Cincinnati State RN-to-BSN Completion Program – Application Steps and FAQs

Steps to Apply:

1. Fill out the Cincinnati State college-wide application at https://apply.cincinnatistate.edu
2. Select "NURB.BS" as the major you are applying to.
3. After you receive your Cincinnati State acceptance, fill out the RN-BSN Program Application.
   - Please note that at this point you are only accepted to Cincinnati State, not to the BSN program.
4. To fill out the RN-BSN Program Application:
   - Go to: my.cincinnatistate.edu.
   - Log-in with your Cincinnati State username and password.
   - On the left side of the screen, select "eForms."
   - Select the radio button for "Search eForms" and search "BSN."
   - Complete the form as requested.
5. Wait to receive notification on acceptance.

FAQs

Admission:

1. **What if I completed college credit somewhere other than where I completed my pre-licensure program?**

   Students should send college transcripts for all course work they wish to be considered for program admission.

2. **Is there a fee to apply to this program?**

   Cincinnati State has a non-refundable admission fee that is charged to your first semester's tuition statement.

3. **Do I have to attach my unofficial transcripts if I went to school at Cincinnati State?**

   Yes, even if you attended Cincinnati State, you will be required to attach your unofficial transcript to the application.

4. **How do I get unofficial transcripts?**

   Cincinnati State students can access their unofficial transcripts through the My Services for Students portal, by clicking on "My academic evaluation/degree audit." To obtain your unofficial transcript at other institutions, you will need to contact the Registrar's Office of each college.

5. **How do I get official transcripts?**

   Cincinnati State must receive official transcripts directly from each institution. Many colleges have an online transcript request process. Students will need to contact each college directly for instructions. If opting to pick up transcripts in person, the transcript must remain in a sealed envelope for our Registrar's Office to be able to accept it.

6. **When will I know if I have been admitted?**

   Students who have applied to the program will be notified officially through their Cincinnati State email if they have been admitted to the program, by the date listed on the e-form. Please note that admittance to the college is not admittance to the RN-BSN program.

7. **If I am not admitted for the upcoming semester, do I have to apply again or will my application be kept for the future?**

   Students who apply to the program and are not admitted will have to re-submit their application for subsequent application periods to be considered.

8. **Can I start my BSN without my RN?**

   No, the NURB (RN-BSN) program is a completion program for students who are already licensed RNs. Cincinnati State also offers an RN program.

9. **Am I automatically eligible if I am an RN?**

   No, students must meet the GPA and course pre-requisites for the program before acceptance is considered.

10. **Am I eligible to do my RN-to-BSN at Cincinnati State if I did not do my RN at Cincinnati State?**

    Yes, students who did not attend Cincinnati State are eligible to apply to the RN-BSN program if they meet the GPA and course pre-requisite requirements for the program.

11. **Are there any pre-requisite courses that must be completed before I am eligible for this degree?**

    This depends. Most, but not all, students will have completed the pre-requisite coursework as part of their Associate Degree in Nursing. However, because of the accreditation or the state of the prior institution attended, it is possible that some students may need to take additional pre-requisite courses. Students who do not have the pre-requisite course work completed will need to complete the course work prior to applying to the RN-BSN program.

12. **I have my RN license, but Cincinnati State does not take the credits from the school I attended. Can I still apply?**

    Please see question 11 above. Students will need to have completed certain pre-requisite courses to apply to the program. Please see an advisor for the list of classes you would need to complete prior to application.

13. **Do I need to have a certain amount of work experience to qualify?**

    No, there are not any work experience requirements for this program.

14. How do I document a current RN license?

An attached web print-out is required for application, and is available from the Ohio Board of Nursing website for Ohio licenses, as well as certain out-of-state licenses. Go to: https://nursing.ohio.gov/licensing-and-certification/look-up-a-license

15. I missed the application deadline. Can I start the next semester?

No, NUR 400 (Transition to BSN Role) is required in the first semester. This course is a pre-requisite to courses offered in subsequent semesters and is offered only in the fall. Students may take required general course work at any time (i.e. Statistics, History elective, Arts/Humanities elective, Diversity elective).

16. I am an RN in another country. Can I apply to this program?

Students applying to the program must have a current RN license in the United States.

17. I am a former Cincinnati State student, but I do not remember my username and password. What do I do?

You need to apply and be re-admitted to the College. Then you will receive instructions for setting up your username and password. Students should contact the IT Helpdesk if they encounter any issues: https://www.cincinnatistate.edu/tech-computer/helpdesk/

18. Do I need to get a background check, drug screen, and provide proof of vaccinations?

Yes, these are required. A due date and additional information will be provided to you upon application.

Financial:

19. Am I eligible for financial aid?

Students should complete a FAFSA to determine eligibility for financial aid. Students may contact the Financial Aid Office directly with any questions: https://www.cincinnatistate.edu/financial-aid/financial-aid-contact/

20. What is the tuition cost for this program?

The tuition rate for the NURB (RN-BSN) program is the same rate charged for all Cincinnati State programs. Please see the Tuition/Fees page of the College website for current tuition rates: https://www.cincinnatistate.edu/tuition-fees/

21. Am I eligible for scholarships?

Students may search for and apply for scholarships by clicking on the link below. Students should read the criteria prior to applying for any listed scholarship, as each has different eligibility criteria: https://www.cincinnatistate.edu/financial-aid-types/scholarships/

22. What if I need to take a semester off?

Taking a semester off is not a problem. We encourage you to keep the momentum as you proceed through your classes. The maximum time to complete the program is 10 years. Please remember that some classes are offered only during certain semesters.

23. Is class attendance mandatory?

In general, points are provided in each class for attendance. Students are needed in class to engage in real-time discussion and presentations. Excessive absences or repeated instances of showing up late/leaving early could result in a loss of points. Please be sure to check the classroom attendance policy for each class.

24. Is there any clinical component?

Two courses include an experiential learning requirement: (1) Population-Based Community Healthcare, and (2) Nursing Leadership and Management for Professional Practice. Activities may include direct hours, shadowing hours, simulation labs, professor meetings, etc. The clinical component will account for around 45 hours in each course.

25. Is there an evening or weekend track?

There is not an evening or weekend track at this time.

26. Can I take the courses in any order I want?

Electives may be taken at any time. NUR 400: Transition to the Bachelor Degree Nursing Role is required to be taken in the first semester of the program (Fall) and must be taken first or as a co-requisite.

27. Could I take one course at a time?

You can take one course at a time, but this is not encouraged. Remember that the degree must be completed within 10 years.

28. Can I do the program online or hybrid?

The Nursing classes will be in-person. The non-Nursing classes required for the degree are offered online.

29. How long will it take me to complete the program?

This depends on how many classes a student takes each semester. On average, students can complete the program in one year if attending full-time (12-15 credit hours a semester). Students can also attend part-time. Two-year and three-year tracks (3-9 credit hours a semester) have been outlined for students who need more flexibility in completing their degree.

30. I started my BSN somewhere else, but I want to transfer. Am I able to transfer my previous classes for credit?

Transfer requests will be reviewed on a case-by-case basis. Transferability depends on the institution attended, the course topic and contents, and how many credits a student is seeking to transfer.

31. Do I have to be full time for this program?

There is no requirement to be full-time.

32. If I start full time, can I drop to part-time later?

Yes. The program is meant to be flexible for working nurses. Whenever you make a change in your class schedule, please make sure you review the semesters when certain courses are offered so you stay on track.

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