Admission to Tyler Junior College does not guarantee admission to certain selective programs. Student enrollment in these programs is limited by the following factors, including but not limited to: program capacity, clinical space, prior work experience, academic preparation, prior academic achievement, negative drug screening, and a clear criminal background check. Specific application information and admission policies for the Associate Degree Nursing Traditional RN Track are outlined in this document. Admission policies/criteria are reviewed each semester and are subject to change between admission periods. Some changes could affect your eligibility for admission to the program.
Thank you for considering the TJC Associate Degree Nursing program to begin your journey of becoming a Registered Nurse!

The Associate Degree Nursing program is a selective admission program. This means enrollment in the program is limited. To be considered for placement into the ADN program you need to submit a separate application.

This document outlines the admission requirements you need to complete before you can submit an application to the ADN program and will guide you through the admission process, helping you successfully prepare your application.

It is your responsibility to ensure that you meet all admission requirements and you submit a complete application that includes any supporting documents.

We’re here to help you throughout this process so you can achieve your goal of becoming a Registered Nurse!

ADN Admissions Team
4  TJC General Admission
   Minimum Age Requirement
   Submit Official Transcripts

5  Schedule an Advising Appointment

6  Admission Health Requirements
   CastleBranch Account Registration

7  Prerequisite Course Requirements
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8  Submit Proof of an 'In Progress' Course
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9  Expired A&P Course Renewal

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11 Entrance Exam Requirement

12 Submit Entrance Exam Scores

13-14 Prior/Current Enrollment in an NHS Program

15 Selective Admission Points

16 Download Application Forms
   Submit Your Application

17 Conditional Acceptance Requirements Notice
> TJC General Admission

You must be accepted as a student at TJC before you can apply to the Associate Degree Nursing (ADN) program. Your application for admission to TJC can be completed and submitted on-line at www.tjc.edu/apply.

When you submit an application to the ADN program you must include your A Number (student ID).

Admission to TJC does not guarantee admission to the ADN program. The number of students admitted to the ADN program is limited and you must submit a separate application to be considered.

Revised 12/19/2019.

> Minimum Age Requirement

You must meet the minimum age requirement before you apply to the Associate Degree Nursing program. At the time you submit an application to the ADN program you must be a minimum of 18 years of age.

If you are not 18 years of age on the date you submit an application to the ADN program, your application will be withdrawn and you must reapply in the next admission period in which you meet the age requirement.

Revised 12/19/2019.

> Submit Official Transcripts

This requirement has an important deadline. All admission requirement deadlines are provided in the current Admission Forms Packet (available at www.tjc.edu/ADN). If you do not meet this requirement by the deadline, your application is incomplete and cannot be processed.

You must submit an official transcript from each college you have attended even if you have courses in progress or the completed coursework is not required for the AAS, Nursing degree plan.

When you submit a transcript you must:

- Submit an official transcript
- Submit the transcript to the TJC Registrar’s Office
- Submit a transcript with the most recent semester of coursework
- Complete the on-line Transcript Evaluation Request form

For more information go to www.tjc.edu/transcripts.

If a college submits transcripts electronically, contact the TJC Registrar’s office at (903) 510 2400 to verify that TJC is able to accept the electronic version. It is your responsibility to make sure transcript(s) are received.

Revised 12/19/2019.
Schedule an Advising Appointment

It is highly recommend that you schedule an appointment to meet with a Healthcare Professions advisor before submitting an application to the Associate Degree Nursing program.

Our Healthcare Professions advisors can assist you with the following:

- Develop a plan for completing your prerequisite and degree required general education courses
- Help you calculate your estimated Required-Course Grade Point Average (RGPA)
- Review your transfer credit from other colleges/universities
- Help set a goal for when you can apply to the ADN program
- Provide more information on ADN admission policies

To ensure that you get the most out of your advising appointment make sure you bring any important/relevant documentation with you to your appointment, such as official or unofficial transcripts, testing scores etc.

