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 ADN Paramedic-RN Transition 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.
Paramedic-RN Transition Track

Thank you for considering the TJC Associate Degree Nursing program to begin your journey of becoming a Registered Nurse!

The Paramedic-RN Transition Track offers an accelerated program of study for National Registry, or state licensed Paramedics. Specifically designed to accommodate the working schedule of EMS professionals, this track provides online lectures combined with hands-on skills/clinical experiences needed to practice as a registered nurse. Graduates of the program are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Paramedic-RN Transition Class Schedule

The Paramedic-RN Track is an 18 month program (with Summer off) instructed in a hybrid format through our main campus in Tyler. Students typically meet on campus 1-2 days a month for classroom lectures, combined with online learning. Clinical rotations are 1-2 days a week and are typically 12 hour shifts.

Paramedic-RN Transition Application Process

The Associate Degree Nursing program is a selective admissions program, therefore you need to submit a separate application to be considered for placement into the Paramedic-RN Transition Track. There are several admission requirements you need to complete before you can submit an application. Follow our easy steps so you can successfully prepare your Associate Degree Nursing application. We’re here to help you throughout this process to achieve your goal of becoming a Registered Nurse.

Steps to Submitting an Application

Use the steps outlined in this packet and supporting information on our Associate Degree Nursing webpage, to successfully prepare yourself for the upcoming admission period.

> Apply to TJC
> Submit Official Transcripts
> Visit with an Academic Advisor
> Download the Paramedic-RN Transition Preparation Packet
> Complete Clinical Immunization Requirements
> Register with CastleBranch
> Take your ATI Entrance Exams
> Download the Paramedic-RN Transition Application
> Submit your Application
> Admission Period Timeline
To apply to the Associate Degree Nursing program you have to be a TJC student. Your application for admission to TJC can be completed and submitted online. Before you submit a selective admissions application to the Associate Degree Nursing program you must be:

- **A TJC Student** with an **A Number** (student ID).
- **At least 18 years old** on the date you submit your ADN application.
- **TSI compliant** on the date you submit your ADN application. [Read more about TSI compliance.](#)

### Submit Official Transcripts

**Fall 2019 Transcript Deadline: Friday, January 25, 2019.**

Official transcripts must be received in the TJC Registrar’s office by the deadline. Your application cannot be processed if one or more of your transcripts are not received by the deadline.

If you have completed coursework at a college or university other than TJC, you need to submit an official transcript from each college or university you attended both before and after any enrollment at TJC. [Read more about how to submit your transcripts to TJC.](#)

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
Visit with an Academic Advisor

We always recommend that you visit with a Nursing & Health Sciences academic advisor before you submit an application to the Associate Degree Nursing program. You can call and schedule an appointment, or you can arrive as a ‘walk in’ and wait for an available advisor. Read more about TJC’s academic advisors.

Our Nursing & Health Sciences academic advisors can assist you in several ways including:

- Registering for prerequisite and non-nursing, degree required courses
- Calculate an estimated Required-Course Grade Point Average (RGPA)
- Review transfer credit from other colleges or universities
- Help determine when you can apply to the ADN program
- Provide more information on ADN admission policies

Nursing & Health Sciences Advising Contact
Rogers Student Center
Second Floor
(903) 510 2662

Need help finding the academic advising office? View the interactive TJC Campus Map!

Paramedic-RN Preparation Packet

After applying to TJC, submitting official transcripts, and meeting with an academic advisor the ADN program has additional admission criteria for the Paramedic-RN Transition Track. These additional requirements are outlined in this Paramedic-RN Transition Preparation Packet.

