

Page Templates for Editors

Please refer to the following pages for the specific formatting on the topic you wish to discuss in your pages.

- [How-To Page Format](#)
- [Troubleshooting Page Format](#)
- [Frequently Asked Questions](#)
- [Informational Page Format](#)

How-To Page Format

[How to <Do Something>]

Summary

Brief explanation of what this how-to covers.

Prerequisites

- List any access, permissions, software, or setup needed before starting.
- Include relevant roles or system context.

Steps

Step 1: [Describe the first step]

Explain what to do in detail. Include screenshots if helpful.

Step 2: [Describe the next step]

Provide any necessary warnings or notes.

Step 3: [Continue the process]

Repeat as needed.

Notes / Tips

- Provide any best practices, shortcuts, or helpful context.
- Mention how long the process typically takes.

Related Articles

- [Link to related KB article]
- [Link to external documentation]

Troubleshooting Page Format

[Troubleshooting: <Issue Name or Error>]

Summary

Description of the problem and when it occurs.

Symptoms

- Bullet points describing the issue.
- Error messages, behavior, or logs.

Affected Systems / Roles

- List of systems, apps, or user types impacted.

Root Cause (if known)

Brief explanation of the technical cause or contributing factors.

Resolution Steps

Step 1: [First troubleshooting action]

Describe what to do. Include options based on different conditions if needed.

Step 2: [Next action]

Continue until resolution is reached.

Escalation / Support

- If unresolved, contact [Team Name or Contact Person].
- Link to support form or ticket system.

Related Articles

- [Similar KBs or solutions]

Frequently Asked Questions

[FAQ: <BSN>]

Summary

Overview of the tool, process, or area these questions cover.

□ Question 1: **[When do I apply to the program?]**

****Answer:****

The application deadline for Fall admissions is June 7th. You should consider applying if you have completed all prerequisites by the end of the spring semester of that year.

The application deadline for Spring admissions is October 1st. You should consider applying if all of your prerequisites will be complete by the end of the fall semester.

□ Question 2: **[How does the admissions process work?]**

****Answer:****

All applications will be submitted through Slate.

Once the application deadline has passed, all applications are gathered and analyzed individually by a faculty committee. Applicants are given an admission score that includes consideration for overall GPA, prerequisite GPA, and prove proficiency in a second language (if applicable). ****If part of your application is determined to be missing, you may receive an email to follow up on the missing part. Please be vigilant in checking your email during this time and respond appropriately to that email.**

□ Question 3: **[How will I know my application is received?]**

****Answer:**** You will get a verification after you submit your online application. Please keep a copy of this for your records.

□ Question 4: **[When will I find out if I've been accepted?]**

****Answer:**** Once the faculty committee has analyzed all qualified applicants and student ranks have been determined, a decision letter will be posted to the students Slate account. This usually takes approximately 2 weeks after the application deadline. Students will also receive notification if

they have been placed on the waitlist or if they did not qualify for admission via their Slate account.

Question 5: **[How many students are accepted into the program?]**

****Answer:**** Approximately 60-80 students are accepted each fall, and 60-80 students are accepted each spring. Acceptance to the program is dependent on clinical site availability.

Question 6: **[What is the minimum GPA requirement to be accepted into the program]**

****Answer:****

3.0 cumulative and 3.0 pre-requisite

****Due to the competitive nature of the application process, meeting minimum program admission requirements does not guarantee acceptance to the program. Cohort size is limited to clinical site availability.**

Question 7: **[How many applicants apply and what is the average GPA of those accepted into the program?]**

****Answer:****

Application Cycle	Total # of Applications	# of Qualified Applicants	# Admitted	Average Cumulative GPA	Average Prerequisite GPA
Spring 2025	94	58	58	3.57	3.57
Fall 2024	212	95	79	3.62	3.65
Spring 2024	139	78	60	3.58	3.55
Fall 2023	140	96	83	3.63	3.7
Spring 2023	53	36	36	3.46	3.5

Question 8: **[Do I need to get my flu shot prior to starting the program?]**

****Answer:**** You will be required to get a flu shot each year that you are in the program. You do NOT have to get it before starting the program, however. Usually the flu shot for a given flu season becomes available in late September-early October.

□ Question 9: **[When do classes start?]**

****Answer:**** Classes begin the same day that classes start for the University during the fall and spring semesters of each year. Incoming 1st semester students are typically required to attend an orientation on a day prior to the first day of classes.

□ Question 10: **[Once accepted, will I be able to work outside of school?]**

****Answer:**** It is recommended that a student's combined employment AND classroom/clinical load not exceed 40 hours per week. Hours over 40 hours per week are likely to be detrimental to the individual's performance, both as a student and an employee. Professional behavior regarding patient safety is important; thus it is recommended the student refrain from working the shift immediately prior to class or clinical.

□ Question 11: **[Who is my academic advisor?]**

****Answer:**** Prior to admission all students who have declared nursing as their major will be assigned to the nursing advisor. The nursing advisor's name and contact information can be found on the School of Nursing website. You will remain with this advisor throughout the program.

