



## RN-BSN Online Completion Program Application Information

**Congratulations** on your decision to continue your nursing education.

**Applications are accepted year-round.** Students have **5 years** to complete the degree.

### Requirements for applying:

- Apply for admission to Montana State University-Northern (*a separate application to the University is required; obtain form from the Admissions Office or <https://www.applyweb.com/msunorth>*).
- Submit official transcripts from any college and/or university that you have attended or are currently attending either electronically using “National Student Clearinghouse” or mail transcripts to *MSU-Northern Registrar’s office, P.O. Box 7751, Havre, Montana, 59501*. Transcripts will be evaluated to determine credit allotment and articulation.
- A cumulative GPA of 2.50 or higher.
- Copy of your Montana RN License/or NCLEX-RN Exam date
- Submit the attached application.

### Upon Acceptance into the RN-BSN Online Completion Program:

1. Students are required to set up an account with **CastleBranch**. CastleBranch provides secure storage of student’s required documents for the program. The student is responsible for the fees associated with this account. For more information: [www.castlebranch.com](http://www.castlebranch.com)
2. The following documentation is required to be completed in your CastleBranch account:
  - **Two-step TB Skin Test (TST).**
  - **MMR immunization** or titer.
  - **Tetanus, Diphtheria, and Pertussis (Tdap)** immunization or titer.

- **Varicella** immunization or titer.
- **Hepatitis B** vaccination 3 shot series or titer.
- **Background check** provided through CastleBranch. The cost of the background check is the student's responsibility.
- **Personal professional liability insurance.**
- **Copy of Montana RN License**
- **Completed and signed Handbook Acknowledgement** form (found on the last page of the RN-BSN Online Completion Program Handbook).

The RN-BSN Online Completion Program nursing student handbook link:  
<https://www.msun.edu/academics/chs/nursing/documents/2020-2021RN-BSNCompletionProgramStudentHandbook.pdf>

The RN-BSN Online Completion Program Degree program sheet link:  
<https://www.msun.edu/academics/chs/nursing/stuinfo.aspx>

## **MSU-NORTHERN NONDISCRIMINATION STATEMENT**

### **1001.7 Policy Statement**

Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with this policy.

<http://www.msun.edu/admin/policies/1000/1001-7.aspx>

Any student, employee, or applicant for admission may file a discrimination grievance.

Injuries or grievances should be directed to the Human Resources Director, MSU-Northern, P.O. Box 7751, Havre, MT 59501; (406)-265-3568.

Any student and/or person with disabilities concerned about accessibility and/or accommodation issues should contact our Disability Service Coordinator at (406)-265-3566.

### **MSU-NORTHERN ACCREDITATION**

MSU-Northern is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

### **MSU-NORTHERN DEPARTMENT OF NURSING APPROVAL AND ACCREDITATION**

MSU-Northern Department of Nursing has approval by:

Montana State Board of Nursing (MT BON)

301 South Park

P.O. Box 2000513

Helena, MT 59620-0513

406-841-2300

[www.nurse.mt.gov](http://www.nurse.mt.gov)

The Bachelor of Science Degree in Nursing (RN-BSN Completion) Program located in Havre, Montana is accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326 Phone: 404-975-5000

[www.acenursing.org](http://www.acenursing.org)

The most recent accreditation decision made by the ACEN Board of Commissioners for the Bachelor of Science Degree in Nursing program is Continuing Accreditation.

View the public information disclosed by ACEN regarding these programs at

<http://www.acenursing.us/accreditedprograms/programsearch.htm>



# MONTANA STATE UNIVERSITY NORTHERN

## Nursing

RN-BSN Online Completion Program Application  
Applications are accepted year around

**NOTE: Applicants are required to submit a separate application to Montana State University-Northern**

\_\_\_\_\_ 1<sup>st</sup> Application

\_\_\_\_\_ Reapplying

Date: \_\_\_\_\_

Student ID# \_\_\_\_\_

Name:

\_\_\_\_\_  
(Print)      First                      Middle                      Maiden                      Last

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Ethnicity: This information is requested by government agencies to demonstrate compliance with the Civil Rights Act. Please check the block designating your predominant ethnic background. (Optional)**

\_\_\_\_\_ Hispanic                      \_\_\_\_\_ Black non-Hispanic                      \_\_\_\_\_ Am Indian or Alaskan  
Native  
\_\_\_\_\_ Asian/Pacific                      \_\_\_\_\_ Non-Resident Alien                      \_\_\_\_\_ White, non-Hispanic  
\_\_\_\_\_ Other/Unknown

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Male      \_\_\_\_\_ Female

Citizenship: \_\_\_\_\_ U.S. Citizen      \_\_\_\_\_ Foreign      \_\_\_\_\_ Permanent Resident Visa  
Number \_\_\_\_\_ (An official copy of Form 1-511 is required)

Military: \_\_\_yes \_\_\_no If yes, Military Status: \_\_\_Active Duty \_\_\_Retired \_\_\_Dependent

RN License

(Attach copy) Issuing State License Number Expiration Date

Nursing School Attended: \_\_\_\_\_

Graduation Date: Month \_\_\_\_\_ Year \_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_ NCLEX-RN Exam date (If new graduate of ASN program)

When will you begin the RN-BSN Completion Program? \_\_ Summer \_\_ Fall \_\_ Spring 20\_\_

Do you plan to attend \_\_\_\_\_ Full time \_\_\_\_\_ Part time

Are you currently employed as an RN? \_\_\_\_\_ No \_\_\_\_\_ Yes

How did you hear about MSU-Northern? \_\_ Friend/Family member \_\_ MSU-Northern website  
\_\_\_\_ Magazine \_\_ online \_\_ other

**Applicant's Signature**

\_\_\_\_\_

Date \_\_\_\_\_

Please complete Application of the RN-BSN Online Completion Program Application, and attach required documents. Send the completed application, signed and dated to the MSU-Northern Department of Nursing by email, in person, fax, or mail.

Email address: [deborah.winegar@msun.edu](mailto:deborah.winegar@msun.edu)

The Department of Nursing office is located in **Cowan Hall Room #309**.

Fax number: **406-265-3772**.

Mail to the following address: **MSU-Northern  
Department of Nursing  
PO BOX 7751  
Havre, Montana 59501**

If you have any questions concerning your application contact the MSU-N Department of Nursing (406)-265-4196 or 1-800-662-6132 ext. 4196

**Nursing Office Only:**

Admit: yes \_\_\_\_\_ no \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_