- Prerequisite Courses
- Non-Nursing Degree Required Courses
- Expired Anatomy & Physiology Course Renewal
- Required-Course Grade Point Average (RGPA)
- Previous/Current Enrollment in a Nursing or Health Science Program
- Clinical Immunization Requirements
- Register with CastleBranch
- Entrance Exam Requirements
- Professional Licensure
- Employment or Graduation Verification
- Selection Points Criteria
> Prerequisite Courses

**BIOL 2401 - Anatomy & Physiology I (A&P I)**
- You must complete BIOL 2401 with a grade of 'C' or better **before** submitting an application.
- If BIOL 2401 is 'in progress' you **cannot** submit an application.

**BIOL 2402 - Anatomy & Physiology II (A&P II)**
- If you complete BIOL 2402 before submitting an application, it must be completed with a grade of 'C' or better.
- If BIOL 2402 is 'in progress' on the date you submit your application, you must finish the course with a grade of 'B' or better.

A&P courses expire **5 years** after course completion. If you completed an A&P I or A&P II course **before Spring 2014** it is expired. See how to renew your expired A&P course(s).

**PSYC 2314 - Lifespan, Growth & Development**
- If you complete PSYC 2314 before submitting an application, it must be completed with a grade of 'C' or better.
- If PSYC 2314 is 'in progress' on the date you submit your application, you must finish the course with a grade of 'C' or better.

**PSYC 2301 - General Psychology**
- If you complete PSYC 2301 before submitting an application, it must be completed with a grade of 'C' or better.
- If PSYC 2301 is 'in progress' on the date you submit your application, you must finish the course with a grade of 'C' or better.

**ENGL 1301 - Composition I**
- If you complete ENGL 1301 before submitting an application, it must be completed with a grade of 'C' or better.
- If ENGL 1301 is 'in progress' on the date you submit your application, you must finish the course with a grade of 'C' or better.

**Language/Philosophy/Cultural Or Creative Arts Elective**
- If you complete the Elective before submitting an application, it must be completed with a grade of 'C' or better.
- If the Elective is 'in progress' on the date you submit your application, you must finish the course with a grade of 'C' or better.

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.
In addition to your prerequisite courses, there is one additional non-nursing, degree required course you need to take. This course is required for your AAS, Nursing degree and must be completed with a grade of 'C' or better.

You do not have to complete the course before you submit an application to the ADN program.

BIOL 2420 - Microbiology
**Expired A&P Course Renewal**

A&P courses completed before Spring 2014 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.

**HESI A2 Test - Anatomy & Physiology Section ONLY**
To take the A&P section of the HESI A2 exam you need to request a HESI A2 testing ticket from the ADN Department (RNHS 0.020) before you test. Payment for your exam will be submitted to the TJC Testing Center.

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

**Continuing Education A&P Refresher Course (SCIT 6003)**
The A&P refresher course is an online, self-paced (maximum 8 weeks) course offered through TJC’s School of Continuing Studies. You must read the [CE Refresher Course Information Sheet](#) before registering for the course.

- A new course begins on the first Monday of each month (except November and December)
  
  *Registration opens approximately one week prior to the start of the course.*
- Certificate valid for five years
- Unlimited attempts
- Cost: approximately $35
A Required-Course Grade Point Average (RGPA) is calculated by using the grades of all completed prerequisite and degree required courses. An RGPA calculation does not factor in all of your college course credit. Your final RGPA calculation will be different than any GPA listed on a transcript or in Degree Works.

How to Calculate your RGPA

Your RGPA is calculated using:

- The most recent grade for each prerequisite and degree required course
- All completed grades of A, B, C, D and F
- The current standing grade if a course is 'in progress' and has been completed before

You can calculate your RGPA yourself using the instructions on the bottom of this page. When calculating your RGPA you also need to remember:

- If you received credit for a course (no grade is assigned) it cannot be used for RGPA calculation
- RGPA is calculated to 3 decimal places (0.123)
- RGPA will not be recalculated after an 'in progress' course is finished

If you are having difficulty calculating it yourself, you should contact our Nursing & Health Science academic advisors for assistance.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Value</th>
<th>Credit Hours</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2402</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2420</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1301</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>PSYC 2301</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PSYC 2314</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
   \[A = 4 \quad B = 3 \quad C = 2 \quad D = 1 \quad F = 0\]
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.
**Previous/Current Enrollment in a Nursing or Health Science Program**

If you are currently enrolled, or you have previously been enrolled in a nursing or a health science program, this could affect your eligibility to apply to certain Tracks in the Associate Degree Nursing program at TJC. Use the following tables to determine which ADN Track(s) you can apply to, and whether there are additional criteria or actions you must complete with your application.

