



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.

Transcripts:

All official transcripts pertaining to transfer credit must be received by the Registrar prior to enrollment. Applicants enrolling directly out of high school must submit an official final high school transcript indicating the date of graduation.

If fraud is suspected, the Registrar will refer to the U.S. Department of Education's list of public and private high schools to verify legitimacy of the institution. Additionally, the Office of Financial Aid may review the high school information located on the Free Application for Federal Student Aid (FAFSA).

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 and maintained to meet enrollment requirements. Failure to remain compliant in CastleBranch after initial enrollment requirements are met will result in the student being ineligible to attend clinical.

Health Insurance:

All matriculated students must have their own personal health insurance while in attendance. Valid cards are to be uploaded annually and managed through CastleBranch.com. If nearing expiration, renewal is REQUIRED prior to expiration date, Failure to remain compliant in CastleBranch will result in the student being ineligible to attend clinical.

Basic Life Support Cardiopulmonary Resuscitation (BLS CPR):

St. Joseph's College of Nursing mandates BLS CPR certification as an enrollment requirement. It is the student's responsibility to complete an approved BLS CPR course prior to the designated deadline. Students **must** choose from the following options for **initial** BLS CPR certification:

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

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

Valid cards are to be uploaded to and managed through CastleBranch.com. Certification is valid for two (2) years. If nearing expiration, renewal is REQUIRED prior to expiration date. Failure to remain compliant in CastleBranch will result in the student being ineligible to attend clinical.



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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 certifiedbackground.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.
- 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 deregistered 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.

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.