GLENDALE COMMUNITY COLLEGE
Kumud Parikh Health Sciences Division · Department of Nursing

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Health Sciences Division 3rd Floor · Bhupesh Parikh Health Sciences and Technology Building

Office Hours:	July 1 – August 22	Monday – Thursday (CLOSED FRIDAYS)	8:00 am – 6:00 pm
	August 23 – September 3	Monday – Friday	8:00 am – 4:30 pm
	July 4	CLOSED – Independence Day	

Registered Nursing Program Information & Application for Winter/Spring 2014

The deadlines for the Nursing Program are as follows: Winter/Spring Semester: September 1st
Summer/Fall Semester: March 1st

In the event that these dates fall on a weekend or holiday, the deadline would be extended to the next business day.

The last day to submit the application for Winter/Spring 2014 is **Tuesday, September 3, 2013 by 4:30 pm.** No late or incomplete applications are accepted!

If you are accepted into the program, classes for the Winter Intersession will begin Monday, January 6, 2014.

PLEASE NOTE: The Generic Nursing Program is dependent on state funding and there is no guarantee of the number of spaces.

At this time, there is no funding for the Career Ladder (LVN-RN) Program, Transfer Student Program, or Foreign Nurse Graduate Program for Winter/Spring 2014. Please check back in future semesters.

The Generic Nursing Program is only available to those who have never been enrolled in a Nursing Program. Licensed LVNs and transfer students cannot apply for the Generic Nursing Program.

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1. Eligibility Requirements:
   A. Grades must be posted on the transcripts for the following courses. No "work in progress" is accepted for these 5 courses. Required courses must be completed with a grade of "C" or better.

      1. Human Anatomy (Biology 120 – 5 units) or equivalent
      2. Human Physiology (Biology 121 – 4 units) or equivalent
      3. Microbiology (Biology 112 – 5 units) or equivalent
         a. **Anatomy, Physiology, and Microbiology units must equal 14 semester units.** In the event courses are equivalent but there are insufficient science units, college level Chemistry (with lab) units can be added to meet required units.
         b. Anatomy, Physiology, and Microbiology must be taken within 7 years.
         c. A lab must be taken with each Anatomy, Physiology, and Microbiology class. Online or hybrid courses will not be accepted.
         d. If courses were taken outside GCC, provide a copy of the course description. In the event that equivalency needs to be determined, a request for the course syllabus will be made via email.
      4. General Psychology (Psychology 101)
         a. Lifespan and/or Developmental Psychology are not accepted.

5. English 101 (Freshman English) or equivalent.
    a. Students using AP English credit must have a score of 3, 4 or 5. English courses not taken in the State of California or taken at private universities must be submitted with a course syllabus/outline and evidence of a research paper so the English Division can determine equivalency.

B. Overall GPA of 2.0 or higher, at least a 2.0 in all coursework required for licensure, and not on progress probation;

C. Eligibility for Intermediate Algebra.
   You must complete one of the following:
   1. Math 101 (Intermediate Algebra) or equivalent (Required to earn an AS degree in Nursing)
   2. Glendale Community College Math Assessment Test to show eligibility for Intermediate Algebra.
      a. Assessment testing from other colleges will not be accepted.
   3. Applicants with foreign college transcripts:
      a. Must have completed Elementary Algebra or higher level Math from a U.S. College/University or
      b. Must take GCC's Math Assessment Test to determine eligibility for Intermediate Algebra. If college level math was taken outside of the U.S., provide course syllabus for all college level math courses

D. Evidence of completion of an advanced degree in the United States (i.e. AA/AS, BA/BS, MA/MS). Applicants who do not have a college degree must submit proof of High School/GED completion verified by **one** of the following:
   1. United States High School/GED Diploma
      a. Bring your original diploma for verification AND a copy of the diploma to leave with your application. Please note that the department does not make copies. OR
   2. Official high school/GED transcript OR
   3. Foreign high school diplomas or advanced degrees must be evaluated by agencies approved by Admissions and Records of Glendale Community College (See #3 on page 2 - Foreign Transcripts)
      a. Foreign diplomas will not be accepted, and must be evaluated by an approved agency. Foreign high school evaluations do not need detailed reports – a general report will be sufficient.

