Brigham Young University
College of Nursing

Undergraduate Nursing Application
Winter 2012

Deadline: September 12, 2011 - September 30, 2011

Undergraduate Nursing Advisement Center
551 SWKT Provo, UT 84602 (801)422-4173
Fax (801)422-0536

Revised 7/1/11
Checklist and Appointment Worksheet

This page is for you to write important deadlines, and to keep track of documents to be turned in with your application. All application documents even the recommendations should be submitted by the deadlines listed below. Do not lose this sheet.

All application documents are due between September 12, 2011 - September 30, 2011 by 5pm.

Appointments:

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Information:</th>
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<tbody>
<tr>
<td>Impromptu Essay</td>
<td>Date: Impromptu Essay</td>
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<td>Time: 5pm</td>
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<td></td>
<td>Location: 551 SWKT</td>
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<tr>
<td>Application Due (Service List, Other parts of application)</td>
<td>Date: September 30, 2011</td>
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<td></td>
<td>Time: 5pm</td>
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<td>Location: 551 SWKT</td>
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<tr>
<td>Midterm Grades Deadline **we take overall GPA (see page 15 and page 7)</td>
<td>Date: Due October 25-26, 2011 - NO SOONER &amp; NO LATER 551SWKT</td>
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<td>Time:</td>
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<td>Location:</td>
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<tr>
<td>CPR Certification Class</td>
<td>Date(s): September 30, 2011</td>
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<td></td>
<td>Time(s): 5pm</td>
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<tr>
<td></td>
<td>Location: 551 SWKT</td>
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</tbody>
</table>

Documents:

*Turn in the following documents for a complete application:*

- Information Sheet [signed form bring it, fax it or mail it to Nursing Advisement Center] (page 3 & 4)
- Essential Abilities – bring it, fax it or mail it to the Nursing Advisement Center (page 5)
- Background Check/Drug Screen Informed Consent/Release Form - bring it, fax it or mail it to the Nursing Advisement Center (page 6) This just tells us you will get a background check once accepted.
- ACT/SAT/TOEFL Score and Midterm Grade Instructions & Form (page 7 & 8)
- Service List [turn in online] (page 9)
- Impromptu Essay (instructions on page 10 & 11) – impromptu essay given in September- see dates
- Resume [optional- email to Advisement Center] (instructions on page 12)
- Copy [front and back] of CPR [signed] (instructions on page 13)
- Recommendations (page 15 – 21)
- Overall GPA (page 14)
- Personal Information Sheet filled out [turn in online] (page 3)

*Note: Recommendation forms will be submitted directly to the Undergraduate Nursing Advisement Center by your recommenders. See instructions on page 16.*

*NOTE: Files that are incomplete (missing any of the documents—including recommendations) will not be reviewed. It is the applicant’s responsibility to verify that all documents are received in the Undergraduate Nursing Advisement Center by the September 30 deadline. We also reserve the right to take points off for NOT following instructions completely. See page 3 for beginning of instructions and important dates.*

If you will NOT be here in September, you may MAIL (or Fax: 801-422-0536) IN YOUR APPLICATION to:
Brigham Young University
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602

**If you are mailing your application, be sure to call us before the deadline to check that we got it.**

Revised 7/1/11
The Personal Information sheet is to be filled out by going to the following link:
http://nursing.byu.edu/MyTasks/UndergraduateApplication/UndergradApplication.aspx

**OR** you can go to http://nursing.byu.edu and click on the Academics tab and then on Undergraduate Advisement and then on the Online Application Instructions – Personal Information and Service History link is all on one page. Be sure to include if you have had any petitions granted to you.

Once you submit the form online you will be allowed to go back in and change information until 5pm on the last date of the deadline. Be sure to list any petitions you have from the College of Nursing.

****INSTRUCTIONS TO THOSE RE-APPLYING (2ND OR MORE APPLICATION):****

**You MUST turn in your 3 signed sheets AGAIN and fill out the Personal Information online AGAIN. Additionally, you must email the Advisement Center (nursing_advisement@byu.edu) and tell us what you’d like to keep from your previous application. (i.e. – recommendations, service score, etc.) Then, turn in whatever else you’d like to re-submit.

