APPLICATION FOR ADMISSION REQUIREMENTS

- **HESI A2 Entrance Exam**
  - 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. Minimum required scores equal an overall average of 335. However, HESI’s recommended level of performance is an overall average of **350** and above for all scores provided. **There are 400 points possible on this exam** (100% in all four areas).
    - HESI A2 scores have been shown to be linked to nursing student success; the selection committee places a lot of weight on these scores.
  - Cost of the HESI A2 is **$50.00** (effective July 1, 2019) to be paid at the Testing Center at the time of testing.
  - The exam may be taken **one (1) time** during the testing period of **January 1–June 30**, and one (1) time during the testing period of **July 1–December 31**, for a maximum of twice per year (**no exceptions**).
    - If an applicant does not pass the exam, the applicant will need to wait until the next testing period to retake the exam. The applicant may choose to retake the entire exam or just the sections the applicant scored low in. The nursing department will accept the higher score(s).
  - The HESI exam may be taken at the Jefferson College Hillsboro and Arnold Testing Centers (TC). Allow **4 hours** to complete the exam. Bring a valid photo ID to testing. Testing supplies will be issued, including paper and pencil, a calculator is imbedded in the testing software. Click on the Testing Center links below for hours of operation.
    - Please note: The TC’s are now allowing walk-ins for the HESI exam; however, **face-masks are required** for testing due to social distancing requirements (COVID Procedures).
    - Hillsboro Testing Center / Arnold Testing Center
  - A **study guide** is available at the Jefferson College Hillsboro and Arnold libraries. The study guide is also sold online at [www.us Elsevier health.com](http://www.us Elsevier health.com). (Study guide ISBN: 978-0-323-58226-1) **Testing is over the first four chapters only:**
    - **Reading Comprehension**: These reading passages will typically be health care related. Provides reading scenarios in order to measure reading comprehension, identifying the main idea, finding meaning of words in context, passage comprehension, making logical inferences, etc.
    - **Vocabulary & General Knowledge**: Contains vocabulary terms that are used commonly in both general English speaking and in the healthcare fields.
    - **Grammar**: Contains basic grammar, including parts of speech, important terms and their uses in grammar, commonly occurring grammatical errors, etc.
Basic Math Skills: Focuses on math skills needed for healthcare fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures, general math facts, conversions, dosage calculations, etc.

- HESI A2 online study links are available on the nursing website at www.jeffco.edu/nursing > Application Process > Beginning Level I PN > HESI A2 Resource Links.
- HESI A2 scores are valid for 2 years prior to the program start date.
- A2 scores taken elsewhere and within 2 years may be transferred to Jefferson College by contacting HESI customer service at 1-800-222-9570 and paying the testing transfer fee.
- For information on the HESI A2 Evolve remediation process, visit www.jeffco.edu/nursing > Application Process > Beginning Level I PN > HESI A2 Resource Links.

GPA of 2.8
- To be considered for admission, a candidate must have a minimum 2.8 GPA.
- GPA Calculator: GPA online calculator or attached GPA worksheet. Credit hours are listed below.
- GPA is calculated utilizing Level I/PN and Level II/RN pre-requisite and co-requisite courses only:
  PSY 101, BIO 211, BIO 212, BIO 113, PSY 205, ENG 101, ENG 102 or COM 100, HST 103/HST104 or PSC 102.
- If ENG 102 and COM 100 have been completed, the higher of the two grades will be utilized.
- If HST 103, HST 104 and PSC 102 have been completed, the highest of the three grades will be utilized.
- Official transcripts must be sent to the Office of Enrollment Services (if other than Jefferson College).

COMPLETION OF LEVEL I PN PREREQUISITE COURSEWORK – Must be completed prior to nursing program start date.

- BIO 211 Anatomy & Physiology I (4 credit hours) – completed with a grade of “C” or better within 5 years of the 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.
- PSY 101 General Psychology (3 credit hours) – completed with a “C” or better.
- COL 100; COL 136; COL 101- First Year Experience (COL 100; 136; 101 is not calculated in the GPA or 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 part of the Level I/PN curriculum, but can be completed prior to acceptance into the nursing program.

- BIO 212 Anatomy and Physiology II (4 credit hours) – completed with a grade of “C” or better within 5 years of start of the nursing program.
- PSY 205 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 PN certificate but are required for the AAS degree. The courses can be completed prior to acceptance into nursing program or during the Level II/RN nursing program.

___ BIO 113 Microbiology for Health Sciences (4 credit hours) – completed with a “C” or better.
___ ENG 101 English Composition I (3 credit hours)
___ ENG 102 English Composition II or COM 100 Fundamentals of Communication (3 credit hours)
___ PSC 102 US & MO Government & Constitution; or HST 103 US History I to Reconstruction; or HST 104 US History II from Reconstruction (if taken at Jefferson College Spring 2016 or later) (3 credit hours)
___ Computer Proficiency: CIS 125 or by examination - completed with a “C” or better. (CIS 125 is not calculated in the GPA or course completion rate)

COURSE COMPLETION RATE

• The course completion rate is the number of prerequisite and corequisite courses the applicant has completed prior to applying for the nursing program. Currently enrolled nursing pre/corequisite courses are not counted toward the course completion rate until final grades are posted.
• If an applicant is currently enrolled in a course (other than Jefferson College), the applicant will need to submit an official transcript once the final grade has been posted.