### Verification of Good Standing

To be in ‘Good Standing’ means you do not have any academic, clinical and/or professional disciplinary actions whilst enrolled in any nursing or health science program. A Verification of Good Standing form (VGS) is needed to provide proof that you are or were in good standing during enrollment in any nursing or health science program.

A Verification of Good Standing form must be completed by the program Director/Department Chair for each previous or current nursing or health science program you enrolled in, but did not complete or graduate from.

- The form must be completed using the instructions on the form
- The form must be submitted with your application
- The form must be approved for eligibility to apply

*Get started early! The Verification of Good Standing form is available to download now!*

---

### Successfully Completed a Nursing or Health Science Program

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Track Eligibility</th>
<th>Required Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Graduated</td>
<td>ELIGIBLE to apply to a Traditional RN or a Transition Track</td>
<td></td>
</tr>
<tr>
<td>• Successfully completed all program courses</td>
<td>Must meet Track specific admission requirements</td>
<td>Submit proof of graduation or program completion by one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certificate of completion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Academic transcript</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The applicant’s name, program, and date of program completion/graduation must be shown on the document.</td>
</tr>
</tbody>
</table>

---

### Prior/Current Enrollment in a Health Science Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Status</th>
<th>Track Eligibility</th>
<th>Required Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Studies</td>
<td>• Currently enrolled</td>
<td>ELIGIBLE to apply to a Traditional RN or a Transition Track</td>
<td>You must submit a Verification of Good Standing form with your application. The VGS form must be approved for eligibility.</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>• Withdrawed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Lab Technology</td>
<td>• One or more unsuccessful course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Therapist Asst.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupational Therapy Asst.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ophthalmic Medical Asst.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiologic Technologist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respiratory Therapist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.*
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 ADNAAdmissions@tjc.edu.

### PRIOR/CURRENT ENROLLMENT IN A TRADITIONAL NURSING PROGRAM
Vocational Nursing (LVN), Associate Degree Nursing (ADN) OR Bachelor Science in Nursing (BSN)

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Track Eligibility</th>
<th>Required Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Currently enrolled &amp; passing</td>
<td>ELIGIBLE to apply to a Traditional RN or a Transition Track</td>
<td>You must submit a Verification of Good Standing form with your application. The VGS form must be approved for eligibility.</td>
</tr>
<tr>
<td>• Withdrew passing</td>
<td>Must meet Track specific admission requirements</td>
<td></td>
</tr>
<tr>
<td>• Unsuccessful in one program course (Cannot be a course in the first/entry semester of the program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unsuccessful in two or more program courses</td>
<td>NOT ELIGIBLE to apply to the Traditional RN Track</td>
<td>To obtain eligibility to apply to a Traditional RN or a Transition track you must successfully complete a Vocational Nursing or EMS-Paramedic program after the initial Vocational Nursing program failure.</td>
</tr>
<tr>
<td>• Unsuccessful in a first/entry semester program course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRIOR/CURRENT ENROLLMENT IN A TRANSITIONAL NURSING PROGRAM
LVN-ADN Transition, LVN-BSN Transition, OR Paramedic-ADN Transition

