

# **PRACTICAL NURSING**

## **ADMISSION PACKET FOR AUGUST 2017 FULL-TIME PROGRAM AND JANUARY 2018 PART-TIME PROGRAM**

New admission procedures require you to:

1. Be admitted to the College and have a student ID number before applying to the program.
2. Apply to the program BEFORE registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

Effective September 2016, test scores from the PNE ASSET Exam will no longer be accepted for admission into the PNE program. ACT has discontinued this test. All applicants must take the new pre-entrance exam. Please refer to [page 4](#) of this packet for details.

Dear Practical Nursing Applicant:

Thank you for your interest in the Practical Nursing (PNE) Program at John A. Logan College (JALC). The career that you are considering is truly exciting! Graduates of this program earn a Certificate of Achievement in Practical Nursing.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of a Licensed Practical Nurse (LPN) and the Practical Nursing Program at JALC. Links to online applications, general and program, and test registration are included. Enclosed you will find information about:

- **ADMISSION PROCEDURES**
  - STEP 1: Complete General Admission Requirements
  - STEP 2: Complete Program Application Requirement
  - STEP 3: Complete Pre-Entrance Exam Requirement
  - STEP 4: Admission Selection Process
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Further information is included in this packet and available on our website at [Restricted Allied Health Admissions](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Susan Phillips  
Coordinator of Allied Health Admissions

Marilyn Falaster  
Director of Nursing

*Changes effective 02/03/17 - please note information listed in this packet is subject to change.*

## ADMISSION PROCEDURES

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC PNE program. It is imperative that the steps be followed in order to ensure that all of the admission procedures are complete by the deadline date. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC PNE program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be eligible for admission in either the full-time program beginning fall 2017 or the part-time program beginning spring 2018, an applicant must meet these criteria and submit the following credentials to the designated office by the deadline date:

### STEP 1: Complete General Admission Requirements

- [Apply for general admission](#) to the College by completing the online application by **March 31, 2017**, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed at the Admissions Office (C201).

If an application for general admission has previously been submitted, please update any relevant information online in the [MyJALC portal](#), if necessary.

- Submit current placement scores to the **Admissions Office** by **March 31, 2017**. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course, or scored at least a 20 in English and Math on the ACT, must complete placement testing in Reading, Writing, and Mathematics to determine appropriate placement in courses. For more information about placement testing, visit [Required Placement Testing](#). If an applicant needs to schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520.

Regardless of placement test scores taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the PNE program will be allowed to take the PNE pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the PNE application process.

- Submit all transcripts to the **Admissions Office** by **March 31, 2017**. An official copy of a final high school or GED® (High School Equivalency) transcript is required. In addition, official transcripts from other postsecondary institutions attended are required if transferring courses. Transcripts must show when the course was taken and the grade received. **It is the applicant's responsibility to ensure that all official transcripts have been received and evaluated in the Admissions Office by March 31, 2017.**
- Provide proof of current residency to the **Admissions Office** by **March 31, 2017**. Preference is given to in-district applicants. The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:

- A valid Illinois driver's license with an in-district address
- A valid Illinois state identification card with an in-district address
- A valid Illinois voter's registration card that indicates JALC College District #530
- A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530
- A joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be rank ordered before applicants' out-of-district, if one of the above forms of acceptable proof is received in the Admissions Office by March 31, 2017. If one of the above forms of acceptable proof is not received in the Admissions Office by March 31, 2017, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant. Therefore, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants:

- An employer letter that indicates employment in JALC College District
- A notarized letter that indicates residence in JALC College District
- A valid Illinois FOID card with an in-district address
- A chargeback approved by JALC's V.P. for Instruction

Verification must show the applicant's name with their current address. PO Boxes are not accepted as proof of residency. New driver's licenses now show both PO Box and street address.

If an applicant has questions regarding general admission, they should contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

### ***Out-of-District Applicants Attending Through Joint Agreement or Chargeback***

#### *Joint Agreement*

An out-of-district applicant enrolling in the PNE program at JALC through a joint agreement with **[Southwestern Illinois College]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, an applicant attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at JALC. A joint agreement applicant will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the PNE program that is not offered at their home institution, but is included in the joint agreement with JALC, will:

**First**, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement on or before the program deadline, and;

**Second**, sign a contract stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

## Chargeback

An out-of-district applicant, who wishes to enroll in the PNE program that is not offered at their home institution, and is not included in the joint agreement with JALC, must first obtain authorization from the sending institution for partial student support to attend JALC, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the program guide approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or program guide. **Applicants attending on a chargeback will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.**

Joint agreement and chargeback letters should be sent to:

John A. Logan College  
Attn: Carmen Cutsinger  
700 Logan College Road  
Carterville, IL 62918

If an applicant has questions regarding a joint agreement or chargeback, they should contact Carmen Cutsinger at (618) 985-2828 Ext. 8362 or visit the V.P. for Instruction Office (A15).

