Jefferson College Bi-Level Nursing Program

Nursing Application Process Checklist

JEFFCO APPLICATION
☐ Submit a free online application for admission to Jefferson College at www.jeffco.edu > Admissions > New/Transfer Students.

*Former students who have not attended within the last two (2) semesters, must complete this application to be readmitted.

ADVISOR REQUIREMENT
☐ Meet with an Advising Specialist to ensure nursing application readiness (i.e. pre-/co-requisites, GPA 2.8 requirement, course transfers, et cetera). The Advising Specialist will also answer any new/transfer student questions.

Please note: Do not presume that a course will transfer from another college; Jefferson College advisors are there to assist you in determining what courses meet Jeffco requirements and which ones will need to be taken or retaken.

Advising appointments are available by phone, email and virtual: Zoom or Google Meet.

Call or email to schedule an appointment:
- Transfer students, email a copy of your unofficial transcripts for review
- Hillsboro: (636) 481-3209 or (636) 797-3000 ext. 3209
- Arnold: (636) 481-3597 or (636) 797-3000 ext. 3597
- Email: advisor@jeffco.edu

TRANSCRIPTS
☐ Request official transcripts be sent to the Office of Enrollment Services, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.

☐ High School transcript, high school diploma, or GED/HISET certificate must be on file with Enrollment Services.

☐ For transfer students, please request official transcripts from each higher learning institution be sent to the Office of Enrollment Services - Jefferson College Transfer Credit Procedure.

☐ Contact Office of Enrollment Services to ensure transcripts have been received (see contact numbers above).

Please Note: Transcripts must be official, which means they must be sent from the school(s) directly to Jefferson College Enrollment Services; they cannot be delivered by students.

Nursing applications cannot be processed without official transcripts on file to verify course grades.
**HESI ENTRANCE EXAM**

Complete and pass the HESI entrance exam for the program you are applying to:

The HESI exam may be taken one (1) time during the testing window of **January 1 – June 30**, and one (1) time during the testing window of **July 1 – December 31**, for a maximum of twice per year **(no exceptions)**.

- If an applicant does **not** make the minimum passing score (or higher), the applicant will need to wait until the next testing window to retake the exam **(no exceptions)**.

☐ **HESI A2** *(Beginning Level I PN Program – Cost of $50)*

Applicants must meet the minimum required score of an **85% (or higher)** in three of the four tested areas and the minimum required score of an **80% (or higher)** in the fourth area. The **HESI A2 covers the following skills**: Reading Comprehension, Grammar, Math, and Vocabulary: all areas relate to the healthcare field.

The **required minimum percentage** for each area **must be met** to be eligible to apply **(no exceptions)**.

☐ **HESI Mobility** *(Level II RN Bridge Program: licensed LPN’s returning for RN degree – Cost of $60)*

To be considered for admission, a candidate must earn a minimum of **850 (or higher)** on the HESI Mobility exam. HESI Mobility scores range from 0 – 1,000 and can be as high as 1,500 (depending on the difficulty level of the exam). HESI’s recommended level of performance is **900** and above for all scores provided.

**Study Guides**: Applicant’s are strongly encouraged to study before taking the HESI exam. HESI study guides are on reserve in the Jefferson College Library at the Hillsboro and Arnold campus. HESI study guides are also sold online through the publisher: Elsevier.

- **HESI A2**: **ISBN** # 978-0-323-58226-1 *(Title: HESI Admission Assessment Exam Review, Ed. 5)*.
  - Applicants need only to study the first four chapters of the study guide. [Elsevier](http://example.com)

- **HESI Mobility**: **ISBN** # 978-0-323-42933-7 *(Title: HESI Comprehensive Review for the NCLEX- PN Examination, Ed. 5)*. [Elsevier](http://example.com)

**Testing Centers**: The HESI exams may be taken at the Jefferson College Hillsboro and Arnold testing centers.

- Hillsboro Testing Center: [jcht@jeffco.edu](mailto:jcht@jeffco.edu) or 636-797-3000 or 636-942-3000, ext. 3147/3148
- Arnold Testing Center: [jcatc@jeffco.edu](mailto:jcatc@jeffco.edu) or 636-797-3000 or 636-942-3000, ext. 3592/3593
- Testing Centers are allowing walk-ins for the HESI exam; however, due to the inability to maintain social distancing while in the Testing Center, **face-masks** are **required** for testing.