<table>
<thead>
<tr>
<th>Program Status</th>
<th>Track Eligibility</th>
<th>Required Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Currently enrolled &amp; passing</td>
<td>ELIGIBLE to apply to a Traditional RN or a Transition Track</td>
<td>You must submit a Verification of Good Standing form with your application. The VGS form must be approved for eligibility.</td>
</tr>
<tr>
<td>• Withdrew passing</td>
<td>Must meet Track specific admission requirements</td>
<td></td>
</tr>
<tr>
<td>• Unsuccessful in one program course (Cannot be a course in the first/entry semester of the program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unsuccessful in two or more program courses</td>
<td>ELIGIBLE to apply to the Traditional RN Track</td>
<td>To submit an application to the Traditional RN Track you must submit a Verification of Good Standing form with your application. The VGS form must be approved for eligibility. You cannot apply to any Transition Track.</td>
</tr>
<tr>
<td>• Unsuccessful in a first/entry semester program course</td>
<td>NOT ELIGIBLE to apply to any Transition Tracks</td>
<td></td>
</tr>
</tbody>
</table>

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.
In the ADN program students participate in clinical rotations that involve direct patient contact with potential exposure to blood or bodily fluids. Therefore, you need to comply with our Clinical Immunization Requirements.

As you start taking your prerequisite courses, you also need to start working on your Clinical Immunization Requirements. Depending on your status, some requirements can take up to 8 months to complete.

**Fall 2019 Clinical Immunization Requirements Deadline:** Friday, February 8, 2019.

Each requirement must have a 'complete' status in CastleBranch by the deadline. The Associate Degree Nursing Admissions Committee reserves the right to make concession under extenuating circumstances.

As part of your application to the ADN program you must submit proof of the following:

- **Positive Surface Antibody Titers for:**
  - Hepatitis B, Mumps, Measles (Rubeola), Rubella, and Varicella
- **Tetanus Vaccination**
  - A TDaP (Tetanus, Diphtheria and Pertussis) within your lifetime
  - A TD or TDaP booster within the last 10 years
- **CPR Certification**
  - Issued by American Heart Association
  - Basic Life Support (BLS)
  - Health Care Provider

### Surface Antibody Titers

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. Your surface antibody titer must be positive to prove that you have immunity. Your titer lab report must document your total value and have a value key.

If one or more of your antibody titers are negative or equivocal:

- Complete a booster or repeat series based on your healthcare provider's recommendation
- Complete a second antibody titer after your booster or repeat series
- Upload your initial negative titer to CastleBranch and when prompted, select either:
  - Complete a booster and a second titer
  - Complete a repeat series and a second titer
- Upload any booster or repeat series vaccinations to CastleBranch
- Upload a second titer after the booster or repeat series to CastleBranch

If your second titer is negative you may be a non-converter. Contact the ADN office at (903) 510 2869 or ADNAdmissions@tjc.edu for instructions.

Information on how and where to complete your requirements is available on the ADN webpage.
The ADN program has partnered with CastleBranch (a document Tracking Service) for the review and continual tracking of your Clinical Immunization Requirements. As you complete your requirements, you need to upload them to your CastleBranch account so they can be reviewed for approval. The ADN program does not accept hard-copy health records with your application.

CastleBranch Clinical Immunization Requirement Tracker

Follow these directions to purchase your tracker package and create your CastleBranch account.

1. Go to [https://tjc.castlebranch.com/TY03](https://tjc.castlebranch.com/TY03)
2. Select 'Place Order'
3. Click on the [+] symbol to expand the menu
4. Select 'Nursing'
5. Select 'Associate Degree Nursing'
6. Select 'TY04im: I need to order my Compliance Tracker'

NOTICE: If you have previously purchased the 'TY04im' package for the Associate Degree Nursing program at TJC, you do not need to purchase it again. Due dates in the Applicant document tracker are updated each admission period to reflect the new deadlines.

