LVN-RN NURSING PROGRAM APPLICATION CHECKLIST

Follow these steps IN ORDER to make sure you have completed the application process thoroughly and accurately. Be sure to read the entire checklist to ensure eligibility. All deadlines must be met. Applicants who submit incomplete applications or who are missing any required documents will automatically be ineligible.

☐   1. I have submitted a College of the Canyons application to Admission & Records for the semester I am applying to the LVN_RN Nursing Program.

☐   2. I have received and set up the following College of the Canyons account information.
         ☐ Student Identification (ID) number from Admissions & Records
         ☐ Set up My Canyons account
         ☐ Set up my.canyons.edu email address

☐   3. I have requested the following documents be sent to Admissions & Records. *It is my responsibility to ensure all documentation is received in Admissions & Records by the deadline of January 31.*
- Current official transcripts from **all** colleges attended, except COC (must include all coursework regardless if nursing prerequisite or not, including accredited, non-accredited and technical schools – ALL COLLEGES)
- For transcripts from other countries, an official sealed foreign transcript evaluation from a *NACES approved agency*
- Official LVN program transcripts (if you are an LVN)
- Official military transcripts
- Math placement test results, if needed for documentation of eligibility for Intermediate Algebra
- Official College Board AP Transcripts – ALL SUBJECTS (only if received a 3 or higher) *Since Advanced Placement is given college credit, it is considered a college transcript.*
- Official College Board CLEP Math score (only if using for Math credit)
- Make sure all submitted transcripts are current, have all grades posted with no "IN PROGRESS", and include overall college GPA. Please note (this may require ordering updated copy of official transcript to be submitted prior to the deadline)
- *If you have LACCD transcripts, make sure your official transcripts are not electronic copies – must have overall GPA on transcripts submitted.*

WHEN YOU HAVE COMPLETED ALL OF THE ABOVE, YOU MAY CONTINUE:

☐   4. I was given and have completed a COC Nursing Program Remediation Plan in a previous application period and I have submitted all updated, official sealed transcripts to Admissions & Records.
         ☐ NO (proceed to #5)
         ☐ YES (skip to #7 and submit complete RN application)

☐   5. I have previously applied to the LVN_ RN or RN Program at College of the Canyons (in a *previous* RN application period).
         ☐ NO (proceed to #6)
         ☐ YES, make sure all updated, official sealed transcripts have been received in Admissions and Records before you continue.

☐   6. I have read and understood the *Online Nursing Program Application Information* and have all necessary information and required documents prepared to submit the online LVN_RN Nursing Program Application between January 2 – January 31. I have confirmed all official sealed transcripts have been received in Admissions and Records. All transcripts must be received prior to submitting the online LVN_RN application or LVN_RN application will not be processed and deemed ineligible for the current LVN_RN application cycle. (proceed to #7).

☐   7. Now you can submit the online *LVN_RN Program Application* available at Nursing Website *between the dates of January 2 – January 31.*

**Note must complete LVN_RN application at one time, cannot save application and return to submit. Include all required documentation (.pdf format only). Only one application submission per application cycle. Applications will be evaluated based on documents submitted to Admissions and Records prior to LVN_RN application being submitted.

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☐   8. I have received the confirmation email of the LVN_RN application submission, sent to my COC student email address.

        ☐ NO, if you do not receive within 24 hours of submission contact the nursing office (661)362-3557.

        ☐ YES, review and save for your records.

All LVN_RN applicants will get a status update by February 15 as to the next steps. All LVN_RN application correspondence is sent via your COC student email only. Make sure to check your COC student email often as correspondence is time sensitive. Refer to the Nursing Website under LVN_RN Admission Process for the correspondence timeline and any updates.

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