APPLICATION HANDBOOK
FOR FALL 2016
ADMISSION

Available February 1, 2016

Applications Accepted 2/1/16 to 03/10/2016
In Person Drop Off Times: M-Th 9-12:30 & 1:30-4

Revised 01/26/2016
# TABLE OF CONTENTS

## INTRODUCTION

The Registered Nursing Program Application Handbook .......................................................... 1

## NURSING PROGRAM PHILOSOPHY AND OBJECTIVES

Philosophy ................................................................................................................................ 2
Statement of Purpose ................................................................................................................. 2
Program Goals ........................................................................................................................... 2

## REGISTERED NURSING DEGREE PROGRAM

RN Associate of Science Degree Program ................................................................................ 3
Important Notices ...................................................................................................................... 4
Nursing Major Courses .............................................................................................................. 4

## ENROLLMENT AND SELECTION POLICIES AND PROCEDURES ............................. 4

Minimum Requirements for Application ................................................................................. 5
Step-by-Step Procedure for Application .................................................................................. 7
Selection Criteria ....................................................................................................................... 9
Post Acceptance Follow-Up .................................................................................................... 12

## GENERAL INFORMATION FOR NURSING APPLICANTS

Prior Misdemeanor or Felony Convictions ............................................................................. 10
Estimated Program Expenses .................................................................................................. 14
Core Nursing Performance Standards ...................................................................................... 15
Application Check-Off Sheet .................................................................................................... 16
Nursing Department Application ............................................................................................. 17-18
Physical Requirements Application Disclosure Statement .................................................. 19-20
Confirmation Statement .......................................................................................................... 21
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 or if they previously have had a license/certificate that has been removed/disciplined for any reason (EMT, paramedic, LVN, CNA, phlebotomist, Xray tech, MA).** 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, Room 6520, 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 holds 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.
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

<table>
<thead>
<tr>
<th>Competency Areas</th>
<th>Required Prerequisite and Recommended General Education Courses</th>
<th>Units</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency 3: Math</td>
<td>MTH 56: Intermediate Algebra or equivalent</td>
<td>3</td>
<td>(may test out via placement test)</td>
</tr>
<tr>
<td>Area A: Natural Science</td>
<td>BIO 230: Anatomy</td>
<td>4</td>
<td><strong>NURSING PREREQUISITE</strong></td>
</tr>
<tr>
<td></td>
<td>BIO 231: Physiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO 259: Microbiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Anatomy, physiology and microbiology must have been completed within the last 10 years if student received a grade of &quot;A&quot; or &quot;B&quot; in the course. If student received a grade of &quot;C&quot; the class must have been completed within the past 5 years. (At least two of these courses must be completed prior to application to program)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area B-1: American Institutions</td>
<td>See Catalog for qualifying courses</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area B-2: Soc/Behavioral Science</td>
<td>PSY 205: Introduction to Psychology</td>
<td>3</td>
<td><strong>NURSING PREREQUISITE</strong> PSY 215: Psych of Personal Growth or PSY210 Lifespan Developmental Psych, or CDV 200: Psych of Development, Infancy to Adolescence, will also satisfy this requirement.</td>
</tr>
<tr>
<td>Institutional Requirement Cross Cultural</td>
<td>See Catalog for qualifying courses</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Area D-1 &amp; Competency 4: Language: English Comp.</td>
<td>ENG 200: Reading and Composition I</td>
<td>3</td>
<td><strong>NURSING PREREQUISITE</strong> (must be completed prior to application to program)</td>
</tr>
<tr>
<td>Area D-2: Communication/Analytical Thinking</td>
<td>SPE 200: Intro to Public Speaking</td>
<td>3</td>
<td><strong>NURSING PREREQUISITE</strong> SPE 210: Interpersonal Communication will also satisfy this requirement.</td>
</tr>
<tr>
<td>Area C-1 &amp; Competency 1: Humanities</td>
<td>SOC 201: Modern Social Problems</td>
<td>3</td>
<td><strong>NURSING PREREQUISITE SOC 202</strong> (Racial/Ethnic Relations); ANT 201 (Cultural Anthropology) may also satisfy this requirement (see counselor).</td>
</tr>
<tr>
<td>Competency 2: Wellness</td>
<td>HLH 114: Foods &amp; Nutrition or HLH 115: Therapeutic Nutrition</td>
<td>3</td>
<td><strong>NURSING PREREQUISITE</strong> HLH 114 also meets Competency 2 requirement</td>
</tr>
<tr>
<td>Institutional Requirement: Health</td>
<td>HLH 200</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
IMPORTANT NOTICES:

