Frequently Asked Questions about the SJSU Valley Foundation School of Nursing’s Regular Undergraduate Program (This does not apply to returning Rn-to-BSNs)

1. **What is the Valley Foundation School of Nursing website and address?**
   www.sjsu.edu/nursing

2. **How do I apply to the nursing program if I haven’t applied to the University yet?**
   Student must apply to the University, prior to applying to the Valley Foundation School of Nursing. Potential students can only apply online to the University at www.csumentor.edu in Oct/Nov for the following August Fall University enrollment. When you sign in, you must select a major. This would be “Undeclared Pre-nursing”. If you are a freshman student, your second choice should be “undeclared” (FYI: transfer students cannot select “undeclared”). This does not guarantee you acceptance as a nursing major. Additionally, not all students who apply to the University are accepted. (See Http://info.sjsu.edu ). The nursing application is separate

3. **How do I apply for the nursing major?**

4. **Can I change my major, if it is not pre-nursing?**

5. **What paperwork is required for a “Change of Major” request?**

6. **I have heard other friends say that you use lottery and wait lists for students wishing to get into the nursing major. Is this true?**

7. **Where do I find a list of the 8 pre-requisites and the co-requisite courses?**

8. **Are there individual advising sessions available?**

9. **Can I enroll for what is now known as SJSU Studies (used to be called upper GE or advanced GE courses) prior to completing a minimum of 60 units of lower GE courses?**

10. **Do you have an accelerated B.S. program?**

11. **How do I join the applicant pool?**

12. **How do I study for the Teas 5.0 test and how many times can I take it?**

13. **Where do I find the TEAS score and how do I report it?**

14. **Where can the information for registering for the SJSU Writing Skills Test (WST) and TEAS be obtained?**

15. **Why are the most recent 30 semester (or 45 quarter) units GPA excluded from the scoring as of Fall 2013?**

16. **How soon can I apply to the School of Nursing?**

17. **Regarding transcripts, do I really have to have sealed transcripts from all of my colleges, including SJSU, to apply to nursing?**

18. **Can I use any AP courses for my nursing application of the 9 pre-requisites?**

19. **How should I deliver my application?**

20. **What if my impaction score is tied with someone else, and there are only limited spots?**

21. **Do you also use other criteria, such as second languages and health care experiences, for your applicant decisions?**

22. **As an International student with an F1 Visa can I apply?**

**1. What is the Valley Foundation School of Nursing website and address?** We are located in Health Building, Room 420, near 9th and San Carlos St. in San Jose, CA 95192-0057. The Nursing department has limited hours; it will be open 10am-12 and 2-4 pm, Mondays- Fridays. If in doubt, call first before coming to campus. We are closed on holidays.

**2. How do I apply to the nursing program, if I haven’t applied to the University yet?** Students must apply to the University, prior to applying to the Valley Foundation School of Nursing. Potential students can only apply online to the University at www.csumentor.edu in Oct/Nov for the following August Fall University enrollment. When you sign in, you must select a major. This would be “Undeclared Pre-nursing”. If you are a freshman student, your second choice should be “undeclared” (FYI: transfer students cannot select “undeclared”). This does not guarantee you acceptance as a nursing major. Additionally, not all students who apply to the University are accepted. (See Http://info.sjsu.edu ). The nursing application is separate
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and information is found on The Valley Foundation’s School of Nursing web page under “students-> prospective” at the top of the School’s web page. It is entirely an on-line application done through an outside vendor called NursingCAS. Your nursing application can be in process while waiting to hear the University’s decision.

RE: Spring University Transfers: The University sometimes opens admissions for the following Spring semester as well (depending on CSU funding). Check on csumentor.edu in August to apply for the following Spring.

