

# NURSING ADVISING GUIDELINES

FOR THOSE APPLICANTS WITH NO COLLEGE CREDITS

Fall 2009

**ALL STUDENTS SEEKING ENTRY INTO THE AAS NURSING PROGRAM  
MUST COMPLETE TWO STEPS:**

- 1. Complete Pre-Nursing and Allied Health CSC requirements  
(See THIS DOCUMENT for guidelines.)**
- 2. After completion of Pre-Nursing and Allied Health CSC, Apply to AAS  
Nursing Program (See *AAS NURSING PROGRAM PACKET* for  
guidelines.)**

## Advising Sheet: NURSING APPLICANTS with NO prior COLLEGE CREDITS

| Task   | When to Complete   | Date Completed | Comments   |
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| <p><b>Attend Nursing Information Session</b></p> <p>Dates for sessions are posted at:<br/> <a href="http://www.jsr.vccs.edu/jsr_hmt/bulletin.htm">http://www.jsr.vccs.edu/jsr_hmt/bulletin.htm</a></p>                                   | <p>As soon as possible.</p>  |                | <p>Required prior to receiving individual advising. If a student has further questions, go to a Student Success Center for further information.</p>  |
| <p><b>Apply to JSRCC</b></p> <p><a href="https://www.reynolds.edu">https://www.reynolds.edu</a></p>  | <p>Six months prior to attending</p>                               |                | <p>Be sure that you keep this information up to date (name/address/cell phone) during your time at JSRCC. It is the only mechanism the college has to inform you of problems with your account or courses. If this changes, submit this form to Student Success Center:<br/> <a href="http://www.reynolds.edu/jsr_ar/forms/11-0007.pdf">http://www.reynolds.edu/jsr_ar/forms/11-0007.pdf</a></p> <p>Unless you do so, you will not receive appropriate advising and the Nursing Program has no way of keeping in touch with you. If you change your course of study to Respiratory Therapy or other Programs, be sure to change your <i>program of study</i> in our records.</p> |
| <ul style="list-style-type: none"> <li>• <i>On application to JSRCC—choose Pre-Nursing CSC as your Program of Study</i></li> </ul>   |  |                |  |
| <ul style="list-style-type: none"> <li>• Submit <i>Official</i> High School Transcripts to <i>Admissions and Records</i></li> </ul>  |  |                |  |
| <p><b>Log on to change temporary password</b><br/> <a href="https://jsr.my.vccs.edu/jsp/login.jsp?url">https://jsr.my.vccs.edu/jsp/login.jsp?url</a></p> <p>Consult this site frequently to find important communication with JSRCC.</p> | <p>As soon as application to JSRCC is complete within 24 hours</p> |                | <p>This enables you to access your JSRCC records and receive important communication</p>   |

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| <p><b>Apply for Financial Aid</b></p> <ul style="list-style-type: none"> <li>• Check site for detailed information:<br/><a href="http://www.reynolds.edu/studentaffairs/faid.htm">http://www.reynolds.edu/studentaffairs/faid.htm</a></li> <li>• Contact Financial Aid Advisors :<br/>523-5455 Downtown<br/>523-5368 Parham Rd Campus<br/>662-6400 Western Campus</li> <li>• Check your “To Do List” at <i>MyJSRCC</i> for financial aid status<br/><a href="https://jsr.my.vccs.edu/jsp/home.jsp">https://jsr.my.vccs.edu/jsp/home.jsp</a></li> </ul>  | <p>At least six months prior to date one is planning to enroll in classes</p> |  | <p><b>Deadlines:</b><br/>Fall semester=April 15<br/>Spring semester=September 15<br/>Summer semester=March 15</p> <ul style="list-style-type: none"> <li>• Submit FAFSA to Federal Government<br/><a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a><br/>Reynolds code is: 003759</li> <li>• Be sure to respond to all Financial Aid correspondence as quickly as possible to ensure your aid will not be delayed<br/>Name of Financial Aid advisor I spoke with is:<br/>_____</li> </ul>                |
| <p><b>Apply for Scholarships</b><br/>Call 804-523-5284 for information</p> <p><a href="http://www.reynolds.edu/jsr_fnd/supportfdn/areas/scholarships.htm">http://www.reynolds.edu/jsr_fnd/supportfdn/areas/scholarships.htm</a></p>   | <p>By March 31 for Fall 2010.<br/>October 1 for Spring 2010.</p>              |  |   |
| <p><b>Take Placement Tests at a Testing Center at any of the three campuses</b><br/><a href="http://www.reynolds.edu/studentaffairs/testing.htm">http://www.reynolds.edu/studentaffairs/testing.htm</a><br/>804-523-5479 Downtown Campus<br/>804-523-5411 Parham Road<br/>804-523-5421 Western Campus</p> <p><b>Required tests:</b><br/>Math – <i>required of <u>all</u> students</i><br/>Reading - <i>required of <u>all</u> students</i><br/>Writing - <i>required of <u>all</u> students</i></p> <ul style="list-style-type: none"> <li>• No appointment needed (except at Western Campus).</li> </ul> | <p>Tests are required prior to registering for any classes</p>                |  | <ul style="list-style-type: none"> <li>• Fee of \$6.00 (cash only) for each sitting</li> <li>• Allow two and a half hours to complete these tests</li> <li>• You must bring picture ID and <i>empl id</i> number</li> <li>• No children allowed</li> <li>• <b>Important Tip:</b> Those students who review for Placement Tests tend to score higher. Look for review materials at:<br/><a href="http://www.reynolds.edu/studentaffairs/testing.htm">http://www.reynolds.edu/studentaffairs/testing.htm</a></li> </ul> |

