

## ASN NURSING APPLICATION INSTRUCTIONS

1. Go to Website <https://www.uvu.edu/nursing/degrees/asn.html>

The screenshot shows the UVU Department of Nursing website. At the top is the UVU logo and the text 'DEPARTMENT OF NURSING'. Below this is a navigation bar with links: ABOUT US, DEGREES & PROGRAMS, FACULTY & STAFF, ADVISING, STUDENT RESOURCES, OUTREACH, and CONTACT US. The main content area features two green buttons: 'ASN PROGRAM INFORMATION' and 'ASN CATALOG INFORMATION'. Below these buttons is a paragraph describing the UVU ASN program. To the right of the text is a photo of a male nurse in a white uniform with a stethoscope. Below the paragraph is a large green button that says 'Apply to the ASN Program'. Underneath this button is a section titled 'Application Dates' with a table.

Entering Semester	Opens	Closes
Fall	3rd Monday in April	3rd Friday in May at 4 pm
Spring	3rd Monday in August	3rd Friday in September at 4 pm

2. Click on Apply to the ASN Program. Read through the information and at the bottom click on the green BEGIN YOUR APPLICATION HERE

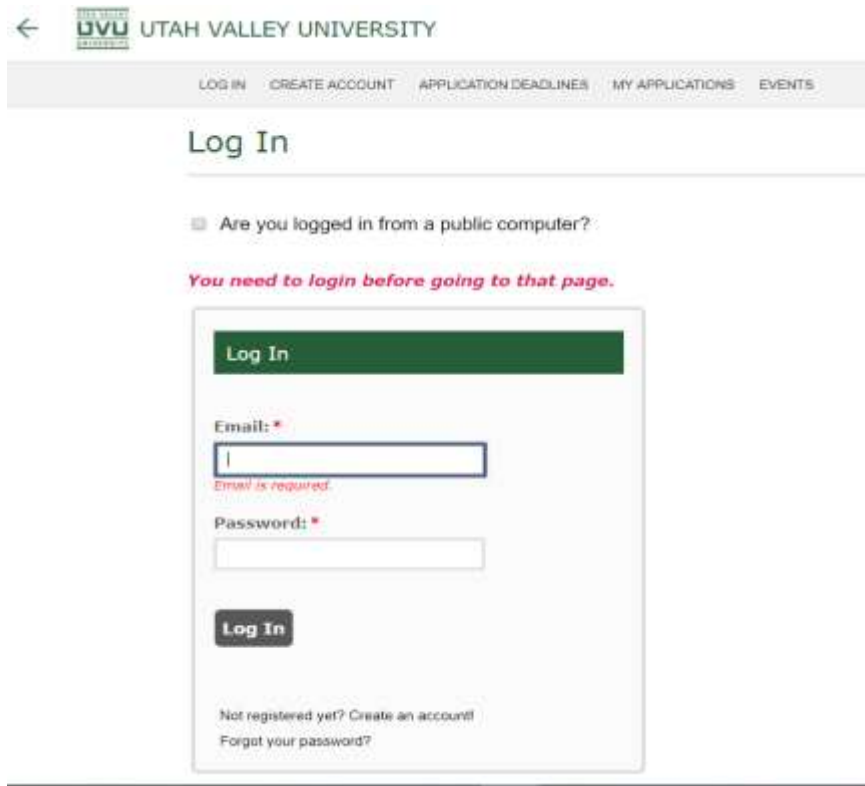
The screenshot shows the UVU Department of Nursing website with the 'Apply to the ASN Program' button clicked. The page displays a list of application requirements. At the bottom of the page is a green button that says 'BEGIN YOUR APPLICATION HERE'.

- Submit all necessary papers with your application to the Department of Nursing and UVU.
- Complete required immunizations, current CPR certification, and physical exam by the deadline set by the Department of Nursing.
- Provide satisfactory results of both a federal background check and drug screen by the deadline set by the Department of Nursing. The background check will include a record of employment and all non-juvenile arrests and convictions, including sex offenses. UVU has sole discretion to deny entrance based upon the information contained in either of these two reports.
- Attend the mandatory UVU Nursing New Student Orientation. If you are late or unable to attend, you will forfeit your position in the UVU Nursing Program. Please plan accordingly. Due to changes in the UVU registration process, you will be able to register for nursing courses before orientation. However, failure to attend UVU Nursing New Student Orientation will forfeit your position in the UVU Nursing Program, and your nursing courses will be dropped.

UVU Department of Nursing reserves the right to disqualify students guilty of any form of misrepresentation and/or misconduct.

Any questions about admission requirements and the application process should be directed to the pre-nursing advisors. You will start by entering the email address and password you used when you applied to UVU.

3. Log in using your UVU student ID log in. Submit



The screenshot shows the UVU (Utah Valley University) website's login page. At the top, there is a navigation bar with links: LOG IN, CREATE ACCOUNT, APPLICATION DEADLINES, MY APPLICATIONS, and EVENTS. Below the navigation bar, the page title is "Log In". A checkbox labeled "Are you logged in from a public computer?" is present. A red message states: "You need to login before going to that page." Below this is a login form with a green header "Log In". The form contains two input fields: "Email: \*" and "Password: \*". A red error message "Email is required." is displayed below the email field. A "Log In" button is located below the password field. At the bottom of the form, there are links: "Not registered yet? Create an account!" and "Forgot your password?".

