



MENDOCINO COLLEGE

REGISTERED NURSING PROGRAM

1000 Hensley Creek Rd, Room 6650
Ukiah, CA 95482
707-468-3099
email mcnursing@mendocino.edu

APPLICATION HANDBOOK FOR FALL 2012 ADMISSION

Available February 1, 2012

Applications Accepted 2/2 to 03/8/12
Monday-Thursday 9-12:30 or 1:30-4:00

(See page 5 for dates/times Pre-Application Workshop)

Revised 01/2012

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THE REGISTERED NURSING PROGRAM APPLICATION HANDBOOK

This Application Handbook provides prospective students with basic enrollment instructions for the Registered Nursing 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.

This handbook is designed to assist the applicant in becoming better acquainted with the policies and procedures governing entry into the Registered Nursing program. Mendocino College reserves the right to revise *Associate of Science (A.S.)* Degree Requirements and selection procedure at any time. **It is the applicant's responsibility to keep informed of the specific requirements and selection procedures by 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 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 specified 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.

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 Registered Nursing

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.

RN ASSOCIATE OF SCIENCE DEGREE PROGRAM

The Registered Nursing Degree Program requires two academic years, or four semesters, in addition to the completion of the prerequisite courses, non-nursing breadth requirements, and competencies. 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 requirements of the State Board of Nursing.

COMPETENCIES REQUIRED BY MENDOCINO COLLEGE FOR GRADUATION FROM REGISTERED NURSING ASSOCIATE OF SCIENCE PROGRAM

GENERAL EDUCATION & PREREQUISITE COURSES			
Competency Areas	Required Prerequisite and Recommended General Education Courses	Units	Comments
Competency 3: Math	MTH 56: Intermediate Algebra or equivalent	3	<u>(may test out via placement test)</u>
Area A: Natural Science	BIO 230: Anatomy	4	<u>NURSING PREREQUISITES</u> , <i>taken within 5 years prior to application. <u>No on-line science courses accepted.</u> One science may be in progress at time 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	PSY 205: Introduction to Psychology	3	<u>NURSING PREREQUISITE</u> PSY 215: Psych of Personal Growth OR CDV 200: Psych of Development, Infancy to Adolescence , will also satisfy this requirement.
Area C: Humanities	See Catalog for qualifying courses	3	
Area D-1 & competency 4: Language: English Comp.	ENG 200: Reading and Composition I	3	<u>NURSING PREREQUISITE (must be completed prior to application to program)</u>
Area D-2: Communication/ Analytical Thinking	SPE 200: Intro to Public Speaking	3	<u>NURSING PREREQUISITE</u> SPE 210: Interpersonal Communication will also satisfy this requirement.
Competency 1 Culture	SOC 201: Modern Social Problems	3	<u>NURSING PREREQUISITE</u> SOC 202 (Racial/Ethnic Relations); ANT 201 (Cultural Anthropology) <u>may</u> also satisfy this requirement.
Institutional Requirement: Health			Note: This institutional requirement can be waived once you enter the nursing program. An approval by petition to substitute the NUR courses will be done after formal admission to the nursing program.
Other Nursing Prerequisite Coursework	HLH 114: Foods & Nutrition or HLH 115: Therapeutic Nutrition	3	<u>NURSING PREREQUISITE</u> HLH 114 also meets Competency 2 requirement

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 courses, or take unnecessary courses, if you wish to continue with a 4-year degree at a later time.*

Also: A joint venture with Sonoma State University for ADN to MSN requires that a student has taken a statistics course (from math department) if the student wants to enter the MSN program. Therefore, if you are interested in such a program we recommend you take your statistics with other general education courses.

