



**PROGRAM PROCESS AND PROCEDURES MANUAL
FOR APPLICATION, ADMISSIONS AND ADVISING
2015-2016
(Subject to Change)**

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MANE Mission and Vision

The mission of the Minnesota Alliance for Nursing Education (MANE) is to increase baccalaureate prepared nurses through collaborative, transformative educational strategies.

Through increased access to baccalaureate nursing education MANE will prepare professional nurses to promote health and meet the evolving and complex healthcare needs of an increasingly diverse population in Minnesota.

The purpose of the Minnesota Alliance for Nursing Education (MANE) is to improve access to baccalaureate education in Minnesota, closely aligning nursing education with emerging health care needs and health care system changes. Students admitted to a MANE collaborating college or university will be enrolled in a four year (eight-semester) baccalaureate program, which will incorporate curriculum designed to facilitate deep, contextually grounded learning which prepares them-for the rapidly changing health care environment upon graduation.

Minnesota Alliance for Nursing Education (MANE) Program

The MANE curriculum is transformative, moving away from independent silos of education to collaboration between universities, community colleges and practice. MANE is a collaborative between community college and university nursing programs to provide increased student access to a baccalaureate program and attainment of a Bachelor of Science in nursing (BSN) degree. Students admitted to a community college MANE program will be dually admitted to Metropolitan State University.

The program was built following a thorough analysis of national standards including AACN, CCNE, NLN, ACEN (NLNAC), PEW, OCNE, and QSEN from which ten program competencies have been developed. This 120 credit, eight semester program has collaboratively developed prerequisites, admission processes, grading scales, and a Program Plan across all collaborating colleges and universities. The MANE Program Plan content is taught within a concept-based curriculum which spirals concepts throughout each semester of the program.

Nursing Program Membership in MANE

An annual program “open enrollment” period will occur in the spring of each year, during which time colleges or universities may join as collaborating members of MANE. The time period allows for curriculum approvals to be obtained and a phase out plan of current programs to be put in place. As more schools become collaborating members, a systematic process for pairing a community college with a university will be utilized.

MANE Dual Admission Terms and Conditions

The following sections outline terms and conditions between MANE nursing programs at collaborating community colleges, leading to the completion of a Bachelor of Science in nursing at Metropolitan State University. Some describe conditions to be met by students; others outline the responsibilities of institutions to implement MANE effectively and efficiently. Meeting the terms of agreement by a student as outlined below is no guarantee of acceptance into a MANE nursing program.

PROGRAM PLAN and CURRICULUM POLICIES and GUIDELINES

The MANE Program Plan content is taught within a concept-based curriculum which spirals concepts throughout the program. Nursing courses are sequential in nature due to the spiraled teaching/learning methodology.

The MANE Program Plan is a baccalaureate curriculum based on The Essentials of Baccalaureate Education (AACN, 2008) with Program Student Learning Outcomes (PSLO's) benchmarked at the fifth and eighth semesters of the program. A student enrolled at a MANE community college will receive an Associate of Science Degree in Nursing at the successful completion of the fifth semester. The student is expected to continue to the completion of the Bachelor of Science in nursing degree.

The MANE Curriculum Committee develops the MANE Program Plan and master course outlines as well as policies and procedures regarding the implementation of the curriculum that are necessary for all member colleges and universities to follow. Each college will follow the Program Plan, with individual variances in semester one and two based on college specific pre-requisites and course numbers. The universities will identify specific upper division courses that are applicable to MANE at each campus. This information will be shared with all MANE admissions and advisors for student access. See Appendix A for individual MANE member colleges and universities Program Plans and the MANE LPN Program Plan.

MANE ADMISSION/ACCEPTANCE POLICY

1. Each MANE collaborating college and university will use shared standards for evaluation and selection of candidates.
 - a. Developed and approved by the MANE Steering Committee and forwarded to
 - b. Each member college/university for the institution academic review and approval process
2. Each MANE collaborating college and university will make program acceptance and admission decisions based on the terms and standards in this document.
3. An applicant admitted to the MANE collaborating college will be considered dually admitted to a collaborating university.

4. Each MANE collaborating college and university will adhere to common application deadline and acceptance decision notification dates to applicants.
5. Students who are affirmed by the community college MANE nursing program as having met progression standards will be assured progression into the upper division work for the baccalaureate degree.

