St. Francis Medical Center
School of Nursing

601 HAMILTON AVENUE  *  TRENTON, NEW JERSEY 08629-1986
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FOUNDED BY:
The Sisters of the Third Order
Of Saint Francis
Aston, Pennsylvania

ACCREDITATIONS
The School of Nursing is accredited by the New Jersey Board of Nursing (124 Halsey Street, P.O. Box 45010 Newark, New Jersey 07101; telephone: 973-504-6430) and the Accreditation Commission for Education in Nursing, (ACEN, 3343 Peachtree Rd NE, Suite 850, Atlanta, Georgia 30326; telephone: 404-975-5000). The School is also a member of the National League for Nursing, the New Jersey League for Nursing, the National Coalition of Hospital Associated Schools and Colleges of Nursing, and the Association of Diploma Schools of Professional Nursing.

NON-DISCRIMINATION STATEMENT
St. Francis Medical Center School of Nursing admits students of any age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation, or disability in the administration of its educational policies, admissions policies, scholarship or loan programs, or other school administered programs.

NOTICE
Public Disclosure and Consumer Information regarding licensing exam pass rates, student retention, employment of graduates and crime statistics are posted and available from the Director’s Office.

DISCLAIMER
The information contained in this catalog is not to be considered an irrevocable contract between a student and the School. St. Francis Medical Center School of Nursing administration and faculty reserve the privilege of changing policies, curriculum, costs, and practices, at any time.
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**Catalog Published**  
Spring 2020

## CONTACT INFORMATION

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<th>Phone</th>
<th>Email</th>
<th>Website</th>
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<td>Main Office</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Administration Coordinator</td>
<td>(609) 599-5191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs Coordinator / Registrar</td>
<td>(609) 599-5239</td>
<td></td>
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<tr>
<td>Dean</td>
<td>(609) 599-5192</td>
<td></td>
<td></td>
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<tr>
<td>Fax</td>
<td>(609) 599-5799</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td><a href="mailto:sfmcson@stfrancismedical.org">sfmcson@stfrancismedical.org</a></td>
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<td></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.stfrancismedical.org">www.stfrancismedical.org</a></td>
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<td></td>
</tr>
</tbody>
</table>
Thank you for your interest in St. Francis Medical Center School of Nursing.

The choice of a career, whether it is a first or second career, is one of the most important decisions in the life of an individual. Few careers offer so great a challenge as nursing. Few professions have so proud a heritage. Few are so dedicated to such high ideals. Few offer so much inner satisfaction to the practitioner.

Nursing demands the best of those who choose it as their life's work. It calls for a keen mind, physical fitness, initiative, courage, and perhaps most important of all, a compassion for others and a genuine desire to have an active, responsible role in the daily dramas of life.

To the person who possesses these qualifications, nursing opens the door to unlimited opportunities. If you should decide that nursing best answers your hopes for the future, St. Francis Medical Center School of Nursing offers you an outstanding education in a warm caring environment.

The reputation of the faculty, staff, and graduates of St. Francis Medical Center School of Nursing has always been one of excellence and caring. The faculty and staff are known for providing a caring environment for learning while demanding excellence from their students.

From the inception of St. Francis Medical Center School of Nursing in 1905, over 3,300 graduates have contributed to various aspects of nursing and health care throughout the United States and other countries. Many nurses, including administrators and educators, in the New Jersey and Trenton area are graduates of St. Francis.

When you first come to St. Francis Medical Center School of Nursing, you will find that you are learning a whole range of valuable lessons - about the world of nursing, about the world beyond nursing, about people, about yourself. Come discover how much you care and how much you can learn in two years at St. Francis Medical Center School of Nursing.

Sharnee Moore-Jervis, DNP(c), MSN, RN, CRNP
Dean, School of Nursing
ST. FRANCIS MEDICAL CENTER

St. Francis Medical Center was founded in 1874 by the Sisters of St. Francis of Philadelphia to bring compassion and quality health care to the community of Trenton. The Medical Center continues to build upon the Franciscan tradition of caring for the health needs of our community providing comprehensive family health care services. St. Francis Medical Center is fully accredited by the Joint Commission on Accreditation of Health Care Organizations and licensed by the Department of Health, State of New Jersey.

MISSION STATEMENT

As a member of Trinity Health, under the Sponsorship of Hope Ministries, and in accord with the philosophy and tradition of its founders, the Sisters of St. Francis of Philadelphia, St. Francis Medical Center is a community of persons committed to being a transforming, healing presence within the communities we serve.

Based on gospel values, we provide quality health care in an environment that fosters the values of reverence for each person, community, justice, stewardship, courage, integrity, health care education, and commitment to those who are poor.

To live out this mission we:

- Treat all persons with respect and compassion.
- Create an environment that recognizes the dignity of all those with whom we work, calling forth their fullest human potential.
- Provide a range of services that support health communities, including quality medical care and holistic approaches to healing the mind, body and spirit.
- Collaborate with others who share a common mission and vision.
- Continually seek innovative ways to assure access to services for persons most in need.
- Advocate for the principles of social justice that affect public policies and initiatives, particularly those in the area of health care that ensure quality of life for all.

ST. FRANCIS MEDICAL CENTER

SCHOOL OF NURSING HISTORY

St. Francis Medical Center School of Nursing has been educating nurses for over 100 years. In 1905 when nursing schools were still a brand new idea in America, the Third Order of the Sisters of St. Francis received a charter from the State of New Jersey to establish a "TRAINING SCHOOL FOR NURSES OF SAINT FRANCIS HOSPITAL." The seven students who comprised the first class, and their teachers were indeed pioneers in this avant garde venture. St. Francis School of Nursing stands as evidence of the Sisters of St. Francis' long commitment to quality education for nursing students.

Under the leadership of Sister Hyacintha the School was organized and chartered by the State of New Jersey in 1905. The first class, of seven women, graduated in 1908. Miss Anna Cunningham was the first director of the School, which was registered by the New Jersey Board of Nursing in 1912. Originally housed in the hospital, the School moved to the educational building on St. Francis Avenue in 1925. Classes were admitted annually except between the years of 1944 and 1948 when there were double class entrances. In 1956, St. Francis School of Nursing became the first School of Nursing in the area to be accredited by the National League for Nursing. The program remained three years in length until 1964 when a two-year program was instituted. During 1964, there were two graduating classes. The School, which formerly provided residence facilities, became a commuter-only school in 1978. The purchase of college credits for non-nursing courses was initiated in 1980. In 1998, the School developed a cooperative nursing agreement with Mercer County Community College. Graduates now earn an Associate in Science Degree from Mercer County Community College and a Diploma in Nursing from St. Francis School of Nursing.
ST. FRANCIS MEDICAL CENTER SCHOOL OF NURSING

PHILOSOPHY AND OBJECTIVES

The educational program of St. Francis Medical Center School of Nursing is based on Gospel values, which advocate principles of social justice, stewardship and courage. These principles advocate for a society in which all can realize their full potential and achieve the common good.

The faculty believes that each human is a unique, holistic being with biological, psychological, socio-cultural and spiritual dimensions. We further believe that each human has dignity and intrinsic worth through all stages of development and constantly influences and is influenced by his ever-changing environment. This environment consists of all the forces that impact on man, and includes culture, family, community, society, and the physical universe.

Health is a state of wholeness or integrity of the individual. Health is a relative dynamic state that continuously alters as a person adapts to changes. Wellness is a state in which the individual, family and community are able to function at an optimal level throughout the life cycle. Illness is a process in which the health status of a person is diminished when compared to one’s previous condition.

Nursing is a professional discipline with both art and science components. It involves the assessment, diagnosis and treatment of the individuals, families and community’s responses to actual and/or potential health needs. Caring is basic to nursing practice as it involves intentional acts based on the welfare of another that demonstrates concern or empathy. The nurse functions independently, inter-dependently and dependently in multiple roles in collaboration with others. The nurse uses nursing process, critical thinking skills, and therapeutic communication to promote optimal health and provide compassionate care.

Education is a cooperative process involving teachers and learners in the pursuit of knowledge through planned and purposeful learning experiences designed to result in cognitive and behavioral changes. Each individual has a unique learning style and learns at his or her own pace. Education is most effective when it encourages self-direction and the internalization of the concept that learning is a life-long process.

Nursing education incorporates knowledge from nursing, the humanities and the physical, biological, social and psychological sciences. Nursing education is a continuous process, whereby the art and science of nursing are translated into responsible nursing practice.

The faculty is responsible for developing and implementing a curriculum which evolves from a synthesis of our beliefs about health, nursing and education. Opportunities are provided for students to grow intellectually and in self-awareness. Experiences are also provided for students to develop sensitivity to and an appreciation of the diverse cultural and societal needs of the community, which includes the poor and underserved population.

The faculty support student participation in health promotion activities in the community. The faculty also involves students in activities that promote the recognition of professional and civic responsibilities.

St. Francis Medical Center School of Nursing prepares its graduates to function as beginning level practitioners of professional nursing. The graduates are prepared to apply the nursing process in the care of individuals, families and communities at all stages of development and wellness and in a variety of settings. The graduates are able to function with autonomy and a sense of professional, ethical and legal accountability in acute, intermediate, long term and ambulatory health care environments.
STUDENT LEARNING OUTCOMES
A graduate of St. Francis Medical Center School of Nursing will:

- Integrate concepts from the sciences and evidence-based nursing practice into the care of diverse patients, families and communities.
- Effectively communicate and collaborate as a member of the health care team, incorporating technological resources to deliver quality patient centered care.
- Practice within the legal and ethical parameters of the profession.
- Function competently and safely incorporating professional standards into the delivery of patient centered care.
- Employ leadership and management skills in the delivery of patient centered care.
- Exhibit responsible behavior that is self-directive and encompasses personal and professional growth.