**MINIMUM GPA REQUIREMENT**

- Applicants **must** have a minimum of a **2.8** GPA (or higher) to be eligible to apply to the nursing program.
- The nursing GPA is calculated utilizing **Level I/PN and Level II/RN prerequisite and corequisite courses only**.
- **Calculate your GPA before application submission**: [GPA online calculator](http://example.com) or attached GPA worksheet (see courses for credit hours below). Each nursing course grade is used **one time** when calculating the GPA. If a course was taken more than once, the higher grade will be used.
- **CIS125** and **COL101** are **not** included in the course completion rate or the GPA calculation.
- Too many “C” grades **will lower** the GPA requirement.

**PRACTICAL NURSING PREREQUISITES & COREQUISITES**

**Completion of Level I/PN Prerequisite Coursework**

Must be completed **prior** to the nursing program start date: fall (August) spring (January). **Course completion prior to application is preferred**.
BIO211 Anatomy & Physiology I (4 credit hours) – completed with a grade of “C” or better within 5 years of the program start date (not the application due date) the applicant is applying for.
  o Jefferson College Prerequisites for BIO211: BIO101 (or high school Biology) and CHM101 (or high school Chemistry) with grades of “C” or better within the previous five years of applicant’s registration date.

PSY101 General Psychology (3 credit hours) – completed with a “C” or better.

COL100; COL136; COL101 - First Year Experience (COL100/136/101 is not calculated in the GPA or the course completion rate) – This course may not be required for students who have previously completed 15 credit hours of college credit.

(General Education) Corequisite Requirements for Completion of Level I/PN Certificate
These courses are included in the Level I/PN curriculum; however, courses may be completed prior to acceptance in the nursing program.

BIO212 Anatomy and Physiology II (4 credit hours) – completed with a grade of “C” or better within 5 years of the program start date (not the application due date) the applicant is applying for.

PSY205 Life Span Human Development (3 credit hours) – completed with a “C” or better.

REGISTERED NURSING (BRIDGE) PREREQUISITES & COREQUISITES

Completion of Level II/RN Prerequisite Coursework
These courses must be completed prior to application.

BIO211 Anatomy & Physiology I (4 credit hours) – completed with a grade of “C” or better within 5 years of the program start date (not the application due date) the applicant is applying for.
  o Jefferson College Prerequisites for BIO211: BIO101 (or high school Biology) and CHM101 (or high school Chemistry) with grades of “C” or better within the previous five years of applicant’s registration date.

PSY101 General Psychology (3 credit hours) – completed with a “C” or better.

BIO212 Anatomy and Physiology II (4 credit hours) – completed with a grade of “C” or better within 5 years of the program start date (not the application due date) the applicant is applying for.

PSY205 Life Span Human Development (3 credit hours) – completed with a “C” or better.

(General Education) Corequisite Requirements for Completion of Level II/RN - AAS Degree
These courses are not required for the Level I/PN certificate but are required for the Level II/RN AAS degree. These courses are included in the Level II/RN curriculum; however, courses may be completed prior to acceptance into the nursing program.

BIO113 Microbiology for Health Sciences (4 credit hours) – completed with a “C” or better.

ENG101 English Composition I (3 credit hours)

ENG102 English Composition II -or- COM100 Fundamentals of Communication (3 credit hours)

PSC102 US & MO Government & Constitution; -or- HST103 US History I to Reconstruction; -or- HST104 US History II from Reconstruction (if taken at Jefferson College Spring 2016 or later) (3 credit hours)

Computer Proficiency: CIS125 -or- met by examination - completed with a “C” or better. (CIS 125 is not calculated in the GPA or course completion rate) – This course may be met by exam.
NURSING APPLICATION FOR ADMISSION

Applicants who submit incomplete applications or who are missing any required documents will automatically be ineligible.