For more information about the Academic Advising office and how to schedule an appointment with an advisor, go to www.tjc.edu/advising.

Revised 12/19/2019.

Healthcare Professions Advising Contact
Rogers Student Center
Second Floor
(903) 510 3287

Need help finding the academic advising office? View the interactive TJC Campus Map!
During clinical rotations you will perform activities that involve direct patient contact with the potential to be exposed to blood or bodily fluids. To maintain a safe clinical environment and to safely participate in clinical activities, you must comply with ADN program health requirements.

As part of your application, you must submit proof of a **positive surface antibody titer** for each of the following:

- Hepatitis B (anti-HBs)
- Mumps (IgG)
- Measles/Rubeola (IgG)
- Rubella (IgG)
- Varicella (IgG)

A surface antibody titer is a lab test that is conducted on a sample of your blood. The purpose of the test is to determine if you have immunity to a specific disease after receiving the vaccination series.

Revised 12/19/2019.

It is important to begin working on your health requirements as soon as possible. If a titer result is negative, you may have to complete additional vaccines before repeating your titer to retest your immunity. Depending on your immunity status to each disease and the guidelines provided by the Centers for Disease Control & Prevention (CDC), it can take up to 8 months to meet compliance.

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**CastleBranch Account Registration**

All health requirement documents must be submitted electronically to CastleBranch (a document tracking service). You need to create your CastleBranch account, purchase your ADN Applicant Tracker and upload your documents **before** you submit an application.

You don't have to wait for the open admission period to purchase your health requirement tracker and start submitting your documents. [Read more about how to use your CastleBranch account.](#)

Follow the directions to create your account and purchase your tracker:

1. Go to: [www.castlebranch.com](http://www.castlebranch.com)
2. On the top menu at the right, select 'Place Order'
3. Type in the package code: **TY04im**
4. Select 'Submit'
5. Read and agree to the terms and conditions of use
6. Select 'Continue'
7. Complete the required fields and then purchase your tracker

Revised 12/19/2019.
Prerequisite Course Requirements

This requirement has an important deadline. All admission requirement deadlines are provided in the current Admission Forms Packet (available at www.tjc.edu/ADN). If you do not meet this requirement by the deadline, your application is incomplete and cannot be processed.

BIOL 2401 - Anatomy & Physiology I
- BIOL 2401 must be complete with a grade of ‘C’ or better. You cannot submit an application if BIOL 2401 is ‘in progress’.

BIOL 2402 - Anatomy & Physiology II
- BIOL 2402 must be complete with a grade of ‘C’ or better OR must be 'in progress' during the semester the admission period is open.
- You must submit proof you finished BIOL 2402 with a grade of ‘B’ or better. See page 8.
- If you withdraw from BIOL 2402 or do not meet the minimum grade your application is incomplete an cannot be processed.

Revised 12/19/2019.

Anatomy & Physiology courses expire five years after course completion. If you completed BIOL 2401 and/or BIOL 2402 over five years ago it is expired. See how to renew your expired A&P courses on page 9.

NEW POLICY: If you have made more than one attempt at BIOL 2401 and/or BIOL 2402, for each additional attempt made within the last five years, one selection point will be deducted from Stage One points. This includes a course 'in progress' or completed with a grade of A, B, C, D, F or W. [Policy effective 08/01/2019]

General Education Course Requirements

General Education degree required courses do not have to be complete before you submit an application to the ADN program but they must be complete with a grade of ‘C’ or better to be eligible to graduate.

PSYC 2314 - Lifespan, Growth & Development
PSYC 2301 - General Psychology
ENGL 1301 - Composition I

Language/Philosophy/Cultural Or Creative Arts
The following courses will be accepted: ENGL 2332, ENGL 2333, HIST 2311, HIST 2312, HUMA 1301, PHIL 1301, PHIL 1304, PHIL 2306, ARTS 1301, DANC 2303, DRAM 1310, MUSI 1306, MUSI 1310.