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| <ul style="list-style-type: none"> <li>If you are a student with a <i>documented</i> disability, contact Office of Student Accommodations phone: 804-523-5268</li> <li><a href="http://www.reynolds.edu/studentaffairs/accom.htm">http://www.reynolds.edu/studentaffairs/accom.htm</a></li> </ul>   |  |  |   |
| <p><b>Register for a <i>New Student Orientation</i> session</b><br/> <a href="http://www.reynolds.edu/orientation/">http://www.reynolds.edu/orientation/</a></p>  | <p>As soon as possible after completing Placement Tests</p>  |  |   |
| <p><b>Go to <i>Student Success Center for Advising for the Pre-Nursing Career Study Certificate Program to ensure you have chosen the appropriate courses</i></b></p> <p>Schedule of Success Center available:<br/> <a href="http://www.reynolds.edu/studentaffairs/testing.htm">http://www.reynolds.edu/studentaffairs/testing.htm</a><br/>       Phone 804-523-5455 (Downtown Campus)</p>   | <p>Immediately after applying and completing Placement Tests</p>   |  | <ul style="list-style-type: none"> <li>Name of Student Success Center Advisor I met with: _____ .</li> <li>Advisor will verify that I have completed high school or college level:           <ul style="list-style-type: none"> <li>o Biology</li> <li>o Chemistry</li> <li>o Algebra</li> </ul> </li> </ul> <p>Bring an unofficial copy of high school and college transcript to advising.</p> |
| <p><b>Take Required <i>KAPLAN Nurse Admissions Test</i> in Testing Center</b><br/> <a href="http://www.reynolds.edu/studentaffairs/testing.htm">http://www.reynolds.edu/studentaffairs/testing.htm</a><br/>       804-523-5479 Downtown<br/>       804-523-5411 Parham Road<br/>       804-523-5421 Western Campus</p> <ul style="list-style-type: none"> <li>No appointment needed. (except Western Campus)</li> <li>If you are a student with a <i>documented</i> disability, contact Office of Student Accommodations phone: 804-523-5268</li> </ul> | <p>After having successfully completed HS level (or college level)</p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Algebra</li> </ul> |  | <p>There is no fee for the <i>KAPLAN Nurse Admissions test</i>.</p> <p>If you are an LPN, you do not need to take the <i>KAPLAN Nurse Admissions Test</i>.</p>  |

