



MENDOCINO COLLEGE

REGISTERED NURSING PROGRAM

**1000 Hensley Creek Rd, Room 6520
Ukiah, CA 95482
707-468-3099**

APPLICATION HANDBOOK FOR FALL 2021 ADMISSION

**Available February 1, 2021
Due Date: March 11, 2021**

Applications Accepted By Mail 02/01/2021 to 03/13/2021
No In-Person Applications are being accepted at this time

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THE REGISTERED NURSING PROGRAM APPLICATION HANDBOOK

This Application Handbook provides prospective students with basic enrollment instructions for the Mendocino College 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 responsibility of the applicant to make sure they have current information regarding requirements and selection procedures. Application workshops are available each semester to assist you with the acceptance and application process. There are also program application and acceptance procedures available on the nursing program website at <https://www.mendocino.edu/nursing>

Applicants are encouraged to apply to the program only if their intention is to complete the program. The current admission policy 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Allied Health program for behavior posing a threat to patient safety or if a health care related license/certificate was revoked for any reason (CNA, EMT, Paramedic, Dialysis Tech, LVN, Psych Tech, etc.). If an applicant has left another program for any purpose, it is the applicant's responsibility to obtain a statement from the Program Director of their previous program indicating the student would be eligible for readmission and that there were no safety issues causing dismissal from the program. This statement must either be included with your application or sent directly to Mendocino College Nursing Department, 1000 Hensley Creek Road, Ukiah, CA 95482. If sent directly to the Nursing Department this documentation must be received by the close of the application period for an application to be considered.

Program planning, advising, and career counseling are provided to Mendocino College students by the Mendocino College Counseling Office. Students are encouraged 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 North County Center (707)459-6224; and the Coast Center (707)961-2200.

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.

**DESCRIPTION OF THE
ASSOCIATE DEGREE NURSING PROGRAM
AT MENDOCINO COMMUNITY COLLEGE**

Mendocino College currently offers a 2-year Registered Nursing Program and a 3-semester LVN to RN Bridge Program. Students who successfully complete the program are awarded the Associate of Science Degree in Nursing and are eligible to sit for the California State Board of Registered Nursing Licensing Exam (NCLEX-RN).

The Associate Degree Nursing Program at Mendocino Community College has been approved by the California Board of Registered Nursing. After prerequisites are completed, the nursing program is a sequence of intensive courses offering a variety of classroom and clinical learning experiences over a four semester period for RN students and three semesters for LVN to RN students. Nursing courses are supported by a diversity of general education and science courses offered at the college.

In an effort to provide students with learning experiences that will prepare them to work in a variety of health care settings, a number of health agencies are utilized for clinical experiences. Acute care hospitals, skilled nursing facilities, emergency departments, intensive care, psychiatric inpatient and outpatient facilities and community agencies related to the care of the patient are examples of the settings in which students receive their nursing experiences. These learning experiences are carefully arranged through joint planning between the instructor and the agency to ensure that the educational objectives are being met.

All students will also rotate through the human simulation laboratory at every course level. This provides the student with the opportunity to practice the management of complex care situations and skills that are often not available to students in the clinical setting.

MISSION STATEMENT

The mission of the Mendocino College Associate Degree Nursing Program is to educate nursing students for safe nursing practice, demonstrating attributes that are culturally sensitive, competent, and professional. Graduates are prepared to work in a variety of health care settings and to be effective leaders.

In order to fulfill this mission, the Mendocino College ADN faculty strive to:

- 1. Recruit well-qualified students with diverse socio-cultural backgrounds.*
- 2. Provide a variety of learning opportunities and clinical settings to apply theoretical knowledge, demonstrate patient centered care, safe practice, critical thinking, and problem solving skills.*
- 3. Use Evidence Based Practice research and principles to promote student learning, growth, and development in nursing practice.*
- 4. Role model professionalism, patient centered care, safe and competent nursing practice, ethical behavior, multiculturalism, and nursing leadership.*

Associate Degree Nursing Program

PROGRAM STUDENT LEARNING OUTCOMES

RN Associate of Science PSLOs

- Meets qualifications and obtains an Associate of Science Degree in Nursing.
- Becomes eligible and succeeds on state board examination (NCLEX-RN) leading to licensure.
- Successfully meets program standards for proficiency through ATIs in fundamentals, nutrition, maternal/newborn, pediatrics, community health, mental health, medical/surgical, pharmacology, ATI comprehensive and leadership.
- Successfully completes a minimum of 132 hours of individual clinical preceptorship as assigned in the final semester as outlined in Mendocino College RN Preceptor Handbook.
- Practices within legal, ethical, and regulatory guidelines while adhering to standards of professional practice and accepting accountability for personal actions.