APPLICATION PROCESS

• Admission to the nursing program is highly competitive. We cannot guarantee admission to all applicants who meet minimum requirements.
• Completion of the application criteria is not a guarantee of admission, but rather the minimal requirements for entry into the selection process.
• Applicants must complete a free Jefferson College application for admission and meet with an enrollment specialist. Former students who have attended for the last two (2) semesters, must complete the Jefferson College application for admission to be reinstated.
• The full-time Level I/PN day program starts in Fall (August). The part-time Level I/PN evening program starts in Spring (January).
• The Level I/PN nursing program has a year-round application process.
• Application deadline for Fall Level I/PN Day program consideration is the first Monday in April.
• Application deadline for Spring Level I/PN Evening program consideration is the first Tuesday in September.
• After meeting the minimum HESI A2 test score (85% or higher in three of the four tested areas and an 80% or higher in the fourth area), the nursing program application can be obtained on the nursing website: www.jeffcoe.edu/nursing > Application Process > Beginning Level I PN.
• The nursing program $30.00 application fee is to be paid to the cashier (Hillsboro) or at the front desk (Arnold).
- Application fee may be paid in person at the cashier’s window (Hillsboro – Student Center) or the front desk (Arnold).
  - **Hillsboro cashier hours**
  - Arnold front desk hours: Monday-Thursday 8:00 am-6:00 pm., Friday (Closed)
  - **Please note:** Face-masks are required for all employees, students and guests while on campus (COVID Procedures).
- Application fee may be mailed to: Jefferson College, Attn: Cashier, 1000 Viking Drive, Hillsboro, MO 63050. **Payments must include the following or the payment will not be processed:** applicant’s name, applicant’s Jeffco Student ID number (V00___), and description of payment “Nursing Application fee”. If application fee is mailed, the cashier will send a receipt to the nursing dept.

- Applicants who submit **incomplete** applications or who are **missing any required documents** will automatically be ineligible.
  - Submit application by email: rlewis@jeffco.edu or mbradley@jeffco.edu.
  - Submit application by mail: Jefferson College, Attn: Nursing Dept., 1000 Viking Drive, Hillsboro, MO 63050.
  - Submit application in person at the Nursing Education Office, Hillsboro Campus, Career Technical Education Building - Room 131 (campus map).
    - **Please note:** Face-masks are required for all employees, students and guests while on campus (COVID Procedures).

- Applications will **not** be accepted without the following attachments:
  - Ensure **official** transcripts have been received by the Office of Enrollment Services at Jefferson College: (636) 481-3209.
  - Submit a **$30.00** application fee receipt (see above).
  - 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 **course schedule** showing current enrollment in nursing pre- and/or co-requisite courses. (i.e. Spring 2021 applicant enrolled in Fall 2020 courses).
  - Submit (if applicable) a copy of current certificate/licensure or license verification for current Healthcare position(s) as indicated on the application. Only those occupations listed on the application will be admissible.

- 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.

- **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; applicants must also pay the $30.00 application fee for each application submitted (effective 2/20/20).**

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

**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”

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Points (QP)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS (CH)</th>
<th>FINAL GRADE</th>
<th>CH x QP</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211 Anatomy &amp; Physiology I</td>
<td>4</td>
<td>A</td>
<td>4 x 4 =</td>
<td>16</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
<td>C</td>
<td>3 x 2 =</td>
<td>6</td>
</tr>
<tr>
<td>BIO 212 Anatomy &amp; Physiology II</td>
<td>4</td>
<td>B</td>
<td>4 x 3 =</td>
<td>12</td>
</tr>
<tr>
<td>PSY 205 Life Span Human Dev.</td>
<td>3</td>
<td>C</td>
<td>3 x 2 =</td>
<td>6</td>
</tr>
<tr>
<td>BIO 113 Microbiology</td>
<td>4</td>
<td>B</td>
<td>4 x 3 =</td>
<td>12</td>
</tr>
<tr>
<td>ENG 101 English Comp I</td>
<td>3</td>
<td>A</td>
<td>3 x 4 =</td>
<td>12</td>
</tr>
<tr>
<td>ENG 102 English Comp II -or- COM 100 Funds. of Communication</td>
<td>3</td>
<td>B</td>
<td>3 x 3 =</td>
<td>9</td>
</tr>
<tr>
<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>
<td>3</td>
<td>B</td>
<td>3 x 3 =</td>
<td>9</td>
</tr>
</tbody>
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**TOTAL CREDIT HOURS COMPLETED:** 27

**TOTAL QUALITY POINTS:** 82

Total Quality Points ÷ Total Credits = GPA

\[
\frac{82}{27} = 3.03
\]

*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 Credit hours x 4 Quality Points = 16 Quality Points

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS (CH)</th>
<th>FINAL GRADE</th>
<th>CH x QP</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211 Anatomy &amp; Physiology I</td>
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<td>BIO 212 Anatomy &amp; Physiology II</td>
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<tr>
<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>
<td>3</td>
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</tbody>
</table>

**Total Credit Hours Completed:** 27

**Total Quality Points:**

\[
\text{My Total Quality Points} \div \text{My Total Credit Hours} = \text{My GPA*}
\]

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