



These are the instructions for all baccalaureate level nursing programs at SF State, including the Advanced Placement Option (APO) for registered nurses (current licensure in California) and the Sequoia Hospital/SF State Baccalaureate Nursing Program at Cañada College (BSN Cohort at Sequoia). Please fill-in the application on your computer, print it, and send it to the address noted on page 3 of these instructions (if you aren't able to complete the form online you may print it and complete it by hand). Read and follow the instructions for the application process carefully as incorrect or incomplete applications will not be reviewed.

You must meet the following criteria to be eligible to apply to our undergraduate nursing programs:

- 1) Be a California Resident.
2) Be a current SF State student OR you must be eligible for admission to Undergraduate Studies at San Francisco State University. An application must be submitted via www.csumentor.edu. Please ensure you select the nursing program (on CSU Mentor) which corresponds to the nursing program you select on the nursing supplemental application. i.e. If you are applying to the Sequoia BSN program then select that program on both the CSU Mentor application and the nursing application, if you are applying to the Advanced Placement Option (APO) program then ensure you select the Advanced Placement Option (APO) program on the CSU Mentor application and the supplemental nursing application, etc.
3) Have an ALL COLLEGE TOTAL GPA of 2.8 or higher at the time of this application. In recent years, students admitted to the regular nursing major have earned an average prerequisite course GPA of 3.7 or higher, and 2 or more supplemental criteria were supported.
4) Have completed all nursing prerequisites (see list below) with a minimum of a C grade. You may repeat prerequisites until you receive a grade of C or better (see University policy) however, repeats decrease your overall competitiveness.

Table with 2 columns: Course Title and SFSU Course Number. Rows include General Education Basic Subjects (Written Communication, Oral Communication, Critical Thinking, Quantitative Reasoning - Statistics) and Additional Nursing prerequisites (Human Anatomy with Lab, Human Physiology with Lab, Survey of Chemistry with Lab, General Microbiology with Lab, *Nutrition in Health and Disease, *General Psychology).

*Additional prerequisites for APO applicants; co-requisites for BSN applicants.

- 5) Have no more than one of the nursing prerequisites in process during spring 2010.
6) Have completed General Education Basic Subjects and Additional Nursing Prerequisite courses by the end of spring 2010 semester/quarter.

THE APPLICATION PERIOD BEGINS ON OCTOBER 1, 2009 AND ENDS ON NOVEMBER 30, 2009.

- Applications must be postmarked no later than November 30th. Those postmarked after November 30, 2009 will not be reviewed.

PART I. PROGRAM CHOICE AND DEMOGRAPHIC INFORMATION

- A. You can apply to only one nursing program in a given admissions year. i.e. you are not permitted to submit an application to both the regular BSN program and the Sequoia BSN program. Similarly, you are not permitted to apply to both an undergraduate program and a graduate program in a given admissions year. Select the box for the program to which you are applying and be sure you meet the criteria outlined on page 1. Also note:
- If you are an RN without a BA, BS, or BSN, you would apply to the APO program.
 - The Sequoia Hospital/SF State BSN at Cañada College allows students to have a previous bachelor's degree, but the regular BSN program (at SF State) does not. If you are applying to the Sequoia program please indicate whether or not you have a previous baccalaureate degree.
- B. Please indicate if your California residency status.
- C. Please indicate if you are currently enrolled as a SF State student or are transferring to SF State.
- D. Last name: indicate your legal name; if you have used other names please indicate those on line G rather than here.
- E. First name: your legal name
- F. Middle name or initial: optional
- G. Other legal names that you have used: please indicate marital names, previously used names so that we can be sure that all transcripts and information are appropriately recorded.
- H. SF State ID number: Enter your SF State ID # here. If you are enrolled as a student at SF State, you will have an ID number. If you are not a current student you will be given an ID number after submitting the CSU Mentor application. *We therefore recommend you submit the CSU Mentor application prior submitting the School of Nursing application.*
- I. Demographic Information: this information is optional and is not used for candidate selection or as part of the admissions process but rather is helpful to the School, College and University in describing our students to others and for reporting aggregated data to state and national accrediting bodies.
- I1. Gender: Please select your gender.
- I2. Ethnicity: Please select your ethnicity and/or specify.
- J. Mailing address: please indicate a complete address where mail can be sent to you in the months that follow.
- K. E-mail Address: please provide us with an e-mail address that can be used to contact you in the months that follow.
- L. Phone: please provide us with the phone number where you are most accessible (cell, home, or work).

PART II. PREREQUISITE COURSEWORK

You must complete the grid and calculate your GPA for all prerequisite courses. Enter the totals in boxes "K" and "L" and the prerequisite GPA in box "M" on the grid. The GPA will be checked for accuracy by the University. An example of how to calculate your total prerequisite GPA is provided in the table on the following page.

Tip: If you need a second line to list your science courses please hold the shift key and hit enter while in the box. Alternatively, you can print the form and write the courses in.

Official transcripts for all undergraduate coursework must be submitted to the **SF State Office of Undergraduate Admissions**. Transcripts for coursework work completed through summer 2009 should be sent now. ***All transcripts including those showing fall 2009 grades are due to the Undergraduate Admission office by February 5, 2010.*** You will not be notified when the university has received your transcripts. Applications will not be reviewed if all official transcripts are not received by February 19, 2010.

