

DEPARTMENT OF NURSING  
COLLEGE OF HEALTH PROFESSIONS AND WELLNESS  
JACKSONVILLE STATE UNIVERSITY

LOWER DIVISION NURSING ADVISEMENT GUIDELINES

Sr. Lead Advisor serving CHPW:  
Tricia Nelson 256-782-8479  
pnelson@jsu.edu

**Application Deadlines:**

**June 1 for admission to upper division for fall semester, October 1 for admission to upper division for spring semester. Late applications are not accepted! A hard copy application completed in ink and signed by the applicant must be physically received in the Office of the Senior Lead Advisor for the CHPW on or before the application deadline.**

**Advisement for Lower Division students:**

1. All students pursuing admission to the BSN program must meet with the Lower Division Nursing advisor prior to enrolling in core requirement courses at JSU. The advisement process includes a review of the requirements for admission, and a review of the student's academic record and other relevant issues related to the admission policies. The advisement process is important! The Bachelor of Science in Nursing (BSN) program has a unique set of policies for admission and retention in the major. Students also need to be aware of licensure issues and policies that state boards of nursing set forth for licensure after graduation. It is very important for students to be advised and have the opportunity to ask questions. Admission has also been very competitive for the past several years, understanding admission policies and other important information is critical to success.
2. "Nursing Undecided" students, at a minimum, should plan to meet with their advisor in **mid-February to early March** for Summer, and Fall registration and **mid-October to early November** for Spring registration. Students applying for fall admission to upper division will generally complete and submit their applications during **February/March** advisement. Students who wish to apply for Spring upper division admission should plan to complete an application in the late **July/August** timeframe. Students that have questions, or are having academic difficulty, are welcome to seek advisement at any time for specific problems or issues. However, as long as academic progress is going smoothly then routine advisement in the October/November timeframe for discussing the spring schedule or classes, and during the February/March timeframe for summer and fall classes, is recommended.
3. **Remember, applicants for spring admission must submit their application no later than October 1<sup>st</sup>, and applicants for fall admission must submit their applications no later than June 1<sup>st</sup>. Late applications are not accepted!** Waiting until close to the deadlines is not recommended! Students should plan to apply for fall admission in February or March. Students should plan to apply for spring admission in late July or August.
4. If you are a new transfer student, please bring documentation of your previous course completion. After you have been advised you will be cleared for internet registration.
  - a. Make every effort to complete advisement and register early! Registering late is not only stressful but you may find it difficult or impossible to get a seat in the classes you need. Students registering on or after the first day of classes may be charged a late registration fee.

Students will be responsible for class work from the first class meeting and incur normal absences for classes missed.

