

## 2024 Instructions for Application to the Traditional Nursing Major, Class of May 2027

- Applications to the Concordia College nursing major in Moorhead, Minn., are only considered from students who have completed the required application process for the program and have been admitted to Concordia College. Students not admitted to Concordia College may request college admission forms from the Concordia College Admission office (218.299.3004) or online at [ConcordiaCollege.edu](https://ConcordiaCollege.edu).
- **Non-Concordia students** must obtain official sealed **transcripts** and submit them from all schools attended after high school. If sending them electronically through a Clearinghouse, please send them directly to the Nursing Department to ensure receipt.
- Two references are required. Your evaluator must use the reference forms provided with the application packet. References from relatives and family friends **ARE NOT** accepted. Individuals who are asked to provide a reference must be able to evaluate the applicant on the evaluation criteria listed on the form. References are to be mailed from the evaluator directly to the Nursing Department.
- A **one-page** resume is required. Please include your contact information (name, address, cell phone, personal email address) education (high school and college), work experience, awards/certifications, and foreign languages that you read, write, and speak (if applicable). If you need assistance with resume writing, the career center (Concordia Students) is available to help.
- All application materials must be received in the Nursing Department (or be postmarked) by **March 25, 2024**. It is the applicant's responsibility to verify that the Nursing Department has received all application materials by the deadline. Incomplete applications **ARE NOT** considered after **March 25, 2024**. Completed applications received after the deadline will be placed on an alternate list and may be considered only if the cohort is not filled.
- Deposit — a \$100 deposit (nonrefundable) is required to be submitted by the student after notification of acceptance into the nursing program. This will hold your place in the nursing class and be put toward your first semester of nursing student fees.
- Use the following checklist to help complete your application:
  - ☐ Completed application to the nursing major. (Please sign each area at "Applicant's Signature.")
  - ☐ One-page resume.
  - ☐ Non-Concordia Students: Official sealed transcripts from all schools attended after high school. Official high school transcripts to include all college level coursework (i.e. AP, PSEO, College in the Classroom) completed to fulfill selective course GPA requirements for the major. These courses include the Concordia College equivalent of Biology 101 or Biology 121; Chemistry 142 (or Chemistry 127 and 128); IOC 100 (oral communication); IWC 100 (written communication); and Psychology 111.
  - ☐ Two references **sent by the evaluators directly to the Nursing Department.**

**Submit Application & Resume:**  
Integrated Science Center (ISC) 155  
Email: [nursing@cord.edu](mailto:nursing@cord.edu)

**Mailing Address:**  
Nursing Department  
Concordia College  
901 8th St S  
Moorhead, MN 56562

**References can be submitted via  
mail or email to [nursing@cord.edu](mailto:nursing@cord.edu).**

If you have questions, call the Concordia College Nursing Department at 218.299.3879 or email [nursing@cord.edu](mailto:nursing@cord.edu).



# Application to the Nursing Program at Concordia College 2024

The application deadline is Friday, March 25, 2024, but applicants may submit materials any time after Jan. 15, 2024.

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

Former/Maiden Name \_\_\_\_\_ Phonetical Spelling \_\_\_\_\_

Preferred Nickname \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_

Advisor's Name \_\_\_\_\_

If you are a Concordia student, provide your Concordia ID number \_\_\_\_\_

Date started at Concordia College \_\_\_\_\_ Cellphone \_\_\_\_\_

Concordia Email \_\_\_\_\_ Personal Email \_\_\_\_\_

Date of birth \_\_\_\_\_ Last Four Digits of SSN \_\_\_\_\_

Please indicate your citizenship status: ☐ United States citizen ☐ United States permanent resident  
☐ Foreign citizen ☐ Other: \_\_\_\_\_

Please indicate your sex: ☐ Male ☐ Female ☐ Transgender ☐ Prefer not to respond

Please indicate your ethnicity: ☐ American Indian or Alaska Native ☐ Asian  
☐ Black or African American ☐ Native Hawaiian Other Pacific Islander  
☐ Prefer not to respond ☐ Race and Ethnicity unknown  
☐ Two or more races ☐ White  
Hispanic or Latino: ☐ Yes ☐ No

**Please provide your mailing address (relevant after May 2) for notification of program admission status.**

Current Mailing Address: Street \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Permanent Mailing Address: Street \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_

Do we have permission to contact you and leave a message on voicemail/email if needed? ☐ Yes ☐ No

## Colleges/Universities Attended:

List **all** colleges/universities/institutions you have attended in order of most recent attendance, including Concordia College.

