



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.*
<https://applymontana.mus.edu/apply.html>)
- 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
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/studentresourcesBSN.aspx>

The RN-BSN Online Completion Program Degree program sheet link:

<https://www.msun.edu/academics/chs/nursing/resourcesBSN.aspx>

MSU-NORTHERN NON-DISCRIMINATION STATEMENT

Montana State University-Northern is committed to a program of equal opportunity for education, employment, and participation in University activities without regard to race, color, national origin, sex, age, religion, sexual orientation or preference, marital status, physical or mental disability, creed or political belief, or status as a Vietnam era or disabled veteran. This right shall be guaranteed to all students presently enrolled, students applying for admission, employees, and applicants for employment at Montana State University-Northern. For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Rebecca Farr

Director of Human Resources/Title IX
Coordinator
Cowan Hall 208
MSU-Northern
300 West 11th Street
Havre MT 59501
Phone: 406.265.3568
E-mail: TitleIXCoordinator@msun.edu

Johnna Antonich

Coordinator of Accessibility Services for Students
Cowan Hall 213C
MSU-Northern
300 West 11th Street
Havre MT 59501
Phone: 406.265.3533
Email: johnna.antonich@msun.edu

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

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

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

<https://www.acenursing.org/search-programs?status=Accredited>



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

MSUN Student ID# _____

Name: _____
(Print) First Middle Maiden Last

Mailing Address: _____

Telephone Number: _____

Email Address: _____

**Ethnicity: This information is requested for our reporting purpose to Accrediting agencies.
Please check the block designating your predominant ethnic background. (Optional)**

☐ Hispanic or Latino or Spanish Origin

☐ Black or African American

☐ Native American Indian or Alaskan Native

☐ Asian

☐ Native Hawaiian or Pacific Islander

☐ White, Non-Hispanic

☐ Multi-Racial

☐ Other/Unknown

Date of Birth: _____ Gender: ☐ Male ☐ Female ☐ Other

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

If yes: what is your current position: _____

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: jenny.nothhelper@msun.edu

The Department of Nursing office is located in **Hagener Science Center Room#102.**

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 _____ Tentative (conditions) _____ no _____ Date: _____

Signature: _____