Fall 2016

Program Information

and

Application Instructions
San Jacinto College – South
ADN Transition Program
Admissions Information

The San Jacinto College – South Associates Degree in Nursing (ADN) Transition Program for Licensed Vocational Nurse (LVN) and Paramedics is a one academic year program. Upon successful program completion, students earn an associate’s degree in nursing and may sit for the National Council Licensure Examination (NCLEX-RN). The program curriculum includes a combination of class lectures, simulation and clinical experience in a variety of healthcare settings throughout the Houston metropolitan area.

The Texas High Education Coordinating Board (THECB) and the Texas Board of Nursing (BON) approves the ADN Transition program. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and regulated by the BON.

Texas Board of Nursing (BON)
Web: www.bon.state.tx.us
Phone: (512) 305-7400.

Accreditation Commission for Education in Nursing (ACEN)
Web: www.acenursing.org
Phone: (404) 975-5000

Eligibility Requirements
Applicants must follow the application and admission procedures outlined below:

Steps to Apply to San Jacinto College

☐ Submit a completed San Jacinto College application to the Enrollment Services Office
Applications can be retrieved online at www.sjcd.edu or www.sanjac.edu. All prospective students must be admitted to San Jacinto College before eligible to apply for the ADN Transition program. Note: Admission to SJC does not guarantee admission into the ADN Transition program.

☐ Submit official transcripts to the Enrollment Services Office
High School: Applicants must submit documentation of successful high school completion by graduation or the General Equivalency Diploma (GED).

☐ College Transcripts: Applicants must submit ALL previous and current official college transcripts to the Enrollment Services Office. Students may submit a request for an official transcript at this time, which will be required with ADN Transition application.

☐ Foreign Transcripts: Applicants that have attended educational institutions outside of the United States must submit an evaluation of all previous high school and/or college education. An approved SJC evaluation site will evaluate all submitted documents. A list of approved evaluation sites may be obtained from the Enrollment Services Office.
**Texas Administrative Code Rule 213.27(a)**

“Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board’s rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.” Prospective students must demonstrate good professional characteristics to be eligible for program admission and licensure with the Texas BON.

**Note:** Effective January 1, 1996, a person who has been convicted of a felony may be disqualified for obtaining licensure as a Registered Nurse. If you have **ANY** questions regarding past incidents, call the Texas BON at (512) 305-7400. Since August 2004, a criminal background check and/or drug screen has been conducted by a designated investigative agency at the expense of the student. Effective January 2008 the background check must be completed before registering for classes and only those applicants with a clear background will be eligible to register.

**Application Periods**

Applications accepted Monday – Thursday from 9:00 am – 12:00 pm and 2:00 pm - 4:30 pm in the Health and Natural Science Building (S1), Office 253b (S-1.253b). If you need to come outside of the available times please contact Melissa to schedule an appointment. [Melissa.guy@sjcd.edu](mailto:Melissa.guy@sjcd.edu)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Early January</td>
<td>July 1 - September 1</td>
</tr>
<tr>
<td>Fall</td>
<td>Late August</td>
<td>February 1 - April 1</td>
</tr>
</tbody>
</table>

**Requirements for admissions into the ADN Transition program:**

- State of Texas Licensed Vocational Nurse or Certified Paramedic in good standing
- Attend mandatory information session (see page 11)
  - Information Session schedules are available at [www.sanjac.edu/nursing](http://www.sanjac.edu/nursing)
- Have not failed out of a registered nursing program within 2 years of the application deadline
- Successful completion of BIOL courses with a grade of C or better within 5 years of the first day of class if admitted into the ADN Transition program
- Successful completion of all the required pre-requisite courses with a minimum pre-requisite grade point average (GPA) of 2.5.
  - See page 4 for a list of the Pre-requisite courses.
- Minimum overall course work GPA of 2.0
- Successful completion, with a 75% or better, on all required sections of the HESI Admissions Assessment Exam (A2)
  - See page 7 for HESI A2 information.
- Complete a mandatory criminal background check, drug screening, immunizations verification and license verification.
  - See page 9 for instructions to complete your background check.
## Pre-requisite Courses