Name of Institution and Location	Dates Attended Month/Year	Reason for Leaving or Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken postsecondary education offerings (PSEO), advanced placement (AP), or College in the Classroom courses?

☐ Yes ☐ No If yes, list the course titles and institution (see the Traditional Nursing Student FAQs with questions).

Have you ever attended or been admitted to another program of nursing at a college, or university? ☐ Yes ☐ No

If yes, please indicate the name and address of the program and your reason for leaving.

**References:** All applicants are requested to supply two confidential references (relatives and family friends are not accepted). References should be from an employer, supervisor, clergy, guidance counselor, or college professor who is able to provide feedback on all criteria included on the reference form. Please indicate your references below:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please sign your name and date to indicate you understand the references are confidential and you waive access to the information.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Coursework/GPA:** "I understand that I will not meet the criteria for admission to the major if my cumulative college Grade Point Average is less than 2.8 and/or my selective GPA is less than 3.0 (on a 4.0 scale) at the time of committee review." (See Selective Coursework prerequisites below.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Degree Completion/Major Completion:** "I am aware that the degree must be completed in the same semester as completion of the nursing major."

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Selective GPA Coursework:** The following coursework (or its equivalent) must be completed (or in progress) at the time of application to the major with a C- or better for each course and a combined GPA of greater than or equal to 3.0 (on a 4.0 scale). Please indicate if the course has been completed (include date), or is in progress (IP) during the semester of application, and if able, provide grade and credits earned. If the official transcript does not reflect a lab component for the science courses, applicants may verify the lab requirement to the admission committee by: 1) attaching the course syllabus, 2) attaching a photocopied description from the college's official catalog, or 3) sending a letter from the college's registrar's office, to substantiate that a lab was included.

<b>Prerequisite Coursework (or equivalent)</b>	<b>Dates</b> (When taken, "IP" for In Progress, or date scheduled to take)	<b>Where Taken</b> (Which transcript can the committee find this on?)	<b>Course Title and Number of Course</b> (if not taken at Concordia College, Moorhead, MN)	<b>Grade Earned</b> (Must be a C- or higher and not Pass/Fail)	<b>Credits Earned</b> (Must be 3 semester credits or more)
Example: PSYC 111	Fall 2015	St. Olaf	General PSYC/1601	A-	3 credits
Introduction to Oral Communication (COM 110)					
Introduction to Written Communication (ENG 110)					
Intro to Biology (BIOL 101) and Lab <b>OR</b> Cell Biology (BIOL 121) and Lab					_____ credits Did it include a lab? <input type="checkbox"/> Yes <input type="checkbox"/> No
Chemistry (Biochemistry/Organic=CHEM 142) <b>or both</b> General Chemistry I (CHEM 127) & General Chemistry II (CHEM 128) and Labs					_____ credits Did it include a lab? <input type="checkbox"/> Yes <input type="checkbox"/> No
General Psychology (PSYC 111, or a course equivalent above 111)					

**"I certify that the information provided in the above table is correct and that official transcripts from institutions will corroborate that which I have indicated to be true."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Technical Standards/ADA Statement:**

In accordance with the Americans with Disabilities Act, Concordia College and the Nursing Program are committed to making reasonable accommodations to assist individuals with documented disabilities to reach their academic potential. The Nursing Program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the Nursing Program.

Becoming a nurse requires the completion of a professional education program that is rigorous — both physically and intellectually. The curriculum requires students to engage in diverse and complex experiences essential to the acquisition and practice of essential nursing skills and functions. In addition, the educational program requires assimilation of knowledge, acquisition of skills, and development of judgment and critical thinking abilities through client care experiences. The achievement of these skills and functions is necessary for the graduate nurse to provide safe, effective, competent, and compassionate care.

