College of Nursing and Health Innovation (CONHI) AO BSN Applicant Checklist

This document serves as a guide through the minimum requirements to apply to the upper-division AO BSN program. It is not a substitute for formal advising by a BSN Academic Advisor. In addition to the minimum requirements below, applicants are responsible for ensuring they meet all requirements listed on the AO BSN Admission Brochure, and comply with CONHI policies. Direct any questions to the BSN Academic Advising team.

AO BSN Application Deadline:
Fall start: January 15th
Spring start: June 1st

☐ Have you been admitted to UT Arlington?
- Applicants must apply and be admitted to UT Arlington for the semester in which the AO BSN application is due.
- All steps necessary to complete admission to UT Arlington (i.e. submitting transcripts, paying fees) must be completed in order to be admitted to UT Arlington. Admission to UT Arlington is dependent on receipt of official transcripts from outside institutions. Allow at least four (4) weeks for the admission process.

☐ Have you completed the minimum number of courses to apply?
- The 16 natural science course hours (Human A&P I, Human A&P II, General Chemistry, and Microbiology) must be complete by the AO BSN application deadline.
- Applicants must provide a plan to complete all lower-division prerequisite courses listed on the AO BSN Admission Brochure prior to their anticipated start date of the upper-division AO BSN program. (Note: Applicants accepted for the spring term must have required coursework completed prior to winter-intersession.)

☐ Do you meet the minimum GPA criteria?
- An applicant must have a minimum 2.75 in their natural science courses GPA and their overall prerequisite courses GPA.
- The grades of the required AO BSN prerequisite courses that are earned by the AO BSN application deadline (either at UT Arlington or another approved institution) are used to calculate the two GPAs.

☐ Have you received your Blue Card or Declaratory Order from the Texas Board of Nursing?
- Students must receive a blue card or Declaratory Order from the Texas Board of Nursing (BON) to apply.
- Applicants are responsible for submitting their information to the College of Nursing (conhiadmin@uta.edu) in order to schedule the fingerprinting for the Texas BON criminal background check. For more information, see page 2 of this checklist.
- When students complete UT Arlington’s NURS 2300 (Introduction to Professional Nursing), the required information is sent to the BON with student permission and students can schedule their fingerprinting appointment.

☐ Have you completed the required immunizations?
- Applicants are responsible for completing the required immunizations (with the exception of TB testing). For more information about the required immunizations, visit the College of Nursing and Health Innovation website.
- Immunization documentation is submitted upon being accepted to the upper-division AO BSN program and does not need to be submitted with the AO BSN application. However, failure to complete the immunizations by the AO BSN application deadline may result in an application being denied.

☐ Have you taken and passed the TEAS exam?
- An applicant must complete the Reading, Math, Science, and English and Language Usage sections of the TEAS exam with a score in the proficiency range (from 58.7% or higher) in each section.
- Students admitted to UT Arlington prior to fall 2017 may take either the HESI A2 exam or the TEAS exam. Students admitted to UT Arlington fall 2017 and after are required to take the TEAS exam.

☐ Have you submitted all official transcripts to UT Arlington’s Office of Admissions?
- For any coursework taken outside of UT Arlington, applicants must submit the official transcripts to UT Arlington’s Office of Admissions. Applicants are responsible for confirming that transcripts are received and evaluated by the university via their MyMav account. To confirm transcripts were received:
  - Login into the MyMav system
  - From the Student Quicklinks menu on the right side, click on View Transfer Credit Report.
- The transfer credit report contains all transcripts submitted to and evaluated by UT Arlington’s Office of Admissions. If courses are not listed, it means either 1) the Office of Admissions at UT Arlington did not receive the transcript, or 2) the Office of
Admissions has not evaluated the transcript. Please contact UT Arlington’s Office of Admissions to confirm that the transcript has been received and evaluated.

If you meet all the requirements above, you are ready to submit an application to the upper-division AO BSN program

- A completed application for the upper-division AO BSN program and TEAS exam scores must be submitted to the UTA Testing Center no later than the AO BSN application deadline listed above. Late applications are not accepted.

