APPLICATION FOR ADMISSION

APPLICATION PERIOD
SEPTEMBER 22, 2014 THROUGH OCTOBER 3, 2014

18422 BEAR VALLEY ROAD
VICTORVILLE, CA 92395
(760) 245-4271, Ext. 2285

REV. 9/14
## CONTENTS

<table>
<thead>
<tr>
<th>PROCEDURE AND PROGRAM INFORMATION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEPS TO APPLICATION</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>4</td>
</tr>
<tr>
<td>PREREQUISITES</td>
<td>4</td>
</tr>
<tr>
<td>PLACEMENT/ADVANCEMENT POLICY</td>
<td>5 – 6</td>
</tr>
<tr>
<td>PROGRAM INFORMATION</td>
<td>7 – 10</td>
</tr>
<tr>
<td>OVERVIEW OF POINT SYSTEM</td>
<td>11- 12</td>
</tr>
<tr>
<td>ESTIMATED PROGRAM COSTS</td>
<td>13</td>
</tr>
<tr>
<td>PROGRAM RESPONSIBILITIES</td>
<td>14</td>
</tr>
<tr>
<td>CURRICULUM</td>
<td>15</td>
</tr>
</tbody>
</table>

### SUBMISSION MATERIALS

<table>
<thead>
<tr>
<th></th>
<th>S1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECKLIST</td>
<td></td>
</tr>
<tr>
<td>APPLICATION FORM</td>
<td>S2</td>
</tr>
<tr>
<td>APPLICATION WORKSHEET</td>
<td>S3</td>
</tr>
<tr>
<td>APPLICATION POLICY STATEMENT</td>
<td>S4</td>
</tr>
<tr>
<td>STATISTICAL INFORMATION</td>
<td>S5</td>
</tr>
</tbody>
</table>

The Victor Valley College, Associate Degree Nursing Program is accredited by the California State Board of Registered Nursing (BRN).

State of California  
Board of Registered Nursing (BRN)  
1625 North Market Blvd., Suite N217  
Sacramento, CA 95834  
Telephone: (916) 322-3350  
Licensing: (916) 574-7699  
Website: www.rn.ca.gov
## STEPS TO APPLICATION

### 1 BEFORE APPLYING
- READ the Victor Valley College Associate Degree Nursing Application Packet thoroughly.
- Obtain transcripts from all college work. **GRADE CARDS WILL NOT BE ACCEPTED.**

### 2 APPLICATION COMPLETION
- Complete all Submission Materials. (End of document, pages S1 through S5)
- Send or bring the complete Submission Materials with attached official & unofficial transcripts of all college work completed, copies of Licenses & Certificates and Special Circumstances letter as applicable to:
  
  VICTOR VALLEY COLLEGE  
  NURSING DEPARTMENT-ALLIED HEALTH BLDG. #32  
  18422 BEAR VALLEY ROAD  
  VICTORVILLE, CA 92395

**NOTE – EMAIL OR FAX SUBMISSIONS ARE NOT ACCEPTABLE**

### 3 TIMELINE FOR APPLICATION
- Complete packet of Submission Materials must be submitted to the Nursing Department between **September 22 and October 3, 2014.** Office hours are 8:30 AM to 5:00 PM.
- Late applications will NOT be accepted. If mailed, we are not responsible if not physically received by the Nursing Department by the due date/time. If sent by Fed Ex or Priority mail, please call Nursing Office to confirm receipt.

### 4 SELECTION OF STUDENTS & TEAS TESTING
- The Point System will be used for all applications. See page 11.
- The top ranking 65 students that meet the stated criteria will be forwarded to the TEAS testing.
- The Nursing Department will notify students of TEAS testing date.
- **NOTE: TEAS V Scores from other schools will only be accepted if transferred to VVC by the end of the application period. ONLY TEAS V scores will be applicable.**
  

### 5 NOTIFICATION
- Letters of acceptance, alternate, or non-acceptance, for the wait list, will be sent out approximately **November 25th, 2014**
- Periodic communication for entry status verification of students on the wait list will also be conducted by mail or email.
- If accepted or identified as an alternate, there will be a Mandatory Orientation Meeting before the start of the semester. Accepted and alternate students will be notified of the date, time, and location of the orientation specific to the semester they are entering.
**GENERAL INFORMATION**

Thank you for your interest in our Associate Degree Nursing Program.

