

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



For entry to the first semester, Spring 2022

**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 Spring 2022 has changed from previous processes. It will be accomplished through email and using unofficial 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 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 <a href="https://www.sac.edu/nursing">www.sac.edu/nursing</a> for advanced placement information.

### **SELECTION:**

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

- 20% of the available admission spaces for Spring 2022 will be filled with randomly selected students of the qualified applicants.
- 75% of the available admission spaces for Spring 2022 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 2022 will be filled with students reentering the program.
- Applicants who are not selected for entry are encouraged to re-apply during the next application period (February 1, 2022 – February 15, 2022) for possible entry into Fall 2022. We do NOT maintain a waiting list for first semester entry.

### **ACCEPTANCE:**

- Notification of Acceptance letters will be mailed no later than week of November 29, 2021.
  You must contact the Health Sciences/Nursing Office by December 7, 2021 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 Spring 2022. The notification letter will include information about two
  mandatory orientations.
  - The first mandatory orientation will be on December 14, 2021 from 9am to 12pm, via Zoom.
  - The second mandatory orientation is TBA in January 2022 from 9am to 1pm, 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 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 received by the Nursing Office.
  - ⇒ To send official TEAS results to the Nursing Office, applicants must contact ATI at www.atitesting.com to have official transcripts sent to "Santa Ana College TEAS" (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 January 7, 2022 or <u>an alternate will be invited to enter</u> the SAC Nursing Program in your place.

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

For any questions, email <u>nursing2@sac.edu</u>

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

Interim 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> (Bio 239), <b>Physiology</b> (Bio 249), <b>Microbiology</b> (Bio 139 or Bio 229) and <b>Freshman Composition</b> (English 101 or 101H). Science lab courses must be in a face-to-face format unless taken in Spring 2020 – Summer 2021 when online format is acceptable.
<ul> <li>Science prerequisites must have been completed within the last 7 years (completed no earlier than Fall 2015). 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 NOT eligible to apply.</li> <li>⇒ 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).</li> </ul>
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 of 2022.

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 2022 (*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:

⇒ 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  $1^{\rm st}$  semester of A&P information and then use the "physiology" section to fill out your  $2^{\rm nd}$  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

- $\Rightarrow$  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, Application, and all supporting documents, verify legibility before emailing to <a href="mailto:SACNursingFirstSemesterApplications@sac.edu">SACNursingFirstSemesterApplications@sac.edu</a>

YOU MAY PROCEED TO THE NEXT STEP

# STEP 3: ATTACH SUPPORTING DOCUMENTATION

### Read the following carefully and fully.

You need to scan and attach the following legible documents:

UNOFFICIAL\* high school <u>graduation transcripts</u> (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 hand-written/typed in): **your name**, **school's full 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.

- UNOFFICIAL transcripts from accredited United States' colleges/universities you have attended (<u>including</u> Santa Ana College and Santiago Canyon College). Official 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. An <u>unofficial</u> copy of the evaluation is to be submitted (an official evaluation will be required, if selected).

\*Unofficial college/university transcripts MUST have the following (nothing can be hand-written/typed in): your name, school's full name and graduation date, if applicable. Please do not submit transcripts that use ACRONYMS for their identity. If these items are not on your unofficial transcripts, obtain official transcripts in order to scan these, 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 copy of results page from atitesting.com TEAS Version V or ATI TEAS (or HESI or PAX-RN) results 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.
- 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 containing your application, supporting documentation, and transcripts as attachments between the dates and times of **September 1**, **2021 at 12:00 AM** and no later than **11:59 PM on September 15**, **2021**.

Your application **must** be completed and signed with all of 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 with all the supporting documentation must be emailed before the deadline. The previous submission and all supporting documentation will be discounted and the new submission will be evaluated.

You must email your application, supporting documentation, and transcripts 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 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

to the Health 15th):	Sciences/Nursing Office between <u>September 1 – September 15</u> (deadline is 11:59 PM on September
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 <a href="Spring 2022">Spring 2022</a> ; other applications will be disqualified.
B)	<b>UNOFFICIAL High School/GED Transcripts.</b> Your name, school's full name, and graduation date must be on the transcripts (not hand-written/typed in). If applicable, <u>unofficial</u> AP scores from The College Board must be included. Upon acceptance to the program, official AP scores must be received in Admissions and Records by January 7, 2022.
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). 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, unofficial evaluated international transcripts must be included. Upon acceptance to the program, all official evaluated international transcripts must be received in Admissions and Records by January 7, 2022.
D)	<ul> <li>UNOFFICIAL copy of results page from atitesting.com Test of Essential Academic Skills (TEAS)</li> <li>Version V or ATI TEAS Results (HESI and PAX-RN will be accepted) – Do NOT have official results sent (they will not be considered).</li> <li>Submit results of:</li> <li>The first time you took the test OR</li> <li>Testing within 1 year but following documented remediation after the first failure (attach evidence of remediation) OR</li> <li>Testing after 1 year following a failure OR</li> </ul>
	<ul> <li>Testing after 1 year to improve results.</li> <li>Upon acceptance to the program, you must contact the appropriate organization to send official TEAS Version V/ATI TEAS/HESI/PAX-RN score sheet (results); official results must be received by January 7, 2022.</li> </ul>
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 10 spaces annually.
F)	<b>Proof of Relevant Work Experience</b> (if applicable) <b>Letter on letterhead</b> from Human Resources or Supervisor 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)	<b>Proficiency in a Second Language</b> (if applicable) Letter stating fluent in speaking, reading, and writing 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 SPRING 2022

