

1530 W. 17th Street, Santa Ana, CA 92706



For entry to the first semester, Fall 2024

**Dear Nursing Program Applicant:** 

Thank you for your interest in the Santa Ana College Registered Nursing (RN) program. This packet contains the Santa Ana College Nursing Program's multi-criteria admission process information and application instructions, along with the Registered Nursing Multi-Criteria Application itself. The application process for entering first semester in Fall 2024 will be accomplished through email and using **copies of official** transcripts. **Please read the instructions very carefully.** 

Attention: <u>Licensed Psychiatric Technicians</u> must meet with the Program Director or designee to determine placement and must attach letter indicating permission to enter first semester.

#### SELECTION:

Proportionally, the Students invited to enter will be selected based on:

- 20% of the available admission spaces for Fall 2024 will be filled with randomly selected students from the qualified applicants.
- 75% of the available admission spaces for Fall 2024 will be filled with students with the highest number of points. In the case of a tie in points, a lottery will be conducted. An additional 20 students will be selected as alternates.
- 5% of the available admission spaces for Fall 2024 will be filled with students who are re-entering the program.
- Applicants who are not selected for entry are encouraged to re-apply during the next application period (September 1, 2024 – September 15, 2024) for possible entry into Spring 2025. We do NOT maintain a waiting list for first semester entry.

### **ACCEPTANCE:**

- Notification of Acceptance will be e-mailed no later than the week of April 22, 2024. You
  must contact the Health Sciences/Nursing Office by May 6, 2024 by e-mail
  (nursing2@sac.edu), or by phone (714-564-6825) to confirm that you will be taking one of
  the available spaces in Fall 2024. The notification letter will include information about two
  mandatory orientations.
  - The first mandatory orientation will be on May 14, 2024 from 9am to 12pm, via Zoom.
  - The second mandatory orientation is TBA in August 2024 from 9am to 3pm, in room TBA/Zoom.

- 2. Acceptance to the nursing program is tentative until:
  - You obtain/reactivate a Santa Ana College student I.D. number by applying to the college.

### AND

 Official transcripts from ALL colleges/universities are received by Admissions and Records

### **AND**

 Official transcripts from high school showing graduation date are received by Admissions and Records unless the college/university transcript shows a posted degree on the transcript.

#### AND

- Official ATI TEAS Version 7/HESI/PAX-RN score sheet (results) is received by the Nursing Office.
  - ⇒ To send official ATI TEAS results to the Nursing Office, applicants must contact ATI at www.atitesting.com to have official transcripts sent to "Santa Ana College ADN" (unless you tested at Santa Ana College).
  - ⇒ To send official HESI results to the Nursing Office, applicants must contact Elsevier at <a href="https://evolve.elsevier.com">https://evolve.elsevier.com</a> to have official transcripts sent to Santa Ana College Nursing Office.
  - ⇒ To send official PAX-RN results to the Nursing Office, applicants must contact the National League for Nursing at <a href="www.nln.org">www.nln.org</a> and select "Testing Services," to have official results sent to Santa Ana College Nursing Office.

### AND

 Official AP scores from the College Board are received by Admissions and Records, if applicable.

### AND

 Official evaluated international transcripts are received by Admissions and Records, if applicable.

These requirements must be met by June 3, 2024 or <u>an alternate will be invited to enter the SAC Nursing Program in your place</u>.

\*\*\*For application submissions only, email SACNursingFirstSemesterApplications@sac.edu

For any questions, email nursing 2@sac.edu

NOTE: If we are not able to contact you at the information you provided and/or you do not respond to our phone contact to enter the program within two business days, your application may be disqualified or considered as an alternate.

Thank you, and I hope to see you in the Santa Ana College Nursing Program.

Mary Steckler

Associate Dean of Health Sciences Director of Nursing Santa Ana College

## STEP 1: QUALIFICATIONS

ALL CHECKED = ELIGIBLE.

