UNIVERSITY OF TEXAS ARLINGTON | COLLEGE OF NURSING AND HEALTH INNOVATION

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.
- Admission is dependent on receipt of official transcripts from outside institutions. Allow at least four (4) weeks for the admission process.
- This is the application for the university only. The application to the AO BSN program is a separate application. For instructions on applying to the Upper-Division BSN program, see page 2.

○ 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 completed 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 all 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 by the AO BSN application deadline.

○ Have you received your Blue Card or Declaratory Order from the Texas Board of Nursing (BON)?
- Applicants are encouraged to receive their Blue Card or Declaratory Order from the Texas BON by the AO BSN application deadline. However, an applicant's Blue Card or Declaratory Order must be received by the time of acceptance to the upper-division AO BSN program.
- To start the criminal background check process, applicants are responsible for submitting their information to the College of Nursing (conhiadmin@uta.edu) to schedule their fingerprinting as part of the Texas BON criminal background check. For more information, see page 2.

○ Have you completed the required immunizations?
- Applicants are encouraged to complete the mandatory program immunizations by the AO BSN application deadline. However, you will be required to submit proof of all immunizations/titers at the time of acceptance to the upper-division program.
- Detailed immunization information is located on the CONHI prelicensure immunization information page.
- If accepted, applicants are required to upload valid documentation to the immunization tracking service within five business days after acceptance.

○ 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 by the AO BSN application deadline. Passing TEAS exam scores are valid for two years.

○ 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
  - Click the "Academic Records" tile
  - Click on 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 must be submitted via the MyMav system no later than the application deadlines above.
- Applicants may apply to one upper-division program, either the campus based or accelerated online.
- If taken outside of UT Arlington, official TEAS exam scores must be submitted to the UT Arlington Testing Center no later than the AO BSN application deadline listed above.
- Applicants do not submit TX BON CBC results or immunization documentation with their upper-division AO BSN application, but the requirements must be completed by the time of acceptance to the upper-division AO BSN program.
- Late applications are not accepted.

After You Apply

- 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. Read that email in its entirety and keep it for your records, as it is not possible to check the status of your AO BSN application via MyMav.
- 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 to our email. Failure to respond within five business days will result in your application being denied.
- 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 approximate dates:

Fall admission:	First week of March
Spring admission:	First week of September

- While you wait for the admission results to be delivered, use that time ensure that you will have your Texas Board of Nursing criminal background check results and all immunizations complete by time the admission results are delivered.
- Online response forms will be included for applicants who 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 for placement in the AO BSN program.
- The deadlines for clinical clearance requirements (proof of insurance, medical and immunization records, BLS certification, etc.) will be provided after returning the response letter to the College.
- Accepted applicants are required to complete online orientation modules by the posted deadline and attend the mandatory in-person orientation.
- Registration for nursing courses will take place after attending AO BSN orientation and completing clinical clearance requirements.
- 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.

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 time of acceptance to the AO BSN program. GroupOne is completed after acceptance to the upper-division nursing program.

To receive a Blue Card (applicants with a clear criminal background)

An applicant must:

1. Release the following information to the College of Nursing by either completing NURS 2300 at UT Arlington or by contacting conhiadmin@uta.edu to have their information sent to the TX BON:
   - Name
   - 10-digit UT Arlington ID number
   - First 5 digits of Social Security number
   - Date of Birth
   - Mailing address where CBC results should be mailed
2. Follow the instructions provided by the fingerprinting vendor, Identogo, to schedule their fingerprinting appointment.
3. Complete the fingerprinting process.
   - If the criminal background check is clear, the TX BON will mail the Blue Card to the applicant's mailing address listed in Student Center in MyMav.
   - If the criminal background check is not clear, the TX BON will mail the applicant asking for additional information or will send a letter notifying the applicant of their eligibility to take NCLEX.

When students complete NURS 2300 (Introduction to Professional Nursing) at UT Arlington, the required information is sent to the TX BON with student permission. Once this information is in the BON database, students will be notified and may 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). Once their information is in the BON database, the students will be notified and can schedule their fingerprinting appointment.

To receive a Declaratory Order (applicants with positive criminal background)

A student with a positive criminal background history is not eligible for 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 College of Nursing recommends students with positive criminal background history self-report and contact the TX BON to initiate the Declaratory Order procedure prior to fingerprinting.

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

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.

Ability to Conduct Clinical Rotations

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 the BSN Student Handbook.

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/

Helpful Links

UT Arlington Admissions	www.uta.edu/admissions
AO BSN Application Instructions	www.uta.edu/academics/schools-colleges/conhi/academics/undergrad-programs/nursing-bsn
TEAS Exam Information	www.uta.edu/studentsuccess/testing-services/admissions-tests/program-admissions/teas.php
English Language Requirement	www.uta.edu/academics/schools-colleges/conhi/
Required Immunizations	www.uta.edu/academics/schools-colleges/conhi/academics/undergrad-programs/imm-prelic
BSN Academic Advising Team	bsnadvising@uta.edu