ONLINE NURSING PROGRAM APPLICATION INFORMATION

Between ***February 1 - February 28 or August 1- August 31*** each year the ***online*** Nursing Program Application will be available to submit. This online application must be done in one sitting and will not have the capacity to save and return to complete. Therefore, we are providing detailed information to help you prepare in advance.

PLEASE DO NOT USE GOOGLE CHROME AS SOME OF THE FUNCTIONS ON THE FORM WILL NOT WORK. WE ADVISE THAT YOU USE INTERNET EXPLORER OR FIREFOX.

The application will consist of two major components. The first component will be the application itself and the second component will be the required attachments (***.pdf format only).***

You will be expected to provide the following information or answer the following questions in order to complete the application:

- Full Name, Address, Phone
- Previous/Maiden Name(s)
- Student ID Number
- Do you have a Social Security Number
- COC Student Email
- Have you attended another nursing program or any program which included placement in a clinical facility? If yes, what type of program, name of school and dates of attendance and did you complete the program and, if not, are you eligible to return to the program?
- *LVNs only*: Has your license ever been suspended or revoked and/or have you ever been placed on probation by the BVN/PT? If yes, explain.
- Are you a U.S. citizen? If not, are you a Permanent Resident or on a Visa? If so, you will need your Permanent Resident Document Number or your Visa type and number.
- Are you lawfully eligible to work in the U.S.?
- *Summer applications:* RN program applications accepted only during this cycle.
- *Winter applications:* RN program and LVN to RN Advanced Placement applicants accepted during this cycle. Applicants can apply to one program only for this cycle.

  In most cases, you will be asked for specific documentation and must have the following attachments prepared (***.pdf format only***):
  - RN Program – *no attachments required for this section*
  - LVN to RN Advanced Placement Program - *Must attach copy of LVN license, and proof of at least one year employment as LVN in the last three years on original letterhead.*

LVN work experience: In addition to academic qualification, admission is also determined by work experience documented in the letter of employment that specifies the details of the type of employment. Include unit, type of care provided and length of time employed in that area. In reviewing the work experience, the following is required.

One-year work experience within the last three years as an LVN in any one of the following areas:

- Recent (< 6 mo.) medical/surgical, DOU, telemetry, or ICU experience
- Recent (< 6 mo.) OR or ED experience
- Acute care, other than listed above
- Recent (< 6 mo.) work experience in a SNF & other higher acuity setting
- Recent work experience in other settings

Applicants not meeting the above experience can apply to the generic RN program.

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- Do you have a college degree posted on transcript? **If not, you will be asked to attach the following (.pdf format only):**
  - *Copy of high school transcript, <u>OR</u> copy of diploma, <u>OR</u> copy of GED certificate. If from foreign country, <u>must provide translation.</u>*
- High School graduation date or GED date
- Have you previously applied to the COC RN Program?
- Have you completed a COC Nursing Remediation Plan?
- Have you previously taken the ATI TEAS (*first attempt only*)? If so, where and date (mo/yr)?
- You are required to list <u>**all**</u> colleges attended *(include College of the Canyons, universities/military,USA/foreign).* ***NOTE: If you have attended COC, you must include COC on the list of colleges***, *but you do not have to submit official sealed transcripts from COC.*
- What degrees you have earned

- *RN applications only*: In the Multicriteria Screening section, you will be asked to indicate all that apply in the following areas:
  - Education/Experience – Do you have a BS/BA, LVN, CNA, and/or relevant work or volunteer experience? *NOTE: if you are submitting a letter of employment (below), do not list the same work experience in this section.*
  - Employment – Have you had direct patient care and/or employed in an acute care setting for 6 months within the last 5 years? *(must attach to the RN application, proof of at least 6 months employment on letterhead) NOTE: In addition, the <u>original</u> letter must be submitted in person or mailed directly to the School of Health Professions Office (BONH-243A). In order for your employment to be considered, the original letter must be received by the application deadline.*
  - Life Experience – You will be asked to indicate all that apply in the following areas:
    - Disabilities *(The same meaning as used in Section 2626 of the Unemployment Insurance Code)*
    - Low Family Income *(Measured in terms of a student's eligibility for, or receipt of, financial aid under a program that may include, but is not necessarily limited to, a fee waiver from the Board of Governors, The Cal Grant Program, the federal Pell Grant program or Cal WORKS)*
    - First generation of family to attend college
    - Need to work *(The student was working at least part time while completing academic work that is a prerequisite for admission to the nursing program)*
    - Disadvantaged social or emotional environment *(Includes but is not limited to the status of a student who has participated in EOPS)*
    - Difficult personal and family situations or circumstances
    - Refugee or veteran status
  - Language Proficiency – you will be asked if you are proficient or have had advanced level coursework in languages other than English.
- You will be asked to sign to verify information submitted and provide a release.
- You will be asked to provide confidential information regarding gender, ethnicity, level of education, age and home language. This information, or the failure to provide this information, does not affect your ability to enter the nursing program. However, this information is very helpful to the nursing program when applying for grant funding to increase the number of students accepted into the program.

REGISTERED NURSING PROGRAM APPLICATION