NURSING MAJOR REQUIRED COURSES		
COURSE	UNITS	COMMENTS
NUR 102: Nursing Concepts & Skills I	10	Prerequisite: Formal Admission to the RN Program. Co-requisite: NUR 105.
NUR 105: Pharmacology I	1	MTH 55 Highly recommended. Corequisite: NUR 102.
NUR 112: Nursing Concepts & Skills II	10	Prerequisite: NUR 102, or current LVN license and approval of Director of Nursing Program; Co-requisite= NUR 115.
NUR 115: Pharmacology II	1	Prerequisite: NUR 105, or current LVN license and consent of Nursing Program Director.
NUR 116: Intro to Nursing Seminar	1	
NUR 122: Complex Med Surg Nursing I	8	Prerequisite: NUR 112 or NUR 50; Co-requisite NUR 125
NUR 121: Leadership & Management I	1	Prerequisite: NUR 112 or NUR 50; Co-requisite NUR 122
NUR 125: Pharmacology III	1	Prerequisite: NUR 115 or NUR 50
NUR 126: Nursing Seminar I	2	Prerequisite: NUR 116 or NUR 50
NUR 132: Complex Med Surg Nursing II	8	Prerequisite: NUR 122; Co-requisite= NUR 135
NUR 131: Leadership & Management II	1	Prerequisite: NUR 121; Co-requisite = NUR 132
NUR 135: Pharmacology IV	1	Prerequisite: NUR 125
NUR 136: Nursing Seminar II	2	Prerequisite: NUR 126
TOTAL NURSING MAJOR UNITS	47	
TOTAL AS DEGREE UNITS	83	

Due to the intensity and scheduling demands of the nursing curriculum, students are strongly encouraged to complete general education graduation requirements prior to beginning the nursing program.

ENROLLMENT AND SELECTION POLICIES/PROCEDURES

Candidates are selected for the Mendocino College RN Program from among those applicants who meet the Minimum Requirements. Meeting minimum requirements will not guarantee admission.

All potential applicants must attend a mandatory pre-application workshop at the Ukiah campus. The workshops to be offered this application period are as follows:

- **Tuesday 1/31/12, 10 a.m. to noon, room 6610**
- **Thursday 2/2/12, 9-11 a.m., room 6630**
- **Monday, 2/27/12, 1-3 p.m., room 6610**

Choose one of the above workshop dates/times to attend. No registration required, just sign in when you arrive at room. Due to limited space: no individuals will be allowed to bring visitors or children with them to the workshop. Applicants only please.

All qualified applicants will be evaluated according to an admission formula (described below) with those meeting a minimum cut score (above 80%) being entered into a random lottery (computer generated selection), until all available seats are filled. Those selected will be sent an offer of admission but will then be required to take the TEAS V test and achieve a composite score of 62 or higher on that test, OR provide proof of passing from another institution (obtain directly from ATI). Those who do not achieve a passing score, and who are offered admission, will have one year in which they will need to remediate and subsequently pass the TEAS V test. Admission to actual nursing coursework will **not** be granted without achieving a passing score on the TEAS V. The TEAS V can be taken elsewhere prior to application and can be arranged by the applicant (www.atitesting.com). If you have previously taken the TEAS V test please submit results with your application as this will speed the application process.

A short alternate list will be maintained in case seats become available prior to the beginning of classes. Those on the alternate list will be eligible to take the TEAS V as well. If you have taken the TEAS V previously elsewhere a copy of the results should be submitted with your application packet. **If an unsuccessful attempt was in the last year then you are ineligible for admission at this time.**

Potential students are encouraged to apply to more than one nursing program due to the fact that far more applications for such programs are received than schools can accommodate.

MINIMUM REQUIREMENTS FOR APPLICATION

1. U. S. Citizen or permanent residency status **prior to application.**
2. Successful completion of 12th grade education, as evidenced by copy of high school diploma, **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)
3. Successful completion of prerequisite courses with a grade of “C” or greater **and cumulative college GPA of 2.5 or greater.** Note: Courses taken credit/no credit or pass/fail will receive point value of a “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)
 - HLH 114 Foods & Nutrition or HLH 115 Therapeutic Nutrition
 - SOC 200 Sociology, or SOC 201 Modern Social Problems, or SOC 202 Racial and Ethnic Relations, or ANT 201 Cultural Anthropology
 - ENG 200 Reading Composition
 - SPE 200 Intro Public Speaking, or SPE 210 Interpersonal Communication
 - PSY 205 Intro to Psych, or PSY 215 Psych of Personal Growth, or CDV 200 Psychology of Development: Infancy through Adolescent
4. Completion of all GE courses to meet graduation requirements of A.S. Nursing degree by the end of the semester in which application is submitted. **NOTE:** A waiver of science course recency requirements may be requested based on experience, training or

continuing education. The waiver form must be submitted and approved prior to your application. (See step-by-step procedure for application for further info)

5. Attend one of the mandatory pre-application workshops at the Ukiah campus (pg. 5)
6. Completed application to Mendocino College Nursing Department within applicable application period. Note: Incomplete 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; therefore it is the responsibility of the applicant to do this prior to mailing or delivering their application.
7. One official sealed transcript for all college coursework taken outside of Mendocino College. Must be submitted to Mendocino College Nursing Department prior to end of application period. 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. Opened or unofficial transcripts will not be accepted.
8. Students with high school and college transcripts from institutions outside the U.S. will need to have these transcripts 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 and costly, 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.