The faculty have determined that certain technical standards are requisite for admission, progression, and successful completion of the nursing program. Therefore, a student interested in enrolling in the nursing program should be able to fully perform the technical standards essential for the completion of the program. This is illustrative only and is not a comprehensive inventory of all functions and tasks that may need to be performed. Students who seek accommodations prior to or immediately after enrolling in the nursing program must also request an assessment for the types of reasonable accommodations needed for the classroom and clinical components of the nursing program. If limitations in abilities are identified, the student is responsible for consulting with a qualified healthcare provider for further evaluation. If a limitation is verified by the healthcare provider, the student must present the suggested accommodations in writing to the Nursing Department chair for consideration. In consultation with the director of Counseling and Disability Services, the Nursing Department faculty will determine which accommodations are reasonable, available and appropriate.

Please review the Nursing Department Technical Standards that are attached.

**“I certify that I have read fully and understand the Nursing Department Technical Standards document. I am able to perform all abilities, with or without reasonable accommodation, as set forth in the NDTS document and have no further questions.”**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Requirements**

After admission to the nursing major, various requirements are implemented at specific times. The Nursing Department will notify you concerning dates for completion of these requirements, which include the following.

- Completion of all prerequisite coursework prior to beginning the third semester (junior year) of the nursing major, with a cumulative GPA of greater than or equal to 2.8 (on a 4.0 scale)
- Criminal background check
- Random substance abuse testing and testing for reasonable suspicion/cause
- Course-specific fees in addition to Concordia tuition to cover necessary program requirements, assessment equipment, and standardized testing
- Submission of a physical exam, including documentation of required vaccinations and/or immunity, annual screening for tuberculosis, and immunization for influenza
- Acquisition of nursing student liability/malpractice insurance coverage across the major (\$1 million each claim/\$3 million aggregate claim)
- **American Heart Association (AHA) CPR Certification for the BLS Provider** (offered at the beginning of the junior year)

**“I certify that I have read and understand that I must complete these departmental requirements if I am admitted to the Concordia College Nursing Program.”**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Information on Clinical Placement and Future Licensure

It is important that you are aware of the following:

- Substance abuse and certain physical or mental conditions can be a cause for denial of a license to practice nursing.
- Certain criminal conduct or offenses can be a cause for denial of a license to practice nursing.
- Clinical agencies reserve the right to deny students access to clinical experiences based on findings revealed in the criminal background check.
- You are expected to document any and all infractions, including those dismissed. Failure to do so may impede your license application.

If you need further information, please contact your nursing faculty advisor, the program chair, or a state board of nursing representative. The following questions are similar to those that appear on an application for professional nursing licensure.

*Affirmative answers to the following questions do not exclude you from review for admission. However, clinical agencies reserve the right to deny student access to experiences which may impact a student's ability to progress in the major. Your circumstances will be individually evaluated.*

- ☐ Yes ☐ No 1. Have you ever been convicted of a crime other than a minor traffic offense?
- ☐ Yes ☐ No 2. Have you ever been involuntarily confined based on harm to self or others?
- ☐ Yes ☐ No 3. Have you ever been cited and/or disciplined for cheating or received a conduct/disciplinary violation or any **other offense at any college or institution?**
- ☐ Yes ☐ No 4. Have you ever had a nurse aide registry listing marked for abuse, neglect, or misappropriation of property?
- ☐ Yes ☐ No 5. Have you ever been charged with the use or possession of any illegal drug or drug paraphernalia, misuse of prescribed medications, or any drug-related offense?

*If "yes," please describe the offense(s), circumstances, and any disciplinary action taken against you. This information will be reviewed by the Department of Nursing's Admissions Committee and/or appropriate college staff. (You may attach an additional page if needed).*

**"I certify that all information given on this application and supporting documentation is correct and complete. I understand any omission, misinformation, or misrepresentation may void my admission or result in dismissal or revocation of any degree awarded based upon this admission. I understand that criminal background checks and a review of my file in Student Development and Campus Life and Academic Affairs will be completed as part of the admission process."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**"I understand that submission of this application and admission to Concordia College does not guarantee admission to the major."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**"I am aware that this application process requires a review of my academic record. By signing below, I consent to allow the Registrar's Office to release my academic transcript to the Nursing Department."**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Reference Form for the Nursing Program at Concordia College 2024

*This evaluation must be received/postmarked in the Nursing Department no later than **March 25, 2024**.*

1. Name of Applicant (Please print) \_\_\_\_\_

NOTE: The person whose name appears above has applied for admission to the Concordia College Nursing Program. It would be helpful to the Nursing Department Admissions Committee if you would give us an assessment of the applicant as called for below. If you are not able to evaluate the applicant on the qualities listed, please notify the applicant. The information you provide will be confidential and the applicant has waived his/her right to access this evaluation.