### STEP 2: Complete Program Application Requirement

AN APPLICANT MUST HAVE AN ACTIVE JALC STUDENT ID NUMBER AND VOLMAIL EMAIL BEFORE APPLYING TO THE PROGRAM.

- Apply to the PNE program by completing the online application in the [MyJALC portal](#) by **March 31, 2017**. If an applicant prefers, a paper application may be completed at the Admissions Office (C201). A new program application is required each year.

To apply, access the [MyJALC portal](#). Click **Login** (top right by Search) and enter your username and password. Choose **Students** tab at top. Click **Admission to Health-Care Majors** link in left column. Click **Practical Nursing Application** link on right. Fill out application completely and hit the **Submit** button. Once submitted, click on the link provided to register for the pre-entrance exam.

Need help accessing student accounts [click here](#), contact the Admissions Office at (618) 985-2828 Ext. 8476, or visit one of the front admission windows in C201.

If an applicant has questions regarding program admission, they should contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

### STEP 3: Complete Pre-Entrance Exam Requirement

AN APPLICANT MUST APPLY TO THE PROGRAM BEFORE REGISTERING FOR THE PRE-ENTRANCE EXAM.

- Register online to take the **PSB Aptitude for Practical Nursing Examination** (APNE) pre-entrance exam for the PNE program by the test registration deadline.

To register, visit [Restricted Allied Health Testing](#). There an applicant will be able to view instructions, test dates, registration deadlines, and access the test registration link. Please read the instructions carefully before proceeding to register.

- Test scores are valid for two consecutive academic years; however, a new program application must be completed each year and submitted by the required deadline. If an

applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request to the Coordinator of Allied Health Admission in the Admissions Office in order for the previous test score to be considered. In this instance, no pre-entrance exam registration is necessary. **Effective September 2016, test scores from the PNE ASSET Exam will no longer be accepted for admission into the PNE program. ACT has discontinued this test. All applicants must take the new pre-entrance exam, PSB Aptitude for Practical Nursing Examination (APNE).**

- Registration and payment will only be accepted online at the link listed above. If you do not have an account through this specific software, you will be asked to create one. This process is very simple. There is a \$30.00 registration fee due at the time of registration for each test date scheduled. Please have your credit/debit card ready. The registration fee is **non-transferrable and non-refundable**, which means you will need to pay for another test date if moving from your original scheduled date.
- A total of two (2) tests may be taken per academic year (September 1<sup>st</sup> through August 31<sup>st</sup>) and only one (1) test per month may be taken. Tests will be held in Testing Services (C205) and will begin promptly at 9:00 AM and 1:00 PM, unless indicated otherwise.
- Photo ID and JALC student ID number required on day of exam. The exam will take a minimum of 3 hours. No calculators are permitted during the exam.
- Tests will be administered in a paper/pencil format. Answer documents are collected after completion of each test session and sent to Psychological Services Bureau, Inc. (PSB) for scoring.
- Testing Services will mail test results to the applicant when they are received by PSB, usually 2-3 weeks after the test date. Results will also be sent to the Coordinator of Allied Health Admission in the Admissions Office.
- The college reserves the right to change exam dates and fees at any time. Seating is limited, and applications will be processed on a first come, first served basis. Applicants must register before the registration deadline set below for each test session.

