

## APPLICATION INSTRUCTIONS

Updated December 2017

### ACCREDITATION

Accreditation Commission for Education  
in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326,  
Telephone: 404-975-5000

### REGISTRATION

New York State Education Department,  
Office of College and University  
Evaluation. Hegis Code 5208.20  
5 North Mezzanine  
Albany, NY 12234  
Telephone: 518-474-2593

### APPLICATION DEADLINES

An application, \$40.00 (non-refundable)  
application fee (money order only) and  
all required documents must be submitted  
in the same envelope by the deadline:

**March 9, 2018**

August 2018 - Day Option

**September 7, 2018**

January 2019 - Eve/Saturday Option

### APPLICATION REQUIREMENTS

1. Submission of an official high school transcript indicating graduation. An average 85 or higher is required if college course work is not evident.
2. If applicable, submission of GED Diploma & GED Scores report.
3. Successful completion (C or better) of one-year high school chemistry with lab OR one semester of college chemistry with lab, 4 credits (non-remedial).
4. Applicants educated in a foreign country are required to submit a high school transcript evaluation completed by a recognized agency such as the World Education Services or Globe Language Services
5. Personal integrity and potential for nursing as documented by one original reference from a supervisor, college instructor or clergy member.
6. Proof of citizenship or legal permanent residency a.k.a. "Green Card" in the United States.
7. Acceptable legibility of handwriting.
8. Satisfactory score on entrance exam.

### ENTRANCE EXAM

Upon receipt of all application requirements, if required coursework is evident and GPA is 2.7 or higher (or when no college coursework is evident, final high school average 85 or higher). An invitation to take the Kaplan Admission Test will be extended. The test sections are Reading, Math, Science and Writing. A non-refundable \$50.00 test fee is required. A one year waiting period between test attempts is required. An invitation for retake will be offered at the discretion of the Admissions Committee based on space availability

The suggested text for preparation:  
Nursing School Entrance Exams: Your  
Guide to Getting Into Nursing School  
(Kaplan Nursing School Entrance Exam)  
by Kaplan.

### APPLICATION INELIGIBILITY

Within the past 2 years, academic or disciplinary dismissal from a nursing program or attended a prior nursing program and received a grade less than C+ in a nursing course.

### RE-APPLICATION

An applicant who has been rejected may reapply. A new application must be submitted with the appropriate fee. The admission policies and procedures in effect at the time of submission will apply.

Dismissed students may be eligible to re-apply after two years.

### ADMISSION PROCEDURES

- An admission information session and testing will be scheduled after transcripts, validating documents and the reference has been received;
- Applications that meet the minimum admission standards are brought before the Admissions Committee;
- the applicant will be notified of the Admissions Committee's decision by letter; and
- upon receipt of an acceptance letter, the applicant must submit a non-refundable deposit by the deadline indicated which ensures a seat in the upcoming class.

**DAY OPTION  
 CURRICULUM PLAN**

The four semester Day Option starts every Fall semester (late August) and requires a 4 day per week commitment, which includes mandatory 6:45 a.m. – 4:00 p.m. weekday clinical requirements.

Year 1 - Fall Semester

Nursing 1 10 credits  
 Human Anatomy & Physiology I  
 4 credits  
 Written English & Literary Studies I  
 3 credits  
 Introduction to Psychology 3 credits

Year 1 – Spring Semester

Nursing 2 10 credits  
 Human Anatomy & Physiology II  
 4 credits  
 Written English & Literary Studies II  
 3 credits  
 Developmental Psychology 3 credits

Year 2 - Fall Semester

Nursing 3 9 credits  
 Microbiology 4 credits  
 Nutrition 3 credits

Year 2 – Spring Semester

Nursing 4 10 credits  
 Introduction to Sociology 3 credits

**Some students may have to complete general education requirements during the summer.**

**EVENING/SATURDAY OPTION  
 CURRICULUM PLAN**

The four semester Evening/Weekend Option starts every Spring semester (January) and requires a 4 day per week evening commitment and Saturday mandatory clinical requirements from 6:45 a.m. to 4:00 p.m. Weekday clinical experiences are required a few times each semester.

Year 1 - Spring Semester

Nursing 1 10 credits  
 Human Anatomy & Physiology I  
 4 credits  
 Written English & Literary Studies I  
 3 credits  
 Introduction to Psychology 3 credits

Year 1 – Fall Semester

Nursing 2 10 credits  
 Human Anatomy & Physiology II  
 4 credits  
 Written English & Literary Studies II  
 3 credits  
 Developmental Psychology 3 credits

Year 2 - Spring Semester

Nursing 3 9 credits  
 Microbiology 4 credits  
 Nutrition 3 credits

Year 2 – Fall Semester

Nursing 4 10 credits  
 Introduction to Sociology 3 credits

**Some students may have to complete general education requirements during the summer.**

**DISABILITIES**

If an applicant has a physical or cognitive limitation, the particulars should be discussed with the Admission Recruiter. Each case will be reviewed on an individual basis. Supporting documentation as described below will be required prior to admission. Reasonable accommodations will be made. Should a student suspect a learning disability after admission to the program he/she will be required to submit documentation, not more than 3 years old, from a licensed professional as approved by the school (i.e., psychologist, psychiatrist).

Documentation needs to provide specific recommended learning strategies based upon formal evaluation. Students requesting accommodations for entrance testing must submit proof prior to scheduling the appointment for the exam.