PROGRAM OUTCOMES\GOALS

- 80% of graduates will indicate satisfaction with the nursing program and their preparation for practice.
- Graduate classes will achieve a pass rate on NCLEX-RN at or above the national mean.
- 80% of the graduates will be employed at 6 months post graduation.
- 75% of the students admitted to the first nursing course will graduate within three (3) years.
- Employers of St. Francis graduates will indicate satisfaction with the preparation of the graduates.
EDUCATIONAL PROGRAM

The educational program has been developed from the philosophy and student learning outcomes of the School of Nursing. The program provides education and guidance for students in preparation for their delivery of comprehensive professional nursing care as graduate nurses.

St. Francis Medical Center provides a cooperative nursing program with Mercer County Community College in which the graduate will receive a Diploma in nursing from St. Francis and an Associate in Science degree from Mercer County Community College. It is a progressive, fast paced curriculum composed of 40 credits in professional nursing courses and 30 general education credits.

The School offers three program options: Extended, Generic, and the LPN to RN Track.

- **The Extended Program** is typically three years and ideal for students who seek admission to the program directly from high school. This is accomplished by completing all of the required general education courses in the year prior to beginning the nursing course sequence. All required courses must be completed within a five-year time frame from date of admission.

- **The Generic Program** is a two year, full-time, day program. This program is ideal for students with post-secondary education in progress or completed.

- **LPN to RN Track Program** is a 10-month, full-time, day program for qualified LPN’s who wish to enter into NSG 136 (LPN Transition – Nursing through the Lifespan) and finish the nursing part of the program in ten months. Upon satisfactory completion of NSG 136, 16 credits will be granted for the LPN licensure.

Throughout the program extensive clinical experience is closely correlated with classroom instruction. While the majority of clinical experiences are provided at St. Francis Medical Center, additional institutions and agencies are also utilized. At all times the clinical education is taught by St. Francis instructors.

When the student has successfully completed the planned program of studies, completed all planned comprehensive testing and pre-graduation requirements, and fulfilled all financial obligations, he/she is eligible for graduation. Graduates are then eligible to take the NATIONAL COUNCIL OF STATE BOARDS OF NURSING EXAMINATION (NCLEX-RN), to become a registered nurse.

The following pages list the courses and pre and co-requisites for each program option.
EXTENDED PROGRAM OUTLINE

Completion of all science and general education courses outlined below are required during enrollment. Completion of some courses, such as Anatomy & Physiology courses are encouraged prior to the submission of an admissions application.

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE (lect/lab/clinical hrs)</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td></td>
<td><strong>SCIENCE &amp; GENERAL EDUCATION COURSES</strong></td>
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<tr>
<td>BIO-103</td>
<td>Anatomy &amp; Physiology I (3/3) *</td>
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<tr>
<td>BIO-104</td>
<td>Anatomy &amp; Physiology II (3/3) *</td>
<td>4</td>
</tr>
<tr>
<td>MICRO</td>
<td>Lab Science Elective, (3/3) 100 level or higher in microbiology field</td>
<td>4</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Introductory Psychology (3/0)</td>
<td>3</td>
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<tr>
<td>PSY-207</td>
<td>Developmental Psychology: Across the Life Span (3/0)</td>
<td>3</td>
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<td>ENG-101</td>
<td>English Composition I (3/0)</td>
<td>3</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition II (3/0)</td>
<td>3</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics Elective (3/0) * Algebraic or statistical math at 100 level or higher</td>
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<tr>
<td>PHI</td>
<td>Elective (Ethics or Moral Choices) (3/0)</td>
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<td><strong>NURSING COURSES</strong></td>
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<tr>
<td></td>
<td><strong>Fall</strong></td>
<td></td>
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<tr>
<td>NSG-131</td>
<td>Concepts of Nursing I (4/120)</td>
<td>6</td>
</tr>
<tr>
<td>NSG-137</td>
<td>Physical Assessment (2/45)</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Spring</strong></td>
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<tr>
<td>NSG-135</td>
<td>Concepts of Nursing II (4/180)</td>
<td>7</td>
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<tr>
<td>NUR-151</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Summer</strong></td>
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<tr>
<td>NSG-133</td>
<td>Concepts of Nursing III (2/60)</td>
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<td><strong>Fall</strong></td>
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<tr>
<td>NSG-234</td>
<td>Concepts of Nursing IV (6/180)</td>
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<td></td>
<td><strong>Spring</strong></td>
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<tr>
<td>NSG-232</td>
<td>Concepts of Nursing V (6/180)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>70</td>
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</tbody>
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* Science and math courses must be less than 10 years old at time of enrollment.
The generic curriculum has the same courses as the extended curriculum. Many of them can be taken at any time and preference is given to those applicants who have successfully completed college course work, particularly Anatomy & Physiology. However, there are certain courses that are pre-requisites for other courses. These are spelled out as follows:

<table>
<thead>
<tr>
<th>SEMESTER &amp; COURSE CODE</th>
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<tr>
<td><strong>First Fall</strong></td>
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<tr>
<td>NSG-131</td>
<td>Concepts of Nursing I</td>
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<td>NSG-137</td>
<td>Physical Assessment</td>
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<tr>
<td></td>
<td><em>Pre-requisite:</em> Admission to Program</td>
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<td></td>
<td><em>Co-requisite:</em> Anatomy &amp; Physiology I</td>
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<td></td>
<td>Introduction to Psychology</td>
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<td><strong>First Spring</strong></td>
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<tr>
<td>NSG-135</td>
<td>Concepts of Nursing II</td>
</tr>
<tr>
<td>NUR-151</td>
<td>Pharmacology in Nursing</td>
</tr>
<tr>
<td></td>
<td><em>Pre-requisite:</em> NSG-131</td>
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<tr>
<td></td>
<td>*NSG-131</td>
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<tr>
<td></td>
<td>*Introductory Psychology</td>
</tr>
<tr>
<td></td>
<td>*Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td></td>
<td>*Developmental Psychology Across Life Span</td>
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<tr>
<td><strong>First Summer</strong></td>
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<tr>
<td>NSG-133</td>
<td>Concepts of Nursing III</td>
</tr>
<tr>
<td></td>
<td><em>Pre-requisite:</em> NSG-135</td>
</tr>
<tr>
<td></td>
<td>*Introductory Psychology</td>
</tr>
<tr>
<td></td>
<td>*Developmental Psychology Across Life Span</td>
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<tr>
<td><strong>Second Fall</strong></td>
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<td>NSG-234</td>
<td>Concepts of Nursing IV</td>
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<td><em>Pre-requisites:</em> NSG-234</td>
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<td>*Pharmacology in Nursing</td>
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<td></td>
<td><em>Co-requisite:</em> Microbiology</td>
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<td><strong>Second Spring</strong></td>
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<td>NSG-232</td>
<td>Concepts of Nursing V</td>
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<tr>
<td></td>
<td><em>Pre-requisites:</em> NSG-232</td>
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<td>*Microbiology</td>
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**Other Course Requirements Prior to Graduation**

- ENG-102 English Composition II
- MAT Mathematics Elective (3/0) algebraic or statistical math 100 level or higher
- PHI Ethics or Moral Choices – PHI 204/PHI 205

* Science and math courses must be less than 10 years old at time of enrollment.
LPN - RN TRACK PROGRAM OUTLINE
RECOMMENDED COURSE SEQUENCE

Completion of all required science and general education courses outlined below must be submitted as a component of LPN-RN admissions application. Remaining courses may also be completed prior to admission or as outlined during enrollment.

Required

<table>
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<tr>
<th>CODE</th>
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<tbody>
<tr>
<td>BIO 103</td>
<td>Anatomy &amp; Physiology I (3/3) *</td>
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<tr>
<td>BIO 104</td>
<td>Anatomy &amp; Physiology II (3/3) *</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I (3/0)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
<td>3</td>
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<tr>
<td>PSY 207</td>
<td>Developmental Psychology Across The Lifespan (3/0)</td>
<td>3</td>
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<tr>
<td>NUR 151</td>
<td>Pharmacology in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NSG 137</td>
<td>Physical Assessment**</td>
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** Physical Assessment, NSG 137 is taken at St. Francis School of Nursing in May/June prior to fall admission.

Recommended

(complete two additional required general education courses prior to starting nursing courses)

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<tr>
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<tr>
<td>ENG 102</td>
<td>English Composition II (3/0)</td>
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<tr>
<td>MAT</td>
<td>Math elective *</td>
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<tr>
<td></td>
<td>Algebraic or statistical math at 100 level or higher</td>
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</table>

First Semester – Fall

NSG 136  LPN Transition: Nursing Through (6/180) 9

(16 Credits granted for LPN licensure after satisfactory completion of NSG 136)

MICRO Lab Science Elective, (3/3) 4
100 level or higher in microbiology field

Second Semester – Spring

NSG 232 Concepts of Nursing V (6/180) 9
PHI Elective—Ethics or Moral Choices PHI 204 or PHI 205 3

TOTAL CREDITS 70

* Science and math courses must be less than 10 years old at the time of enrollment.
ADMISSION REQUIREMENTS

The application deadline is March 31 for the generic program and February 28 for the LPN to RN Transition Program, however, we have a rolling admission here at St. Francis School of Nursing. We accept students for the Fall of 2019 beginning September 2018.

The minimum requirements for initial acceptance to the School of Nursing for ALL Applicants are:

A. **High School Diploma**: Graduation from an accredited high school or satisfactory completion of a General Equivalency Diploma (GED)

B. **Chemistry**: Completion of a high school level Chemistry course with a minimum "C" grade that is **less than 10 years old at the time of admission**. (A college level Basic Chemistry course or a course through [www.nursingabc.com](http://www.nursingabc.com) with a minimum "C" grade may be substituted; a credit-granting score on the CLEP exam is also acceptable)

C. **Entrance Test**: Achievement of the national mean on the reading and math sections of the Test of Essential Academic Skills (TEAS) [www.atitesting.com](http://www.atitesting.com) *(if taken at an outside location, an official ATI transcript reflecting TEAS scores must be submitted)*

D. **New Jersey College Skills Placement Test**: Satisfactory performance on the New Jersey College Skills Placement Test (CSPT) or completion of any required academic foundations courses

E. **Transcripts**: Submission of two (2) Official Transcripts from high school and three (3) official transcripts from all other educational institutions attended since high school

F. **References**: Submission of three professional references (i.e. teacher, employer, community service representative.) Friends and/or family are not considered valid references.