□ Question 12: **[Whom do I contact for help with my schedule?]**

****Answer:**** Students should contact their advisor for questions pertaining to their course schedule. Prior to admission all students who have declared nursing as their major will be assigned to the pre-nursing advisor. The pre-nursing advisor's name and contact information can be found on the School of Nursing website.

□ Question 13: **[What are the pre-requisites for this program?]**

****Answer:****

Students must a minimum cumulative GPA of 3.0 and a minimum prerequisite GPA of 3.0 completed by the application deadline. The following courses must be completed with a "C" or higher prior to application deadline:

- ENG 1003 Composition I
- ENG 1013 Composition II
- MATH 1023 College Algebra
- PSY 2013 Intro to Psychology OR SOC 2213 Intro to Sociology
- BIO 2203/2201 Human Anatomy & Physiology I & Lab
- At least one of the following courses/labs.

- At least one of the following courses.
 - HIST 2763 U.S. History to 1876
 - HIST 2773 U.S. History since 1876
 - POSC 2103 U.S. Government

****Answer:**** You can submit a transcript to the Office of the Registrar for review. See course equivalency search [here](#).

****Answer:****

Arkansas State University
College of Nursing and Health Professions
Bachelor of Science in Nursing 2025-2026 Plan of Study

Students requiring developmental course work based on low entrance exam scores (ACT, SAT, ASSET, COMPASS) may not be able to complete this program of study in eight (8) semesters. Students having completed college level courses prior to enrollment will be assisted by their advisor in making appropriate substitutions. A minimum of 122 credit hours, of which 45 hours must be upper division credit (3000-4000 level), is required for this degree (developmental courses are excluded). Mandatory state and institutional assessment exams will be required during your degree program. Failure to participate in required assessments may delay graduation.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

122 Total Credit Hours												
18 of last 24 hours must be ASU-Jonesboro courses												
Minimum of 57 hours from 4-year institutions												
32 Resident Hours if completing second degree and first degree was not from ASU-J												

□ Question 16: [**What can I expect once I have been accepted?**]

****Answer:**** You will receive a letter on your Slate account notifying you of your acceptance. The letter will contain specific details regarding actions required on your part including, but not limited to, completing an intent to register and attending orientation. More information will be provided in the Traditional BSN Orientation.

□ Question 17: [**What grade average must I maintain once accepted into the program?**]

****Answer:**** All nursing courses and support courses (pre-requisites, all sciences/labs and statistics courses) must be completed with a "C" or better.

□ Question 18: [**Is financial aid/scholarships offered for this program?**]

****Answer:**** Any loan obtained for use at Arkansas State University-Jonesboro Campus may be used to pay for tuition for nursing courses, as they would be for any course on campus. All institutional scholarships are applicable to courses taken on the Jonesboro campus in the nursing program. There are several private scholarships for which students may apply as well. No financial aid is awarded by the program, but financial aid may be reached at <http://www.astate.edu/a/finaid/>

□ Question 19: [**If I have completed my prerequisites, what courses would be beneficial to take prior to application and admission?**]

****Answer:****

There are many minor programs that students pursuing a degree in nursing may find beneficial. A few of those include:

1. Homeland Security and Disaster Preparedness
2. Spanish
3. Children's Advocacy Studies
4. Psychology
5. Nutritional Science

For additional minors to consider, please visit the University Bulletin section: [Programs A-Z](#)

□ Question 20: [**Should I declare a minor if I am a nursing major?**]

****Answer:**** Declaration of a minor is an individual decision. Many students are required to take 15 credit hours per semester for their scholarship. Students who enter the program having already completed all general education requirements may find that they have additional "time" in their schedule that has to be utilized for scholarship purposes. These students may choose to take their additional courses all in one topic area/program. In these instances, it may be possible for the student to obtain enough credits to be awarded a minor. Students who believe this may apply to them and wish to do so should discuss this option further with their advisor.

Contact / Support

- For unanswered questions, contact [Support Team or Help Desk link].

Informational Page Format

[Title: Overview of <Tool/Service/Topic>]

Summary

Brief explanation of what this article covers and why it matters.

Purpose

Explain the goal or intent of this service, policy, or topic.

Key Features / Highlights

- Feature or capability 1
- Feature or capability 2
- Feature or capability 3

Availability

- ****Who can use it:**** (e.g., Faculty, Staff, Students)
- ****When it's available:**** (e.g., 24/7, business hours only)
- ****Where it's accessed:**** (e.g., Portal, specific link, application)

How It Works

Describe how the system/process functions. Include diagrams or screenshots if helpful.

Access / Permissions

- How users gain access
- Who approves access
- Any required training

Maintenance / Updates

- Scheduled maintenance windows
- Version updates or release cycle

Related Policies / Guidelines

- [Policy Name – link]
- [Usage guidelines – link]

Related Articles

- [Link to any related KBs or how-tos]
- [External documentation, if applicable]

Contact / Support

For questions or support, contact [Help Desk / Team Name] at [email or link to ticket form].