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 and relevant knowledge derived from related disciplines and relevant knowledge derived from related disciplines.

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 Nursing.

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 graduation 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 at least a grade of "C" 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 (pre-reqs in bold text) All GE courses and Nursing Prerequisites must be completed before applying to the nursing program			
Competency Areas	Required Prerequisite and Recommended General Education Courses	Units	Comments
Competency 3: Math	Math Competency Requirement	3	(see college catalog for options)
Area A: Natural Science	BIO 230: Anatomy	4-5	<u>NURSING PREREQUISITES</u> Anatomy, physiology and microbiology must have been completed within the last 10 years if student received a grade of "A" or "B" in the course. If student received a grade of "C" the class must have been completed within the past 5 years.
	BIO 231: Physiology	4-5	
	BIO 259: Microbiology	4-5	
Area B-1: American Institutions:	See College Catalog for qualifying courses	3	
Area B-2: Soc/Behavioral Science	PSY 205: Introduction to Psychology	3	<u>NURSING PREREQUISITE</u> - PSY 205 or PSY 215: Psych of Personal Growth; or PSY 210 Lifespan Developmental Psych; or CDV 200: Psych of Development Infancy to Adolescence, will also satisfy this requirement.
Area D-1 & Competency 4: Language: English Composition	ENG 200: Reading and Composition I	3	<u>NURSING PREREQUISITE</u>
Area D-2: Communication/ Analytical Thinking	COM 203: Intro to Public Speaking	3	<u>NURSING PREREQUISITE</u> COM 203 or COM 210: Interpersonal Communication will also satisfy this requirement.
Area C: Humanities	See College Catalog for qualifying courses	3	
	Sociology Nursing Pre-requisite		<u>NURSING PREREQUISITE</u> SOC 200 Introduction to Sociology; SOC 201 Modern Social Problems; ETH 202 Racial/Ethnic Relations; ANT 201 Cultural Anthropology will also satisfy this
Institutional Requirement: Cross Cultural	See College Catalog for qualifying courses		Requirement can be met by taking SOC 201, ETH 202, or ANT 201 OR by completing select courses only from Area B1 or Area C
Institutional Requirement: Wellness	See College Catalog for qualifying courses		This requirement is waived for students who earn the Associate Degree in Registered Nursing.
	Nutrition Nursing Pre-requisite	3	<u>NURSING PREREQUISITE</u> HLH 214: Foods & Nutrition or HLH 215: Therapeutic Nutrition

IT IS STRONGLY RECOMMENDED 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 are 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.

A joint venture with Sonoma State University & Chico State for ADN to BSN requires that a student successfully complete a math statistics course to be eligible for consideration to the BSN program. Students interested in the BSN degree are advised to consult with a Mendocino College counselor regarding additional General Education courses needed for advanced degree transfer.

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 80 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	

ENROLLMENT AND SELECTION POLICIES/PROCEDURES

Minimum Requirements for Application

Candidates are selected for the Mendocino College RN Program from among those applicants who meet the Minimum Requirements as described below. Meeting minimum requirements will not guarantee admission. All qualified applicants who meet minimum requirements for application will additionally be evaluated according to the admissions formula and lottery draw explained in the next section.

All potential students are encouraged to apply to more than one nursing program due to the fact that far more applications to nursing programs are received than schools can accommodate. We accept 18-20 students per year into the RN program. The nursing program maintains an alternate list of applicants in the event that any of the accepted applicants decline admission.

Minimum Requirements

1. U. S. Citizen or permanent residency status prior to submission of application. Possession of a Social Security number is required by the California State Board of Registered Nursing for licensure. All applicants born outside of the United States must provide a copy of a valid social security card **AND** proof of U.S. Citizenship, Naturalization, or Residency.
2. A copy of applicants valid California Driver's License must be submitted with application.
3. Applicants without a college degree posted on their transcript must submit proof of high school completion as required by the California State Board of Registered Nursing for licensure (California Code of Regulations 16CA ADC 1412). If you have a college degree, proof of completion of high school is not needed.

If high school was completed in the United States, you may choose to demonstrate proof of high school completion in one of the following ways:

- 1) One high school/GED transcript, OR
- 2) Submit a copy of your diploma for verification

If high school was completed outside the United States, foreign high school must be officially evaluated using one of the official GCC-approved evaluators listed below. Provide a report from one of the following evaluators.