I. The following criteria are required for application to MANE at any of the member nursing program institutions:

1. General admission to a MANE collaborating college or university is required prior to application to the MANE nursing program.
2. Submission of official transcripts from all institutions attended to the college or university to which the student has submitted a MANE application. All transcripts are required for completion of dual admission processes. Metropolitan State University uses the National Student Clearinghouse to verify prior enrollment of all institutions attended by the applicant. If enrollment is discovered Metro will require an official transcript(s) for the institutions or a letter of non-attendance if no academic record exists.
3. A minimum grade point average (GPA) of 2.75 based solely on the first semester of the MANE curriculum plan as required by each program, regardless of number of credits.
 - a. Official transcripts will be used to calculate GPA.
 - b. GPA calculation will be based on a grade of C or higher in all courses required for nursing degree. A C- will not be accepted and the student not eligible to apply.
 - c. The most recent course grade will be used for the GPA calculation, whether it is higher or lower than previous grades.
 - d. A course cannot be counted twice in the credit total or GPA calculation.
 - e. Any courses added into the GPA calculation must be a MnTC goal area course.
 - f. Grades of "P" will not be accepted.
 - The student will be advised to take the course in which a "P" grade was received for a letter grade. The student may utilize the college appeal process.
 - Exception is AP scores from High School. Our previous decision holds. If the student receives an AP score of 3-5, GPA will be calculated as follows: 3= C, 4 = B, 5 =A.
 - g. CLEP scores:
 - CLEP scores will be translated to a letter grade of "C".
 - A student may use the college/university appeal process.
4. Each course of the MANE curriculum plan must have been achieved with a letter grade of C or better.
5. Full acceptance to the MANE collaborating college and university is dependent on successful completion of the second semester of the MANE curriculum plan,

maintaining a minimum grade point average (GPA) of 2.75, including criteria in numbers 3 and 4 above.

6. All applicants are required to complete the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadlines. The best score achieved may be used.

TEAS Testing Process: The TEAS exam will be administered via ATI, INC. at specified member MANE colleges/university. Registration and payment of fees will be on-line via ATI. The student may opt to take the TEAS test at any of the listed member sites, and should register as a MANE nursing application candidate. The test will take approximately 3-4 hours and should not be scheduled unless adequate time is available by the tester.

- ATI will send a transcript report of TEAS results to the college/university(s) to which the applicant applied at no charge to the school.
- Admissions and advising may also search for a student TEAS scores on the ATI website.
- A student who tested at a non-MANE site will need to request transcripts be sent to the college/university in which the student intends to submit an application by calling ATI at 1-800-667-7531 and speaking to a Client Care Specialist.
- Students who request transcripts to be sent will be charged a fee from ATI.

The fee paid by the student to ATI, INC. is \$66.00 beginning October 2014 (subject to change in July of each year):

- \$45.00 for the exam
- \$11.00 processing fee
- \$10.00 proctor fee (paid back to the college/university by ATI for proctor costs as a testing site)

The student may access study materials at

<http://www.atitesting.com/solutions/prenursingschool/teas/study-guide.aspx>

- Accommodations for students with a documented disability taking the TEAS exam. Reasonable accommodations can be provided at MANE testing sites after appropriate documentation has been received and reviewed by the office of Disability Services.
7. Advanced standing applicants, Licensed Practical Nurses (Paramedics will be added when the curriculum has been evaluated for appropriate advanced standing credit), must demonstrate:
 - a. Licensed practical Nurses (LPN) must maintain unencumbered licensure from any state in the United States.
 - b. When advanced standing credit is determined, paramedics must be certified as a Nationally Registered Emergency Medical Technician-Paramedic (NREMT-P), and/or state certified as an EMT-P (certification may be in any state in the United States, but must be to a level equivalent to a nationally registered EMT-P).

8. Applicants must demonstrate English language proficiency via examination if (1) English is not their native language; and (2) the applicants have lived in the US fewer than 8 years at the time of application to the program. Applicants are exempt from taking an English proficiency exam if their native language is English or they have been in the US, as a non-native English speaker, for more than 8 years.

*Minimum scores in the following exams are required to demonstrate English language proficiency:

Test	Minimum Satisfactory Score
TOEFL iBT	84 with a minimum speaking score of 26
TOEFL PBT	560
IELTS	Overall score of 6.5 with the minimum of 6.0 on all modules
MELAB	Total passing score of 81 and a speaking section score of 3
Pearson Test of English Academic	Overall score of 55 with the minimum of 50 on all sub-scores

https://www.ncsbn.org/NCLEX_technicalbrief_PTE_2010.pdf

https://www.ncsbn.org/TOEFL_iBT_Proficiency_Standard_Process.pdf

<https://www.ncsbn.org/4554.htm>

*Scores are valid for the time period specified by each test standards

Test Preparation, Cost and Registration Information:

1. <http://www.toeflgoanywhere.org/> TOEFL is offered many times in MN and is currently \$180.00 with options for preparation
2. <http://www.ielts.org/> IELTS is offered still in November and December in St. Paul and is currently \$205.00 with options for preparation
3. <http://www.cambridgemichigan.org/melab> MELAB is not yet offered in Minnesota so would at this point only be appropriate for students coming from another state.

