A.S.R.N. - Nursing
ASSOCIATE OF SCIENCE REGISTERED NURSE

Graduating Class of December 2023

Student Information and Application Packet

Helena College University of Montana Associate of Science Nursing

Registered Nurse

Updated for **SPRING 2026 Start**
Application DUE by Dec 1, 2025 5:00 p.m.

Revised 7/22/2025

Applications are subject to change from year to year. It is the student's responsibility to obtain the most current information/application packet prior to applying to the A.S.R.N. Nursing Program

OVERVIEW

The Associate of Science Registered Nurse (A.S.R.N.) 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 A.S.R.N. - Nursing Program at Helena College consists of four consecutive semesters. The coursework is competency-based and has the primary goal to prepare graduates with the knowledge, skills, and values to enter the direct care workforce as a Registered Nurse.

EDUCATIONAL PROGRAM

This is a competitive enrollment program. Student cohort size is limited by the availability of lab and clinical space. A.S.R.N. - Nursing applications are accepted twice per year in the spring and fall, up to 20 students per semester. Applicants are accepted based on the criteria found in this packet. **Should the number of qualified applicants exceed the available spaces, not all qualified applicants will be accepted.** Nursing skills labs, simulations, and clinical experiences will occur face-to-face primarily in Helena and the surrounding area. There are times when an exception can be made for some clinicals to be arranged in the student's hometown at the discretion of the Nursing Director.

Students commit to a full week of Class, Lab, or Clinical work each week. This program, while very exciting, is 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 for 2+ hours of preparation time, reading, and assignments for each class credit per week. Because of this, students are encouraged to reduce or eliminate outside work if possible.

PROGRAM EXPENSES

A.S.R.N. - Nursing students will be required to purchase textbooks, software resources, personal equipment, supplies, and uniforms, pay any associated student tuition and course fees, and pay for transportation to clinical sites. Students will need a reliable computer with a camera and microphone, and access to reliable high-speed internet, a stethoscope, and a pulse oximeter. Accepted students must complete a background check prior to the start of the program. Background checks are done at the students' expense, through Castlebranch (information will be sent upon acceptance). The cost of the background check is approximately $75.00. 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 A.S.R.N. - Nursing Program application and be in good academic standing with the institution. No application will be reviewed if the applicant has not applied to Helena College. Please allow yourself time to obtain all official transcripts and/or transfer information from any prior college courses to be submitted prior to your application, and allow time for the Registrar's Office to review and approve your official transcript and transfer information. Transfer work must be from a regionally accredited institution.

An application to the college may be obtained in one of three ways: 1) by visiting the campus, 2) by calling Helena College (406) 447-6900, or 3) applying online at
http://helenacollege.edu/admissions_enrollment/default.aspx

ELIGIBILITY FOR ADMISSION INTO THE A.S.R.N. - NURSING PROGRAM

*All application forms and documents are included in this application packet.

APPLICATION AND PROGRAM ENTRY

The A.S.R.N. 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.

Prerequisite 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 by the Registrar's Office and may include the discretion of the Director of Nursing. 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. *A maximum of 2 prerequisite retakes will be allowed.* Written permission from the Director of Nursing is required before taking any prerequisite course a third time. If permission is not obtained, the second grade will be used to calculate GPA. Students must obtain a minimum of 2.75 GPA in the prerequisite courses to apply to the A.S.R.N. Program.

Admission to the Helena College A.S.R.N. Nursing 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 stricter and more rigorous than general college requirements, which is necessary to prepare students for the NCLEX RN exam and to ensure graduates are prepared for professional employment in the nursing field.

LPNs INTERESTED IN BECOMING RNs

For applicants currently licensed as LPNs who wish to become an RN, please complete the entire A.S.R.N. - Nursing Application. LPNs must have completed 12 months of full-time work experience *prior to applying* to the A.S.R.N. Program. LPNs may take the NLN NACE Fundamentals exam or the TEAS test as their entrance exam. Requests for credit for prior learning will be reviewed by the Registrar's Office, with final approval at the discretion of the Director of Nursing.

TRANSFER STUDENTS

Transfer Students are required to have their transcripts evaluated by the admissions department prior to applying to the nursing program. Transferability and acceptance of non-core curriculum nursing credits into the Helena College Nursing Program are not guaranteed.

To be eligible to apply for admission into the A.S.R.N. - Nursing Program, applicants must:

- Have evidence of admission to Helena College with a complete admissions file. (Please check that you have provided all required documentation before submitting your application.)

- Be in good academic standing with Helena College.