- World Education Services, Inc.; <https://www.wes.org/>; phone - 212-966-6311
- International Educational Research Foundation; www.ierf.org; phone - 310-258-9451

You should allow at least 4-6 weeks for processing. It is the applicant's responsibility to plan ahead.

4. Successful completion of General Education courses, Institutional Requirements, and Nursing Pre-requisite courses prior to application, with a grade of “C” or better and cumulative college GPA of 2.5 or greater. The department will review applicant transcripts from other colleges for equivalency after application is submitted.

Note: Courses taken credit/no credit or pass/fail will receive point value of a “C” when GPAs are calculated.

Nursing Prerequisite courses:

- BIO 230 Anatomy
- BIO 231 Physiology
- BIO 259 Microbiology
- HLH 214 Foods & Nutrition **or** HLH 215 Therapeutic Nutrition
- SOC 200 Sociology, **or** SOC 201 Modern Social Problems, **or** ETH 202 Racial and Ethnic Relations, **or** ANT 201 Cultural Anthropology
- ENG 200 Reading Composition
- COM 203 Intro Public Speaking, **or** COM 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 prerequisite courses 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 lab courses will be accepted as prerequisites. There is no longer an option to waive the recency requirement for these courses.

Science Course Repeats Grades of D or F in anatomy, physiology or microbiology nursing prerequisites are considered repeats in terms of formula scoring. A repeat may be eliminated from scoring if the negative grade occurred seven or more years prior to application. **UPDATE!! Online sciences will be accepted if taken in the year 2020 or Spring 2021 only.**

Resources:

- Information regarding transfer agreements and General Education pattern requirements <https://www.mendocino.edu/academics/articulation>
 - Mendocino College Counseling Office 707-468-3048.
5. One official sealed transcript for all coursework completed 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 these with your application as long as they remain in a sealed envelope from the school. Open or unofficial transcripts will not be

accepted. Transcripts from Mendocino College do not need to be provided by the applicant. Mendocino College transcripts will be provided by the Nursing Department.

Students with high school and/or college transcripts from outside the U.S. must be evaluated for U.S. equivalency. All foreign student transcripts must be officially evaluated by:

IERF, Inc.
P.O. Box 66940
Los Angeles, CA 90066
www.ierf.org
phone – 310-258-9451

OR

World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274
www.wes.org
phone – 212-966-6311

It is the responsibility of the applicant to obtain foreign transcript evaluation prior to application. This process can be lengthy, so plan accordingly. An official copy of the transcript(s) and evaluation must be submitted at the time of application to the Nursing Department as well as Admissions and Records. No foreign coursework may be applied to nursing prerequisite courses.

6. Attendance at Pre-Application Workshop located at Mendocino College and submission of attendance certificate. Workshop dates are posted on the Nursing Program web page <https://www.mendocino.edu/nursing> Pre-registration is mandatory. Attendees 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. You must attend one workshop within two years of applying. Note: **Currently online due to Covid-19 social distancing requirements.**
7. Successfully passing the TEAS V or VI Exam (ATI TEAS) with a composite score of 62% or greater. If taken before applying, submit unofficial copies of all results within the past year with your application. You do not have to have a TEAS result to apply.
8. Complete application submitted 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 required components prior to submitting. **Applications will only be accepted by mail for the Spring 2021 Application period (USPS, FedEx, UPS, etc)**

REGISTERED NURSING PROGRAM SELECTION CRITERIA

Mendocino College will process all applications which meet the minimum requirements for admission to the program. However, the number of qualified applicants generally exceeds the capacity of the class size. In order to fairly select individual students, the Registered Nursing program has established the following admission procedures:

- 1) Upon submission of a complete application and workshop certificate number, the application will be placed into the evaluation process described above for minimum requirements for application. An applicant who has satisfied the minimum application criteria listed above will continue in the evaluative process. Applicants who fail to meet the minimum established application criteria will receive notification describing the reason their application was disqualified.
- 2) Each eligible applicant's grades will then be entered into a database that utilizes a standardized formula. The formula is derived from the "Predicted Probability of Success" study by the CA Community College Chancellor's Office. The formula weighs the following factors:
 - Overall college GPA (All college courses attempted by an applicant)
 - College English GPA (currently ENG 200 at MCC).
 - Biology Course GPA (Anatomy, Physiology, Microbiology)
 - Number of course repetitions in Core Science Courses. If an applicant must repeat any of the core Biology courses in order to earn a passing grade, it will count as a negative in the formula score. Repetitions in order to improve an already passing Science grade, will not count negatively against an applicant. A grade of "W" also does not count negatively against an applicant. Only if the applicant has repeated a core science to improve a grade of "D" or "F" will the negative calculation take effect.