II. Selection Criteria for Acceptance/Admission to MANE

Ranking of applicants will be based on the following criteria:

1. TEAS composite score divided by a factor of 10 (Ex: Composite score of 72% = 7.2)
2. First semester GPA of MANE Program Plan (Ex: 2.75)
 - a. Each member nursing program will have college/university specific first semester courses. Refer to the specific college/university MANE Program Plan for details.
 - b. The MANE Application for member nursing program will have college/university specific first semester courses listed (Equivalency transfer credits to be determined by each member institution per policy).

3. The combined total TEAS and GPA score will be utilized to rank applicants for order of acceptance.
 - a. Each member nursing program will determine the number of students to be admitted in a cohort.
 - b. Each member nursing program will determine the number of admissions per school year. (Fall and/or Spring)
4. In the event of a tied combined total TEAS and GPA score, the applicant with the highest TEAS science sub-score will advance in rank order for acceptance. If a further tie exists, the applicant with the highest TEAS math sub-score will advance in rank order for acceptance.
5. All applicants, regardless of LPN (or Paramedic/EMT when applicable) status, will be placed into a common applicant pool based on numeric score as identified in criteria 1-3.

Review of Applicant Data:

1. Each college/university will submit applicant information to the MANE Project Director at the close of each application period for purposes of analyzing the applicant pool statistics and demographics. The information will be submitted via the official Excel Spreadsheet created by the MANE Project Director (available on-line via DropBox or the MANE webpage). The data will be utilized by the MANE Steering Committee and MANE Research, Assessment and Evaluation Committee (REA) to direct potential revision to MANE policies.
2. Demographic and ranking data will be shared with each member program admissions and advising groups as well as MANE committees for evaluation and review after each applicant cycle.
3. Any revisions to application and admission criteria will be made by the Steering Committee upon review of the data and based on information submitted by the Admissions and Advising and faculty groups from each MANE campus.

III. Evidence of having completed the following criteria must be submitted to the MANE collaborating college and university prior to the start of MANE nursing courses and must remain current throughout the program. Requirements include, but may not be limited to:

1. Documentation of current CPR Healthcare Provider.
2. Completion of current Minnesota Human Services Background Check

If an applicant has been arrested, charged or convicted of any criminal offense, he or she should investigate the impact that the charge or conviction may have on his or her chances of employment or licensure as a registered nurse and the student's chances to obtain federal, state and other higher education financial aid (by Minnesota Statute 135A. 157).

If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the MANE program.

Note: Involuntary termination from a healthcare institution may prohibit an applicant from completing this program.

3. Completed health and immunization record, including proof of current immunizations and tuberculosis testing, and/or other requirements as defined by the clinical agency.

IV. Additional requirements for implementation of dual admission at both institutions:

1. Submission of a Dual Admission Form to complete the BSN degree at Metropolitan State University.
 - a. Form to be included in the student acceptance letter and accompanying materials from each community college.
 - b. The form to be collected by the community college upon student acceptance to the MANE program and forwarded to Metropolitan State University. (See Process for Dual Admission 5. c)
2. Official transcripts with final grades from all post-secondary schools attended (even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military, CLEP, and advanced placement).
 - a. Metropolitan State University uses Clearinghouse to identify all institutions attended by the applicant
 - b. Metropolitan State University admissions policy looks at cumulative GPA, not just term GPA for admission to the University.
 - c. If a student's cumulative GPA is below 2.0, the student will be admitted on academic warning.
 - d. Official transcripts will be used to determine transfer credits as applicable
3. If applying for financial aid, complete FAFSA. Before registering for any credit from Metropolitan State University, student will need to complete the FAFSA and release information to both institutions. Metropolitan State University's Federal School Code is 010374.
4. Immunization Records (records sent from participating community or technical college to Metropolitan State University)
5. International Student information required for dual admission:
 - a. Identification from the community college as to International Student Status
 - b. Documents needed from the Community College:
 - i. Visa
 - ii. Passport
 - iii. SEVIS I-20
 - iv. I94
 - c. International Students may only take one course per semester on-line.

V. Timelines for application and notification of admission status are as follows:

1. Universal application deadlines:

- a. Fall semester start: Application deadline is February 1 (See each campus webpage for when applications will begin to be accepted)
 - b. Spring semester start: Application deadline is June 1 (See each campus webpage for when applications will begin to be accepted)
2. Notification to applicants by the college or university applicant applied to:
 - a. Fall semester start:
 - i. March 15 applicant notification of accept, deny or waitlist status
 - ii. April 1 notification deadline by applicant to respond to the college or university to accept or deny admission to the program
 - b. Spring semester start:
 - i. July 15 applicant notification of accept, deny or waitlist status
 - ii. August 1 notification deadline by applicant to respond to the college or university to accept or deny admission to the program
3. Application fees and /or deposit fees to accept admission to the MANE program are determined by each MANE collaborating college or university.
 4. Applications of students not accepted to MANE will remain on file through the next admission cycle. If a student chooses to reapply for the next admission cycle, the student must
 - a. Complete a new application form
 - b. Update any materials needed to maintain currency of admission requirements
 - c. Any successive applications will require the student to complete and submit all required information and documents as if applying to Mane for the first time.