**IMPORTANT DATES:**

July 1  Applications for Winter 2012 available on the College of Nursing webpage under Academics
August 31  Application orientation from 11 a.m. – noon in 490 SWKT - Wednesday
September 1  Application orientation from 3 p.m. – 4 p.m. in 337 SWKT - Thursday
September 2  Application orientation from 2 p.m. – 3 p.m. in 337 SWKT - Friday
September 12  Impromptu essay 8:00 a.m. in 109 SWKT (Must sign up for a slot for this time)
Impromptu essay 1:00 p.m. in 109 SWKT (Must sign up for a slot for this time)
September 13  Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)
Impromptu essay 3:00 p.m. in 105 SWKT (Must sign up for a slot for this time)
September 14  Impromptu essay 8:00 a.m. in 102 SWKT (Must sign up for a slot for this time)
Impromptu essay 3:00 p.m. in 105 SWKT (Must sign up for a slot for this time)
September 15  Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)
Impromptu essay 3:00 p.m. in 105 SWKT (Must sign up for a slot for this time)
September 16  Impromptu essay 8:00 a.m. in 102 SWKT (Must sign up for a slot for this time)
Impromptu essay 3:00 p.m. in 105 SWKT (Must sign up for a slot for this time)
September 20  Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)
Impromptu essay 3:00 p.m. in 105 SWKT (Must sign up for a slot for this time)
September 29  Application submission – 12-30
ALL application documents MUST be received in the Nursing Advisement Center by September 30 before 5pm. Incomplete applications will not be reviewed even if you are missing a recommendation.

October 25-26  Midterm grades due.
October 31  Election Committee meets to make acceptance decisions. Students will be notified by e-mail on the day of the Selection Committee meeting. Check announcements on nursing webpage http://nursing.byu.edu.
November  Students who are accepted will be able to register for nursing classes. An email will be sent with directions.
January 4  Winter semester classes begin at BYU

THE FOLLOWING THREE PAGES NEED TO BE MAILED, FAXED OR BROUGHT INTO THE ADVISEMENT CENTER BY THE DEADLINE OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE REVIEWED.
### PLEASE ANSWER THE FOLLOWING QUESTIONS ACCURATELY:

<table>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, reprimanded, or revoked in any way?</td>
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<tr>
<td>2. Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
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<td>3. Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?</td>
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<td>4. Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?</td>
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<tr>
<td>5. Is any action related to your conduct or patient care pending against you now at any hospital or health care facility?</td>
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<td>6. Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?</td>
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<td>7. Have you ever been declared incompetent by any court of competent jurisdiction by reason of mental defect or disease and not restored?</td>
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<td>8. Have you ever been terminated from a position because of drug use or abuse?</td>
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<td>9. Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?</td>
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<tr>
<td>10. Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?</td>
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<td>11. Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?</td>
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<td>12. Have you ever been arrested for or charged with a felony in any jurisdiction?</td>
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<td>13. Have you ever pled guilty to, no contest to, or have been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.</td>
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<td>14. Have you ever been allowed to plea guilty or no contest to any criminal charge that was later dismissed (i.e. plea in abeyance or deferred sentence)?</td>
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<td>15. Have you ever been incarcerated for any reason in any federal, state, or county correctional facility or in any correctional facility in any other jurisdiction?</td>
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If you answered any of the above questions in the affirmative, please attach to this application a full disclosure of all of the circumstances and any resolution reached. In addition, also specifically provide the following information:

- The nature and extent of any past or present use or dependency on a drug, controlled substance, alcohol, or chemicals
- The disposition of any related criminal action
- The disposition of the matter with appropriate ecclesiastical authorities
- The disposition of the matter in relationship to your enrollment or employment – if you were formally enrolled or employed at BYU at the time of the event
- The details of your involvement in any supervised drug rehabilitation program
- Any evidence of your complete rehabilitation from past use or dependency on drugs, controlled substances, alcohol, or chemicals

I understand that my application will not be reviewed unless all prerequisite nursing courses are completed or I am currently registered for the classes (current registration applies to Fall admits only). I also understand that if I do not submit midterm grades for any pre-nursing and/or supporting classes now in progress, my application will not be reviewed (midterms apply to Fall admits only). I understand that if my final grade in any pre-nursing or supporting class that is in progress at the time my application is reviewed is below a C, and/or if my pre-nursing GPA falls below a 3.0 at the end of fall semester, my acceptance to the nursing program may be revoked. I will then be required to reapply when the deficiencies are satisfied. I understand that I am limited to a total of one repeat of a pre-nursing class. I have read this application and have supplied accurate information. I understand all the requirements for acceptance into the nursing program. Furthermore, I understand that if I am accepted to the nursing program, I will need access to a car to attend clinical. I understand that my nursing time commitments take priority over work and other extracurricular activities.