G. **Cumulative GPA**: A minimum 2.5 Cumulative Grade Point Average

H. A personal interview (by invitation only) initiated by the Admissions Committee

*Preference is given to those applicants who have successfully completed college coursework, particularly Anatomy & Physiology. * Science and math courses must be less than 10 years old.*

II. **Applicants educated outside the USA for high school and/or college**: Additional requirements include:

A. The TOEFL (Test of English and as a Foreign Language) is required for any student educated outside the USA for high school **(unless you have achieved a GED)** and/or college; the School of Nursing TOEFL Destination Code *(or DI Code)* is 2858.

B. Achievement of a score of 83 or better on the TOEFL IBT (Internet version of Test of English as a Foreign Language)

*** To Register for the TOEFL IBT go online to [http://www.ets.org/toefl/ibt/about](http://www.ets.org/toefl/ibt/about) ***

III. **Applicants to the LPN – RN Track**: Additional requirements to the LPN – RN track include:

A. Current licensure as an LPN

B. Completion of the following courses with a minimum grade of “C”.

- Anatomy and Physiology I 4 credits
- Anatomy and Physiology II 4 credits
- English Composition 3 credits
- Introductory Psychology 3 credits
- Developmental Psychology Across The Life Span 3 credits
- Pharmacology in Nursing 3 credits
- Physical Assessment 3 credits (taken at St. Francis SON in May/June prior to fall admission).
* Science and math courses must be less than 10 years old at time of enrollment.

C. One Year clinical work experience (acute care, sub-acute, long-term care or Rehab areas)

- Final acceptance is based on:
  1. Successfully passing a drug screening.
  2. Undergoing and successfully passing a criminal background check prior to enrolling. In order to take part in the educational program an applicant must not have been convicted of, or pled guilty to, a violent crime, illegal sale, use or theft of controlled dangerous substances or a sexual offense. An applicant whose criminal background check discloses a conviction or unresolved arrest for a crime or misdemeanor that could jeopardize the health, safety or welfare of any patient, employee, student or visitor, may also be barred from entrance to the School.

- Prior to enrolling, all accepted applicants must submit the following:
  1. Required health history, physical examination and immunization records with all required immunizations and immune titers.
  2. Documentation of satisfactory completion of the American Heart Association Basic Cardiac Life Support course for Health Care Providers (HCP).
  3. Documentation of Professional Liability Insurance coverage.
  4. Documentation of medical insurance coverage.

* Students wishing to transfer from another accredited RN program should contact the Student Affairs Coordinator for further details.
APPLICATION PROCEDURES

The applicant is responsible for gathering all required information and submitting the documentation in one packet with the Applicant Submission Form to St. Francis Medical Center School of Nursing by MARCH 31ST for the generic program and February 28 for the LPN to RN Program however, we have a rolling admission here at St. Francis School of Nursing. We accept students for the Fall of 2019 beginning September 2018.

All official documents must be in separate sealed envelopes with an original signature or official stamp across the seal. This will expedite the admission process. If unable to obtain official documents in this manner, the documents must be sent directly to the school. The application procedures include the following:

1. APPLICATION--Complete the Application for Admission. Indicate any previous names under which you attended school. Do not overlook the essay requested on Page 3. Remember to notify the School in writing of any Change of Address or Telephone Number which may occur after you submit your application.

2. APPLICATION FEE--Submit the Application for Admission with the $50.00 non-refundable Application Fee to the School of Nursing office. Make checks/money orders payable to: St. Francis Medical Center School of Nursing

3. ENTRANCE EXAM – Official TEAS (Test of Essential Academic Skills) scores must be included with the application. A list of testing dates and instructions are outlined on page 35, then go online to www.atitesting.com to register for the TEAS.

4. REFERENCES - We require three professional references (teacher/professor, employer/supervisor, community service representative). References from family members and/or friends are not valid. Please give the blank reference forms found in your admissions packet directly to the persons you wish to complete them. They should be returned to you in a sealed envelope with an original signature across the seal. Please read the waiver statement on the back of each form and decide if you wish to sign it. Your decision will not affect consideration of your application.

5. TRANSCRIPTS – Submit two (2) copies of Official high school transcripts and three (3) copies of Official transcripts of ALL other educational institutions you have attended since high school. (Official Transcripts bear a signature and/or the school’s seal and are sent to you in a sealed envelope with the school stamp or signature across the seal or is sent directly to us by the institution.) Be sure to include “School of Nursing” in the address you give to your previous schools. A high school transcript or G.E.D. certification is required even if you have attended college.

6. L.P.N.’s - If you are an L.P.N. you must request that an Official transcript of your L.P.N. program be sent to us. If you are interested in the LPN Track, please contact the Student Affairs Coordinator.

7. APPLICANTS WITH FOREIGN TRANSCRIPTS – Applicants with transcripts from schools outside of the United States must have them evaluated by an accredited credentialing service, at the applicant’s expense. If you would like to receive credit for specific courses the evaluation must be done on a course-by-course basis. For applicants who are not U.S. citizens, a proper visa must be secured. The TOEFL IBT is required for any student educated outside the USA for high school (unless you have achieved a GED) and/or college.

8. THE PROCESS - Although we attempt to notify applicants of documents missing throughout the admissions process, it is the applicant’s responsibility to ensure that all required documents are submitted. Once all required documents are received, they will be reviewed by the Admissions Committee. You may be invited to a personal interview after the committee review. Admissions decisions are made at regularly scheduled admission committee meetings throughout the year. Application deadline is March 31st for the generic program and February 28 for the LPN to RN Program.

* Students wishing to transfer from another accredited RN program must have all of the above-outlined documents prepared and ready for submission to the school (to include course descriptions of all nursing courses completed). Further details for Advanced Placement/Transfer of Credits provided on page 22.
APPLICATION CHECKLIST

To ensure all credentials are received, please send them in one packet by the March 31st for the generic program and February 28th for the LPN to RN Program deadline.

A completed application includes the following:

- Applicant Submission Form
- Application for Admission
- $50.00 nonrefundable application processing fee  
  (Check or money order, payable to St. Francis SON)
- Two (2) official high school transcripts.
- Three (3) official transcripts from ALL other educational institutions you have attended since high school. (Official transcripts must be in separate sealed envelopes with an official signature or stamp across the seal.)
- Three (3) professional references.  
  (teacher/ instructor, employer/ supervisor, community service representative)
- Transcript (High School or College) with a Chemistry grade of “C:” or better completed within the last ten (10) years. REQUIRED FOR APPLICATION
- Official Entrance Exam results (if taken at St. Francis, you will not need to include the results).
  - TEAS all applicants;
  - TOEFL – (applicants educated outside of the U.S.A. high school, unless you have achieved a GED or college)
- LPNs ONLY: A transcript that reflects an approved 3 credit Pharmacology course with a minimum grade of "C" that is less than 2 years old. REQUIRED PREREQUISITE COURSE

See Page 36 for Submission Form to be included with application for admission.
FACILITIES AND RESOURCES

EDUCATIONAL FACILITIES
The School of Nursing is located in Crean Hall. It contains well-equipped classrooms, nursing skills clinical laboratories, computer and audiovisual centers, the Health Sciences Library, an auditorium, and a student lounge.

St. Francis Medical Center provides the primary clinical facility for the correlation of theory to practice for required nursing courses. It may be necessary to attend evening or weekend clinical session depending on facility availability. Additional clinical facilities are selected to provide a broad range of learning experiences to meet the curriculum objectives. Some of these sites may be: St. Christopher's Hospital for Children, Hampton Behavioral Health Center, University Medical Center at Princeton, Capital Health, Centra State and various clinics, as well as grade and high schools.

COMPUTER FACILITIES
St. Francis Medical Center School of Nursing provides students with additional learning experience through comprehensive computer and audiovisual facilities. Many audiovisual and computer review programs for the state licensure examination are among those available. Students are encouraged to utilize this area to assist them in developing their learning skills as well as to reinforce theory and enhance clinical practice.

Media are used as integral segments of lectures, course assignments and independent study. Faculty and staff will assist you with your search for materials and their use. We recognize the busy lifestyle of our family oriented commuter students. Therefore, many programs are available online and certain audiovisual programs are available for overnight or weekend loan.

PARKING
Limited parking is available for student use. When space is available students may park in the garage. Parking in the garage must be above the third level, as this space is reserved for patients and visitors of the Medical Center. When parking on the local streets be very careful to check the posted restrictions for the block where you park.

TRANSPORTATION
Costs and arrangements for transportation to and from the School of Nursing and clinical affiliations are each student’s responsibility.

RELIGIOUS FACILITIES
Though the School is a Catholic institution, no preference or partiality is shown to any student because of religious beliefs. A Chapel is available on the ground floor of the South Wing of the Medical Center and is open to all employees, students and visitors for individual devotions or attendance at Mass. To support and encourage the celebrations of different faith traditions, an Interfaith Prayer Room is also available.
STUDENT SERVICES AND ACTIVITIES

The Office of Student Affairs, the faculty and the Student Government Association work together and along with other offices to provide programs and services which promote student development. All St. Francis students are also MCCC students and are entitled to use all of their resources. See the MCCC Student Calendar/Handbook.

ORIENTATION
An orientation program is held for all incoming students prior to the official opening of the School in the Fall semester. All students beginning the nursing part of the program are required to attend.

ADVISOR PROGRAM
The Advisor Program has been established to assist students to succeed in the nursing program. Students will be assigned an academic advisor at the beginning of classes. An advisor will be available to the student throughout the student's academic career to discuss academic or personal issues that affect progress in the program. Each student is expected to meet with his/her advisor each semester and may be required to meet with their advisor on a regularly scheduled basis. Each student also has access to the faculty members teaching the course in which they are enrolled.

