For Entry to the First Semester, Spring 2021

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, for entering the first semester. The application process for entering first semester in Spring 2021 is changed from previous processes. It will be accomplished through email and using unofficial transcripts. **Please read the instructions very carefully.**

This application is for applying to the <u>first semester</u> of the SAC Nursing Program.

> *Attention: <u>Licensed Psychiatric Technicians</u> must meet with the Program Director or designee to determine placement and attach letter indicating permission to enter first semester.*
> *<u>Licensed Vocational Nurses</u> enter third semester and are not eligible to apply to first semester; LVNs do not use this application. See www.sac.edu/nursing for advanced placement information.*

SELECTION:
Proportionally, the Students invited to enter the first semester will be selected based on the following:
- 20% of the available admission spaces for Spring 2021 will be filled with randomly selected students of the qualified applicants.
- 75% of the available admission spaces for Spring 2021 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 Spring 2021 will be filled with students re-entering the program.
- Applicants who are not selected for entry are encouraged to re-apply during the next application period (February 15 – March 2, 2021) for possible entry into Fall 2021. *We do NOT maintain a waiting list.*

ACCEPTANCE:
1. Notification of Acceptance letters will be emailed no later than the week of November 23, 2020. You must contact the Health Sciences/Nursing Office by December 3, 2020 by email (nursing2@sac.edu) or by phone (714-564-6825) to confirm that you will be taking one of the available spaces in Spring 2021. The notification letter will include information about two mandatory orientations.
   - The first mandatory orientation will be on December 8, 2020 from 9am to 12pm, via Zoom.
   - The second mandatory orientation is TBA in late January 2021 from 9am to 1pm, in room TBA/Zoom.

2. For those students who are accepted, acceptance to the nursing program is tentative until:

- You obtain/re-activate 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 are received by Admissions and Records, unless the college/university transcript shows a posted degree on the transcript.

  AND

- Official TEAS Version V/ATI TEAS/HESI/PAX-RN score sheet (results) are ordered to be sent to Santa Ana College Nursing.
  ⇒ To send official TEAS results, applicants must contact ATI at www.atitesting.com to have official results sent to "Santa Ana College TEAS" (unless you tested at Santa Ana College).
  ⇒ To send official HESI results, applicants must contact Elsevier at https://evolve.elsevier.com to have official results sent to Santa Ana College Nursing.
  ⇒ To send official PAX-RN results, applicants must contact the National League for Nursing at www.nln.org and select "Testing Services," to have official results sent to Santa Ana College Nursing.

  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 <mark>January 8, 2021</mark> or an alternate will be invited to enter the SAC Nursing Program in your place.

For application submissions ONLY, email: SACNursingFirstSemesterApplications@sac.edu
For any questions, email: nursing2@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 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 MSN, RN
Interim Associate Dean of Health Sciences/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 **COMPLETED** the Nursing Program prerequisites or equivalents from a SAC recognized accredited institution: **Anatomy** (Bio 239), **Physiology** (Bio 249), **Microbiology** (Bio 139 or Bio 229) and **Freshman Composition** (English 101 or 101H). Science lab courses must be in a face-to-face format unless taken in Spring 2020 or Summer 2020 when online format is acceptable.

⇒ Science prerequisites must have been completed within the last 7 years (completed no earlier than Fall 2013). Each science course must be passed with a grade of "C" or higher (a grade of "Pass" will be allowed for classes in Spring 2020 or Summer 2020) **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 NOT 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 in Spring 2020 or Summer 2020).

AND

☐ Have **PASSED the Test of Essential Academic Skills** (TEAS) Version V or ATI TEAS 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. *Note: TEAS V/ATI TEAS (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 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.

AND

☐ Not be an LVN (Licensed Vocational Nurse).

**If you checked all 4 boxes above, you are eligible to apply to Santa Ana College's Nursing Program's First Semester that will begin in Spring 2021.
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 Spring 2021(*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. Scan the completed Application Cover Sheet and Form.

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.

Part C.   PREREQUISITE INFORMATION
Science prerequisites:
⇒ 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 B (3), physiology was A (4), micro 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 1st semester of A&P information and then use the "physiology" section to fill out your 2nd semester of A&P information.)
Your combined sciences GPA must be at least 2.5 in order for you to be eligible to apply.

Part D.   POINTS
⇒ 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.

Part F.   Scan the cover sheet and application.