APNE Test Dates for PNE	Registration Deadlines
Tuesday, October 25, 2016 @ 9:00 AM	Sunday, October 23, 2016
Tuesday, October 25, 2016 @ 1:00 PM	Sunday, October 23, 2016
Wednesday, October 26, 2016 @ 9:00 AM	Sunday, October 23, 2016
Wednesday, October 26, 2016 @ 1:00 PM	Sunday, October 23, 2016
Monday, November 28, 2016 @ 9:00 AM	Friday, November 25, 2016
Monday, November 28, 2016 @ 1:00 PM	Friday, November 25, 2016
Tuesday, November 29, 2016 @ 9:00 AM	Friday, November 25, 2016
Tuesday, November 29, 2016 @ 1:00 PM	Friday, November 25, 2016
Wednesday, November 30, 2016 @ 9:00 AM	Friday, November 25, 2016
Wednesday, November 30, 2016 @ 1:00 PM	Friday, November 25, 2016
Monday, January 23, 2017 @ 9:00 AM	Friday, January 20, 2017
Monday, January 23, 2017 @ 1:00 PM	Friday, January 20, 2017
Tuesday, January 24, 2017 @ 9:00 AM	Friday, January 20, 2017
Tuesday, January 24, 2017 @ 1:00 PM	Friday, January 20, 2017
Wednesday, January 25, 2017 @ 9:00 AM	Friday, January 20, 2017
Wednesday, January 25, 2017 @ 1:00 PM	Friday, January 20, 2017

APNE Test Dates for PNE	Registration Deadlines
Thursday, January 26, 2017 @ 9:00 AM	Friday, January 20, 2017
Thursday, January 26, 2017 @ 1:00 PM	Friday, January 20, 2017
Tuesday, February 21, 2017 @ 9:00 AM	Sunday, February 19, 2017
Tuesday, February 21, 2017 @ 1:00 PM	Sunday, February 19, 2017
Wednesday, February 22, 2017 @ 9:00 AM	Sunday, February 19, 2017
Wednesday, February 22, 2017 @ 1:00 PM	Sunday, February 19, 2017
Thursday, February 23, 2017 @ 9:00 AM	Sunday, February 19, 2017
Thursday, February 23, 2017 @ 1:00 PM	Sunday, February 19, 2017
Friday, February 24, 2017 @ 9:00 AM	Sunday, February 19, 2017
Friday, February 24, 2017 @ 1:00 PM	Sunday, February 19, 2017

The test given for entry into the PNE program is the PSB Aptitude for Practical Nursing Examination (APNE). The exam includes sections on academic aptitude, spelling, information in the natural science, judgment and comprehension in practical nursing situations and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes.

Additional information about the test can be accessed by going to [Psychological Services Bureau](#). Click on **Resources for Test Taking** to locate documents that may be viewed or printed containing information regarding Sample Questions, Understanding Test Results, and Other Helpful Resources.

Other test preparation web-based tutorials can be accessed online at [Test Prep Tutorials](#).

If an applicant has questions regarding the pre-entrance exam or test results, they should contact Testing Services at (618) 985-2828 Ext. 8520 or visit Testing Services (C205).

#### **STEP 4: Admission Selection Process**

The selection of applicants is based on the stated admission criteria. The test scores are very important in the selection process because they are rank ordered from highest to lowest. Applicants that earn the highest total points and complete the admission criteria by the program deadline will be selected. Priority will be given to applicants residing in the district or in a joint agreement district. Rank order for the PNE program is based **exclusively** upon the following:

1. PSB Aptitude for Practical Nursing Examination (APNE) scores. All five sections of the test will be given, however only the cumulative raw score of the first four sections will be used for admission ranking. The fifth section will be utilized for research.

Each applicant may take the pre-entrance exam twice within one academic year. Only one test per month may be taken. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be used for determination of admission.

2. Additional points will be given for achieved passing grades in previously taken courses of BIO 205, PNE 100, PSY 132, and ENG 101. Courses must be completed by **March 2017** in order for points to be added. Courses completed after that time will not count as points toward admission. Each course must have been passed with a minimum of a C grade. No points will be given without an official transcript. Official transcripts must show when the course was taken and the grade received. The following points will be added for each grade earned: A = 3 points, B = 2 points, and C = 1 point.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the APNE. Rank ordering of applicants for admission consideration will be made on the basis of total points earned. Ties will be broken by the highest score achieved on the APNE, Part 1 and Part 4, successively.

Selection of the class will begin after the admission deadline stated in this packet. Notification of provisional acceptance will be sent via email beginning mid-April 2017 to the top 130 applicants [sixty (60) full-time at the Carterville site, thirty (30) full-time at the Du Quoin site, and forty (40) part-time at the Carterville site] on the ranking list with an offer for a position that begins either full-time in August 2017 or part-time in January 2018.

Applicants rank ordered highest will have the privilege of choosing a position either full-time at Carterville, full-time at Du Quoin, or part-time. When all available positions have been filled for full-time at Carterville, notices will continue for a position either full-time at Du Quoin or part-time. When all available positions have been filled for full-time at Du Quoin, the remaining notices will be for a part-time position only.