I have read and understand the above and have answered the questions truthfully.

Applicant Signature ___________________________ Date __________

BYU ID # ___________________________

Revised 7/1/11
BYU College of Nursing
Essential Abilities Form

Faculty at the College of Nursing has specified essential abilities critical to the success of students in the nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculated students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. As condition for your admission to the program you must sign the following document indicating you possess the essential abilities. This form will be kept in your permanent file. Essential abilities are as follows:

**Essential judgment skills to include:** ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem solving client conditions and coming to appropriate conclusions and/or courses of action which includes the ability to comprehend reality in ways that can be consensually validated.

**Essential neurological functions to include:** ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities, including manual dexterity and the performance of technical skills. Neurological functions must be intact and the students must be able to stand, walk, and lift independently.

**Essential psychomotor skills to include:** ability to stand for prolonged periods, reach above and below waist, bend at waist, lift objects up to 10 pounds, move objects weighing up to 50 pounds, push/pull objects over 50 pounds, walk at a brisk pace, and manipulate items using hands and fingers. *See Document 19 on Nursing website.*

**Essential communication skills to include:** ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team directly in English or by electronic method, including the telephone, without a translator. Skills include verbal, written, and non-verbal abilities consistent with effective communication.

**Essential emotional coping skills:** ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.

**Essential intellectual/conceptual skills to include:** ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.

**Other essential behavioral attributes:** ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on substances that may impair behavior or judgment. You must demonstrate responsibility and accountability for actions as a student in the College of Nursing.

I have read the above document outlining the essential abilities necessary to be a student in the College of Nursing and verify that I have the outlined essential abilities. I understand that falsification of my abilities may lead to dismissal from the nursing program.

______________________________
Student name (Please print legibly)

______________________________  ______________________________
Signature Student                     Date

*essential abilities w 06.doc*
Criminal Background Checks & Drug Screen
Informed Consent/Release Form

I hereby authorize Brigham Young University College of Nursing to receive and review the information from my state and federal criminal background check and drug screen if I am accepted to the BYU undergraduate program. I also acknowledge that I have been provided with a notification of my rights with respect to my application for academic internship opportunities or clinical experiences and any criminal background check pursuant to the Fair Credit Reporting Act. I understand that reasonable efforts consistent with the law will be made by Brigham Young University College of Nursing to protect the confidentiality of this information. I understand that information contained in the criminal background report and/or drug screen results may result in my being dismissed from the College of Nursing.

I understand that I have a right to review the results of my criminal background investigation by putting a request in writing to the Associate Dean--Undergraduate Affairs and that I have a right to respond to any information received as a result of the investigation. I understand that if I do have a criminal record or test positive for illegal/questionable substances, I may be asked to submit a written explanation to, or meet in person with the Associate Dean--Undergraduate Affairs. Furthermore, I am aware that my continued status in or dismissal from the BYU Nursing Program based on the results of a criminal background check or drug screen is at the discretion of the Associate Dean--Undergraduate Affairs.

I hereby give Brigham Young University College of Nursing permission to release a copy of my criminal background and drug screen information to agencies to which I am assigned for clinical experiences, prior to beginning the assignment. I agree that a photocopy of this authorization may be accepted with the same authority as the original. I understand the agencies may refuse my access to clients/patients based on information contained in the criminal background check and/or drug screen, and that their criteria may differ from that of the College of Nursing.

I hereby further release Brigham Young University and its directors, agents, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of information pursuant to this Release.

I understand that I am responsible for all costs associated with these processes.

Signature ________________________________ Date__________________
Print Name ________________________________
Date of Birth ________________________________

Please print or type all names you have used in the past (use other sides of page if necessary)
___________________________________________________________________________________

Return this form, the Questionnaire and Essential Abilities form to the Undergraduate Nursing Advisement Center:
551 SWKT, Provo, UT 84602 or by fax at 801-422-0536

Students who are accepted will receive information relative to the background check process in the acceptance packet. (Since it takes 6-8 weeks for results of the background check to be mailed, please plan to begin the process soon after acceptance, in order to have information returned to the College of Nursing and to you by the time school starts.) Failure to comply may result in dismissal from the program.

