



Jefferson College Bi-Level Nursing

Level I Practical Nursing (PN) – Application Checklist

www.jeffco.edu/nursing

Step 1	<p>JEFFCO APPLICATION FOR ADMISSION</p> <ul style="list-style-type: none"> • Complete a <i>free</i> online Application for Admission to Jefferson College (www.jeffco.edu/Getting-Started). ○ Former students who have <u>not attended</u> within the last two (2) semesters MUST complete this application to be readmitted. • Acceptance to Jefferson College does NOT guarantee admission to the Bi-Level Nursing Program.
Step 2	<p>JEFFCO PLACEMENT EXAM</p> <ul style="list-style-type: none"> • Complete the recommended Placement exam(s) at the Jefferson College Testing Center or submit official ACT results for the purpose of General Education course placement (i.e. reading, math, and English). The nursing program requires pre/corequisite general education courses. <ul style="list-style-type: none"> ○ Hillsboro Testing Center: 636-481-3147 / Arnold Testing Center: 636-481-3592.
Step 3	<p>ADVISOR REQUIREMENT</p> <ul style="list-style-type: none"> • <u>Meet with an Advising Specialist to ensure nursing <i>Application for Admission</i> readiness.</u> <ul style="list-style-type: none"> ○ An Advising Specialist will review the nursing program requirements and answer any current/new/transfer student questions. ○ An Advising Specialist will review official transcripts to ensure accurate course transfers from other institutions. <ul style="list-style-type: none"> • <u>Please do not assume that a course will transfer from another college;</u> Jefferson College advisors will assist you in determining which courses meet Jefferson College <i>and</i> Nursing Program requirements and which courses will need to be taken or retaken. • Call to schedule an advising appointment: phone, email, virtual and in-person appointments available. <ul style="list-style-type: none"> ○ Website: Advising Services ○ Advisor: Mandy McKay, Pre-Nursing (at Jefferson College) ○ Email: amckay1@jeffco.edu or advisor@jeffco.edu ○ Phone: (636) 481-3211 or (636) 797-3000 or (636) 942-3000, ext. 3211
Step 4	<p>NURSING ENTRANCE EXAM REQUIREMENT</p> <ul style="list-style-type: none"> • ATI TEAS EXAM <ul style="list-style-type: none"> ○ The ATI TEAS, or Test of Essential Academic Skills, is a standardized test designed specifically to assess a student's preparedness for entering the health science fields. Questions are designed to test the basic academic skills you will need to perform successfully in the areas of: Reading, Math, Science, and English and Language Usage. • The entrance exam may be completed at the Jefferson College Testing Center (exams are proctored). <ul style="list-style-type: none"> ○ Hillsboro Testing Center or Arnold Testing Center <ul style="list-style-type: none"> ▪ (I.D. requirements, hours of operation, etc.)

	<ul style="list-style-type: none"> ○ An appointment is not required; walk-ins for the TEAS exam are welcome! <ul style="list-style-type: none"> ▪ Exception: If testing accommodations are required, please contact the Accessibility Resource Office to <i>schedule</i> the TEAS entrance exam. ○ Students can retake the ATI TEAS exam once every 60 days. During the waiting period students are strongly encouraged to remediate the areas they scored basic or developmental. A Focused Review will be available in your ATI account. Jefferson College will not accept test scores taken prior to the end of the two-month waiting period, regardless of the score obtained.
<p>Step 5</p>	<p>MINIMUM GPA REQUIREMENT</p> <ul style="list-style-type: none"> ● To be considered for admission, an applicant must have a <u>minimum 2.8 GPA (on a 4.0 scale)</u>. <ul style="list-style-type: none"> ○ If nursing pre/corequisite coursework is in progress, applicants may apply for <u>conditional approval of application</u> contingent upon meeting the required 2.8 GPA by the program start date. ● Applicant’s final course grade(s) will be calculated into the Application for Admission GPA once final grades have been posted. <ul style="list-style-type: none"> ○ The applicant’s final admissions GPA MUST meet the minimum requirement of 2.8. ● If an applicant is <u>retaking</u> a course to increase their GPA, the higher of the two grades will be used. ● If an applicant is taking a course(s) at a college other than Jefferson College, an official transcript is required once final grades have posted. ● GPA Calculator: GPA online calculator (https://app.semo.edu/genl/gpa/calc.htm). <ul style="list-style-type: none"> ○ Course credit hours are listed in Required Courses section. ● <u>The Nursing GPA is calculated utilizing Level I/PN and Level II/RN pre/corequisite courses only:</u> <ul style="list-style-type: none"> ○ BIO 211 (Anatomy & Physiology I) ○ BIO 212 (Anatomy & Physiology II) ○ BIO 113 (Microbiology) ○ PSY 101 (General Psychology) ○ PSY 205 (Life Span Human Development) ○ ENG 101 (English Composition I) ○ ENG 102 (English Composition II) or COM 100 (Funds of Communication) ○ HST 103/HST104 (U.S. History I or II) or PSC 102 (US & Missouri Govt. & Const.) ● If ENG 102 and COM 100 have been completed, the <u>higher</u> of the two grades will be utilized. ● If HST 103, HST 104 and PSC 102 have been completed, the <u>highest</u> of the three grades will be utilized. ● Please note: CIS125 and COL100/101/136 are not included in the GPA calculation. COL100/101/136 is not included in the course completion rate. <ul style="list-style-type: none"> ○ CIS125 requirement may be met by exam; no grade is received. ○ COL100/101/136 may not be required for students who have previously completed 15+ credit hours of college credit, hence no grade is received.
<p>Step 6</p>	<p>REQUIRED LEVEL I/PN PREREQUISITE COURSES</p> <p>Must be completed <u>prior</u> to the nursing program start date. <u>Completion prior to application is preferred!</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> BIO211 Anatomy & Physiology I (4 credit hours) – <i>completed with a grade of “C” or better within five (5) years of the program start date.</i>