To be eligible to apply for admission to the nursing program, you must:
☐ Be at least 18 years of age at the time of admission.
AND
Have <u>COMPLETED</u> the Nursing Program prerequisites or equivalents from a SAC recognized accredited institution: <b>Anatomy</b> (BIOL 239), <b>Physiology</b> (BIOL 249), <b>Microbiology</b> (BIOL 139 or BIOL 229) and <b>Freshman Composition</b> (ENGL 101 or 101H). Online Science courses, lectures and labs will only be accepted during the COVID period of Spring 2020 – Summer 2021. Hybrid courses taken in Fall 2021 and after will be accepted ( <u>Hybrid: lectures online and face-to-face hands-on lab</u> ).
⇒ Science prerequisites must have been completed within the last 7 years (completed no earlier than Spring 2018). Each science course must be passed with a grade of "C" or higher (a grade of "Pass" will be allowed for classes taken in Spring 2020-Summer 2021) and the combined GPA of the science courses must be 2.5 or higher. If the combined sciences' GPA is under 2.5, you are <b>NOT</b> eligible to apply.
⇒ Freshman Composition (English 101 or 101H) must be from a United States institution and must be passed with a grade of "C" or higher (a grade of "Pass" will be allowed for classes taken in Spring 2020-Summer 2021).
AND
Have passed the Test of Essential Academic Skills (TEAS) ATI TEAS Version 7 with a score of at least 62% or higher on the first attempt, after documented remediation, or after one year from the previous attempt. HESI and PAX-RN results may be accepted if the results indicate an equivalent score and tested in equivalent subject areas in one sitting. Note: ATI TEAS Version 7 (HESI or PAX-RN) results are accepted within 365 days from a previous attempt only if there is also documented remediation due to having failed the test.
Attach unofficial ATI TEAS Version 7 results; do NOT have official results sent to Santa Ana College, unless you are notified that you have been accepted and directed to do so.

If you checked all 3 boxes above, you are eligible to apply to Santa Ana College's Nursing Program's First Semester that will begin in Fall of 2024.

YOU MAY PROCEED TO THE NEXT STEP

## STEP 2: FILL OUT THE APPLICATION

READ THE FOLLOWING CAREFULLY AND FULLY.

Print the application Cover Sheet and Form; confirming you have the application for entry to Fall 2024 (*Applications with other dates will be disqualified*).

Complete the Cover Sheet with your name. Complete the Application Form including your signature that attests to all answers being true.

### The Application Parts:

- Part A. PERSONAL INFORMATION
- Part B. NAMES OF COLLEGES / UNIVERSITIES ATTENDED. If there is not enough room, please attach an additional page. Please spell out the name of all colleges; DO NOT use acronyms.
- Part C. PREREQUISITE INFORMATION Science prerequisites:
  - $\Rightarrow$  Calculate your combined sciences GPA by assigning points as follows: A=4, B=3, C=2, P=2;

Add the total number of points for the science courses and divide by 3. For example: Anatomy was a B (3), Physiology was an A (4), Microbiology was P (2) = 9 divided by 3 = 3.0 Science GPA.

(If you completed two combined Anatomy/Physiology classes [required to be taken at the same institution] use the "anatomy" section to fill in your  $1^{st}$  semester of A&P information and then use the "physiology" section to fill out your  $2^{nd}$  semester of A&P information.)

Your combined sciences GPA **must** be at least 2.5 for you to be eligible to apply.

### Part D. POINTS

- $\Rightarrow$  Place a checkmark next to any category for which you are qualified to receive points.
- ⇒ Enter your points for that category in the column labeled "My Points."
- ⇒ Total your points for your own reference. The evaluators will review all attached documents and determine the number of points.
- Part E. Sign and date your application.

\*\*\*Scan the Cover Sheet, Pages 1 – 4 of Application, and all supporting documents in PDF or Word Doc, <u>JPEG will NOT be accepted</u>

Verify legibility before emailing to

SACNursingFirstSemesterApplications@sqc.edu

YOU MAY PROCEED TO THE NEXT STEP

### STEP 3:

### ATTACH SUPPORTING DOCUMENTATION

Read the following carefully and fully.