Revised 7/1/11
ACT/SAT SCORE INFORMATION & MID-TERM GRADE SHEET INSTRUCTIONS

ACT SCORE INFORMATION:

You must submit an ACT/SAT score!!

- If you are a transfer student, you must obtain your ACT score from your previous school and have it sent to the Records Office at BYU. Please check with Nursing Advisement about this.

- If you have never taken the ACT you can do that here at BYU through the Admissions Office (D-148 ASB). The cost is $40. You must set up the date with the Admissions Office and then pay your fee at the Cashier’s Office (D-155 ASB).

- If you took the SAT instead of the ACT, it’s OK. BYU’s database will reflect the ACT equivalent score. So, if you are a transfer student, again, you need to send your scores to BYU’s Records Office.

- For English as a Second Language students, we will look at your TOEFL score, which is one of the 3 additional pre-requisites you need in order to apply to the Nursing Program. If you are unsure about these 3 additional pre-requisites (see page 14), please contact the Nursing Advisement Center at 801-422-4173 and ask for the ESL requirements.

MID-TERM GRADE SHEET INSTRUCTIONS:

- Give one grade sheet to each teacher or TA of each class (not just pre-requisites) you are taking around the time of your mid-term (except for Pass/Fail classes like Nurs 180). We want the grade at the midterm NOT the midterm test grade only. (**If you give it to your professor early, he/she might lose it or forget to fill it out.) This means you will probably need to print off more than 2 grade sheets. Again, this is for all currently enrolled classes at BYU.

- Remind your professor/TA that he/she must fill it out and send it through campus mail or have someone (yes, you, the student, can be that someone) deliver it to the Nursing Advisement Center, 551 SWKT, in a sealed and signed (on the seal) envelope. The other option is to have the TEACHER email us directly (nursing_advisement@byu.edu), a T.A. cannot email us but a teacher can. However, if the T.A. can fill out a midterm grade sheet.

- Due October 25th – 26th by 5pm. – NO SOONER and NO LATER!!

- **You, the student, are responsible to make sure we get that grade sheet in on time. If we do not have the grade sheet by October 26th your application will be incomplete.**

- If you have problems with this, call us before October 26th!

- If your envelope is not sealed or signed on the seal, we will NOT accept it.

Revised 7/1/11
MID TERM GRADE SHEET

Student Name: ____________________________ BYU ID: ___________

Class: ______________________  Grade: ______________________

Professor Name: _____________________________________________

Professor Signature: _________________________________________

Professor Email: _____________________________________________

*Midterm grade sheets are due on **October 25th - 26th** and must be sent to the Nursing Advisement Center, 551 SWKT through campus mail, by a faculty member or delivered in a sealed and signed (on the seal) envelope. A TA can fill out this slip as well. Or the Teacher (not TA) can email nursing_advisement@byu.edu with the grade.
School, Community, and Church Service/Leadership

Service List
Please identify school, community, and church service/leadership for the past five years.

- List your service/leadership experiences on the chart provided at the following link: [http://nursing.byu.edu/MyTasks/UndergraduateApplication/UndergradApplication.aspx](http://nursing.byu.edu/MyTasks/UndergraduateApplication/UndergradApplication.aspx) **OR** you can go to [http://nursing.byu.edu](http://nursing.byu.edu) and click on the Academics tab and then on Undergraduate Advisement and then on the Online Application Instructions – Personal Information and Service History link.

*Be sure to sign in with your Net ID and password. READ THE INSTRUCTIONS HERE BEFORE YOU SUBMIT YOUR SERVICE LIST!!!*

- Be specific and detailed in outlining your activities—be as complete as possible.
- Identify the dates of service and the time involved.
- Identify activity in all three areas (school, community, and church). This means you should mark if it is a community, school or church service/leadership. We are looking for involvement in all three areas, as well as consistency in service/leadership over a period of time. *It should be service and leadership which takes special effort in preparation, or has significant results. The planning, execution, and results of the service/leadership should take several hours.*
- Do NOT list: “random acts of kindness,” temple attendance, or employment.
- If your service/leadership involvement in any of the three areas is limited due to personal circumstances, such as family responsibilities, please briefly identify them in the “Comments” portion of the chart.
- Service lists are graded for both quality and quantity so we will need to see total number of hours.
- Service in a health-care related setting is encouraged.
- We reserve the right to take off points for not following the instructions properly.