E. Possession of a Social Security number. This is required for California licensure. **You must bring the original Social Security card when you turn in your application for verification of the number.** If you do not have your card, you must bring a printout from the Social Security Office verifying your name and number. Copies of the card will not be accepted for verification. Do not bring passports or other documents relative to this.

2. **Transcript Requirement:** Two official transcripts must be submitted to the Department of Nursing from each institution attended even if there is no relationship to courses required for nursing. Any degrees received (i.e. AA/AS, BA/BS, MA/MS) must be reflected on the transcript. ★**GCC STUDENTS:** Only one official transcript is needed from GCC.

   If you have requested from an institution that your transcripts be sent directly to the Nursing Department, please call to verify that we have received your transcripts prior to submitting your application. **Your application will not be processed without all transcripts.** Transcripts may be delivered in person as long as they are official. **Both required sets of transcripts must be submitted to the Nursing Department only - do not send any to Admissions and Records!**

   Applicants who received AP credit for any prerequisite courses must submit ONE Advanced Placement (AP) Board transcript. High School transcripts showing AP classes were taken are not sufficient.

3. **Foreign Transcripts:** Foreign college/university transcripts must be evaluated by a credential evaluation service for U.S. equivalency to a U.S. high school diploma or higher degree. The use of an evaluation service is a requirement, even if the transcript is in English. Foreign diplomas or transcripts will not be accepted by the Nursing Department. In addition, you may need to petition specific courses for credit toward graduation through Admissions and Records. A course syllabus will need to be provided at this time.

   A. Foreign High School Transcripts
      1. The department requires only one official general report.
   B. Foreign College/University Transcripts
      1. Two official detailed evaluations must be submitted to the Nursing Department.

   Glendale Community College only accepts official evaluations from these campus approved evaluators:

International Educational Research Foundation		
www.ierf.org	310-258-9451	Culver City, CA
Academic Credentials Evaluation Institute, Inc.		
www.acei1.com	310-275-3530	Beverly Hills, CA
American Education Research Corporation		
www.aerc-eval.com	626-339-4404	West Covina, CA
Academic & Professional International Evaluations, Inc.		
www.apie.org	562-594-6498	Los Alamitos, CA
World Evaluation Services, Inc.		
www.wes.org	212-966-6311	New York, NY

4. **Generic Associate Degree Nursing Program Applicant Selection Process:** Eligible applicants are randomly selected after their eligibility has been determined using the criteria outlined below

   A. Chancellor's Formula
      1. The Chancellor's Formula Cut Score is 75%. Please refer to the Nursing website (www.glendale.edu/nursing under General Information > Selection Process) to determine if you meet the cut score.
      2. Significant factors include:
         a. Overall GPA
         b. GPA for Anatomy, Physiology, and Microbiology
         c. English GPA
         d. Any repetitions of the above sciences for substandard grades, repeats, or withdrawals.
            i. There is no specific measure for the cutoff since these 4 criteria are interactive and influence each other in the formula. For example, if your GPA is average but you have a high science GPA, did well in English, and did not have any science repeats, the latter three will help offset the cumulative GPA
      3. Applicants whose score falls below a predetermined cutoff (75%) will be ineligible for the selection process.
         a. Applicants will be notified about how to become eligible at a later date by completing a Remediation Plan which must be completed at Glendale Community College.

   Applicants who are above the cutoff score will be instructed to take the TEAS Version V.

   B. Test of Essential Academic Skills (TEAS) Version V
      1. Applicants must pass the TEAS with a state-approved cut score of **62% or higher.** Scores from previous versions will not be considered.
      2. Applicants who do not meet the cut score on the first attempt will be directed to a remediation plan, even if a second attempt has been made with a passing score. The **first** score (first attempt) of TEAS Version V must be sent officially to the Nursing Department through the

Assessment Technologies Institute (ATI) website at www.atitesting.com. Send to Glendale CC ADN CA.

