



Associate of Science Nursing (RN)



Graduating Class December 2023

Student Information and Application Packet

Helena College University of Montana Associate of Science Nursing Registered Nurse

Revised January 17, 2025
Updated for **FALL** 2025 Start
Application DUE May 14, 2025 5:00 p.m.

Educational Program

The Associate of Science Registered Nursing (ASRN) program is approved by the Montana State Board of Nursing and is accredited through the Accreditation Commission for Education in Nursing (ACEN). Helena College is also accredited by the Northwestern Commission on Colleges and Universities. After prerequisite coursework is completed, the Helena College Registered Nurse program consists of four consecutive semesters. The actual coursework for the Associate of Science Nursing program is competency-based and has the primary goal to prepare graduates with the knowledge, skills, and values to enter the direct care workforce.

This is a limited enrollment program. Student cohort size is limited by the availability of lab and clinical space. Because of this, the application process is competitive and program applicants are accepted based on criteria found in this packet. Should the number of qualified applicants exceed the available spaces, not all qualified applicants will be accepted.

Students commit to a full week at Helena College each week they are in class or at a clinical for the fall and spring semesters. This program, while very exciting, is **extremely fast-paced and challenging**. There are many tests, quizzes, and assignments each week to complete prior to class/clinical outside of class time. Students in the nursing program should plan on 2+ hours of preparation time, reading, and assignments for each class credit per week. (So for a 3-credit class, plan on 6+ hours of outside class preparation and studying). Because of this, students are encouraged to reduce or eliminate outside work if possible.

Program Expenses

Registered Nursing Students will be required to obtain a laptop computer with camera and mic, ATI program software, personal equipment and supplies, purchase uniforms, pay fees, and pay for transportation to clinical experience sites. The cost for background check is also a student expense. If needed, students should begin planning early for financial aid to meet their educational needs.

Admission to Helena College University of Montana

Students must be admitted to the college prior to submission of the Associate of Science Nursing Program application and be in good academic standing with the institution. Therefore, **no applications will be reviewed unless the applicant applies first to the college and the official transcripts are reviewed by the Registrar.**

Acceptance to Helena College requires a completed admissions application file. An application to the college may be obtained by visiting the campus, calling the College (406) 447-6900, or applying online at http://helenacollege.edu/admissions_enrollment

All transfer work has to be from a regionally accredited institution and official transcripts are required to be on file with Helena College's Registrar Office.

Eligibility for Admission into the Associate of Science Nursing Program

APPLICATION AND PROGRAM ENTRY

The Associate's Degree of Science Registered Nursing program prepares graduates to provide direct care to clients, individuals, or groups, in a variety of structured settings with clear policies and procedures. Due to

limited clinical sites for client care experiences and State Board of Nursing regulations regarding student-to-faculty ratio, the director and nursing faculty will determine acceptance into the program.

Pre-requisite coursework must have been taken within the last fifteen years (within the last 5 years for science courses) prior to admission to the Nursing Program to fulfill program requirements. Exceptions will be considered on a case-by-case basis at the discretion of the Nursing Program Director. This includes all general education requirements. Students may repeat TWO general education courses, to achieve a “C” grade or above, prior to the student’s admission to the nursing program and courses. **Maximum of 2 prerequisite retakes allowed.** Written permission from the Director of Nursing is required before taking any pre-requisite course a third (3) time. If permission is not obtained, the second grade will be used to calculate GPA. Students must obtain a minimum 2.75 GPA in the pre-requisite courses to apply to the RN program.

ALL APPLICATION FORMS AND DOCUMENTS ARE ENCLOSED IN THE APPLICATION PACKET.

Admission to the Helena College ASRN program is competitive. **Meeting eligibility requirements does not guarantee admission.** The RN program standards and requirements in relation to the grading scale and attendance are more rigorous and stricter than general college requirements. This increased level of expectation is necessary to prepare students for the NCLEX RN exam and to ensure graduates are prepared for professional employment in the nursing field.

LPN’S INTERESTED IN BECOMING RNS: For applicants currently licensed as LPN wishing to continue education to the RN program, complete the ASRN application and follow the application requirements. LPNs must complete 12 months full-time work experience **prior to applying** to the RN program. LPNs may take the NLN NACE Fundamentals exam or the TEAS (Minimum scoring listed below). See Nursing Program director for information on credit for prior learning assessment.