Applicants must score at 80% or greater in formula scoring to proceed to the next step of the application process. The overall formula score of each application will either be cause for the application to be rejected (if score below 80%) or to be placed in a lottery drawing (if score at or above 80%). Students will be accepted according to randomized lottery results until all seats are filled for the class cohort. An alternate list will be maintained for seats that may open up prior to the beginning of classes.

For the purpose of calculating overall GPA, any courses completed ≥ 7 years prior will not be counted if requested by applicant. Applicants must request this option in a letter included with their application to receive this accommodation. Non-passing (D or F) science grades from 7 years ago can be eliminated from the formula score without eliminating other prerequisites.

- 3) If an applicant successfully demonstrates eligibility by meeting all admission requirements including achieving a score of 80% or greater in the Chancellor's Office formula, their application will then be advanced into the lottery system. Eligible

applicants receive equal consideration utilizing a computerized randomization process while applicants with Veteran status and previous year alternates may receive one additional lottery number. Applications whose lottery ranking falls within the total number of students accepted will be offered admission to the RN program for that year. A short alternate list will be maintained in the event that open seats become available prior to the beginning of classes.

Applicants whose number is drawn in the lottery will be offered admission to the current year program enrollment cohort. An initial admission offer will be sent by U.S. Mail to the mailing address listed on the application. The offer of admission is conditional and is dependent upon timely response to the offer by the deadline provided, receipt of a cleared background check, and a passing score on the ATI TEAS exam. Once an applicant confirms admission, the nursing program will provide additional information regarding how to proceed concerning the background check, TEAS testing, and other admission requirements.

Upon receipt of conditional admission, the applicant must respond in writing by completing the "Confirmation of Acceptance" form and returning the form to the Nursing Office by the deadline noted on the form. Any formal admission offers that are not confirmed by the assigned deadline will be void and the offer of admission will be awarded to the next applicant number in the lottery.

- 4) Applicants must have a TEAS V or VI exam composite score of 62% or greater before acceptance is finalized. If an applicant has conditional acceptance status and has not taken the TEAS exam prior to acceptance, they will be invited with their acceptance letter to take the ATI TEAS exam at Mendocino Community College (MCC).

Applicants will be offered one assigned opportunity to complete the exam at the Ukiah campus. If the student cannot attend the assigned date of the exam or does not provide a passing exam score by the deadline indicated in the letter, the application offer will be withdrawn.

If the student completes the TEAS exam but does not pass with a composite score of 62% or greater, the applicant's acceptance will be withdrawn and a remediation plan may be developed in conjunction with www.atitesting.com. The remediation plan must be successfully completed before re-testing. If remediation is completed and re-testing is successful, the student will be granted one deferred admission with reentry into the next incoming class. If the re-test is not successfully completed, or the remediation plan was not completed, the previous offer will be withdrawn. Information on the latest version, ATI TEAS, can be found at 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.

Summary of Acceptance Process

1. Formal admission letters will include an acceptance form that must be returned to the Nursing Department by the specified due date.
2. Any of the original seats not accepted will be offered to an alternate until all class seats are filled for the incoming class.
3. The applicant must pass a formal background check and successfully complete TEAS testing with a composite score of 62% or greater if TEAS testing not already completed.
4. Failure to provide a cleared Background Check by the stated deadline will result in the conditional offer of admission being withdrawn and the applicant will have no rights for automatic admission in future classes.
5. All applicants not securing 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 applicants on the initial admission list who fail to achieve at least a 62% composite score on the TEAS exam will be admitted to the following cohort if they have subsequently passed the TEAS exam with at least a 62% after developing and completing a remediation plan. Failure to pass the TEAS exam on the second attempt will cause the offer of admission to be withdrawn.
6. Applicants who were alternates for the previous class, but were not accepted into that cohort, will receive two number placements in the following years lottery draw if they reapply. Veterans will also receive one additional placement in the lottery system.

Advanced Placement

Mendocino College provides advanced placement opportunities for students who have previous education and experience relevant to course segments of the ADN curriculum. Students may apply to enter as a transfer student if their status is one of the following:

1. Previous student who withdrew from an RN program/readmission
2. LVN to RN Bridge student
3. 30-unit option student
4. Veteran with medical experience

An applicant also may apply to challenge course(s) based on Mendocino College policy. Acceptance is on a space available basis. Attrition rates in the MCC ADN program are historically low; therefore, advanced placement options are limited.