- In order for your application to be considered, you **MUST ATTACH ALL OFFICIAL & UNOFFICIAL TRANSCRIPTS.** You are responsible for obtaining the transcripts from all colleges, technical, or professional schools you have attended. Web based summary course completion printouts are accepted for Unofficial transcripts. Grade cards will NOT be accepted.

- **YOUR APPLICATION WILL NOT BE ACCEPTED**
  - **IF ANY OF THE PREREQUISITES (ANATOMY, PHYSIOLOGY, MICROBIOLOGY) ARE NOT COMPLETED WITH A 'C' OR BETTER OR**
  - **IF ANY OF THE PREREQUISITES ARE “IN PROGRESS.”**

- Official transcripts from each school attended will be reviewed by the counseling department then forwarded to the Admissions and Records Office. Application to Victor Valley College is separate from application to the Nursing Program. In order to register for classes, the student must apply for admission to the college.

- If you are not selected, you may apply again during the next application period.

<table>
<thead>
<tr>
<th><em>IT IS RECOMMENDED THAT BEFORE YOU TURN-IN YOUR SUBMISSION MATERIALS, THAT YOU MAKE A COPY TO KEEP FOR YOUR RECORDS. WE WILL NOT BE RETURNING APPLICATIONS.</em></th>
</tr>
</thead>
</table>

**PREREQUISITES**

1. Human Anatomy (equivalent to VVC BIOL 211 or 212) 4 or 5 units completed with a grade of C or better.

2. Human Physiology (equivalent to VVC BIOL 231 or 232) 4 or 5 units completed with a grade of C or better.

3. Microbiology (equivalent to VVC BIOL 221) 5 units completed with a grade of C or better.

4. Successful completion of the TEAS V exam (>=62%)

| *NOTE: All courses that apply to the Associate Degree in Science, Nursing Major must be completed with a grade of "C" or better. A grade of "C-" is not accepted. EFFECTIVE 1/1/12 no CLEP accepted. EFFECTIVE 9/1/14 Prerequisite Science courses must have 5-year Recency.* |

**MORE INFORMATION ABOUT THE TEAS EXAM**

The TEAS examinations are being given to assist in improving students' success. The use of standardized medical program entry testing is becoming increasingly prevalent in assessing applicants’ level of knowledge in relevant content areas. California Senate Bill 1309 (2006) provides the basis for Nursing Assessment/Readiness testing for programs in the state.

**The TEAS exam may be taken no more than two times. All previous versions of the TEAS count towards the two attempts.**

A period of at least four weeks is recommended before your second attempt to pass the TEAS. Additional TEAS testing information may be obtained at the Assessment Technology Inc. website: [http://www.atitesting.com/global/students/entering-nursing-school.aspx](http://www.atitesting.com/global/students/entering-nursing-school.aspx).
PLACEMENT/ADVANCEMENT POLICY

I. ADMISSION

APPLICATION AND ADMISSION TO THE PROGRAM IS BASED ON ESTABLISHED CRITERIA DUE TO REQUIREMENTS FOR ENROLLMENT TO THE PROGRAM AND LIMITATION OF CLASS SIZE. THE VICTOR VALLEY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM SUPPORTS THE STUDENT AFFIRMATIVE ACTION PLAN STATED IN THE COLLEGE CATALOG (2012-2013, p. 17).

II. PLACEMENT OPTIONS

A. Generic students are those who complete the entire nursing program. The application is submitted, and after approval, class selection is made according to the current enrollment process. Students must also take and pass (≥62% TEAS V) the Testing of Essential Academic Skills (TEAS) prior to program start. The TEAS tests the prospective student’s knowledge on basic Math, English, Reading and applicable Science.

B. Transfer students are those who transfer nursing units from another college. The education code allows one to transfer only lower division units to a community college. Each student requesting transfer of Nursing units will be individually evaluated by the Nursing Program Assessment, Evaluation and Program Effectiveness (AEPE) Committee to determine appropriate placement in the VVC program. Transfer students must attend the Nursing Program for at least two semesters. Therefore, transfers will only be accepted for 2nd (NURS 222) and 3rd (NURS 223) semesters. Placement will be made on a space available basis and be determined by the course content and number of nursing degree units completed. A Priority Transfer List will be established according to the Policy for Nursing Program Transfer. Students will be given credit for general education courses according to the college’s published policy (see College Catalog). If the student has earned a non-progression grade (D or F) in a registered nursing at another school, acceptance to Victor Valley College Nursing Program will be considered their second chance. Passing TEAS V is also a requirement for all entering students.