To be eligible to apply for admission into the Associates of Science Nursing RN Program, applicants must submit:

- Evidence of admission to Helena College, a completed admissions file and be in good academic standing.
- Completed all prerequisite coursework with a “C” (not C-) grade or higher, and a minimum overall prerequisite GPA of 2.75.
 - The average competitive GPA for students admitted during the last three admission cycles is 3.74, 3.75, and 3.59. The GPA range has been from 3.3 to 4.00.
 - Prerequisite coursework can be taken at other institutions, but it is the applicant’s responsibility to confirm those courses are equivalent to the program’s prerequisites and are transferable to this institution.
 - Regarding Transferable Courses – send **official transcripts** to the Registrar’s Office. **Attach unofficial copies to the application.**
- Copy of TEAS results (must have score of 70% or higher). Average competitive TEAS scores ranged between 72 and 91.3 for students admitted in the past few sessions. TEAS may not be taken more than 4 times.
 - Currently licensed practical nurses (LPNs) may take the ***NACE Foundations of Nursing exam*** (in lieu of TEAS) and score 65% or higher to be eligible to apply. This exam focuses on knowledge of nursing fundamentals. NACE may be retaken once.
- Applicants must score a minimum of **58** points on **application** to be eligible to apply. See Application Scoring Criteria worksheet and rubric. ***Preference given to students scoring 60 points or higher.***
- All requirements, including immunization records, CPR certifications, copy of transcripts and TEAS result page, physical exam form). These must be submitted along with the complete application.

Applications for a **Fall 2025 start** will be DUE to the nursing office by **May 14, 2025, 5:00 pm**. Completed program application packets may be hand delivered to the Nursing Department in Helena College, delivered to the Helena College Cashier, mailed directly to the College, or submitted online.

Late applications will not be accepted.

Please submit all application items as a completed packet. Incomplete applications may result in disqualification. We are not responsible for any late, lost, or missing information.

CONTACT INFORMATION Program Assistant Nursing Department Room 112 406.447.6985	MAILING ADDRESS Helena College University of Montana Attention: ASRN Nursing Program 1115 N Roberts Helena, MT 59601	SUBMIT ONLINE Completed Applications may be submitted by the due date and time to: nursingapplications@helenacollege.edu
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It is the applicant's responsibility to ensure that **all requirements are met by the established deadline**. Deadlines, guidelines, and policies apply equally to all students; thus, there can be no exceptions.

Helena College Associate of Science Nursing Program does not maintain a waiting list. Applicants must reapply each semester.

Notification of Acceptance

Students will be notified of acceptance into the program via the email provided on the application. Letters of acceptance emails will be sent by June 15, 2025. Please do not call and ask about applications prior to that date. Accepted students must notify the Nursing Department of their intent to accept their admission, by the date indicated on the acceptance notification email. **All future correspondence will be sent to the students' Helena College email.** Accepted students should plan on attending the mandatory Nursing Orientation and students new to Helena College will be required to register for and attend New Student Orientation.

Nursing Program Policy: Student Immunizations and Certifications

Helena College Nursing is required to comply with the vaccination policies and requirements of our clinical partners for all student clinical experiences. A complete list of vaccinations and certifications can be found on page 7 of the application. Proof of these vaccinations and certifications must be completed and submitted along with your application to the RN program.

Helena College Nursing follows the vaccination policies and requirements of our clinical partners. If a clinical agency requires vaccination for its employees, as a student learner, you will not be allowed in the facility for clinical learning unless you comply with facility guidelines. Helena College Nursing is not able to guarantee clinical placements for students who are not compliant with clinical agency requirements. If you cannot complete clinicals, you will not be able to meet the course learning objectives and, therefore, cannot successfully pass the course. We are committed to your education and hope that any clinical compliance issues can be resolved at a future date. We will make every effort to facilitate your successful re-entry into the Helena College nursing program to complete your degree. However, because of space limitations, we cannot guarantee placement nor re-entry at a particular time.

Nursing Program Policy: Student Background Checks

To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check before allowing the students in the clinical setting. To meet these requirements, the program requires that the check be done prior to starting the program.

- Background checks are done at the student's expense (\$75.00). **Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement** and state licensure for their respective degree program.
- Students are required to go to castlebranch.com for their background check. **Do not do this before you are accepted into the program.** Information will be provided after acceptance to program.

Accepted students are **required** to provide a copy of their background check to the nursing office before the beginning of the semester.