Revised 7/1/11
Essay

General instructions for the essay:

- You will complete an **impromptu** essay. The evaluators will carefully read the essay looking for content, grammar, punctuation, spelling, logical flow of ideas, sentence structure, appearance, and other writing criteria (see rubric page 10). The content of the essay should reflect the required topic. **The essay is limited to one page only. An essay longer than one (1) page will lose points.** Use a **12 point font**. (An essay font like Times New Roman makes the text easier for the evaluators to read.) Your essay should be **single spaced, with 1-inch margins.** Include your **BYU Student ID No. and your name** at the top, right corner of your essay, and **be sure to type the title of the essay at the top of the page, word-for-word. Do not improvise the title.**

- **We reserve the right to take off points for not following the instructions properly!!!!**

Impromptu essay:

- You will sign up for an impromptu essay appointment. You will have about **50 minutes to write a one-page essay pertaining to the topic given to you.** If you do not arrive to the computer lab on time, you will have less than one hour to complete the essay. We recommend you arrive 5 minutes early to receive instructions and formatting from the proctor.

- **Sign up sheets will be available in the Undergraduate Nursing Advisement Center.** Be sure to record the date, time, and room number on your Appointments Worksheet (page 2 of this application). If it is impossible for you to attend any of the scheduled appointments, contact the Undergraduate Nursing Advisement Center at 422-4173 and ask for Cara.

- **All impromptu essays will be typed on campus computers** in one of the rooms located in the computer lab on the first floor of the SWKT.

- If you are an **ESL student** (English as a Second Language) you will have to sign up with Cara for a separate time. Your essay will be done in an alternate location, not the SWKT computer lab.
Essay Scoring Rubric

BYU College of Nursing
Undergraduate Advisement Center

Name __________________________________________ TOTAL _________

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Points</th>
<th>0/.5/1</th>
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<tbody>
<tr>
<td>THESIS and CONTENT</td>
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<tr>
<td>• The essay has a clearly stated thesis sentence.</td>
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<tr>
<td>• Ideas are developed with logic, freshness, and originality.</td>
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<tr>
<td>• The writer uses appropriate, concrete examples rather than merely asserts.</td>
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<td>• The essay addresses the assigned topic.</td>
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<tr>
<td>ORGANIZATION</td>
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<tr>
<td>• The paper has an introduction, body, and conclusion.</td>
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<td>• There is a clear pattern of development (chronological, etc.) that does not digress from the thesis.</td>
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<td>• Transitions are smooth and help the paper flow.</td>
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<td>• The introductory paragraph is interesting and the concluding paragraph is effective.</td>
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<td>PARAGRAPHS</td>
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<tr>
<td>• Paragraphs are organized, unified, and coherent.</td>
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<td>• Each supporting paragraph has a controlling idea. (topic sentence)</td>
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<tr>
<td>• Supporting paragraphs contain specific examples that reinforce the thesis.</td>
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<tr>
<td>STYLE</td>
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<td>• Sentence structure is mature and shows a variety of patterns.</td>
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<tr>
<td>• The tone of the essay is appropriate to the purpose.</td>
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<td>• Vocabulary is well chosen and articulate.</td>
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<tr>
<td>• The essay is enjoyable and interesting to read.</td>
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<tr>
<td>GRAMMAR, SPELLING, MECHANICS</td>
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<tr>
<td>• Point reduction is given for errors. (comma splices, fragments, fused sentences, agreement, etc.)</td>
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<td>• Spelling errors and improper word choice are penalized.</td>
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<td>(Polished essays may be scored more strictly for this criterion)</td>
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Revised 7/1/11
Optional Résumé

You may wish to include a résumé with your application; however this is not required and not encouraged unless you’d like to show medically related employment. If you decide to submit a résumé, take into consideration the following outline of appropriate material to include:

- **Name, Address, Contact information** (email, phone, etc.)
- **Objective Statement**
- **Education**: schools attended with dates and duration of attendance; science related courses taken; GPA; high school attended (included at your discretion)
- **Experience**: jobs, volunteer programs, etc. that you have participated in and which you feel contribute to your ability to succeed in the nursing program
- **Achievements**: special awards, scholarships, or public recognition that you have received

For tips on writing résumés and for examples of effective layout options visit the BYU writing center website at: [http://english.byu.edu/writingcenter/writingtips.html](http://english.byu.edu/writingcenter/writingtips.html) and click on “Resumes” under the heading titled “Pre-Professional.”

- Email your essay as an attachment to nursing_advisement@byu.edu. Save it and send it as “Last name, First name - Resume”.