<table>
<thead>
<tr>
<th>PRE-REQUISITE COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2301 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1314 College Algebra or higher math</td>
<td>3-4 (depends on institution completed)</td>
</tr>
<tr>
<td>BIOL 2301 Human Anatomy &amp; Physiology I (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2101 Human Anatomy &amp; Physiology I (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>*BIOL 2401 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2302 Human Anatomy &amp; Physiology II (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2102 Human Anatomy &amp; Physiology II (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>*BIOL 2402 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2320 Microbiology and Pathology (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2120 Microbiology and Pathology (Lab)</td>
<td>1</td>
</tr>
<tr>
<td>*BIOL 2420 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td>21-22</td>
</tr>
</tbody>
</table>

## Proof of Pre-requisite Completion

To show proof that you have completed all of the required pre-requisite courses: you must include a printed copy from My San Jac GPS or Degree Evaluation in your application packet. Please see the following page, page 5, for instructions on how to run your degree evaluation.
Degree Evaluation Instructions

MY SAN JAC GPS

You can complete My San Jac GPS online in SOS by following the steps below.

STEPS TO PRINT A MY SAN JAC GPS ONLINE:

Step 1: Go to the San Jacinto College website at www.sjcd.edu. In the top right hand corner, there is a login for SOS. Enter your User ID & PIN. Click Login.

Step 2: Click on My Student Records, Registration, Financial Aid and Orientation.

Step 3: Click on My Student Records.

Step 4: Click on Perform Degree Evaluations – My San Jac GPS.

Step 5: Click on What If under the worksheets tab.

Step 6: Select Associates of Applied Science from the Degree drop down.

Step 7: Select 2015-2016 from the Catalog Year drop down.

Step 8: Select Nrsg-LVN-RN Transitions AAS or Nrsg-Paramedic-RN Transtn AAS from the Major drop down.

Step 9: Click the Process What-If button near the top of the screen. This process may take a few minutes to generate the request.

Step 9: Requirements that are still needed will be marked “Not Complete.” Requirements that have been fulfilled will be marked “Complete.”

Note: All pre-requisite courses should be marked as “Complete”

Step 10: Click Print on the top right corner. Submit copy in application packet.

If you need assistance interpreting your My San Jac GPS report, bring a copy to the LVN/Paramedic to ADN Transition Program Office.

If you need assistance interpreting your degree evaluation, bring a copy to the Counseling Office.

The following chart is a sample of the Admission Rubric used by the ADN Transition Admissions Committee to evaluate applicant qualifications. Applicants should use the Admission Rubric as a guide to confirm their eligibility to apply.
1. Pre-requisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
<th>Grade Points</th>
<th>Term</th>
<th>Repeat</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>MATH 1314 College Algebra or Higher</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>PSYC 2301 Intro to Psychology</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>BIOL 2401 or BIOL 2301 &amp; 2101*#</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>BIOL 2402 or BIOL 2302 &amp; 2102**#</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>BIOL 2420 or BIOL 2320 &amp; 2120 *#</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
</tbody>
</table>

Total Hrs: 21
Total GP:

2. Pre-req GPA: Min. 2.5 required

<table>
<thead>
<tr>
<th>Total Grade Points / Total Hours = GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.50 - 3.00 = 1</td>
</tr>
<tr>
<td>3.01 - 3.50 = 2</td>
</tr>
<tr>
<td>3.51 - 4.0 = 3</td>
</tr>
</tbody>
</table>

3. Optional Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours</th>
<th>Grade Points</th>
<th>Term</th>
<th>Repeat</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 1108^ Dosage Calculations</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>RNSG 1215^ Health Assessment</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>RNSG 1301^ Pharmacology</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Dev $</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>ENGL 1302 Composition II $</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>Humanities $</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
<tr>
<td>SPCH 1311, 1315, 1318, or 1321 $</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
<td>IP</td>
</tr>
</tbody>
</table>

Total Hrs: 18
Total GP:

4. Overall GPA: Min. 2.0 required

<table>
<thead>
<tr>
<th>Total Grade Points / Total Hours = GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.00 - 2.49 = 1</td>
</tr>
<tr>
<td>2.50 - 2.79 = 2</td>
</tr>
<tr>
<td>2.80 - 3.00 = 3</td>
</tr>
<tr>
<td>3.01 - 3.39 = 4</td>
</tr>
<tr>
<td>3.40 - 3.50 = 5</td>
</tr>
<tr>
<td>3.51 - 4.0 = 6</td>
</tr>
</tbody>
</table>