Equal Opportunity Policy

Helena College University of Montana is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Associate of Nursing Curriculum

PREREQUISITE COURSEWORK

The following courses must be completed **prior to admission into the Registered Nursing Program**. All prerequisite work must be completed with a minimum grade of C (not a C-) in each course and a minimum cumulative GPA in prerequisite coursework of 2.75. Grades in prerequisite courses are a major factor in ranking applications for program acceptance. Students are allowed to retake up to two prerequisite courses and the most recent verifiable grade will be used for scoring GPA.

Pre-requisites	14 credits	
Course Number	Course Name	Credits
BIOH 201	Anatomy & Physiology with Lab	4
M 121	College Algebra	3
CHMY 121	General Chemistry with Lab	4
WRIT 101	College Writing I	3

ASRN PROGRAM COURSEWORK AFTER FORMAL ACCEPTANCE

Once enrolled in the Registered Nursing program, a minimum of a C in all courses is required to continue in the program. In all courses, students must achieve a grade of 78% or higher for each course, lab, and clinical. Students must pass all classes, each semester, in order to progress to the next semester. Regarding embedded Gen Ed classes (A&P II, Intro to Psychology, Sociology, and Microbiology), grading will be based on the college (not nursing) grading scale.

The courses for the program are required and are laid out in the following sequence:

Semester 1	15 credits	
Course #	Course Name	Credits
BIOH 211	Anatomy & Physiology with Lab II	4
NRSG 230	Nursing Pharmacology	3
NRSG 231	Nursing Pharmacology Lab	2
NRSG 232	Foundations of Nursing	3
NRSG 233	Foundations of Nursing Lab	3
Semester 2	14 credits	
Course #	Course Name	Credits
NRSG 256	Pathophysiology	3
NRSG 234	Health and Illness of Adult Nursing I	3
NRSG 235	Health and Illness of Adult Nursing I Clinical	2
NRSG 236	Health and Illness of the Childbearing Family	2
NRSG 237	Health/ Illness of Childbearing Family Clinical	1
PSYX 100	Introduction to Psychology	3
Semester 3	15 Credits	
Course #	Course Name	Credits
NRSG 244	Health and Illness of Adult Nursing II	3
NRSG 245	Health and Illness of Adult Nursing II Clinical	2
NRSG 254	Health and Wellness of Mental Health Nursing	3
NRSG 255	Health /Wellness Mental Health Clinical	1
NRSG 246	Health and Illness of Child and Family Nursing	2
NRSG 247	Health /Illness of Child /Family Nursing Clinical	1
SOCI 101	Introduction to Sociology	3
Semester 4	14 Credits	
Course #	Course Name	Credits
NRSG 259	Health and Illness of Adult Nursing III	3
NRSG 260	Health and Illness of Adult Nursing III Lab	1
NRSG 261	Health and Illness of Adult Nursing III Clinical	2
NRSG 266	Managing Client Care for the RN	2
NRSG 267	Managing Client Care for the RN Clinical	2
BIOM 250	Microbiology with Lab	4
	Total ASRN Program Credits 72	

Application Points Rubric*

See page 8 Application Criteria Worksheet

Category						Score (Whole Points)
1. ATI TEAS Exam Score 10-25 points	87-100 25 points	81-86 20 points	76-80 15 points	70-75 10 points		
NLN NACE Exam Score 10-25 pts 2. (For current LPN's only)	85-100 25 points	80-84 20 points	73-79 15 points	65-72 10 points		
3. GPA in core pre-requisite courses 30-50 points Worksheet is verified against official transcripts; Requests for substitutions are approved by the Nursing Program Director	Range 3.65-4.0 50 points	Range 3.5-3.64 45 points	Range 3.25-3.49 40 points	Range 3.0-3.24 35 points	Range 2.75-2.99 30 points	

*PLEASE RETAIN PAGES 1 THROUGH 6 FOR YOUR RECORDS AND SUBMIT APPLICATION PAGES 7-12.

HELENA COLLEGE NURSING - ASSOCIATE DEGREE REGISTERED NURSE APPLICATION

APPLICANT INFORMATION

Full Name: _____
 Last First M.I.

