

## Practical Nursing Program Information

The Practical Nursing Program is a Certificate of Applied Science program that is offered in an online distance format for **Montana** students. **No out of state clinical.** The clinical and lab courses will be partly online, partly on campus at City College, and partly in the town where the student lives. It may not always be possible to set up clinical where the student lives due to availability of clinical sites and preceptors. **Spring semester 2025 students will be required to come to campus January 14, 15, 16, 17, February 3, 4, 5, 6, 7, and February 24, 25, 26, 27, 28, March 17, 18, 19, 20, 21** to complete labs.

This program is a very intensive program that requires a lot of study time for homework and other activities. It is not recommended that students work full-time and take this program due to the time required to successfully complete this program. In the first semester of the program, in addition to the regular study time required there are 150 hours of lab and 90 hours of clinical that will need to be completed. In the second semester there are 180 hours of clinical. Due to the online format, to be successful, more study time is required than at a face to face class.

Pre-requisite courses have to be passed with a C or better before applying (C- is not passing):

- BIOH 101 Foundations of Human Biology (accepted in place of BIOH 104)
- BIOH 105 Basic Human Biology Lab
- PSYX 100 Intro to Psychology
- WRIT 101 College Writing
- M120 Mathematics with Healthcare Applications

The PN Program requires that all general education courses within the nursing program be completed within 15 years of application to the nursing program with the exception of the following science courses that must be completed within 5 years:

- BIOH 101 or BIOH 104 Foundation of Human Biology/Basic Human Biology
- BIOH 105 Basic Human Biology Lab

General education and core program courses can only be taken a maximum of two times. The grade accepted is the most recent grade.

Any course that is passed with a “P” grade will be counted as a C for the points criteria and the selective GPA calculation.

Students must have a GPA of 2.5 average on the pre-requisite courses to be eligible to apply.

\*Application for the Practical Nursing Program will be due Nov. 4.

Applications can be turned in via fax, email (if email, cannot be jpegs – put in word document), mail (not recommended as there has been more than once that the mail got here after the deadline and the application was not accepted), or preferably in person:

Susan Floyd  
3803 Central Avenue  
Billings, MT  
59102  
Fax – 406-247-3026  
[sfloyd@msubillings.edu](mailto:sfloyd@msubillings.edu)

The application process will include:

- Submission of Practical Nurse Application
- Submission of Points Criteria Form
- Submission of a reference letter from a supervisor, prefer from a medical job, but any job supervisor will be accepted. If have not worked then contact nursing director (406-247-3073) for a discussion of who the letter can be from. The letter needs to be mailed by the supervisor to:
  - Susan Floyd
  - Nursing Director
  - 3803 Central Avenue
  - Billings, MT 59102
- Submission of an essay. The essay is for the acceptance committee to get to know you, your strengths, your motivation, and why you want to be a nurse. Submission of an essay is worth 1 point on points criteria form. It will not be graded. It will be read by the acceptance committee.
- After the above is received and points totaled the top 17 applicants will be offered acceptance into the program. Students will be notified by email within a week from Nov. 4, about acceptance into the program.

Potential students can contact the nursing advisors at 406-247-3019 for further information.