CITY COLLEGE
MONTANA STATE UNIVERSITY BILLINGS

ASSOCIATE OF SCIENCE NURSING DEGREE PROGRAM APPLICATION

APPLICATION DEADLINE: **Must be received no later than 12:00pm on Friday, May 29, 2026**

Recommend that applications be hand delivered, but can be mailed, faxed, or emailed.

Susan Floyd, Nursing Director   sfloyd@msubillings.edu
3803 Central Avenue   406-247-3026 (fax)
Billings, MT 59102

The Kaplan Admission test is required for this application period. See "Kaplan Testing Information" under Admission Requirements & Competitive Application Process on the Registered Nursing website. https://www.msubillings.edu/citycollege/programs/progrn.htm

Any questions and clarifications can be emailed to sfloyd@msubillings.edu.

TO BE ELIGIBLE FOR CONSIDERATION, YOU MUST BE ADMITTED TO MSU BILLINGS PLEASE CONTACT ADMISSIONS AT 406-247-3000

LAST NAME _____   FIRST NAME _____

MSU BILLING STUDENT ID _____   E-MAIL ADDRESS _____

STREET ADDRESS _____ TELEPHONE NUMBER _____

CITY, STATE, ZIP _____

ARE YOU CURRENTLY AN LPN?   Yes ____   No ____   **(Attach a copy of your certificate or license)**

What is your selective GPA? **(Students must have at least a 2.75 selective GPA)** _____

Do you have criminal charges pending or have you ever plead guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than $100; and (2) charges or convictions prior to your 18th birthday unless you were tried as an adult.   Yes ____ No____

Admission to the nursing program does not guarantee placement in clinical rotations. All students are required to undergo a background check as part of the program requirements. A positive result on a background check may impact a student's ability to participate in clinical experiences, which are mandatory for program completion. Clinical sites reserve the right to deny placement based on background check findings. If clinical placement cannot be secured due to background check results, the student may be unable to progress in or complete the nursing program.

Vaccination Disclaimer

Participation in clinical experiences is a mandatory component of the Nursing Program and is essential for the successful completion of program requirements and graduation. Clinical sites may require students to provide proof of immunizations, including but not limited to vaccinations against influenza, hepatitis B, MMR (measles, mumps, rubella), varicella, and Tdap.

Students who choose not to receive required vaccinations or who are unable to provide appropriate documentation may be denied access to clinical placements by the clinical site. As the program cannot guarantee alternative clinical placements, students who are unable to complete clinical requirements due to immunization status may be unable to progress in or complete the Nursing Program.

It is the student's responsibility to comply with all health and safety requirements established by clinical affiliates. Requests for exemptions will be reviewed in accordance with applicable laws and policies, but exemption approval by the nursing program does not guarantee acceptance by clinical sites.

Transcripts

Official transcripts from all other accredited colleges must be received by MSUB Admissions before applying to the program. If taking Spring 2026 courses from another college, official transcripts need to include final grades by the application deadline. If you have questions about your transcripts, please call Jacket Student Central at 406-247-3019.

Attach a copy of transcript from MSUB (can be unofficial but must have grades from all colleges).

Prerequisite courses

Applicants must have a "C" or better in the following prerequisite courses for admission to the program.

COURSE	COURSE NAME	GRADE	DATE	APPROVED SUBSTITUTION
BIOH 201	Human Anatomy and Physiology I			
BIOH 202	Human Anatomy and Physiology I Lab			
CHMY 121	Introduction to General Chemistry (3)			
CHMY 122	Introduction to General Chemistry Lab (1)			
M 140	College Math for Healthcare			
WRIT 101	College Writing			

List _all_ colleges and/or universities attended.

Institution	Location	Dates of Enrollment	Degree/Major

Employment History

List employment history, most recent first during the past five years. If using medical employment for points then provide documentation _from_ the human resources department that includes job title, dates of employment, and HR contact information.

I understand that enrollment in the Nursing Program signifies my willingness to conduct myself in accordance with the appropriate standards of personal behavior and to adhere to the academic policies and other regulations stated in the catalog. I grant permission for Nursing Department to review my updated transcript for the purposes of this application.

_____   _____
Student Signature   _Date_