9. Passing the TEAS V with a composite score of 62% or more. Individual counseling and remediation plans will be made for low scores in any subject area even if a passing composite score is reached. If you have previously taken this test please submit your score with your application (unofficial copy accepted) in order to speed the application process.

STEP BY STEP PROCEDURE FOR APPLICATION

- Step 1: Carefully read the entire Registered Nursing Program Application Handbook
- Step 2: Attend a pre-application workshop at the Ukiah campus during the application period. Submit your workshop #/ticket with your completed application to the program.
- Step 3: Send for official transcripts from all colleges/universities attended (other than Mendocino College). You can request transcripts be sent to you or sent directly to the Nursing Department at Mendocino College, Nursing Department, 1000 Hensley Creek Road, Ukiah, CA 95482. To be official, transcripts must be sealed in the

original envelope from each school. Any transcripts from outside the U. S. will need to be submitted with the written evaluation from IERF or ERES (or comparable agency). Be sure to send these to **the Nursing Department** or they may go elsewhere on campus and not be in the Nursing Office by the deadline.

Step 4: If needed to discuss possible recency waiver for science prerequisite courses (older than 5 years), make an appointment to speak with the Mendocino College Nursing Program Director (468-3099). When you go to the appointment bring the completed “Waiver for Recency of Science Courses” form (see appendix) and data or documentation showing training, education, or other relevant information about science content currency. This step may be able to be accomplished by fax and phone in some cases. This step is not required for those that have completed their science courses (Anatomy, Physiology, Microbiology) within five years prior to application.

Step 5: Obtain a copy of your high school diploma or GED certificate to submit with your application. Note that this step is not applicable if you have a previous college degree posted on an official transcript submitted to the Nursing Department.

Step 6: Prepare a COMPLETE application packet to the Nursing Department containing:

- Enrollment Application (completely filled out)
- One official set of sealed transcripts from all colleges other than Mendocino College (unless sent directly to Nursing Department from those schools)
- Completed Physical Requirements Disclosure Statement
- Signed Confirmation Statement
- Signed Recency Waiver for Science Courses (**if applicable**)
- Copy of HS diploma or GED (**if college degree not posted on transcripts**)
- If born outside of US: copy of proof of permanent residency status
- Copy of valid CA Driver’s License
- Copy of TEAS V test (if taken previously- unofficial copy accepted)

Step 8: Submit COMPLETE application packet to the **Mendocino College Nursing Office** (Mendocino College, Nursing Department [Room 6650], 1000 Hensley Creek Rd., Ukiah, CA 95482) either by mail or in person. The application packet must be received in the Nursing Office by March 8, 2012 (by 4:00 p.m.) and should be prepared as follows:

- Application materials are to be sealed in sealed 9x12 or 10x13 envelope with applicant’s first and last name clearly printed on the front of envelope. Directly below your name: print the following: “MENDOCINO COLLEGE RN PROGRAM 2012-2014 APPLICATION”.
- If mailing the application it is **strongly** recommended that applicant obtain delivery confirmation for their records from the Postal Service. Applications sent via mail must be **received** (not postmarked by) in the Nursing Department by the end of the application period. **No applications will be accepted after Thursday March 8th at 4:00 p.m.**

- If bringing the application in person, follow the above directions and deliver during official application acceptance period (**Monday through Thursdays, 9 a.m. to noon, and 1:30 p.m. to 4:00 p.m.**) Applications will be accepted in person during official application acceptance times only.
- *If it is determined that minimum requirements have not been met, or if application is incomplete, applicant will not be considered for admission. Transcripts will not be returned to student. A letter of incomplete application or not meeting minimum requirements will be sent by the Nursing Department to the applicant. It is recommended you submit your application early in the application cycle as that may allow you to be contacted about something that is missing.*

Step 9: Await written notification of admission decision from the Nursing Program. (four to nine 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 either before or after admission decisions are made.** The Nursing Department makes every effort to process applications in a timely manner and notify applicants as soon as possible of their status.