3. How do I apply for the nursing major?

You are applying to the nursing program, but you will be applying as a undeclared pre-nursing student. Please read about “prospective student” information and the B.S. Information packet on the School’s nursing website (under www.sjsu.edu/nursing ) under prospective student. You apply using the online vendor (NursingCAS) by February 15 for acceptance for the following Fall University enrollment or by September 15 for the following Spring University enrollment. Applications are usually posted for entering data ~ 1 month prior to the due dates. The Valley Foundation School of Nursing admits twice a year - regardless of the University admission cycle. You must have applied to the University with your files being reviewed by the University, as a provisional acceptance. If the University is not admitting for the Spring semester, you need to be an enrolled student the previous Fall of the semester which you are applying for a nursing Spring enrollment. The University does accept prior Baccalaureate degree students for nursing only (and you would likely not need to take additional SJSU general studies courses, such as those in areas R, , and V requirements to graduate). This may be different for prior Baccalaureate students entering as second Baccs. All nursing majors are required to take specific courses in area Z (HProf 100W/ NURS 100W), and pass the Writing Skills Test (WST exam) or its equivalent- see testing office web site http://testing.sjsu.edu

4. Can I change my major, if it is not undeclared pre-nursing?

The University limits the number of students in other majors wishing to switch to undeclared pre-nursing, because all majors are impacted. That means that students must have not achieved > 90 units in their prior major (if anything other than “undeclared”, and if you are “undeclared” as a major, then you can have no more than 60 units completed if you began the University as a freshman). Transfer students should submit their change of major at the Student Services Center in the 10th st garage on San Fernando st., up the ramp to the right to the “undeclared, pre-nursing major request after 1 semester of grades (including documentation on unofficial transcripts of at least one or two science prerequisite courses).

5. What paperwork is required for a “Change of Major” request?

Go to the web site www.sjsu.edu/registrar and complete a Change of Major form. It must be accompanied by unofficial transcript from all colleges and Universities, including SJSU. Submit the form to The Valley Foundation School of Nursing. The GPA for the nursing prerequisite courses should be 3.0 and above.

When you finally apply to the nursing major AND are accepted (as noted from a “provisional acceptance letter from Nursing department directly to you), you are changed from undeclared pre-nursing to nursing by the Nursing Dept communicating with the UNIV. However, you must have applied via Nursing CAS with
all requirements met and completed by the deadlines, to be included in an applicant pool; there are no waitlists or lottery systems, such as in the community college system of selection.

6. I have heard other friends say that you use lottery and wait lists for students wishing to get into the nursing major.  Is this true?

That is incorrect. Student selection is based on an impaction score that is clearly outlined on the B.S. information packet on our nursing website under the “student” hyperlink (http://www.sjsu.edu/nursing/students/prospective/index.html). Admission is primarily based on academics and is quite competitive. Most students have high B’s and A’s in many of the prerequisite courses, although the specific minimum GPAs for the applicant pool are listed in the B.S. information packet (under “student” on the website).

7. Where do I find a list of the 8 pre-requisites and the co-requisite courses?

This information is located in the “B.S. information packet” on our website under the “student” hyperlink at the top of the nursing web page. All eight of the prerequisites must be completed to apply (clearly outlined on the B.S. information packet on our nursing website under the “student” hyperlink (http://www.sjsu.edu/nursing/students/prospective/index.html) - on pages 2 and 4).

8. Are there individual advising sessions available? Yes. We recommend all students first attend one of our monthly 2-hr group advising sessions. The advising slides used for this session are found on the Nursing website, on the top left under the “advising” hyperlink – The dates/times/and places of the advising sessions are posted on the nursing web site (sjsu.edu/nursing). Anyone is welcome to attend these 2-hour group advising sessions (Sept- May), including high-school students and parents. Ninety five percent of the concerns/questions can be answered at this in-person session and you do not need an individual advising appointment. Once you have attended one of these sessions, if you still have specific questions that cannot be dealt with via email, you can call the main nursing office, Health Bldg. Rm 420, at 408-924-3130, to ask when advisers are available. Advisers are available in the summer for GE advising in the University regular 10th street garage Student Services Center or the CASA Student Success Center. During the academic year, General Education (GE) advising can be done through the CASA Student Success Center in MacQuarrie Hall, Room 533 – Call 408-924-2910 for an appointment. Nursing faculty are not employed in the summer.

