

MASTER OF SCIENCE APPLICATION INFORMATION

The Betty Irene Moore School of Nursing at UC Davis application is available online through the Office of Graduate Studies at <http://gradstudies.ucdavis.edu>. Classes begin September 2010.

Priority deadline

Applications received by 5 p.m. (PDT) March 15, 2010, will be considered for priority review and consideration for admittance with priority acceptances announced in April.

Final deadline

The final application deadline is 5 p.m. (PDT) May 31, 2010, with acceptances announced mid-July. Completed applications received between March 15 and May 31 will be reviewed on a space-available basis only.

We strongly encourage you to prepare in advance for the application process by reviewing the information below. When the application link is activated, take a few moments to go online to become familiar with the application process and the Office of Graduate Studies' Frequently Asked Questions (FAQ) document.

To apply to both the Master of Science and Doctor of Philosophy Nursing Science and Health-Care Leadership programs at the same time, complete one application prior to beginning another one. Further instructions are noted in Step 1 of the online application.

There is a \$70 UC Davis graduate application fee (\$90 for international applicants) per application that can be paid online.

Note: your application will not be considered until it is completed and submitted in full.

BEFORE BEGINNING YOUR APPLICATION

1. Go to the online application as soon as possible to create a log-in name, familiarize yourself with what will be asked of you and to start preparing certain requirements that take additional time. You will be able to save your progress and return to it later.
2. Recommenders are required to submit letters of recommendation through an online system. Three recommenders are required. In Step 4 of the online application, you will be asked to list recommenders' first and last names and e-mail address. Recommenders will then receive an e-mail instructing them to log into Online Recommendations with a special user ID and password from the dean of Graduate Studies.

Give your recommenders as much advance notification as possible. The Betty Irene Moore School of Nursing at UC Davis is new; you should let your recommenders know the school's vision and mission so that they may prepare your recommendation accordingly. Also, let them know they will recommend you through an online system and to be on the lookout for this e-mail notification. Letters of recommendation must be submitted by uploading a PDF using the online recommendation service provided.

3. Prepare your resume or C.V. as a PDF to be submitted through the online system. Include any leadership roles, professional activities, consultation work, research, teaching experiences and special achievements. Be sure to include any experiences working with underserved and underrepresented populations and/or diverse, aging and rural populations as related to the **Betty Irene Moore School of Nursing at UC Davis** vision and mission. You will be asked to expand on

many of these items in other sections of the application; thus, you can keep the resume information brief.

Master's degree applicants must show registered nurse certification number and the state of issuance. Your R.N. status is a requirement for admissions.

The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal. You should include the following:

- Examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level.
- Note independent decision-making skills and responsibilities.
- Explain any breaks in employment or education.
- Give more than position titles by providing specific responsibilities involved in experiences.

Resume/C.V. tips:

- Be sure to proofread for errors, including your phone number and e-mail. You might consider asking someone else to proofread as well, because he or she will sometimes catch errors that you may have missed during your own review.
 - Your resume/C.V. should not exceed four pages.
 - Use your full name, address and phone number at the top of your first page. If your resume is longer than one page, make sure your name is at the top of any additional pages.
 - Always include dates of employment/activity for each position listed.
 - To ensure readability both electronically and printed, we recommend you use fonts that are easy to read (i.e. 10 pt. font or greater) and black.
 - Use plain resume stock paper in a pale color. Keep in mind that background designs and dark colors may detract from the professionalism of your resume when viewed online and make printouts, faxes and copies illegible.
4. Make sure you have met the admission requirements. You will be asked to share specific details for the following:
 - G.P.A. and graduation dates from undergraduate degree granting institutions
 - Cumulative undergraduate G.P.A.
 - UC Davis student or employee I.D. number (if applicable)
 - Courses you have completed or will complete that are not on a transcript, including course, institution, grade, units, quarter/semester, term, and year
 - TOEFL 1, 2 scores, dates taken, ETS registration number (if applicable)
 - Publication, awards, honor societies, prizes, special distinctions
 - UC Davis faculty member contact information (if applicable)
 5. During the application process, you will need to complete forms online as well as upload documents from your computer to the online application using a PDF reader, such as Adobe Acrobat Reader, as well as PDF-writing software.
 6. As noted in the online application instructions below, the application process requires candidates to write several small essays. Applicants may write their essay answers in a separate text document in advance and then copy and paste into the appropriate fields of the online

application once the application process opens. Please limit each response to 2,000 characters including spaces, unless otherwise noted. Consider saving these files for your own records.