You need to scan (PDF or Word Doc) and attach the following legible documents:

1. Copy of OFFICIAL\* high school <u>graduation transcripts</u> (not a diploma) or Copy of OFFICIAL\* GED results (graduation transcripts or GED results are not needed if you have a college degree showing on your college transcripts).

\*High school transcripts MUST have the following (nothing can be handwritten/typed in): your name, school's full name and graduation date.

- Copy of AP scores from The College Board IF you have received college course credit from your AP scores. <u>Your name</u> must be on your AP transcript. <u>Note, AP Credit will not</u> be taken from HS or College transcripts (official AP transcript will be required, if selected).
- Copy of OFFICIAL transcripts from accredited United States' colleges/universities you
  have attended (<u>including</u> official Santa Ana College / Santiago Canyon College).
  Official sealed transcripts will be required if selected.
  - If the course was not completed in the state of California, include a copy of the course or syllabus.
  - International transcripts must be evaluated by a Regionally Accredited Evaluation Company. A <u>copy of the official</u> evaluation is to be submitted (sealed official evaluation will be required, if selected).

\*College/university transcripts MUST have the following (nothing can be handwritten/typed in): **your name**, **school's full name** and **graduation date**, if applicable.

ALL transcripts must be scanned (PDF or Word Doc), attached, and emailed with your application, otherwise your application will be considered incomplete and will be disqualified.

- 4. Copy of your results page from atitesting.com ATI TEAS Version 7 (or HESI or PAX-RN) with your name listed on the form. Do NOT have ATI send your scores for your application. If your results are not attached, your application will be considered incomplete and will be disqualified. Official transcript will be required, if selected.
- 5. Other supporting documentation, if applicable. Refer to the application checklist to verify what is considered acceptable documentation.

YOU MAY PROCEED TO THE NEXT STEP

## STEP 4: SUBMIT THE APPLICATION

You must **submit** ONE EMAIL containing your coversheet, pages 1-4 of application, supporting documentation, and transcripts as attachments in **PDF** or **Word Doc** between the dates and times of **February 1**, 2024, at 12:00 AM and no later than 11:59 PM on **February 15**, 2024.

Your application must be completed and signed with all the materials attached or your application will be disqualified. It is up to you to ensure that all documents are attached. If you have submitted your application but need to add something, a new complete application with all the supporting documentation must be emailed before the deadline. The previous submission and all supporting documentation will be voided and the new submission will be reviewed and evaluated.

You must email your application, supporting documentation, and transcripts in <u>PDF or Word Doc - JPEG will NOT be accepted.</u>
to:

### SACNursingFirstSemesterApplications@sac.edu

**DO NOT** submit Nursing Application and supporting documents to SAC Admissions and Records, as they are not evaluating your SAC Nursing Application.

A courtesy email will be sent out 3 to 5 business days upon receipt of your email. By no means does this imply that your application is complete and accepted. It is the student's ultimate responsibility to make sure application is complete when submitted with all supporting documentation to avoid disqualification.

Questions??

