Nursing Application Process Checklist

☐ Submit a free online **application for admission** to Jefferson College at [www.jeffco.edu](http://www.jeffco.edu) → Admissions → New/Transfer Students. If you are a returning student, completing this application will update your file.

☐ 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, etc.) and answer any new/transfer student questions.

Call to schedule an appointment (walk-ins cannot be guaranteed an available advisor upon arrival):
- Hillsboro: (636) 481-3209 or (636) 797-3000 ext. 3209
- Arnold: (636) 481-3597 or (636) 797-3000 ext. 3597

☐ 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 to verify course grades.**

☐ Complete 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.

- **HESI A-2**: Test fee of $50 payable to the cashier. There are 400 points possible on the exam. Applicants must earn a minimum of 85% in three of the four tested areas, and a minimum of 80% in the fourth area (minimum overall score: 335). Applicants are encouraged to study before taking this exam. 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). Applicants need only to study the first four chapters of the study guide. Study links are available on the nursing website at [www.jeffco.edu/nursing](http://www.jeffco.edu/nursing) → Application Process-Nursing → HESI A2 Resource Links.

- **HESI Mobility** (Bridge students): Test fee of $60 payable to the cashier. HESI Mobility scores range from 0 – 1,000 and can be as high as 1,500 (depending on the difficulty level of the exam). 850 is the minimum requirement. However, HESI’s recommended level of performance is 900 and above for all scores provided. Applicants are encouraged to study before taking this exam. A study guide is available for purchase 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.) **Note:** Email the nursing department at nursing@jeffco.edu to request a 25% off coupon from the publisher, good through December 2019.
☐ **2.8 GPA Requirement** is calculated utilizing Level I/PN and Level II/RN pre-requisite and co-requisite courses (https://www.calculator.net/gpa-calculator.html) *CIS 125 & COL 101 are not included in the course completion rate or GPA calculation. Please see the nursing website at www.jeffco.edu/nursing → Application Process-Nursing for more information.

PN Pre-requisites:
☐ 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

General Education requirements for completion of Level I PN Certificate and RN Bridge Pre-requisites:
☐ 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

General Education requirements for completion of Level II RN – AAS degree:
☐ 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/HST104 U.S. History I / U.S. History II or PSC 102 U.S. & MO Government & Constitution
  (HST 103/104 & PSC 102 are 3 credits each – if more than one is taken, the higher grade is accepted)

☐ After passing the HESI entrance exam, the nursing program application may be obtained from the nursing education office (located on the Hillsboro campus in CTE 131) or by visiting the nursing website at www.jeffco.edu/nursing → Application Process-Nursing → Level I PN Nursing Application for Admission.

☐ The nursing program application fee is $30.00 to be paid to the college cashier.
  (Hillsboro campus: cashier is located in the Student Center. Arnold site: the application fee may be paid at the front desk).

☐ The Application for Admission is to be turned into the nursing education office (CTE 131) and will not be accepted without the following attachments:

☐ Submit $30.00 application fee receipt.
☐ Submit 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 printed copy of course schedule showing current enrollment in nursing pre-/co-requisite courses.
  For example:
  • Applicant applies for Spring 2020 and is currently enrolled in nursing pre-/co-requisite courses for summer and/or fall 2019 –or–
  • Applicant applies for Fall 2020 and is currently enrolled in nursing pre-/co-requisite courses for spring and/or summer 2020.

☐ PN applicants (if applicable): Submit a copy of current certificate or licensure for current healthcare position(s) as indicated on the application (i.e. CNA, CMT, MA–Medical Assistant completed at Jefferson College, EMT, LMT, OTA, Paramedic, PTA, RAD TECH)

☐ RN Bridge applicants only: Submit printed copy of LPN Licensure verification (www.nursys.com)