



# RN-to-BSN Nursing Program

## Admission and application

### Frequently Asked Questions

#### What are the admission requirements for NAU's RN-to-BSN program?

You must be a licensed Registered Nurse with an associate's degree in nursing. You can also be admitted if you are currently enrolled in an AAS nursing program and working toward licensure.

#### How do I apply?

The RN-BSN program accepts students year-round for Spring, Summer or Fall terms. In addition to **applying to NAU**, you must submit a separate **supplemental application for the RN-BSN program**. Be sure to include:

- The completed application.
- Two (2) letters of recommendation.
- *Either* 1) a copy of your state-issued RN licensure card, *or* 2) a letter from your community college advisor confirming that you are in at least your second block of an AAS nursing program, with a 3.0 GPA or better in your nursing courses.

Submit all of these documents, separately or as one packet, to:

Northern Arizona University  
Extended Campuses  
ATTN: RN-BSN Program  
P.O. Box 4117  
Flagstaff, AZ 86011

Your RN-to-BSN application **will not be complete** until all of your documentation is received. Once your application is complete, the NAU Nursing Department will contact you regarding admission.

#### Does that mean I have to complete two applications?

Yes. Once admitted to NAU, you can begin any prerequisite courses you may need. However, you cannot begin NAU nursing courses until you have been admitted to the RN-to-BSN program.

#### On the RN-to-BSN application, what do I enter if I'm not currently working or do not know where I'll complete my project-based courses?

Please list "To Be Determined" for this part of the application (page 7).

#### Can I start NAU nursing courses once admitted to the RN-BSN Program?

The RN-BSN program requires that all pre-professional, diversity, and liberal studies requirements be completed before starting your nursing courses. You can still apply to the program while completing these final prerequisite courses. **Contact your NAU advisor** for further information and help.

#### What are the academic requirements? Can I be kicked out?

You must maintain a 2.75 GPA in your nursing courses to earn an RN-to-BSN degree. You will be dismissed from the program if you earn two or more Fs or Ws (due to failing grades) in these courses.

#### Need help?

You can always contact our Student Service Center at:  
**1-800-426-8315** or **extended.campuses@nau.edu** with questions.



# RN-to-BSN Nursing Program

## Information about project-based courses Frequently Asked Questions

### What are the project-based courses?

Project-based courses are the final three courses in the RN-to-BSN program (NUR 427/L, NUR 408 and NUR 450C) and are carried out in the clinical setting. You do not need to know where you will complete your project-based courses until your next-to-last semester in the RN-to-BSN program.

### What is a Certificate of Eligibility?

The semester prior to enrolling in project-based courses, you must contact your advisor to obtain a Certificate of Eligibility. Your advisor must confirm that you have completed all Liberal Studies, Diversity, Pre-Professional, and other NAU nursing courses with appropriate grades and GPA. Additionally, your advisor will confirm that NAU has received your official transcripts from all institutions indicating previous coursework and completion of your AAS in Nursing.

### What is required of me before enrolling in project-based Associate's?

NAU must have received official documentation that you have completed your associate's degree in Nursing. You must also have a current RN Licensure card (in good standing) issued by the state where you will complete your courses. Your NCLEX results will not satisfy this requirement. As soon as your AAS in Nursing has been posted, submit your official transcripts to:

Northern Arizona University  
Undergraduate Admissions  
PO Box 4084  
Flagstaff, AZ 86011-4084

To meet the licensure requirements, submit documentation directly to the Nursing Department by **October 1 for Spring semester** or **March 15 for Fall semester**. These set deadlines allow time to find a site or sites for your project-based classes.

### Where can I get the necessary forms?

You must submit a Pre-Final Project Form the semester prior to enrollment into NUR 408, NUR 450C, NUR 427/L. This form and all supporting documentation must be sent directly to the NAU Nursing Department. Visit [www.nau.edu/nursing](http://www.nau.edu/nursing) to download the necessary forms.

### Can I complete my project-based courses at my place of employment?

The NUR 427/L project must be completed in your local community. You are welcome to complete your NUR 408 and 450C projects at your place of employment, but a clinical affiliation must still be completed. Additionally, the supervisor for your project-based coursework must be different than your normal supervisor, therefore you must complete different job duties than you would normally complete while at work. You cannot be paid for your project-based experience. So, you will need to complete your project-based hours outside of your normal work time.

### Need help?

You can always contact our Student Service Center at:  
**1-800-426-8315** or [extended.campuses@nau.edu](mailto:extended.campuses@nau.edu) with questions.

## How do I determine my site location for project-based courses? Will NAU help me?

The Nursing Department can connect you with different agencies where you may complete your projects, such as an acute care facility, hospital, or medical center; a home health agency or hospice; public health department or agency; or other healthcare agency. You can also investigate your own local options. You do not have to travel to Flagstaff for your project-based courses.

## What do the project-based courses entail?

This is completely individualized. Once the Nursing Department has approved your site location, the Site Agreement paperwork has been completed and you are enrolled in your project-based courses, you must work with your course instructor(s) to determine your “project.” During all three project-based courses, you will continue to log into the **BBLearn** course for assignments as normal, but you will complete fieldwork at your project site.

## Can I split up my project-based courses?

You can complete all three project-based courses in one semester, but you may choose to divide courses between semesters. Project-based courses are only offered in the **Spring** and **Fall** terms, so you will have to take NUR 427/L during Spring term and NUR 450C and NUR 408 during Fall term. If this is your preference, be sure to discuss this with the Nursing Department *well in advance*, so your class schedule and project plan reflect this.

## Need help?

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## Courses & Enrollment

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### Does it matter which nursing course sections I enroll in?

When enrolling in nursing courses, make sure you enroll in course sections marked with an R, meaning they have reserved seating. There are several sections with reserved seating, so make sure you enroll in a section reserved for “RN-BSN Students only.”

### Where can I get more information about nursing courses?

**View course syllabi and information online.** Each nursing course covers different material. Bookmark this page so you can always find information for your current and future classes.

### What about project-based courses?

Please consult the [FAQs](#) about project-based courses on the [BSN-to-RSN degree page](#).

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## Miscellaneous Questions

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### How can I participate in the Sigma Theta Tau Honor Society?

If you have at least a 3.0 GPA and are in the top 35% of your class, you can participate in the **Nursing Honor Society**. Visit [www.nursingsociety.org](http://www.nursingsociety.org) for a membership application.

### Can I participate in Latin Honors?

NAU has temporarily approved RN-to-BSN Nursing students for Latin Honors. Latin Honors is not awarded until your physical degree has been awarded and will not be printed in the commencement booklet during graduation. See the [GPA requirements for Latin Honors eligibility](#) upon graduation.

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**1-800-426-8315** or [extended.campuses@nau.edu](mailto:extended.campuses@nau.edu) with questions.