Call the Health Sciences/Nursing Office
(714) 564-6825

Nursing2@sac.edu

in PDF or Word February 15th):	Doc to the Health Sciences/Nursing Office, <u>February 1 – February 15</u> (deadline is 11:59 PM on
A)	<b>Application</b> Email all documents required for the Registered Nursing Program Student Application. Application must be completed accurately, honestly, and signed. Confirm the application being submitted is for entry to <u>Fall 2024</u> ; other applications will be disqualified.
B)	Copy of OFFICIAL High School/GED Transcripts. Your name, school's full name, and graduation date must be on the transcripts (not hand-written/typed in). If applicable, AP scores from The College Board must be included. Upon acceptance to the program, official AP scores and HS/GED transcripts must be received in Admissions and Records by June 3, 2024.
C)	Copy of OFFICIAL Colleges/Universities Transcripts — please include any pertinent schools attended (if you have a college degree showing on your college transcripts, then the high school/GED transcripts are not required). Your name, school's full name, and graduation date must be on the transcripts (not hand-written/typed in), no ACRONYMS. Diplomas are not accepted. If applicable, copy of official evaluated international transcripts must be included. Upon acceptance to the program, all official evaluated international transcripts must be received in Admissions and Records by June 3, 2024.
D)	Copy of results page from atitesting.com Test of Essential Academic Skills (TEAS) ATI TEAS Results Version 7 (HESI and PAX-RN will be accepted) – Do NOT have official results sent (they will not be considered).  Submit results of:
	<ul> <li>The first time you took the test <b>OR</b></li> <li>Testing within 1 year but following documented remediation after the first failure (attach evidence of remediation) <b>OR</b></li> </ul>
	<ul> <li>Testing after 1 year following a failure OR</li> <li>Testing after 1 year to improve results.</li> <li>Upon acceptance to the program, you must contact the appropriate organization to send official ATI TEAS/HESI/PAX-RN score sheet (results); official results must be received by June 3, 2024.</li> </ul>
E)	St. Joseph Hospital Employment Verification (if applicable)  Pertains to St. Joseph Hospital of Orange and St. Joseph Heritage employees only. Current letter (within one month of submission) on letterhead from Human Resources confirming at least 6 months current employment and a copy of your employee badge are required. St. Joseph Hospital of Orange and St. Joseph Heritage employees are given prioritization for no more than 10 spaces annually and will be placed into the Extended Campus Program.
F)	Proof of Relevant Work Experience (if applicable)  Letter on letterhead from Human Resources stating number of hours, dates and years of employment (within 3 years) with title and duties described.
G)	<b>Veteran status</b> (if applicable) Copy of DD-214 showing above a dishonorable discharge.
H)	Statement of Relevant Life Experience (if applicable) Letter to identify and describe the life experience(s) being claimed.
l)	Refugee Status (if applicable) Copy of an I-94 Arrival/Departure Card.
J)	<b>Low Family Income</b> (if applicable) Evidence of fee waivers or CalWORKs recipient within the last 3 years, current student Financial Aid letter, or EFC $\leq$ \$4995, with your name and the school name listed.
K)	Proficiency in a Second Language (if applicable) Letter in English stating fluency (speaking, reading, and writing) in another language and explaining how fluency was obtained.

This Checklist is to assist you as you gather your paperwork. Application and materials listed below are to be emailed

## Cover Sheet and Application Begin on the following page.

(You do not need to include the previous pages with your application. The information is for your records.)



## SANTA ANA REGISTERED NURSING MULTI-CRITERIA APPLICATION C O L L E G E ENTRY TO FIRST SEMESTER IN FALL 2024

**Required Document** 

**Include** with your application and supporting documentation.

### For OFFICE USE only.

### **COVER SHEET**

Entry for Fall 2024 app	lication: Yes No
Name:	
Date on email:	Time on email:
College graduate: Yes	No; if no, high school graduate/GED transcripts required
Science GPA:	English grade:
Signed: Yes No; if not s	signed, application is disqualified

Category	Evaluator #1	Evaluator #2	Other	Comments
Academic degree				
Science GPA				
English				
Pharmacology				
Med Term				
GE courses				
Continue Ed Courses				
TEAS				
Healthcare Work/Vol				
Veteran				
Life Experiences				
Fluency In 2 <sup>nd</sup> Language				
TOTAL				



