



ST. JOSEPH'S COLLEGE OF NURSING

at St. Joseph's Hospital Health Center

ENROLLMENT REQUIREMENTS

Enrollment is defined as completion of all requirements listed below prior to the established deadline date.

Enrollment Deposit:

A non-refundable enrollment deposit must be paid by the established deadline date. If the fee is not submitted by the established deadline date, the application is cancelled and the student forfeits the guaranteed space in the program.

Health:

All students must upload specific documents including health history questionnaire, physical exam by a medical professional within the past 12 months, proof of required immunizations and acknowledgment of Essential Functions and Technical Standards to CastleBranch.com by the established deadline. This process must be completed in its entirety to meet enrollment requirements.

CPR:

St. Joseph's College of Nursing mandates CPR (Cardiopulmonary Resuscitation) certification as an enrollment requirement. It is the student's responsibility to complete an **approved CPR course** prior to the designated deadline.

Students **must** choose from the following options for **initial** CPR certification:

- **American Red Cross** (www.redcross.org) – Basic Life Support(BLS) for Healthcare Providers
- **American Heart Association** (www.cpr.heart.org) – Basic Life Support (BLS) for Healthcare Providers

Students enrolled in a blended learning course (online & classroom), must complete online learning content followed by classroom practice and skills demonstration in order to receive certification.

Valid/signed cards are to be uploaded to and managed through CastleBranch.com. Certification is valid for two (2) years. If nearing expiration, renewal is REQUIRED. St. Joseph's College of Nursing does not provide these courses.

CPR recertification is preferred through the American Red Cross or the American Heart Association. Use of an **alternative** CPR course for recertification must be approved by the Academic Coordinator.

Student Background Check

St. Joseph's College of Nursing's enrollment requirements include submission of a background check for all accepted students. To ensure the safety and well-being of all patients, background checks are a standard practice for working in healthcare. Student placement in a clinical site/agency assumes that the person possesses good moral character and the ability to successfully pass the rigor of a background investigation and criminal background check. Therefore, it is required that all enrolled students obtain a background check prior to beginning clinical practice.

- All students selected for admission will be enrolled conditionally until background check results are reviewed. The student is responsible for the cost of the background check. Students are required to obtain a background check via CastleBranch.com by an established/published deadline date.
- Results of the background check will be made available to the student and an administrator at St. Joseph's College of Nursing. All background checks will be treated as confidential.



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- A student who refuses to obtain a background check or does not obtain a required background check by the published deadline set forth by the College will not be eligible to enroll. This student will be de-registered with no opportunity to re-apply or defer enrollment.
- It is the student's responsibility to determine whether or not he/she is eligible for licensure. If convicted of a crime, it is the student's responsibility to determine if his/her background will prohibit licensure and employment in the healthcare industry. St. Joseph's College of Nursing administration and faculty are not able to provide legal advice. If a student has questions or concerns about his/her background, he/she may contact legal counsel before enrolling in a nursing program.
- If a background check is negative (no incidences displayed), the summary page of the report is filed in the student's file.
- If a background check is positive, an administrative review process is initiated. The student will be requested to validate and explain the results. Administration will review according to, but not limited to the following considerations: need for further information, nature of the crime, and Medicare/drug-related incidents. If the incident is deemed to be of no concern by administration, the student will be allowed to enroll.
- If the incident is considered to be of concern and/or the student provides an inadequate explanation, the student will either be requested to provide further information or if the incident is sufficiently egregious that the student will not meet the College's Essential Functions and/or be eligible for placement in clinical settings, and the student will not be eligible to enroll.

Transcripts:

All transcripts pertaining to transfer credit must be received by the registrar prior to enrollment.

Testing:

- All incoming students are required to take a critical thinking entrance exam during orientation. There are no study materials for this standardized exam.
- All students will be given a basic math test during orientation to the college. If 100% is not achieved on the test, the student will be required to obtain remediation and retest.
 - Basic math competency must be achieved prior to beginning med-math calculations in Nursing 111. Students who remain unsuccessful in retesting will result in administrative action up to and including possible dismissal from the program.
 - A basic 4-function calculator is the only type that may be used for Basic Math and Medication Calculation testing. Scientific/electronic storage calculators are prohibited.

Students who fail to meet the enrollment requirements in their entirety by the published deadline set forth by the College will be ineligible to enroll.