- Have completed all prerequisite coursework with a "C" (not C-) grade or higher, and a minimum overall prerequisite GPA of 2.75. It is the applicant's responsibility to confirm with the Registrar's Office that transfer courses are equivalent to the program's prerequisites and are transferable to Helena College.
  - Regarding Transferable Courses – send **official transcripts** to the Registrar's Office. ***Attach unofficial copies to this application.***

- Print a copy of the TEAS test results with a score of 70% or higher, or the NLN NACE Foundations of Nursing exam with a score of 65% or higher, and attach it to the application.

- Achieve a Total calculated application points of 58 or higher for preference admission (see application scoring). Applicants scoring 55-57 may be accepted at the discretion of the Director of Nursing.

- Submit all required documents, including immunization records, BLS/CPR certification, and others as stated in the application.

APPLICATION DEADLINES

Applications for admission for **Spring 2026 are due by 5:00 pm on December 1, 2025.** Please include all application items as a completed packet. Incomplete applications may result in disqualification. Helena College is not responsible for any late, lost, or missing information. Please submit completed applications to the Nursing Department in person, by mail, or online with the information below.

CONTACT INFORMATION	MAILING ADDRESS	SUBMIT ONLINE
Program Coordinator Nursing Department Room 113 406.447.6946	Helena College University of Montana Attention: A.S.R.N. - Nursing Program 1115 N Roberts Helena, MT 59601	Completed Applications may be submitted by the due date and time to: nursingapplications@helenacollege.edu

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. **Late applications will not be accepted.**

Helena College A.S.R.N. - Nursing Program does not maintain a waiting list. Applicants must reapply each semester.

NOTIFICATION OF ACCEPTANCE

Students will be notified of acceptance into the Nursing Program via the email provided on the application. Students who have been accepted must respond to the Nursing Department of their intent to accept their admission by the date indicated on the acceptance notification letter. **All future correspondence will be sent to the students' Helena College email**. Students accepted to the Nursing Program are required to attend the mandatory Nursing Orientation, and students new to Helena College should also plan to attend New Student Orientation.

NURSING PROGRAM POLICY: STUDENT IMMUNIZATIONS AND CERTIFICATIONS

Helena College of 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 A.S.R.N. – Nursing Program.

Helena College of Nursing cannot guarantee clinical placements for students who are not compliant with clinical agency requirements. **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 the facility guidelines.** Vaccination declinations/waivers are at the discretion of each of the clinical facilities. If you cannot complete clinicals, you will not be able to meet the course learning objectives and, hence, cannot successfully pass the course. We are committed to your education and hope that the student's 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 or 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 a clear background check before students are permitted in the clinical setting. To meet these requirements, the program **requires that the check be done prior to starting the A.S.R.N. - Nursing Program.**

- Background checks are done at the student's expense through Castlebranch. Approximate cost, $75. 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 being accepted into the program.**

- Nursing 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 college activities without regard to race, color, religion, national origin, sex, age, marital and family status, physical or mental disability, sexual orientation, or political belief, service in the uniformed services (as defined in state and federal law), and veteran status.

Associate of Science Registered Nurse Curriculum

PREREQUISITE COURSEWORK

The following courses must be completed prior to admission into the A.S.R.N. - 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. Applicants may retake two courses (one retake each) for a higher grade. **A maximum of 2 prerequisite retakes are allowed**. The most recent verifiable grade will be used for scoring (We use the retake grade…even if it is lower).

Prerequisites	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

A.S.R.N. - Nursing Program Coursework after Formal Acceptance

Once enrolled in the A.S.R.N. - 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 lecture, lab, and clinical course. Students must pass all classes each semester in order to progress to the next semester.

For General Education 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 A.S.R.N. - Nursing Program Credits 72	

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   Middle Initial

Address: _____
          Mailing Address   Apartment/Unit #

_____
          City   State   ZIP Code

Home Phone: _(___)_____ Cell Phone: _(___)_____

Helena College Student ID: _____ Email: _____

Have you ever attended an LPN or RN Program? ☐ Yes ☐ No

        If yes, where _____

        Reason for leaving _____

Have you retaken any prerequisites? (Max of 2 prerequisite retakes allowed) ☐ Yes ☐ No

If yes, which ones and when_____

- For applicants who have retaken a prerequisite course, the most recent verifiable grade will be used for scoring GPA calculations

Applicant Requirements

___ Initial Admission to Helena College – letter of acceptance, or student number on unofficial transcripts

___ All transfer courses are officially evaluated and accepted by HC Admissions prior to application deadline

___ Completion of prerequisite coursework with proof of grades (include an unofficial copy of transcripts)

___ Copy of TEAS Test or NLN NACE results - must be taken within the last 3 years

___ Physical Form I and II completed within last 6 months

___ Immunization Records: ***For students unable to locate childhood immunization records titers/boosters are required***