# SANTA ANA REGISTERED NURSING MULTI-CRITERIA APPLICATION ENTRY TO FIRST SEMESTER IN FALL 2024 - PAGE 1

**Required Document** PLEASE PRINT THE FOLLOWING INFORMATION:

PART A											
Name:		Last			ſ	First			Middle		
Maiden or p	revious nar	ne (s) us	sed								
Cell Phone #	‡	•	Alternate F	hone	#	E-mail .	Address				
Mailing Add	ress:					City		S	tate	Zip Co	ode
Are you app of Orange/H (verification badge requi	Heritage Em Hetter and	ployee	-	Are you a Licensed Vocational Nurse:  ☐ Yes ☐ No  Are you a Licensed Psychiatric Technician (LPT)  PTs must include a letter from the di Director of Nursing:  ☐ Yes ☐ No				<ul><li>Circle one:</li><li>High School grad</li><li>GED</li><li>College degree</li></ul>			
MUST BE COMPLETED (For statistic purposes or	cal nly)	dd/yyyy)	• Fer • Ma	one) nale le	Alaskan Na Filipino, His Islander, W	tive, Ama spanic, O Thite Nor		(c (	Primary Lar (Circle one) Chinese (ar English, Far Spanish, Ta	e: Arabic ny dialec rsi, Russi galog, o	, t), an, r other
PART B: NAM	IES OF COLI	EGES A	ND UNIVE	RSITIE	S ATTENDED	DO NOT	USE ACRONYMS (List in	order	, beginning wit	h the most	recent)
Did You Graduate?	Degree Awarded	Grad Date	Name						City		State
	luation date m	ust be on	transcript (h	and-wri	itten/typed in ir	formation	sing curriculum must be inc will not be accepted). <b>NO</b>				
Course	. COIVII EE	Term			Taken at (Col		Course # & Course Ti	tle		Units	Grade
Anatomy											
Physiology											
Microbiolog	;y										
Sciences GP	PA	of Ana		ology a	-	-	C=2 points, P = 2 points. en divide by 3. <b>If below</b> :		-	Science	es' GPA
Course		Term	/Year	-	Taken at (Col	lege)	Course # & Course Ti	tle		Units	Grade
English											

### PART D

Criteria	Maximum Points	Explanation	Required Documentation	My Points
Academic Degree	8	BS/BA or higher = <b>8 points</b> AS/AA = <b>4 points</b> (Only one degree will be counted)	Copy of official transcripts	
GPA	54	Sciences GPA for Anatomy, Physiology, and Microbiology.  Scores Points 3.6 - 4.00 = 24 3.1 - 3.59 = 18 2.8 - 3.09 = 12 2.5 - 2.79 = 6 <2.5 = Ineligible  • All 3 science courses must be completed within 7 years (no earlier than Spring 2018) and require a grade of "C" or higher ("P" will be accepted for courses in Spring 2020 - Fall 2021)  • An overall GPA of 2.5 or higher for sciences is required.  © Each prerequisite can be repeated one time for a better grade within the 7-year recency.	Copy of official transcripts  If the course was not completed in California, include a copy of the course syllabus.	
		<ul> <li>No penalty will be assessed for withdrawing from courses.</li> <li>5 points for each A, 3 points for each B, 1 point for each C, 1 point for each P:         (All classes below require a minimum of a "C" or ["P" during Spring 2020 - Fall 2021])         English 101 (must be from a United States' Institution)         Pharmacological Concepts for Nursing (catalog description must contain "nursing process" and be for the Registered Nurse)</li> <li>2 points will be awarded for one Medical Terminology course with a minimum of a "C" or ["P" during Spring 2020 - Fall 2021]; any Medical</li> </ul>	Copy of official transcripts  Copy of official	
		Terminology course is accepted, including courses taken in high school (must be seen on transcript). Only 1 course will be given points regardless of the number of courses completed.  2 points for a General Education course completed in each category, for the Nursing degree (or equivalency), with a minimum of a "C" or ["P" during Spring 2020 - Fall 2021]: Sociology 100/100HPsychology 100/100HHumanities +Math 080/081/082/083/084 or higherCommunication Studies (Speech) 102 or 145American Institutions course +	Copy of official transcripts	
		2 points for courses toward continuing education in Nursing, with a minimum of a "C", or ["P" during Spring 2020 - Fall 2021]: Math 219/219S, Psychology 210Chemistry 119/209/210/219Critical Thinking course†  +See SAC Catalog, www.sac.edu for corresponding course options.		

