

Application for Admission  
Deadline is January 15<sup>th</sup> for Fall Admission  
Deadline is July 1<sup>st</sup> for Spring Admission

\$25.00 Admission fee must accompany application.

\*Please order ALL transcripts.

**St. Mary's/Marshall University  
Cooperative Associate in Science in  
Nursing Program**

Have you ever attended MU? Yes \_\_\_\_ No \_\_\_\_

Have you ever applied to St. Mary's? Yes \_\_\_\_ No \_\_\_\_

Applicant Name \_\_\_\_\_  
Last First Middle

Academic year and semester for which you are applying \_\_\_\_\_

Marshall University (MU) 901# \_\_\_\_\_

Important Notice:

The State Board of Nursing may deny eligibility to write the registered nurse licensing examination to individuals who have been convicted of a felony or misdemeanor and persons with drug/chemical dependency.

St. Mary's Medical Center

Our Vision Continues

This check list is provided to assist you in insuring your application is complete. Please fill in the boxes at the right as you complete the application.

1. Application fee enclosed \$25.00 (Non-refundable)

Checks can be made payable to St. Mary's School of Nursing

2. All transcripts (official copies) have been requested to be sent to St. Mary's and Marshall University
- A. High School
  - B. Marshall University
  - C. All other institutions

3. Application completed and sent to
- A. St. Mary's
  - B. Marshall University

4. ACT/SAT scores requested to be sent to
- A. St. Mary's
  - B. Marshall University

5. GED certificate sent to
- A. St. Mary's
  - B. Marshall University

6. All sections of the application are completed (Incomplete applications will not be considered)

7. All sections requiring a signature and date have been signed and dated

ST. MARY'S SCHOOL OF NURSING  
2900 FIRST AVENUE  
HUNTINGTON, WV 25702

This form must be filled out completely and returned promptly to the Office of Admissions.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Other name under which a high school or college transcript may be listed:  
\_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street

City County State Zip Code  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_  
Area Code

Marshall University Student Identification (901) Number \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_ No \_\_\_\_ If you are not a citizen, are you an alien lawfully authorized to attend school in the U.S.? Yes \_\_\_\_ No \_\_\_\_

**EDUCATION:**

NAME AND ADDRESS OF SCHOOL	Circle Last Year Completed	Did You Graduate	Course or Degree	Year Last Attended
High School _____	9 10 11 12	Yes/No	_____	_____

Street Address \_\_\_\_\_  
\_\_\_\_\_

City,State,Zip \_\_\_\_\_

**Official transcript requested**

Have you EVER attended Marshall University? Yes \_\_\_\_ No \_\_\_\_

Note: (You must request an official transcript)

**Other College(s) Attended:**

NAME AND ADDRESS OF SCHOOL	Circle Last Year Completed	Did You Graduate	Course or Degree	Year Last Attended
	1 2 3 4	Yes/No	_____	_____

Name: \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

City,State,Zip \_\_\_\_\_

**Official transcript requested**

**(EDUCATION CONTINUED)**

NAME AND ADDRESS OF SCHOOL	Circle Last Year	Did You	Course or	Year Last
	Completed	Graduate	Degree	Attended
	1 2 3 4	Yes/No	_____	_____

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Official transcript requested**

NAME AND ADDRESS OF SCHOOL	Circle Last Year	Did You	Course or	Year Last
	Completed	Graduate	Degree	Attended
	1 2 3 4	Yes/No	_____	_____

Name: \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Official transcript requested**

Do you have a **GED**? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Date Obtained: \_\_\_\_\_

Certificate Number and State: \_\_\_\_\_

Have you taken the ACT/SAT test? Yes	No	<b>NOTE: Send Scores to St. Mary's and MU</b>
Were scores sent to St. Mary's ? Yes	No	
Were scores sent to Marshall ? Yes	No	

**EMPLOYMENT:** List most recent first

	FROM	TO
Name of Company/Institution	Month/Year _____/____	Month/Year _____/____

Reason for Leaving: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_

Type of Business \_\_\_\_\_

Briefly summarize experience gained. Include special training you received. \_\_\_\_\_  
\_\_\_\_\_

**Employment continued:**

FROM TO  
Month/Year \_\_\_\_/\_\_\_\_ Month/Year \_\_\_\_/\_\_\_\_  
Name of Company/Institution \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Briefly summarize experience gained. Include special training you received: \_\_\_\_\_  
\_\_\_\_\_