Prerequisites	Course # and title	Semester	School	Units	Lecture Grade	Lab Grade	Total Pts. **	Prerequisites GPA
<i>Example:</i> Microbiology	Bio 210/211 General Microbiology	Fall 2000	SFSU	4	A- (3.7 x 3 units) = 11.1	B (3 x 1 unit) = 3	(11.1 + 3) = 14.10	Indicate below: Total Prerequisite courses GPA = (Total All Prerequisite points. Divide by the total prerequisite units)
Critical Thinking	Philosophy 201	Spring 2006	CSM	3	B+ (3.3 x 3=9.9)	N/A	9.9	
Totals				7			24	3.43

**The following grade points are assigned *per unit* of course work (per University Bulletin):

A = 4.0
A- = 3.7

B+ = 3.3
B = 3.0

B- = 2.7
C+ = 2.3+

C = 2.0
C- or lower = unacceptable

PART III. SUPPLEMENTAL SECTION AND ADDITIONAL MATERIALS

In addition to your GPA in the prerequisite courses, the school of nursing reviews supplemental criteria. These supplemental criteria are listed in Part III of the application. These criteria include:

- A. Health-related work or volunteer experience (*BSN and BSN Cohort at Sequoia*). This includes any experiences where you have worked directly with patients in any health-related organization (e.g. hospital, health clinic). Verification on organization stationery must be included.
- B. Multi-cultural community experience (*BSN and BSN Cohort at Sequoia*). This includes any experiences where you have worked or volunteered with underserved/vulnerable populations. (e.g. AIDS hospice, senior facility) Verification on organization stationery must be included.
- C. Bilingual or Multi-linguistic fluency (*BSN and BSN Cohort at Sequoia*). Self-reported/fill in the blank.
- D. Live and/or work in the Sequoia Healthcare District (Atherton, Belmont, Menlo Park, Portola Valley, Redwood City, San Carlos, or Woodside) for at least two years. Include a utility bill, letter from an employer, or other supporting evidence containing your name and address (*BSN Cohort at Sequoia only*).
- E. Completed at least half the prerequisite units within the San Mateo County Community College District (Cañada College, College of San Mateo, Skyline College). (*BSN Cohort at Sequoia only*).
- F. Letter of Intent for Sequoia Hospital (*BSN Cohort at Sequoia only*). This document is the last page of these instructions. You must sign, date, and include it with your nursing application packet.
- G. For the Advanced Placement Option (APO) program, you must submit a copy of both sides of your current California registered nurse license in order to be considered for admission to the undergraduate program. If you are not licensed in California please indicate when you anticipate receiving your license.

Send your completed nursing admission application to:

BSN Admissions Committee
San Francisco State University
School of Nursing, Undergraduate Program
1600 Holloway Ave, Burk Hall 371
San Francisco, CA 94132

Have your official transcripts sent to:

San Francisco State University
Office of Undergraduate Admission, SSB 101
1600 Holloway Avenue
San Francisco, CA 94132

An email confirming receipt of applications will be sent once per week during the application period with the exception of Thanksgiving week. Applications with a November 30 postmark will be confirmed as being received via email on or around December 7, 2009.

APPLICANT CHECK LIST

ALL ITEMS LISTED BELOW MUST BE SUBMITTED TOGETHER, IN ONE PACKET TO THE SCHOOL OF NURSING. YOUR APPLICATION PACKET MUST BE POSTMARKED NO LATER THAN NOVEMBER 30, 2009. If all items are not included in your application packet, your application is considered incomplete and will not be reviewed.

Please make and keep a copy of your application packet for your records.

CURRENT SF STATE STUDENTS

- School of Nursing Admission Application (signed and dated)
- Materials that document your eligibility for the supplemental criteria on formal organizational stationery

TRANSFER APPLICANTS

- School of Nursing Admission Application (signed and dated)
- Materials that document your eligibility for the supplemental criteria on formal organizational stationery
- SF State Undergraduate Admission application submitted through the CSU mentor at www.csumentor.edu by November 30, 2009. All official college transcripts must be sent to the SF State Office of Undergraduate Admissions. **Note: It is your responsibility to confirm your SFSU admissions status with Office of Undergraduate Admissions.**

APO APPLICANTS

- School of Nursing Admission Application (signed and dated)
- SF State Undergraduate Admission application submitted through the CSU mentor at www.csumentor.edu by November 30, 2009. All official college transcripts must be sent to the SF State Office of Undergraduate Admission. **Note: It is your responsibility to confirm your SFSU admissions status with the Office of Undergraduate Admissions.**
- Copy (both sides) of your California RN license



I agree that, in return for being admitted to the Sequoia Hospital/SFSU Baccalaureate Nursing Program at Cañada College (the Program), I will accept employment as an RN at Sequoia Hospital, Redwood City, California, if offered a full-time position there upon my graduation from the Program and my passing the NCLEX examination, and that I will not seek to terminate my employment at Sequoia Hospital for at least two years after beginning my employment there.

Signature: _____

Date: _____