BIOL 2420 - Microbiology
BIOL 2420 must be complete before you can register for any RNSG courses or begin the nursing program. If BIOL 2420 is not complete when you submit your application you must provide proof it is complete with the minimum grade.

Revised 12/19/2019.

If a degree required general education courses is not complete at the time you submit an application, you must complete the course(s) in concurrence with the Traditional RN Track AAS, Nursing degree plan.
> Submit Proof of an 'In Progress' Course

**Degree Works (TJC Enrollment Only)**
If you are enrolled in a course at TJC you are not required to submit any additional documentation with your application. Degree Works (a TJC system) must show the course is 'in progress' during the semester the admission period is open.

**Unofficial Transcript (External College Enrollment)**
If you are enrolled in a course at an external college you must submit one of the following with your application:

- An unofficial transcript showing the course 'in progress' during the semester the admission period is open.
- An official document from the Registrar at the college where you are enrolled verifying the course is 'in progress' during the semester the admission period is open.

When you finish the 'in progress' course you are required to submit proof of your final grade.

Revised 12/19/2019.

Read the 'Prerequisite Course Requirements' section on page 7 to see which prerequisite course(s) are approved to be 'in progress' at the time you submit an application.

> Submit Final Grade of an 'In Progress' Course

This requirement has an important deadline. All admission requirement deadlines are provided in the current Admission Forms Packet (available at www.tjc.edu/ADN). If you do not meet this requirement by the deadline, your application is incomplete and cannot be processed.

You must provide proof you successfully finished an 'in progress' course and met the minimum grade requirement with one of the following options:

**Degree Works (TJC Enrollment Only)**
If you are enrolled in a course at TJC you are not required to submit any additional documentation after you finish the course. Degree Works (a TJC system) must display that the course is complete and meets the minimum grade requirement.

**Official Transcript (External College Enrollment)**
If you are enrolled in a course at an external college you must submit an official transcript documenting the final grade.

- The official transcript must be submitted to the Associate Degree Nursing Office (RNHS 0.020) by the deadline.

Revised 12/19/2019.
Anatomy & Physiology courses completed over five years ago are expired. A&P renewal cannot be 'in progress' on the date your application is submitted. Your application cannot be processed if valid test scores or a certificate of completion are not submitted with your application.

CE: A&P Refresher Course (SCIT 6003)
The A&P refresher course is an on-line, self-paced (maximum 8 weeks) course offered through TJC’s School of Continuing Studies (CE).

- A new course begins each month (except November & December)
- Registration for the course opens approximately one week prior to the start of the course
- Certificate valid for five years
- Unlimited attempts
- Cost: approximately $35

Register for the course on-line through the School of Continuing Studies website at www.tjc.edu/continuingstudies.

You must read the CE Refresher Course Information Sheet before registering for the course.

You must include a copy of your certificate of completion (containing the date of completion) with your application.

HESI A2 Exam - A&P Section ONLY
If you take the A&P section of the HESI A2 exam you must meet the following requirements:

- Minimum score of 80%
- HESI scores valid for one year
- Only one attempt at the exam per year
- Cost: approximately $50

You must schedule your exam through the TJC Testing Center using the on-line scheduler www.tjctesting.setmore.com.

Select ‘Associate Degree Nursing - HESI A2 (RN) Anatomy & Physiology ONLY’ and schedule your appointment date and time. Print your appointment confirmation email and take it to your appointment along with your photo ID and form of payment.

You must include a copy of your exam scores with your application.

Revised 12/19/2019.
A Required-Course Grade Point Average (RGPA) is calculated by using the grades of all completed prerequisite and degree required general education courses. An RGPA calculation does not include all of your college course credit. Your final RGPA calculation might be different from any GPA listed on a transcript or in Degree Works. You must meet the minimum RGPA requirement at the time you submit your application.