3. Applicants who have not taken the TEAS Version V will be invited by the department to take the test on campus upon determination of eligibility using the Chancellor's cut score, after the application has been submitted. Students will be notified via US mail if they are eligible to take the TEAS Version V.

C. Applicants who are not selected but would like be considered for future selection must notify the Nursing Department. If we do not hear from you by the given deadline, your file will be confidentially destroyed.

D. Letters of recommendation are NOT part of the selection process and are not accepted.

5. Denial of Licensure: The California Board of Registered Nursing may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as: conviction of a crime, acts of dishonesty, fraud or deceit. All students selected for enrollment in the nursing program must complete a criminal background check, and must disclose any background issues to the Nursing Program Director prior to the results of the Live Scan. Students meeting with the director must provide supporting documentation showing that the misdemeanor/felony has been expunged, dismissed, or adjudicated.

6. Health Requirements, Background Checks, and Drug Screening: Upon acceptance into the program, you will be required to undergo a background clearance, drug screening, and health screening and renewable requirements (CPR and fire safety) and bear the cost of these tests. If you have any record of a misdemeanor and/or felony, you must make an appointment with the Nursing Program Director prior to the results of the fingerprinting to discuss this as soon as possible. W**hen meeting with the director, you must provide supporting documentation showing that the misdemeanor and/or felony has been expunged, dismissed, or adjudicated.** This is important because you might not be eligible to be in the program based on these external requirements. Failure to immediately complete this step will result in disqualification from the program.

   In compliance with the requirements set forth by our clinical affiliates, you must submit to a drug screening. The results will be sent to the Director of the Nursing Program. A one on one appointment with the Director is required should the result of the test be positive to discuss eligibility for clinical practice. During such meeting, you will be required to disclose any or all prescription drugs that you are currently taking. If your drug screen is positive and cannot be explained, you may be required to withdraw since the clinical locations may deny your attendance. The drug screening is one time at entry to the program, but the faculty can request additional screening at any time during the program if there is cause for concern.

   Your health clearance and the requirement for CPR and fire safety are contractual requirements with the hospitals. Results of your clearances may be made available on a confidential basis to the facilities that you are completing your clinical rotations in.

7. Options: If you are not accepted, we suggest you see your academic counselor and work towards completing your general education (GE) degree requirements as it is highly recommended that students have their GEs completed upon entering the Nursing Program. Obtaining an Associate Degree in Registered Nursing is a requirement for CSULA's ADN-BSN Collaborative Track Program.

   If you need Counseling for other degree completion/graduation requirements, please see the Nursing Counselor. You must provide unofficial transcripts of all coursework at the time of the appointment.

Nursing Program Application Checklist for Winter/Spring 2014

No late or incomplete applications are accepted.

Pages 5–11 of this application packet must be submitted in person by the applicant to the Nursing Department at Glendale Community College.