PROCESS FOR DUAL ADMISSION

1. Applicant will complete the universal MANE nursing program application (APPENDIX B) applicable to each Alliance collaborating college and/or university.
2. Submission of all required documentation for a complete application by the specified deadline.
3. Student receives acceptance letter from the MANE College.
4. Student confirmation of acceptance to the community college MANE program by the specified deadline.
 (Full acceptance to the MANE collaborating college and university is dependent on successful completion of the second semester of the MANE curriculum plan, maintaining a minimum grade point average (GPA) of 2.75, including obtaining a grade of C or greater in all required courses.)
 - a. Return letter to the MANE community college acknowledging acceptance of admission (seat) in the MANE Program by the specified deadline.
 - b. Include a signed **Dual Admission Form** to complete the BSN Degree
 - Student to sign

- Community College advisor to sign
 - **Dual Admission Form** stimulates dual admission with Metropolitan State and gives permission for student data to be shared.
5. Metropolitan State University will send the student written acknowledgement of dual admission participation in the MANE Program and an Admit Packet for a future term of enrollment at Metropolitan State University based on the following criteria:
- a. Acceptance to a MANE nursing program
 - b. Submission of all admission materials
 - c. ***Submission of a completed “Dual Admission Form” to complete the BSN degree at Metropolitan State University**

***Dual Admission Form Process:**

- Once the student has completed and returned the Dual Admission Form to the community college staff member/advisor, this staff member/advisor can upload the information and document to MnSCU’s “Move IT Securely” and send to Metropolitan State University. This sends the information needed for the university to create a student record.
- The “Move IT securely” link to submit the Dual Admission Form is

<https://moveitsecurely.mnscu.edu/human.aspx?OrgID=7732&Arg12=message&Arg06=785365824>

- Send all official transcripts to the university. The preferred method of sending shared official transcripts is via ImageNow. The process to use ImageNow is:

MANE Transcript Sharing Process: (Courtesy of Normandale Community College)

1. Log in to ISRS, remember to take panel off.
2. Open ISRS ST1101UG screen
3. Enter student ID# in ISRS ST1001UG screen
4. Login to ImageNow
5. Open All Documents – NCC Health Sciences view (created a specific view for Health Sciences)
6. Search by student TechID#
7. Find NCC Transfer Credit Document type
8. Right click on transcript
9. Select Copy Document from a list of options
10. Select **Metro MANE ST1001UG** from the application plan list (Window Walker)
11. Select **MetroMANE** from a drawer list
12. Click on ‘key’ icon by Application Plan
13. All fields should be generated (TechID, LastName, FirstName)
14. Field 5 and Document type will change automatically to Metro Transcript
15. Click OK
16. You’ll see new document with Metro Transcript type is generated
17. You won’t be able to open or delete it

18. You can submit an updated transcript for the same TechID# so the earlier version will be replaced/append.
- Also send the Dual Admission Form and all transcripts to Cindy Bourke at cindy.bourke@metrostate.edu and Heather.Wuori@metrostate.edu
- d. Once the information and records are received, Metropolitan State University will
- create a cohort code and record for these students in ISRS, which will trigger the creation of their student account information and admit letter.
 - send a dual admission letter and a customized admit packet (i.e. documents are attached) within 7 – 10 business days and track them with the cohort code (**Refer to Appendix D**)
 - send e-mail communications informing student of missing official transcripts
 - Initiate a DARS report within 18 business days of receiving the student's information.
- *After initial evaluation of transcripts sent to Metropolitan State University, the DARS report will not be updated each semester. The courses taken in semesters 3-5 of the curriculum at the community college will be updated to the university DARS at the completion of semester 5.
- e. Nursing MANE BSN Admit Packet from Metropolitan State University to the student includes:
- Admit Letter (Refer to Appendix C)
 - Metropolitan State University student Id number
 - Checklist (Refer to Appendix D)
 - Information regarding Metropolitan State University New Student Orientation (NSO), which a student is encouraged to do as soon as receives ID number from Metropolitan State University
 - Financial Aid Brochure
 - Higher One Information Sheet
6. Upon receipt of the dual admission letter from Metropolitan State University, including a student ID number, the student is required to complete the on-line new student orientation (NSO).
- a. A \$40.00 fee is waived until the student enrolls in course at Metropolitan State University.
 - b. Student's will be assessed the \$40 non-refundable fee once they register for NSO but they will not have to pay the fee until the begin Metropolitan State University coursework (register for a class at Metropolitan State University) and it at that point can be paid out of their financial aid, if they are eligible. The fee will remain on the student account until it's been paid, upon course registration with the university, with no penalty assessed.
 - c. Completion of NSO will allow students to be dually enrolled at Metropolitan State University for completion of upper division liberal studies course during semesters 3-5, if they so choose, and initiate the process for dual enrollment.