The Admissions, Progression and Graduation Committee will review any student academic or advisement issue which has been referred to it by the advisor, course faculty, dean, or student. The Committee will make recommendations and/or referrals as necessary.

ACADEMIC SUPPORT PROGRAM
An Academic Support Program is provided for students identified at risk for academic difficulty. The purpose is to promote successful completion of the academic program. Students who meet the established criteria for the program must confer with the Faculty Course Coordinator to develop an action plan.

STUDENT HEALTH
A Health program under the auspices of the Medical Center Health Service is provided to establish positive health attitudes and habits, and to provide an opportunity for maintaining them. Each student must accept responsibility for his/her own health, and is expected to maintain high standards of mental, physical, and emotional health.

For the protection of students, clients, and other employees, students are required to provide documentation of immunity to certain communicable diseases that can be prevented by immunization. Pre-admission physical examination records must be provided to the nursing school office prior to arrival into the nursing program.

The following immunizations/screenings are required:
- Measles
- Mumps
- Tetanus – Diphtheria – Pertussis (Tdap)
- Rubella screening with immune titer
- P.P.D. (TB) screening, (required annually) with a two step on admission or a Quantiferon – Gold Test.
- A chest X-ray will be required if P.P.D. or Quantiferon – Gold Test is positive.
- Varicella Zoster (positive history or screening with immune titer)
- Hepatitis B Virus – First dose required prior to clinical experience.
- A waiver must be signed if the immunization is declined.

All students must have the required immunizations on admission, except hepatitis (series must be started before classes begin) and maintain all immunizations and screenings throughout their attendance in the program. After admission to the program, the student may obtain the PPD (TB) screening through Employee Health. Further immunizations and documentation may be required as administration determines necessary.
All students are required to carry some form of health / hospitalization insurance. Students should check to see if they are covered by family insurance. If not, students are responsible for healthcare costs.

The employee health office is available if a student becomes ill or injured while attending class or clinical. When the health office is closed, the student may be taken to the Emergency Room for treatment at a cost to the student.

**STUDENT ASSISTANCE PROGRAM**

Carebridge is available to you 24 hours a day, seven days per week by calling 800-437-0911. Carebridge also maintains a website at [www.myliferesouces.co](#). This program is a system-wide referral service designed to direct individuals with stress related problems to the appropriate resource. Any problem that interferes with scholastic performance, i.e. marital difficulties, parent-child conflicts, school-related stress, substance abuse, depression etc. is referable. Any contact with the Employee/student assistance program is strictly confidential. Visit the website to access online services, which include a great deal of additional information including: a legal document center, shopper’s discount center and wellness tutorials. To access these resources, please enter the Trinity Health access code: **BKKR5**. You will be able to create your own access code after your first login. If you have questions, please contact your benefits representative, HR Generalist.

**STUDENTS WITH SPECIAL NEEDS**

St. Francis Medical Center School of Nursing, in compliance with section 504 of the Rehabilitation Act of 1973, does not restrict admission of any individual on the basis of a disability. All applicants are considered on an individual basis. Acceptance is determined by the persons’ ability to perform required nursing functions.

Continuing support for students with documented disabilities is provided through MCCC office of Special Services at (609) 586-4800 x3422. Further information about the services provided can be found on MCCC’s website at [www.mccc.edu](#).

**STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

The Student Bill of Rights and the Grievance and Appeal Policy and Procedure are based on the NSNA Student Bill of Rights. It can be found in the St. Francis Medical Center School of Nursing Student Handbook.

**STUDENT GOVERNMENT ASSOCIATION**

All students are members of the Student Government Association. The Association's purpose is to promote social and professional responsibility and to foster a spirit of cooperation among the students. Each class has its own organization and officers. Faculty members are designated by the Director as class advisors. Class activities and projects are planned and conducted by each class.

Each class elects representatives to participate on Faculty Organization Committees such as Curriculum, Admissions, Progression and Graduation, and Grievance. Students are encouraged to take an active part in their association. Participation in the Student Government Association as a leader or a class member provides an opportunity to develop self-direction, leadership and team member skills.
FINANCIAL INFORMATION

Students at St. Francis Medical Center School of Nursing have several financial aid programs available to them, which can assist eligible students in meeting the cost of their nursing education. All federal financial aid for St. Francis students is administered by Mercer County Community College (MCCC). Students should apply for federal aid through MCCC (Federal School Code # 002641). Applications and supporting documents should be submitted before April 15th for the Fall semester in order for Financial Aid to arrive before tuition and fees need to be paid. For further financial aid information refer to MCCC’s web site. The Student Affairs Coordinator at St. Francis is also available to provide information and advice relating to financial aid. Brief summaries of the major federal financial aid programs follow.

FEDERAL PELL GRANT
This federal program awards grants to eligible students who have not yet earned a bachelor's degree. To determine if you are eligible, the Department of Education uses a standard formula, passed into law by Congress, to evaluate the information you report on your student aid application. These grants DO NOT have to be paid back, however, you must file a new application for each academic year. The application form is known as the Free Application for Federal Student Aid (FAFSA) which is processed by the federal central processing center. FAFSA’s are available from the Student Affairs Office and most high schools and colleges, or directly from the U.S. Department of Education toll-free telephone information center at (800) 4 FED AID. Individuals with Internet access may complete a FAFSA online at http://www.fafsa.ed.gov

FEDERAL STAFFORD LOANS (FSL)
These are low-interest loans made to students. They MUST BE REPAID after you leave school. There are two types of FSL's: Subsidized and Unsubsidized. Eligibility for government subsidy of the interest is determined by a needs analysis based on the information submitted on your FAFSA. Before your loan application can be certified, your eligibility for a Federal Pell Grant must be determined. Therefore, you must file a FAFSA as indicated above, even if you are only interested in a loan.

FINANCIAL AID ELIGIBILITY
To be eligible to receive financial aid you must maintain satisfactory academic progress toward completion of the program. Financial aid is awarded without discrimination on the basis of age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation or disability.

PRIVATE SCHOLARSHIPS
The School of Nursing annually receives scholarships from private donors. These scholarships are for varying amounts and have varying criteria.

TUITION AND FEE PAYMENTS
School of Nursing tuition and fees must be paid in full prior to the beginning of each term. If you submit documentation to the Student Affairs Coordinator that you are eligible to receive Financial Aid from Mercer County Community College, payment will be deferred pending receipt of funds. However, if you are receiving Financial Aid which does not cover all charges, you are personally responsible for any remaining balance by the INVOICE PAYMENT date.

Students who register for courses at Mercer County Community College (MCCC) through the School of Nursing will be billed at the current tuition rate for Mercer County residents regardless of their actual address. The charges for MCCC courses are included on the St. Francis Tuition Invoice. Do not pay MCCC directly.
Any student unable to pay his / her outstanding balance in full by the payment date must make an appointment with the Student Affairs Coordinator prior to the payment date to discuss the situation. Late Payment and Delayed Payment service fees will be charged to those students whose tuition and fees are not paid in full by the invoice payment date. The School reserves the right to withhold services and/or impose sanctions in any case where a student has an unpaid balance. This may include prohibiting class and clinical attendance as well as the withholding of transcripts and other certifications.

REFUND POLICY
Separate refund policies exist for the School of Nursing and Mercer County Community College. They are outlined as follows:

School of Nursing
In order to be eligible for a refund the student must submit a Request for Leave of Absence or Withdrawal Form. The only exception made to this regulation is in the case of a student who is dismissed by the School. The date of withdrawal is determined after review of the student's request and appropriate attendance records.

A student who withdraws from the school after beginning classes must pay a percentage of the tuition charge for the term. A student who withdraws on or before the first day of classes will receive a refund of 100%. Refunds to students who officially withdraw after the beginning of a regular term are granted according to the following schedule:
- During first two calendar weeks of a term - 75%
- During third calendar week of a term - 50%
- After third week of a term - 0%

Mercer County Community College

- 14-week terms:
  Full refunds are available for classes dropped within the first seven days of the associated term (NOT the class start date).

- Terms shorter than 14 weeks:
  Full refunds are available for classes dropped within the first two days of the associated term (NOT the class start date).

A course dropped any time after refund eligibility for that course ends will be processed as a withdrawal. No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor due to non-attendance or who is dismissed from the college for cause.

RECEIPT OF FINANCIAL AID FUNDS
Disbursement of funds from Federal Pell Grants and Federal Stafford Loans will be made according to procedures established by the Financial Aid Office at Mercer County Community College.

TUITION & FEES 2019-2020 are found on the following pages.

ADDITIONAL EXPENSES

- Uniforms & Equipment: Approx. $300
- Books required on admission: Approx. $1,200
- Additional books through the program: Approx. $500
- Lab Kit: Approx. $525
- Criminal Background check & drug screening: Approx. $130
- Entrance Test--TEAS: Approx. $105
- TOEFL (for international students): Approx. $150-225
- Liability Insurance: Approx. $35
## GENERIC RN TUITION
### 2019–2020

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDIT</th>
<th>TUITION/FEE</th>
<th>TOTALS</th>
</tr>
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<tbody>
<tr>
<td><strong>1st Year/Fall Semester</strong></td>
<td></td>
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<tr>
<td>NSG131 (Concepts of Nursing I)</td>
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<tr>
<td>NSG 137 (Physical Assessment)</td>
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<tr>
<td>SON Lab</td>
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<td>SON Student Services Fee</td>
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<td>Introductory Psychology</td>
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<td>Math</td>
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**PROGRAM TOTAL:** $23,942.50

**NOTE:**
- All costs are subject to change without notice. The program total does not include books, uniforms, lab supplies, other testing fees, liability insurance, or other personal items.
- SFMC-SON courses are charged at the rate of $250.00 per credit
- The costs listed for non-nursing courses are current MCCC charges; cost at other colleges may vary.
- Co-requisite courses must be completed before or within the identified semester.
### LPN to RN Tuition
2019–2020

#### Required Pre-Requisite Courses (fee information is correct if taken at Mercer County CC)

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<thead>
<tr>
<th>COURSES</th>
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<tbody>
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#### Recommended Pre-Requisite Courses (fee information is correct if taken at Mercer County CC)

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<th>CREDIT</th>
<th>TUITION/FEE</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp II</td>
<td>3</td>
<td>$547.50</td>
<td>$1905.00</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
<td>$730.00</td>
<td></td>
</tr>
<tr>
<td>Microbiology Lab</td>
<td></td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>Math *</td>
<td>3</td>
<td>$547.50</td>
<td></td>
</tr>
</tbody>
</table>

*Math requirement is Intermediate Algebra (MAT135) or higher and must less than 10 years old.