4. From the drop down box select the semester you are applying to the program. Next drop down box select Undergraduate. From I'd like to study: drop down box you cannot select NURSING as a major so select any major just so you can move on. Submit

## Online Application

Continue with this Application?



The screenshot shows the "Online Application" form. It contains three dropdown menus. The first dropdown menu is labeled "I want to start classes in: \*" and is currently empty. The second dropdown menu is labeled "I plan to enroll as a(n):" and is currently empty. The third dropdown menu is labeled "I'd like to study:" and is currently empty.

5. It should populate some of your contact information. Make sure the required areas are filled in and check for accuracy. Save & Continue

### Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

*To be considered for the Nursing program, your application and all supplemental items must be submitted by the deadline.*

Contact Information

Academics

Demographics

Residency

Signature

Name

First Name \*

Middle Name

Last Name \*

6. Make sure the Entry term is correct. FROM THE ACADEMIC PROGRAM DROP DOWN BOX select Associate of Science in NURSING. This will change the application you are in and you should see a section that you have to read starting ***By submitting this application, I understand that...*** After you have read the information and agree to the terms type in yes in the appropriate box and answer the next questions as required. Save & Continue after each page.

### Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Contact Information

Academics

Demographics

Residency

Signature

Academic Plans

Entry Term \*

Academic Program \*

I agree to the terms listed above

By typing yes in the box below, you are affirming that you have read and agree to these terms.

College Credit

Where have you attended college? \*

- After you sign the application and click Submit Application, it will prompt you to correct any errors. Select the words black in parenthesis and it will take you to the area that needs correcting. (This may take a few seconds.) Make the correction and Save and Continue and it will take you back to the Errors page.

## Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Contact Information	<b>Errors</b> Please specify a value for Gender. (Gender) You must certify the statement. (Do you certify the following?)
<b>Academics</b>	
Demographics	
Residency	
Signature	<b>Academic Plans</b>

[Enter Terms \\*](#) [Academic Program \\*](#)

- When the application is submitted correctly you will see this page but you are not done yet!

**YOU MUST select**

**[Click Here](#) to see if you need to submit additional items!**

## Congratulations!

Your application has been submitted, but might not be complete.

[Click Here](#) to see if you need to submit additional items!

*In an effort to better serve you and to improve the application process, we encourage you to complete this quick survey. Thank you in advance for your time.*

[Click Here](#) to start the survey

[Click to return to the list of your applications](#)

9. It should take you to a different screen scroll down and you will see

Events

View Upcoming Events

2019 FALL - Associate of Science in Nursing (ASN)

☒ 1. Create a Profile

Created On: 8/15/2016

☒ 2. Start an Application

Started On: 5/3/2019

☒ 3. Complete an Application

Completed On: 5/3/2019

☐ 4. Submit Supplemental Items

0/2 required items received

View Application

2016 FALL - Non-Degree Seeking

2019 FALL - Associate of Science in Nursing (ASN)/RETURNING STUDENT

Create a New Application

#### Contact Us

The Office of Admissions

800 West University Parkway  
Orem, UT 84058

(801) 863-8706

10. You must click on 4. Submit Supplemental Items and upload the forms.

11. On the Supplemental Items Listing page Click on Choose File tab to upload your Nursing Prerequisite Course Form and TEAS Test scores. Your application will not be complete if you do not upload the completed forms required.

### Supplemental Items Listing

[Back to My Account](#)

#### Supplemental Items

Item	Description	Submission Status	Attachment
Nursing Prerequisite Course Form *	Click on the following link and upload as a PDF <a href="#">Prerequisite Form</a>	Not Received	<a href="#">Choose File</a> No file chosen
TEAS Test *	TEAS test results (upload as pdf)	Not Received	<a href="#">Choose File</a> No file chosen

[Upload All](#)

#### Recommendation Requests

There are currently no recommendation requests associated with this application.

12. Once both forms are successfully uploaded select back to My Account

### Supplemental Items Listing

Back to My Account

Supplemental Items

Item	Description	Submission Status	Attachment
Nursing Prerequisite Course Form *	Click on the following link and upload as a PDF: <a href="#">Prerequisite Form</a>	Received	ocean 3 seaweed.JPG uploaded <a href="#">Remove</a>
TEAS Test *	TEAS test results (upload as pdf)	Received	sandy beach.jpg uploaded <a href="#">Remove</a>

Recommendation Requests

There are currently no recommendation requests associated with this application.

13. You can see that #4 is complete.

Events

View Upcoming Events

2019 FALL - Associate of Science in Nursing (ASN)

☒ 1. Create a Profile *Created On 8/15/2016*

☒ 2. Start an Application *Started On 5/3/2019*

☒ 3. Complete an Application *Completed On 5/3/2019*

☒ 4. Submit Supplemental Items *2/2 required items received*

View Application

2016 FALL - Non-Degree Seeking

2019 FALL - Associate of Science in Nursing (ASN)/RETURNING STUDENT  
*Returning to School*

Create a New Application

14. Your application should be submitted. You can log out.