- ❑ Social Security Card – You must bring the original Social Security card or a printout from the Social Security Office verifying your name and number. Copies of the card will not be accepted for verification. Do not bring passports or other documents relative to this.
- ❑ Proof of high school completion (IF APPLICABLE) – A high school/GED transcript OR your diploma AND a copy of your diploma must be submitted if you do not have a U.S. college level degree. Please note that the department does not make copies. See page 2, Eligibility Requirements: Part D
- ❑ Two Transcripts –Two official transcripts from ALL institutions attended, regardless of length of attendance or relationship to Nursing, are required and must be submitted with the application packet. Both required sets of transcripts must be submitted to the Nursing Department **only**– Do not send any transcripts to Admissions and Records!
  - ❖ **GCC Students:** Only **one** official transcript is needed from GCC.
  - ❖ **Students With Foreign College/University Transcripts:** Submit 2 detailed official transcript evaluations – See page 3, Foreign Transcripts
- ❑ Course Descriptions (IF APPLICABLE) – If courses were taken outside GCC, provide a copy of the course description. In the event that equivalency needs to be determined, a request for the course syllabus will be made via email.
- ❑ Advanced Placement (AP) Board transcript (IF APPLICABLE) – Applicants who received AP credit for any prerequisite courses must submit an Advanced Placement (AP) Board Transcript.
- ❑ Glendale Community College Math Placement Test Results (IF APPLICABLE) – If you have not fulfilled the math requirement, you are required to take the math assessment test in the Assessment Center at Glendale Community College. You must provide a printout of the results with your application. The Department of Nursing cannot access these results.
- ❑ Three (3) envelopes – Envelopes must be addressed to yourself with postage (business size; approximately 4 x 9 ½).
- ❑ Official TEAS Version V Results (IF APPLICABLE) – If you have already taken the TEAS Version V, you must have your **first** score sent officially through the ATI website. (www.atitesting.com)
- ❑ Documentation of Honorable Discharge (IF APPLICABLE) – If you are a veteran or the spouse of a veteran of the US armed forces, please provide a copy of your DD-214.
- ❑ Keep a file of records pertaining to your application – Keep duplicate copies of all materials submitted.

My signature below indicates that I have thoroughly read the instructions that accompany this application; I have read the checklist thoroughly and have included all the required documentation with my nursing application packet. I understand that falsification, omission, or incorrect information will result in disqualification.

_____ (____/____/2013)

Signature Date

_____

Printed Name

GLENDALE COMMUNITY COLLEGE · REGISTERED NURSING PROGRAM
WINTER/SPRING 2014

NOTE: Students who are accepted for the Winter/Spring 2014 class will begin classes during the Winter Intersession on Monday, January 6, 2014.

Check the schedule for which you are applying. You have the option of checking standard, weekend/evening or both schedules. By checking both options, you are indicating that you are available for either schedule. Students who cannot commit to their accepted schedules will be returned to the pool of eligible applicants for the next selection process.

RN Program Application

☐ Standard Schedule ☐ Weekend/Evening Schedule

Date of application _____/_____/_____ Social Security # _____-_____-_____ (Required)

GCC Student ID # _____ (Not required; May apply for an ID# upon acceptance)

Name: _____
Last First Middle Maiden

Previous names appearing on transcripts: _____
Last First Middle

Address _____
Street City State Zip

Home (_____)_____-_____ Cell (_____)_____-_____

Email: _____

Birth Date ____/____/_____ Place of Birth _____
City State/Country

High School/GED attended: _____
Name of Institution Location

Date of High School/GED completion: _____
Month Year

Have you previously attended GCC? ☐ Yes ☐ No
If YES, check last session attended: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

Are you a U.S. Citizen? ☐ Yes ☐ No
If you are NOT a U.S. Citizen, are you in the U.S. under an F-1 Visa? ☐ Yes ☐ No
Country of Citizenship: _____ Alien/Visa No. _____

Are you a veteran of the US Armed Forces? ☐ Yes ☐ No If YES, you must provide a copy of your DD-214.
Are you the spouse of a veteran of the US Armed Forces? ☐ Yes ☐ No

APPLICANT DEMOGRAPHIC INFORMATION (For statistical purposes only as required by the state of California)

Gender: ☐ Male ☐ Female

Age: ☐ 18-25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56 +

Ethnicity: (check one)
☐ African-American ☐ Filipino
☐ Armenian ☐ Hispanic
☐ Asian (not Filipino) ☐ Middle Eastern (not Armenian)
☐ Caucasian ☐ Other (specify): _____

Language Spoken in the Home: _____

ACADEMIC HISTORY

1. List all colleges you have attended, beginning with the most recent. Please include any college that you are now attending. You must include **ALL** institutions attended regardless of length of attendance or if the course work is related to Nursing. Failure to provide all transcripts will make your application incomplete and ineligible. If more space is needed, please attach a page using the same table format below.