1.) All potential applicants must attend a mandatory pre-application workshop at the Ukiah campus. The workshop dates and times can be found on the Mendocino College Nursing webpages. An applicant need only attend one workshop.

2.) IT IS STRONGLY SUGGESTED THAT STUDENTS MEET WITH THEIR ACADEMIC 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 successfully complete a statistics course (from math department) to be eligible to enter the MSN program. Therefore, if you are interested in the MSN degree we recommend taking statistics along with the other general education courses.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 112: Nursing Concepts &amp; Skills II</td>
<td>10</td>
<td>Prerequisite: NUR 102, or current LVN license and approval of Director of Nursing Program; Co-requisite= NUR 115.</td>
</tr>
<tr>
<td>NUR 115: Pharmacology II</td>
<td>1</td>
<td>Prerequisite: NUR 105, or current LVN license and consent of Nursing Program Director.</td>
</tr>
<tr>
<td>NUR 116: Intro to Nursing Seminar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NUR 122: Complex Med Surg Nursing I</td>
<td>8</td>
<td>Prerequisite: NUR 112 or NUR 50; Co-requisite NUR 125</td>
</tr>
<tr>
<td>NUR 121: Leadership &amp; Management I</td>
<td>1</td>
<td>Prerequisite: NUR 112 or NUR 50; Co-requisite NUR 122</td>
</tr>
<tr>
<td>NUR 125: Pharmacology III</td>
<td>1</td>
<td>Prerequisite: NUR 115 or NUR 50</td>
</tr>
<tr>
<td>NUR 126: Nursing Seminar I</td>
<td>2</td>
<td>Prerequisite: NUR 116 or NUR 50</td>
</tr>
<tr>
<td>NUR 132: Complex Med Surg Nursing II</td>
<td>8</td>
<td>Prerequisite: NUR 122; Co-requisite= NUR 135</td>
</tr>
<tr>
<td>NUR 131: Leadership &amp; Management II</td>
<td>1</td>
<td>Prerequisite: NUR 121; Co-requisite = NUR 132</td>
</tr>
<tr>
<td>NUR 135: Pharmacology IV</td>
<td>1</td>
<td>Prerequisite: NUR 125</td>
</tr>
<tr>
<td>NUR 136: Nursing Seminar II</td>
<td>2</td>
<td>Prerequisite: NUR 126</td>
</tr>
</tbody>
</table>

**TOTAL NURSING MAJOR UNITS**: 47
**TOTAL AS DEGREE UNITS**: 83

All GE courses must be completed by the end of the semester in which application is submitted and at time of application student must have at least two of the three major sciences and the English requirement completed (for admission formula purposes).

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 qualified applicants will be evaluated according to an admission formula (described below). Applicants scoring at or above 80% using the formula will then be entered into a lottery draw for final selection (random generated selection). Those selected will be sent an offer of admission and must show TEAS V test results with a composite score of 62% or higher (if not already submitted with application). Admission to nursing courses will not be granted without a passing score on the TEAS
V by the deadline stated in the admission letter. The TEAS V exam can be taken at the Ukiah campus, or at other sites listed on the ATI website (see www.atitesting.com). If you are considering submitting an application you should be scheduling and preparing for the TEAS V exam now.