PROCEED TO THE NEXT STEP.

STEP 3:
SUPPORTING DOCUMENTATION
READ THE FOLLOWING CAREFULLY AND FULLY.

You need to scan and attach the following documents:

1. **UNOFFICIAL**[†] high school graduation transcripts (*not a diploma*) or **UNOFFICIAL**[†] GED results (graduation transcripts or GED results are not needed if you have a college degree showing on your college transcripts); include **UNOFFICIAL**[†] transcripts from The College Board if you have AP scores. Official transcript will be required, if selected.

    [†] Unofficial high school transcripts MUST have the following (nothing can be handwritten/typed in): your name, school's name, and graduation date. If these items are not on your unofficial transcript, obtain an official transcript in order to scan it so these required items are present on the transcript.

2. **UNOFFICIAL**[†] transcripts from accredited United States' colleges/universities you have attended (**including** Santa Ana College and Santiago Canyon College). Official transcript(s) will be required, if selected.
    *   If the course was not completed in the state of California, include a copy of the course overview or syllabus.
    *   International transcripts must be evaluated. An unofficial copy of the evaluation is to be scanned. Official evaluations will be required, if selected.

        [†] Unofficial college transcripts MUST have the following (nothing can be handwritten/typed in): your name, school's name, and graduation date, if applicable. If these items are not on your unofficial transcript, obtain an official transcript in order to scan it so these required items are present on the transcript.

    ALL transcripts must be scanned, attached, and emailed with your application, otherwise your application will be considered incomplete and will be disqualified.

3. **UNOFFICIAL** TEAS Version V or ATI TEAS (or HESI or PAX-RN) results. Do NOT have ATI send your results for your application. If your unofficial results are not attached, your application will be considered incomplete and will be disqualified. Official results will be required, if selected.

4. 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 with your application, supporting documentation, and transcripts between the dates and times of September 15, 2020 at 12:00am and no later than **11:59pm on September 30, 2020.**

Your application must be completed and signed with all the materials attached or your application <u>will be disqualified</u>. 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 must be emailed before the deadline.

You must email your application, supporting documentation, and transcripts to:

SACNursingFirstSemesterApplications@sac.edu

Questions??
Call the Health Sciences/Nursing Office
(714) 564-6825
nursing2@sac.edu

This Checklist is to assist you as you gather your paperwork. Application and materials listed below are to be emailed to the Health Sciences/Nursing Office between <u>September 15 – 30, 2020</u> **(deadline is 5:00pm on September 30th):**

_____ **A)** **Application**
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>SPRING 2021</u>; other applications will be disqualified.

_____ **B)** **UNOFFICIAL High School/GED Transcripts.** <u>Your name</u>, <u>school's name</u>, and <u>graduation date</u> must be on the transcripts (not handwritten/typed in).
If applicable, unofficial AP scores from The College Board must be included. Upon acceptance to the program, ALL official transcripts must be received in Admissions and Records by January 8, 2021.

_____ **C)** **UNOFFICIAL 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).** <u>Your name</u>, <u>school's name</u>, and <u>graduation date</u> must be on the transcripts (not handwritten/typed in).
If applicable, unofficial evaluated international transcripts must be included. Upon acceptance to the program, ALL official transcripts must be received in Admissions and Records by January 8, 2021.

_____ **D)** **UNOFFICIAL Test of Essential Academic Skills (TEAS) Version V or ATI TEAS Results (HESI and PAX-RN will be accepted) – Do NOT have official results sent (they will not be considered).**
Submit results of:
- The first time you took the test **OR**
- Testing within 1 year but following documented remediation after the first failure (attach evidence of remediation) **OR**
- Testing after 1 year following a failure **OR**
- Testing after 1 year to improve results (only the most recent results will be accepted if you have re-taken the test to improve the results).
  Upon acceptance to the program, you must contact the appropriate organization to send official TEAS Version V/ATI TEAS/HESI/PAX-RN results; official results must be received in SAC Nursing by January 8, 2021.

_____ **E)** **St. Joseph Hospital Employment Verification** (if applicable)
Pertains to St. Joseph Hospital of Orange and St. Joseph Heritage employees only. Letter 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 ten spaces, annually.

_____ **F)** **Proof of Relevant Work Experience** (if applicable)
Letter on letterhead from Human Resources or Supervisor stating number of hours and years of employment (within 3 years) with title and duties described.

