Online application instructions — Bachelor of Science in Nursing (BSN)

Traditional BSN
Accelerated BSN
RN to BSN

IMPORTANT: Please read these instructions before starting your online application.

Red indicates links. Suggestion: Print this document for ready reference as you move through online application.

Your application is a TWO-part process:

1. UNMC Online Application

Complete the online application and submit a credit card payment for the application fee ($45) no later than 11:59 p.m. CST on the due date for the program to which you are applying.

All application materials (transcripts, letters of recommendation, etc) must be received by the due date. Materials received thereafter are not accepted.

BSN students are admitted once annually:

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<td>Traditional BSN</td>
<td>October 1</td>
<td>February 1</td>
<td>August</td>
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<tr>
<td>Accelerated BSN</td>
<td>June 1</td>
<td>October 1</td>
<td>May</td>
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<tr>
<td>RN to BSN</td>
<td>October 1</td>
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Please submit applications as early as possible.

Part 1 steps

1. Go to application for admission.

2. If you have previously registered, login using your user name and password. If not, click register here. Be sure to keep a record of your user name and password in a secure location. The application does not need to be completed in one sitting. You may save your work and return as often as necessary to complete the application prior to the due date. Simply return to application for admission login page. Final application will not submit until you have paid the application fee.
3. Once logged in, select **undergraduate** under career.

4. Select **campus preference — first choice**. There are 5 UNMC nursing campuses serving Nebraska from border to border.
   
   - **Traditional BSN** — available at **Kearney, Lincoln, Norfolk, Omaha** and **Scottsbluff** campuses.
   - **Accelerated BSN** — available at **Lincoln, Omaha** and **Scottsbluff** campuses.
   - **RN to BSN** — distance/online program. Applicants should select ** Omaha** as their campus choice.

   *If you don’t see the campus location you wish to attend listed on the online application, it means applications are currently not being accepted for that campus.*

Being flexible as to campus may increase your likelihood of admission. You may designate additional campuses later in the application. You do **NOT** need to submit a separate application for each campus. You do need to indicate campus preference by first choice, second choice, etc.

5. Select **Nursing BS** under program.

6. Select your **degree track** — **Traditional BSN**, **Accelerated BSN** or **RN to BSN**.

Your application is considered only for the degree track you select. If you wish to apply to more than one, separate applications and application fees are required. Application fees cannot be refunded if you select the incorrect degree track.

**Traditional BSN**: Typically a four-year degree path. Students first complete prerequisite courses — which may be taken at any accredited community college, 4-year college or university (*not offered through UNMC College of Nursing*). Prerequisite courses can be comfortably completed in two years, but you can proceed at your own pace, faster or slower. Students then complete UNMC nursing coursework — a 4-semester/2-year plan of study. You may apply to UNMC near conclusion of prerequisite coursework — but all prerequisites must be completed prior to enrollment in UNMC nursing courses.

**Accelerated BSN**: An intensive 12-month program for students with a bachelor’s degree in another field. Students must complete prerequisite courses not already satisfied by their previous bachelor’s degree coursework before starting nursing courses at UNMC.

**RN to BSN**: An online advancement program for registered nurses (RNs) with a Diploma or Associate Degree in Nursing (ADN). Completion timeline: Full time (1 year) or part-time options (1.5 to 3 years) are available. Students must complete prerequisite courses not already satisfied by their previous collegiate/nursing coursework before starting nursing courses at UNMC. Applicants must have a current RN license in good standing. Students currently enrolled in an ADN track are welcome to apply prior to graduating from their current program with the understanding that the NCLEX-RN exam must be passed and RN license acquired prior to enrollment in UNMC nursing courses.
7. Select your admit term. This is the semester you would like to begin your courses at the UNMC College of Nursing. If you do not see the term you wish to apply for, it means that applications are currently not being accepted for that term.

8. If you are satisfied with your application to this point, click on ‘apply for this program’ button. You will be asked for information in the following areas:

   a. Personal Information — Note: Fields marked with an asterisk (*) are required.
   b. Citizenship & Residency
   c. Educational History — Enter the name of each institution you have attended, including the name of your high school. Do not enter any course or grade information.
      * Traditional BSN and Accelerated BSN applicants only: if you previously attended a college of nursing, contact your first-choice campus to obtain the additional reference form required to complete your application.
   d. Test Score — Two test scores may be entered here:
      * Math — An ACT math score of 22 or better fulfills the math competency requirement. Verification: An official score report must be received by the campus to which you are applying.
      * English — For applicants whose first language is not English, the Test of English as a Foreign Language (TOEFL) is required. Test results must be recent — within two years prior to UNMC application. Verification: An official score report must be received. Minimum scoring standards: Internet-based TOEFL (iBT): 83 — Paper-based TOEFL (PBT): 550.
   e. References & Preferences:
      * Provide the name, employer, job title and current email addresses for three references.
      * Traditional BSN and Accelerated BSN applicants — if you’re willing to consider more than one campus, rank your campus preference beyond your first choice (campus flexibility may increase likelihood of admission).
      * RN to BSN applicants — Supply information about your RN license or plans to sit for the NCLEX-RN exam.
   f. Personal Narrative about your interest in the nursing profession. You will upload this document to your online application.

