# Entry Level Master of Science in Nursing

## Admission Process

### Admission Decision Timeline

<table>
<thead>
<tr>
<th>Fall Term-Oakland Campus</th>
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<tr>
<td><strong>November 1</strong></td>
<td>Application Deadline</td>
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<tr>
<td><strong>November-December</strong></td>
<td>Preliminary application review-Office of Admission</td>
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<tr>
<td><strong>December-Early January</strong></td>
<td>Department review for interview consideration; Interview invitations sent to selected applicants via email</td>
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<tr>
<td><strong>Late January-Mid-February</strong></td>
<td>ELMSN Admission on campus interviews</td>
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<tr>
<td><strong>March</strong></td>
<td>Admission decisions are sent out; all decisions available no later than April 1</td>
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<tr>
<td><strong>March-Late August</strong></td>
<td>Waitlisted applicants will be notified on an on-going basis as spots in the class become available</td>
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<tr>
<td><strong>July</strong></td>
<td>Registration for fall term</td>
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<tr>
<td><strong>August</strong></td>
<td>New Student Orientation</td>
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<td><strong>Late August/ Early September</strong></td>
<td>Start of fall academic term</td>
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<tr>
<th>Spring Term-Sacramento Campus</th>
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Frequently Asked Questions regarding the Admission Process

What do I need to submit in order to be considered for admission interview for the ELMSN program?

To be considered for an admission interview, the following items must be submitted via the SMU online application system:

- $50.00 non-refundable application fee
- Copies of all college transcripts (unofficial copies are acceptable for initial review of application; official transcripts will be required after official admission into the program)
- Results from all TEAS examination attempts
- Completed goal statement
- Completed prerequisite worksheet (found on application)
- Letters of reference- A minimum of 2 letters are required. One letter should be from an academic source addressing the applicant’s academic preparedness for graduate study. The second should be from a healthcare professional addressing the applicant’s clinical expertise
- Any other documentation that further supports your application (i.e. resume, list of volunteer/observational activities, etc.)

May I apply to both the ELMSN and the ABSN program for the same term?

Applicants who choose to submit an application to both the ELMSN and ABSN programs must submit a separate application, including a complete set of supporting documents for each program. Sharing of common documents such as transcripts, letters of recommendation and personal statements between the two programs is not allowed.

The application deadline is November 1st (fall-Oakland)/ July 1st (spring-Sacramento). Is my application considered late if my online application is submitted on that day?

No. You have until 11:59pm PST on the application deadline date to submit your completed application and supporting documents via the online application system.

What if I miss the deadline? Can I submit my application late?

Please note that the online system will close at 12:00am PST on the day after the established deadline and will not allow you to submit your application. Late submissions to the ELMSN-FNP track are not typically accepted. Applicants seeking late submission for the ELMSN-CM track must first contact the Office of Admission to determine if it is possible. We strongly encourage applicants to prepare and submit their application well in advance of the established deadline.

How do I know if my application has been received?

Once your application has been received by the University, you will receive an email confirming that the University has received your application and will be processed by the Office of Admission.

NOTE: Formal review of applications will begin on November 2 for fall and July 2nd for spring.
What happens with my application once it is received by SMU?

Once the Office of Admissions receives your application, it is processed by one of our Enrollment Services Assistants who verifies the completed application, support documents, and creates an admission file.

Completed application files are then reviewed by the ELMSN admission counselor.

How is my application reviewed by the ELMSN admission counselor?

The ELMSN counselor will review files to determine which files meet the minimum admission requirements:

- GPA calculations: most recent 60 semester/ 90 quarter units and science GPA (prerequisite courses only) of a 3.0 or higher. **Preference is given to applicants who have a 3.0 or higher for both GPAs calculated.**
- Results from TEAS examination. This includes all attempts made. **Preference is given to applicants who score an 80% for the Individual Adjust Score, the Reading Comprehension, and Math subsections.**
- Prerequisite course have been completed with a “C-“ or better
- Total number of in progress or planned prerequisite courses does not exceed 3
- Letters of recommendation
- **FNP track only:** volunteer and/or paid work experience in the health care field (preferably with a FNP) and conversant skills in a 2nd language (Spanish preferred) is strongly recommended
- Account for all other admission supporting documentation

Applications that are missing documentation will be contacted by the ELMSN admission counselor via email. Applicants whose documents are not submitted in a timely manner will be considered incomplete and risk being denied for missing documents.

Those that meet the minimum requirements will be sent to the ELMSN department for interview consideration. Not all applicants who meet the admission criteria will be invited to interview.