2. How long have you known the candidate and in what capacity? \_\_\_\_\_

3. Please rate the applicant on each of the 10 criteria. Mark your responses with an 'X' in only one square per criteria.

	Exceptional	Average	Needs Improvement	Unable to Assess
Integrity/Honesty				
Initiative/Motivation				
Maturity				
Ability to work with others				
Communication skills				
Empathy/caring				
Judgment				
Ability to make decisions				
Dependability				
Critical thinking				
Overall rating				

4. If you have additional comments of value to the Nursing Department's Admissions Committee, please include them on the back of this form.

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

SEND COMPLETED REFERENCE FORM NO LATER THAN **MARCH 25, 2024** TO:

Nursing Department  
Concordia College  
901 8th St. S.  
Moorhead, MN 56562

Phone: 218.299.3879  
FAX: 218.299.4309  
Email: nursing@cord.edu

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Signature \_\_\_\_\_ Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

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## Technical Standards for Concordia College Nursing Students

### Essential for the Completion of the Nursing Program

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Requirement	Standards	Examples
Acquiring fundamental knowledge	<ol style="list-style-type: none"> <li>1. Ability to learn in the classroom and clinical settings</li> <li>2. Ability to find reputable sources of knowledge and acquire the knowledge</li> <li>3. Ability to use creative and adaptive thinking</li> </ol>	<ul style="list-style-type: none"> <li>• Acquire, conceptualize, and use evidence-based information from demonstrations and experiences, including but not limited to lecture, group seminars, small-group activities, and physical demonstrations.</li> <li>• Develop solutions and responses beyond rote or rule-based.</li> <li>• Use long- and short-term memory.</li> <li>• Effectively read, write, comprehend, and speak the English language.</li> </ul>
Developing communication skills	<ol style="list-style-type: none"> <li>1. Use of professional communication abilities for sensitive and effective interactions with others, including but not limited to clients, families, faculty, colleagues, communities, and healthcare team members</li> <li>2. Ability to make sense of the information gathered from communication</li> <li>3. Ability to use social intelligence</li> </ol>	<ul style="list-style-type: none"> <li>• Accurately elicit and interpret information from a variety of sources to adequately and accurately evaluate a situation.</li> <li>• Accurately convey information and interpretation of information using more than one means of communication to others.</li> <li>• Accurately interpret verbal and non-verbal communication with others.</li> <li>• Effectively communicate with sensitivity with other students, faculty, clients, families, and health team members.</li> <li>• Accept and integrate constructive criticism in the classroom and clinical settings.</li> <li>• Develop mature and effective relationships with others.</li> <li>• Establish trust and rapport with others.</li> <li>• Use appropriate grammar, vocabulary, and syntax.</li> <li>• Initiate and evaluate health teaching.</li> <li>• Demonstrate accurate nursing documentation.</li> </ul>
Interpreting data	<ol style="list-style-type: none"> <li>1. Ability to make accurate observations of client conditions and responses to the health status and illness condition</li> <li>2. Ability to assess and monitor health needs</li> <li>3. Ability to process information from tactile, auditory, visual, and gustatory sources</li> </ol>	<ul style="list-style-type: none"> <li>• Obtain and interpret information from assessment techniques such as assessing respiratory and cardiac/circulatory function, neurological status, etc.</li> <li>• Obtain and interpret information from diagnostic studies.</li> <li>• Obtain and interpret information from the client and their environment.</li> <li>• Hear high/low frequency verbal calls for assistance, alarms of equipment, and overhead warning and pages.</li> <li>• Hear auscultatory sounds using diagnostic equipment such as a stethoscope.</li> <li>• Hear in situations when not able to read lips (when wearing a mask).</li> <li>• Communicate over the telephone.</li> <li>• See drainage on dressings and in collective devices and note characteristics of body fluids including odors, visual characteristics up to 20 inches away.</li> <li>• Observe and interpret client behavior at a distance of 20 feet away and close at hand (up to 20 inches away).</li> <li>• Utilize depth perception (e.g. injections and assessments).</li> <li>• Read for prolonged periods of time either hardcopy or on computer screen with font as small as 6 point.</li> <li>• Ability to detect smoke and odors.</li> </ul>

