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 Enrollment Services Specialist to ensure nursing application readiness. An Enrollment Services Specialist will review the nursing program requirements with you (i.e. pre-/co-requisites, GPA 2.8 requirement, course transfers, et cetera) and answer any new/transfer student questions.

Please note: Do not just 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.

Call to schedule an appointment:
- Hillsboro: (636) 481-3209 or (636) 797-3000 ext. 3209 or advisor@jeffco.edu
- Arnold: (636) 481-3597 or (636) 797-3000 ext. 3597 or 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

☐ 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 EXAMS
Complete and pass the HESI A2 (Beginning Level I PN Program) or the HESI Mobility (Level II RN Bridge Program: licensed LPN’s returning for RN degree) entrance exam.

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, the applicant will need to wait until the next testing window to retake the exam.
Summer 2020 HESI Testing: The Jefferson College Hillsboro and Arnold testing centers will offer summer HESI exams by appointment only.

- Hillsboro Testing Center: jchtc@jeffco.edu or 636-797-3000 or 636-942-3000, ext. 3147/3148
- Arnold Testing Center (Tuesday & Thursday only): jcatc@jeffco.edu or 636-797-3000 or 636-942-3000, ext. 3592/3593

Please note: Regardless of program exam and student status (third-party testing), the college will only permit a limited number of people in each Testing Center at a time (i.e. COVID-19 procedures).

Fall 2020: The College will fully reopen to the public on August 10th while following safety guidelines and closely monitoring guidance from local, state, and federal authorities.

- HESI A-2 (Level I PN Program) – Test fee of $50 payable at the Testing Center during Summer 2020.

  To be considered for admission, a candidate must earn a minimum of **85% (or higher)** in three of the four tested areas and a minimum of **80% (or higher)** in the fourth area.

  Applicants who miss the required score by 1% **will be required** to retake on the section in order to meet eligibility requirements.

  For example: An applicant scores the following on the HESI A2 – Reading 88%, Grammar 93%, Math 79%, Vocabulary 85%. The applicant is **not eligible** to apply; the applicant will need to retake the Math section. See page one for testing windows.

  **The HESI A2 covers the following skills:** Reading Comprehension, Grammar, Math, and Vocabulary. **The required minimum percentage for each area must be met to be eligible to apply.**

  HESI A2 minimum overall average is **335**, however, HESI’s recommended level of performance is **350** and above for all scores provided. There are **400** points possible on this exam. **HESI A2 scores have been shown to be linked to nursing student success; the selection committee places a lot of weight on these scores.**

  Applicants are strongly encouraged to study before taking this exam. HESI A2 study guide information and study resource links and a 25% off publisher website coupon code are available at [www.jeffco.edu/nursing](http://www.jeffco.edu/nursing) > Application Process > Beginning Level I PN.

  A study guide is available in the Jefferson College Hillsboro and Arnold Libraries and is sold at the Jefferson College bookstore or online at [www.us elsevierhealth.com](http://www.us elsevierhealth.com), 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.

- HESI Mobility (Level II RN Bridge Program – already licensed LPN’s only) – Test fee of $60 payable at the Testing Center during Summer 2020.

  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.

  Applicants are strongly encouraged to study before taking this exam. HESI Mobility study guide information and a 25% off publisher website coupon code are available at [www.jeffco.edu/nursing](http://www.jeffco.edu/nursing) > Application Process > Level II RN Bridge.

  A study guide is available in the Jefferson College Hillsboro and Arnold Libraries and is sold online at [www.us elsevierhealth.com](http://www.us elsevierhealth.com), ISBN # 978-0-323-42933-7 (Title: HESI Comprehensive Review for the NCLEX-PN Examination, Ed. 5).

**MINIMUM GPA REQUIREMENT**

Applicants **must** have a minimum of a **2.8 GPA** to be eligible to apply. The nursing GPA is calculated utilizing Level I/PN and Level II/RN prerequisite and corequisite courses.
Calculate your GPA before application submission: GPA online calculator or attached GPA worksheet (see courses below for credit hours)

- Please Note: CIS 125 & COL 101 are not included in the course completion rate or the GPA calculation.
- Visit the nursing website at www.jeffco.edu/nursing > Application Process for more information.

Too many “C” grades will lower the required minimum 2.8 GPA.

- Level I PN Prerequisites:
  - PSY 101 General Psychology (3 credits) “C” or better
  - BIO 211 Anatomy & Physiology I (4 credits) “C” or better and within five years of program start date.
    (The prerequisite for BIO 211 is BIO 101 (or high school Biology) and CHM 101 (or high school Chemistry) with grades of “C” or better within 5 years)
  - COL 100; COL 136; COL 101 - First Year Experience - This course may not be required for students who have previously completed 15 credit hours of college credit.

