



MENDOCINO COLLEGE

LVN to RN PROGRAM

**Mendocino College, Nursing Department
1000 Hensley Creek Road
Ukiah, CA 95482
707-468-3099**

APPLICATION HANDBOOK 2010

Available November 2, 2009

Applications Accepted 11/16/09 to 11/30/09

**Accepted in Nursing Office in Person
Monday through Fridays, 9 a.m. – 11:30 a.m.
Or by U. S. Mail**

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THE REGISTERED NURSING PROGRAM APPLICATION HANDBOOK

This application handbook provides prospective students with basic enrollment instructions for the:

- Mendocino College LVN to RN Associate Degree Program
- Mendocino College LVN to RN 30-Unit Option Certificate Program

The Nursing Program Enrollment Policy was developed to comply with Title 5 regulations, with input from the Nursing Program Advisory Committee and Mendocino College students, faculty, counselors, Deans, the Director of Admissions and Records, the Vice President of Academic Affairs, as well as the California Community College Chancellor's Office.

The handbook is designed to assist the applicant in becoming better acquainted with the policies and procedures governing entry into the LVN to RN Program. Mendocino College reserves the right to revise *Associate of Science (A.S.)* Degree requirements, LVN to RN 30-Unit Option Certificate requirements, and selection procedures at any time. **It is the applicant's responsibility to keep informed of the specific requirements and selection procedure for which he or she will be evaluated.**

Applicants are encouraged to apply to the program only if they are serious in their intent to complete the program and if they have sufficient nursing skills in which to succeed at the advanced placement of the program to which they are applying. The current admission protocol involves limiting enrollment to qualified and complete applications.

An individual is ineligible for nursing program enrollment if previously dismissed from any RN or other Allied Health program for behavior posing a threat to patient safety. If you have left another program for any reason, it is your responsibility to obtain a statement from their Director indicating your readmission status to that program (that you would be able to be readmitted if you reapplied) and there were no safety related issues causing your dismissal. This statement must either be included with your application or sent directly to Mendocino College Nursing Dept, 1000 Hensley Creek Road, Ukiah, CA 95482. If sent directly to the Nursing Department this documentation must be received by the close of the application period for an application to be considered.

Program planning, advising, and career counseling are provided by the Mendocino College Counseling Office. The nursing career counselor is Steve Crossman (468-3048). The applicant is urged to make an appointment with a counselor early in their academic planning process. Call the Counseling Office for more information – in Ukiah (707)468-3048; Lake Center (707)263-4944; Willits Center (707)459-6224.

The application, selection, and admission processes for the Nursing Program are coordinated by the Nursing Department and any inquiries regarding entry should be directed to this office at (707)468-3099.

NURSING PROGRAM PHILOSOPHY

The philosophy of the Mendocino College Registered Nursing Program supports and implements the mission statement of Mendocino College. The faculty members believe that a sound nursing

education program is built on concepts relating to the individual, health/illness, the environment, and nursing which includes nursing education.

Nursing faculty members recognize the individual as a holistic, unique and complex being who constantly responds to changing environments in biological, psychological, social, cultural and spiritual domains. Individuals develop and interact within the context of their family, community, and social environments. People possess dignity, self-worth and the inherent right to assume responsibility for the development of their own potential. Additionally, individuals are entitled to information that allows them to make informed choices regarding their health care and to become active participants in decisions regarding their well-being. Individuals hold diverse values and beliefs and exist in different social and physical environments all of which may have an impact on an individual's state of health.

Each learner is recognized as having unique experiences and background. Faculty members are alert to individual differences due to gender, cultural background, goals, and learning styles. Support services, including counseling, financial aid, and a wide variety of learning resources, are an integral part of the system available to accommodate the individual needs of the students.

The student is considered an active participant in both the educational experience and the evaluation of the experience. The student bears the responsibility for classroom preparation and attendance, for engagement in active listening and analysis, completion of assignments and evaluation of learning experience. As an LVN ready to enter the RN program, you will be expected to have skills equal to that of a second year RN student. If you do not have recent clinical experience it is highly recommended that you obtain such experience before entering the program to increase the likelihood of your success or that you apply for the full two-year RN program for the Fall term.

STATEMENT OF PURPOSE

The Mendocino College Nursing Program is designed to provide the individual the opportunity to obtain technical skills and a comprehensive education and to foster within each graduate a commitment to lifelong learning and professional development.

At the conclusion of the program, students will be able to:

1. Perform the duties and fulfill the responsibilities of an entry-level Registered Nurse.
2. Qualify for the state board examination (NCLEX-RN) leading to licensure according to the regulations of the California State Board of Registered Nursing.
3. Qualify for an Associate of Science Degree in Nursing, or
4. Qualify for a LVN to RN 30-unit Option Certificate

PROGRAM GOALS

1. Prepare students to practice the art and science of professional nursing in the most ethical and competent manner possible, within the scope of practice of the Registered Nurse.
2. Build and maintain effective partnerships with local health care agencies, in order to support students' education and help meet employers' on-going needs for prepared, entry-level professional nursing staff.
3. Instill in program graduates a commitment to their continued professional development, whether to maintain licensure or to advance educationally.