**Minimum RGPA Requirement: 2.500**

**RGPA Calculation Criteria**

Your RGPA is calculated using the following rules:

- The **most recent grade** for each completed prerequisite or degree required course is used.
- All completed grades of A, B, C, D and F are used.
- If a course is ‘in progress’ and has been completed before, the **current standing grade** is used.
- RGPA will **not** be recalculated to include the final grade after an ‘in progress’ course has been completed.
- If you received credit for a course (no grade is assigned) it **cannot** be used for RGPA calculation.
- RGPA are calculated to **3 decimal places** (0.123).

If you need assistance calculating your RGPA, schedule an appointment with a Healthcare Professions advisor by calling (903) 510 3287.

Revised 10/01/2019.

### How to Calculate a Required-Course Grade Point Average

1. Write down your most recent grade for each course you have completed.
   - *Grades of ‘D’ and ‘F’ should be included. Grades of ‘W’ should not be included.*
2. Next to each grade, assign a ‘Grade Value’ based on the scale below:
   - A = 4  B = 3  C = 2  D = 1  F = 0
3. Next to the ‘Grade Value’, write down the ‘Credit Hours’ for each course.
4. Then for each course, multiply the ‘Grade Value’ (0-4) by the ‘Credit Hours’.
5. This number is the ‘Grade Points’ earned for each course.
6. Add together the ‘Grade Points’ from each course, this is your ‘Total Grade Points’.
7. Add together the ‘Credit Hours’ for each course; this is your ‘Total Credit Hours’.
8. Divide your ‘Total Grade Points’ by your ‘Total Credit Hours’ to get your estimated RGPA.
Entrance Exam Requirements

This requirement has an important deadline. All admission requirement deadlines are provided in the current Admission Forms Packet (available at www.tjc.edu/ADN). If you do not meet this requirement by the deadline, your application is incomplete and cannot be processed.

ATI TEAS Exam Requirements

The ATI TEAS is a standardized test covering a variety of areas relevant to healthcare education, including reading, mathematics, science, English and language usage.

Your ATI TEAS exam score must meet the following requirements:

- You must score a minimum of 50% or better
- You must have a minimum of 90 days between each attempt
- Scores expire one year from the date they are taken

Schedule your ATI TEAS Appointment at TJC

Use the steps below to reserve your appointment with the TJC Testing Center and prepare for the TEAS exam:

1. Go to: www.tjctesting.setmore.com
2. Select ‘Associate Degree Nursing - ATI TEAS’
3. Select which campus and an appointment time
4. Input the required personal information
5. Click 'submit' to register and receive a confirmation email
6. Read the Steps to Register & Prepare for the TEAS Exam
7. Print your confirmation email. You need to present this at your testing appointment.

Revised 12/19/2019.

TJC Main Testing Center
Rogers Student Center, Room 279
1400 East 5th Street
Tyler, Texas 75798
(903) 510 2051

TJC West Testing Center
Regional Training & Development Complex, Room 151
1530 South Southwest Loop 323
Tyler, Texas 75701
(903) 510 2993
Submit Entrance Exam Scores

This requirement has an important deadline. All admission requirement deadlines are provided in the current Admission Forms Packet (available at www.tjc.edu/ADN). If you do not meet this requirement by the deadline, your application is incomplete and cannot be processed.

TEAS Scores taken at TJC

If you complete your ATI TEAS exam at the TJC Testing Center, your exam scores are available to the ADN department electronically once you have completed the exam.

- You are not required to submit your scores through the ATI TEAS Transcript Service. If you have more than one set of valid entrance scores the highest score will be used.
- The TEAS exam must be complete and the scores must be available by the deadline. Exams completed after the deadline are not valid.

TEAS Scores taken at an External Institution

If you complete your ATI TEAS exam at an external institution or testing site you need to share your scores with the ADN Department (this requires a payment to ATI).

