

REGISTERED NURSING PROGRAM INFORMATION

Thank you for your interest in the nursing program. It is a dynamic, growing program. Here are some bits of information to plan for as you consider your application.

All Transfer Students must submit all official transcripts to admissions so Jacket Student Central can complete a transcript evaluation. Can confirm that a transcript evaluation is complete by calling 406-247-3019.

- To be accepted into the ASN program, a **selective GPA of 2.75** is required based on the pre-requisite courses. All pre-nursing and courses have to be completed with a **C or better (a C- is not a passing grade)**. (see GPA calculation worksheet)
- The ASN 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 201 and 202 Anatomy and Physiology I and Lab
 - BIOH 211 and 212 Anatomy and Physiology II and Lab
 - BIOM 250 and 251 Microbiology for Health Sciences and Lab
 - CHMY 121 and 122 Introduction to General Chemistry and Lab
- The ASN Program requires that the general education courses (pre-requisite and within core program) can only be taken a maximum of two times. The grade accepted is the most recent grade. If unsuccessful in two attempts, there is an appeal process on the website under additional information.
- Any course that is passed with a “P” grade will be counted as a C on the points criteria and selective GPA points calculation.

*Application for the Registered Nursing Program will be due August 21, 2026.

Applications can be turned in via fax, email (if email, cannot be jpegs – put in word document or pdf), mail, or preferably in person:

Susan Floyd
City College
3803 Central Avenue
Billings, MT 59102
Fax – 406-247-3026
sfloyd@msubillings.edu

Health Science Building – room 230 at City College

Change to Admission Application:

Transcripts

Official transcripts from all other colleges attended have to have been received by MSUB Admissions before can apply to program. If taking Summer 2026 courses from another college, official transcripts need to include final grades by the application deadline.

The application process will include:

- Submission of Registered Nurse Application
- Submission of Points Criteria Form
- 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. The number of pages is up to the writer of the essay.
- After the above is received and points totaled the top 24 applicants will be offered acceptance into the program. Students will be notified by email approximately one week after application period closes, about acceptance into the program. For the past several application periods, the average points that were needed to be offered a spot in the **program were 51-63 points**. The point total will change with each group of applicants.
- In the case of a points tie for the twentieth spot, the following items will be looked at to break the tie, in the order listed (will go down the list until an item breaks the tie):
 - Select GPA
 - Cumulative GPA
 - Took pre-requisite classes at MSUB
 - Previous application to the nursing program
 - Veteran
 - Highest grade in BIOH 201
 - Satisfactory completed BIOH 211/212

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

Items to be aware of and to start getting are listed below. You will receive more information in acceptance letter:

- All students are required to pass a criminal background check and urine drug testing to be accepted into clinical settings. The total cost for both is around \$130.00. Information will be given on how to do these once you are accepted into the program.
- Students are required to have an Adult, Infant, Child American Heart Association CPR (Healthcare Provider or BLS Provider) class before the start of the semester. St. Vincent Healthcare, Billings Clinic, All Business CPR and First Aid, and other employer sites offer this course. Sometimes it takes about a month to get into a class.
- Submit required immunization records for TB, Tetanus, Hepatitis B, Varicella, and MMR as directed in your acceptance letter.
- Kaplan software is a program of study that is utilized to enhance the nursing curriculum and help prepare students to pass the NCLEX test. It is used in every course in the nursing program. This product access has to be **purchased by each student**. The cost will be approximately \$650.00 and includes an NCLEX study session after graduation. More info will be in acceptance letter.
- A common question – Is the nursing program accredited?
 - Montana State University-Billings is accredited by the Northwest Commission of Colleges and Universities (NWCCU).
 - City College PN and ASN RN nursing programs are fully approved by the Montana State Board of Nursing.
 - Graduates of the PN and ASN programs are eligible to sit for the NCLEX exam.
 - The ASN RN program is nationally accredited through the National League for Nursing Commission for Nursing Education Accreditation.