A short alternate list will be maintained in the event that seats become available prior to the beginning of classes. Those on the alternate list are also required to pass the TEAS V test with a composite score of at least 62%. If you have taken the TEAS V test please include a copy of your results with your application to the program.

All 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. We accept 18 students per year into the RN program. We also maintain a short alternate list of applicants in the event that any of the 18 applicants decline admittance.

MINIMUM REQUIREMENTS FOR APPLICATION

1. U. S. Citizen or permanent residency status prior to submission of 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, by end of semester in which you submit application, 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
   - BIO 231 Physiology
   - BIO 259 Microbiology
   - 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

Science Course Recency. Anatomy, physiology and microbiology must have been completed within the last 10 years if the student received a grade of “A” or "B" in the course. If the student received a grade of “C” the class must have been completed within the past 5 years. No online science courses will be accepted as prerequisites. There is no longer an option to waive the recency requirement for these courses.

4. Completion of all General Education courses to meet college graduation requirements by the end of the semester in which you are submitting application and completion of at least
two of the three science prerequisites and the English prerequisite prior to the semester in which you are applying.

5. Completion of application to Mendocino College Nursing Department within posted application period. **Incomplete and/or late applications will not be considered for admission.** It is the responsibility of each applicant to make sure their application is complete before submission. **The Nursing Department will not review applications for completeness at the time they are submitted.** You should review the application packet to ensure you have all components prior to submitting.

6. Attendance at one Nursing Pre-Application Orientation Workshop at Mendocino College. Workshop dates are posted on the Nursing Program web page [http://www.mendocino.edu/department/nursing](http://www.mendocino.edu/department/nursing) Pre-registration is mandatory. Must arrive on time, with photo ID, and attend entire workshop. You will receive a completion/proof of attendance form that must be submitted with your application. **KEEP A COPY OF YOUR ATTENDANCE FORM in case you reapply at a later time.**

7. One **official sealed transcript** for all coursework taken (outside of Mendocino College courses) must be submitted to the Mendocino College **Nursing Department.** Your application is not considered complete until all official transcripts have been received. You may request that official transcripts from other colleges be sent to you, and then submit them with your application **as long as they remain in sealed envelope from school.** Open 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.                        ERES, Inc.
   P.O. Box 66940                    777 Campus Commons Rd., Ste.200
   Los Angeles, CA 90066            OR
   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. Successfully passing the TEAS V Exam with a composite score of 62% or above.
STEP BY STEP PROCEDURE FOR APPLICATION

Step 1: Carefully read the entire Registered Nursing Program Application Handbook

Step 2: Attend a pre-application workshop (offered several times during each academic year). Submit workshop certificate with application and keep a copy for yourself in case you need to submit an application the following year.

Step 3: Send for official transcripts from all colleges/universities attended (other than Mendocino College). You can request transcripts be sent to you or directly to the Nursing Department at Mendocino College (Mendocino College Nursing Department, 1000 Hensley Creek Road, Ukiah, CA  95482). Transcripts must be sealed in the original envelope from each school. Transcripts from outside the U. S. will need to be submitted with written evaluation from IERF or ERES (or comparable agency).

Step 4: 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 5: 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
- Workshop attendance form
- Copy of TEAS V test (unofficial copy accepted)

Step 8: Submit COMPLETE application packet (pages 16-20 of this packet – NOT ENTIRE PACKET) to the Mendocino College Nursing Office (Mendocino College, Nursing Department [Room 6520], 1000 Hensley Creek Rd., Ukiah, CA 95482) either by mail or in person. The application packet must be received (NOT postmarked) in the Nursing Office by the due date as listed on the front of this packet and should be prepared as follows:

- Application materials are to be sealed in 9x12 or 10x13 manila envelope with applicant’s first and last name clearly printed on the front of envelope. Directly below you name: print the following: “RN PROGRAM 2015-2017 APPLICATION”.