Follow these steps to submit your scores using the ATI Transcript service:

1. Go to: TEAS Transcript in the ATI Online Store
2. Add TEAS Transcript to your cart and click ‘Check Out’
3. Log in to your ATI Account
4. Select the exam scores you want to share
5. Send the scores to: Tyler JC ADN TEAS

If you are experiencing difficulty submitting your scores contact ATI Customer Service at 1(800) 667-7531.

Revised 12/19/2019.

If you are submitting scores through the ATI Transcript Service from an external institution it is your responsibility to make sure that the ADN office has received your ATI TEAS scores from ATI.
Previous/Current Enrollment in a Nursing OR Health Science Program

If you are currently or were previously enrolled in a nursing or health science program your prior/current enrollment could affect your eligibility to submit an application to the Associate Degree Nursing program.

If you have current/prior enrollment in a nursing or a health science program you must submit proof of program completion/graduation OR if you did not complete the program you must submit proof you are/were in good standing with the program.

To be in good standing means you do not have any academic, clinical and/or professional disciplinary actions while enrolled in any nursing or health science program.

Use the following tables (page 13 and page 14) to determine which track(s) you are eligible to apply to and what actions or documents you need to complete as part of your application.

If you have any questions or you need help to determine your eligibility to apply to an ADN Track, please contact us at (903) 510 2869 or you can email us at ADNAdmissions@tjc.edu.

Revised 10/01/2019.

If you withdrew from a nursing or health science course and you were failing the course at the time you withdrew, this is considered an unsuccessful attempt at the course.

<table>
<thead>
<tr>
<th>PRIOR/CURRENT ENROLLMENT IN A HEALTH SCIENCE PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Status</strong></td>
</tr>
</tbody>
</table>
| Graduated | ELIGIBLE to apply to: Traditional RN* | Submit one of the following with your application:  
- Diploma OR certificate of completion  
- Official Transcript  
Document must include full name, program, and date of program completion/graduation. |
| Successfully completed all program courses | LVN/Paramedic-RN Transition* |  |
| *Must meet all admission criteria. | | |
| Currently enrolled | ELIGIBLE to apply to: Traditional RN* | Submit the following with your application:  
- A Verification of Good Standing Form*  
- Official Transcript with Course Grades  
*The Verification of Good Standing Form must be approved in order for application to be accepted. |
| Withdrew from courses | LVN/Paramedic-RN Transition* |  |
| Unsatisfactory in one or more course | *Must meet all admission criteria. |  |

A Health Science program includes but is not limited to: Dental Studies, Diagnostic Medical Sonography, Medical Lab Technology, Physical Therapist Assistant, Occupational Therapy Assistant, Ophthalmic Medical Assistant, Radiologic Technologist, Respiratory Therapist, Surgical Technologist.
If you withdrew from a nursing or health science course and you were failing the course at the time you withdrew, this is considered an unsuccessful attempt at the course.

## PRIOR/CURRENT ENROLLMENT IN A TRADITIONAL NURSING PROGRAM

### Vocational Nursing (LVN), Associate Degree Nursing (ADN), Bachelor Science in Nursing (BSN)

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Track Eligibility</th>
<th>Required Actions/Documentation</th>
</tr>
</thead>
</table>
| Graduated      | ELIGIBLE to apply to:  
                Traditional RN*  
                LVN/Paramedic-RN Transition*  
                *Must meet all admission criteria. | Submit one of the following with your application:  
                - Diploma OR certificate of completion  
                - Official Transcript  
                Document must include full name, program, and date of program completion/graduation. |
| Currently enrolled and passing all courses | ELIGIBLE to apply to:  
                Traditional RN*  
                LVN/Paramedic-RN Transition*  
                *Must meet all admission criteria. | Submit the following with your application:  
                - A Verification of Good Standing Form*  
                - Official Transcript with Course Grades  
                *The Verification of Good Standing Form must be approved in order for application to be accepted. |
| Unsuccessful in one course Must not be in the first semester of the program. | NOT ELIGIBLE to apply to:  
                Traditional RN | Must successfully complete one of the following programs after the initial program failure:  
                - Vocational Nursing (LVN)*  
                - Emergency Medical Services - Paramedic*  
                *Eligible to apply to the Traditional or LVN/Paramedic-RN Transition Track upon successful completion. Must meet all admission criteria. |