LVN TO RN ASSOCIATE OF SCIENCE DEGREE PROGRAM

The LVN to RN Degree Program requires one FT academic year, or two semesters, in addition to the completion of the prerequisite courses, a nursing transition course, and non-nursing graduation requirements. The LVN to RN Program represents the 3rd and 4th semesters of a full RN curriculum. Graduates will earn the Associate of Science Degree in Nursing on completion of designated courses and competency requirements. Communication, language, natural and social science and nursing courses must be completed with a grade of "C" or better to be eligible for licensure by the State Board of Nursing.

COMPETENCIES REQUIRED BY MENDOCINO COLLEGE FOR GRADUATION FROM LVN TO RN ASSOCIATE OF SCIENCE PROGRAM

GENERAL EDUCATION & PREREQUISITE COURSES			
Competency Areas	Required Prerequisite and Recommended General Education Courses	Units	Comments
Competency 1: Math	<u>MTH 55: Elementary Algebra</u>	5	(Prerequisite for CHM 200)
Area A: Natural Science	CHM 200: Introduction to Chemistry	5	(Prerequisite for BIO 259)
	BIO 230: Anatomy	4	<u>NURSING PREREQUISITES</u> Must be taken <i>within the last 5 years prior to application. (At least two of these courses must be completed prior to application to program, and one can be taken during the semester of application)</i>
	BIO 231: Physiology	4	
	BIO 259: Microbiology	4	
Area B-1: American Institutions:	See Catalog for qualifying courses	3	
Area B-2: Soc/Behavioral Science	<u>PSY 205: Introduction to Psychology</u>	3	PSY 215 Psychology of Personal Growth, or CDV 200 Psychology of Development – Infancy through Adolescence also satisfy this requirement.
Area C: Humanities	See Catalog for qualifying courses	3	
Area D-1: Language: English Comp.	ENG 200: Reading and Composition I	3	<i>(Must be completed prior to application to program)</i>
Area D-2: Communication/ Analytical Thinking	<u>SPE 200: Intro to Public Speaking</u>	3	SPE 210: Interpersonal Communication may also satisfy this requirement.
Institutional Requirement: Cross-Cultural Studies	<u>SOC 201: Modern Social Problems</u>	3	SOC 202 (Racial/Ethnic Relations) OR ANT 201 (Cultural Anthropology) may also satisfy this requirement.
Institutional Requirement: Health Education	See Catalog for qualifying courses		An approval for petition to substitute the NUR courses for this requirement will be done after admission.
Note: Area B-1, B-2, C, D-1, D-2, and Institutional Requirement: Specified courses are strongly recommended for their relevance to the nursing field; however other qualifying courses from the catalog will be accepted.			

IMPORTANT NOTE:

IT IS STRONGLY SUGGESTED THAT STUDENTS MEET WITH THEIR COUNSELOR BEFORE ENROLLING IN CLASSES. Four-year universities have different requirements for lower division general education and major prerequisites. It is critical that you be aware of these differences, so that you are not forced to repeat or take unnecessary courses, if you wish to continue with a 4-year degree.

LVN-RN CAREER LADDER NURSING MAJOR COURSES		
COURSES	UNITS	COMMENTS
NUR 50: LVN-RN Transition	1	Prerequisite: BIO 230, BIO 231, BIO 259, current CA LVN license, and IV Therapy certification
NUR 52: Nursing Technical Lab	1	Co-requisite= NUR 122 or NUR 132
NUR 121: Leadership and Management I	1	Prerequisite: NUR 50; Co-requisite= NUR 122
NUR 122: Complex Med/Surg Nursing I	8	Prerequisite: NUR 50; Co-requisite= NUR 125
NUR 125: Pharmacology III	1	Prerequisite: NUR 50
NUR 126: Nursing Seminar I	2	Prerequisite: NUR 50
NUR 131: Leadership and Management II	1	Prerequisite: NUR 121; Co-requisite= NUR 132
NUR 132: Complex MS Nursing II	8	Prerequisite: NUR 122; Co-requisite= NUR 135
NUR 135: Pharmacology IV	1	Prerequisite: NUR 125
NUR 136: Nursing Seminar II	2	Prerequisite: NUR 126
TOTAL NURSING MAJOR UNITS	26	
TOTAL AS DEGREE UNITS	66	

Due to the intensity and scheduling demand of the nursing curriculum, students are strongly encouraged to complete all general education graduation requirements prior to beginning the nursing program. A student cannot sit for the licensure examination until all graduation requirements are met. As such, all general education coursework must be completed prior to the last semester of nursing coursework (by Fall 2010). Please turn in your course progress (meet with counselor to complete this) and how you can achieve having all GE coursework done by Fall 2010.

ENROLLMENT AND SELECTION POLICIES/PROCEDURES

Candidates are selected for the Mendocino College LVN to RN Program from among those applicants who meet the Minimum Requirements. Meeting minimum requirements will not guarantee admission. All qualified applicants will be evaluated according to an admission formula (described below) with those scoring above 80% on the formula then being entered into a lottery draw (computer generated selection). Those selected will be sent an offer of admission but will then be required to take the TEAS test and achieve a composite score of 67% or higher on that test. Those who do not reach 67% will have one year in which they will need to remediate and pass the TEAS test. Admission to actual nursing coursework will **not** be granted without achieving a passing score on the TEAS. A short alternate list will be formed in case seats become available prior to the beginning of classes, and those on the alternate list will be eligible to take the TEAS test as well. If you have taken the TEAS test you can request for your scores to be forwarded to the nursing director at Mendocino College. Repeating the TEAS in order to pass it will not be allowed without a minimum of 8 months in between testing dates and evidence of remediation. If you have taken and failed the TEAS at another institution in the past year you are ineligible for admission at this time and need to reapply the following year.