- d. Student should meet with Financial Aid to determine eligibility for financial aid with the university.
7. A Metropolitan State University New Student Orientation (NSO) hold, as well as registration hold will be placed on the student's records, not allowing the student to register for classes at Metropolitan State University until the 6th semester of the program. Upon successful completion of the 5th semester of the MANE program, NSO at Metropolitan State University and processing of DARS, both holds will be removed from the students' record. (Exception is listed in #6 above.)
8. To support the student towards understanding of the dual admission process and completion of the baccalaureate degree, a nursing representative from Metropolitan State University will participate in nursing program orientation at all Alliance Member community college campuses. Initial MANE nursing program orientation will be held on each admitting campus per the nursing program and MANE criteria.
9. A Metropolitan State University nursing representative will connect with MANE students on the community college campuses in the 4th and 5th semesters of the program to advise the student on the dual admission process and continuation of the University NSO program to the Bachelor of Science in nursing degree. Registration for upper division courses with Metropolitan State will take place in the 5th semester of the program.
10. At the successful completion of the fifth semester of the MANE Program Plan and awarding of the Associate of Science Degree in nursing, the community college will notify the Office of Undergraduate Admissions at Metropolitan State University. The students' application will be updated with any additional changes, and a notification will be sent out to the Registrar's Office for a Transfer Update, and the Financial Aid Office for FAFSA processing.
11. The student's DARS report will be updated at completion of the 5th semester and awarding of the associate degree to reflect the courses taken at the MANE community college.
* The Metropolitan State University DARS will NOT be updated after completion of semesters 3-4 at the community college.
12. **Academic Advising:** Collaborating MANE Program community colleges and Metropolitan State University will establish contacts and communication on all campuses for student advising specific to dual admission and completion of the baccalaureate degree. Each student will receive academic advising each semester. While completing the associate's degree, students receive personalized academic advising from the community college to ensure that appropriate required MANE Program Plan coursework is completed and that all credits taken at the community college will apply toward their bachelor's degree. When enrolled at the University, students will receive academic advising each semester for completion of the baccalaureate degree.
 - a. MANE Admission Counselors on all member campuses must have an understanding, working knowledge and responsibility for these tasks:
 - 1) Assist with Nursing Application completion

- 2) General Admissions and Academic Advising (refer when appropriate)
 - 3) Understanding and working knowledge on MANE Program processes, procedures, and policies
 - 4) Communication with Metropolitan State University and participating community or technical college Admissions and Nursing Office for other Admissions/Advising related issues
 - 5) Assist with degree completion at five and/or eight semester benchmarks as applicable
- b. Metropolitan State University pre- nursing students who are remotely enrolled at the community or technical colleges to complete science components of the first and second semester of the MANE program plan will require advising related to dual enrollment and specific courses required at each community college campus.
13. **Continuing at Metropolitan State University after completion of five semesters of the MANE Program Plan:** Students must meet the academic performance criteria of both institutions, and the MANE program, in order to continue to the baccalaureate degree. Students that do not will be denied continuing to completion of the baccalaureate degree at Metropolitan State University. In addition, students will be reviewed for any other performance criteria that may prohibit continuing at Metropolitan State University (i.e. code of conduct issues, probation status).
14. **Additional Materials:** Transfer applicants must supply official transcripts for all post-secondary institutions at which the student previously enrolled (even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military, CLEP, and advanced placement). Participating MnSCU institutions will identify secure modes for sharing documents (i.e. MnSCU safe transfer or IMAGE NOW). All transcripts from MnSCU institution will be retrieved by Metropolitan State University via e-Transcripts. However, if there are holds on student records from the institution, students must first resolve those holds before their transcripts can be retrieved.

FINANCIAL AID PROCESS

A MANE Financial Counselor on each MANE campus must be knowledgeable and responsible for these tasks:

1. Assist with FAFSA completion
2. General Financial Aid counseling
3. Coordinate with Metropolitan State University and participating community or technical college Financial Aid Office for other aid related issues

All MANE member institutions will establish contact liaison for dual admission and enrollment (as applicable) for students specific to financial aid.

- A contact on a participating community or technical college campus will be needed to assist Metropolitan State University students who are remotely enrolled on the community or technical college campus. This will occur for MANE Metropolitan State

University students who will be taking required science courses at a community college concurrently with general education courses at Metropolitan State University.

