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.

- ☐ 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 <u>deadline of February 28.</u>*==
  - Current official transcripts from <u>***all***</u> 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 military transcripts
  - Official LVN program transcripts (if you are an LVN)
  - 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 RN Program at College of the Canyons (in a <u>*previous*</u> 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 Nursing Program Application between January 3 – February 28. I have confirmed all official sealed transcripts have been received in Admissions and Records. ==All transcripts must be received prior to submitting the online RN application or RN application will not be processed and deemed ineligible for the current RN application cycle. (proceed to #7).==

- ☐ 7. Now you can submit the online *RN Program Application* available at Nursing Website ***between the dates of <u>January 3 – February 28.</u>***

  ==**Note must complete 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 RN application being submitted.==

- ☐ 8. I have received the confirmation email of the 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.

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All RN applicants will get a status update by March 30 as to the next steps. All 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 Admission Process for the correspondence timeline and any updates.

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