- The nursing application for admission may be found on the nursing website (fillable PDF): www.jeffco.edu > Application Process > Beginning Level I PN or Level II RN Bridge
- There are four ways to submit completed and signed applications (and application materials):
  - Email to rlewis@jeffco.edu
    - Emailed applications should include “Nursing Application for Admission” in the Subject line.
  - Mail to Jefferson College, Attn: Nursing Dept., 1000 Viking Drive, Hillsboro, MO 63050
  - Fax to Attn: Nursing Dept., (636) 789-2047
  - Submit in-person to the Nursing Education Office, Hillsboro Campus, Career Technical Education Building - Room 131.
  - Face masks are required for all employees, students and guests while on campus.
- Nursing Applications will NOT be accepted/processed without the following attachments:
  - Ensure official transcripts have been received by the Office of Enrollment Services at Jefferson College: (636) 481-3209 or advisor@jeffco.edu.
  - Submit a $30.00 application fee receipt. Pay at the cashier (Hillsboro: Student Center) or front desk (Arnold – 1st floor). Applications will not be processed until the application fee receipt has been received by the nursing office.
    - Hillsboro cashier hours: Monday - Thursday 9:00 a.m. - 4:30 p.m. / Friday 8:00 a.m. - 3:30 p.m.
    - Arnold front desk hours: Monday-Thursday 8:00 a.m. - 6:00 p.m. / Friday (Closed)
  - Submit a printed copy of HESI scores (scores are received after testing or student can login to the Evolve website https://evolve.elsevier.com/. HESI customer service: 1-800-222-9570)
  - Submit (if applicable) a printed copy of a course schedule showing current enrollment in nursing prerequisite and/or corequisite courses. (i.e. spring application: fall enrollment -or- fall application: spring/summer enrollment).
    - Please be advised, students enrolled in/taking nursing prerequisite and/or corequisite courses will need to meet the GPA requirement prior to final enrollment into the Nursing Program.
  - PN Applicants: Submit (if applicable) a copy of current certificate or license verification for current Healthcare position(s) as indicated on the application. Only those occupations listed on the application will be admissible (no exceptions).
  - RN Applicants: Submit verification of LPN licensure (nursys.com).
- Upon acceptance into the nursing program, information will be provided regarding the requirements for drug and alcohol screening, CPR certification, proof of immunizations, background check, and the orientation process.

REAPPLICATION

- Applicants not selected into the program (or re-applying to the program) must complete a new nursing application and submit all applications documents for the next available cohort that meets attendance needs; applicants must also pay the $30.00 application fee for each application submitted (effective 2/20/20).
If official transcripts have previously been submitted to Jefferson College Enrollment Services, then those transcripts need not be submitted a second time. However, if there is an update to those transcripts (i.e. a new course to be transferred), then an updated official transcript will need to be submitted.

- Please monitor the nursing department website for updates and changes to the program and/or application process at www.jeffco.edu/nursing.

The Nursing Level II/RN program has Conditional Approval from the Missouri State Board of Nursing.
GPA Requirement: Applicants must have a 2.8 GPA to be eligible to apply. GPA’s are not rounded up. The nursing GPA is calculated utilizing Level I-PN and Level II-RN pre-requisite and co-requisite courses. *CIS 125 & COL 101 are not included in the course completion rate or GPA calculation.

Each letter grade you receive has a numerical equivalent called Quality Points.

<table>
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<tr>
<th>Letter Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<td>Quality Points (QP)</td>
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<td>3</td>
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<th>FINAL GRADE</th>
<th>CH x QP</th>
<th>QUALITY POINTS</th>
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<td>4</td>
<td>A</td>
<td>4 x 4 = 16</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<td>C</td>
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<td>BIO 212 Anatomy &amp; Physiology II</td>
<td>4</td>
<td>B</td>
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<td>PSY 205 Life Span Human Dev.</td>
<td>3</td>
<td>C</td>
<td>3 x 2 = 6</td>
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<td>BIO 113 Microbiology</td>
<td>4</td>
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<td>A</td>
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<td>B</td>
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<td>PSC 102 U.S. &amp; MO Governments &amp; Constitutions -or- HST 103 U.S. History I -or- HST 104 U.S. History II</td>
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<td>B</td>
<td>3 x 3 = 9</td>
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TOTAL CREDIT HOURS COMPLETED: 27
TOTAL QUALITY POINTS: 82

Total Quality Points ÷ Total Credits = GPA

82 ÷ 27 = 3.03

My Total Quality Points (divided by) My Total Credit Hours (equals) My GPA*  

(*GPA: Nursing uses two decimal places and does not round up)
GPA Requirement: Applicants must have a **2.8 GPA** to be eligible to apply. GPA’s are **not** rounded up. The nursing GPA is calculated utilizing Level I-PN and Level II-RN pre-requisite and co-requisite courses. *CIS 125 & COL 101 are not included in the course completion rate or GPA calculation.*

Each letter grade you receive has a numerical equivalent called Quality Points.

**Quality Points:** Multiply the number of Credit Hours for the course by the number of Quality Points for an “A”

\[4 \text{ Credit hours} \times 4 \text{ Quality Points} = 16 \text{ Quality Points}\]

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**TOTAL CREDIT HOURS COMPLETED:** 27

**TOTAL QUALITY POINTS:**

\[
\frac{\text{Total Quality Points}}{\text{Total Credits}} = \text{GPA}
\]

(*GPA: Nursing uses two decimal places and does not round up*)