## PRIOR/CURRENT ENROLLMENT IN A TRANSITIONAL NURSING PROGRAM

### LVN-ADN Transition, LVN-BSN Transition, Paramedic-ADN Transition

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Track Eligibility</th>
<th>Required Actions/Documentation</th>
</tr>
</thead>
</table>
| Graduated      | ELIGIBLE to apply to:  
                Traditional RN*  
                LVN/Paramedic-RN Transition*  
                *Must meet all admission criteria. | Submit one of the following with your application:  
                - Diploma OR certificate of completion  
                - Official Transcript  
                Document must include full name, program, and date of program completion/graduation. |
| Currently enrolled and passing all courses | ELIGIBLE to apply to:  
                Traditional RN*  
                LVN/Paramedic-RN Transition*  
                *Must meet all admission criteria. | Submit the following with your application:  
                - A Verification of Good Standing Form*  
                - Official Transcript with Course Grades  
                *The Verification of Good Standing Form must be approved in order for application to be accepted. |
| Unsuccessful in a first semester program course | ELIGIBLE to apply to:  
                Traditional RN*  
                LVN/Paramedic-RN Transition*  
                *Must meet all admission criteria. | Submit the following with your application to the TRADITIONAL RN track:  
                - A Verification of Good Standing Form*  
                - Official Transcript with Course Grades  
                *The Verification of Good Standing Form must be approved in order for application to be accepted.  
                You cannot apply to any transition track at TJC. |
# Selective Admission Points

Selection into the Traditional RN Track is based on the points you earn throughout the application process. At the end of each stage, applicants are ranked by selection points from highest to lowest. If there is a tie, the ADN Admissions Committee will split the tie, first by ATI TEAS score, then by RGPA.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXPLANATION</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>**STAGE ONE</td>
<td>Stage One points are calculated after the application is submitted**</td>
<td></td>
</tr>
<tr>
<td>ATI TEAS Exam</td>
<td>[ATI TEAS Score]  \times 0.30 = [Your Points]</td>
<td>30 points</td>
</tr>
<tr>
<td>District Status</td>
<td>In District = 1 point Service Area = 0.5 points District status is determined by the TJC Admissions office and is calculated using the current residency information on file at the time of the admission period.</td>
<td>1 point</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology: Course Grades</td>
<td>BIOL 2401: [Grade: A] = 5 points [Grade: B] = 3 points BIOL 2402: [Grade: A] = 5 points [Grade: B] = 3 points If BIOL 2402 is considered ‘in progress’ on the date you submit your application, points will not be awarded once the course is finished. If more than one attempt is made at BIOL 2401 and/or BIOL 2402, one selection point will be deducted for each additional attempt within the last five years. This includes a course ‘in progress’ or completed with a grade of A, B, C, D, F or W.</td>
<td>10 points</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology: Completed at TJC</td>
<td>BIOL 2401 completed at TJC = 1 point BIOL 2402 completed at TJC = 1 point To receive points, the most recent attempt at the course(s) must be completed at TJC with a grade of A, B, or C.</td>
<td>2 points</td>
</tr>
<tr>
<td>Health Care Related Work Experience</td>
<td>TIER ONE = 2 points Work experience as: Certified Nurse Aid, Emergency Medical Technician, Licensed Vocational Nurse, Medical Assistant, Paramedic, Patient Care Assistant TIER TWO = 1 point Work experience as: Dental Assistant, Medical Lab Technician, Occupational Therapist Assistant, Ophthalmic Assistant, Physical Therapist Assistant, Respiratory Therapist, Sonographer, or Surgical Technologist TIER THREE = 0.5 points Work experience in any other medical setting that involves direct patient care</td>
<td>2 points</td>
</tr>
<tr>
<td>**STAGE TWO</td>
<td>Top applicants from Stage One are identified and scheduled for an interview**</td>
<td></td>
</tr>
<tr>
<td>Interview Appointment</td>
<td>Multiple Mini Interviews (MMI) will be conducted. Components include short interviews as well as communication and writing evaluations.</td>
<td>20 points</td>
</tr>
</tbody>
</table>