• If mailing the application it is strongly recommended that you obtain delivery confirmation 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 March 10th at 4:00 p.m.

• If bringing the application in person, follow the above directions and deliver during official application acceptance period.

• 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.

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 information. If the student’s record is not returned as cleared, the student will be responsible for obtaining documents and correcting their record. 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: Upon receipt of clear background check and any other needed documentation you will receive a formal admission letter and the student handbook with directions/deadlines for other requirements (physical, registration, uniforms, etc).
Step 12: After admission to the program, if you have not previously attended Mendocino College, you will be directed to apply to the college and submit official transcripts to A&R. Transcripts sent to Nursing Department for nursing admission will not be sent to Admissions and Records.

Step 13: 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 and is usually held the week prior to the start of the Fall semester.

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. On submission of a COMPLETE application and workshop certificate number, the application will be placed into the evaluation process.

2. 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.

3. The above factors result in an applicant’s “score”. Any applicant that scores above 80 will then be placed into a randomization (computer based) lottery selection. Students will be accepted according to this method (randomized) 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.

4. Applicants must have a TEAS V test score of 62 or greater. Information on the TEAS V test can be found at [www.atitesting.com](http://www.atitesting.com) and a study guide is available through their website. A copy of the study guide is also available in the Mendocino College Library. If a tentatively accepted student has not taken the TEAS exam prior to acceptance, they will be offered one chance (date and time to be assigned) to take this at the Ukiah campus. If the student cannot attend that seating of the exam, the application offer will be void. If the student completes the TEAS V but does not pass with a score of 62 or greater, a remediation plan will be developed by the program director. The remediation plan must be successfully completed before re-testing. If the re-test is not successfully completed, or the remediation plan not completed as assigned, the previous offer will be
void. If remediation is completed and re-testing is successful, the student will be granted entry into the next incoming class.

5. Those chosen by lottery for the available seats will be required to submit a completed background check (directions will be provided with admission letter). 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.

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 apply to take any nursing courses (www.brn.ca.gov).

6. Formal admission letters will include an acceptance form that must be returned to the Nursing Department by a specified due date.

7. Any of the original seats slotted for that admission cycle that are not filled will be offered to an alternate until all class seats are filled for that incoming class.

8. If an applicant is formally selected into the program and declines admission to that class in writing by the response deadline, the applicant may be considered for admission to the following class contingent on approval by the Nursing Program Director. If approved for deferred admission in a consecutive year due to extenuating circumstances, this procedure will apply ONE TIME ONLY. The applicant must speak with the Director of the Nursing Program for approval to roll-over their acceptance to a subsequent cohort. If
approved, the applicant must submit an updated application for the subsequent class during that application period in order to receive consideration. It is the student’s responsibility to submit their updated application during the appropriate 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 offer of admission must be returned by the date indicated in the admission letter and include a written request specifying the reason for the deferment.

☐ Any new entrance requirements that have been established since the original offer must subsequently be met by the applicant. These requirements will be communicated to the deferment student by the Nursing Director in a timely manner.

☐ 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 re-application must be received in the nursing office during the formal application period to be considered valid (application availability and due dates are listed online).

☐ All other admission requirements such as background checks, health exam, and TEAS V testing must be completed by deadlines that will be communicated in the acceptance letter.

☐ New updated background checks will be required at time of admission.

9. 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.

10. Failure of a cleared Background Check result on file with the Nursing Program Director by a stated deadline will result in the tentative offer of admission being withdrawn and the applicant will have no rights to automatic admission to future classes.

11. All applicants not gaining admission will receive notification of their status and will need to reapply for the next class if they wish to be considered for the next admission period. No preference will be given to applicants who have applied for more than one admission into the Nursing Program. Those who are on the initial admission list but fail to achieve at least a 62% composite score on the TEAS V will be admitted to the following cohort if they have subsequently passed the TEAS V test with at least a 62% after developing and completing a remediation plan with the Nursing Program director. Failure to pass the TEAS V test the second time will result in the offer of admission being null and void.