Step 10: If tentative admission offer is received, respond in writing a “Confirmation of Acceptance” and complete a Background Check (form and instructions will be included with admission offer) by an assigned date on decision letter. Any admission offers that are not confirmed within the timeframe stated in the offer of admission letter, and for which the Nursing Department does not receive Background Check information within that same timeframe, will be void and the space will be offered to another applicant.

Students must have clear criminal background checks to participate in placement(s) in clinical facilities. Background checks are required for registration in hospital clinical courses or hospital observation. The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted, a new background check will be required.

Any charges or known history that indicates emotional instability or problems with decision making will result in an application being denied. 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.

Students will allow the Nursing Director at Mendocino College to have access to their Background check information. If the student’s record is not returned as clear, the student will be responsible for obtaining documents and having the record corrected to clear it. If this is not possible, the student will be unable to attend clinical rotations. Clinical rotations are a mandatory part of nursing and allied health education; therefore the student will be ineligible to participate in the program.

Step 11: If you receive an offer of tentative admission you will also be required to complete the TEAS V test at an assigned time (if you have not already provided us with your

passing score). Upon successfully passing the TEAS V test and the background check you will receive a formal admission letter and the student handbook with directions/deadlines for other requirements (physical, registration, uniforms, etc).

- Step 12: A new student orientation meeting will be held prior to the beginning of courses. At this orientation (different from the pre-application workshop) you will be provided with further information regarding courses and requirements. This orientation is mandatory.
- Step 13: For those who have not attended Mendocino College previously, or recently, apply for admission to the college through Admissions and Records by the deadline noted in your offer of admission letter. This will require additional official copies of transcripts. Transcripts sent to Nursing Department for nursing admission **will not** be sent to Admissions and Records.
- Step 14: Register for nursing courses as instructed in admission letter.

REGISTERED NURSING PROGRAM SELECTION CRITERIA

Mendocino College will consider all applicants who meet the minimum requirements for admission to the Registered Nursing Program. The number of qualified applicants, however, usually exceeds the capacity of the class. In order to fairly select students, the Registered Nursing program will follow certain admission procedures:

1. Each applicant must attend a pre-application workshop (see page 5)
2. On submission of a COMPLETE application, complete with workshop number/ticket, the application will be placed into the evaluation process.
3. Each applicant's grades will be entered into a database for scoring 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 consists of weighting the following :
 - Overall College GPA (for all college courses attended)
 - College English GPA (ENG 200 or equivalent)
 - Science Courses GPA (Anatomy, Physiology, Microbiology)
 - Number of course repetitions in Core Science Courses (in order to pass these courses). This counts negatively in the formula. Repetitions in order to improve on a passing Science course will not count against a student, but the original grade and course repetition grade will be averaged.
4. These overall GPAs for each applicant results in a score. Any applicant that scores above 80 on this will then be placed into a randomization (computer based) lottery selection. Students will be accepted according to this method until all seats are filled for that class cohort. A short alternate list will also be maintained for seats that may open prior to the beginning of classes.
5. Applicants will submit a background check and take the TEAS V test to further qualify for the program. The TEAS V will be given on campus for those offered admission. Those who

do not pass the TEAS V exam will have one year in which to remediate and retest. If successful completion on the TEAS V test is completed within the year and all remediation criteria met, these applicants will be offered admission to the next years admitting class. Information on the TEAS V test can be found at www.atitesting.com and a study guide is available through that website. A copy of the study guide is also available in the Mendocino College Library. If you have previously taken the TEAS V, please submit your scores with your application to speed the application processing time (unofficial copy acceptable).

6. Those chosen by lottery for the available seats also need to submit a background check. The following offenses would prevent admission to the program as a student would not be eligible to enter clinical training:
 - 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 drug 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.
7. Formal admission letters will include an acceptance form that must be returned to the Nursing Department by the specified due date.
8. Any of the original seats slotted for that admission cycle that is not filled will be offered to an alternate until all class seats are filled for that incoming class.
9. If an applicant is formally selected into the program and declines admission for that class in writing, by the listed date for acceptance of the offer, the applicant may remain at the top of the list for the following class selection the following year. This procedure will apply ONE TIME ONLY and the applicant must submit an updated application for the subsequent class during that application period in order to receive this consideration. It is the student's responsibility to submit their updated application during the appropriate application period.
10. Failure to reply to an admission offer does not constitute a decline of the offer and as such the applicant will not receive guaranteed admission to the next class but instead must reapply with the general applicant pool and be subject to the lottery again.
11. Failure to have a clear Background Check on file with the Nursing Program Director by a stated deadline will result in the tentative admission offer being withdrawn and the applicant will have no rights to automatic admission to future classes.

