



## Dallas College-MHS Associate Degree Nursing Application Materials Submission

1. After completing prerequisite courses and designated sections of the TEAS or HESI exam, acknowledging the required physical exam, immunization and CPR documentation, the student is ready to submit their application materials. **Incomplete application materials will be disqualified.** Complete the [application for college admission](#), if not already a Dallas College student.
2. \_\_\_ Submit official transcripts from all previously attended colleges/universities to [studenttranscripts@dallascollege.edu](mailto:studenttranscripts@dallascollege.edu) follow up in 1 week to verify applied to student account.
3. Request access to the Secure Link to upload all application documents, by emailing: [AlliedHealthAdmissions@dallascollege.edu](mailto:AlliedHealthAdmissions@dallascollege.edu). Be sure to include: "Associate Degree Nursing" Program Application for Methodist Health System" in the subject line. Also include your name and Dallas College student identification number in the email body area.  
The application materials must be uploaded to the designated Dallas College Applicant Portal as PDF document by the application filing deadline. Applicants are strongly encouraged to submit one PDF file, but may submit additional documents if necessary, using the original secure link.
4. Upload the following required application materials to the secure link prior to the filing **deadline: Friday, August 30, 2024**
  - a. \_\_\_ Completed Dallas College/MHS Application form, MHS Profile form and Statement of Students' Responsibility form. Please ensure that your name matches your Texas driver license or State ID EXACTLY.
  - b. \_\_\_ [Official TEAS](#) or HESI A2 score sheet. **\*\*\*If an applicant has taken the HESI A2 between 03/23/2022 and 12/31/2022, their scores will be accepted for the admission process for the Fall 2024 application deadline or 08/30/2022 and 12/31/2022 for the Spring 2025 nursing class. If you took the HESI A2 after 1/1/2023, it will not be accepted. \*\*\***
  - c. \_\_\_ Photocopy of both sides of a Texas Driver License, or Texas State ID and Social Security card
  - d. \_\_\_ RNSG 1008 "CP" grade on the advising report or a screenshot of your Dosage Calculation exam indicating a score of 90% or higher if the course has not ended.
  - e. \_\_\_ Photocopy of your official [Phi Theta Kappa](#) membership card (if applicable)
  - f. \_\_\_ Employment letter with credential if applicable (CNA, MA, PCT, PCA, Paramedic, or EMT)
  - g. \_\_\_ Copies of any [course substitution forms](#) if you requested them (course waivers are considered)
5. **Email the following items to [kimmwright@mhd.com](mailto:kimmwright@mhd.com):** **A.** Completed Associate Degree Nursing at MHS application form and Statement of Students' Responsibility form \_\_\_ Completed MHS Profile form \_\_\_ **B.** Official HESI A2 or TEAS scoresheet \_\_\_ **C.** Physical Examination form/immunization documentation with CPR card photocopy



## Associate Degree Nursing at Methodist Health System

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### Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color, Religion, national origin, religion, sex, disability, sexual orientation, gender identity, or gender expression.

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### Application Eligibility Guidelines

**To be considered for the El Centro Associate Degree Nursing program at Methodist Health System, an employee must first meet the following criteria:**

- Must be employed by Methodist Health System for a minimum of 6 months or a volunteer for a minimum of 6 months, plus 100 hours of volunteer time completed consistently prior to application or be a family member of a Methodist Health System employee.
- Have had no formal disciplinary actions in the last 6 months.

**In addition, the employee must complete the following steps for application as determined by the Associate Degree Nursing program:**

- Application and current admission to Dallas College.
- Viewing the Associate Degree Nursing at MHS online information in order to receive program application forms.
- Completion of the four primary prerequisite courses (BIOL 2401, ENGL 1301, MATH 1314 **or** MATH 1342, and RNSG 1301 **or** RNSG 1311) with a minimum cumulative grade point average (GPA) of 3.00 on those specific courses with a minimum grade of "C" in each course.
- Completion of all secondary prerequisite courses (BIOL 2402, BIOL 2420 , PSYC 2301 **or** PSYC 2314, Humanities or Fine Arts Elective) with a minimum grade of "C" in each course.
- Completion of the Dosage Calculation course RNSG1008 with a score of 90% or higher which is offered through continuing education.

- Competition of the TEAS test with a *minimum score of 55% or higher* on the following sections Reading, Mathematics, Science, English and Language Usage. Completion of the HESI A<sup>2</sup> Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, and Anatomy/Physiology) with a minimum score of 80% on each of the five required sections.
- If an applicant has taken the HESI A2 between **12/1/2020 and 12/31/2022**, their scores will be accepted for the admission process. If they take the HESI A2 after 1/1/2023, it will not be accepted.
- Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations, and BLS – Basic Life Support CPR certification to CastleBranch.
- Submission of complete application materials to the Allied Health Admissions Office as directed during a designated filing period.

Please contact the education office at your Methodist Health System facility or the individual below for assistance (physical addresses):

**Send photocopies of items listed below to Kimm Wright at Methodist Health System**

- \_\_\_\_\_ Completed Associate Degree Nursing at MHS application form and Statement of Students' Responsibility form
- \_\_\_\_\_ Completed MHS Profile form
- \_\_\_\_\_ Official HESI A<sup>2</sup> or TEAS scoresheet
- \_\_\_\_\_ Physical Examination form/immunization documentation with CPR card photocopy attached.

Methodist Health System will make the final selection for the nursing class and notification emails will be sent from the Allied Health Admissions Office.

Kimm Wright, MSN, RNC-OB, C-EFM  
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**[Dallas College-MHS Nursing program](#)**