MINIMUM REQUIREMENTS FOR SELECTION

1. Successful completion of 12th grade education, as evidenced by copy of high school diploma (submitted with application), or copy of G.E.D. certificate, or equivalent as follows:
 - A degree from any junior college, college, or university accredited by a state agency authorized to accredit such institutions (degree posted on transcript)
2. Active California LVN license and IV Certification. All courses and sections of LVN training must be passed with grade C or better. Transcript of LVN coursework must be included with application to program and must show pediatrics and OB content areas.
3. Successful completion of prerequisite courses with a grade of “C” (or “Credit”) or better and cumulative college GPA of 2.5 or better (Courses taken credit/no credit or pass/fail will receive point value of “C” when GPAs are calculated).
 - BIO 230: Anatomy (within 5 years of application)
 - BIO 231: Physiology (within 5 years of application)
 - BIO 259: Microbiology (within 5 years of application)
 - ENG 200: Reading Composition (ENG 80 also acceptable at this time but this will change with future classes due to college graduation requirements)

Note: A waiver of science recency requirements may be requested based on experience, training or prior education. The waiver form must be submitted prior to the actual application and approved in writing prior to submitting an application. (See step-by-step procedure for application). All requests must have accompanying proof of training, experience or education in the content in question. The waiver will be denied if proof of above not included or if waiver not discussed with Director prior to submitting application.

4. Completed application to Mendocino College Nursing Department within applicable application period. Note: Incomplete and/or late applications will **not** be considered for admission. It is the responsibility of each applicant to be sure their application is complete before submission. The Nursing Department will not review applications for completeness at the time they are submitted. It is the responsibility of the applicant to do this prior to mailing or delivering their application.
5. One official sealed transcript for all coursework taken outside of Mendocino College, must be submitted to the Mendocino College **Nursing Department** (application not considered complete until all transcripts have been received). You may request that official transcripts be sent to you, and then submit them with your application as long as they remain in sealed envelope from school in which they were received. Open or unofficial transcripts will not be accepted.
6. Students with high school and college transcripts outside the U.S. will need to have them evaluated for U.S. equivalency. All foreign student transcripts must be officially evaluated by:

IERF, Inc.
P.O. Box 66940
Los Angeles, CA 90066

OR

ERES, Inc.
777 Campus Commons Rd., Ste.200
Sacramento, CA 95825-8309

Note: It is the responsibility of the applicant to obtain foreign transcript evaluation prior to application. This process can be lengthy, so plan accordingly. An official

copy of the transcript(s) and evaluation must be submitted at the time of application to the Nursing Department as well as Admissions and Records.

7. Passing the TEAS test with a composite score of 67%. Individual counseling and remediation plans will be made for low scores in any subject area.

LVN TO RN DEGREE PROGRAM **STEP BY STEP PROCEDURE FOR APPLICATION**

- Step 1: Carefully read the entire LVN to RN Application Handbook
- Step 2: Make an appointment to see an academic counselor if you have not already done so. When meeting with counselor, review:
- Basic information – any questions you may have
 - Transcripts (bring unofficial copies from other schools)
 - Any foreign transcripts with the formal evaluation
 - Minimum requirements for LVN to RN Program
 - General Education and college graduation requirements
- Step 3: Send for official copies of all transcripts from any schools, other than Mendocino College, to either be sent to you (and then to be submitted with your application) or to be sent directly to the Nursing Department. To be official, transcripts must remain sealed in the original envelope. Any transcripts from outside the U.S. will need to be submitted with the written evaluation from IERF or ERES (or comparable agency). If you have previously taken the TEAS exam you need to go onto the www.atittesting.com website and have your exam results forwarded to Mendocino College Nursing.
- Step 4: If needed, to discuss possible recency waiver for science prerequisite courses (If these courses are older than 5 years), make an appointment to speak with the Mendocino College Nursing Program Director (468-3099) prior to submitting application. You must bring to the appointment the following: completed “*Waiver for Recency of Science Courses*” form (see appendix), and any data/supporting documentation showing training, education, experience that shows you hold current content knowledge in these areas. This step is not required for those that have had their science courses (Anatomy, Physiology, Microbiology) within five years prior to application. Applications which include a waiver that has not been discussed with the Program Director prior to application will not be considered.
- Step 5: Contact the Nursing Department (468-3099) for clarification or questions regarding application.
- Step 6: Prepare a COMPLETE application packet for the Nursing Department containing:
- Enrollment Application (completely filled out)
 - One set of sealed official college transcripts from all other colleges (unless sent to Nursing Department directly from other schools)

- Signed Recency Waiver for Science Courses (**if applicable**)
- Copy of current CA LVN License
- Copy of IV Certification Course Completion (if not on LVN license)
- Copy of current CPR (BLS for Healthcare Provider) card
- Copy of LVN courses transcript
- Copy of valid CA Driver's License

Step 7: Submit COMPLETE application packet to the Mendocino College Nursing Office (Mendocino College, Nursing Program Office [Room 303], 1000 Hensley Creek Rd., Ukiah, CA 95482) either by mail or in person. The application packets and all supporting documentation must be received in the Nursing Office by date indicated on the front of the application packet.