12. All applicants not gaining admission will receive written notification and will need to reapply for any future class consideration. No preference will be given to applicants who apply more than one time.
13. Those who are on the initial admission list but fail to achieve a passing score on the TEAS V will be admitted to the following year cohort if they have subsequently passed the TEAS V test after remediation of at least 6 months and successful completion of the remediation plan. Failure to pass the TEAS V test the second time will cause the original offer of admission to be null and void.

POST-ACCEPTANCE FOLLOW-UP

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 not apply to the program:

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. See physical requirements disclosure form to follow.
2. Provide evidence of the following immunizations and lab tests (all at student's expense) to the Nursing Department by the deadline as indicated in the admission letter.
 - Current negative **Mantoux intradermal tuberculosis (TB) skin test (two step test or two negatives within the past year) or Chest X-ray.** 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
 - Evidence of current Tdap (Tetanus, Diphtheria and Pertussis,) immunization within last 10 years.
 - Evidence of administration of Hep B series, or signed waiver.
 - Copies of lab results showing immunity via 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. Provide copy of current American Heart CPR or American Red Cross card (Basic Life Support for Health Care Provider). Current CPR must be maintained until graduation. Be sure when taking CPR course that you are taking the BLS for Health Care Provider course, which is different than a basic CPR class for non-health providers and/or rescuers. Any lapse in coverage disallows the student from attending clinical courses and thus results in dismissal from program.
4. Provide copy of current Professional Liability Insurance (malpractice insurance) with the coverage of \$1,000,000.00 for each occurrence, \$3,000,000.00 aggregate. Insurance is available online at www.nso.com and will need to be kept current until graduation. Any lapse in coverage disallows the student from attending clinical courses and thus results in dismissal from program.
5. Attend clinical hours involving day, evening, nights and/or weekend shifts. Eight hour shifts, twelve hour shifts, and four hour shifts may be scheduled. Travel to facilities in adjacent 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.

6. Clinical facilities have the right to perform drug screens on student's using their facility. Any student who fails a drug screen will be unable to complete the clinical requirements and thus will be dismissed from the program. Drug screens will be done initially (paid for by student) and repeated periodically throughout the program (paid for by facilities).
7. 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.
8. All nursing students are required to have a valid, stable, reliable email address and agree to check this email regularly for updates and information. Most communication with students is done via email when they are off site. Each email must be kept throughout the program so a stable address is suggested. On campus email is available, as are other free email services (e.g. gmail.com).
9. Attend the mandatory new nursing student orientation prior to start of courses.

GENERAL INFORMATION FOR NURSING APPLICANTS

PRIOR MISDEMEANOR OR FELONY CONVICTIONS

Applicants should be aware of the provisions of the California Nurse Practice Act, which requires the Board of Registered Nursing to review the history of previous misdemeanor and felony convictions. In those cases where offenses bear a substantial relationship to the nursing profession (drug related charges, theft, battery, driving while under the influence, crimes against others), the Board can withhold licensure even though a student may have satisfactorily completed nursing coursework. It is highly recommended that potential students read information on the Board of Registered Nursing website before they enroll in nursing courses (www.brn.ca.gov).

REGISTERED NURSING PROGRAM

ESTIMATED PROGRAM EXPENSES (To be used as an approximation only)

Nursing education is inherently expensive. If you aren't able to afford nursing school, look for scholarships or other sources of funding. Only apply to the program if you are confident that you will be able to financially afford all four semesters costs.