**English Language Requirement**

College of Nursing and Health Innovation students are held to a more stringent TOEFL standard than that of UT Arlington. As a CONHI student, you may be required to submit English Language Documentation or TOEFL test scores. Students who have met one of the criteria below are not required to provide English Language documentation or take the TOEFL test:

- Graduated from high school in the United States, or
- Earned a bachelor’s degree or higher in the United States

Students who have not met one of the criteria above are required to contact the BSN Academic Advising team to confirm the necessary steps to fulfill the English Language requirement before starting courses at UT Arlington.

**Criminal Background Check**

Applicants complete two criminal background checks (CBC) for the upper-division AO BSN program: Texas Board of Nursing (BON) and GroupOne. An applicant must complete the Texas BON CBC and receive their Blue Card or Declaratory Order by the AO BSN application deadline. When students complete NURS 2300 (Introduction to Professional Nursing) at UT Arlington, the required information is sent to the BON with student permission and students can schedule their fingerprinting appointment. Students who have not completed NURS 2300 at UT Arlington must release their information to the College of Nursing (conhiadmin@uta.edu) and follow provided instructions to complete their CBC.

GroupOne is completed after program acceptance to the upper-division nursing program.

A student with a positive criminal background check will not be admitted into the upper-division AO BSN program without a Declaratory Order from the Texas Board of Nursing stating that the individual has been granted eligibility for a Registered Nurse (RN) licensure.

The Declaratory Order (DO) process permits the Texas Board of Nursing (BON) to make decisions regarding petitioner’s eligibility for licensure prior to entering the nursing program. A student accepted to the upper-division nursing program must prove eligibility for Registered Nurse (RN) licensure before beginning the program. For additional information refer to the Texas Board of Nursing website: www.bon.state.tx.us

**Ability to Conduct Clinical Rotations**

In consideration of the preparation of a general practitioner, all individuals who apply for admission and are enrolled in the undergraduate program must be able to perform the essential functions required of a registered nurse. To view the standards, visit http://www.uta.edu/conhi/_doc/bsn-performance-standards.pdf

**Request for Accommodations**

The College of Nursing and Health Innovation is committed to ensuring that qualified students with disabilities are given equal access to its programs through reasonable accommodations. The College of Nursing and Health Innovation works closely with the UT Arlington Office for Students with Disabilities (OSD) to provide necessary reasonable accommodations. A student with a disability is responsible for requesting accommodations through the Office for Students with Disabilities (OSD). The College of Nursing and Health Innovation is not required to provide requested accommodations that would alter patient and/or student safety in the clinical setting. Students who desire more information or wish to request reasonable accommodations may contact the UT Arlington OSD at www.uta.edu/disability/

**UT Arlington AO BSN Application and Admissions Process**

- Upon successful submission of your AO BSN application, you will receive a confirmation e-mail to your UT Arlington MavMail address within one (1) business day.
- All correspondence during the AO BSN admission ranking process takes place via your official UT Arlington MavMail address. You are required to check your official UT Arlington e-mail regularly. If the CONHI needs any additional information to process your AO BSN application, you will have five (5) business days to respond. Failure to respond within five business days will result in your application being denied.
• Each selection process is independent. The results of one selection process are not taken into consideration in subsequent rankings, and preference is not received in subsequent selection processes. If you would like to apply for the next semester’s admission, you must submit a new AO BSN application.

• Upper-division AO BSN admission decision results will be sent to your UT Arlington Mavs e-mail address. Admission results will be sent by the following dates:
  - Fall admission: March 15th
  - Spring admission: September 15th

• Response forms will be included for applicants that are accepted or waitlisted for the AO BSN program. The response form must be returned to the CONHI by the requested date noting your acceptance or declination of the spot in the AO BSN program.

• Clinical clearance requirements (proof of insurance, medical and immunization records, etc.) will be provided after returning the response letter to the College. Registration for nursing courses will not take place until after attending AO BSN orientation and completing clinical clearance requirements.

Helpful Links

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<td>BSN Academic Advising Team</td>
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