	<p>Jefferson College A&P I Prerequisite(s): BIO101 (or high school Biology) and CHM101 (or high school Chemistry) with grades of “C” or better within the previous five (5) years of registration date.</p> <ul style="list-style-type: none"> <input type="checkbox"/> PSY101 General Psychology (3 credit hours) – completed with a “C” or better. <input type="checkbox"/> COL100; COL136; COL101- First Year Experience (COL100/136/101 is not calculated in the GPA nor the course completion rate) – This course may not be required for students who transfer 15+ credit hours of college credit, hence no grade is received.
<p>Step 7</p>	<p>REQUIRED LEVEL I/PN COREQUISITE COURSES – CERTIFICATE</p> <p>These courses are part of the Level I/PN curriculum; however, applicants are strongly encouraged to complete them prior to acceptance into the nursing program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> BIO212 Anatomy and Physiology II (4 credit hours) – completed with a grade of “C” or better within 5 years of the program start date. <input type="checkbox"/> PSY205 Life Span Human Development (3 credit hours) – completed with a “C” or better.
<p>Step 8</p>	<p>REQUIRED LEVEL II/RN COREQUISITE COURSES – AAS DEGREE</p> <p>These courses are not required for the Level I/PN Certificate but <u>are required for the Level II/RN ASS Degree</u>. These courses are part of the Level II/RN curriculum; however, applicants are strongly encouraged to complete them prior to acceptance into the nursing program.</p> <ul style="list-style-type: none"> <input type="checkbox"/> BIO 113 Microbiology for Health Sciences (4 credit hours) – completed with a “C” or better. <input type="checkbox"/> ENG 101 English Composition I (3 credit hours) <input type="checkbox"/> ENG 102 English Composition II -or- COM 100 Fundamentals of Communication (3 credit hours) <input type="checkbox"/> PSC 102 US & MO Government & Constitution; -or- HST 103 US History I to Reconstruction; -or- HST 104 US History II from Reconstruction (3 credit hours) <input type="checkbox"/> Computer Proficiency: CIS 125 -or- met by examination - completed with a “C” or better. (CIS 125 is not calculated in the GPA) – This course may be tested out of; hence no grade is received.
<p>Step 9</p>	<p>NURSING PROGRAM APPLICATION SUBMISSION</p> <ul style="list-style-type: none"> • <u>It is the applicant’s responsibility to ensure the application process has been completed and that all application materials have been received.</u> • Applicants must meet minimum application requirements to be presented to the Admission Progression Retention (APR) Committee. <ul style="list-style-type: none"> ○ Admission to the nursing program is highly competitive. <u>We cannot guarantee admission to all applicants who meet minimum requirements.</u> • <u>Nursing Program Applications and all required materials MUST be completed and submitted by the application deadline:</u> <ul style="list-style-type: none"> ○ Fall 2025 (Day, August start): 04/01/25 by 4:30 p.m. ○ Spring 2026 (Evening, January start): 09/02/25 by 4:30 p.m. ○ Fall 2026 (Day, August start): 04/07/26 by 4:30 p.m. • The Nursing Application for Admission may be found on the nursing website: www.jeffco.edu/nursing > Application Process > Beginning Level I/PN.

APPLICATION SUBMISSION – submit ALL of the items below:

Applications will **NOT** be processed without the accompanying documents below.