#### LPN to RN Track Program Outline (not including pre-requisites)

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDIT</th>
<th>TUITION/FEE</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG 136 (LPN Transition: Nursing through Lifespan)</td>
<td>9</td>
<td>$2250.00</td>
<td></td>
</tr>
<tr>
<td>SON Lab Kit</td>
<td></td>
<td>$235.00</td>
<td></td>
</tr>
<tr>
<td>SON Student Services Fee</td>
<td></td>
<td>$125.00</td>
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<tr>
<td>Technology Testing Fee</td>
<td></td>
<td>$850.00</td>
<td></td>
</tr>
<tr>
<td>Lab Fee</td>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td>Facilities Use Fee</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>MCCC Registration and Ins. Fees</td>
<td></td>
<td>$55.00</td>
<td>$4015.00</td>
</tr>
</tbody>
</table>

| Spring Semester                  |        |            |        |
| NSG 232 (Concepts of Nursing V)  | 9      | $2250.00    |        |
| SON Student Services Fee         |        | $125.00     |        |
| Moral Choices                    | 3      | $547.50     |        |
| Technology Testing Fee           |        | $810.00     |        |
| Lab Fee                          |        | $350.00     |        |
| Facilities Use Fee               |        | $150.00     |        |
| SON Graduation Fee               |        | $360.00     |        |
| MCCC Registration and Ins. Fees  |        | $55.00      |        |
| Applied LPN License Credit Earned|        | $400.00     | $5047.50 |

**Program Total:** $10,967.50

**Note:**
- All costs are subject to change without notice. The program total does not include books, uniforms, lab supplies, other testing fees, liability insurance, or other personal items.
- SFMC-SON courses are charged at the rate of $250.00 per credit.
- The costs listed for non-nursing courses are current MCCC charges; cost at other colleges may vary.
- Co-requisite courses must be completed before or within the identified semester.
ACADEMIC POLICIES & PROCEDURES

ACADEMIC YEAR
The first academic year consists of two full semesters and one summer session. The second academic year consists of two full semesters. Scheduled holidays include Labor Day, Thanksgiving, Christmas, New Year’s, Good Friday, Memorial Day and Independence Day.

PROGRAM COMPLETION TIME LIMIT
All students must complete all required course work within three years of their enrollment in the School to be eligible for graduation. This time limit is regardless of part-time status or any Leaves of Absence or other interruption in attendance.

CURRICULUM PLAN
The curriculum is designed to provide for increasing levels of competency requiring courses to be taken in a specific order. Thus, each nursing course has prerequisite courses. See page 7 for Pre-requisite Guide.

Prerequisites consist of courses a student must complete before being permitted to begin the nursing course. Co-requisites are courses a student is required to take while enrolled or prior to enrollment in the particular nursing course.

CREDIT RATIO TO CONTACT HOURS

<table>
<thead>
<tr>
<th>Credit</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>School of Nursing Lecture Hours</th>
<th>School of Nursing Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>collegiate</td>
<td>collegiate</td>
<td>School of Nursing</td>
<td>School of Nursing clinical</td>
</tr>
<tr>
<td></td>
<td>lecture</td>
<td>lab</td>
<td>lecture hour</td>
<td>hours / wk</td>
</tr>
<tr>
<td></td>
<td>hour / wk</td>
<td>/ wk</td>
<td>/ wk</td>
<td>/ wk</td>
</tr>
</tbody>
</table>

GRADING SYSTEM (Grading Policy C G – 4.1 P)
The following grading system is the method of evaluation recognized for the courses taught by the faculty at St. Francis Medical Center School of Nursing:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
<td>2.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 80</td>
<td>0</td>
</tr>
</tbody>
</table>
• I (Incomplete) = Course requirements are incomplete. Work must be completed within 2 weeks of the last class period to secure a grade.
• W (Withdrawal) = Official withdrawal from a nursing course prior to 67% of the term. *(Note: A grade of “F” will be assigned for Withdrawal after 67% of the term)
• S (Satisfactory) = Indicates acceptable work in clinical or other non-scored work.
• U (Unsatisfactory) = Indicates unacceptable work in clinical or other non-scored work.
• AU (Audit) = Indicates approved audit.

The School of Nursing accepts the grading system in effect at various colleges for the courses taught by the faculty at that college.

ACADEMIC STANDING

• "B-" is the lowest acceptable passing grade for all St. Francis Nursing courses, and a “C” for all other college courses taken while enrolled.
• "S" is the acceptable rating for the clinical component of those courses with clinical experience.
• "D" or "F" is an unacceptable grade in any course. A "U" rating for the clinical nursing component is equivalent to an "F".
• In order to pass a nursing course, a passing grade must be achieved in both theory and clinical.
• Any student who fails any two nursing courses or science courses or any combination thereof or fails the same course twice after admission to the program will be dismissed from the program.

GRADE POINT AVERAGE (GPA)
The GPA is used to determine honors and final class rank.
The GPA is computed by dividing the total number of accumulated quality points by the total number of attempted credits.
College courses that transfer into our program as Advanced Placement are not included in the GPA.

CLINICAL PERFORMANCE EVALUATION
The clinical area provides students with the opportunity to make direct application of theoretical knowledge. Course objectives are stated in measurable, behavioral terms. Each student is evaluated at regularly assigned intervals in each of the clinical nursing courses and is required to complete a self-evaluation. The student must achieve an "S" rating in each of the stated course objectives in order to successfully complete the specific nursing course.

PROMOTION
Promotion occurs at the end of each semester. To be promoted the student must have completed all pre-requisites for the next semester with a grade of “C” or better. Students are responsible for submitting 2 copies of official college transcripts of grades from colleges other than Mercer County Community College at the end of each semester. Students may not progress to the next course until prerequisite course grades are submitted.
ACADEMIC HONORS
Academic Honors notation is made on the Commencement Program for those graduates who have achieved a final cumulative GPA of 3.5 or higher.

ADVANCED PLACEMENT / TRANSFER OF CREDITS
Advanced Placement (transfer of credit) for required co-requisite courses is available to students wishing to transfer college credits.

In order to transfer approved courses, the following conditions must be met:
1. The college must be accredited by the appropriate accrediting agency.
2. The course description must demonstrate that the course content is equivalent to that which is required by St. Francis Medical Center School of Nursing.
3. A letter grade of "C" or better was achieved.
4. Transfer courses must be acceptable to Mercer County Community College.
5. Three (3) copies of the official transcript are submitted to the School of Nursing.

Science and Math courses must have been completed prior to 10 years of admission to the first nursing course to be transferable. The final determination on transfer of courses will be made by the Mercer County Community College. Courses accepted for transfer will be recorded only as course credit earned toward graduation requirements. The grades will not affect the student's cumulative grade point average.

Transfer of credit for required nursing courses is available to applicants wishing to transfer RN nursing program courses. St. Francis Medical Center School of Nursing, at its sole discretion reserves the right to deny transfer of credit for any course.

In order to transfer approved R. N. nursing courses, the following conditions must be met:
1. The nursing program in which the course(s) was taken must be accredited by an agency acceptable to St. Francis Medical Center School of Nursing.
2. The course content and contact hours must be acceptable to meet the requirements of St. Francis Medical Center School of Nursing.
3. A letter grade of “C” or better was achieved.
4. An official transcript is submitted to St. Francis Medical Center School of Nursing.
5. Successful completion of a course challenge exam may be required.

Nursing courses which were completed more than two years prior to admission to the School of Nursing, are not transferable.

All students admitted to St. Francis Medical Center School of Nursing must complete a minimum of 10 months of study at St. Francis Medical Center School of Nursing in order to be eligible for graduation.

COLLEGE COURSE CREDIT BY EXAMINATION
Mercer County Community College gives recognition for college-level learning for demonstrated proficiency in the particular course work. Certain exams taken through the College Level Examination Program (CLEP) and the Regents Examination Program are accepted, provided a satisfactory score is achieved. Refer to MCCC policies and fees for credit by examination.

Students desiring to gain credit by examination must adhere to the following procedure:
• Submit a written request to challenge a college course to the Student Affairs Coordinator.
• Arrange for the official results to be sent to St. Francis Medical Center School of Nursing, Student Affairs Office. (Use ETS School Code #2858)
• Official score reports (exam results) must be received prior to the registration date of the course being challenged. If this has not occurred, the student must register for the course.
• NOTE: Not all CLEP or Regents exams are acceptable for credit. Be sure to check with the Student Affairs Coordinator before taking one.
LEAVE OF ABSENCE
A leave of absence may be granted for a period up to one year. A student must complete all required course work within three years of his/her original admission to the School in order to be eligible for graduation.

WITHDRAWALS
**Voluntary Program Withdrawal** - Withdrawal from the program may be made by a student at any time. A completed Withdrawal Form must be given to the Dean by the student prior to the effective date of withdrawal.

**Withdrawal from Nursing Course** — Students who withdraw from a nursing course must withdraw by date posted on the school calendar in order to be assigned a grade of "W". Students who withdraw after the posted date will be assigned a grade of "F".