■ First semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 1.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$358.00
– Textbooks	\$950.00
– Background Check	\$ 41.00
– Uniform and Equipment	\$350.00
– Physical and Immunizations	\$200.00
– CPR	\$ 50.00
– Malpractice Insurance	\$ 29.00
– Total 1st Semester	\$2550.00
■ Second semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 1.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$260.00
– Textbooks	\$150.00
– Oakland Children's Pediatric Rotation - Travel	\$250.00
– Total 2nd Semester	\$1232.00
■ Third semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 1.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$260.00
– Textbooks	\$150.00
– Total 3rd Semester	\$982.00
■ Fourth semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 1.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$260.00
– Total 4th Semester	\$832.00
■ Graduation/NCLEX Fees	
– Application/Licensure Costs	\$350.00

- Nursing Graduation Pin	\$ 50.00 and up
- Estimated Total Costs of Nursing Program	\$5996.00

CORE NURSING PERFORMANCE STANDARDS

The following Core Performance Standards identify essential eligibility requirements for participation in the nursing program.

<u>ISSUE</u>	<u>STANDARD</u>	<u>EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</u>
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues exhibiting a professional demeanor. Ability to interact with peers, patients, and faculty in a professional and calm manner.
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. Physical ability to provide care of dependent patients and assist with transport, movement, and other aspects of patient care.	Move around in patient's rooms, work spaces, and treatment areas; administer cardio-pulmonary procedures. Moving a patient up in bed when they are unable to do this for self. Assisting a patient with ambulation.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment, lift and position patients/clients. Percussion and palpation during assessment. Do dressing changes and administer medications. Start an IV infusion.
Hearing and Speech	Auditory ability sufficient to monitor and assess health needs. Verbal ability sufficient to communicate with patients and other members of healthcare team.	Hears monitor alarm, emergency signals, auscultatory sounds, cries for help. Ability to hear and interpret phone conversations with physicians. Clearly communicates verbally with instructors, peers, patients and other members of health care team.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observes patient/client responses. Correctly reads syringe information when measuring medications.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter or giving an injection.

If you believe that you cannot meet one or more of the Core Nursing Performance Standards without accommodations or modifications, you should discuss this with the Nursing Director. The nursing program

will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

* Adopted from the Southern Council on Collegiate Education for Nursing (SCCEN), 1993

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**MENDOCINO COLLEGE
REGISTERED NURSING
APPLICATION CHECK-OFF SHEET**

- Attend mandatory pre-application workshop
- Read entire nursing application packet
- Complete Nursing Department Application
- Complete Physical Requirements Disclosure Form
- Send sealed Official College Transcript to Nursing Department from all other colleges attended (unless forwarded directly to Nursing Department from your other schools – be sure if requested that you have them sent **ATTN: NURSING DEPARTMENT**)
- If applicable, complete waiver for Recency of Science Courses, signed by Nursing Program Director.
- Include copy of your valid CA Driver's License
- Include copy of HS diploma or GED (unless have previous college degree on transcripts)
- Include copy of TEAS V results if you have previously taken this test.
- Complete and enclose signed Confirmation Statement

ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED. INCOMPLETE FILES WILL NOT BE PROCESSED

After submitting your application (by mail or in-person) contact the Nursing Department (707-468-3099) if you have a change of address and/or telephone number. Failure to do so may delay any information we have to relay to you regarding the status of your application and prevent your admission.

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

**Mendocino College
NURSING DEPARTMENT
APPLICATION**

**Place Pre-Application Workshop
Sticker Here**

Submit to:

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

APPLICATION FOR: (check one)

- Registered Nursing Associate Degree Program
- Advanced Placement

Application for (check one):

- Fall 2013
- _____

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.		Primary Phone
email address (Internet access and computer use required of all students in program)				Alternate Phone

EDUCATION (begin at High School and list through college courses)

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

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Name _____

NURSING PREREQUISITE COURSE INFORMATION
 (White areas to be filled out by applicant, shaded areas are for Nursing Dept use)

Course Area	Course Name and Number of Course (e.g. Reading Composition ENG 200)	School	Estimated Date Completed	Sem. Units	Grade	For <u>Nursing Dept</u> use only
Anatomy						
Physiology						
Microbiology						
Nutrition						
Sociology/Anthro						
English						
Speech						
Psychology						

Have you previously taken the TEAS V test? Yes No If yes, score _____ and date _____ and submit unofficial copy with application (you can get a copy from www.atitesting.com).

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 or immediate expulsion from the Registered Nursing Program.