INSTITUTION	CITY	FROM Month/Year	TO Month/Year	APPROX UNITS	DEGREE RECEIVED	DATE Degree Received

2. Have you ever been dismissed from any college or placed on academic probation? ☐ Yes ☐ No If yes, explain:

   _____

   _____

   _____

3. Have you ever been accepted at, or attended, regardless of the length of time, another Registered Nursing program of any kind? ☐ Yes ☐ No If yes, explain: _____

   _____

   _____

   _____

4. Have you previously applied to GCC's nursing program? ☐ Yes (Proceed to #5) ☐ No (Skip to #6)

5. Were you assigned a Remediation Plan? ☐ Yes ☐ No If no, explain the reason for reapplying: _____

   _____

   _____

   _____

6. Have you taken the ATI Test of Essential Academic Skills (TEAS) Version V? ☐ Yes (Score: _____) ☐ No
   Students must pass the TEAS (Version V) with a state-approved cute score of 62% or better to determine eligibility for enrollment. The **first** score (first attempt) of TEAS Version V must be sent electronically to the Nursing Department through the Assessment Technologies Institute (ATI) website at www.atitesting.com. Send to Glendale CC ADN CA.
   Applicants who have not taken the TEAS Version V will be invited by the department to take the test on campus upon determination of eligibility using the Chancellor's cut score, after the application has been submitted. Students will be notified via US mail if they are eligible to take the TEAS Version V.

WORK EXPERIENCE

Current Employer: _____

Type of Business: _____

Dates of employment: _____ to _____

Address: _____
Street City Zip

Telephone Number (_____) _____-_____

Describe scope of employment or tasks performed:

_____

_____

_____

_____

HEALTHCARE RELATED WORK EXPERIENCE

Please describe the areas in which you work and typical assignments:

_____

_____

_____

_____

COMPLETE THE FOLLOWING

Nursing Program Prerequisites All courses must be completed with a grade of "C" or better before applying.					
Human Anatomy (Bio 120 – 5 units) [1] or equivalent					
Semester & Year Taken	Institution	No. of Lecture Hours	No. of Lab Hours	Total No. of Units	Grade
Human Physiology (Bio 121 – 4 units) [1] or equivalent					
Semester & Year Taken	Institution	No. of Lecture Hours	No. of Lab Hours	Total No. of Units	Grade
Microbiology (Bio 112 – 5 units) [1] or equivalent					
Semester & Year Taken	Institution	No. of Lecture Hours	No. of Lab Hours	Total No. of Units	Grade
Psychology 101 (General Psychology – 3 units) [1]					
Semester & Year Taken	Institution				Grade
English 101 (Freshman Composition – 3 units) [1 & 6]					
Semester & Year Taken	Institution				Grade
Eligibility for Math 101 (Int. Algebra – 5 units) or equivalent or higher level Math[2]					
Semester & Year Taken	Institution				Grade

1. These courses must be **completed** prior to submitting an application. Anatomy, Physiology and Microbiology must include labs and **must be taken within 7 years** in order to meet the recency requirement. **Anatomy, Physiology and Microbiology units must equal 14 semester units.** In the event courses are equivalent but there are insufficient units, college level Chemistry (with lab) units can be added to meet required units.
2. The applicant must be **eligible** to take these courses in order to submit an application (prerequisite course requirements).
3. These courses are required by the Nursing major and must be completed in order to be eligible for state licensing examination. They may be completed while the student is enrolled in the nursing program but they must be successfully completed with a "C" or better prior to program completion.
4. These courses are graduation requirement established by Glendale Community College. Please see college catalog graduation requirements.
5. Determination of eligibility for this course is highly recommended preparation for non-native English speakers.
6. Students with AP scores must provide ONE official transcript for the AP Board. Students using AP English credit must have a score of 3, 4 or 5. English courses not taken in the State of California must submit evidence of a research paper so the English Division can determine equivalency

PLEASE NOTE: The courses below are required to obtain an Associate's Degree, however they do not need to be completed at the time of application. Please complete the following to the best of your ability. It is highly recommended and encouraged that you have only one or two general education classes left to complete at the time of admission to the nursing program.