### **PART D continued**

Criteria	Maximum	Explanation		Required	Му
	Points			Documentation	Points
ATI TEAS Version 7  HESI (must have math, reading, science, English)  PAX-RN (must have math, reading, science, vocabulary)	15	For first-time testers <b>OR</b> testing within 1 year but following remediation after the first failure (attach evidence) <b>OR</b> test following a failure <b>OR</b> testing after 1 year to improve result $\frac{\text{Scores}}{90-100} = \frac{\text{Points}}{15} \qquad \text{(HESI and PAX-RN results} \\ 90-100 = 15 \qquad \text{least 70 required for HES} \\ 79-89.99 = 12.5 \qquad \text{Any repeat test results t} \\ 69-73.99 = 7.5 \qquad \text{within 1 year of the orig} \\ 66-68.99 = 5 \qquad \text{not accompanied with re} \\ 63-65.99 = 2.5 \qquad \text{documentation will be defined} \\ 62-62.99 = 1 \qquad \text{and disqualified.} \\ < 62 = \text{Ineligible}$	ing after 1 year s: will be pro-rated; at I, 114 for PAX-RN.) hat are submitted inal test date and emediation	Copy of ATI results with student name listed from atitesting.com HESI or PAX-RN subject exams must be taken in one sitting.  Do NOT have ATI send TEAS results directly to SAC Nursing until directed to do so.	

Criteria	Maximum Points	Explanation	Required Documentation	My Points
Relevant Work	Points can be combined to a maximum of 20 points.	Nursing Assistant, Emergency Medical Technician, Medical military experience, Medical Assistant (Back Office), Physical Therapy, Occupational Therapy/Assistant, Healthcare-related experience (Direct patient care within the last 3 years)  Hours Points 1000 + = 20 751-999 = 16 501-750 = 12 250-500 = 8  Phlebotomist, Hospital-based unit clerical or telemetry staff, Healthcare related therapists (Respiratory, Radiology, Telemetry, Dental Hygienist/Assistant), Medical Assistant (Front Office) (work experience within the last 3 years)  Hours Points 1000 + = 14 751-999 = 11 501-750 = 8 250-500 = 5  Other relevant work will be evaluated and determined on a case-by-case basis = 0-20 points  Volunteer in a Healthcare related area = 4 points (Must have at least 200 hours within the last 3 years; maximum 4 points for volunteering)	Will ONLY accept a DATED letter from Human Resources on LETTERHEAD confirming dates and hours within the last 3 years with title and description of duties as proof of relevant work experience.	

Criteria	Maximum	Explanation	Required	Му
	Points		Documentation	Points
Veteran	2	DD-214 showing higher than the dishonorable discharge classification.	DD-214	

### **PART D continued**

Criteria	Maximum	Explanation	Required	Му
	Points		Documentation	Points
Life	5	Disabilities	Write a small	
experience		First generation of family to attend college	paragraph	
		Need to work	identifying	
	1 point for	Disadvantaged social or educational environment	categories claimed	
	each area;	Difficult personal or family situations or circumstances	and description of	
	can be	Refugee (copy of I-94 card is required)	the area(s) except	
	combined to	Low family income (evidence of fee waivers from any college or	as noted for	
	a maximum	CalWORKs/Federal Aid recipient within the last 3 years or current student	refugee status and	
	of 5 points.	Financial Aid letter or documentation from FAFSA of Expected Family	low family income	
		Contribution (EFC) less than \$4995 is required). Your name and the		
		school's name must be listed.		
Fluency in a	2	Fluency in a second language other than English	Write a small	
second			paragraph in	
language			English if fluent	
			(speaking,	
			reading, writing)	
			in another	
			language and how	
			fluency was	
			obtained	
<b>Total Points</b>				

### **PART E**

I certify that my answers are true and complete to the best of my knowledge for all pages of this application. If this application leads to enrollment, I understand that false or misleading information in my application may result in denial of admission and/or dismissal from the nursing program.

Applicant Signature Date

You must email your application, supporting documentation, and transcripts in PDF or Word Doc to:

SACNursingFirstSemesterApplications@sac.edu

**DO NOT** submit Nursing Application and supporting documents to SAC Admissions and Records, as they are not evaluating your SAC Nursing Application.

A courtesy email will be sent out 3 to 5 business days upon receipt of your email. By no means does this imply that your application is complete and accepted. It is the student's ultimate responsibility to make sure application is complete when submitted with all supporting documentation to avoid disqualification.

Questions??

Call the Health Sciences/Nursing Office (714) 564-6825

nursing2@sac.edu