- Application and documentation are to be placed in a sealed 9x12 or 10x13 envelope (by the applicant) with your name clearly printed on front lower left hand area of envelope with the following below your name: "LVN TO RN 2010 APPLICATION." If mailing application, it is strongly recommended that you obtain delivery confirmation for your records. We will not be held responsible for documents lost in the mail.
- If bringing the application in person, follow the above directions and deliver during official application acceptance period as noted on the front of this application packet.
- Applications received via mail after the application period will not be considered. No applications will be accepted via email at any time.

NOTE: If it is determined that minimum requirements have not been met, or if an application is incomplete, applicant will not be considered for admission and application will be voided. Official transcripts will not be returned, but will be kept on file in the Nursing Department pending resubmission of the application for that admission period only. Transcripts will be shredded after one month if no complete application is received for that particular class admission.

Step 8: Await written notification of admission status to the Nursing Program (approximately eight weeks after application period ends). **Please do not call prior to nine weeks regarding applications as this could further slow down the process.** No acceptance information will be given by phone. Be assured that the Nursing Department makes every effort to process applications in a timely manner and will notify you as soon as possible of your admission status.

Step 9: Upon receipt of tentative admission, respond in writing to the tentative admission letter by completing a "Confirmation of Acceptance" (form will be included) and return the form to the Nursing Office **by the deadline noted in your letter** in order to progress to the next step. Any formal admission offers that are not confirmed by the assigned deadline will be void and the space will be offered to another applicant.

Step 10: If you receive an offer of admission, you will then be required to pass the TEAS test (to be administered at the college) at an assigned date/time and successfully pass a background check on-line by an assigned date (instructions will be included with your letter). Upon successfully passing the TEAS test and the background check you will receive a formal admission letter and information on registration for the transition courses which begin in February 2010 (tentatively Tuesdays from 1:30-4:30). Do not accept admission if you will be unable to attend these courses (classroom and lab courses).

Step 11: Once you have confirmed the formal admission offer, information will be sent for you to schedule medical screenings, lab tests/immunizations, and to arrange for malpractice insurance. Due dates will be specified in your letter.

LVN TO RN DEGREE PROGRAM SELECTION CRITERIA

Mendocino College will consider all applicants who meet the minimum requirements for admission to the program. However, the number of qualified applicants usually exceeds the capacity of the class. In order to fairly select individual students, the faculty of the Registered Nursing program has established the following admission procedures:

1. On submission of a COMPLETED application, processing will begin by the Nursing Department.
2. Each applicant's grades will be entered into a database according to a standardized formula. The formula is derived from the "Predicted Probability of Success" study by the CA Community College Chancellor's Office. The formula weights the following factors:
 - Overall college GPA (**ALL** college courses attempted by an applicant)
 - College English GPA (currently ENG 200)
 - Biology Courses GPA (Anatomy, Physiology, Microbiology)
 - Number of course repetitions in Biology Courses (counts negatively)
3. The overall formula score of each application will either be cause for the application to be rejected (if score at or below 80%) or to be placed in a computerized random drawing (if score above 80%). Students will be accepted according to this randomized drawing until all seats are filled for that class. A short alternate list will be maintained for seats that may open up prior to the beginning of classes.
4. Applications will be processed as above, and tentative offers of admission will be sent out. The tentative offer will include information on how to proceed with scheduling of the TEAS test and background check. The TEAS test will be given on campus. For the background check, the following offenses would prevent admission to the program as a student would not be eligible to enter clinical training at local healthcare facilities:

Murder; Assault; Sexual offenses/sexual assault or any crime where candidate is required to register as a sex offender with state or federal government agencies; Felony possession and furnishing; felony drug and alcohol offenses (without certificate of rehabilitation), or drug related crimes such as theft, sales, distribution, manufacturing or possession of controlled substances; Other charges involving weapons and/or violent crimes (including robbery, burglary); Class B and/or class A misdemeanor theft; Crimes involving theft, embezzlement,

burglary, forgery, fraud, arson, identity theft; Fraud; Crimes resulting in name being listed on any government sanctioned or debarred list; Any charges that indicate emotional instability or problems with decision making.

Students may be denied access to clinical facilities based on offenses appearing on the criminal record, even if they occurred more than seven years ago. If the student's record is not clear, the student will be responsible for obtaining documents and having the record corrected. If this is not possible within the assigned time, the student cannot be admitted to the program. Clinical rotations are a mandatory part of nursing and allied health education; therefore the student will be ineligible based on non-clear background checks.

Any charges or known history that indicates emotional instability or problems with decision making will result in an application being denied (even if not listed on a background check).

5. Admission offers will include an acceptance form that must be returned by the student to the Nursing Department by an assigned due date (listed in the admission offer letter).
6. Any of the original seats not accepted will be offered to an alternate (according to random list) until all class seats are filled for that incoming class.
7. If an applicant is formally selected into the program and declines admission for that class in writing, at the time the admission letter is sent, the applicant may remain at the top of the list for the following class selection. This procedure will apply **ONE TIME ONLY**. Should the applicant decline acceptance to a second class they will be evaluated with the general pool of applicants for any subsequent application period. The following guidelines apply to this option:
 - The applicant must have passed the entrance requirements as outlined in the application packet, been offered admission by the nursing department, and responded in writing with the "Confirmation of Tentative Acceptance," indicating they decline the offer of admission at that time.
 - The decline to the offer of admission must be returned by the date indicated in the admission letter and include an attached letter specifically asking for the one year deferment.
 - Any new entrance requirements in place since the original offer must subsequently be met by the applicant. These requirements will be communicated to the deferment student by the Nursing Director as they arise.
 - The student must submit a new application to the nursing program the following year, and provide transcripts for any new coursework taken since the last application.
 - The new application will serve as the student's intent on starting the program one year from their original admission offer
 - The applicant will receive an offer of admission with deadlines for acceptance and meet all deadlines and requirements as indicated in the admission letter.
 - The re-application must be received in the nursing office during the formal application period to be considered valid (dates are listed online as to when applications are available and their due dates each semester).