Purchasing Books: Books can be order online, students will need to sign/complete, and return “Miscellaneous Authorization Form” See website for details.

http://www.metrostate.edu/msweb/pathway/aid/bookstore_credit.html

Higher One: Metropolitan State University has partnered with Higher One, a financial services company to disburse financial aid refunds. Students will need to activate their Metropolitan State University Higher One card and select how they wish to receive their financial aid or student payroll disbursement. Students will receive additional information about Metropolitan State University Higher One card in their Admit Packet.

Loans and Scholarships: Students must apply for loans and scholarships at their home institution (home institution = the institution that is disbursing aid). Students must follow guidelines set by scholarship applications when applying towards tuition.

Policies: In addition to being aware of the terms and conditions around financial aid, students are also obligated to be aware of any additional policies surrounding financial aid eligibility, loans, and refunds at both participating parties (i.e. MANE nursing program college or university). (More information can be found on Additional Metropolitan State University policies at <http://www.metrostate.edu/msweb/pathway/aid/policies/index.html>) as well as the terms and conditions of their award

http://www.metrostate.edu/msweb/pathway/aid/terms_conditions.html.

TUITION & FEES

Tuition: Tuition and fee charges at the participating community college will not be paid by Metropolitan State and vice versa. It is the student’s responsibility to pay tuition and fee charges at the college/university where enrolled in classes as specified by that institution.

Billing: Students must arrange for payment plan at home institution. Payment options differ from institution to institution and must be followed accordingly. **(For additional information please refer to “How to Pay” links for participating institutions, Metro State**

http://www.metrostate.edu/msweb/pathway/tuition/payment_options/index.html)

CAMPUS RESOURCES AND SUPPORT SERVICES

1. **Access to Services.** Students in a MANE School shall have access to student services provided at the Collaborating Colleges and Universities on the same basis as those institutions provide such to other students at their schools when they are enrolled in those schools and pay applicable tuition and fees.

2. **Accommodations for Students with Disabilities.** Each MANE School shall be responsible for providing any academic accommodations required by a student enrolled in MANE Program courses. It is the student's responsibility to seek an accommodation as needed.
3. **Compliance.** MANE students will be required to comply with the policies generally applicable to students of each institution in which they are enrolled including, but not limited to, policies concerning immunizations and background checks.
4. **Student Resources:** Students will have access to the resources listed below based on the campus where currently enrolled in classes, or as applicable to the campus policies for
 - a. Complaints
 - b. Conduct
 - c. Counseling Services
 - d. Disability Accommodations
 - e. International Services
 - f. Emergency Notification
 - g. Student Center
 - h. Student Activities
 - i. Student Senate
 - j. Technology
 - k. Tutoring
 - l. General Support Services
5. **Technology Support:** Students, faculty, and staff involved in the Dual Admissions Transfer Program will have the following technological support at participating campuses:
 - a. Computer Lab access
 - b. Account login information (i.e. D2L, email, E-services, Portal, Printing) using STAR ID
 - c. IT support on both campuses where student is dually admitted
 - d. Access to the library where attending classes. Library services are supplied by the campus in which the student is currently enrolled in classes.
6. **Information Access:** Each institution will have access to information on their websites offering information, application, and additional resources for the MANE Program accessible to students, counselors and advisors of both academic institutions.

STUDENT RIGHTS, GRIEVANCES and CONDUCT

1. **Privileges.** Students in the MANE Program shall have the same rights and privileges as other students at the MANE School in which the student is enrolled and taking classes.
2. **Grievances.** Complaints or grievances against or involving MANE School administration, faculty, staff, services or facilities will be processed pursuant to the applicable institutional process or grievance procedure in place at the school from which the student is taking classes.

3. **Conduct.** Alleged violations of a MANE School's standards or policies will be addressed through processes, procedures and sanctions of the school whose standards or policies are alleged to have been violated. MANE Schools will coordinate and share information regarding misconduct proceedings to the extent permitted by law. Upon admission to MANE a student will sign an agreement giving permission for sharing their academic information between the Collaborating College and Collaborating University.

YOUR LOGO

APPENDIX A



INDIVIDUAL MANE COLLEGE PLAN

YOUR LOGO

APPENDIX A



INDIVIDUAL MANE LPN COLLEGE PLAN

**MINNESOTA ALLIANCE FOR NURSING EDUCATION (MANE)
PROGRAM APPLICATION**

Completion of this single application provides the information necessary to be considered for admission to the MANE nursing program.

All requirements for application must be completed or submitted by the application deadline.