An applicant dismissed from a previous ADN program for clinical failure due to safety considerations will not be eligible for acceptance. Applications for transfer students and advanced placement students are accepted on a continuous basis. The program Director reviews each transfer application and determines placement based on a review of the applicant's transcripts, syllabi, and communication with the former Director or educator.

Admission To The ADN Program / Transfer Credit With Advanced Status

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

1. Because of limited clinical resources and student/teacher ratio, readmission/admission with advanced status will be on a space available basis only.
2. Individuals transferring nursing credit for advanced placement must submit official transcripts from previous institution(s) including course descriptions and course hours to the Nursing Program Director. All materials will be evaluated to determine appropriate placement in the program. To be considered for placement, all paperwork must be complete and received at least six weeks prior to the onset of the semester for which the student is applying. Nursing course work from other schools, applicable for advanced status in the Nursing Program must be completed with a grade of "C" or greater and have been taken within two (2) years prior to admission.
3. When there are more eligible students seeking admission to a class than there are available vacancies, the position(s) will be offered to the applicants(s) based upon the date of receipt of completed paperwork. An advanced standing/alternate list is maintained by the Nursing Department.
4. Students may be required to validate current theoretical and/or clinical proficiency by assessment and/or performance testing in any activity that is mandatory for students to advance in the program or unit of material for which they received credit.

Readmission to the ADN Program as an Advanced Standing Student

In limited circumstances a student who has withdrawn from the MCC nursing program may return as an advanced standing readmission dependent on continued eligibility and available space in the program.

A student receiving a non-passing grade in nursing courses may be considered for readmission at the discretion of the program Director. The student will be required to provide written documentation outlining the factors that contributed to their lack of success as well as strategies for improving performance. The readmission request will be reviewed and if approved the student may reapply during the next regular application period.

Readmission must occur within one year of departure from the ADN program. Any student who is absent from the ADN program has the responsibility to maintain currency of knowledge and skills previously learned.

LVN to RN Bridge

The LVN-RN Career Ladder is an 18-month course of study consisting of both classroom and clinical training. The Licensed Vocational Nurse to ADN program at Mendocino College is a three semester program, which allows vocational nurses to be enrolled in the generic ADN program with advanced placement. The LVN to RN Program represents the 3rd and 4th semesters of a full RN curriculum. Graduates will earn the Associate of Science Degree in Nursing on completion of designated courses and competency requirements. Communication, language, natural and social sciences and nursing courses must be completed with at least a grade of "C" to be eligible for licensure by the State Board of Nursing. See the Mendocino College Catalog for information regarding competencies and the educational pattern for graduation.

The LVN to RN Degree Program requires a one-day a week nursing transition course and skills lab in the Spring semester following program acceptance. Upon successful completion of transition and skills courses students will bridge into the third semester RN program to complete one FT academic year, or two FT semesters with graduation occurring the following Spring semester. Complete admissions criteria is located on the nursing program website under Admissions and is detailed in this handbook.

30-Unit Option for LVNs

A 30-Unit option is also available for vocational nurses who wish to become eligible to take the NLCEX exam in California but do not want to complete the full LVN to RN program. The LVN to RN Certificate program does not lead to an Associate Degree in Registered Nursing. The Certificate of Achievement is granted to those who successfully complete the nursing coursework without completing general education requirements for graduation. It entitles the graduate to take the examination for licensure as a Registered Nurse and to practice only in the State of California.

Prospective students must meet with the Nursing Program Director prior to application to discuss limitations of the role of the RN role for 30-unit option nurses. Admission to the certificate program is on a space available basis only. Additional admission criteria are available in the LVN to RN application handbook and on the nursing program website under Admissions. The LVN-RN Certificate of Achievement is an 18-month course of study consisting of both classroom and clinical training.

Military Personnel Policy Guidelines for Nursing Admission

Military Personnel and Veterans may be eligible for enrollment into a California Community College Associate Degree Nursing Program based on specific requirements.

- I. Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist.
 - a) Challenge exam per college policy for the 1st semester of the ADN program.
 - i. Colleges have an established number of maximum units that can be challenged.
 - ii. The course(s) challenged are based on the needs and prior experience of the individual requesting.
 - iii. Candidates must meet the same eligibility requirements for admission into the ADN program as other applicants, including completion of prerequisites and general education requirements.
- II. Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Services Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN program.
 - a) Admission credit may be given to applicants as an LVN to RN candidate per admission policies. This is normally full or partial credit for the first year of the nursing program but may vary from school to school.
 - b) An LVN to RN transition course is required and must be completed with a passing grade per individual program policy.
 - c) The program shall determine which course(s) the veteran or corpsman will need to complete based on the criterion established by the program.