- All other admission requirements such as background checks, health exam, and TEAS testing must be completed by deadlines that will be communicated in the acceptance letter.
 - If a background check was completed in the previous year, this must be repeated at the time of readmission.
8. Failure to reply to an admission offer does not constitute a decline of the offer and as such the applicant will not receive automatic admission to the following class.
 9. All applicants not gaining admission will receive notification of their status and will need to reapply for the next class if they so desire. No preference will be given to applicants who apply to more than one class. Those who are on the initial admission list but fail to achieve at least a 67% composite score on the TEAS will be admitted to the following cohort if they have subsequently passed the TEAS test with at least a 67% after remediation of at least 8 months. Failure to pass the TEAS test the second time will cause the offer of admission to be made null and void.
 10. If any seats remain open after the above process has been exhausted, 30-unit option Certificate students and transfer students will be considered and they will be eligible for the TEAS testing and background components of the application. 30-unit option applications must be submitted during the regular application period.

POST-ACCEPTANCE REQUIREMENTS TO TAKE NOTE OF AT TIME OF APPLICATION

Once accepted into the program, the student must be able to successfully complete each of the following steps. **If an applicant knows they would be unable to complete any of these, for any reason, they should reconsider applying.**

1. Pass a physical examination by licensed MD, FNP or PA and have documented satisfactory physical and psychological health to participate in the program (cost of exam is responsibility of student). This examination must assess the physical ability of the student to stoop, squat and lift 50 pounds as these are integral parts to their clinical training.
2. Provide evidence of the following immunizations and lab tests to the Nursing Department by the assigned due date. (cost of labs is responsibility of student).
 - Current negative **Mantoux intradermal tuberculosis (TB) skin test or Chest X-ray** (if applicant has had a previous positive TB test). The Mantoux intradermal TB skin test or Chest x-ray will be repeated after 12 months in keeping with current Center for Disease Control recommendations (at student's expense)
 - Evidence of current DT (Diphtheria, Tetanus) immunization within last 10 years.
 - Evidence of administration of Hep B series, or signed waiver.
 - Copies of lab results showing positive titers (requires blood to be drawn) for Rubella, Rubeola, Varicella, Mumps, and Hep B (if Hep B series completed more than 5 years prior).
3. Copy of current Professional Liability Insurance (malpractice insurance) with the coverage of \$1,000,000.00 for each occurrence, \$3,000,000.00 aggregate.

4. Ability to attend clinical hours involving day, evening, nights, and/or weekend shifts. Eight hour shifts, twelve hour shifts, and four hour shifts may be required. Travel to facilities in non-district counties will be required and is the responsibility of the student. As such each student needs to have a dependable car at their disposal and a valid CA driver's license and applicable insurance as required by law. You should also plan for travel costs (gas/oil changes, etc).
5. Ability to pass a drug screen. Any student who fails a drug screen will be unable to participate in the clinical component and thus will be dismissed from the program. These screens may be done prior to clinical hours and periodically throughout the program.
6. Latex Allergy: Medical equipment often contains latex. Students with known latex allergies must use extra caution when working with such equipment. Mendocino College will make available latex free products in the lab setting, if available, only with documented sensitivity. It is the student's responsibility to obtain their own products for use in clinical setting.
7. Uniforms are required in the clinical areas (Additional requirements apply).
 - Women – white pants, white socks or hose, white shoes (non-sport shoes, non-canvas, no open back “clog”), navy blue uniform top with college patch (patch available through Nursing Department) attached to left sleeve 1.5” below shoulder seam, watch with second hand, bandage scissors, stethoscope. Hair clean, contained, and off collar. If something is needed over uniform shirt for warmth, a white lab coat (short or mid-length) with program patch is acceptable. No acrylic nails or nail wraps or extensions are allowed. Nails must be kept clean, to the end of the finger, and if polish is desired it must be clear. Hair color must only be a color found in nature for hair. No facial/oral jewelry allowed.
 - Men – White pants, white socks, white shoes (non-sport shoes, non-canvas, no open back “clog”), navy blue uniform shirt with patch (as above) attached to left sleeve 1.5” below shoulder, watch with second hand, bandage scissors, stethoscope. Hair clean, contained, and off collar. If something is needed over uniform shirt for warmth, a white lab coat (short or mid-length) with program patch is acceptable. Nails must be kept clean, to the end of the finger only, and if polish is desired it must be clear. Hair color must only be a color found in nature for hair. No facial/oral jewelry allowed.
8. **Prior** to admission to the NUR 50 LVN to RN Transition Course those accepted will need to demonstrate nursing skills normally associated with the first year of a RN program in the lab setting course. These skills include: Handwashing, Vital Signs, Bed Making, Body Mechanics, Basic Assessment, ROM, positioning, transfer, enemas, sterile field, sterile gloving, skin assessment/Braden scale, urinary catheterization, NG placement and NG feeding, medications (po, IM, SC, otic, optic, topical, NG, buccal, SL), Glucometer, suctioning, IV starts/site care/monitoring, blood transfusions, and basic cardiac rhythm. Recent medical surgical nursing experience is highly recommended as inability to perform/demonstrate skills will result in an applicant being denied entrance to the NUR 50 LVN to RN Transition course. There are a variety of clinical skills books and DVDs available, and it is the responsibility of the applicant to have current skills and content knowledge equivalent to that first year of RN school (e.g. Smith, Duell, Martin “Clinical Nursing Skills” text or similar).