9. Chose a payment option for the $45 application fee. You may use a major credit/debit card or select waiver if you are part of the RHOP, KHOP or NuPATHS program. You will receive a payment confirmation email. Please retain this receipt for your records.
   * If you choose waiver, your participation in the RHOP, KHOP or NuPATHS program will be verified before your application is processed.

10. You will receive a confirmation email indicating your application has been submitted and received by UNMC College of Nursing—Student Services.

Please note: Upon submission, application materials become the property of the University of Nebraska Medical Center.
2. Application follow-up via student self service

Part 2 steps

1. Once you have submitted an application, you are able to login at myrecords.unmc.edu to view its status. You will login using the user name and password issued when you registered for an account at https://admit.nebraska.edu/applyUNMC/login

2. After logging in at myrecords.unmc.edu, click on the green ‘applicant’ tab on the upper right of the screen. Then, from the menu on the left, click on ‘Self Service.’ From the Self Service menu, click on ‘Student Center.’ This screen displays a ‘To Do’ list in a blue box on the right side of the screen.

3. Please review your checklist and status of requested items frequently. It is your responsibility to ensure that your application is complete by the due date. The admissions committee will review completed applications only. Click on each ‘to-do’ item for details.

The following materials are required for your application to be complete:

- **Official transcript(s)** – Transcripts must be in sealed envelopes issued directly from the original high school, college or university and mailed to your first choice campus. Send one copy of:
  a. Final high school transcript showing graduation date or GED completion.
  b. All college/university transcripts

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<tr>
<th>MAILING ADDRESSES</th>
<th>If <strong>Norfolk</strong> is your first choice: UNMC College of Nursing Student Services PO Box 1709 Norfolk NE 68702-1709</th>
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<tbody>
<tr>
<td>Send transcripts to your <strong>first-choice campus</strong>:</td>
<td>If <strong>Kearney</strong> is your first choice: UNMC College of Nursing Student Services 1917 W. 24th Street West Center Building Kearney NE 68849-4510</td>
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<td>If <strong>Omaha</strong> is your first choice: UNMC College of Nursing Student Services 985330 Nebraska Medical Center Omaha NE 68198-5330</td>
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<td>If <strong>Lincoln</strong> is your first choice: UNMC College of Nursing Student Services Commerce Court 1230 O Street, Suite 131 PO Box 880220 Lincoln NE 68588-0220</td>
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<tr>
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<td>If <strong>Scottsbluff</strong> is your first choice: UNMC College of Nursing Student Services 4502 Avenue I Scottsbluff NE 69361-4939</td>
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• **Letters of Recommendation** — After your application fee is received, emails requesting a recommendation are automatically sent to the three references you specified. The email contains a unique website address where they will complete a form online. *Please follow up with your references to make sure that they are expecting — and have received — the email and are aware of your due date.*

• **Current Class Schedule** — If you are currently enrolled in or registered for a prerequisite course, please submit a class schedule to the undergraduate student services coordinator at your first-choice campus. Email addresses for student service coordinators are below.

4. **All official correspondence from the College of Nursing will be received via email.** *Please regularly check the email address you provided when you applied for admission to UNMC.* If you wish to change the email address at which you receive official correspondence, please update your contact information at [myrecords.unmc.edu](http://myrecords.unmc.edu) via Self Service > Student Center.

5. **Admission notification schedule:** While applications are processed as materials are received, admission decisions are made all at one time for each degree track.

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6. **Questions?** If you have questions about the UNMC College of Nursing application process, please contact the Student Services Office at your first-choice campus:

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<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Kearney</td>
<td>Hilary Christo</td>
<td>(308) 865-8322</td>
<td><a href="mailto:hchristo@unmc.edu">hchristo@unmc.edu</a></td>
</tr>
<tr>
<td>Lincoln</td>
<td>Michele Saucier</td>
<td>(402) 472-7343</td>
<td><a href="mailto:msaucier@unmc.edu">msaucier@unmc.edu</a></td>
</tr>
<tr>
<td>Norfolk</td>
<td>Jaclyn Smith</td>
<td>(402) 844-7890</td>
<td><a href="mailto:jsmithk@unmc.edu">jsmithk@unmc.edu</a></td>
</tr>
<tr>
<td>Omaha</td>
<td>Ella Bowers</td>
<td>(402) 559-5102</td>
<td><a href="mailto:ella.bowers@unmc.edu">ella.bowers@unmc.edu</a></td>
</tr>
<tr>
<td>Scottsbluff</td>
<td>Karen Schledewitz</td>
<td>(308) 632-0413</td>
<td><a href="mailto:klschledewitz@unmc.edu">klschledewitz@unmc.edu</a></td>
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