_____ **G)** **Veteran status** (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.

_____ **I)** **Refugee Status** (if applicable)
Copy of an I-94 Arrival/Departure Card.

_____ **J)** **Low Family Income** (if applicable)
Evidence of fee waivers or CalWORKs recipient within the last 3 years, current student Financial Aid letter, or EFC ≤ $4995.

_____ **K)** **Proficiency in a Second Language** (if applicable)
Letter stating fluent in speaking, reading, and writing language and explaining how fluency was obtained.

Cover Sheet and Application begin on the following page.

SANTA ANA COLLEGE

REGISTERED NURSING MULTI-CRITERIA APPLICATION

ENTRY TO FIRST SEMESTER IN SPRING 2021

Required Document

COVER SHEET

Entry for Spring 2021 application: 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 signed, application is disqualified

Category	Evaluator #1	Evaluator #2	Other	Comments
Academic degree				
Science GPA, bonus				
English				
NRN 103, bonus				
NRN 112				
Med Term bonus				
GE courses				
Continue ed courses				
TEAS				
Healthcare work/vol				
Veteran				
Life experiences				
Fluency in 2nd language				
TOTAL				

**REGISTERED NURSING MULTI-CRITERIA APPLICATION
ENTRY TO FIRST SEMESTER IN SPRING 2021 – PAGE 1**

PLEASE PRINT THE FOLLOWING INFORMATION: *Required Document*

PART A

Name: Last	First	Middle

Maiden or previous name (s) used

Cell Phone #	Alternate Phone #	Email Address

Mailing Address:	City	State	Zip Code

Are you applying as a St. Joseph Hospital of Orange/Heritage Employee (verification letter and copy of employee badge required) ☐ Yes ☐ No	Are you a Licensed Psychiatric Technician (LPT) or a Licensed Vocational Nurse (LVN)? LPTs must include a letter from the director. LVNs DO NOT use this application, see www.sac.edu/nursing for advanced placement options. ☐ Yes ☐ No	Circle one: • High School grad • GED • College degree
MUST BE COMPLETED (For statistical purposes only)	Birth Date: (mm/dd/yyyy)	Gender: (circle one) •Female •Male	Ethnicity (circle one): African-American, Alaskan Native, American Indian, Asian, Filipino, Hispanic, Other Non-White, Pacific Islander, White Non-Hispanic	Primary Language at Home:

PART B: NAMES OF COLLEGES AND UNIVERSITIES ATTENDED (List in order, beginning with the most recent)

Did You Graduate?	Degree Awarded	Grad Date	Name	City	State

NOTE: Unofficial transcripts pertinent to earned degrees, pre-requisites, and nursing curriculum must be included with this application. Name, school, and graduation must be on transcript (handwritten/typed in information not accepted).

PART C: FULLY COMPLETE THE TABLES BELOW WITH COURSE INFORMATION

Course	Term/Year	Taken at (College)	Course # & Course Title	Units	Grade
Anatomy					
Physiology					
Microbiology					

Sciences GPA	Calculate Sciences' GPA: A=4 points, B=3 points, C=2 points, P=2 points. Add GPA points of Anatomy, Physiology and Microbiology and then divide by 3. If below 2.5, you are NOT eligible to apply.	Sciences' GPA

Course	Term/Year	Taken at (College)	Course # & Course Title	Units	Grade
English					

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PART D

Criteria	Maximum Points	Explanation	Required Documentation	My Points
Academic Degree	8	_____ BS/BA or higher = **8 points** _____ AS/AA = **4 points** (Only one degree will be counted)	**Unofficial transcripts**	

GPA	57
	
	Points can be combined to a maximum of **65** points, including "bonus points."
		_____ Sciences GPA for Anatomy, Physiology, and Microbiology.
		<u>Scores</u> <u>Points</u>
		3.6 – 4.00 = **24**
		3.1 – 3.59 = **18**
		2.8 – 3.09 = **12**
		2.5 – 2.79 = **6**
		<2.5 = Ineligible
		_____ **3 bonus points** will be awarded if all 3 science courses are within 4 years of the application date (between Fall 2016 and Summer 2020)
		 • All 3 science courses must be completed within 7 years (no earlier than Fall 2013) and require a grade of "C" or higher ("P" will be accepted for courses in Spring and Summer 2020)
		 • An overall GPA of 2.5 or higher for sciences is required.
		  o Each prerequisite can be repeated one time for a better grade.
		  o No penalty will be assessed for withdrawing from courses.
		