9. In the NUR 50 LVN to RN Transition course (and courses to follow) all students will be required to demonstrate math proficiency/dosage calculations on a written exam. This will need to be above the level of a normal “passing” grade for a course. The minimum score needed to pass the math proficiency exam is at least 90%. Examples of content include: Addition, subtraction, multiplication, and division of fractions; conversion of Roman numerals to Arabic numbers, dosage conversion and calculation (X is ordered, you have XX. How much do you administer), and converting to/from metric doses. Each student is expected to arrive with these skills in place, so review and mastery ahead of time is essential to success.

10. All nursing students are required to have a valid, stable, reliable email address and agree to check this email regularly for updated information. Most communication with students is done via email when they are off site. Each email must at a minimum stay in place for the time the student is enrolled in nursing coursework. On campus email is available, as are other free email services (e.g. gmail.com).

LVN to RN 30-Unit Option CERTIFICATE (Non-Degree) PROGRAM

PROGRAM DESCRIPTION

The LVN to RN **30-Unit Option Certificate Program** is designed to provide California Licensed Vocational Nurses the classroom and clinical training necessary to be eligible for the National Council Licensing Examination (NCLEX-RN) for Registered Nurses. Students who take the LVN-RN **30-Unit Option certificate program**, (as opposed to the degree program) may not be able to practice as a nurse outside the state of California or be accepted to advanced nursing education programs (such as BSN programs). **Students interested in the 30-Unit Option certificate program must meet with the Nursing Program Director before applying to the program.** All prerequisite and nursing coursework must be completed with a grade “C” or better. 30-unit option applicants are admitted on a space available basis.

LVN to RN NON-DEGREE COURSE CURRICULUM

Semester	Required Courses	Units	Comments
1	BIO 231: Physiology	4	Prerequisite for BIO 259 (must be within 5 years previous to program application)
2	BIO 259: Microbiology	4	Prerequisite for NUR 50 (must be within 5 years previous to program application)
3	NUR 50: LVN-RN Transition	1	Prerequisite: BIO 231, BIO 259, current CA LVN license, and IV Therapy certification. Recommended prep: ENG 200
4	NUR 52: Nursing Technical Lab	1	
	NUR 121: Leadership & Management I	1	Prerequisite: NUR 50; Co-requisite: NUR 128
	NUR 122: Complex M/S Nursing I	8	Prerequisite: NUR 50; Co-requisite: NUR 128
	NUR 125: Pharmacology III	1	Prerequisite: NUR 50
	NUR 126: Nursing Seminar I	(2)	Strongly Advised
5	NUR 52: Nursing Technical Lab	(1)	Strongly Advised
	NUR 131: Leadership &	1	Prerequisite: NUR 121, Co-requisite: NUR 138

	Management II		
	NUR 132: Complex M/S Nursing II	8	Prerequisite: NUR 122; Co-requisite: NUR 138
	NUR 135: Pharmacology IV	1	Prerequisite NUR 125
	NUR 136: Nursing Seminar II	(2)	Strongly Advised
Total Certificate Units:		30	

THIS 30-UNIT OPTION CERTIFICATE PROGRAM DOES NOT LEAD TO AN ASSOCIATE IN SCIENCE DEGREE IN REGISTERED NURSING. IT ENTITLES THE CERTIFICATE HOLDER TO APPLY TO TAKE THE EXAMINATION FOR LICENSURE TO BECOME A REGISTERED NURSE, AND TO PRACTICE ONLY IN THE STATE OF CALIFORNIA. THE 30-UNIT OPTION CERTIFICATE PROGRAM IS REQUIRED BY REGULATION; HOWEVER, NEITHER THE COLLEGE, THE BRN, NOR EMPLOYERS CONSIDER IT TO BE THE BEST WAY TO PREPARE STUDENTS FOR THE REALITIES AND DEMANDS OF THE NURSING PROFESSION.

LVN to RN – 30-UNIT OPTION CERTIFICATE PROGRAM - SELECTION CRITERIA

LVN to RN 30-Unit Option Certificate (non-degree) candidates will be considered for admission to the program on a space available basis and only if less than the full complement of LVN to RN degree applicants are qualified for admission.

Eligibility for any available spaces in an incoming class will be based on the following priorities:

- Former Mendocino College RN students re-entering the program (after completing first semester of courses within the past 18 months)
- Formerly accepted LVN to RN Degree Program applicants who declined application one time prior and successfully passed the TEAS and background portions of the application
- Formerly accepted LVN to RN Degree Program applicants who failed the TEAS test but have subsequently passed the exam with a composite score of 67% or greater
- Qualified LVN-RN degree applicants with a formal admission letter and who have met all other admission requirements
- Qualified Advanced Placement students from other programs who have applied and have a formal admission letter to Mendocino College RN Program
- Qualified LVN to RN Non-degree applicants (30-Unit Option Certificate Program)

If space is available for an incoming class, applications will be accepted on a “first-come, first served” basis.