12. Those who were alternates for an incoming class, but no class seats were available, will have two numbers placed in the following years lottery draw if they reapply.
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 requirements, for any reason, they should reconsider applying at this time.

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 (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 (one TB Test by the August start date. A second TB test (2-step) will be required before beginning clinical rotation. TBA) 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 7 years.
   - Evidence of administration of Hep B series completed within last 5 years.
   - Copies of labs 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). Titers not showing immunity shall require that the student receive a booster immunization and provide proof of immunization to the Nursing Department.

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. Choose the option for student insurance on the website. 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 (including not obtaining the test as assigned) will be
unable to complete the clinical requirements and thus will be dismissed from the program. Drug screens will be completed during first semester 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).
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 costs for all four semesters.

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

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds</td>
<td>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.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses</td>
</tr>
<tr>
<td>Mobility</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
<td>Calibrate and use equipment, lift and position patients/clients. Percussion and palpation during assessment. Do dressing changes and administer medications. Start an IV infusion.</td>
</tr>
<tr>
<td>Hearing and Speech</td>
<td>Auditory ability sufficient to monitor and assess health needs. Verbal ability sufficient to communicate with patients and other members of healthcare team.</td>
<td>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.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter or giving an injection.</td>
</tr>
</tbody>
</table>

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
MENDOCINO COLLEGE
REGISTERED NURSING
APPLICATION CHECK-OFF SHEET
(FOR YOUR CONVENIENCE…DO NOT INCLUDE THIS FORM WITH
APPLICATION)

☐ Attend mandatory pre-application workshop

☐ Read entire nursing application packet

☐ Complete Nursing Department Application (Only turn in Application sheets as indicated; not the entire application packet!!!)

☐ Complete Physical Requirements Disclosure Form

☐ Send sealed Official College Transcripts to the Nursing Department from all other colleges attended (transcripts from other colleges can be included with your application if sealed. If requesting transcripts from other colleges that are not included with your application, they must be sent ATTN: NURSING DEPARTMENT in order to ensure they are received.)

*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 posted.

☐ Include copy of your valid CA Driver’s License

☐ Include copy of HS diploma or GED (unless college degree is posted on transcript)

☐ Include unofficial copy of TEAS V results

☐ Complete and enclose signed Confirmation Statement

NOTE: ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED AND PROCESSED. Do not send this entire packet. Send pages 17-21 ONLY please.

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 relayed to you regarding the status of your application and could prevent your admission.
Mendocino College
NURSING DEPARTMENT
APPLICATION

Submit to:
Mendocino College
Nursing Department [6520]
1000 Hensley Creek Rd.
Ukiah, CA 95482

Application for (check one):
☒ Fall 2016
☒ Spring 2016 (LVN to RN)

Have you previously submitted an application to
Mendocino RN Program __no __yes ______
If yes, Year(s) ______________________

APPLICATION FOR: (check one)
☒ Registered Nursing Associate Degree Program
☒ LVN to RN Degree Program
☒ LVN to RN 30 unit option Certificate (as space available)

PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Former (Maiden, Other)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Physical Address (if different from above)</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Soc. Sec. No.</th>
<th>Phone # Where Can Be Reached</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>email address (Internet access and computer use required of all students in program)</th>
<th>Alternate Phone or Message Phone #</th>
</tr>
</thead>
</table>

EDUCATION (List High School, and then list all college(s) attended in chronological order)

<table>
<thead>
<tr>
<th>All Institutions attended</th>
<th>From Mo/Yr</th>
<th>To Mo/Yr</th>
<th>Degree Received or Total Units Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location (City/State)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Be sure to attach your pre-application workshop completion certificate! Keep a copy for yourself!!!
NURSING PREREQUISITE COURSES
(White areas to be filled out by applicant, shaded areas are for Nursing Dept use only)