**Dismissal** - The faculty and administration reserve the right to require the withdrawal of any student whose financial standing, scholastic standing, clinical practice, health, conduct, or performance is unacceptable and conflicts with continuation in the program. A student who fails any two nursing courses, science courses or any combination of theses in the curriculum after admission to the School will be dismissed from the program. A student who fails the same course twice will be dismissed from the program.

Students who withdraw voluntarily, or who are required to withdraw by the faculty, must make arrangements to satisfy all financial obligations before leaving the School.

**Withdrawal from College Courses** - A student who wishes to withdraw from a non-nursing course must contact the Student Affairs Coordinator prior to taking any action. To request withdrawal from Mercer County Community College courses a student must complete the appropriate documentation with the Student Affairs Coordinator. For students attending other colleges’ appropriate paperwork must be completed at the specific college after discussion with the Student Affairs Coordinator. Refer to the respective college catalog for refund policies. Withdrawal from college courses could necessitate a withdrawal from nursing courses at St. Francis.

GRADUATION REQUIREMENTS
Graduation requirements include:
- Successful completion of all required nursing and non-nursing courses in the curriculum.
- Successful completion of all required remediation.
- Completion of all mentoring requirements.
- Fulfillment of all financial obligations to the School.

Official transcripts and other certificates will not be released until all financial obligations have been satisfied, all library books and multimedia materials have been returned and any outstanding fees have been paid.
ADMINISTRATIVE POLICIES
AND PROCEDURES

During orientation and at the beginning of each academic year, students are provided with an official Student Handbook for the purpose of informing the student of existing principles, policies and procedures of the School. Each student is required to sign a statement that he/she has read, understands and will adhere to the stated policies and principles.

CODE OF CONDUCT
The School aims to encourage conduct that is in keeping with the ideals of the philosophy of the School and of higher education. The mood and major conviction is one of genuine caring in personal relationships in an atmosphere where freedom and responsibility are regarded as inseparable qualities. It is hoped that each person will accept responsibility for others as well as self, attempting to make the School environment one of understanding and concern for all.

The principles and standards of conduct set forth in the Student Handbook are provided as a means of preserving overall freedom for students at St. Francis by establishing specific responsibilities for ensuring the rights of others. Certain social practices are considered by the School to be harmful and offensive. Students who do not agree with these standards should not attend St. Francis Medical Center School of Nursing. Students violating established standards of conduct are subject to dismissal from the School.

All St. Francis students are expected to:
- be honest and fair to self, fellow students, faculty, and administration during all School related activities including examinations and assignments.
- respect self, fellow students, instructors, administrators, staff, and clients regardless of age, race, color, gender, religion, national or ethnic origin, marital status, sexual orientation or disability.
- maintain privacy and confidentiality rights and privileges of all persons regarding information obtained in the course of nursing.
- maintain professional behavior and attitudes at all times while on the St. Francis Medical Center campus, other affiliate campuses, and during all school related activities.
- respect all Medical Center, School, and fellow student property.
- be aware of the New Jersey Nurse Practice Act 45:11-26 and 27, which states: “An applicant for a license to practice professional nursing....is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contedere, or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs.”

The above statement is included in the criteria for admission to the State Board Examination in New Jersey. The State of New Jersey State Board of Nursing requires finger printing and a criminal background check as a condition for licensure.

In compliance with Part 86 of Title 34 of the Code of Federal Regulations, St. Francis Medical Center School of Nursing maintains a DRUG-FREE CAMPUS. Students are specifically reminded of the laws pertaining to the possession and use of alcoholic beverages, narcotics, and controlled substances. Unlawfully possessing, using, distributing, or being under the influence of illicit drugs and alcohol by students on Medical Center property or on any premises during any activity while functioning as a St. Francis Medical Center School of Nursing student IS PROHIBITED. Students who violate this prohibition are subject to disciplinary action which will include at a minimum, enrollment in a program of treatment, rehabilitation and/or counseling; and at a maximum, dismissal from the School of Nursing and referral to civil authority for prosecution. In support of this policy statement, random drug screening may be required at any time at the discretion of School Administration.
LIABILITY INSURANCE
All students are required to carry individual Professional Liability Insurance policies with minimum liability limits of $1,000,000/$3,000,000. Students must submit written documentation of coverage to the Freshman Faculty Coordinator annually. Information is available from the School of Nursing about Professional Liability Insurance, although students are not required to obtain coverage through any particular company.

COURSE REGISTRATION
Students are to register for all of their courses through the Student Affairs Coordinator at St. Francis Medical Center School of Nursing.

The curriculum is designed to provide for increasing levels of competency, requiring courses to be taken in a prescribed order. Any deviation from this schedule must be approved by the Admissions, Progression and Graduation Committee and Administration. Requests for such deviations must be submitted in writing to the Student Affairs Coordinator.

All students intending to take courses at colleges other than Mercer County Community College should check with the Student Affairs Coordinator for approved courses or must submit an official course catalog description of each course before registering. Once registered, documentation of registration for co-requisite courses is required at the beginning of each semester and two copies of official college transcripts must be submitted at the end of each semester.

SEXUAL AND OTHER FORMS OF HARASSMENT
St. Francis Medical Center School of Nursing is committed to fostering and maintaining an environment that is fair and free of any discrimination. Sexual harassment or harassment of any kind will not be tolerated.

Sexual Harassment is defined as any unwelcome physical or verbal behavior of a sexual nature that creates an intimidating, hostile or offensive learning environment, or that makes individuals feel their status will be affected by their responses to such behavior, specifically when:
- submission or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s status at the school; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance.

Other forms of Harassment defined as any negative verbal or written statements that demean a person or persons because sex, race, religion, color, age, ethnic background, ancestry, sexual orientation, national origin or disability.

Students should seek resolution of situations which they consider to be sexual or gender harassment by following the procedure outlined in the Student Handbook.
STUDENT RECORDS INSPECTION AND DISCLOSURE

St. Francis Medical Center School of Nursing, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect and review their official education records. These records are maintained by the School and are located in the School offices in Crean Hall. All questions regarding the implementation of the Act should be directed to the Registrar or the Director of the School.

Student’s education records contain documents submitted to gain admission to the School, grade transcripts, evaluations, official letters to the student, certifications, forms and other reports as directed by the requirements of the Faculty Organization. The Director, Student Affairs Coordinator and Registrar, Faculty and other authorized School of Nursing personnel may have access to these records for the purpose of education and guidance of students and to fulfill his or her professional responsibilities.

The confidentiality of students' education records is strictly maintained with the exception of "Directory Information" and except as specifically provided for by existing state and federal law. "Directory Information" is specifically defined to include only the following information: student's name, address, telephone number, field of study, dates of attendance, diploma granted, awards, participation in officially recognized activities and photograph. Note that the School will not withhold "Directory Information," including whether or not a diploma was granted, unless the student has previously submitted a specific written request to the Registrar instructing that "Directory Information" be withheld.

Release of all other personally identifiable information will only be made upon the specific written and dated request of the student, except as specifically provided for by existing state and federal law. Personally identifiable information will not be released over the telephone. A record of each such release of personally identifiable information, including the information released and the recipient of the information, will be maintained by the School and is available for review by the student.

The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.

Comments and complaints regarding students’ rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605. The full School of Nursing Student Records Policy is available in the Student Handbook.

TRADITIONAL CEREMONIES

Traditional symbolic ceremonies such as the Pinning Ceremony and Commencement continue to have deep meaning for students and alumni of St. Francis and are part of our heritage. The Pinning Ceremony is a tradition which symbolizes commitment and dedication to the profession. This is also an opportunity for families of freshmen students to meet faculty and share in a school activity. Commencement provides an opportunity for the entire school as well as families to share in the presentation of each graduating class. Commencement exercises are held annually in May.

ALL STUDENTS ARE REQUIRED TO ATTEND THESE SCHEDULED CEREMONIES DRESSED IN APPROPRIATE UNIFORM OR ATTIRE AS INDICATED BY ADMINISTRATION.
NSG-131 Concepts of Nursing I
6 Credits
Introduction to concepts and procedures of nursing practice. Fundamental skills are developed and applied within a framework of the nursing process and Maslow’s hierarchy of human needs. Emphasis is placed on using the nursing process to meet the physiological, social and psychological needs of clients. Clinical experiences focus on alterations in health of the adult client with acute and chronic medical surgical conditions.

60 Theory and 120 Clinical Hours

Prerequisite: Admission to the School
Co-requisites: NSG 137, Anatomy & Physiology I and Introduction to Psychology

NSG-137 Physical Assessment
3 Credits
Provides the knowledge and skills necessary to perform a comprehensive adult health assessment. Through discussion, laboratory and individual practice, all body systems are assessed. Emphasis is on interviewing, obtaining a complete health history, performing a physical assessment and systematic documentation of findings.

30 Theory/45 Laboratory hours

Co-requisites: NSG-131

NSG-135 Concepts of Nursing II
7 Credits
Prepares students to use the nursing process in caring for clients experiencing common physiological alterations. Introduces concepts of leadership and management. Builds on previous learning and develops additional skills. Provides clinical experience in a variety of settings.

60 Theory and 180 Clinical hours

Prerequisites: NSG-131, NSG 137, Anatomy & Physiology I, Introduction to Psychology
Co-requisites: Anatomy and Physiology II and Developmental Psychology Across the Life Span

NSG-133 Concepts of Nursing III
3 Credits
Assists students in the use of the nursing process when caring for the client experiencing mental health problems. Emphasizes client care during all phases of mental health disorders, from prevention through rehabilitation. Explores concepts of groups. Provides experiences in a variety of mental health settings.

30 Theory and 60 Clinical hours

Prerequisites: NSG-135, Developmental Psychology Across the Life Span, Anatomy & Physiology II

NUR-151 Pharmacology in Nursing
3 Credits
Theoretical approach to pharmacology, expanding basic concepts of drug knowledge required to administer medication safely. Emphasizes pharmacology as an integrated science requiring up-to-date information consistent with current nursing responsibilities, technology and practice. Drug therapies affecting body systems are a major consideration.
**NSG-234 Concepts of Nursing IV**

Prepares the student to use the nursing process in caring for clients across the life span. Emphasizes health promotion, illness prevention and rehabilitation. Further explores the concept of leadership and management. Offers learning experiences in a variety of settings including pediatric facilities.