See step-by-step instructions for application, requirements, and post-acceptance follow up, as described above in degree option section.

GENERAL INFORMATION FOR ALL NURSING APPLICANTS

POLICY FOR SCIENCE COURSE RECENCY REQUIREMENTS

The science prerequisite courses must have been completed within five years of application to the nursing program. See previous information on possible waiver for this requirement.

GUIDELINES FOR PREREQUISITE SCIENCE COURSE EQUIVALENCIES

- A. Microbiology must be at least a four semester-unit college course with a lab, and content must include the fundamental aspects involving the identification, morphology, metabolism, pathogenicity and genetics of microorganisms. No online courses accepted.

- B. Anatomy and Physiology must be at least four semester-unit college courses **EACH**, and have a separate lab. Content must include the relationships of structure and function of the cellular, skeletal, muscular, circulatory, respiratory, digestive, excretory, secretory, reproductive, and central and autonomic nervous systems of the human body. In cases where an applicant takes a combined A & P course of five units, the course will count toward the anatomy requirement and the applicant will be required to take an additional four-unit (minimum) physiology course. 30-unit option candidates are not required to take Anatomy, but it is strongly encouraged. No online courses accepted.

READMISSION OR ADMISSION TO THE PROGRAM/TRANSFER CREDIT WITH ADVANCED STATUS/TRANSFER CREDIT

Students who wish to return to the program after a period of absence, or students having completed work in other nursing programs with advanced status, are subject to the following criteria:

1. Because of limited clinical resources and student/teacher ratio, readmission/admission with advanced status will be on a space available basis.

2. Individuals transferring nursing credit for advanced placement must submit to the Director of the program official transcripts from previous institution(s), course descriptions and course hours for evaluation relevant to appropriate placement in the program at least 8 weeks prior to the beginning of the semester. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of "C" within three (3) years prior to admission.

3. When there are more eligible students seeking admission to a class than there are available vacancies, the nursing faculty will award the position(s) to the person(s) based upon date of receipt of all the requirements and applicable criteria listed in the current program application.

4. Students may be required to validate current theoretical and/or clinical proficiency by assessment and/or performance testing (such as NLN exam or practical testing in a lab setting) in any activity required for students to advance in the program or unit of

material for which they received credit and must have successfully passed the TEAS test with a composite score of at least 67%.

5. Students will be expected to remediate any area of previous deficiency prior to re-application to the program and may be placed on a probationary status when re-entering the program.

ESTIMATED PROGRAM EXPENSES (Nursing Courses only)

Short Transition Course and Lab Course:

Registration (2 units @ \$26/ unit)	\$ 52.00
Materials Fee	\$ 150.00
Health Fee	\$ 5.00
Student Representation Fee	\$ 1.00
Background Check	\$ 41.00
Textbooks	\$ 300.00

FIRST SEMESTER

Registration (12 unit @ \$26/ unit)	\$ 312.00
Materials Fee (ATI Testing)*	\$ 160.00
ASMC Fee	\$ 4.00
Student Center Fee	\$ 5.00
Health Fee	\$ 5.00
Student Representation Fee	\$ 1.00
Texts	\$ 120.00 (approximately)

SECOND SEMESTER

Registration (12 unit @ \$26/ unit)	\$ 312.00
Materials Fee (ATI Testing)*	\$ 160.00
ASMC Fee	\$ 4.00
Student Center Fee	\$ 5.00
Health Fee	\$ 5.00
Student Representation Fee	\$ 1.00
Nursing Graduation School Pin	\$ 30.00-\$120.00 (depending on quality)
Application/NCLEX-RN/ Interim Permit	\$ 350 .00 (approximately)

**MENDOCINO COLLEGE
REGISTERED NURSING**

APPLICATION CHECK-OFF SHEET

Application to the Registered Nursing Program must include the following:

- Completed Nursing Department Application
- Sealed Official College Transcripts to Nursing Department from all colleges attended, other than Mendocino College, and TEAS scores forwarded from ATI testing (if applicable). Either include sealed transcripts with application or have them sent directly to Mendocino College Nursing Department, 1000 Hensley Creek Road, Ukiah, CA 95482
- Waiver for Recency of Science Courses (if applicable), signed by Nursing Program Director
- Copy of current California LVN License (with no sanctions or restrictions)
- Copy of LVN transcripts (ALL sections of LVN coursework must be successfully passed with minimum of “C” grade and content must include pediatrics and OB)
- IV Therapy Certification (HLH 173 or equivalent IV Therapy course if certification not stamped on your LVN license) evidence
- Copy of current/valid CA Driver’s License (with no restrictions)
- Copy of valid CPR (BLS for Healthcare Provider) card
- Signed Confirmation Statement
- Signed GenEd completion plan

**NOTE: ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED.
INCOMPLETE FILES WILL NOT BE CONSIDERED FOR ADMISSION.**

Contact the Nursing Program department (707-468-3099 or mcnursing@mendocino.edu) if you have a change of address and/or telephone number after submitting an application. Failure to do so may delay any information we have to relay to you regarding the status of your application.