- b. Official guidelines for registration, payment of tuition and fees, financial aid, late registration and late fees, and all other information regarding tuition and registration, is outlined in the JSU Catalog. It is the student's responsibility to understand these policies and make the necessary arrangements to pay tuition and any additional fees required. If you are receiving financial aid, it is your responsibility to ensure that the necessary arrangements have been made to pay your tuition and fees. All tuition and fees must be paid by the due date. If "balance due" is not paid by the due date the student's registration will be cancelled! The academic calendar is available on the JSU website. The academic calendar provides the balance due dates, "last day to add" dates, "last day to drop" dates, priority pre-registration and open registration dates. All nursing undecided students should check the academic calendar regularly and be familiar with these dates for every semester of enrollment in classes at JSU.
  - c. If you add after classes start, you may be charged a fee. If you drop a class after classes start, you will not be refunded for any tuition unless you completely withdraw from the university. See the JSU Catalog for information regarding refunds in conjunction with withdrawal from the university.
  - d. Note the last day to drop without academic penalty. If you are having trouble in a course, see the instructor, and see your advisor. In most cases it is better to drop a course than to receive a D or F on your transcript. D's and/or F's are calculated into a student's nursing GPA along with the student's passing grade. However, be aware that tuition will not be refunded for dropping a course, and the **reduced hours may affect financial aid**. Always check with your financial aid advisor if you are considering dropping a course to be sure the reduced hours will not create a problem with your financial aid.
  - e. **If a course is failed, the student should always seek advisement prior to the start of the subsequent semester to review the plan of study and make any necessary changes. Course failure can also result in financial aid being discontinued. Students receiving financial aid should always see their financial aid advisor to discuss the impact of course failure on the continuation of their financial aid.**
5. You must complete ALL core requirement courses *before starting upper division*. If you plan to finish core requirement courses in the Fall term, you can apply for admission to upper division for the subsequent Spring term. If you plan to finish core requirements courses in the Spring or Summer, you can apply for admission to upper division for the subsequent Fall term. Official transcripts reflecting all coursework completed prior to the application deadline must be received by the JSU Registrar's Office in order to process the application for admission.
  6. A grade of C or above is considered passing for all courses in the curriculum. The core requirement GPA must be at least 2.75 in order to be eligible to apply for admission to upper division nursing. Meeting the minimum requirements for eligibility for admission to upper division does not guarantee admission. When the number of applicants exceeds the number of available seats, admission is competitive. See the Department of Nursing information in the JSU Catalog for additional information regarding admission.
  7. All applicants (effective fall 2017 admission) must have an ACT examination score of at least a 20. The ACT test must be completed within 5 years of the application deadline and must be completed no later than the application deadline. We also accept the SAT. Applicants must have at least a 1030 combined Critical Reading and Math on the SAT. JSU has ACT score guidelines for admission to the university as a freshman student but those policies for admission to JSU are unrelated to subsequent use of the ACT for admission to upper division nursing.

8. Students who have previously been enrolled in another RN or LPN nursing program and were unsuccessful in the prior program are not eligible for admission to the Department of Nursing's upper division basic BSN program.
9. Students for whom English is a second language (ESL) must meet the Test of English as a Foreign Language (TOEFL) standards as outlined in the Department of Nursing chapter in the JSU Catalog in order to be eligible for admission. Contact the Sr. Lead Advisor for the CHPW for more information about ESL and TOEFL standards for admission to the BSN program.
10. All applicants selected for admission must agree to a criminal background check and drug screening. A positive history of criminal conviction, or positive drug screen, may result in denial of admission, or dismissal from the program. Any questions about the criminal background check or drug screening policies should be directed to the Sr. Lead Advisor for the CHPW.
11. The Department of Nursing reserves the right to request information from any healthcare licensing agency, or registry, or state board, to discover if any admitted student, or applicant for admission, has had adverse action against them related to employment or volunteer work or any other involvement in patient care. Any findings of suspension, restriction, revocation, or any other adverse action taken by a board of nursing or any other certifying agency related to patient care will result in denial of admission or dismissal from the program.

**Additional Recommendations/Information:**

1. Review the Department of Nursing chapter of the JSU Catalog at least once a year to note changes. Questions should be directed to the Sr. Lead Advisor for the CHPW.
2. Students admitted to upper division nursing are required to complete a health appraisal through the RMC/JSU Student Health Center. Information about the health appraisal will be provided in the acceptance packet at time of admission.

**Disability Resources:**

1. Disability Resources provides appropriate and reasonable accommodations for students with documented disabilities. It is the goal of Disability Resources to ensure that students with disabilities have equal opportunity to achieve their personal academic goals while maintaining the integrity of JSU's academic program requirements.
2. Disability Resources provides reasonable accommodations through a variety of services and programs. Accommodations may include: exam proctoring, special testing procedures, extended time on exams, priority registration, interpreter services, captioning services, readers, note takers, brailled formats, enlarged print materials, alternative formats, and assistive technology. Disability Resources is located on 2<sup>nd</sup> floor of the Houston Cole Library. Disability Resources phone number is [256-782-8380](tel:256-782-8380).