Accommodations will not be granted until the appropriate documentation has been submitted by the student, reviewed and approved by the school. Accommodations are not granted (do not go into effect) until they are approved by the school.

## FINANCIAL AID

Upon submission of an application for admission it is recommended that a Free Application for Federal Student Aid (FAFSA) be completed. Due to financial aid filing deadlines, it is not advisable to wait for an acceptance letter.

The FAFSA application is completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Montefiore's Federal School Code is 042372. Questions regarding financial aid can be directed to the Financial Aid Officer at 914-361-6081. An email can be sent to [montefioresonfinaid@montefiore.org](mailto:montefioresonfinaid@montefiore.org)

In order to be considered for a Federal Direct Student Loan we suggest that you complete an online Mater Promissory Note and Loan Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov)

### FAFSA Filing Deadlines:

Day Program – June 1st

Evening/Saturday Program - October 1st

Prior to the start of classes, payment of tuition and/or fees not covered by financial aid or student loans must be made in full or by enrollment in the installment payment plan option.

Financial aid may not be available for summer general education courses.

## ENROLLMENT PROCEDURES

- The \$200.00 deposit is credited to the first term tuition;
- Outstanding general education courses may be taken at Mercy College or upon prior approval by the Registrar other accredited colleges. The student will be automatically enrolled at Mercy College as a part-time, non-matriculated student;
- Financial aid will not be available for students who choose to attend a college other than Mercy College;
- All students must have a computer and printer or external access to a computer and printer to receive emergency announcements. Internet accessibility is essential. All students must submit a valid email address to Student Services to facilitate communication with faculty and staff. Students are expected to possess basic computer literacy skills (including proficiency with Microsoft Office and electronic mail);
- The student must complete a health examination with screening tests and immunizations as required by the New York State Department of Health and affiliating agencies prior to registration; and
- Students are responsible to obtain BLS-C (CPR) training, subject to background check and drug testing, purchase uniforms, textbooks, and necessary supplies prior to the first day of class.

Students are not permitted to begin the clinical experience without background check, drug testing, health clearance and a current CPR card. A special form will be provided which must be completed before registration by the students' Primary Care Provider. This form requires health records, screening tests and immunizations. The completed form is submitted directly to the Occupational Health Nurse.

Accepted candidates can defer enrollment up to one year with payment of non-refundable deposits. If registration does not occur in one year and applicant decides to enter the school at a later date, a new application must be submitted with the appropriate fees. Admission criteria in effect at the time of enrollment will apply and prior acceptance does not guarantee the applicant's re-acceptance status.

## TRANSFER CREDIT POLICY

1. Submission of official transcripts from all post secondary (colleges) institutions and schools of nursing attended.
2. Submission of official High School transcript or high school equivalency (GED) report with scores and diploma. Applicants who possess a Bachelor's Degree will have their high school transcript waived.
3. A cumulative GPA of 2.70 or better (Montefiore will internally calculate the GPA) is required based on the completed courses required for the nursing program. GPA will be recalculated prior to enrollment.
4. A minimum grade of C+ in all transferable courses.
5. Grades of 3 and above on high school Advanced Placement. The transferable Advanced Placement Exams are: English Language & Composition (6 credits) and Psychology (3 credits).
6. Up to 9 credits may be considered by examination with the College Level Examination Program (CLEP). The transferable exams are: College Composition, Introductory Psychology, Introductory Sociology and Human Growth & Development. A minimum score of 50 is required.

Science courses (Anatomy and Physiology, Microbiology and Nutrition) must be taken within 5 years of admission. Anatomy and Physiology and Microbiology taken more than five years ago may be challenged by examination (www.excelsior.edu). Applicants must have achieved a grade of C+ or better to be eligible to take a challenge exam. Inability to achieve a satisfactory grade (C or better) on the first attempt to challenge will require the applicant to enroll in the course.

Humanities courses (English Composition I, English Composition II, General Psychology, Developmental Psychology and Intro to Sociology) will not be accepted for transfer credit if they were taken more than 20 years ago. Exception would be those applicants with a Baccalaureate degree in the subject area.

### Evaluation of Transfer Credit

Prior to acceptance to the School of Nursing:

- The Admission-Recruiter reviews official transcripts for acceptable transfer credits.
- The applicant is informed of the courses that will be credited from outside institutions.
- The applicant is given the option to agree or disagree with the Admission-Recruiter's decision.
- If the candidate agrees, the transfer courses are entered on the Official Notification of Transfer Credit form.
- If the candidate disagrees and believes more course work should be credited, it is the candidate's responsibility to supply a course syllabus for the year the course was taken.
- The Admissions Committee will review the course syllabus.
- The candidate receives written notification of the decision by the Office of Admissions.

### TRANSFERABLE COURSES

- Anatomy & Physiology I – 4 credits
- Anatomy & Physiology II – 4 credits
- General Microbiology – 4 credits
- Nutrition – 3 credits
- English Composition I – 3 credits
- English Composition II – 3 credits
- General Psychology – 3 credits
- Developmental Psychology – 3 credits
- Introduction to Sociology – 3 credits

**MONTEFIORE SCHOOL OF NURSING RESERVES THE RIGHT TO CHANGE POLICIES AS DEEMED NECESSARY WITHOUT NOTICE OR OBLIGATION**