

## BSN Application Timeline

Action	Who	Application Window	
		Jan 15-Feb 1	Sept 1-15
<b>Update website:</b> • Application; curriculum plans	Trena	Dec 1	July 15
<b>Coordinate:</b> • <b>Application Information Session</b> (1 <sup>st</sup> /2nd wk sem) • <b>New BSN Class Orientation</b> (Last week Oct/March)  Coordinate date/ time Reserve Room/ Inform Trena	Admissions Subcommittee	App Info Date:  Orientation Date:	App Info Date:  Orientation Date:
<b>Email Pre-BSN students:</b> • application is posted • remind of application window • date for application information session • New Basic BSN Class Orientation date & location • Post paper announcements for all	Trena (may do in more than one email depending on info available by this date)	Dec 1	Aug 1
<b>Components of Grid determined</b>	Admission Subcommittee	Dec 15	August 25
<b>Email faculty for key changes to admission requirements</b> (See Responsibilities for Advising document)	Admissions Subcommittee	Start of Application window	
<b>Arrange for application drop box at Admin. Office window</b>	Trena	Start of Application window	
<b>Application Processing complete</b>	Trena (3 weeks)	4 <sup>th</sup> week Feb	2 <sup>nd</sup> week Oct
<b>Admit Class</b>	Admissions Subcommittee	1st week March	3 <sup>rd</sup> week Oct
<b>Update application for next cycle</b>	Admissions Subcommittee Trena	1 <sup>st</sup> week April	1 <sup>st</sup> week Nov
<b>Send letters; list to AA&amp;P Chair</b>	Trena; Lori	2 <sup>nd</sup> week March Date:	4 <sup>th</sup> week Oct Date:
<b>Reply form due</b>	Trena (10 days p letter)	Date:	Date:
<b>Students open Tracker</b>	Trena; Mary Lou	April 1	Nov 1
<b>Collect course substitution forms</b>	Trena	End of Sem	End of Sem
<b>All health requirements/background check data uploaded</b>	Trena	May 1	Dec 1
<b>All health requirements/ background check data approved by Tracker</b>	Trena (notifies Chair of unmet requirements)	May 15	Dec 15
<b>Review semester grades; dismiss as needed</b>	Trena, Chair		
<b>Transfer responsibility to Chair</b> f/u provisional admissions/ outstanding requirements	Admissions Subcommittee	End of Semester	End of Semester

# BSN Responsibilities List for Advising

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STAR coordinator

**Reviews TRER or Test Scores**  
**Makes initial plan of study**

Faculty Advisor

**Reviews STAR plan and revises as needed**  
**Plans CNA and other coursework to meet application requirements.**  
**For Transfer students:**

- Assures TRER is in file
- Assesses TRER for evidence of support courses for nursing
- Assesses TRER for evidence of core courses
- Submits course substitutions/petitions as needed for college requirements; submits petitions needed for program application

**For Applicants:**

- Assures applicant meets program admission criteria
- Completes Study Plan with course equivalencies for transfer students
- Completes Course Substitution forms for program requirements
- Signs application. Includes Study Plan and Course Substitution Forms

**Reviews Degree Audit for variances for graduation; devises plan with student.**

Administrative Assistant

**See BSN Application Timeline**

Admissions, Advising, &  
Progression Committee

**\*\* See BSN Application Timeline\*\***

**Throughout the year:**

- Reviews internal petitions: approval or denial
- Addresses issues of Admission Criteria
- Addresses issues of Progression
- Advises faculty of changes through the BSN Committee

**Application Process:**

- Sets the time and date for
  - 1) Application Information Session
  - 2) BSN Class Orientation
- Updates faculty re: admissions and changes
- Reviews: Need for Tier II
- Holds Application Information Session

**Admission Process:**

- Reviews GRID scores and compliance with admission criteria
- Admits class of qualified applicants
- Forms secondary admission tier of students who do not meet minimum admission requirements at the time of application.
- Forms prioritized waiting list of students.
- Advises faculty of provisional admissions.
- Chair of committee remains informed of changes to admission pool
- Coordinates and leads Orientation to Program session

**Transfers responsibility to Chair**

- Letter of provisional acceptance
- Final admissions based on grades and prioritized lists.

**Preparation for next cycle:**

- Reviews application for updates
- Affirms GRID components