*All transcripts from other colleges must be received in the Nursing Department before an application is considered complete. An application must be complete by the end of the application period to be considered for that cohort. Any courses “in progress” at time of application should be noted in application and a transcript with grade sent to Nursing Department as soon as course grade posted.

Mendocino College NURSING DEPARTMENT APPLICATION

For Office Use Only

Application received:

Application Complete/Confirmation: _____ by _____

Submit to:

**Mendocino College
Nursing Department
1000 Hensley Creek Rd.
Ukiah, CA 95482**

Application for:

Spring 2010 _____

APPLICATION FOR: (check one)

- Registered Nursing Associate Degree Program
- LVN to RN – Associate Degree Program
- LVN to RN Certificate
- Advanced Placement

PERSONAL INFORMATION

Last Name	First Name	M.I.	Former (Maiden, Other)	
Mailing Address	City		State	Zip
Physical Address (if different from above)	City		State	Zip
Date of Birth	Place of Birth	Soc. Sec. No.	Telephone	
email address (Internet access and computer use required of all students in program)			Alternate Phone	

EDUCATION (begin at High School and progress chronologically)

All Institutions School Name Location (City/State)	From Mo/Yr	To Mo/Yr	Degree Received or Total Units Completed

Name of applicant (print please)_____

PREREQUISITE COURSE INFORMATION
 (White areas to be filled in by applicant, shaded area not to be completed by applicant)

Prerequisite Area	Course Name and Number (e.g. ENG 200 Reading Composition)	School Name Where Course Taken	Date Completed	Units	Grade	For <u>Nursing Dept</u> use only
Anatomy						
Physiology						
Microbiology						
English						
IV Certification						

I certify that all information provided in connection with this application is true, correct and complete. Providing false information or omitting required information is fraud and grounds for denial of enrollment, voiding of application, or immediate expulsion from the Mendocino College Registered Nursing Program.

 Applicant Signature

 Date

**MENDOCINO COLLEGE
REGISTERED NURSING PROGRAM
WAIVER FOR RECENCY OF SCIENCE COURSES ***

Name:				
SS#:				
Course Name and Number	School and Location	Units	Year Taken	Grade

Reason you are requesting waiver (summary):

APPROVED Expires _____

DENIED

Nursing Program Director Signature

Date

* A waiver of the recency requirements for science courses because of experience, training, or education may be requested in writing and submitted to the Nursing Program Director. Please meet with the Nursing Director to discuss approval or denial of waiver **prior** to submitting your application as this signed form must be submitted with application. **Proof of appropriate experience or continued education courses must be supplied to Program Director.** Working as an LVN in and of itself does not constitute continued education or recency.

Mendocino College
Registered Nursing Program
CONFIRMATION STATEMENT

- I have read all of the material contained in the Nursing Program Application Handbook and understand the application and selection process for academic years 2010-2011.
- I understand that the general education requirements for the A.S. Degree are subject to change with the publication of each year's Mendocino College school catalog and that I should check with Academic Counseling for degree clearance criteria.
- I understand Mendocino College reserves the right to revise program requirements and/or selection procedures.
- I understand it is my responsibility to meet program requirements, ensure equivalency, follow proper application procedures, provide transcripts, and keep informed on revisions regarding degree requirements, program requirements, and selection process.
- I understand that if I submit an application packet that is incomplete, or does not meet application/program requirements, it will be considered an invalid application.
- I understand that after my application is accepted and verified, it is my responsibility to notify Mendocino College's Nursing Program of any changes in address and/or telephone number.
- I understand that I will need to successfully pass a background check prior to gaining formal admission to the program as well as pass the TEAS test with a minimum composite score of 67%.
- I understand I will be required to demonstrate proficiency in first year nursing skills prior to admission to NUR 50 LVN to RN Transition course and failure to demonstrate these skills will cause me to be dismissed from the program.
- I understand that if I am offered admission to the program, failure to notify the Nursing Department with a "Confirmation of Acceptance" by the deadline given in acceptance letter will result in this offer becoming null and void.
- I understand that if I am admitted into the program and I decline acceptance in writing, my slot will go to the next student on the list. I also understand that my name will remain at the top of the list for the following year's selection only if coursework has not already started and that this procedure will apply ONE TIME ONLY and that I must submit a new application the following application period for this offer to be valid.
- I understand that if I begin nursing courses and fail to successfully complete any nursing coursework and wish to re-enter, I will be considered a new applicant and receive no special consideration in future application cycles.
- I understand that if accepted in the program I must maintain Internet access and have a computer for coursework and my email address must remain unchanged throughout the program.

Signature

Date

MENDOCINO COLLEGE NURSING
GENERAL EDUCATION COMPLETION PLAN

Student Name _____

Mendocino College Counselor _____

Date met/evaluated _____

I have met with the above named student regarding their GE courses for the LVN to RN degree.

This student (circle choice)

- A. Has met all GE requirements for their degree
- B. Has the following GE requirements remaining (list or attach graduation worksheet):

This student will be able to complete any remaining GE courses for the degree by no later than Fall 2010 by the following (or attach graduation worksheet):

Counselor signature _____ date _____

I _____ the above named student agree to this educational plan and acknowledge that all GE courses will be completed by Fall 2010 if I am admitted to the nursing program.

Student signature _____ date _____

Submit this completed form with your application packet when applying to the nursing program.