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Name and Number of Course (e.g. Reading Composition ENG 200)</th>
<th>School</th>
<th>Completed or Estimated Completed (month and year)</th>
<th>Sem. Units</th>
<th>Grade</th>
<th>For Nursing Dept use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microbiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology/Anthro</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math (at level of intermediate algebra)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEAS V</td>
<td>Composite score</td>
<td>Date Taken</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. I also certify that I have never held a nursing or other allied health license/certificate that has been revoked for any reason.

__________________________________________  ________________
Applicant Signature     Date Signed
Mendocino College RN PROGRAM  
Physical Requirements  
Application Disclosure Statement

Student Name: _____________________________________________________  Last  First  Middle

**Associate Degree Nursing Program Physical Requirements:** Please mark (X) for each requirement based on your ability to do the requirement or not. If an accommodation is needed to meet the physical requirement, please describe what accommodation is needed. **Please see the Program Director if you require an accommodation.** An accommodation may or may not be available.

<table>
<thead>
<tr>
<th>No Accommodation Needed</th>
<th>Some Accommodation Needed (list)</th>
<th>Physical Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>STANDING/WALKING</strong> – 75% to 95% of work day spent standing/walking on carpet, tile, linoleum, asphalt and cement while providing patient care, getting medication from the pharmacy, delivering lab specimens, monitoring patient response, charting, and handling patient flow. Approximate distance – 3 to 5 miles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>SITTING</strong> – 5% to 25% of work day spent sitting while operating computers, answering the telephone, writing reports, reviewing computer printout, charting, calling doctors, and scheduling appointments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>LIFTING</strong> – 10% to 15% of work day spent floor to knee, knee to waist, waist to waist and waist to shoulder level lifting while handling supplies (5 pounds – 20 to 30 times per shift), handling meds (2.5 pounds – 20 times per shift), using trays (5 to 10 pounds), charting patient information (1 pound) and assisting with positioning patients on and off gurneys and exam tables (average weight 200 pounds).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CARRYING</strong> – 65% of work day spent carrying at waist level, tray (5 to 10 pounds) for up to 5 miles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>PUSHING/PULLING</strong> – 40% of work day spent pushing/pulling while moving IVAC’s using carts, relocating IV stands, utilizing crash carts, moving patient beds to install IV’s, opening and closing patient doors and stairway doors, opening refrigerator door, pushing/pulling beds, gurneys, and wheelchairs, and moving office equipment and furniture.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CLIMBING</strong> – 15% to 25% of work day spent climbing stairs going to and from other departments, offices, and homes.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>BALANCING</strong> – 15% TO 25%, see climbing.</td>
</tr>
<tr>
<td>No Accommodation Needed</td>
<td>Some Accommodation Needed (list)</td>
<td>Physical Requirement</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CROUCHING -- 2% of work day spent retrieving patient belongings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CRAWLING – 2% of work day spent retrieving patient belongs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HANDLING – 90% hand-wrist movement, hand-eye coordination, and simple firm grasping required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FINGERING – 90% fine and gross finger dexterity required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FEELING – 90% normal tactile feeling required. Sensitivity to heat, cold, pain, pressure, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>THROWING – None required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TWISTING – 15% of work day spent twisting at the waist while gathering supplies and equipment, operating equipment, bathing, and providing patient care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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

Applicant ___________________________ Date signed ___________________________
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 24 months.

☐ 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 I need a TEAS V score of ≥ 62 composite to be considered for admission.

☐ 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 if I choose, and decline in the timeframe noted, that I can enter the next incoming class and that this offer will apply ONE TIME ONLY.

☐ I understand that if I fail to successfully start coursework and leave for any reason, and wish to re-enter, I will be considered as a new applicant and receive no special consideration.

☐ 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