Applicants that obtain provisional acceptance will have seven (7) days from the date emailed to return the acceptance form attached in the acceptance letter to the Admissions Office. If the applicant chooses not to accept or no response is obtained, the applicant will be dropped from future consideration and the next applicant in rank order on the list will be notified of provisional acceptance.

When all available positions are filled, notification of an alternate position will be sent via email to the next ten applicants on the list. Notification of denial into the program will be sent via email when all alternate positions are filled, typically before mid-June. Any individual, not receiving an email by mid-June, should contact the Coordinator of Allied Health Admission in the Admissions Office. Applicants who are not admitted and remain on the list after the program starts will not be carried over for the next year. If interested in applying for the next year's program, a new program application must be submitted.

If an applicant is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the PNE program. PSB Aptitude for Practical Nursing Examination (APNE) results will be considered valid for two academic years.

Any student admitted to the PNE program two times and have failed to continue in the program must seek approval from the Director of Nursing for re-application.

All correspondence will be sent via email, including acceptance, alternate, and denial notifications. Therefore, an applicant must provide an email, Volmail or personal, that is checked on a regular basis. The mailing address provided on the program application will be used for residency purposes and verification of residence at that address will be required (see residency requirements under STEP 1).

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline date.

If you have questions regarding this process, please contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

## PROFESSION

Licensed Practical Nurse (LPN) is an individual who delivers direct nursing care to clients in a variety of facilities and settings. Clients may be at any stage along the wellness/illness continuum. Responsibilities include administering medications and treatments as prescribed by a licensed physician, dentist or podiatrist and performing skilled technical procedures, as well as providing basic nursing care and personal care. Responsibilities include assisting the RN in evaluation, assessment, determination and implementation of a nursing plan of care dependent upon the employer and the LPNs competency, education and experience. LPNs work under the supervision of registered nurses, physicians, dentist or podiatrists. Individuals are required to complete a one-year approved program of instruction and pass a licensing exam (NCLEX PN). In addition to providing routine bedside care, LPNs in nursing care facilities help evaluate residents' needs, develop care plans and supervise the care provided by nursing aides.

Most LPNs provide basic bedside care, taking vital signs such as temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, apply dressings, treat bedsores, and give alcohol rubs and massages. LPNs monitor their patients and report adverse reactions to medications or treatments. They collect samples for testing; perform routine laboratory tests; feed patients; and record food and fluid intake and output. To help keep patients comfortable, LPNs assist with bathing, dressing and personal hygiene. In states where the law allows, they may administer prescribed medicines or start intravenous fluids. Some LPNs help deliver, care for and feed infants. Experienced LPNs may supervise nursing assistants and aides.

In doctors' offices and clinics, they also may make appointments, keep records and perform other clerical duties. LPNs who work in private homes may prepare meals and teach family members simple nursing tasks.

Most LPNs in hospitals and nursing care facilities work a 40-hour week, but because patients need around-the-clock care, some work nights, weekends and holidays. They often stand for long periods and help patients move in bed, stand or walk.

Nationally, employment of licensed practical nurses is expected to grow by 16 percent from 2014 and 2024, much faster than the average for all occupations as projected by the [Bureau of Labor Statistics](#). Growth is attributed to the long-term care needs of an increasing elderly population and the general increase in demand for healthcare services. Licensed practical nurses care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions.

For more information on the profession, visit [Illinois Department of Financial and Professional Regulation](#).

## PROGRAM OBJECTIVES

The PNE student, upon completion of the JALC PNE program, will have the ability to exercise sound nursing judgment based on cognitive, affective and psychomotor preparation and, therefore, have the capabilities to pass the State Licensing Examination.

Upon completion of the PNE program, the graduate will be able to do the following:

- Have a satisfactory knowledge of nursing theory and skills in all areas of the developed curriculum.
- Have sufficient competencies needed by individuals preparing for gainful employment in the vocation of practical nursing and be recognized as a safe and effective beginning practitioner.



- Be able to relate effectively with people in daily endeavors through verbal and nonverbal communication.
- Utilize the nursing process in problem solving.
- Be able to assist in planning and implementing a health care/teaching plan designed to meet the identified needs of the client.
- Accept responsibility for his/her attitudes and action.
- Recognize his/her individual capabilities and limitations when functioning as a member of a health care team.
- Recognize the importance of integrity and self-imposed high standards of performance as means of perpetuating regard for the vocation of practical nursing.