- d) Applicants must demonstrate theory and clinical competency in Obstetrics and Pediatrics. Credit for these specialties is required to be posted on the official transcript. ATIs given in the LVN-RN transition course are Fundamentals, Maternal Child, and Pediatrics. Applicants will be required to pass ATI examinations at the same level as RN students.
- e) All ADN prerequisites must be completed prior to the LVN to RN transition course.

*Associate Degree may require additional coursework per college policy.

*Military records and transcripts must be reviewed by a counselor and the applicant must have a DD214 showing completion of military coursework and service/discharge under honorable conditions.

*Admission requirements will be the same or similar for all students.

PRIOR CONVICTIONS/BACKGROUND INFORMATION

Applicants should be aware of the provisions of the California Nurse Practice Act, which requires that the Board of Registered Nursing 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 the information on the Board of Registered Nursing website before they apply to any nursing program (www.brn.ca.gov).

Those selected by lottery will be required to submit a completed background check. The following offenses would prevent admission to the nursing 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

Students must have a cleared criminal background check 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; an updated 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 office at Mendocino College to access their Background information. If the student's background record is not returned as accepted, the student will be responsible for obtaining documents and correcting their record if applicable. 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.

Upon receipt of clear background check and any additional documentation that is required, a formal admission letter and the student handbook with instructions and deadlines for entrance requirements (physical evaluation, lab results, registration, uniforms, etc.) will be provided. Due dates and additional information will be specified in your letter.

DRUG SCREEN

In accordance to the Joint Commission standard, clinical facilities may require criminal background checks and urine drug screens for all individuals providing patient care, including nursing students. The clinical affiliation agreements between the Mendocino College Registered Nurse program and clinical agencies, require that background checks be conducted and urine drug screens completed for all students prior to placement in a clinical environment. If a student cannot be cleared for clinical participation due to a background check infraction or a positive drug screen result, the student will not be able to participate in clinical, which is a program requirement. In the event that a student is found ineligible for clinical placement by the clinical facility after admission to the nursing program, they shall be subject to dismissal from the program, as they will be unable to complete the mandatory clinical course objectives.

Updated Information Regarding Changes to California State Laws:

Despite the recent change to California state laws regarding marijuana usage our clinical facilities still require a clean urine drug screen from all students. Clinical agencies must uphold federal laws and therefore cannot accept a positive urine drug screen, including students with medical marijuana authorization.

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). E-transcripts can be sent to gbushway@mendocino.edu
- Step 4: Obtain a copy of your high school diploma, transcripts, or GED certificate to submit with your application. Note that this step is not required if you have a 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 2-pages (completely filled out)
 - ☐ Pre-Application Workshop attendance form or number provided
 - ☐ High School Diploma or transcripts, GED, or degree conferred
 - ☐ One set of sealed official college transcripts from all colleges unless sending directly from other schools (other than Mendocino College)
 - ☐ Copy of valid CA Driver's License
 - ☐ If born outside of U.S., copy of Social Security Card and Naturalization or Residency Card
 - ☐ Copy of all TEAS exam results if completed
 - ☐ Signed confirmation statement
 - ☐ Demographic form
- Step 6: Submit **COMPLETE** application (Not entire packet) to the Mendocino College Nursing Office (Mendocino College, Nursing Program Office [Room 6520], 1000 Hensley Creek Rd., Ukiah, CA 95482) by mail only. **The application packets and all supporting documentation must be received in the Nursing Office by the date indicated on the front of this application packet.**
- When mailing the application, it is **strongly** recommended that you obtain delivery confirmation from the Postal Service. We cannot be held responsible for documents lost in the mail. Applications sent via mail must

be **received** in the Nursing Department by the end of the application period posted on the front page of this application. **No applications will be accepted via email at any time.**

NOTE: If it is determined that minimum requirements have not been met, or if application is incomplete, applicant will not be considered for admission. Official transcripts will not be returned.

Step 7: Await written notification of admission decision from the Nursing Program. (four to nine weeks after application period ends). **Please do not call prior to eight weeks** regarding applications as this could further slowdown the process. **No acceptance information will be given by phone either before or after admission decisions are made. We cannot confirm whether your application has been received. You can confirm receipt through hand delivery of your application or by a delivery confirmation mailing process.** The Nursing Department makes every effort to process applications in a timely manner and notify applicants as soon as possible of their status.

