



## 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://www.msun.edu/future/apply.aspx>
- 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/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 11<sup>th</sup> Street  
 Havre MT 59501  
 Phone: 406.265.3568  
 E-mail: [TitleIXCoordinator@msun.edu](mailto:TitleIXCoordinator@msun.edu)

#### **Johnna Antonich**

*Coordinator of Accessibility Services for Students*  
 Cowan Hall 213C  
 MSU-Northern  
 300 West 11<sup>th</sup> Street  
 Havre MT 59501  
 Phone: 406.265.3533  
 Email: [johnna.antonich@msun.edu](mailto: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](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

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



**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**

**Last 4 of 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

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#### 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: [jaime.duke@msun.edu](mailto:jaime.duke@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

RN-BSN Completion Program updated Jan. 2023, February 2024, 2025

**Nursing Office Only:**

Admit: yes \_\_\_\_\_ Tentative (conditions) \_\_\_\_\_ no \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_