Last name: _____ First name: _____ MI: _____
 Previous names used: _____
 (Insert your institution) Student ID # (required): _____
 Street address: _____ City: _____ State: _____ Zip: _____
 (2 YEAR INSTITUTION NAME) e-mail address email: _____
 Home Ph # () Cell Ph # () Work Ph # ()

For your application to be processed, the items listed below must be completed by the application deadline.

Course number and title (Each course must be a minimum of 3 semester credits)	Institution	Semester	Year	Grade
1. Writing 1 or equivalent				
2. General Psychology or equivalent				
3. Specific General Education to meet requirement (based on Program Plan)				
4. Specific General Education to meet requirement (based on Program Plan)				

If courses were in progress at a non-MnSCU institution at the time of application to the university, please submit updated transcripts that include posted fall semester grades and enrolled spring courses.

Required for your application to be processed. The following must be completed or submitted with the application as applicable:

- All applicants are required to have taken the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadlines. Test site: _____ Date: _____
- Applicants must demonstrate English language proficiency via examination if (1) English is not their native language; and (2) the applicants have lived in the US fewer than 8 years at the time of application to the program. Results of one of the following must be submitted to demonstrate English language proficiency via examination :
 - TOEFL iBT
 - TOEFL PBT
 - IELTS
 - MELAB
 - Pearson Test of English Academic
 - Not Applicable
- Applicants, who are licensed as a Practical Nurse (LPN), must supply proof of current, unencumbered licensure from any state in the United States. As part of the application process, licensure status will be verified.
 - State(s) of Licensure: _____
 - Not applicable

Education: applicants must supply official transcripts for all post-secondary institutions at which they previously enrolled (even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military,

CLEP, and advanced placement). Official transcripts must be sent to (2 YEAR INSTITUTION NAME) with fall grades posted and your current spring registration. International college credits must be evaluated by World Education Services (www.wes.org) or other international evaluator ECE Educational Credential Evaluators. A copy of the unofficial transcripts must be sent in conjunction with evaluation. Credits earned must be from a Regionally Accredited institution(s).	
List names of colleges and/or universities you previously attended.	
1.	4.
2.	5.
3.	6.
You must send official copies of all non-MnSCU institutions transcripts if you have not already done so. Official copies of non-MnSCU transcripts can be sent to (2 YEAR INSTITUTION CONTACT NAME) who will then forward them to the records office.	
Have you filed an Academic Petition form? Yes ____ No ____ If yes, you must attach the signed copy (approved or disapproved) to this application.	
If you are an International Student did you apply for a World Education Services or ECE Educational Credential Evaluators transcript evaluation? Yes ____ No ____ For more information go to www.wes.org . Or contact our Admissions Office (insert number).	

Misrepresentation of application information is grounds for canceling application. I certify the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge.

Initial _____

SEND COMPLETED APPLICATIONS TO:

ATTN: **(2 YEAR INSTITUTION CONTACT NAME)** **ADDRESS & OFFICE**

SIGNATURE REQUIRED: _____ **Date:** _____

You are encouraged to make a copy of this application.

Application questions can be directed to **(2 YEAR INSTITUTION CONTACT NAME, PHONE, & EMAIL).**

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

Note: This application is available in alternative formats for people with disabilities. For more information, call Disabilities Services at 651.793.1549 (voice) and TTY: 651.772.7687. *(Change to your campus information)*

Note: If an applicant has been arrested, charged or convicted of any criminal offense, he or she should investigate the impact that the charge or conviction may have on his or her chances of employment or licensure as a registered nurse and the student's chances to obtain federal, state and other higher education financial aid (by Minnesota Statute 135A. 157). If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the MANE program.

Note: Involuntary termination from a healthcare institution may prohibit you from completing this program.

Note: Application requirements are subject to change.

Minnesota Alliance for Nursing Education (MANE) Program

Dual Admission Form

Return to: Community College Upon Acceptance to MANE

Upon acceptance to a MANE Nursing Program, please fill out and return this form with the required signatures to the community college admissions office so your file can be completed and dual admission processes initiated.

Please Print

Name _____

DOB

Email _____

Phone _____

Are you an International Student? (circle) Yes or No

Please read the following, sign below and ask your 2-yr. college's MANE admission counselor/advisor to sign as well before returning this form.