Revised 7/1/11
CPR Certification

On the day you turn in your application, photocopies of your current CPR Certification is required. *(Photocopy both sides of the card—be sure to sign the back of the cards.)*

To schedule a CPR certification course, see contact information below. You may record the course date, time, and location on the Appointments Worksheet (page 2 of this application).

- Your CPR course must cover 1-man and 2-man training for the Adult, Child and Infant on the **professional level**, and will include training with the automatic external defibrillator (AED).
- If you are accepted to the program, you will be responsible to keep your CPR certification valid at all times.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
<th>Contact</th>
<th>Training Program</th>
<th>Approx. Time (hrs)</th>
<th>Valid (yrs)</th>
<th>Approx. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross Mountain Valley Chapter</td>
<td>865 N. Freedom Blvd., Provo</td>
<td>(801)373-8580</td>
<td>CPR/AED for the Professional Rescuer</td>
<td>8</td>
<td>1</td>
<td>$60</td>
</tr>
<tr>
<td>American Red Cross Greater Area Salt Lake Chapter</td>
<td>465 South 400 East, Salt Lake City</td>
<td>(801)323-7000</td>
<td>CPR/AED for the Professional Rescuer</td>
<td>8</td>
<td>1</td>
<td>$60</td>
</tr>
<tr>
<td>American Heart Association</td>
<td>Check online</td>
<td>(801)484-3838 (hdqtrs)</td>
<td>Basic Life Support (BLS) for Healthcare Providers</td>
<td>6-8</td>
<td>2</td>
<td>$20-$40</td>
</tr>
<tr>
<td>BYU Risk Management &amp; Safety</td>
<td>Classes at UPB on campus – re-certification only &amp; during Fall/Winter only!!</td>
<td>(801)422-7881</td>
<td>CPR/AED for the Professional Rescuer</td>
<td>8</td>
<td>1</td>
<td>$15</td>
</tr>
</tbody>
</table>

* Space is limited in these courses. If you register, please commit to attend, or notify the instructor if you are no longer able to attend.
OVERALL GPA

Your overall GPA is calculated using points earned in all University or College classes on your official transcript.

If you are a transfer student, your college transcript must be accessible via RouteY, the BYU intranet. This must be done in order for your file to be reviewed. Additionally, for Winter applicants only, students are allowed to be currently enrolled in the fall semester at BYU in a pre-requisite and still apply to the program for Winter. This is only for students attending BYU (see page 7 for midterm grade instructions). You may not take a pre-requisite and still have it apply towards your application if you are attending a different school at the time of application. Transfer students also need to check with the Nursing Advisement Center to be certain courses from one school are equivalent to courses at BYU. If you are an ESL student you must have your additional pre-requisites completed as well. See the Advisement Center if you have questions. Additional pre-requisites are listed below.

Complete the following classes with a C grade or better (C- and below is not acceptable) before entering the nursing program:

- Nurs 180
- SFL 210 (also known as MFHD 210) OR Psych 220
- Chem 285
- PDBio 220
- NDFS 100

*All grades (includes transfer classes and all BYU courses) not just pre-requisites classes will be used in determining GPA. We no longer take out Chemistry or American Heritage grades.

**NOTE:** While First-Year Writing or its AP equivalent is not a prerequisite, it is a Freshman class and you should have it completed before applying due to the many writing assignments you have in Nursing and the Advanced Writing Nursing Course you take early in the program. In addition to the First-Year Writing class or its equivalent, students must also have 25-28 credits completed in order to apply.

If you have petitioned a grade or class for your application (even for an old application), be sure to include in the personal information sheet online that you were granted that petition.

ESL Requirements

1. Take the English Proficiency Examination
   - Exam given every second Friday of each month at 9am in B153 JFSB
   - Will take approximately 3 hours
   - Bring ID card and follow BYU dress and grooming standards
   - No dictionaries
   - Take this test as soon as possible; the results will tell you if you need to take any additional ESL courses. You must take these recommended courses before applying to the nursing program!

2. Complete Nurs 102
   - Only offered through Independent Study, for more details visit [http://ce.byu.edu/is/site/](http://ce.byu.edu/is/site/)

3. Have a TOEFL score of at least a 580 (paper-based course) or 237 (computer-based score) or 93 (internet-based)
   - www.toefl.com

Revised 1/23/06
Recommendations

You must have two recommendations in order for your file to be reviewed. The required forms are found directly following this page.

