

Troy University School of Nursing – Baccalaureate Program

INSTRUCTIONS FOR APPLICATION READ CAREFULLY!

1. APPLICATION FOR ADMISSION TO TROY UNIVERSITY

Students who are not currently enrolled at TROY must first apply and be accepted to the university. You may receive an application to TROY by contacting the Admissions Office at (334) 670-3179, or you may apply online at troy.edu/admissions.

2. APPLICATION FOR ADMISSION TO SCHOOL OF NURSING BSN PROGRAM

Applications are accepted beginning February 1 and must be submitted no later than midnight March 15 to be considered for fall admission. Applications are accepted beginning August 1 and must be submitted no later than midnight September 15 to be considered for spring admission. Applications submitted after these dates, or applications not accompanied by an academic evaluation and official transcript(s) will not be considered.

3. UNOFFICIAL TRANSCRIPTS

Students must submit unofficial transcripts from all colleges and universities including Troy University. It is the student's responsibility to upload ALL unofficial transcripts to the BSN application.

4. ACADEMIC EVALUATION

Students CURRENTLY ENROLLED at TROY with at least 12 hours of Troy credit will need to obtain an official Undergraduate Academic Evaluation from the Academic Evaluation Center, a division of the University Records Office. If you have requested and received an OFFICIAL evaluation within the last year, you may print your evaluation from Student Self-Services; this is the only exception. Requests for evaluations are made through the Troy University Records Office website at <https://www.troy.edu/academics/academic-resources/records-office/forms/>. **When requesting evaluations, please choose Troy as your home campus regardless of the campus you are currently enrolled.**

Evaluations are processed in the order received and will take 3 to 6 weeks to complete, so please request your evaluation early.

Students who TRANSFERRED this semester and students who are TRANSFERRING from other colleges/universities must submit a written request to the Academic Evaluation Center, a division of the University Records Office, to the attention of Ms. Shaniece Shaffer. Requests can be faxed to (334) 670-3027 or emailed to aec@troy.edu. Written requests must include copies of transcripts. These transcripts may be unofficial as long as the name of the institution appears in an official form on the document. Evaluations are processed in the order received and will take 3 to 6 weeks to complete, so please request your evaluation early.

5. APPLICATION FEE

BSN Application must be accompanied by a \$20.00 Application Fee. If you are a current Troy student, your fee will be applied to your student account which is payable in Student Self-Service. Non-current students may submit their fee by telephone. No cash or checks will be accepted. Payments may be made by calling 334-670-3124.

6. BSN TRANSFER STUDENTS

If you have been admitted to or will be transferring from another school of nursing, you must submit a letter from the dean/departments chair of that school stating your eligibility to continue in the school. Students attempting to transfer credit from another school of nursing who are not or were not eligible to continue in the nursing program in which they are/were enrolled are not eligible for admission to Troy University's BSN Program unless they first complete an accredited associate degree program and are registered nurses.

7. NOTIFICATION TO APPLICANTS

Applicants will be notified by email of their admission status 4-6 weeks after the application deadline. **No one** can verbally promise you a space, or acceptance into the BSN Program. Official letters will be mailed as soon as possible from the TROY BSN Admissions and Progression Committee. Unsuccessful candidates must reapply if they desire consideration for a future class.

PLEASE DO NOT CALL THE BSN OFFICE for information regarding your admission status **UNLESS** you have not received a letter from the Admissions and Progression Committee by the last day of May (for fall applicants) or the last day of November (for spring applicants).

I understand that if the School of Nursing does not receive (1) an application, (2) a current BSN Academic Evaluation, (3) unofficial transcript(s), and (4) \$20 application fee on or prior to March 15 for fall admissions or September 15 for spring admissions, I will not be considered for the next BSN class. Also, BSN Transfer Students must include letter from previous/current School of Nursing for application to be complete.