Managing your Clinical Immunization Requirements

Your CastleBranch account is set up for your convenience. You have a 'to-do' list that easily identifies each of our clinical requirements and has convenient upload fields so you can securely submit your documentation. With your account, you can log in at any time to:

- Check on you 'to-do' list
- Continue to upload completed documents
- Check the status of a document submission
- Purchase any additional packages
- Access your submitted records at any time

If you upload a document and it is rejected, CastleBranch will provide a message telling you the reason why the documentation was rejected and what you need to do to correct it. A requirement will not receive a status of 'Complete' in your to-do list until it meets all criteria.

If you have any issues, we first recommend that you contact CastleBranch Student Support Services. If your issue is not resolved, contact the ADN Office at (903) 510 2869 or email us at ADNAAdmissions@tjc.edu.
As part of your application to the Associate Degree Nursing program you must complete two entrance exams. The entrance exams for the Paramedic-RN Transition Track are the ATI RN Fundamentals 2016 exam and the ATI Critical Thinking exam. You complete both exams in one testing session.

ATI RN Fundamentals 2016 Requirements

- You must score a minimum of 51% (Level One) or better
- You must have a minimum of 90 days between each attempt
- Scores are valid for one year from the date they were taken

ATI Critical Thinking Requirements

- There is no minimum score
- You must have a minimum of 90 days between each attempt
- Scores are valid for one year from the date they were taken

Schedule your Exam at TJC

You can only complete the ATI entrance exams through the TJC Testing Center. You must schedule an appointment to take your exams. You can schedule your appointment at one of two TJC Testing Centers:

**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 2051

You need to create your ATI account and purchase your exam before your appointment. Read the directions on how to create your account and purchase your exam.

Submit your Application

You can only complete your ATI entrance exams at TJC, therefore you do not need to submit a hard-copy of your exam scores. The ADN Department has access to all results that are taken under the TJC account.

If you have more than one set of valid entrance exam scores, the highest score will be used.
Taking your Transition Track Entrance Exams through the TJC Testing Center

> Schedule your testing appointment online at: [www.tcadntesting.setmore.com](http://www.tcadntesting.setmore.com)
> You must print your confirmation email and bring it with you to your appointment
> Create a student account with ATI at [www.atitesting.com](http://www.atitesting.com)
> 1. Click ‘create account’
> 2. Select ‘Tyler JC ADN’ from the institutions drop down menu
> 3. Create a Username and Password (you need this at your appointment)
> You must pay for both exams before you arrive for your appointment. Below are the assessment ID numbers for the ATI RN Fundamentals 2016 exam, and the ATI Critical Thinking Exam.

<table>
<thead>
<tr>
<th>Assessment ID #</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>13516326</td>
<td>$31</td>
</tr>
<tr>
<td>13516323</td>
<td>$44</td>
</tr>
</tbody>
</table>

You can only add **one** product at a time so you will make two separate payments, one for each exam.

1. In the top right, click on the ‘add product’ link
2. In the pop-up message enter the ‘Assessment ID’ and click ‘continue’
3. In the confirmation screen, verify the exam and the price
4. Complete all fields and input your payment information, click ‘submit order’
5. Repeat steps 1 through 5 for the second Assessment ID

> When you arrive for your appointment, you need to present the following:
> 1. Your printed testing appointment email
> 2. A valid photo ID
> 3. Pay a $25.00 proctoring fee
   > The Testing Center will accept check, credit card, money order or cash payments

> At your testing station, log in to your ATI account
> The proctor will enter the password code for the first exam and you can begin
> When you have finished the first exam the proctor will begin the second exam

Testing Accommodations

Students with disabilities that wish to request testing accommodations should contact Margaret Rapp, Disability Services Director, RSC 308, (903) 510 2878. In order to provide reasonable testing accommodations, requests must be made at least two weeks in advance of the testing date.

Test Results

If you complete your exam through the TJC Testing Center, the Associate Degree Nursing program has access to your scores. If you want to access your scores you can go to the ‘My Results’ tab in your ATI account.