It is the applicant's responsibility to make sure all documents have been submitted.

- Submit COMPLETED** Nursing Application for Admission.
 - **Do not leave any question blank; please enter N/A if a question does not apply to you.**
- Submit official** copies of **all** transcripts (may be sent electronically) to Jefferson College, Enrollment Services, 1000 Viking Drive, Hillsboro, MO 63050.
 - **Jefferson College students do not need to submit a transcript for Jefferson College.**
 - ***NOTE: If you are a current/past student of Jefferson College, your High School or GED/HISET transcripts do not need to be re-submitted to Enrollment Services.***
- Submit \$30.00 paid application fee receipt** (*Fee is non-refundable*)
 - pay to the cashier – Hillsboro Campus Student Center main floor, **or**
 - pay at the front desk – Arnold Campus, first floor, front desk.
- Submit a copy of ATI TEAS Entrance Exam scores with subject area breakdown**
 - **ALL TEAS exam attempts are to be submitted.**
 - *For example, if you have taken the TEAS exam two (2) times, please submit both attempts. If you have taken it three (3) times, submit all three (3) attempts, etc.)*
- Submit a copy of nursing pre/corequisite current course schedule** (*if applicable*).
 - Fall (day) program application, submit spring and/or summer course schedule.
 - Spring (evening) program application, submit fall and/or wintersession course schedule.
- Submit** Healthcare Certificate, License, or request your healthcare employer to email the Nursing Administrative Specialists – Rebekah Lewis (rlewis@jeffco.edu) **or** Sharon Weiss (sweiss@jeffco.edu) for bonus point (*if applicable*).
 - The employer email should include the following: your name, your *current* position and whether you are in the process of certification, and how long you have been in the position.
 - ***The employer email must be sent from the employer's work/company email.***
 - Only one (1) bonus point is possible.
- Final Grade Submission**: applicants **must submit** an **official transcript** for currently enrolled nursing pre/corequisite course(s) once the **final grade has been posted**.
 - **Jefferson College students do not need to submit a transcript for Jefferson College.**

The application materials may be submitted in one of the following manners:

- **In-Person (Hillsboro Campus)**: Nursing Education Office, Career Technical Education Building (CTE) – Office 134A. ([campus map](#))
- **In-Person (Arnold Campus front desk)**: Request they use inter-campus mail to send the application materials to the **Nursing Education Office (CTE 134A)** on the Hillsboro Campus.
 - Request they stamp the application with date/time received and initial.
- **Mail**: Jefferson College, Attn: Nursing Education Office, 1000 Viking Drive, Hillsboro, MO 63050.
- **Email (PDF)**: Scan and email a **PDF** of all documents to the Nursing Education Office at nursing@jeffco.edu. **Subject Line**: Nursing Application for Admission.
- **Fax**: Attn: Nursing Education Office – Application for Admission, 636-789-2047.

**General
Info.**

COURSE COMPLETION RATE

- The course completion rate is the number of nursing pre/corequisite courses the applicant has completed **PRIOR** to applying to the nursing program.
 - Currently enrolled nursing pre/corequisite courses are **NOT** counted toward the course completion rate until final grades are posted.

LEVEL I/PN RUBRIC

- The Level I/PN rubric may be found on the nursing website at www.jeffco.edu/nursing > Application Process > Beginning Level I/PN.
- The Admissions Progression Retention (APR) Committee will make the final decision for selection of applicants based on several criteria: TEAS entrance exam score(s), GPA, and Pre/Co-requisite course completion rate.
- Every effort is made to ensure that the selection process is fair and equitable to all applicants.

APPLICANT STATUS NOTIFICATION

- Unless otherwise posted, Applicants will be notified of their application status by the end of the deadline month (at the latest), through their Jeffco student email.
 - Fall day program: by April 30th
 - Spring evening program: by September 30th
- If the application for admission deadline is extended, applicants will be notified of their application status by the 30th or 31st (at the latest) of the extended deadline month.
- Graduation from either the LPN or the RN program does **NOT** guarantee licensure as stated in the Missouri Revised Statutes - Section 335-066.

ACCREDITATION

- Jefferson College is accredited by the Higher Learning Commission (HLC).
- The Nursing Level I/PN program has **full-approval** from the Missouri State Board of Nursing (MSBN).

FINANCIAL AID

- To explore payment and financial assistance options, contact (636) 481-3202.

ACCESSIBILITY RESOURCE OFFICE (ARO)

- If accommodations for a disability are needed, please contact Linda Ladendecker-Corley, Accessibility Resource Office Coordinator, at (636) 481-3169 or (636) 797-3000, ext. 3169. TTY users dial 711.