FROM TO  
Month/Year \_\_\_\_/\_\_\_\_ Month/Year \_\_\_\_/\_\_\_\_  
Name of Company/Institution \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Position(s) Held: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Name of Last Supervisor \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Briefly summarize experience gained. Include special training you received. \_\_\_\_\_

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PLEASE USE THE SPACE BELOW AND ON BACK OF PAGE TO EXPLAIN PERIODS OF  
UNEMPLOYMENT

## PROFESSIONAL CONDUCT

The St. Mary's/Marshall University Cooperative Associate in Science in Nursing Program strongly supports the standards of the nursing profession and the West Virginia Board of Examiners for Registered Professional Nurses regarding the need for student nurses and professional nurses to be persons of good moral character who demonstrate responsible behaviors. Applicants are advised that their conduct before and after submitting their application to the School of Nursing will be considered in the admission process.

“ ... Conduct derogatory to the morals or standing of the profession of registered nursing...” may be reason for denial of admission or dismissal from the program (WV Code 30-7-11 (f)). Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:

- criminal activities - e.g. DUI, misdemeanors, felonies
- substance abuse - e.g. manufacture, use, distribution, positive results on drug screen
- cheating/dishonesty
- harassment
- domestic violence
- discrimination
- breach of patient confidentiality

Students are advised that their conduct while students both on and off campus could result in dismissal from the program.

Have you ever pled guilty or "no contest" (nolo contendere) to, or been convicted of, violating any law, with the exception of minor traffic violations?

**PLEASE CIRCLE "YES" OR "NO" .**

If yes, attach a description and explanation of your prior conviction history, including date of conviction, court, and details of each violation.

**NOTE:** Disclosure of a criminal record does not automatically disqualify you from admission consideration.

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Signature of Applicant

Date

## DRUG AND ALCOHOL TESTING

St. Mary's/Marshall University Cooperative Associate in Science in Nursing Program has adopted and enforces a Drug and Alcohol policy for all participants in its clinical program.

The School may require students to submit to a drug test during clinical training upon reasonable suspicion or cause. In addition, the School may impose random drug testing for students undergoing treatment and/or rehabilitation for substance abuse who are participating in safety sensitive training, including but not limited to clinical training, externships and internships.

This policy also prohibits the use, possession, transportation, sale or distribution of alcohol or other non-medically prescribed controlled substances in the School or during school sponsored functions or activities. It further prohibits students from attending class or other school sponsored functions or activities while under the influence of alcohol or other non-medically prescribed controlled substances. The terms "School" and "school sponsored functions" broadly include the School premises, classes, parking lots and all situations where a student is representing the School in their capacity as a student.

The School expects excellence in the performance of all its students. If you believe a prescription drug prescribed by your physician may affect your performance, you should consult the Director of the School. The School reserves the right to review a student's drug or controlled substance use occurring outside the School or school sponsored functions to the extent that such use affects the student's class or clinical performance or adversely impacts the School in any way. If the School initiates such a review, the results may include disciplinary action, up to and including expulsion.

Please contact the Director of the School if you have any questions concerning this policy.

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Signature of Applicant  
(Indicates applicant has read the policy)

Date

## STATEMENT OF TRUTH AND UNDERSTANDING

I certify that the information I have supplied on this application is complete and true, and understand that any omission or misrepresentation of fact may result in denial of acceptance or dismissal from the School of Nursing. I authorize all former employers, educational/training institutions, or individuals to furnish any information they may have on my record. I also release any individual, educational/training institution, partnership or corporation which formerly employed me or which I was a student, its officers, agents and employees, from liability for any damage due to issuing such information. I understand that I must successfully complete all aspects of pre-screening, and acceptance into the program is conditioned upon successful completion of an entrance medical examination. In consideration of any acceptance, I agree to conform to the rules and regulations of St. Mary's School of Nursing.