Appointment Cancellation

If you need to cancel your appointment you must call the Testing Center (Main or West) where you scheduled your appointment to notify them you will not be attending your appointment.
The Paramedic-RN Transition track requires students to hold a valid Paramedic license before beginning the program.

- You must hold a valid Texas or National Registry Paramedic License on the date you submit your application to the ADN program

OR

- You must be enrolled in your last semester of a Paramedic program on the date you submit your application to the ADN program

If you are enrolled in your last semester of a Paramedic program you must graduate from the program and obtain your Paramedic license by the deadline.

All students enrolled in the Paramedic-RN Transition Track must maintain an active Texas or National Registry Paramedic license throughout the duration of enrollment in the program.

**Fall 2019 Deadline: Sunday, June 30, 2019.**

If you are currently enrolled in the last semester of a Paramedic program, you must submit a valid National Registry or Texas Paramedic license to CastleBranch by the deadline. Your application cannot be processed if you do not provide proof of a valid Paramedic license by the deadline.

To submit an application to the Paramedic-RN Transition Track, you must prove that you graduated from a Paramedic program within the last 5 years, or if your graduation was over 5 years ago, you must prove that you have worked as a Paramedic for a minimum of 6 months within the last five years.

- If you graduated May 2014 or later you need to submit either:
  > A copy of your diploma showing program completion
  > An official transcript showing program completion

- If you graduated before May 2014 you need to complete the Employment Verification form to provide proof that you have worked a minimum of 6 months as a Paramedic within the last five years.

  If your employment duration is split over two or more employers, have each employer complete the Employment Verification form to ensure you meet the minimum requirements.

Proof of graduation or a completed Employment Verification form must be submitted with your application documentation. Your application cannot be processed if you do not meet this requirement.
Selection into the Paramedic-RN Transition 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 RN Fundamentals score, then by RGPA.

The table below outlines how admission points are awarded during each stage of the admissions process.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXPLANATION</th>
<th>POSSIBLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAGE ONE</strong></td>
<td>Stage One points are calculated after the application is submitted</td>
<td></td>
</tr>
<tr>
<td>ATI RN Fundamentals 2016 Exam</td>
<td>[ATI RN Fundamentals Score] ( \times ) 0.20 = [Your Points]</td>
<td>20 points</td>
</tr>
<tr>
<td>ATI Critical Thinking Exam</td>
<td>ATI Critical Thinking Score ( \times ) 0.10 = [Your Points]</td>
<td>10 points</td>
</tr>
</tbody>
</table>
| District Status | 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. | 1 point |
| Anatomy & Physiology: Course Grades | BIOL 2401 [Grade: A] = 5 points  
BIOL 2401 [Grade: B] = 3 points  
BIOL 2402 [Grade: A] = 5 points  
BIOL 2402 [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. | 10 points |
| Anatomy & Physiology: Honors Course | BIOL 2401 Honor Course Successfully Completed = 2 Points  
BIOL 2402 Honor Course Successfully Completed = 2 Points  
To receive points, the honors course must be the most recent attempt and completed with a grade of A, B or C. | 4 points |
| Anatomy & Physiology: Completed at TJC | BIOL 2401 completed at TJC = 1 points  
BIOL 2402 completed at TJC = 1 points  
To receive points, a passing grade (A, B or C) must be achieved, and the most recent attempt at the course(s) must be at TJC. | 2 points |
| Completion of Paramedic program at TJC | Additional points are awarded for successful completion of the Paramedic program at TJC.  
Paramedic program must be complete on the date the application is submitted in order to receive points. | 2 points |
| **STAGE TWO** | Top applicants from Stage One are identified and scheduled for an interview | |
| Interview Appointment | Multiple Mini Interviews (MMI) will be conducted. Components include short interviews as well as communication and writing evaluations. | 20 points |
When you have completed all of the admission requirements, you are ready to download and complete your application for the Paramedic-RN Transition Track.

