

# University of Saint Mary

Department of Nursing  
4100 South 4<sup>th</sup> Street  
Leavenworth, Kansas 66048  
(913) 758-4386 Fax: (913) 758-4356

## APPLICATION INFORMATION

Admission to the Department of Nursing at University of Saint Mary occurs once a year in the early spring.

Students requesting admission to the *nursing major* will be considered based on the following criteria:

### General

- Enrolled in or admitted to University of Saint Mary.
- Current students enrolled at University of Saint Mary during freshman and sophomore years are given priority for a seat in the nursing program, provided admission criteria are met.

### Academic

- General education proficiency as documented in the University of Saint Mary's Undergraduate Catalog.
- A sustained cumulative GPA of 2.5 or higher base on cumulative grades at end of spring or summer semesters prior to starting nursing courses.
- Completion of pre-requisite nursing courses with a grade of C or higher prior to beginning the nursing coursework:
  - MA 115: Intermediate Algebra
  - CH 113: Chemistry for the Allied Health
  - BI 265: Microbiology W/Lab
  - BI 258/259: Anatomy and Physiology I & II
  - BI 161: Nutrition
  - MA 230: Introductory Statistics
  - PY 290: Psychology of Childhood & Adolescence or Human Development
  - SO 110: Introduction to Sociology
  - PY 150: Introduction to Psychology
- All applicants must have proficiency in oral and written English if their primary language was not English or if their nursing education was not in English. Complete the TOEFL and TSE exams. Kansas requires a minimum score of 213 on computerized TOEFL and 550 for the paper/pencil TOEFL and a minimum score of 50 on the TSE exam.

## **Professional**

A completed application submitted to the Department of Nursing will include:

1. Completed application form.
2. Completion of written interview/ written essay.
3. **Two** completed reference forms.
4. Completion of the TEAS Test.

## **Reference Forms**

Print and completely fill out Part A of the two recommendation forms. Distribute reference forms to two mature persons, not relatives or friends, who know you and can give information about you. For example, you may include a recent teacher, counselor, employer, or clergyman. Ask the individual to complete the form, place it in an envelope, seal it and put their signature over the seal. Ask the individual completing the form to either mail the envelope directly to us (USM, Nursing Department, 4100 South 4<sup>th</sup> Street, Leavenworth, KS 66048) or have the applicant return the sealed and signed envelope.

## **TEAS (\$25 Examination Fee)**

The Test of Essential Academic Skills (TEAS) is conducted on-line by the *Assessment Technologies Institute, LLC (ATI)* [www.atitesting.com](http://www.atitesting.com). It is designed to determine the academic preparedness of unlicensed students entering a nursing program. The student is responsible for paying the cost of the test, \$25. Payment for the test is due the day of testing in the nursing department by check, cash, credit card, or money order. The TEAS test is administered by the nursing department at the University of Saint Mary. The student is responsible for calling the Nursing Department 913-758-4386 to reserve a testing date and time. The test itself will take approximately 3 ½ hours to complete. The student may re-take the TEAS test for an additional \$30, and must reserve an additional test date with the Nursing Department.

There are several options available for the applicants to consider in preparation for the test: (1) a TEAS study manual; (2) TEAS study manual and Quest for Academic Success study guide; (3) On-line practice test (student is allowed to take twice) consisting of 100 questions combined with the student study manual. *Study materials may be purchased at the company's website: [www.atitesting.com](http://www.atitesting.com).*

## **Evaluation and Selection**

Admission to the nursing program is of a competitive nature. Fulfillment of the minimum Department of Nursing admission criteria **does not** guarantee admission. Factors given consideration during candidate selection include admission GPA, pre-admission TEAS test score, written interview responses, references and potential to complete the program. Final applicants accepted to the program will include the most qualified based on the overall applicant pool. All applicants will receive a notification letter.

University of Saint Mary Department of Nursing does not discriminate on the basis of race or color, religion, gender, age, national or ethnic origin or ancestry, disability, veteran status, sexual orientation or citizenship status as required by law. The University of Saint Mary's non-discrimination policy applies to admission policies, academic and non-academic programs, financial assistance programs, and other programs administered by the university.

## **Wait-List**

Some applicants may be placed on a waiting list of qualified applicants. Individuals will be notified, in order of ranking on the waiting list, if openings become available.

## **Re-application**

An applicant who is not admitted to the University of Saint Mary Department of Nursing may re-apply by completing **all** steps of the application process again (including the TEAS test).

## **Additional Information**

The Department of Nursing reserves the right to refuse admission or progression to an applicant or student who cannot meet, with reasonable accommodations, the functional abilities to practice safely and effectively as defined by the National Council of State Boards of Nursing, Inc. (1996).

Students admitted to the nursing program are expected to meet certain functional abilities to be successful in a nursing education program.

