading information on your application or compliance documents, or if your Caregiver Background Check reveals disqualifying information.

Frequently Asked Questions (FAQs)

1. **How competitive is admission?**
   It's very competitive. In a typical year, we receive 400 applications for 160 seats. On average, we admit less than half of the qualified applicants. In the last admission cycle, the average GPA for admitted students, both cumulative and prerequisite, was a 3.5 with GPAs ranging between 2.76 – 4.00.

2. **If I'm attending UW–Madison but my student classification (i.e., major) is not pre-nursing, can I apply?**
   Yes, you do not need to be a pre-nursing student to apply to the nursing program. Many are not. Whether or not you are currently classified as a pre-nursing student will have no impact on your admission decision.

3. **Who will review my application?**
   Nursing faculty members on the Undergraduate Admissions and Progression Committee review and make decisions on all applications for admission.

4. **Do you require or accept letters of recommendation?**
   No, we do not require or accept letters of recommendation.

5. **I'm not currently enrolled at UW–Madison so I know I must apply to the university as well as the nursing program. You say I need a *complete* university application on file by January 15. What does that mean and how serious are you about this requirement?**
   UW–Madison's Office of Admissions and Recruitment must receive your complete application (the online application, the application fee, and official high school and college transcripts) by January 15 in order for you to be eligible for our nursing program. Just as you can use the university's application status check website to monitor receipt of your application materials, so can we in the School of Nursing. If the university's admission office is showing any outstanding requirements (e.g., college transcripts) after January 15, your nursing application will be deemed ineligible and you will not be considered for admission. There are no exceptions.

6. **I applied in the past for Freshman Direct Admission but was not admitted. Is there anything I need to do?**
   No, your Upper Division Application is a fresh slate. The admissions committee will not review your prior application for Freshman Direct Admission. As a side note, please do not complete the reapplication essay on your upper division application.

7. **Do I need to be a Certified Nursing Assistant to apply?**
   No. A CNA is one way students come to learn about the nursing profession and gain experience in the field, but we do not require a CNA license for admission. There is a question in the Academic Information section of the application where you can note if you have your CNA or worked as a CNA.

8. **Can I save my application as I'm working on it and return to review and/or complete it later?**
   Yes, once you enter the nursing online application, you can save it and return to work on it.

9. **Can I make a change to my application once it has been submitted?**
   No, once you click Submit, your application is final and cannot be altered.

10. **Will I be able to print my application?**
    Yes, you may print the nursing application from your browser (works best in Google Chrome).

11. **How will I know you received my application?**

When you submit your application, you will get a confirmation email. Read it and save it. If you do not receive this confirmation email within 24 hours of submission, check your junk/spam/clutter email folder. If you still do not have it, an error may have occurred. Email admissions@nursing.wisc.edu so we can remedy the situation.

12. **Is there a waitlist for the nursing program?**

    Yes, we do maintain a short waitlist. Students placed on the waitlist are notified of their status when admission decisions are released in mid-May. Students may be admitted from the waitlist when/if an admitted student declines the offer of admission, if admission is revoked, etc. If a waitlisted student is admitted, they are typically notified early June to early August. The waitlist is unranked and unnumbered and there is nothing a student can do to influence their status on the waitlist.

13. **If I'm not admitted, what do I do?**

    All students to whom we are not able to offer admission are invited to meet with us for an Application Reflection Meeting. Current UW–Madison students are encouraged to talk with their academic advisor to enact their parallel plan (for more information on parallel planning, review the Pre-Nursing Handbook). Students can apply to the nursing program up to three times, thus many students reapply the following year if not admitted.

14. **If I'm denied, can I appeal the decision?**

    Generally, applicants should not use appeals to request an additional application review, but rather if an applicant believes, there was a processing error or there are previously unreported extenuating circumstances or pertinent information not provided at the time of application. Please visit the "Decisions & Appeals" tab found on our website for instructions on submitting a formal appeal.

15. **What if I move or change my email address?**

    We use the mailing and email addresses supplied on your nursing admission application for all correspondence. It is important both are current. If they change, send an email to admissions@nursing.wisc.edu. Please include your Campus ID number in the message.

16. **If I applied in the past, will you use my old application?**

    You will need to submit a new application to the nursing program. And if you're not currently a UW–Madison student, you will also need to apply for admission to the university (refer to Step 1 on page 2). The admissions committee will have access to your prior application as part of its review process. It is important that you use the Work Experience and Involvement section and Personal Statements to showcase your growth since your prior application (refer to pages 2–4).

17. **Is there anything special I need to do as an international student applying to your program?**

    No, if you're not currently enrolled at UW–Madison and thus are applying both to the university and the nursing program simultaneously, you'll need to adhere to the international applicant requirements set forth by the university's Office of Admissions and Recruitment. This includes submission of results from the TOEFL or IELTS exams.

18. **I took AP or IB exams but I don't see the credits/results posted to my UW–Madison transcript or reflected on my Degree Audit Report (DARS). What should I do?** The university's Office of Admissions and Recruitment receives and posts all exam credit. To earn credit for exams, you must have your official grade reports or transcripts sent directly to the admissions office. Students using AP/IB results to satisfy our prerequisites in chemistry and psychology must be sure the Office of Admissions and Recruitment receives those official score reports by January 15.

19. **I took the prerequisitie courses over 5 year ago, do I need to re-take them?** No, we currently do not require that prerequisites need to be completed within a certain time frame (such as within the past 5 years).

20. **Do you require the TEAS exam for admission?** No, we currently do not require applicants to complete the TEAS exam.

School of Nursing Academic Affairs Office
Signe Skott Cooper Hall
701 Highland Avenue, Suite 1100   Madison, WI 53705
admissions@nursing.wisc.edu   (608) 263-5180