- General Education requirements for completion of Level I PN Certificate, included in academic plan but may be taken prior to entrance into the program:
  - BIO 212 Anatomy & Physiology II (4 credits) “C” or better and within five years of program start date
  - PSY 205 Life Span Human Development (3 credits) “C” or better

- Level II RN Bridge Prerequisites:
  - Current LPN Licensure with IV Certification
  - PSY 101 General Psychology (3 credits) “C” or better
  - BIO 211 Anatomy & Physiology I (4 credits) “C” or better and within five years of program start date.
    (Jefferson College prerequisites for BIO 211 is BIO 101 (or high school Biology) and CHM 101 (or high school Chemistry) with grades of “C” or better within 5 years)
  - BIO 212 Anatomy & Physiology II (4 credits) “C” or better and within five years of program start date
  - PSY 205 Life Span

- General Education requirements for completion of Level II RN – AAS degree, included in academic plan but may be taken prior to entrance into the program:
  - BIO 113 Microbiology (4 credits) “C” or better
  - ENG 101 English Composition I (3 credits)
  - ENG 102 English Composition II or COM 100 Fundamentals of Communication
    (ENG 102 & COM 100 are 3 credits each – if more than one is taken, the higher grade is accepted)
    (HST 103/104 & PSC 102 are 3 credits each – if more than one is taken, the higher grade is accepted)

NURSING APPLICATION FOR ADMISSION

After passing the HESI entrance exam, a fillable PDF nursing program application may be obtained on the nursing website at www.jeffco.edu/nursing > Application process > Beginning Level I PN or Level II RN Bridge (RN Bridge applicants must have a current LPN license).

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

The nursing program application fee of **$30.00** is to be paid to the college cashier by postal mail** to: Jefferson College, Attn: Cashier, 1000 Viking Drive, Hillsboro, MO 63050.

**Payments made by mail MUST include the following** *(payments received without this information will not be processed)*:
- Applicant Name
- Applicant Jeffco ID number (i.e. V00____), and
- Description of payment: “Nursing Application Fee.”
- The cashier will forward a receipt to the nursing dept.

☐ **APPLICATION SUBMISSION**

Completed and signed applications (and application materials) may be emailed to rlewis@jeffco.edu. Emailed applications should include “Nursing Application for Admission” in the **Subject line**.

–or–

Completed and signed applications (and application materials) may be mailed to: Jefferson College, Attn: Nursing Dept., 1000 Viking Drive, Hillsboro, MO 63050

**Nursing Applications for Admission will NOT be accepted without the following attachments:**

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

☐ Ensure official transcripts *(if other than Jefferson College)* 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 *(see more information above)*

☐ Submit a printed copy of minimum HESI scores (scores are received after testing or student can login to the Evolve website [https://evolve.elsevier.com/](https://evolve.elsevier.com/)). HESI customer service: 1-800-222-9570

☐ Submit a printed copy of college **course schedule** showing current enrollment in nursing prerequisite and/or corequisite courses.

*For example:*

Applicant applies for Spring 2021 and is currently enrolled in nursing pre/corequisite courses for Fall 2020 –or– Applicant applies for Fall 2021 and is currently enrolled in nursing pre/corequisite courses for Spring and/or Summer 2021.

☐ **PN applicants (if applicable):** Submit a copy of current certificate or licensure for currently employed Healthcare position(s) as indicated on the application.

The only healthcare occupations accepted are those listed on the application: CNA, CMT, MA–Medical Assistant (completed at Jefferson College), EMT, LMT, OTA, Paramedic, PTA, and RAD TECH.

☐ **RN Bridge applicants only:** Submit a printed copy of **LPN Licensure verification** ([www.nursys.com](http://www.nursys.com))

**Please note:** Applicants not selected into the program (or re-applying to the program) must complete a new nursing application for the next available cohort that meets attendance needs and pay the $30 application fee for each application *(effective February 20, 2020)*.

The Nursing Level II/RN program has **Conditional Approval** from the Missouri State Board of Nursing (MSBN).
**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 Quality Points x 4 Credit hours = 16 Quality Points

<table>
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<th>C</th>
<th>D</th>
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<td>C</td>
<td>3 x 2 =</td>
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<td>3 x 3 =</td>
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**Total Credit Hours Completed:** 27

**Total Quality Points:** 82

**Total Quality Points ÷ Total Credits = GPA**

\[
\begin{align*}
\frac{82}{27} & = 3.03 \\
\text{My Total Quality Points} & \quad \div \quad \text{My Total Credit Hours} \quad = \quad \text{My GPA*}
\end{align*}
\]

(*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.*

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<td>3</td>
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</tr>
</tbody>
</table>

| TOTAL CREDIT HOURS COMPLETED: | 27 |
| TOTAL QUALITY POINTS: | |

**Total Quality Points ÷ Total Credits = GPA**

\[
\frac{\text{My Total Quality Points}}{\text{My Total Credit Hours}} = \text{My GPA}^* \\
(^* \text{GPA: Nursing uses two decimal places and does not round up})
\]