POST-ACCEPTANCE FOLLOW-UP

After formal acceptance, 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 a licensed MD, FNP or PA and have documented satisfactory physical and psychological health to participate in the program. The cost of the exam is the responsibility of the student. The 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. A form will be provided to the student with their acceptance packet.
2. Provide evidence of required immunizations, titers lab results, TB test results and other health evaluation requirements to the Nursing Department by the assigned due date as stated in the letter of admission. The cost of labs and other health requirements is the responsibility of the student. Health evaluations and associated lab work and immunizations are a requirement of clinical training. You agree to this transfer of medical information by signing the health evaluation form provided in the acceptance handbook.
3. Provide copy of current American Heart CPR (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). Additional information will be sent with acceptance.
5. Ability to attend clinical hours involving day, evening, nights, and/or weekend shifts. Eight hour shifts, twelve hour shifts, and four hour shifts may be required. Travel to facilities in non-district counties will be required and is the responsibility of the student. As such each student needs to have a dependable car at their disposal and a valid CA driver's license and applicable insurance as required by law. Applicants should plan for travel associated costs.
6. Ability to pass a drug screen. Clinical facilities have the right to perform drug screens on students using their facility. Any student who fails a drug screen will be unable to participate in the clinical component and thus will be dismissed from the program. Drug screening may be required prior to clinical hours and periodically throughout the program.
7. ATI Policy Summary:
ATI examinations are used as part of the course grade. ATI exam scores, as calculated by ATI, will be part of the overall 75% average that students must achieve on examinations in order to pass the course. Students scoring less than proficiency level 2

on the ATI exam, as defined in the syllabus, will be required to remediate and retake the exam. If a retake is required, only the score from the first ATI exam will be used in the student's course grade. Students who score less than proficiency level 2 on the retake exam will meet with the instructor and program director/assistant director. A learning contract will be issued outlining further remediation required to master content.

8. All students are required to demonstrate math proficiency/dosage calculations on a written exam. The math score required to pass is above the level of a normal "passing" grade for a course. The minimum score required to pass the math proficiency exam is 90%. Each student is expected to arrive with these skills, so review and mastery ahead of time is essential to success.
9. Nursing students are expected to be computer literate so that they are able to navigate course content and resources. Extra computer help will not be offered through the nursing program and it is the students responsibility to make sure their technology skills are sufficient to meet program requirements.
10. All nursing students are required to have a valid and reliable Mendocino College email address. Students must agree to check this email regularly for updates and information as important or time sensitive communication can occur via email.
11. 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 the Department of Admissions &Records. Transcripts sent to Nursing Department for nursing admission **will not** be forwarded to Admissions and Records.

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 costs for all four semesters.

■ First semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 2.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$400.00
– Textbooks	\$600.00
– Background Check/Drug Screen	\$ 85.00
– Uniform and Equipment	\$350.00
– Physical and Immunizations	\$200.00
– CPR	\$ 50.00
– Malpractice Insurance	\$ 30.00
– Total 1st Semester	\$2288.00
■ Second semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 2.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$283.00
– Textbooks	\$225.00
– Total 2nd Semester	\$1006.00
■ Third semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 2.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$220.00
– Textbooks	\$150.00
– Total 3rd Semester	\$943.00
■ Fourth semester	
– Residency Tuition 12 units x \$46	\$552.00
– Health Fee	\$ 10.00
– Student Rep Fee	\$ 2.00
– ASMC Fee	\$ 4.00
– Student Center Fee	\$ 5.00
– Materials Fees	\$310.00
– Total 4th Semester	\$883.00
■ Graduation/NCLEX Fees/Application/Licensure/Pin	\$500.00
– Estimated Total Costs of Nursing Program	\$6000

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

**MENDOCINO COLLEGE REGISTERED NURSING
APPLICATION CHECK-OFF SHEET
(YOU DO NOT NEED TO 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 packet which contains important information for your reference!!!**)
- ☐ 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”. Applicants do not need to provide transcripts for coursework taken at Mendocino College. The nursing program will supply these transcripts.
- ☐ Copy of TEAS exam results if completed (unofficial).
- ☐ Completed Demographic form
- ☐ Signed Confirmation Statement
- ☐ Include copy of HS diploma or GED unless college degree is posted on transcript. No photographs accepted
- ☐ Copy of current/valid CA Driver’s License (with no restrictions). No photographs accepted
- ☐ If born outside of United States submit copy of Naturalization, U.S. Citizenship, Valid U.S. Passport, or Residency card AND copy of Social Security Card. No photographs accepted