5. HESI A2 Scores: Min. 75% required

<table>
<thead>
<tr>
<th>Reading</th>
<th>Grammar</th>
<th>Vocabulary</th>
<th>A&amp;P</th>
<th>Math</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Attempt Scores</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Attempt Score(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Average of Score(s) for Both Attempts

<table>
<thead>
<tr>
<th>Composite Score</th>
<th>75% = 1</th>
<th>76-80% = 2</th>
<th>81-85% = 3</th>
<th>86-90% = 4</th>
<th>91-95% = 5</th>
<th>96-100% = 6</th>
</tr>
</thead>
</table>

Score minimum of 75% on each HESI A2 section on first attempt = 2

6. Miscellaneous Experiences

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous SJC LVN or EMT Graduate</td>
</tr>
<tr>
<td>Work in Allied Health Field ! (Employment verification form required; DD-214 required for Military Medic)</td>
</tr>
</tbody>
</table>

7. Honorably Discharged Military Veteran

DD-214 required for verification.

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

8. Early Submission of Application by March 1 or August 1

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

Minimum score required for admission is 11.

* Subtract 2 points for each repeated BIOL course final grade of D or F.

# Must be taken within 5 yrs of semester seeking admissions.

^ Must be taken within 2 yrs of semester seeking admissions.

$ SJC Associate’s Degree of Nursing Core Requirement

! Respiratory Therapy, Physical Therapy Assistant, Radiology Tech, Sonography Tech, or Military Medic

Applicants may only have two (2) pre-requisite courses In Progress (IP) when applying.

Evaluated by: _____________________ Date: ___________ Confirmed by: _____________________ Date: ___________
HESI A2 Exam Information

The San Jacinto College – South LVN/Paramedic to ADN Transition program requires the HESI Admission Assessment Exam (A2).

- All HESI A2 examinations must be administered on the SJC-South Campus. Exam scores from facilities outside of San Jacinto College will not be accepted.
- Applicants are allowed a maximum of two opportunities to score a minimum average of 75% on each of the five required sections below.
- Scores from sections re-tested will be averaged together and that average will be used when calculating the HESI A2 composite score of the five required sections.
- HESI A2 scores are valid for 2 application periods and will expire at the end of the second application cycle.
- Elsevier Evolve testing fees vary and are non-refundable. Applicants that do not show for their scheduled exam date will be required to pay the exam fee to schedule a new test date.
- Email eli.herrera@sjcd.edu for 3 practice tests.

Sections Covered on Exam:

1. **Math**: Focuses on math skills needed for health care fields, including basic addition, subtraction, multiplication, fractions, decimals, ratio and proportion, household measures and general math facts.

2. **Reading Comprehension**: Provided reading scenarios in order to measure reading comprehension, including identifying the main idea, finding the meaning of words in context, passage comprehension and making logical inferences.

3. **Vocabulary and General Knowledge**: Contains basic vocabulary terms that are commonly used in conversational English and health care fields.

4. **Grammar**: Contains basic grammar, including parts of speech, important terms and their uses in grammar and commonly occurring grammatical errors.

5. **Anatomy and Physiology**: Assessment of A&P knowledge. Provides coverage of general terminology and anatomical structures and systems.

The following sections are for profile purposes only:

1. **Personality Profile**: Uses concepts related to introversion and extroversion to classify the student’s personality styles.

2. **Learning Styles**: Assesses the preferred learning style and offers test-taking and study tips suited to the learning style.

How to register for the HESI A2 Exam:

- Turn in a complete application Melissa Guy Melissa.guy@sjcd.edu.
- See checklist on page 12 for what is included in a complete application.
- Approximately two weeks before the exam you will receive registration and payment instructions. To guarantee your seat for the exam please register and pay upon receiving the payment instructions.
- HESI A2 registration must be completed by the assigned deadline in the payment and registration email.
HESI A2 Exam Information Cont.

Testing Center Information:

- The SJC Testing Center requires applicants to provide photo identification.
- Please know your Evolve username and password. You will need it to log in and test.
- The SJC Testing Center cannot allow applicants whose name is not on the HESI A2 Exam Schedule Roster to sit for the exam.
- Please allow at least 4 hours to complete the HESI A2.
- Applicants are not allowed entrance into the testing room once the exam has started. Therefore, late students will be required to re-register and repay for the HESI A2.