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Signature of Applicant

Date

***\* Before your application can be considered, the program must receive all transcripts from all institutions attended (high school, college and other), ACT scores and GED scores when applicable. All transcripts must be official and be sent directly from the institution. \*(Any deviation from this protocol must have Program Director's permission) Send the application and transcripts to:***

*Office of Admissions  
SMMC School of Nursing  
2900 First Avenue  
Huntington, WV 25702*

*If you should have any questions, please contact Melba Curry, Admissions Secretary,  
office (304) 526-1423, fax(304)526-1517 or by e-mail [mcurry@st-marys.org](mailto:mcurry@st-marys.org)*

**THIS SIDE FOR APPLICANTS WHO ARE HIGH SCHOOL STUDENTS  
OR HAVE NEVER ATTENDED COLLEGE,  
OR HAVE LESS THAN 12 HOURS OF COLLEGE CREDIT**

**APPLICANT SCORING FORM**

**CLASS ENTERING:** \_\_\_\_\_

All information on this form will be verified by the school to assure that information provided is correct.

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

**Section 1A: Circle the appropriate points for the composite ACT score.**

SCORE	POINTS	SCORE	POINTS
17 and <	0	22	30
18	10	23	35
19	15	24	40
20	20	25	45
21	25	26 and >	50

TOTAL POINTS: \_\_\_\_\_

**Section 2A: Complete this section if you are a high school student or have not completed at least 12 college credit hours.**

Please complete this section by circling the assigned points that correspond to the appropriate grade. If you have completed 12 college credit hours, please go to Section 2B and complete as directed.

High school GPA \_\_\_\_\_

COURSE	GRADE A	GRADE B	GRADE C
Biology 1 (CATS 2/COORD2)	8	6	4
Biology II (advanced)	8	6	4
Chemistry 1	8	6	4
Chemistry II (advanced)	8	6	4
Anatomy & Physiology 1	8	6	4
Anatomy & Physiology (advanced)	8	6	4
Microbiology	8	6	4
Physics	8	6	4
Other advanced science/math: Maximum of one class	8	6	4

TOTAL POINTS: \_\_\_\_\_

If you have completed any of the college courses (but less than 12 credit hours) listed in Section 2B with a grade of "C" or better, please circle in the box below the assigned points that correspond to the appropriate number of hours completed:

Number of Hours	Points
1-6 hours	1
7-11 hours	2

TOTAL POINTS: \_\_\_\_\_

**OVERALL TOTAL POINTS:** \_\_\_\_\_

**THIS SIDE FOR APPLICANTS WHO HAVE COMPLETED  
MORE THAN 12 HOURS OF COLLEGE CREDIT  
APPLICANT SCORING FORM**

**CLASS ENTERING: \_\_\_\_\_**

**All information on this form will be verified by the school to assure that information provided is correct.**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

**Section 1B: Circle the appropriate points for the composite ACT score.**

SCORE	POINTS	SCORE	POINTS
17 and <	0	22	30
18	10	23	35
19	15	24	40
20	20	25	45
21	25	26 and >	50

TOTAL POINTS: \_\_\_\_\_

**Section 2B: Complete this section if you have completed 12 college credit hours or more.**

Circle the assigned points that correspond with the appropriate grade for courses completed by January 15<sup>th</sup> for Fall admission, or August 1<sup>st</sup> for Spring admission. If a course has been repeated once, the number of points will be decreased by half. If you have repeated a class more than once, you will receive no points. If a class is clepped, the points will be the same as for a grade of C.

**College GPA**

COURSE	GRADE	GRADE	GRADE	REPEAT (YES OR NO)
	A	B	C	
Biological Science 227	8	6	4	
Biological Science 228	8	6	4	
Biological Science 250	8	6	4	
Chemistry 203 (or higher)	8	6	4	
English 101	6	4	2	
English 102	6	4	2	
DTS 314- Nutrition/Diet Therapy- or equivalent	6	4	2	
Psychology 201	6	4	2	
Psychology 311	6	4	2	
Higher level science course than those listed above	8	6	4	

TOTAL POINTS \_\_\_\_\_

**Section 3: Points are given for prior health care experience, i.e., CNA, EMT, and Nurse Assistance. Medical Assistants, Paramedic, Military Medic, and LPN: (circle if appropriate):**

TOTAL POINTS: 10 points

**Section 4: Points are given for college degrees. Circle highest applicable degree:**

- Associate Degree: 10 points
- Bachelor Degree: 15 points
- Master Degree: 20 points

TOTAL POINTS: \_\_\_\_\_

OVERALL TOTAL POINTS: \_\_\_\_\_