## ACCREDITATION

[Illinois Department of Financial and Professional Regulation](#) (IDFPR)

[Illinois Community College Board](#) (ICCB)

## LEGAL LIMITATIONS

Felony convictions that Practical Nursing graduates have may adversely affect their ability to sit for licensure exam and to receive employment.

Potential applicants with questions concerning the above may wish to make an appointment with the Director of Nursing by contacting the Nursing Department at (618) 985-2828 Ext. 8498.

## REQUIREMENTS OF ADMITTED STUDENTS

Sixty (60) applicants are selected for the Carterville campus and thirty (30) applicants are selected for the Du Quoin campus for full-time classes that begin in August of each year. In addition, forty (40) applicants are selected for the Carterville campus for part-time classes that begin in January of even numbered years.

The length of the full-time program is twelve (12) months from start to finish. The length of the part-time program is twenty (20) months. Students attend school year-round, which includes the summer semester.

The full-time PNE student has a very concentrated schedule and should generally plan to be free for academics and clinical Monday through Friday from 8:00 AM to 5:00 PM. The part-time PNE student should plan to be free two to four evenings and one full day for clinical and classes. These are nursing class hours. If general elective classes are taken, there needs to be additional time allowed. Clinical sites currently in use are located in Carbondale, Marion, Anna and other various locations in Southern Illinois.

Students will need to provide transportation to and from the JALC Carterville or Du Quoin campus and assigned clinical sites. Proof of auto insurance is required and a **copy of your auto insurance card** must be given to the JALC Nursing Department Secretary.

Students will be conditionally admitted into the program based on results of a criminal background screening and drug/alcohol testing. **Criminal background screening and drug/alcohol testing** is performed as part of the entry requirement and possibly throughout the program for all students entering the PNE program. Drug/alcohol testing shall be collected at Herrin Hospital, Heartland Regional Medical Center, Memorial Hospital of Carbondale or SIH WorkCare, under that facility's

procedures and control at the student's expense. If a student has a positive drug/alcohol screen, they may not be admitted into the nursing program at that time. The criminal background screening will be conducted by JALC at a \$20.00 cost to the student. This cost will be added to the student's billing statement and will be **NON-REFUNDABLE**.

Evidence of health insurance is required with a **copy of your health insurance card** given to the Nursing Department Secretary. **If a student drops their health insurance anytime during the nursing program, they will be removed immediately from the program.** A physical examination is required. The exam form must have a hand written signature by the physician or health provider. **No stamped signatures or office nurse signatures are accepted.** In addition, proof of immunization or immunities from the following diseases are required: Measles/Rubeola Titer, German Measles/Rubella Titer, Mumps Titer, Chicken Pox/Varicella Zoster Titer, Diphtheria/Tetanus Booster, Childhood Polio Vaccine, Two-Step TB Skin Test (Tuberculosis) within a 3-week period or show proof that a two-step test has been done in the past with subsequent re-tests annually, the series of three (3) Hepatitis B Vaccines, and annual Flu Vaccine. The physical examination should not be scheduled until official notification of acceptance into the program has been received. The physical form and inoculation form may be obtained during registration/orientation. Both the physical and the inoculation forms must be submitted to the Nursing Department, Room G220, before you begin class.

The lab objectives include return demonstrations of knowledge and patient care abilities. It is necessary for the student nurse to practice lifting, positioning, and ambulation in the lab setting to prepare for the clinical. There can be no physical restrictions/devices when entering the lab setting of PNE 102A and B. Crutches, casts, leg braces, and any restriction placing safety limitations on lifting, positioning, and ambulation are prohibited in PNE 102A and B. Physician ordered restrictions with or without above devices will require student to withdraw from lab and return to complete lab when a slot is available.

Prospective PNE students should **not** purchase any materials or supplies until **AFTER** they have attended a new student orientation session and have registered for classes. All questions regarding uniforms, schedules, requirements, physicals, etc. will be answered for accepted students during an orientation session, June for full-time and November for part-time, with the Coordinator of Practical Nursing.

## PROGRAM GUIDES AND COURSE DESCRIPTIONS

PNE students must earn a minimum of a C grade in all courses listed in the program guide, including general education courses.