The Associate Degree Nursing program at Tyler Junior College gives equal consideration to all applicants for admission to the Associate Degree Nursing program without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or limited English proficiency (LEP).

-Revised 12/19/2019.-
> Download the Application Forms

The next application forms packet is available to download from the 'How to Apply' section on the TJC ADN website (www.tjc.edu/adn) **7-10 days** after the close of the previous admission period.

When you have completed the admission requirements you need to download the application forms for the Traditional RN Track.

Read the application instructions carefully. You must complete and submit your application forms as directed and make sure you include any additional documents.

Application forms are specific to each admission period. If you have applied to the ADN program before you need to download and complete the **most recent** application forms.

It is **your responsibility** to make sure that your application is filled out correctly, includes any required documents, and that it meets all of the admission requirements.

Revised 12/19/2019.

> Submit your Application

This requirement has an important deadline. All admission requirement deadlines are provided in the current Admission Forms Packet (available at www.tjc.edu/ADN). If you do not meet this requirement by the deadline, your application is incomplete and cannot be processed.

Applications are only accepted during an advertised admission period. The application must be submitted either in person or through the on-line submission form. We do **NOT** accept application sent through mail, e-mail, or fax.

If you want to apply to more than one ADN track (for example Traditional RN and LVN-RN) you must submit a separate application for each track. If you want to apply to more than one cohort within an ADN track (for example LVN-RN FastTrack and LVN-RN Tyler AM), use the check boxes on the cover sheet to indicate which cohorts you are applying to.

Submit Application In Person

Rogers Nursing & Health Sciences Center  
Associate Degree Nursing Office  
RNHS 0.020  

1200 East 5th Street  
Tyler, TX 75798  

Office Hours: 8 a.m. to 5:00 p.m.  
*Applications must be submitted by 12 p.m. on the last day of the admission period.*

Submit Application Online

If you submit your application to the on-line submission form it must comply with the following:  
- Must be in **PDF format**  
- Must have **all** documents sent in **one** submission

An automatic confirmation email will be sent once the submission is complete.

To access the on-line submission form and view the timeline for the current admission period, go to [www.TJC.edu/adn](http://www.TJC.edu/adn), click on "How to Apply", then click on "Submitting Your Application".

Revised 12/19/2019.
Conditional Acceptance Requirements Notice

At the end of the admission period, the highest qualified applicants are offered conditional acceptance into the Associate Degree Nursing program. Conditional acceptance means you are accepted to begin the program on the condition that you complete clearly defined post-admission requirements by a deadline.

If you do not complete these post-admission conditional acceptance requirements by the deadlines provided to, your offer of conditional acceptance will be withdrawn immediately. A complete new application must be submitted to be considered for selection in the next available admission period.

To be granted full admission status, conditionally accepted students must complete the following requirements:

- Attend mandatory On-Boarding Meeting
  Dates provided on the admission timeline at www.tjc.edu/adn
- Complete HIPAA & OSHA Training
- Negative Drug Test
- Background Check (Texas Board of Nursing clearance)
- CPR Certification
- Tetanus Vaccination
- Negative TB Test
- Seasonal Flu Vaccination
- Compliance with Essential Competencies
  Physical Exam & Student Health History
- Attend ADN SUCCESS Camp Orientation
  Dates provided on the admission timeline at www.tjc.edu/adn

NOTICE: Conditional acceptance requirements do not need to be submitted as part of your application.

Revised 12/19/2019.