**Required Document** 

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

### For OFFICE USE only.

### **COVER SHEET**

Entry for Spring 2022 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 s	signed, application is disqualified					

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



Sciences GPA

## SANTA ANA REGISTERED NURSING MULTI-CRITERIA APPLICATION ENTRY TO FIRST SEMESTER IN Spring 2022 – PAGE 1

PLEASE PRINT THE FOLLOWING INFORMATION: Required Document **PART A** Middle Name: Last First Maiden or previous name (s) used Cell Phone # Alternate Phone # E-mail Address Mailing Address: City Zip Code State Are you applying as a St. Joseph Hospital Circle one: Are you a Licensed Psychiatric Technician (LPT) or of Orange/Heritage Employee a Licensed Vocational Nurse (LVN)? LPTs must include (verification letter and copy of employee a letter from the director. LVNs DO NOT use this application, see High School grad www.sac.edu/nursing for advanced placement options. badge required) GED · College degree □ Yes □ No ☐ Yes l I No Birth Date: **MUST BE** Gender: Ethnicity (circle one): African-American, Primary Language at Home: (mm/dd/yyyy) (circle one) Alaskan Native, American Indian, Asian, COMPLETED (For statistical Filipino, Hispanic, Other Non-White, Pacific • Female Islander, White Non-Hispanic purposes only) Male PART B: NAMES OF COLLEGES AND UNIVERSITIES ATTENDED DO NOT USE ACRONYMS (List in order, beginning with the most recent) Did You Name City Degree Grad State Graduate? **Awarded** Date NOTE: Unofficial transcripts pertinent to earned degrees, pre-requisites, and nursing curriculum must be included with this application. Name, school, and graduation date must be on transcript (hand-written/typed in information will not be accepted). NO ACRONYMS- spell out the name of colleges PART C: FULLY COMPLETE THE TABLES BELOW WITH COURSE INFORMATION Term/Year Taken at (College) Course # & Course Title Units Course Grade Anatomy Physiology Microbiology

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

NOT eligible to apply.

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

Sciences' GPA

### 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)	Official transcripts	
GPA	Points can be combined to a maximum of 60 points, including "bonus points."	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  3 bonus points will be awarded if all 3 science courses are within 4 years of the application date (between Summer 2018 and Summer 2021)  All 3 science courses must be completed within 7 years (no earlier than Fall 2015) and require a grade of "C" or higher ("P" will be accepted for courses in Spring 2020-Summer 2021)  An overall GPA of 2.5 or higher for Sciences is required.  Each prerequisite can be repeated one time for a better grade.  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:	Unofficial transcripts  If course was not completed in California, include a copy of course syllabus.	
		<ul> <li>(all classes below require a "C", or "P" [Spring 2020-Summer 2021] or higher)</li> <li>English 101 (must be from a United States' Institution)</li> <li>Pharmacological Concepts for Nursing (catalog description must contain "nursing process" and be for the Registered Nurse)</li> <li>3 bonus points will be awarded if the pharmacology course is within 2 years of the application date (between Fall 2019 and Summer 2021).</li> <li>2 bonus points will be awarded for one Medical Terminology course with a "C" or "P" [Spring 2020-Summer 2021] or higher; any Medical Terminology course is accepted, including courses taken in high school (must be seen on transcript). Only 1 bonus given regardless of the number of courses</li> </ul>	Unofficial transcripts Unofficial transcripts	
		completed.  2 points for a General Education course completed in each category, for the Nursing degree (or equivalency), with a "C", or "P" [Spring 2020-Summer 2021] or higher: Sociology 100/100HPsychology 100/100HHumanities+Math 080/081/083/084 or higherCommunication Studies (Speech) 102 or 145American Institutions course+  2 points for courses toward continuing education in Nursing, with a "C", or "P" [Spring 2020-Summer 2021] or higher: Math 219Chemistry 119/209/210/219Critical Thinking course+	Unofficial transcripts	

### **PART D continued**

Maximum	Explanation	Required	My
Maximum Points 15	For first-time testers <b>OR</b> testing within 1 year but following documented remediation after the first failure (attach evidence) <b>OR</b> testing after 1 year following a failure <b>OR</b> testing after 1 year to improve results:  Scores Points (HESI and PAX-RN results will be pro-rated; a 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 not accompanied with remediation	UNOFFICIAL copy of ATI results with student name	My Points
	62 – 62.99 = <b>1</b> and disqualified. < 62 = Ineligible	results directly to SAC Nursing until directed to do so.	
	Points	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; a   90 - 100   = 15   least 70 required for HESI, 114 for PAX-RN.)   79 - 89.99   = 12.5   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   documentation will be deemed ineligible   62 - 62.99   = 1   and disqualified.	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   TEAS, HESI, or 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   Do NOT have 63 - 65.99 = 2.5   documentation will be deemed ineligible   ATI send TEAS results directly < 62 = Ineligible   ATI send TEAS results directly to SAC Nursing until directed to

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)	Dated on LETTERHEAD 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	Explanation	Required	My
	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	American Sign Language, Arabic, Chinese, Farsi, French, Russian,	Write a small	
second		Spanish, Tagalog, and the various languages of the Indian subcontinent	paragraph if fluent	
language		and Southeast Asia.	in speaking,	
			reading, and	
			writing language	
			and explain how	
			fluency was	
			obtained	
<b>Total Points</b>	1		1	
<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 to:

SACNursingFirstSemesterApplications@sac.edu

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