Those applicants who are considered borderline in meeting the minimum requirements will be set aside for the ELMSN department to review and consider for a possible interview.

How will I know if I am invited to interview?

You will receive an email invitation from the ELMSN department.

What happens if I am not invited to interviews?

Your file may be one that will be further reviewed by faculty which means they will look at other factors (clinical/health experience, how close your GPA is to minimums, how many prerequisites you have completed, etc.) and the history of past ELMSN students (success factors to completing the program/success in clinical experiences/passing the national board exam) to decide if you should be invited to interview.
If you are denied admission to the program without an interview, you may contact the ELMSN admission counselor after March 1st (fall term applicants)/ October 1st (spring term applicants) to find out why you were not selected for an interview and for any advice on how to be more competitive the next time you apply.

What is the interview like?

Applicants invited to interview for will be asked to do the following:

- Attend in professional attire
- Come with questions for the faculty
- Bring any additional application documents you may need to turn in (transcripts, letters of recommendation, etc.)
- Be prepared to address any questions about your application file and any other concerns about your application file such as needing to complete a course being given admission; completing more health hours; etc.
- Complete an onsite writing sample
- Participate in a 20-30 minute interview

What is faculty looking for in an applicant during the interview?

- Knowledge about Samuel Merritt University and the ELMSN program
- Knowledge about the field and why you are pursuing a degree in nursing and why are you specifically interested in a career in nurse practice or nurse case management.
- Professionalism in an interview
- Maturity in relation to the field and being a student in the program
- Exposure to nursing (via volunteer experience or other relevant personal experiences) and in particular your understanding of the role and responsibilities of a Nurse Practitioner or Nurse Case Manager.
Post Interview Admission Decisions

Interview decisions are given out within two (2) weeks of interviews. Students may be categorized into one of the following areas:

**Conditional Acceptance:**

Applicants who choose to accept our offer of admission must submit a $350 tuition deposit within two (2) weeks of receiving your acceptance letter and you must complete all admission requirements by the start of the program. You may pay your tuition deposit via check or money order made payable to Samuel Merritt University or pay via credit card by calling the Campus Service Center 510-869-1550 and providing your name and student ID number (provided in your acceptance package).

**Wait List:**

Applicants that have been placed on the waitlist will be provided a wait list number. Faculty ranks all students for the wait list based on a variety of factors. We will continue to call off of the wait list through the start of classes and you will receive updates as to your wait list status via email.

**Denied after Interview:**

Denied applicants are welcome to contact the ELMSN admission counselor after final decisions have been sent to set-up an appointment to review your application to determine why you were denied after interview and how they may improve for the next admission cycle.

**Denied with no interview:**

Applicants who were not selected to interview may contact the MOT admission counselor after March 1st (fall term) or October 1st (spring term) to set up an appointment to discuss their application and determine how they may improve for the next admission cycle.

**How many students do you accept into the program?**

The program enrolls approximately 24 students for each concentration per semester.

**How many students do you wait list?**

Historically, 40 or more applicants may be placed on the waitlist depending on the number of qualified applicants for the given application cycle.
What happens if I have applied and still have admission documents to send in?

Please refrain from submitting any documentation until **AFTER** you have received the following two emails:

1. Email confirming SMU’s receipt of your application and indicating that our official review has begun
2. Email from the ELMSN Admission Counselor that summarizes what information has been received. This email is referred to as a “Status Update”.

Once both emails have been received, you may send in any additional admission documents (updated transcripts, updated resumes, letters of recommendation, etc.) to:

Office of Admission-Attn: Rosa Alvarado
Samuel Merritt University
Fax: 510-869-6525
Email: RAlvarado@samuelmerritt.edu
Address: 3100 Telegraph Avenue, Suite 1000, Oakland, CA 94609

**NOTE:** Failure to not wait until both email messages have been received may cause a delay in processing your application. We cannot guarantee that any information/documentation submitted prior to receiving the aforementioned emails will be included in your admission file.

I applied for the ELMSN program and was denied or waitlisted. I am planning on reapply for the next cycle. What do I need to include in my re-application packet?

If you were denied/ waitlisted and would like to reapply for the next application cycle, you must complete a new online application via the Samuel Merritt University website. Additionally please prepare the following items to be submitted along with your new application:

- Statement that includes a discussion of what you have done to better prepare for the program since the last application cycle
- Supply updated copies of: transcripts that shows final grades for any previously missing or in progress coursework and any new TEAS scores
- One new letter recommendation from a new reference
- Updated goals statements, resumes, etc. that the student would like to update.