Some important information and tips:

- Each recommendation form consists of three pages. **You need to fill out a small section on the first page of each form before giving it to the recommender.** The individual providing the recommendation will fill out the remainder of the form.

- The recommendation forms will be returned directly to the Undergraduate Nursing Advisement Center by the recommender either by mail or by fax.

- **You should give the three-page forms to the recommenders a week or two before the start of the application submission period in May.** You can include an addressed, stamped envelope to facilitate a quick turn-around for the recommender. (The address and fax number for the Undergraduate Nursing Advisement Center are listed on the recommendation form.)

- When choosing the recommenders, **use individuals who know you well—not family and friends.** The recommenders can be teachers, employers, co-workers, organizational leaders, or other individuals who know you well. (See options on page two of the recommendation form.)

- The recommenders can attach a letter if they wish to, but a letter is not required and cannot take the place of any one of the three pages.

- **Recommendations must arrive at the Undergraduate Nursing Advisement Center September 12-30, 2011. Both recommendations must be in your file no sooner than September 12, 2011 and no later than September 30, 2011, in order for your file to be reviewed.**

- **It is your responsibility** to call the Advisement Center at 801-422-4173 to verify that your recommendations have arrived.

- **Only two recommendations will be accepted.** Additional recommendations beyond two will be shredded.
Recommendation Form  
BYU College of Nursing

This form is due no sooner than September 12, 2011 and no later than September 30, 2011

Applicant completes this section of the form.

Name of Applicant: ___________________________________ ________________________
(Type or print your name clearly) BYU Student ID No.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their rights to access the recommendations.

The following signed statement indicates my intent regarding this recommendation:

I waive ________/ I do not waive _______ my right to see this form or any supplementary notes or letters pertaining to this form.

____________________________________
Applicant Signature

____________________
Date

Individual providing recommendation completes the remainder of this form.

The applicant named above is applying for acceptance to the BYU College of Nursing and is requesting a recommendation from you. We appreciate your sincere and confidential evaluation of the abilities and attitudes of the applicant.

Please return this form to the Undergraduate Nursing Advisement Center between September 12 and September 30, 2011. This form may be submitted via mail or fax.

BRAHIGAM YOUNG UNIVERSITY  Fax: (801) 422-0536
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602
(801) 422-4173

1. Name/Title: ______________________________________________________
   Company/Business: ________________________________________________
   Address: _________________________________________________________
   Business Phone: __________________

2. How well do you know the applicant?   ___Thoroughly   ___Fairly Well   ___Superficially

3. State nature and length of contact (Indicate dates): ____________________________

__________________________________________________________________________

Revised 6/17/09
4. I am/was the applicant’s (check all that apply):

___ Teacher  ___ Organizational Leader  ___ Employer

___ Supervisor  ___ Co-worker  ___ Other ____________

5. Using the scale below, compare the applicant with a representative group of students or employees whom you have known during your career.

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Comments: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

7. In summary, please indicate the degree to which you support this applicant for undergraduate study in nursing:

____Strong Support  ____Moderate Support  ____Support with reservation  ____Do not support

8. Additional Comments (Address any other strengths or explain your evaluation of the applicant, if desired. A separate letter can be attached.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

9. _________________________________________________

Recommender’s Signature                                      Date

Thank you for completing this form. As a reminder please return this recommendation form to the BYU Undergraduate Nursing Advisement Center between September 12 and September 30, 2011. This form may be submitted via mail or fax.

BRIGHAM YOUNG UNIVERSITY
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602
(801) 422-4173

Fax: (801) 422-0536

If you do fax the recommendation, please fax all three pages of the document.

Revised 6/17/09
Recommendation Form
BYU College of Nursing

This form is due no sooner than **September 12, 2011** and no later than **September 30, 2011**

**Applicant completes this section of the form.**

Name of Applicant: ___________________________________ (Type or print your name clearly) BYU Student ID No.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their rights to access the recommendations.

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BRIIGHAM YOUNG UNIVERSITY Fax: (801) 422-0536
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602
(801) 422-4173

1. Name/Title: ___________________________________________________________________
   Company/Business: ___________________________________________________________________
   Address: __________________________________________________________________________
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2. How well do you know the applicant?  ____Thoroughly  ____Fairly Well  ____Superficially

3. State nature and length of contact (Indicate dates): ________________________________________________________________________________
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