*90 Theory and 180 Clinical hours*

**Prerequisites:** NSG-133, English Composition I, Pharmacology

**NSG-232 Concepts of Nursing V**

Develops knowledge and skills to care for the client with multiple needs requiring complex interventions. Emphasizes nursing care to individuals and groups of clients. Mastery of intricate psychomotor techniques is stressed and complex client problems, resulting in alteration of homeostatic mechanisms, are studied. Clinical learning experiences are provided in a variety of settings, including critical care areas.

*90 Theory and 180 Clinical hours*

**Prerequisites:** NSG-234, Microbiology

**LPN TRACK**

**NSG-136 LPN Transition: Nursing Through the Lifespan**

Covers the content and skills presented in NSG 131,135, and 133. Emphasizes use of the nursing process to meet the self-care deficits of clients and families through the life span. Topics include critical thinking, cultural diversity, holistic care plans, health promotion, discharge planning and professional practices. [Enrollment requires current LPN license].

*90 Theory and 180 Clinical hours*

**Prerequisite:** Anatomy & Physiology I and II, English Composition I, Introduction to Psychology, Developmental Psychology Across the Lifespan, Pharmacology in Nursing, Physical Assessment
SUPPORT COURSES

PHYSICAL and BIOLOGICAL SCIENCES

BIO 103 Anatomy and Physiology I  4 Credits
Systematic approach to structure and function of the human body; general terminology and organization; cells and tissues; integumentary, muscular, skeletal and nervous systems. Lab involves microscope usage and the study of human anatomy via computer software and preserved specimens.

BIO 104 Anatomy and Physiology II  4 Credits
A continuation of BIO 103; covering digestive, circulatory, urinary, reproductive, respiratory and endocrine systems. Lab includes cat dissection, human anatomy study via computer software and quantitative studies of physiological processes.

Microbiology Lab Science Elective (100 level or higher)  4 Credits
Explores morphology, taxonomy and metabolism of microbes with emphasis on fungi, protozoans, helminthes, viruses, and bacteria. Covers the role of microbes in nature, including industrial applications and medical importance; human defense mechanisms; and immunology. The lab develops techniques, reinforces certain lecture content, and introduces new material.

SOCIAL SCIENCES AND HUMANITIES

PSY 101 Introduction to Psychology  3 Credits
The scientific study of human nature -- facts, principles, and theories concerning the mental, emotional, neurological, and social dimensions of human experience. Topics include consciousness, learning, thinking, memory, brain structure and function, motivation and emotion, development, personality, mental illness and its treatment, relationships, and social influence.

PSY 207 Developmental Psychology: Across the Life Span  3 Credits
Studies the physical, mental, emotional and social development of the individual throughout the life span. Students learn to evaluate major theories and methods of study in developmental psychology, to identify the opportunities and dangers inherent at each phase of life and to understand the factors that influence developmental processes.

ENG 101 English Composition I  3 Credits
College-level composition course designed to assist students in writing 750- to 1500-word essays on topics in various academic disciplines. Focuses on development and support of ideas, essay structure, critical thinking, analysis of readings, and other aspects of writing. Students are introduced to research techniques and documentation.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Second-level composition course designed to assist students in writing 1500- to 3000-word essays, including a formally documented research paper. Readings introduce students to literature and the analysis of concepts, language, and formal elements.</td>
<td></td>
</tr>
<tr>
<td>Philosophy Elective (Moral Choices or Ethics)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3</td>
</tr>
<tr>
<td>Algebraic or Statistical math at 100 level or higher</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL OF NURSING ADMINISTRATION

Sharnee Moore-Jervis, DNP(c), MSN, RN, CRNP
Dean of St. Francis School of Nursing
BSN, West Chester University
MSN, Wilmington University
DNP (In Progress), Walden University

Marilyn Montufar, MSN, RN
Associate Dean of Academic Affairs
BSN, Our Lady of Angels College / Newmann University
MSN, Villanova University

Patricia Kovalev
Student Affairs Coordinator / Registrar

Joleta Ross
Office Coordinator

Donna Barlow, MLS
Librarian

FACULTY COORDINATORS

Asri Byll, MSN, RN, CMSRN
AAS Mercer County Community College
AA Burlington County Community College
Diploma nursing St. Francis School of Nursing
BSN Grand Canyon University
MSN Grand Canyon University

Tara Nelson, MSN, RN
Diploma, St. Francis School of Nursing
AAS Mercer County Community College
BSN Grand Canyon University
MSN Grand Canyon University

FACULTY

Jennifer Brier, MSN, RN
ADN, New Hampshire Tech College
BSN, Thomas Edison State University
MSN, Walden University

Kathryn Brady, MSN, RN
BSN, Penn State University
MSN, The College of New Jersey

Meesha Carey, MSN, RN
AAS, LaGuardia Community College
BSN, Thomas Edison State University
MSN, Thomas Edison State University

Theresa Gardner, MSN, RN
Diploma Nursing (PN) Ocean County Vocational School
AAS Burlington County College
Diploma Nursing (RN) Burlington County College
MSN Nursing Education Wilkes University

Ana Milhomme-Inneh, DNP, MSN, RN
ASN, Rockland Community College
BSN, University of Phoenix
MSN, University of Phoenix
DNP, Chamberlain College
NATIONAL COUNCIL LICENSING EXAMINATION FOR REGISTERED NURSES

The state licensing examination for registered nurses is the National Council Licensing Examination for Registered Nurses (NCLEX-RN).

NCLEX-RN RESULTS FOR FIRST TIME CANDIDATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Candidates</th>
<th>Failing</th>
<th>Passing</th>
<th>Percent Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>31</td>
<td>3</td>
<td>28</td>
<td>90.3%</td>
</tr>
<tr>
<td>2017</td>
<td>36</td>
<td>3</td>
<td>33</td>
<td>91.67%</td>
</tr>
<tr>
<td>2016</td>
<td>29</td>
<td>2</td>
<td>27</td>
<td>93.10%</td>
</tr>
<tr>
<td>2015</td>
<td>23</td>
<td>1</td>
<td>22</td>
<td>96.65%</td>
</tr>
</tbody>
</table>

STUDENT GRADUATION RATE SUMMARY

<table>
<thead>
<tr>
<th>Entering Year</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>92%</td>
</tr>
<tr>
<td>2014</td>
<td>76%</td>
</tr>
<tr>
<td>2013</td>
<td>83%</td>
</tr>
<tr>
<td>2012</td>
<td>92%</td>
</tr>
</tbody>
</table>

GRADUATION RATES

The Student Graduation Rate shows the percent of students who graduated within 3 years of starting the nursing program.

EMPLOYMENT PATTERNS

St. Francis graduate rate of employment within twelve months of graduation is depicted in the following chart. A variety of nursing fields are represented (percentages are approximate and tabulated from the number of graduates reporting).

GRADUATE EMPLOYMENT PATTERNS

<table>
<thead>
<tr>
<th>Grad Year</th>
<th>Total Employed</th>
<th>Critical Care/ED</th>
<th>Med Surg</th>
<th>Maternity</th>
<th>Long Term Care</th>
<th>Other</th>
<th>Peds</th>
<th>Psych</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>82.9%</td>
<td>17%</td>
<td>51.7%</td>
<td>.068%</td>
<td>.068%</td>
<td>13.8%</td>
<td>.034%</td>
<td>0%</td>
</tr>
<tr>
<td>2016</td>
<td>100%</td>
<td>39%</td>
<td>31%</td>
<td>0%</td>
<td>15%</td>
<td>12%</td>
<td>0%</td>
<td>3%</td>
</tr>
<tr>
<td>2015</td>
<td>100%</td>
<td>13%</td>
<td>70%</td>
<td>0%</td>
<td>17%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2014</td>
<td>93.07%</td>
<td>0%</td>
<td>61%</td>
<td>0%</td>
<td>18%</td>
<td>14%</td>
<td>.07%</td>
<td>0%</td>
</tr>
</tbody>
</table>

EMPLOYER SATISFACTION

Both formal and informal surveys of clinical agencies that employ our graduates and provide clinical affiliations for our students indicate satisfaction with our students and graduates.

GRADUATE SATISFACTION

At exit interview and nine months after graduation, ninety to one hundred percent of our graduates express that they are very satisfied and would recommend the School to a friend. Fifty to seventy- five percent of our graduates note that they attended St. Francis based on the satisfaction of other graduates. Many of our alumni are relatives. Generations of nurses have been educated at St. Francis.
ST. FRANCIS MEDICAL CENTER
SCHOOL OF NURSING

DIRECTIONS

FROM BUCKS COUNTY
Take Route 1 North across the toll bridge into New Jersey to the Clinton Avenue/Trenton Station exit (second New Jersey exit). Turn right off the ramp and follow Rt. 33 East/Shore Points signs onto Greenwood Avenue (Rt. 33 East). Take Greenwood Avenue to Chambers Street (fifth traffic light, gas stations on two corners, Rite-Aid Drugs on right). Turn right onto Chambers Street. Go one block to St. Francis at the corner of Hamilton Avenue.

FROM SOUTHERN NEW JERSEY
Take Rt. I-295 North to Exit 60 (I-195 East/Shore Points). Follow I-195 to the end and take exit for Rt. 129/Trenton. Follow Rt. 129 for 3 lights. Make a right onto Hamilton Ave. Follow Hamilton Ave. for 3 lights to the intersection of Hamilton Ave. and Chambers St. Turn right onto Chambers St.