Requirement	Standards	Examples
Integrating knowledge to establish clinical judgement	<ol style="list-style-type: none"> <li>1. Critical thinking, problem-solving and decision-making ability necessary to care for clients, families, and communities</li> <li>2. Intellectual and conceptual abilities to accomplish program competencies</li> </ol>	<ul style="list-style-type: none"> <li>• Complete or interpret an assessment of a client, family and/or community and develop, implement, evaluate, and reformulate the plan of care.</li> <li>• Literacy in and ability to understand concepts across disciplines.</li> <li>• Identify cause and effect relationships with clinical data.</li> <li>• Perform math calculations requisite to safe dosage calculations and medication administration.</li> <li>• Read, synthesize, analyze, evaluate, and integrate materials in the classroom and the clinical setting.</li> </ul>
Incorporating appropriate professional behaviors	<ol style="list-style-type: none"> <li>1. Concern for others, integrity, ethical conduct, accountability, and motivation</li> <li>2. Acquire interpersonal skills for professional interactions with others</li> <li>3. Acquire the skills necessary for promoting change for quality health care</li> </ol>	<ul style="list-style-type: none"> <li>• Maintain effective relationships with others, including clients, families, and health team members.</li> <li>• Make appropriate judgments for safe and quality care.</li> <li>• Function effectively under stress and adapt to changing environments.</li> <li>• Prioritize competing demands in the classroom and clinical settings.</li> <li>• Demonstrate professionalism in interactions with others.</li> <li>• Deliver compassionate care to all client populations.</li> <li>• Demonstrate integrity, honesty, responsibility, and tolerance.</li> <li>• Work productively.</li> <li>• Exhibit empathy for the situations and circumstances of others.</li> </ul>
Providing safe and effective nursing care	<ol style="list-style-type: none"> <li>1. Ability to physically respond to client care needs</li> <li>2. Provide safe and effective nursing care</li> <li>3. Ability to use gross and fine motor skills</li> <li>4. Ability to demonstrate eye-to-hand coordination</li> </ol>	<ul style="list-style-type: none"> <li>• Demonstrate endurance to provide effective and safe nursing care.</li> <li>• Function in an emergency situation without hindering the ability of other members of the healthcare team to provide prompt care.</li> <li>• Safely assist a client in turning, moving, or standing without injury to client or self.</li> <li>• Reach across a chair or a bed.</li> <li>• Calibrate and use healthcare equipment below the knee, at waist or chest, and above one's shoulders.</li> <li>• Perform nursing interventions (treatments and procedures) without extraneous movement, contamination, or destruction of a sterile field.</li> <li>• Use hands, wrists, and arms to apply pressure up to 10 pounds to bleeding sites or when performing CPR or ambuung.</li> <li>• Perform bimanual palpation.</li> <li>• Assess texture and vibration of skin surface characteristics, shape, and size.</li> <li>• Detect temperature of client and environment.</li> <li>• Sit, stand, stoop, squat, and move about in confined client environments.</li> <li>• Manipulate diagnostic instruments to adequately perform all aspects of a physical assessment.</li> <li>• Prepare and administer medications including correct use of small calibrated syringes.</li> <li>• Grasp or squeeze with pincer action small items including medications or bulb syringe.</li> <li>• Defend self against a combative client.</li> </ul>

*Resources:*

AACN. *The Essentials of Baccalaureate Education for Professional Nursing Practice*, American Association of Colleges of Nursing (AACN), Editor 2008: Washington, DC

Marks, B, & Ailey, S. (2014). *White Paper on Inclusion of Students with Disabilities in Nursing Education Programs and Technical Standards for the California Committee on Employment of People with Disabilities (CCEPD)*. Retrieved from <http://www.aacnnursing.org/Portals/42/AcademicNursing/Tool%20Kits/Student-Disabilities-White-Paper.pdf?ver=2017-05-17-153941-627>