		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 "C," "P" {Spring and Summer 2020}, or higher)
		_____ English 101 (must be from a United States' Institution)
		_____ NRN 103** Pharmacological Concepts for Nursing (catalog description must contain "nursing process" and be for the Registered Nurse)
		_____ NRN 112** Concepts for Nursing (must have been taken at SAC)
		_____ **3 bonus points** will be awarded if the pharmacology course is within 2 years of the application date (between Fall 2018 and Summer 2020).
		
		**These courses are no longer offered at SAC; however, points for completing them will be awarded.
		
		_____ **2 bonus points** will be awarded for one Medical Terminology course with a "C," "P" {Spring and Summer 2020}, or higher; any Medical Terminology course is accepted, including course taken in high school (must be seen on transcript). Only one bonus given, 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 "C," "P" {Spring and Summer 2020}, or higher:
		_____ Sociology 100/100H _____ Psychology 100/100H
		_____ Humanities†† _____ Math 080/081/083/084 or higher
		_____ Communication Studies (Speech) 102 or 145
		_____ American Institutions course††
		2 points for courses toward continuing education in Nursing, with a "C," "P" {Spring and Summer 2020}, or higher:
		_____ Math 219 _____ Chemistry 119/209/210/219
		_____ Critical Thinking course††
		††See SAC Catalog, www.sac.edu for corresponding course options.
			For all courses on this page:
			If the course was not completed in California, include a copy of course syllabus.
			
			Unofficial transcripts
			
			Unofficial transcripts
			
			Unofficial transcripts
			
			Unofficial transcripts	

PART D (Continued)

Criteria	Maximum Points	Explanation	Required Documentation	My Points
TEAS V/ ATI TEAS **HESI** (must have math, reading, science, English) **PAX-RN** (must have math, reading, science, vocabulary)	15	For first-time testers **OR** testing within 1 year but following documented remediation after the first failure (attach evidence) **OR** testing after 1 year following a failure **OR** testing after 1 year to improve results: Scores Points (HESI and PAX-RN results will be pro-rated; at 90 – 100 = **15** least 70 required for HESI, 114 for PAX-RN.) 79 – 89.99 = **12.5** 74 – 78.99 = **10** **Any repeat test results that are submitted** 69 – 73.99 = **7.5** **within 1 year of the original test date and** 66 – 68.99 = **5** **not accompanied with remediation** 63 – 65.99 = **2.5** **documentation will be deemed ineligible** 62 – 62.99 = **1** **and disqualified.** < 62 = Ineligible	**<u>UNOFFICIAL</u> copy of TEAS, HESI, or PAX-RN results** 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	20
	
	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)
			Dated on <u>LETTERHEAD</u> from Human Resources or Supervisor confirming dates and hours within last 3 years with title and description of duties as proof of relevant work experience.	

Criteria	Maximum Points	Explanation	Required Documentation	My Points
Veteran	2	_____DD-214 showing higher than the dishonorable discharge classification	**DD-214**	

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PART D (Continued)

Criteria	Maximum Points	Explanation	Required Documentation	My Points
Life experience	**5** **1 point** for each area; can be combined to a maximum of 5 points.	_____Disabilities _____First generation of family to attend college _____Need to work _____Disadvantaged social or educational environment _____Difficult personal or family situations or circumstances _____Refugee (copy of I-94 card is required) _____Low family income (evidence of fee waivers from any college or CalWORKs/Federal Aid recipient <u>within the last 3 years</u> or current student Financial Aid letter or documentation from FAFSA of Expected Family Contribution (EFC) less than $4995 is required)	**Write a small paragraph identifying categories claimed and description of the area(s) except as noted for refugee status and low family income**	

Criteria	Maximum Points	Explanation	Required Documentation	My Points
Fluency in a second language	**2**	_____American Sign Language, Arabic, Chinese, Farsi, French, Russian, Spanish, Tagalog, and the various languages of the Indian subcontinent and Southeast Asia.	**Write a small paragraph if fluent in speaking, reading, and writing language and explain how fluency was obtained**	
Total Points				

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 SAC Nursing Program.

_____

Applicant Signature   Date

You must email your application, supporting documentation, and transcripts to:

SACNursingFirstSemesterApplications@sac.edu

Questions??
Call the Health Sciences/Nursing Office
(714) 564-6825
nursing2@sac.edu