HESI A2 EXAM DATES:

- HESI A2 Exam dates will be provided at the time you turn in your LVN/Paramedic to ADN Transition application.
- Dates will be available on a first come first serve basis.
- There will be no waiting list for testing dates.
- Retest dates will be given to those that need to retest only. To obtain a retest date please email Melissa at Melissa.guy@sjcd.edu.
- There will be no first time testing on retest dates.

Applicants need to create an Evolve account prior to exam registration and payment. Go to www.evolve.elsevier.com. Save the username and password, you will need this to log in and take the exam and admitted students will use the same Evolve login information for all ADN Transition program HESI exams.

HESI A2 Study Guides:

The books below are recommendations for use, they are not required.
Background Check, Drug Screen, and Immunizations

Prior to admission application deadline, prospective students must complete their mandatory drug screening, immunizations verification, and license verification at www.certifiedbackground.com. Prospective student with ANY concerns MUST go to www.bne.state.tx.us/forms_declaratory_order.asp. For more information regarding the declaratory order process please contact the Texas BON at (512) 305-7400.

Student Instructions for San Jacinto College – South Associate Degree Nursing

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check, drug test and medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, included document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information
- In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

Drug Test (LabCorp)
- Within 24-48 hours after you place your order, the electric chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

Immunizations
- Document trackers provide secure online storage for all your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

Payment Information
- At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code: SV23dtim. You will then be directed to set-up your CertifiedProfile account.
Background Check, Drug Screen, and Immunizations Cont.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your online results with their unique username and password.

Immunization Requirements

Measles, Mumps & Rubella (MMR)
There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titers for all 3 components (lab reports or physician verification of results required)

Varicella (Chicken Pox)
There must be documentation of one of the following:
  • 2 vaccinations
  • Positive antibody titer (lab report) is required.

Hepatitis B
There must be documentation of one of the following:
  • 3 vaccinations
  • Positive antibody titer (lab report or physician verification of results required)

TB Skin Test
There must be documentation of one of the following:
  • TB skin test within the last 12 months
  • Chest X-Ray results with in the last 2 years

Tetanus, Diphtheria & Pertussis (Tdap)
There must be documentation of a Tdap booster within the past 10 years.

Influenza
There must be documentation of one of the following:
  • Flu shot administered during the current flu season
  • Declination waiver

License/Certification
Provide a copy of your current Vocational Nursing License OR Paramedic Certification.
CPR Certification – American Heart Association Healthcare Provider card.
Background Check, Drug Screen, and Immunizations Cont.

Physical Examination
Provide your physical examination completed and signed by a medical professional. Must be completed on school form.

I NEED HELP!!!
If you need assistance please contact CertifiedProfile at 888-914-7279 or cpservicedesk@certifiedprofile.com and a Student Support Representative will be available Monday – Thursday 8am-8pm, Friday 8am-6pm & Sunday 10am-6:30pm EST.

Information Session Dates:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>December 4, 2015</td>
<td>10:00am-11:30am</td>
<td>S-1.254</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 16, 2015</td>
<td>2:30pm-4:00pm</td>
<td>S-1.254</td>
</tr>
<tr>
<td>Friday</td>
<td>January 8, 2016</td>
<td>2:30pm-4:00pm</td>
<td>S-1.254</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 20, 2016</td>
<td>10:00am-11:30am</td>
<td>S-1.254</td>
</tr>
<tr>
<td>Monday</td>
<td>February 1, 2016</td>
<td>2:30pm-4:00pm</td>
<td>S-1.254</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 17, 2016</td>
<td>10:00am-11:30am</td>
<td>S-1.254</td>
</tr>
<tr>
<td>Friday</td>
<td>March 4, 2016</td>
<td>10:00am-11:30am</td>
<td>S-1.254</td>
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<tr>
<td>Wednesday</td>
<td>March 16, 2016</td>
<td>2:30pm-4:00pm</td>
<td>S-1.254</td>
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<tr>
<td>Monday</td>
<td>March 28, 2016</td>
<td>10:00am-11:30am</td>
<td>S-1.254</td>
</tr>
</tbody>
</table>
Application Packet Checklist:

- ADN Transition Admissions Application
- Official transcripts from ALL institutions attended
- Degree Evaluation (see instructions page 5)
- Core Performance Standards for Successful Program Progression
- Immunizations
- Physical
- Drug Screen in Certified Profile
- Acknowledgement Statements:
  - Information Session
  - Criminal Background Check
  - HESI A2