Additional Certificate and Degree Requirements Students who have a BA/BS in any major from a regionally accredited college/university from the U.S. will receive an AS degree from GCC if they are eligible for Intermediate Algebra and when they complete the prerequisites, Speech 101 and the Nursing program.			
Required Courses	**Semester & Year Taken**	**Institution**	**Grade**
Speech 101 (Public Speaking) [3] 3 units			
Humanities (6 units total) [4] C.1 Interdisciplinary Humanities C.2 Arts, Foreign Language, Literature or Philosophy (one course only)			
Multicultural Course [4] 3 units			
American Institutions [4] State and Local Government [4] U.S. History [4]			
Intermediate Algebra (Math 101) or higher			
Recommended Courses	**Semester & Year Taken**	**Institution**	**Grade**
ESL 155 [5]			

1. These courses must be **completed** prior to submitting an application. Anatomy, Physiology and Microbiology must include labs and **must be taken within 7 years** in order to meet the recency requirement. **Anatomy, Physiology and Microbiology units must equal 14 semester units.** In the event courses are equivalent but there are insufficient units, college level Chemistry units can be added to meet required units.
2. The applicant must be **eligible** to take these courses in order to submit an application (prerequisite course requirements).
3. These courses are required by the Nursing major and must be completed in order to be eligible for state licensing examination. They may be completed while the student is enrolled in the nursing program but they must be successfully completed with a "C" or better prior to program completion.
4. These courses are graduation requirement established by Glendale Community College. Please see college catalog graduation requirements.
5. Determination of eligibility for this course is highly recommended preparation for non-native English speakers.
6. Students with AP scores must provide ONE official transcript for the AP Board. Students using AP English credit must have a score of 3, 4 or 5. English courses not taken in the State of California must submit evidence of a research paper so the English Division can determine equivalency

SIGNATURE PAGE

I, the undersigned, have read and acknowledge that I fully understand the entrance requirements for the Registered Nursing Program at Glendale Community College. I am also aware that completion of all entrance requirements does not guarantee my selection for the program.

I certify that I have read the entire contents of this 11-page application and my signature below is my certification of the accuracy and completeness of the information I have provided. Further, I understand that admission to, or enrollment in the Registered Nursing Program at Glendale Community College may be denied if any information I have provided on this application is found to be incomplete, false or inaccurate.

I understand that after being admitted into the program, my transcripts will be officially evaluated by GCC's Admissions and Records Department. If any of my courses is determined not to be equivalent to GCC's courses, I will retake these courses.

Upon acceptance into the program, I am required to meet all health requirements (including, but not limited to a physical examination, laboratory tests, drug screening, background checks, and immunizations) and other contractual requirements established by affiliated agencies for participation in the program. The Nursing Program Director may require a student to be examined by a school selected licensed physician for the purpose of determining physical and mental fitness. I understand that I must be free of communicable diseases, infections, psychological disorders, physical limitations or any condition which would interfere with successful performance of any required responsibilities. Any condition which is developed by the student after admission to the program may warrant further clearance and dismissal from the program. I understand that if I do not have a clear background or drug screening check or if I have questions, I must speak with the Nursing Program Director. I understand that if I fail to disclose any background convictions and drug screening concerns to the Nursing Program Director PRIOR to the results of my fingerprinting, I will be immediately dismissed from the program and ineligible to return.

_____
Signature

_____ (____/____/2013)
Print Name Date

Review your application carefully prior to submission. Incomplete applications will not be accepted. Inaccurate or falsified information will void the application and the applicant will be ineligible for the selection process. Failure to complete your application as instructed, such as the inability to comply with deadlines, inability to provide all transcripts requested; omission or falsification of any document will result in your ineligibility to enter the Nursing Program.

Env ___

June 2013