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| <p><b>Register for Recommended Courses:</b></p> <ul style="list-style-type: none"> <li>• <b>Online</b></li> <li>• <b>On phone</b></li> <li>• In person at <i>Success Centers</i></li> </ul> <p><a href="http://www.reynolds.edu/computing/SIS/Default.htm">http://www.reynolds.edu/computing/SIS/Default.htm</a></p> <p>Refer to <i>Schedule of Classes</i><br/> <a href="http://www.reynolds.edu/_schedules/default.htm">http://www.reynolds.edu/_schedules/default.htm</a></p> <p>Select courses identified in <i>Pre-Nursing CSC Curriculum</i></p>  | <p>As soon as possible after completing Placement Tests.</p> <p>See <i>Schedule of Courses</i> or <i>Academic Calendar</i> for deadlines</p> |  | <ul style="list-style-type: none"> <li>• Students seeking to be accepted into the Nursing Program must first complete the <i>Pre-Nursing CSC Program</i></li> <li>• Be sure to keep track of the list of pre-requisites. Course requirements may change during your time as a student. <b>You (not your advisor)</b> are ultimately responsible for enrolling in the correct courses.</li> <li>• If you wish to register early (<i>Earlybird</i> registration), you must use <b>Online</b> or <b>phone</b> registration. In person registration available only during the last month prior to class beginning.</li> </ul> |
| <p><b>Pay for courses promptly to avoid being dropped from courses</b></p> <ul style="list-style-type: none"> <li>• If <i>MyJSRCC</i> does not indicate that your bill has been paid—you will be automatically dropped from your courses and will need to re-enroll and ensure payment.</li> <li>• It is your responsibility to check your account on <i>MyJSRCC</i>, <b>regardless of what verbal re-assurances you may have heard.</b></li> <li>• Website for further payment and deadline information:<br/> <a href="http://www.jsr.vccs.edu/jsr_ar/paying_for_college.htm">http://www.jsr.vccs.edu/jsr_ar/paying_for_college.htm</a></li> </ul> | <p>Generally within the same week you have registered—see the <i>Schedule of Courses</i> for deadlines</p>                                   |  | <p><b><i>JSRCC does not bill for courses.</i></b> You must check <i>MyJSRCC</i> to see if your bill has been paid in full by</p> <ul style="list-style-type: none"> <li>• financial aid</li> <li>• employer or other source paying your bill</li> <li>• your own payment (check, credit card)</li> <li>• e-Cashier payment plan</li> </ul> <p>If your bill is being paid by a third party (scholarship or employer), you will need to contact <b><i>Business Office before the payment deadline or you will be dropped from your courses.</i></b></p>   |
| <p><b>Add a course or drop from a course after semester has begun.</b></p> <p>Be sure to check the deadlines in <i>Schedule of Classes</i> or the on-line Academic Calendar:</p>  | <p>You must do so within ADD-DROP period (usually the first week of the semester.)</p>   |  | <ul style="list-style-type: none"> <li>• If you withdraw after this period, you will be charged for the course. You will not be allowed to add a new course or switch to another course after this period.</li> <li>• <b>Note:</b> Eight week terms have earlier deadlines than 16 week semesters.</li> </ul>   |

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| <a href="http://www.reynolds.edu/_calendar/">http://www.reynolds.edu/_calendar/</a><br><br>Forms available:<br><a href="http://www.reynolds.edu/jsr_ar/forms/11-0002.pdf">http://www.reynolds.edu/jsr_ar/forms/11-0002.pdf</a>  |  |  |   |
| <b>If you must withdraw from a course, you must</b> <ul style="list-style-type: none"> <li>• Do so prior to the withdrawal deadline (approximately mid-semester). For deadlines, refer to <i>Schedule of Classes</i> or the on-line Academic Calendar: <a href="http://www.reynolds.edu/_calendar/">http://www.reynolds.edu/_calendar/</a></li> <li>• Complete the appropriate form available: <a href="http://www.reynolds.edu/jsr_ar/forms/11-0004.pdf">http://www.reynolds.edu/jsr_ar/forms/11-0004.pdf</a></li> <li>• Follow directions on form, and turn it in to the Student Success Center.</li> <li>• Note: You will receive no reimbursement.</li> </ul> | During the semester, after the ADD-DROP period                   |  | <ul style="list-style-type: none"> <li>• Withdrawing from a course may have an adverse effect on your financial aid and academic progress.</li> <li>• Consult a Success Center Advisor</li> </ul> |
| <b>Be sure to check with the <i>Student Success Center</i> advisors if you have any questions about your course selections.</b> <ul style="list-style-type: none"> <li>• Register for the next semester (see above directions)</li> </ul>   |  |  |   |
| <b>Apply to Nursing Program</b><br>See website for directions and dates:<br><a href="http://www.jsr.vccs.edu/jsr_hmt/Nursing%20Information/packets/NUR/RegisteredNursingPacket.pdf">http://www.jsr.vccs.edu/jsr_hmt/Nursing%20Information/packets/NUR/RegisteredNursingPacket.pdf</a>   | Just prior to your final semester of completing Pre-Nursing CSC. |  | Questions about this process should be directed to the Nursing Advising Coordinator.<br>804-523-5165  |
| <b>Once accepted into the Nursing Program, students are required to attend NUR 111 (or NUR 115 if you are an LPN) Orientation Session</b>   | After receiving notice of acceptance into Nursing Program        |  | When students are accepted into the Nursing Program, they will be informed of the times/dates of the mandatory Orientation Session prior to beginning Clinical Nursing Courses.                   |