_____ date

Signed by applicant

No Accommodation Needed	Accommodation Needed	Physical Requirement
		STOOPING/KNEELING – 10% of work day spent stooping/kneeling while retrieving medications from refrigerator, loading tray from supplies on lower shelves, using lower shelves of cart, stocking shelves, and retrieving things from bedside stands, bathrooms, storerooms, etc.
		BENDING – 20% of work day spent bending at the waist while performing patient checks, gathering supplies, assisting with patient positioning, adjusting patient beds, adjusting exam table, tying and untying patient restraints, bathing patients, and emptying tubes.
		CROUCHING -- 2% of work day spent retrieving patient belongings
		CRAWLING – 2% of work day spent retrieving patient belongs.
		REACHING/STRETCHING – 35% of work day spent reaching/stretching while providing patient care, gathering supplies, operating the computer, disposing of dirty needles in boxes, plugging in tubing over bed, assisting with patient positioning, connecting equipment: CPM's, SCD's, PCA's and EKG machine, cleaning office equipment. Retrieving patient files.
		HANDLING – 90% hand-wrist movement, hand-eye coordination, and simple firm grasping required.
		FINGERING – 90% fine and gross finger dexterity required.
		FEELING – 90% normal tactile feeling required. Sensitivity to heat, cold, pain, pressure, etc.
		THROWING – None required
		TWISTING – 15% of work day spent twisting at the waist while gathering supplies and equipment, operating equipment, bathing, and providing patient care.
		TALKING – 95% average ability required. Fluent in English. Absence of speech impediments, ability to communicate with wide variety of people and styles, ability to be easily understood.
		HEARING – 95% ability to hear and interpret many people and correctly interpret what is heard; i.e., physicians' orders whether verbal or over telephone, patient complaints, physical assessment, fire and equipment alarms, etc.
		SEEING/READING – 95% acute visual skills necessary to detect signs and symptoms, coloring and body language of patients, color of wounds and drainage, infiltrated IV sites, and possible infections anywhere. Interpret written word accurately, read characters and identify colors on the computer screen, read physician orders in a timely manner and interpret correctly, read lab values, reference texts.

I certify that the information on this form is truthful and correct to the best of my knowledge.

Applicant signature

Date signed

**MENDOCINO COLLEGE
REGISTERED NURSING PROGRAM**

WAIVER FOR REGENCY OF SCIENCE COURSES (if it has been over 5 years since science courses completed)

Name:
Mailing Address:
Phone:

Course Name and Number	School, Location	Units	Year Taken	Grade

Reason you are requesting waiver (summary) and evidence you have updated content in this area to stay current:

APPROVED until _____

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. There is no guarantee that submitting a waiver will result in the recency being waived. It is your responsibility to provide evidence of current content knowledge (other courses taken, current job which utilizes skills in question) to the Director well before application periods end.

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Mendocino College
Registered Nursing Program
CONFIRMATION STATEMENT

Applicant Name (Please print) _____

- I have attended the Mendocino College RN Program Pre-Application workshop within the past month.

- I have read all of the material contained in the Nursing Program Application Handbook and understand the application and selection process.

- I understand that the general education requirements for the A.S. Degree are subject to change with each the publication of each year's new Mendocino College school catalog and that I should check with Academic Counseling for degree clearance information. I understand that all GED requirements **must be completed by the semester in which application is submitted.**

- I understand Mendocino College reserves the right to revise program requirements and/or selection procedures at any time.

- 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 not complete, or if I do not meet application/program requirements, I will not be considered for admission and that the application becomes null and void.

- I understand that if I have previously taken the TEAS V I must submit an unofficial copy of my results with my application. If not previously taken I will need to successfully pass the TEAS V test completed prior to being granted full admission status.

- I understand that failure to submit the "Confirmation of Acceptance" by given deadline as stated in admission letter will result in the admission offer becoming null and void.

- I understand that if I am admitted into the nursing program and I decline acceptance, my place will go to a student on the alternate list. I also understand that my name will remain at the top of the list for the following admission cycle only if coursework has not already started and that this procedure will apply ONE TIME ONLY.

- I understand that if I fail to successfully complete the first semester of the RN program **for any reason**, and wish to re-enter, I will be considered as a **new applicant and receive no special consideration** will be granted to me.

- I understand that if accepted into the program I must have Internet access, have access to a computer for coursework, and maintain a permanent email address throughout my enrollment.

Applicant Signature

Date Signed