NOTE: ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED AND PROCESSED. DO NOT TURN IN THIS FORM. KEEP FOR YOUR RECORDS

DO NOT INCLUDE LETTERS OF RECOMMENDATION, ADDITIONAL CERTIFICATES OF ACHIEVEMENT, OR OTHER DOCUMENTATION AS THESE ARE NOT PART OF THE ESTABLISHED ACCEPTANCE CRITERIA

Contact the Nursing Program department (707-468-3099) or email Ginger Bushway gbushway@mendocino.edu if you have a change of address and/or telephone number after submitting an application. Failure to do so may result in a delay or non-receipt of information regarding your application. Application processing can take up to 8 weeks.

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PLEASE DON'T INCLUDE AS A SEPARATE BLANK PAGE WITH YOUR
APPLICATION**

Mendocino College NURSING PROGRAM APPLICATION

Submit to: (not accepting drop-ins)

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

Application for:

Fall 2021

Have you previously applied to the
Mendocino RN Program __ No __ Yes

If yes, Year(s) _____

Pre-Application Workshop Number:

☐ Attached ☐ I don't have a copy but here's my number

APPLICATION FOR:

Registered Nursing Associate Degree Program

Check only those that apply:

☐ I've enclosed a note about a previous application

☐ I've enclosed a note to clarify another issue

☐ I am a veteran

☐ I was an alternate last year

☐ I was permitted to defer my application to this year

Do you have a BA or BS, or higher degree? ☐ Yes ☐ No

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.	
Phone # Where Can Be Reached			Alternate Phone or Message Phone #	
email address (Internet access and computer use required of all students in program)				

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

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

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Have you ever had a health care license or certificate (CNA, EMT, Paramedic, MD, RN, Phlebotomist, LVN) that was revoked for any reason? ☐ Yes ☐ No (If yes attach explanation)

Print Name _____

NURSING PREREQUISITE COURSE INFORMATION						
Course Area	Course Name and Number of Course (e.g. Reading Composition ENG 200)	School	Date Completed (month and year)	Sem. Units	Grade	Number of Repeats
Anatomy						
Physiology						
Microbiology						
English						Leave Blank
Nutrition						Leave Blank
Sociology/Anthro/Ethics						Leave Blank
Psychology						Leave Blank
Speech						Leave Blank
Math Competency						Leave Blank
TEAS V Or TEAS VI Indicate which exam	Composite Score		Date Taken or Date Registered for exam: Please include all attempts on lines below			
1.						
2.						

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 _____

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APPLICATION**

Demographic Survey

Mendocino College Registered Nursing Program

This information below is requested for compliance with United States Department of Education reporting procedure and the annual Board of Registered Nursing Program Survey. This data will be used for statistical purposes **only** and it is not used for selection purposes.

Please check the appropriate box(es) below:

1. Ethnicity: check *all* that apply

- | | |
|--|--|
| <input type="checkbox"/> African-American | <input type="checkbox"/> Caucasian, Non-Hispanic |
| <input type="checkbox"/> Native American or Alaskan Native | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Filipino | |
| <input type="checkbox"/> Native Hawaiian or other
Non-Filipino Pacific Islander | |

2. Disability Accommodation: ☐ Yes
☐ No

3. Age:

- | | |
|---|---|
| <input type="checkbox"/> 17-20 years of age | <input type="checkbox"/> 51-60 years of age |
| <input type="checkbox"/> 21-25 years of age | <input type="checkbox"/> 61 years and older |
| <input type="checkbox"/> 26-30 years of age | |
| <input type="checkbox"/> 31-40 years of age | |
| <input type="checkbox"/> 41-50 years of age | |

4. Gender:

- | | | |
|---------------------------------|----------------------------------|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Unknown | |
| <input type="checkbox"/> Male | | |

5. Language Spoken at Home:

- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Other |
| <input type="checkbox"/> Armenian | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> English | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Farsi | |

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**Mendocino College Registered Nursing Program
CONFIRMATION STATEMENT**

- ☐ I have read all of the material contained in the Nursing Program Application Handbook and understand the application and selection process.
- ☐ 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 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 must show a TEAS composite score of at least 62% to gain formal acceptance to the program.
- ☐ I understand that I will need to successfully pass a background check prior to gaining formal admission to the program.
- ☐ 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 and I will receive no preference if reapplying.
- ☐ 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 in the program I must maintain Internet access, have access to a computer for coursework, and maintain a permanent Mendocino College email address throughout the program.

Applicant Signature

Date Signed