7. Carefully review the application process noted below to ensure you have prepared everything that will be required.
8. Applicants are required to submit an official, original transcript for each institution attended. Send transcript(s) directly to the Betty Irene Moore School of Nursing. If an applicant is applying to more than one program, send only one set of transcripts, preferably to the first Graduate Program of choice.

Transcripts of all your undergraduate and previous graduate study must be sent via mail to the Betty Irene Moore School of Nursing.

*Mailing Address: Betty Irene Moore School of Nursing
Attn: Nursing Science and Health-Care Leadership Graduate Group
4610 X Street, # 4202A, Sacramento CA, 95817*

ONLINE APPLICATION

Click here to create your login name and start your application:

http://gradstudies.ucdavis.edu/prospective/admissions_application.html

The home page provides a comprehensive To Do List and also tracks your application(s).

Once you are logged in, you will be asked preliminary questions and directed through the first part of a two-part application process. Preliminary question section: **select the Nursing Science and Health-Care Leadership M.S.** program from the drop-down menu.

The online application has a well-designed program to take you page by page of the 10 steps of Part I (the main application). The first part of the application is essentially Steps 1- 3 of the navigation bar in the upper-left corner. The second part of the navigation is Steps 4-7 in the upper-left corner navigation bar.

As you move through the application, additional information requested by the Betty Irene Moore School of Nursing at UC Davis is noted below:

Step 2 Page 4

Publications/awards

In this section, you will be asked to list publications. Please list any publications using American Psychological Association (A.P.A.) format. List any prizes including scholarships and academic awards as well as membership in honor societies and professional organizations.

Step 2 Page 5

List and describe research interests

Focus on research areas that may be related to your employment. For example, if you have worked in a public health agency, do you have research interests in public health? Do not feel constrained to limit your interests only to your employment; if you have research interests you are just beginning to explore, please include them.

Step 2 Page 6

Prior experiences

Please relate your prior experiences to the mission of the Betty Irene Moore School of Nursing as described on our Web site: <http://nursing.ucdavis.edu>.

Step 2 Page 8

Statement of purpose (4,000 characters)

Relate your academic plans, research, interests and career goals to the mission of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). Why would you be a good fit with the mission of the school?

Personal history statement (4,000 characters)

Describe those things about yourself that will contribute to your success as a future leader in nursing and health care.

Step 2 Page 9

Future goals

Relate your future goals to the mission of the Betty Irene Moore School of Nursing at UC Davis (found at <http://nursing.ucdavis.edu>). How do your goals relate to the vision, mission and core values of the Betty Irene Moore School of Nursing?

Step 5

Application Inspector is an excellent tool to ensure you have not missed submitting important information that could delay your application screening.

When you are ready to submit an application, be sure to go to Step 7 to provide your electronic signature and click “Confirm Signature.” Your application(s) will not be submitted until you do so.

NEXT STEPS

Print a final copy of the application for admission to Graduate Studies for your own records.

You may log onto the application Web site to track the status of your application.

Once a decision has been made on your application, you will receive notification of recommendation for admissions from Dean Heather M. Young, Betty Irene Moore School of Nursing at UC Davis, and Paul FitzGerald, chairman, Nursing Science and Health-Care Leadership Graduate Group. You will also receive formal e-mail notification from the Office of Graduate Studies and be provided instructions on how to access that decision.

Thank you for your interest in the Betty Irene Moore School of Nursing at UC Davis Nursing Science and Health-Care Leadership Master of Science Degree program.