9. Can I enroll for what is now known as “SJSU Studies” (this area used to be called upper GE or advanced GE courses) prior to completing a minimum of 60 units of lower GE courses? Not without a signed “less than 60-unit waiver” petition (found at the Undergraduate Studies web site http://www.sjsu.edu/ugs/students/petitions/list/). The nursing adviser must sign this completed form and the adviser will need to write a letter to accompany the request. The nursing advisor will need to meet with you and see your unofficial transcripts and page 1 of degree progress report, and a list of the nursing 8 prerequisite courses remaining to be taken, as well as other lower GE. After the forms have been signed by the nursing adviser, the student will pick up forms from the Health Bldg. 420 office, to hand-deliver the completed forms, to the Undergraduate Studies office. If you have less than 60 units, you will not be able to enroll for advanced G.E. courses until the first day of the academic calendar (NOTE: on a space available basis). You cannot enroll in SJSU Studies (designated in the past as upper division) courses until the first day of classes, if you have less than 60 lower division units.
10. Do you have an accelerated B.S. program? No, but several local universities do; they usually require a prior baccalaureate degree. We encourage you to check other programs such as Samuel Merritt (Oakland); USF; UCSF; and San Francisco State University. Individuals, who have prior Bachelor’s degrees and/or a Masters in other fields, seldom want to spend 5 years to completing an additional SJSU B.S. nursing degree. Community colleges offer a 2 yr. Associate Degree in Nursing (ADN) degree as another option. The University is currently only accepting prior B.S. degree students for undeclared pre-nursing. Apply to the University in October, for the following August SJSU University enrollment, or AUGUST for a Spring start (if all requirements for nursing met). The Nursing application is due to the School of Nursing the prior February (or Sept, for a Spring start) (pending all requirements completed).

11. How do I join the applicant pool? See the B.S. Information packet handout with the heading, “IMPACTION SCORING”. “In order to join the applicant pool, students should do the following”:
- Complete specific nursing requirements (listed on the BS Information packet- page 2) & apply to SJSU.
- Complete the WST exam 2-3 months prior to applying (and TEAS exam at least 3 weeks prior to deadline)
- Be a student in good standing at SJSU with a GPA of 3.0 or above.
- Attend one of the monthly advising sessions at least 6-9 months to applying to the nursing major
- Follow the nursing web site instructions for signing up with NursingCAS® about 1 month prior to nursing’s deadlines (Feb 15 and SEPT 15th).

12. How do I study for the Teas 6.0 test and how many times can I take it? (See the B.S. Information packet handout with the heading, “IMPACTION SCORING” - TEAS test)
- There is a site, www.atitesting.com that can provide a “TEAS Test Study and Review Guide”.
- We only will use the highest of the first or second TEAS exam score. For SJSU, the TEAS test can only be taken twice for the TEAS 6.0 version. It can be taken at places other than SJSU but you will need to research the ATI vendor’s web site for this information. You must achieve the minimum TEAS score of 75 or above. The dept divides this score by 30 to calculate for impaction purposes (effective 2016) - See page 2 of BS information packet.

13. Where do I find the TEAS score and how do I report it? The ATI vendor for the TEAS test has a place on their website to obtain a paper and pencil ID #. Return to that website to print out your score 7-10 working days after the date when you completed the exam. Provide this ATI TEAS test form as an upload to NursingCAS application web site, for The Valley Foundation School of Nursing, if you meet the minimum score. If you do not meet this minimum score in 2 tries (regardless of the version of TEAS), you would be deemed ineligible to apply.