- Ability to see, hear and touch, smell and distinguish colors (e.g., the student should have the ability for auscultate sounds; hear emergency signals; visualize and read monitors; assess health needs).
- Oral and writing ability with accuracy, clarity and efficiency (e.g., the student should have the ability to document clinical findings and nursing care; communicate patient education).
- Manual dexterity, gross and fine movements (e.g., the student should be able to perform such function(s) as to move around in the workplace to provide care, administer cardiopulmonary resuscitation; provide safe and effective nursing care).
- Ability to learn, think critically, analyze, assess, solve problems, reach judgment (e.g., the student should have to interpret subjective and objective changes in client status and respond appropriately).
- Emotional stability (e.g., the student should have emotional stability; ability to accept responsibility and accountability; interpersonal skills sufficient to interact with individuals, families and groups).
- Stamina (e.g., the student should have health and physical stamina sufficient to carry out continued work assignments in 8-12 hour periods of time).

Students who believe there are circumstances that may require reasonable accommodation or services as determined by the American Disabilities Act should contact the University of Saint Mary's Department of Nursing upon acceptance of the program's admission invitation.

## **Qualification for Licensure**

The Department of Nursing reserves the right to refuse admission or progression to an applicant or student who has been convicted as a felon or has otherwise committed offenses inappropriate for entering the nursing profession.

The requirements to obtain a license as a registered nurse are determined by individual states. Students are responsible for determining if they meet the licensure requirements for the state they want to practice in as a Registered Nurse. Completion of this education program does not guarantee licensure. A student may be subject to licensure denial depending on state requirements.

See KSA 65-1120 for Kansas requirements or log onto [www.ksbn.org](http://www.ksbn.org)

## **Enrollment Process (after acceptance)**

*Must be completed within 30 days of acceptance*

Use medical forms located at [http://www.stmary.edu/acad\\_nursing/default.asp](http://www.stmary.edu/acad_nursing/default.asp) for the following items:

- A complete health history and current physical exam.
- Immunization record including **annual** or **2 Step** TB Skin test results and Hep B results. (Other clinical agency requirements may be required prior to the beginning of and continuing throughout clinical courses. Drug screening may be included in these requirements.)
- All health requirements must remain current through May of the following year. Immunization records and physical forms must be signed by a physician, nurse practitioner, or physician's assistant.
- Evidence of health insurance coverage while in the nursing major, which must be maintained during program.
- Meet standards of functional abilities, with reasonable accommodation.
- Completion of a Background Check  
Learning in clinical settings is an important aspect of the nursing program at University of Saint Mary. Health care facilities are required by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) to follow specific regulations to maintain their accreditation status. One of the regulations requires all persons who are involved with patient care activities have a criminal background check completed as well as other healthcare related checks including, but not limited to: verification of name; address and social security number; prior employment record; personal health information; drug and alcohol testing; verification of education; listing on any registered sex offender lists; listing on the U.S. Office of Inspector General's Excluded Individual's list; and listing on the U.S. General Services Administration's Excluded Parties List.

University of Saint Mary Department of Nursing utilizes *Validity Screening Solutions* in obtaining and gathering information required by the healthcare facilities. The accepted nursing student is responsible for the cost of obtaining such information.

- Go to the secure link below:  
<https://www.validityacademics.com>
- Enter the Username and Password below:
  - Username: stmary4773
  - Password: background
- Follow the detailed instructions on the screens
- Read the “Summary of Rights Under the Fair Credit Reporting Act” and click
- Continue to the background check.
- Click on “Proceed to Background Check”
- Fill out all form fields on the disclosure and click “Continue Application”
- Fill out form fields on the employment verifications page
- Click “Save and Continue”
- Authorize the background check
- Click “Continue Application”
- Choose a payment option:
  - **Credit Card** \$46.00 plus \$1.00 surcharge
    - When your Credit Card payment has been accepted your background check will be immediately entered into progress
  - **Money Order/Cashier’s Check** \$46.00

Your background check will not be processed until Validity Screening Solutions receives the Money Order/Cashier’s Check. Be advised the Money Order/Cashier’s Check may take up to five days to receive and process. If you choose the Money Order/Cashier’s Check option you will be routed to a page that will have detailed directions on how and where to submit your payment

Results will be forwarded to the **University of Saint Mary**. After we have received the results we will conduct an Department of Health and Senior Services Employment Disqualified List (EDL) check. The nursing department will also conduct a Department of Mental Health Employee Disqualification Registry check. Additional background checks may be required by certain clinical sites.

If you have any questions please feel free to contact **Michelle Johnson** at **913-758-4381** or **nursing@stmary.edu**. You may also contact Validity Screening Solutions with questions at 913-322-5995 or [healthcare@validityscreening.com](mailto:healthcare@validityscreening.com) .

This information is required to permit a student to participate in a clinical setting which is determined by the respective health care facility. Any student who does not consent to required disclosure, health requirements, or background checks, currently spelled out above or added during students course of study, or does not meet the clinical settings' eligibility requirements, will not be allowed to enter clinical settings. If a student is unable to fulfill the clinical requirements of his/her program of study, the student may be unable to graduate.