The Paramedic-RN Transition Application is specific to each admission period, so if you have applied to the ADN program before, you need to download and complete the current version.

The Fall 2019 Application will be available to download on December 1, 2018.

Submit your Application

Fall 2019 Admission Period: February 1, 2019 - February 8, 2019 at 12 p.m.

Applications must be submitted during the advertised admission period. If an application is submitted after 12 p.m. on the last day of the admission period, it is considered a late application and will not be accepted.

If you want to apply to more than one ADN Track and/or more than one cohort within an ADN Track, you must submit a separate application and supporting documents for each Track/cohort. There are only two different ways you can submit your application to the ADN program:

Submit Application In Person
Rogers Nursing & Health Sciences Center
Associate Degree Nursing Office, Zero Floor #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 Using Online Submission Form

If you cannot submit your application in person, you can use our online submission form.

- Applications submitted through the online submission form must be in a PDF format
- All documents must be included in one PDF file and uploaded in one submission
- An automatic confirmation email will be sent once the submission is complete

Online Submission Form
# Admission Period Timeline

## Deadlines for the Fall 2019 Admission Period

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1, 2018</td>
<td>• Fall 2019 Application Packet available to download</td>
</tr>
<tr>
<td>January 25, 2019</td>
<td>• Official Transcripts for Fall 2019 applicants must be received in the TJC Registrar’s Office</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>• Fall 2019 Admission Period Opens</td>
</tr>
<tr>
<td>February 8, 2019</td>
<td>• Fall 2019 Admission Period Closes at 12 p.m.</td>
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<tr>
<td></td>
<td>• All Clinical Immunization Requirements must be ‘Complete’</td>
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<td>• Entrance exam scores must be submitted by 5 p.m.</td>
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<tr>
<td>February 25, 2019</td>
<td>• At 5 p.m. applicants will be sent a Stage One Overview showing how their application has been processed and how points have been awarded</td>
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<tr>
<td>March 1, 2019</td>
<td>• Deadline to report a potential error on the Stage One Overview</td>
</tr>
<tr>
<td>March 7, 2019</td>
<td>• At 5 p.m. a response will be sent to applicants who reported a potential error on the Stage One Overview</td>
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<tr>
<td>March 8, 2019</td>
<td>• At 5 p.m. Multiple Mini Interview progression notifications emails will be sent, qualified applicants will be invited to an MMI appointment</td>
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<tr>
<td>March 18, 2019</td>
<td>• Deadline to accept invitation for the MMI appointment</td>
</tr>
<tr>
<td>March 21-23, 2019</td>
<td>• Multiple Mini Interview Appointment Dates</td>
</tr>
<tr>
<td>March 29, 2019</td>
<td>• At 5 p.m. placement notification emails will be sent, applicants will receive a notification of either conditional acceptance, alternate candidate, or not accepted</td>
</tr>
<tr>
<td>April 3, 2019</td>
<td>• Deadline to accept offer of conditional acceptance</td>
</tr>
<tr>
<td>April 5, 2019</td>
<td>• Conditionally accepted students will be sent important information that must be reviewed prior to the mandatory Pre-Orientation meeting</td>
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<tr>
<td>April 8, 2019</td>
<td>• Mandatory Pre-Orientation meeting, all conditionally accepted and alternate candidates must attend the meeting</td>
</tr>
<tr>
<td>June 30, 2019</td>
<td>• Deadline to receive NCLEX-RN eligibility from the Texas Board of Nursing.</td>
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<tr>
<td></td>
<td>• Deadline to submit proof of successful completion of 'in progress' LVN program and proof of LVN licensure</td>
</tr>
<tr>
<td>Program Orientation</td>
<td>• Traditional RN students will attend SUCCESS Camp, which is scheduled approximately 2 weeks prior to the start of the semester</td>
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<td></td>
<td>• LVN/Paramedic-RN students will attend a cohort specific orientation determined by the professor</td>
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