14. Where can the information for registering for the SJSU Writing Skills Test (WST) and TEAS be obtained? (see the B.S. Information packet handout with the heading, “Where can I find the required tests, such as the Writing Skills Test (WST), TEAS, ELM, and English Placement Tests?” http://testing.sjsu.edu/ This web site also has sample test questions and registration deadlines, not to mention sample WST test blueprint questions. Those who need special accommodations for the exam should also go to this site, or contact the testing office directly. Some of these fees are likely not refundable if there is a no show. Those taking TEAS on campus should leave cell phones ion the car or at
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home (to avoid the concern over looking up information on breaks and being disqualified by testing personnel).

15. Why are the most recent 30 semester (or 45 quarter) units GPA excluded from the scoring? Each CSU campus has their own method of determining impaction criteria. It is then submitted to the CSU Chancellor for permission.

16. How soon can I apply to the School of Nursing? The applications are accepted approximately one month prior to the deadlines for the School of Nursing. You would have already applied to and have your application beginning to being processed for the University acceptance via csumentor.edu (Often, you will be in a provisional acceptance by the University as a “self report” status until the admissions staff can fully review all of the transcript information). All of the requirements are outlined in the B.S. information packet.

17. Regarding transcripts, do I really have to have sealed transcripts from all of my colleges, including SJSU to apply to NursingCAS®?

Closely read the following steps:

All transcripts are requested by you to send to NursingCAS vendor (This includes SJSU if you took classes there) — The web site is www.nursingCAS.org

(1) FIRST you must create an account with nursing CAS (on their web site)- follow guidelines (DONE only about a month prior to the SJSU Nursing School’s application deadline). (2) Then, after you enter the schools you attended previously, you will see a blue button that will allow you to download a Transcript Request form. You can then send that form to each school you attended in the past. Those schools will then send an official transcript to NursingCAS, on your behalf.

Official Transcripts – NOTE: Your program requires that you have official transcripts mailed directly to NursingCAS by the issuing institution’s registrar’s office for processing where they will be validated for authenticity by the operations team at NursingCAS. Transcripts should be mailed to the address below (and please have the registrar include the Transcript Request Form).

NursingCAS
P.O. Box 9201
Watertown, MA 02471

Please note: NursingCAS accepts official transcripts sent electronically from Credentials Solutions ONLY. To see if your school participates with this service please check here.
18. **Can I use any AP courses for my nursing application of the 8 pre-requisites?**
   Yes. We accept AP for English 1A, Psychology and Stat 95 (when asking about the 8 pre-requisite course substitutions). You will need to submit a copy of your college board scores, with a prerequisite substitution form (look under “forms” on our nursing web site) for the AP English, Psychology, and Stat 95 either with your application or before that date. If we have scores for BOTH Stats and English 1 A, we will include only one of those 2 into our impaction scoring. Prerequisite Substitution forms are found on our web site sjsu.edu/nursing/forms (and it is a fillable form). Attachments of course descriptions or College Board scores, are scanned separately and uploaded with the request.

19. **How should I deliver my application?** It is all done online to NursingCAS.org (after you also apply to the UNIV- if you are not already a matriculated ongoing student at SJSU).

20. **What if my impaction score is tied with someone else, and there are only limited spots?** We usually accept 60 students/semester, regardless of the #s of University’s acceptances. All students must have an application to the University in progress, or be already enrolled. If we are limited in acceptance slots, and we have a tie score for the last spot, we will use the highest supplemental GPA to determine the tie-breaker. If we also have more than one person with that same tied supplemental score, then we will use overall GPA as the final tie-breaker.

21. **Do you also use other criteria, such as second languages and health care experiences, for your applicant decisions?** Currently we do not use other criteria.

22. **As an International student with an F1 Visa can I apply?** We only take US citizens or green card permanent residency applicants (US Passport; US Birth Certificate; Copy of both sides (legible) of green card. Those who are AB 540 students must contact the undergraduate Coordinator directly.