- I have been informed of dual admission processes and understand the MANE Program.
- **By signing this form I acknowledge dual admission and grant permission for my two-year college to send transcripts to Metropolitan State University and for Metropolitan State University to send DARS Reports to my participating two-year college each semester that I am enrolled in the MANE Program.**

Student Signature

2-Yr. College Dual Admission Counselor's Signature

Date

Date

Name of Current Participation 2-Yr. School

Counselor/Advisor Printed Name



Admitted Student Transfer Checklist

WHILE AT YOUR COMMUNITY COLLEGE (SEMESTERS 1-5):

- Register for and complete Online New Student Orientation orientation.metrostate.edu
We encourage you to complete the orientation at your earliest convenience. This allows you to register for courses at Metro State should the need arise. There is a \$40 orientation fee which may be paid in eServices, or you may defer payment until your first semester at Metro State.
- Watch for additional communication
Your program will be as individual as you are. You will be receiving more personalized communication with additional information and updates.
- Review your Interactive Degree Audit / DARS report www.metrostate.edu
Your Interactive Degree Audit/DARS Report will be completed 18– 21 business days after your Dual Admission Acceptance package is sent. (See date on your enclosed letter) You may access this report through eServices. Review how your previous courses have been evaluated for transfer

BEFORE FIRST SEMESTER AT METROPOLITAN STATE UNIVERSITY:

- Arrange for payment www.metrostate.edu/msweb/pathway/tuition/payment_options
Dually admitted students are responsible for arranging a payment plan at both your two-year institution and Metropolitan State University. Your current college's Financial Aid Office will handle all of your financial aid needs through the fifth semester of the MANE program. Consult with your Financial Aid Office concerning summer financial aid availability.
- Prior to 6th semester, fill out your FAFSA www.metrostate.edu/aid
If you plan to utilize financial aid, please visit www.FAFSA.gov to fill out your Free Application for Federal Student Aid (FAFSA) using Metropolitan State University's federal school code 010374. Metropolitan State University Financial Aid Office will begin to process and disburse aid for MANE students once their cohort begins the sixth semester.
- Review your Interactive Degree Audit / DARS report www.metrostate.edu/msweb/pathway/registration/transfer/Transfer_Update_Request.html
Make sure to fill out a Transfer Update Request form before your first Metro State classes so that all your credits are applied towards prerequisites. This process takes 2-3 months so give yourself ample time to have it completed before you are ready to register.
- Get to know your campuses www.metrostate.edu
Check which campus offers your courses by clicking on the Course Catalog link on the bottom of the homepage. See the link for Maps and Parking on the bottom of the www.metrostate.edu homepage to arrange for transportation and parking.

WHILE AT METROPOLITAN STATE UNIVERSITY (SEMESTERS 6-8 OR IF TAKING CLASSES AT BOTH):

- Log in www.metrostate.edu
Log in to Desire 2 Learn (D2L) to access online courses and the student Portal to access your email account using the information provided in your admit packet. (Both links are available at the bottom of the webpage)
- Review your Interactive Degree Audit / DARS report www.metrostate.edu/msweb/pathway/registration/transfer/Transfer_Update_Request.html
You may want to review your Interactive Degree Audit/DARS Report with your advisor at this point to make sure that all of your credits have been transferred and that you know which classes you need to register for.
- Find advising resources
If you have been assigned an advisor, his/her name will be listed on your DARS report. If you do not have an assigned advisor and need immediate assistance, please contact William Ruckel at 651-793-1426 or william.ruckel@metrostate.edu.
- Register for courses
After completing the New Student Orientation, reviewing your DARS and consulting with your advisor, you may register for courses through eServices. Please make sure you that you have completed any required prerequisites for each course.
- Buy books www.metrostate.blkstr.com
The Metropolitan State Bookstore is located on the first floor of the Library and Learning Center at the St. Paul Campus. Bookstore credit* and/or personal local checks are accepted for the amount of purchase with proper photo identification. You may also purchase your books online. Visit the bookstore's web page or call them at 651-793-1670.

If you have additional questions, please contact us at 651-793-1300 ext.8 or gateway@metrostate.edu

Metropolitan State University
700 East Seventh Street
Saint Paul, MN 55106-5000
www.metrostate.edu

This information is available in alternative formats for people with disabilities.
For more information, call Disabilities Services at 651.793.1549

APPENDIX E

<DATE>

<FIRST NAME> <LAST NAME>
<ADDRESS 1> <ADDRESS 2>
<CITY>, <STATE> <ZIP>

Dear <FIRST NAME>,

Student ID: <TECH ID>

Congratulations! You are duly admitted to Metropolitan State University Minnesota Alliance for Nursing Education (MANE) Bachelor of Science in nursing program.

Your **next step** is to carefully review the enclosed materials. The MANE BSN program offers benefits of dual admission in two MnSCU institutions. You will begin enrollment at the Community College to which you have been dually admitted and enroll in courses at Metropolitan State University at the completion of the first five semesters of the MANE Program Plan. At that time you will receive information for new student orientation to Metropolitan State University and should complete the **MANE Transition Student Checklist** to ensure a successful transition to Metropolitan State University.

This is an important step toward achieving your Bachelor of Science in nursing and career goals. Our faculty and staff look forward to assisting you throughout your academic journey where life and learning meet.

Once again, congratulations and welcome!

Sincerely,

Julio Vargas-Essex
Undergraduate Admissions Director

Enclosures