It is the responsibility of all interested applicants to view the current PNE program guide and course descriptions online at the following links:

[Practical Nursing - Certificate of Achievement \(3-Semester, Full-Time\) Program Guide](#)

[Practical Nursing - Certificate of Achievement \(5-Semester, Part-Time\) Program Guide](#)

[Practical Nursing \(PNE\) Course Descriptions](#)

## GENERAL COURSE REQUIREMENTS

ALH 101 – Cardiopulmonary Resuscitation<sup>1</sup> – 1 credit OR (**required annually**)  
ALH 102 – CPR Recertification – .5 credit

BIO 205 – Human Anatomy & Physiology I<sup>2</sup> – 4 credits

PNE 100 – Nutrition – 3 credits  
 PSY 132 – General Psychology – 3 credits  
 ENG 101 – English Composition I – 3 credits

<sup>1</sup> Students must be certified in CPR annually before starting clinical rotations.

<sup>2</sup> BIO 205 Human Anatomy and Physiology I must be completed by the end of the first semester of program admittance. No prior credit will be given if a grade lower than a C was earned. It is strongly recommended that students without high school or college background in biology take BIO 100, 101 or 105 prior to BIO 205.

All applicants are strongly encouraged to complete the general education courses with a minimum of a C grade prior to the semester they plan to start the program, so that they may increase their probability of success in the program.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

## PROGRAM COSTS

Costs are **estimates** based on the 2016-2017 academic year.

ITEM	COST
Tuition – In-District at \$115.00 per credit hour – 14 hours (general courses)	\$1,610.00
Technology fee at \$5.00 per credit hour – 14 hours (general courses)	70.00
Course fees (general courses)	95.00
Variable Tuition <sup>1</sup> – In-District at \$145.00 per credit hour – 29.5 hours (PNE courses)	4,277.50
Technology fee at \$5.00 per credit hour – 29.5 hours (PNE courses)	147.50
Course fees (PNE courses)	1,085.00
Books (PNE courses)	1,500.00
Uniform	100.00
Clinical Shoes	75.00
Supplies	100.00
Drug Screening	49.00
Criminal Background	20.00
Graduation fee	10.00
Registration fee for PSB Aptitude for Practical Nursing Examination (APNE)	30.00
<b>Total Estimated Cost</b>	<b>\$9,169.00</b>

[Click here to view Tuition and Fees Schedule.](#)

<sup>1</sup> Variable tuition rate of \$30.00 per credit hour assessed for PNE courses (except PNE 100).

Additional costs may include:

- \$60 Activity fee assessed for 6 or more credit hours registered per fall and spring semester
- \$40 Activity fee assessed for 3 or more credit hours registered per summer semester
- Medical exams, immunizations, and CPR
- NCLEX-PN examination fee
- State licensure fee

**Note:** Many of these costs will be incurred the first semester of the program since textbooks, uniforms and equipment can be used in subsequent semesters. Textbooks for general education courses are not included due to variability of texts. **All costs listed above are estimates and subject to change. The PNE student should plan to meet these financial obligations before entering the program.**

*Potential PNE students should **not** purchase or schedule anything until after they have been accepted and registered to begin the PNE program.*

For additional information, please contact Marilyn Falaster, Director of Nursing, at (618) 985-2828 Ext. 8455 or [marilynfalaster@jalc.edu](mailto:marilynfalaster@jalc.edu).

## FINANCIAL ASSISTANCE

JALC offers students several sources for financial assistance:

**Financial Aid** – A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information at (618) 985-2828 Ext. 8308, [financialaid.info@jalc.edu](mailto:financialaid.info@jalc.edu), or C210. Some of the types of financial aid presently offered are:

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Illinois State Map Grant](#)
- [College Work Study](#)

JALC is no longer participating in the Federal Direct Student Loan Program. Students in need of loan funds will have to apply for a Private Alternative Student Loan. In order to find a lender, contact your local Bank, Credit Union, or search on the web using “Private Alternative Student Loan providers” for your search. All students who apply for private alternative loans must first submit a FAFSA with JALC’s federal school code 008076.

Financial aid requirements and general information can be accessed online at [Financial Aid](#).

**Scholarships** – A variety of scholarships, administered through the JALC Foundation and external sources, are available and the applicant should contact the Foundation Office for more information at (618) 985-2828 Ext. 8355, [foundation@jalc.edu](mailto:foundation@jalc.edu), or B33.

Scholarship application procedures, scholarship application, letter of recommendation form, and lists of available scholarships through the JALC Foundation and external sources, can be accessed online at [JALC Foundation](#).

**Veterans Resources** – Military veterans should visit [Veterans Services](#) in C206 for more information on Illinois Veterans Grant and GI Bill Benefits.