Address: _____
 Mailing Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () Cell Phone: ()

Helena Student ID: _____ Email: _____

Have you ever attended an LPN or RN Program? Yes No If yes, where? _____

Reason for leaving? _____

Have you retaken *any* of the prerequisites? Yes No

If yes, which ones and when _____

- Max of 2 prerequisite retakes allowed.
- For applicants who have taken courses more than once, the most recent verifiable grade will be used for scoring/ GPA calculations

Application Requirements

The items listed below are required and must be submitted with your application for you to be considered for program entry. **Applications missing any of the items listed below will be declined.**

Checklist:

	Initial Admission to Helena College – letter of acceptance, or student number (770#) on unofficial transcripts
	All transfer courses are <i>officially evaluated and accepted</i> prior to application deadline.
	Completion of pre-requisite coursework with proof of grades (copy of transcripts)
	Copy of TEAS results current within three years of applying. (For LPN to RN students, copy of NLN NACE results within three years of applying).
	Physical Form Part I, Statement of Functional Abilities, and Physical Form Part II completed within last 3 months
	Immunization Records: Proof of childhood immunizations (Polio, DPT, MMR); Hep A; Hep B (series of 3); current Flu shot (seasonal/required), Varicella vaccination/titer; COVID-19 vaccination recommended; For students unable to locate childhood records or other records, titers and/or boosters are required.
	A negative 2-step tuberculin test (at least one week apart), negative QuantiFERON TB gold, or negative chest x-ray indicating no active disease.
	Copy of current CPR-Basic Life Support w/ AED for Healthcare Providers

APPLICATION DEADLINES

Applications to the AS Registered Nursing Program are accepted twice per year for fall and spring starts.

To be considered for admission for **Fall 25** Semester, applications are DUE May 14, 2025 5:00 p.m.

Turn completed applications in to Nursing Office or mail to Attention: Nursing Department, 1115 North Roberts Street, Helena, MT 59601. Applications are also accepted by email at: nursingapplications@helenacollege.edu
 Questions? Call 406-447-6985.

****Nursing department is not responsible for items late or lost in the mail.**

Application Criteria Worksheet

Please fill in the chart below **to the best of your knowledge** and submit proof of grades with application. If you are currently taking a required pre-requisite course and will not receive a grade in that course before the application deadline, please indicate your “current” status in the chart below. As soon as your final grade becomes available, submit proof of final grade to the Nursing Department to be attached with your application.

Points and GPAs will be calculated by the Program Director and grade points will be calculated using the current catalog criteria which includes +/- weighing. Multiply grade by Credits = points. Divide by 14 = GPA

(A) = 4 (A-) = 3.7 (B+) = 3.3 (B) = 3 (B-) = 2.7 (C+) = 2.3 (C) = 2

Pre-Requisite Course	Currently Taking	Grade	Credits	Calculations	*Points Possible
Anatomy & Physiology w/ Lab BIOH 201			4		
College Algebra M 121			3		
College Writing WRIT 101			3		
General & Inorganic Chemistry w/ lab CHMY 121			4		
Total Calculation Score					
Prerequisite GPA : Divide total calculated score by 14:					
Prerequisite GPA points earned* : (see application points rubric)					30-50
TEAS Score or NACE Score:		Points earned* : (see application points rubric p. 6)			10-25
Extra Points (optional): <ul style="list-style-type: none"> • Prior work experience: +1 <ul style="list-style-type: none"> ○ Work experience 12 months /full time (CNA, LPN, CMA, EMT, paramedic, or Military medical experience—other work experiences at the discretion of Nursing Program Director). Letter from supervisor confirming work experience required with application. • Completed embedded co-requisite courses: <ul style="list-style-type: none"> ○ BIOH 211 (A&P II w/lab): +1 ○ BIOM 250 (Micro with lab): +1 • Previous Degree: AS/AA= +1; BS/BA or higher= +2 					Extra points as listed
In case of a tie, we will consider the next criteria: First: Grade in BIOH 201; Second: Grade in CHMY; Third: Veteran Service with proof.				<i>Total</i> =	Minimum 58 points to apply

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PHYSICAL EXAMINATION FORM PART I (TO BE FILLED OUT BY STUDENT) PLEASE TAKE ALL THREE PAGES (PG. 10, 11, & 12) TO THE HEALTHCARE PROVIDER.

Last Name _____ First Name _____ Middle Initial _____
 Primary Phone _____ Message Phone _____
 Student ID _____ Date of Birth _____
 Emergency Contact: _____ Phone _____

PERSONAL MEDICAL HISTORY: If your response to any of the following is YES, please provide additional details.