    ___ Childhood immunizations (Polio, DPT, MMR)

    ___ Hepatitis A

    ___ Hepatitis B (series of 3)

    ___ Current Influenza Vaccine (Flu) or signed declination

    ___ Negative TB skin tests (two-step at least one week apart). Negative QuantiFERON TB gold or negative chest x-ray indicating no active disease also accepted

      ___ Varicella vaccination or titer

___ Current CPR card: BLS with AED for Healthcare providers (must have in person skills test. Online only courses not accepted)

APPLICATION CRITERIA WORKSHEET

Please fill in the chart below to the best of your knowledge and submit proof of grades with the application. Use the points worksheet on the net page to calculate points. If you are currently taking a required prerequisite course and will not receive a grade in that course before the application deadline, please indicate your "current" status in the chart below and write your current grade. As soon as your final grade becomes available, submit proof of your final grade to the Nursing Department to be attached to your application. **Grade points are calculated using the current catalog criteria, which include +/-weighing (i.e., B+ = 3.3, B = 3, B- = 2.7). Grade x Credits = Calculations. Add up all Calculations for the Total Calculation Score. Divide by 13 = prerequisite GPA**

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

Prerequisite 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 (sum of all Calculations)			
		Prerequisite **GPA**: (Divide total calculated score by 14)			
		GPA points earned: (*see table below)			30-50
TEAS or NACE Score:		**TEA/NACE points** earned: (*see table below)			10-25

Other points earned (*see table below):
• Work experience (1 point)
• Completed embedded co-requisite courses:
    ○ BIOH 211 (A&P II w/lab): (1 point)
    ○ BIOM 250 (Micro with lab) (1 point)
• Academic Degree (1-2 points)
					1-5

Total Score: add **GPA points** + **TEAS/NACE points** + **Other points** In case of a tie, we will consider the following criteria: **First:** Grade in BIOH 201; **Second:** Grade in CHMY; **Third:** Veteran Service with proof.				**= Total Score**	Preference for 58 points or higher. Scores of 55-57 may be considered

APPLICATION POINTS

Selection into this nursing program is competitive. To assure you receive credit for all earned points, please have **ALL** documentation attached to your application by the application deadline.

Use this rubric to identify points earned for each category and enter those numbers in the worksheet above. **The minimum number of points eligible to apply is 45**. The reason for this is to help ensure student success in both didactic testing and the NCLEX-PN exam required for licensure. Meeting the minimum requirements does not guarantee admission into the Nursing Program.

Prerequisite **GPA points:** **30-50 points**	**TEAS Points:** **10-25 points**	**Other Points:** Work Experience (min 12 mos. full time) 1 point	**Other Points:** Prerequisites from HC 1-2 points	**Other Points:** Academic Degree 1-2 points
3.65—4.00 50 3.50—3.64 45 3.25—3.49 40 3.00—3.24 35 2.75—2.99 30	87—100% 25 81—86% 20 76—80% 15 70—75% 10 **NLN NACE** (*for current LPNs only*) 85—100% 25 80—84% 20 73—79% 15 72—65% 10	• CNA • Med Tech • CMA, Surgical Tech, EMT, Military medic. (Other experience used will be at the discretion of the Nursing Director. Letter from employer confirming work experience required.)	Has taken BIOH 211 A&P II w/Lab and/or Has taken BIOH 250-Microbiology w/Lab	Prior Associates Degree(s)= 1 Bachelor's or higher = 2
*See Catalog for Criteria	*Attach printout of TEAS or NACE exam results	*Attach documentation from employer	*Attach a copy of HC Transcripts	*Attach Transcripts showing the degree awarded

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PHYSICAL EXAM FORM - PART I (filled out by student) Take all 3 pages to the provider appointment

Last Name _____ First Name _____ Middle Initial _____

Primary Phone _____ Message Phone _____

Student ID _____ Date of Birth _____

Emergency Contact (Name & Phone) _____

PERSONAL MEDICAL HISTORY: If YES, please provide additional details.

YES	NO	
		Has there been any significant medical illness, injury, or 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:_____

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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 a 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, and 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 carry out patient care

18. Demonstrate the ability to move in small spaces in emergency situation

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 _____

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HELENA COLLEGE – DEPARTMENT OF NURSING

PHYSICAL EXAMINATION FORM - PART II (to be completed by primary health provider)

Height _____   Vision: Glasses: Yes ____ No ____   Contact lenses: Yes ____ No ____
Weight _____   Right 20/____   Left 20/ ____
Lab work /tests (*if indicated by Health Provider*):

Hgb/Hct _____UA _____Other _____

Blood Pressure _____/_____   Pulse _____ Resp _____

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 ____

Please indicate any Restrictions / Precautions (Refer to Statement of Functional Abilities):
_____

_____   _____
Physician/Provider Name & Clinic Name   Provider Signature   Date