FROM NORTHERN NEW JERSEY
Take Rt. 1 South to I-295 South (just past Quaker Bridge Mall). Follow I-295 South to Route 33 West. The exit ramp will put you on Nottingham Way (Rt. 33). Proceed to first traffic light, turn left onto Klockner Road. Proceed to next traffic light and turn right onto Hamilton. Follow Hamilton to St. Francis at the third traffic light. Turn left onto Chambers.

FROM SHORE POINTS AND NJ TURNPIKE EXIT 7A
Take Rt. I-195 West to the end and take exit for Rt. 129/Trenton. Follow Rt. 129 for 3 lights and make a right onto Hamilton Ave. Follow Hamilton Ave. for 3 lights and make a right onto Chambers St.

The School of Nursing is on the first floor of Crean Hall which faces St. Francis Avenue, adjacent to the Parking Garage and directly behind the main Medical Center building. The entrance to the Medical Center garage is on Chambers Street. St. Francis Avenue is one-way going toward Chambers Street. Parking is also available on adjacent streets. When parking on local streets be careful to observe all posted restrictions.
ENTRANCE TESTING

The School of Nursing provides the following entrance exam onsite for the convenience of applicants; the Test of Essential Academic Skills (TEAS), which is mandatory of all applicants.

The School of Nursing does not accept substitutions for the above-mentioned assessment.

The Test of Essential Academic Skills (TEAS) may be taken up to three times in a year, however at least one month must lapse between each testing date.

All applicants MUST register in advance for the entrance exam.

To register, applicants must go online to www.atittesting.com, select the appropriate ATI Product Solution, the TEAS ($105 testing fee), choose Trenton, NJ and our school name, select your preferred testing date, complete paid registration and print confirmation page for your records.

You are not required to take the TEAS exam at St. Francis School of Nursing. If you take the TEAS exam at a different facility, you must request an official TEAS transcript thru ATI be submitted to St. Francis School of Nursing.

The exam takes approximately three hours to complete. Kindly arrive at least 15 minutes prior to the scheduled testing time. Testers will not be permitted into the testing area after the scheduled test begins. Study Guides and Practice Test can be obtained online through the ATI website. Applicants MUST bring the following items with them in order to sit for the exam:

- Photo ID
  (ex. Driver’s License, School ID)
- Writing Utensil

Below is a list of dates for the TEAS Entrance Test. This test begins at 8:30am:

Wed. Sept. 11, 2019    Wed. Nov. 6, 2019
Wed. Sept. 18, 2019    Wed. Nov. 13, 2019

In the event of an Emergency Cancellation examinees may call (609 599-5239) after 6:00 AM on the day of the exam for a recorded message. If you do NOT hear a special announcement regarding any exam, you can assume the exam will be given as scheduled.
**APPLICANT SUBMISSION FORM**

*(Submission deadline for generic or extended program is March 31st)*  
*(Submission deadline for LPN to RN Transition program is February 28th)*

Please remember to include this form as the cover page of your application for admission.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ITEM DESCRIPTION</th>
<th>INCLUDED</th>
<th>PENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Application for Admission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>$50 Non-Refundable Application Fee – payable by check or money order only and made out to St. Francis SON</td>
<td></td>
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<tr>
<td>III.</td>
<td>A transcript that reflects a <strong>valid chemistry course.</strong> (at least a high school level course with a minimum grade of &quot;C&quot; that is less than 10 years old). <strong>REQUIRED FOR APPLICATION</strong></td>
<td></td>
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<tr>
<td>IV.</td>
<td>(3) Professional References (friends or family are not valid references).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| V.   | (2) Official High School Transcripts  
Name of High School: |         |         |
| VI.  | (3) Official College Transcripts **from each college attended**  
  a. Name of College: _________________________  
  b. Name of College: _________________________  
  c. Name of College: _________________________ |         |         |
| VII. | Entrance Exam Results  
a. Test of Essential Academic Skills (TEAS) (If taken at a testing site other than St. Francis School of Nursing, you must submit an official ATI transcript reflecting your results).  
b. Test of English as a Foreign Language (TOEFL IBT) required of any applicant educated outside of the U.S.A. for high school or college. |         |         |
| VIII. | **LPNs ONLY:** A transcript that reflects an approved 3 credit Pharmacology course with a minimum grade of "C" that is less than 2 years old. **REQUIRED PREREQUISITE COURSE** |         |         |

For items pending, please provide a brief explanation below:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Applicant Full Name:  
__________________________________  
Please Print

Applicant Signature & Date:  
__________________________________
St. Francis Medical Center
School of Nursing
601 HAMILTON AVENUE, TRENTON, NEW JERSEY 08629-1986

APPLICATION FOR ADMISSION

(Submission deadline for generic or extended program is March 31st)
(Submission deadline for LPN to RN Transition program is February 28th)

PLEASE PRINT IN INK OR TYPE

Review the application to ensure that all information is complete and accurate. Submit your completed application with all required documents to the above address. REMEMBER TO INCLUDE THE $50.00 NON-REFUNDABLE APPLICATION FEE, CHECK OR MONEY ORDER ONLY, PAYABLE TO: St. Francis Medical Center School of Nursing.

TODAY'S DATE: ___________ PREFERRED ENTRANCE: AUGUST, 20 ____ SOCIAL SECURITY#:____________________

PROGRAM OPTION OF INTEREST (check one): EXTENDED RN____ GENERIC RN____ LPN TO RN____
(3-Year Program) (2-Year Program) (9-month Program)

PREFERRED TITLE (circle one): MS., MISS, MRS., MR., OTHER: __________

NAME:
LAST FIRST MIDDLE

PREVIOUS LAST NAME(S) (if any): ______________ PREFERRED "CALL" NAME: ___________________________

DATE OF BIRTH: ___________________ (For Identification Purposes - Year Optional) U.S. CITIZEN: ☐ Yes ☐ No
If NO, provide your visa or immigration status: _______________

ADDRESS: ____________________________________________________________
NUMBER AND STREET, INCLUDE APARTMENT NUMBER

CITY STATE ZIP CODE COUNTY

TELEPHONE: Home (______)___________________ Alt Daytime/Work (______) __________________ Cell (______) __________________

E-MAIL (Indicate proper case): ___________________________________________

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY DURING NORMAL SCHOOL HOURS:
Name: __________________________________ Relationship: __________________ Telephone: (_______) ________________________

GENERAL BACKGROUND: (Answer ALL of the following questions)

Have you previously applied for admission to this School? ☐ Yes ☐ No If yes, when?
Have you completed a Chemistry course with a minimum "C" grade, that is less than ten years old? ☐ Yes ☐ No If yes, in ☐ high school ☐ college

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, attach explanation.
Have you ever been a habitual user of drugs? ☐ Yes ☐ No If yes, attach explanation.
Are you currently licensed as an LPN? ☐ Yes ☐ No If yes, in what state? ______________________
Are you related to a St. Francis SON alumnus? ☐ Yes ☐ No If yes, name and relationship: ______________________
Are you related to a St. Francis employee? ☐ Yes ☐ No If yes, name, department, relationship: ______________

What do you consider your current occupation? (Use "Student" if appropriate): _______________________

OPTIONAL INFORMATION: (Answers to this section are requested, but not required. Your answers will NOT affect consideration of your application.)

Gender: ☐ M ☐ F Racial Background: ☐ White ☐ Black or African American ☐ Asian ☐ American Indian or Alaska Native
☐ Native Hawaiian or other Pacific Islander

Marital Status: Ethnic Background: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Catalog 2020 Page 38 of 42 St. Francis School of Nursing – Trenton, NJ
## EDUCATIONAL PROFILE

### SECONDARY:
List chronologically ALL high schools attended; include GED diploma, if applicable regardless of age or duration

<table>
<thead>
<tr>
<th>Dates From - To</th>
<th>School Name</th>
<th>City &amp; State</th>
<th>Diploma Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ - /</td>
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</table>

### POST-SECONDARY:
List chronologically ALL formal education beyond high school regardless of subject, age or duration

<table>
<thead>
<tr>
<th>Dates From - To</th>
<th>School Name</th>
<th>City &amp; State</th>
<th>Credential Earned</th>
<th>Major/Program or Total Credits</th>
</tr>
</thead>
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</table>

### COMMUNITY SERVICE:
List chronologically any community service activities performed.

<table>
<thead>
<tr>
<th>Dates From - To</th>
<th>Type of work</th>
<th>Organization</th>
<th>City &amp; State</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ - /</td>
<td></td>
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</tr>
</tbody>
</table>

### EMPLOYMENT:
List chronologically (most recent first) all work/military experience (both full- and part-time) since high school.

<table>
<thead>
<tr>
<th>Dates From - To</th>
<th>Title or Position</th>
<th>Employer</th>
<th>City &amp; State</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ - /</td>
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</tbody>
</table>
APPLICATION ESSAY: In the space below write a concise essay detailing the factors you consider important in your decision to become a Professional Nurse. It will be helpful if you include the following: your activities in recent years; your reasons for selecting a nursing career; any special reasons for your interest in attending this School; the contributions you feel you will make to nursing; any specific career goals you have at this time. **Please try to confine your essay to the space provided.**
PROFESSIONAL REFERENCES (Teacher/professor, employer/supervisor, or community service representative), family and friends are not valid references. List below the individuals to whom you have given Admissions Reference forms. Each form should be returned to you in a sealed envelope to be mailed with your application.

Name__________________________________________Relationship__________________Occupation __________________________

Name__________________________________________Relationship__________________Occupation __________________________

Name__________________________________________Relationship__________________Occupation __________________________

I understand that I may be denied licensure, or permission to sit for a licensing examination, by the State Board of Nursing if I have been convicted of a felony.

By my signature below I certify that all information provided on this application, and any attachments thereto, is true, complete and accurate to the best of my knowledge. I understand that falsification or omission of any requested information is sufficient grounds for rejection of my application or dismissal from the School as a student. I agree that all information provided to the School may be used by the School for any purpose including, but not limited to, making an admissions decision. **I have enclosed my Non-Refundable Application Fee of $50.00.**

Applicant's Signature ____________________________ Date ________________