YES	NO	
		Has there been any significant medical illness, injury, weight loss in the past 12 months
		Are you taking any medication? If yes, please list:
		Are you under a physician's care for continuing medical problems
		Have you been an in-patient in a hospital in the last 12 months
		Have you ever had an accident that resulted in a disabling injury
		Have you ever had a fractured bone (list and date)
		Have you ever had a surgical operation (list and date)
		Any history of a concussion, blackout, fainting, convulsion, recurrent dizzy spells, heat exhaustion/heat stroke
		Do you wear eyeglasses, contact lenses, dentures, or a hearing aid
		Do you have any allergies to medications, food, or the environment (list)
		Are you missing any organs or other body parts
		Do you have a history of high blood pressure, heart disease, irregular heart rate, palpitations, diabetes, thyroid condition, liver, or kidney problems
		Any history of sudden death in your family (under age 50)
		Have you ever failed a physical exam for military service, employment, insurance, or athletic competition

LIFESTYLE QUESTIONS

YES	NO	
		Do you smoke
		Do you exercise regularly
		Do you drink alcohol or take medication to relieve stress
		Do you have a problem with your weight
		Do you go for routine medical/dental checkups
		Have you ever gone for cancer screening
		Is your immediate family in good health
		Have you or a member of your family ever been a victim of a violent crime
		Have you used the emergency room for routine medical problems

Health Insurance: Private Insurance _____ Medicaid _____ Student Health Insurance _____

ALL INFORMATION ON THIS PHYSICAL EXAMINATION FORM IS CONFIDENTIAL AND CANNOT BE RELEASED WITHOUT A STUDENT'S WRITTEN CONSENT. The above information is complete and correct to the best of my knowledge. **I authorize the release of this information and the results of this examination to Helena College Nursing Department.**

Signature of Student _____ Date _____

STATEMENT of FUNCTIONAL ABILITIES

****To be completed by student and reviewed by healthcare provider****

Helena College Nursing Department requires each student to be able to regularly perform the following activities:

1. Stand for long periods of time
2. Work at a fast pace for long periods of time
3. Lift heavy objects (25 pounds or more) three or more times a day
4. Speak clearly and distinctly
5. Respond appropriately to stressful situations (physically, emotionally, and mentally)
6. Communicate effectively with patients, patients' families, physicians, and staff
7. Hear vital signs with stethoscope to assess blood pressure, heart rate, and lung, vascular and abdominal sounds; hear the telephone
8. Hear the patient calling for help
9. Hear beepers, alarms, etc., requiring quick responses
10. Read very fine or small print on medication containers, read physician's orders
11. See nurse call/emergency light
12. Visually assess the patient appropriately
13. Read monitors and other equipment
14. Demonstrate manual dexterity to don sterile gloves and gown
15. Demonstrate manual dexterity to prepare medications aseptically (i.e.: IV, PO, and IM)
16. Demonstrate manual dexterity using sterile technique (i.e.: insert catheters, IV, etc.)
17. Demonstrate the ability to utilize equipment needed to carryout patient care
18. Demonstrate the ability to move in small spaces in emergency situation

If you are unable to perform any of these activities, please circle the number of the ones which you cannot perform. The Nursing Department will review and consult with you.

Your signature below indicates that you have read and understand the "Functional Abilities" requirements and can perform them unless otherwise indicated.

Print Student Name _____ Student

Signature _____ Date: _____

HELENA COLLEGE – DEPARTMENT OF NURSING EDUCATION

PHYSICAL EXAMINATION FORM PART II (TO BE COMPLETED BY PRIMARY HEALTH PROVIDER)

Height _____	Vision: Glasses: Yes ___ No ___	Contact lenses: Yes ___ No ___	Right 20/ _____	Left 20/ _____
Weight _____ lbs.	Blood Pressure _____	Pulse _____	Resp _____	
Lab work/ diagnostics (if indicated by health provider): HGB/HCT _____ UA _____ EKG (if over 40) _____ Other _____				

Significant Medical History

Significant Family History

Are there abnormalities in the following?

	Yes	No	Describe
Head, Ear, Nose, or Throat			
Respiratory			
Cardiovascular			
Gastrointestinal			
Hernia			
Eyes			
Genitourinary			
Musculoskeletal			
Metabolic / Endocrine			
Neuropsychiatric			
Skin			
Allergies			

Depression screening: Yes ___ Score ___ No ___

Is this person pregnant: Yes ___ No ___

Do you have any recommendations regarding the care of this student? Yes ___ No ___

If yes, describe _____

Is the student currently under treatment for any medical or emotional condition? Yes ___ No ___

If yes, describe _____

Is this student physically/emotionally capable of being in the nursing program? Yes ___ No ___

Restrictions / precautions (See Statement of functional abilities) Please list any or state none:

Provider Name / Clinic

Provider Signature

Date