C. LVN to RN Entry Option are those documented as a Licensed Vocational Nurse (LVN) in California. Students choosing this option must apply to the program, meet the prerequisites (Completion of college-level Anatomy, Physiology and Microbiology) and take the Credit by Examination for NURS 246 (Assessment and Nursing Skills). LVN-RN Entry Option placement students must pass the Credit by Examination for NURS 246. Beginning in Spring 2015 pre-requisites (Anatomy, Physiology and Microbiology) will require 5 year recency. All applicants under this option must complete all general education courses for the Nursing degree before entering NURS 221. Applicants must also take and pass NURS 220 (Pharmacology and Nursing Management) before entering NURS 222. Applications for this option are accepted in the winter and summer. Program placement for NURS 221 will be in fall and spring respectfully. Passing TEAS V is also a requirement for all entering students.

Excerpted from the Victor Valley College Catalog.

*(LVN-RN) Please note: All Victor Valley College requirements for Credit by Examination must also be met. 1) Twelve units completed at VVC. 2) Minimum overall cumulative GPA of 2.0. 3) No previous grade received for the course. 4) Currently enrolled.

NOTE: Credit by Examination may only be taken once for a course.

D. Challenge Students. Students admitted to the Nursing Program with previous documented experience may be allowed to challenge certain specified content areas. (Education Code, Section 5557537, Title 5 of the California Administrative Code. Refer to current college catalog.)
E. **Thirty-Unit option** is available to California Licensed Vocational Nurses. The Board of Registered Nursing regulation 1435.5 provides the option of completing 30 semester units in nursing and related sciences. In order to enter under this option the applicant must: 1) Have a current California LVN license; 2) Prior to starting NURS 246, have previously completed Human Physiology, 4 units with a lab, and Microbiology, 4 units with a lab; both with C or better; 3) Prior to starting NURS 223 & NUR 224, NURS 246 must be completed with a C or better. After successfully completing NURS 246, candidates will enter NURS 223 and complete NURS 223 and NURS 224. Candidates completing this option are not graduates of VVC, but are eligible to take the licensure exam. They are not eligible to wear the VVC graduate nursing pin nor graduate from the Associate Degree program. Additionally, they may not be eligible for RN licensure in any other state than California. Passing the TEAS V is also a requirement for the 30-Unit Option students.

F. **Non-graduate option** allows students to complete only those classes required to take the NCLEX exam. In the VVC Nursing Program those classes are:

| BIOL 211 | SOC 101 | CMST 106, 107, 108, or 109 |
| BIOL 231 | PSYC 101 | ENGL 101 |
| BIOL 221 | PSYC 110 | Nursing (6 classes) |

All courses must be passed with a C or better. Students choosing this option are not graduates of Victor Valley College. TEAS requirement applies to all entry options. (See ‘A’ above.)

G. **Contracts or Grants**

The Nursing program reserves the right to bypass portions of the enrollment process to designate a certain number of spaces from any of the above entry options for contracts, grants, pilot programs or partnerships and/or to meet requirements of grant-designated outcomes.

H. **TEAS (Test of Essential Academic Skills)**

All students entering the VVC Associate Degree Nursing Program are required to pass a testing of essential academic skills. (TEAS V)

The TEAS examinations are being given to assist in improving students' success. The use of standardized medical program entry testing is becoming increasingly prevalent in assessing applicants’ level of knowledge in relevant content areas. California Senate Bill 1309 (2006) provides the basis for Nursing Assessment/Readiness testing for programs in the state.

Applicants who do not pass the TEAS will be required to remediate and demonstrate readiness before entering the program. Readiness is demonstrated by successfully obtaining a 62% or better composite score on re-testing. The TEAS exam may be taken a total of two times. All previous TEAS versions are counted towards the two allowable tests. Students are required to wait at least thirty-one (31) days between TEAS exams.

I. **Math Test**

Students are required to pass a Nursing mathematics test before entry each semester. Students will be given three (3) chances to pass the test. All but the last attempt will be in the computer lab. The final attempt will be paper and pencil on the first day of the semester. **A failed math test will be counted as a course failure.**
PROGRAM INFORMATION

1. ETHICAL CONDUCT

The faculty of the Victor Valley College (VVC) Associate Degree Nursing Program follows the Guide of Schools of Professional Nursing on Ethical Practices as revised in March 1986 (EDP-I-14).

The professional role of nurses demands proper ethical conduct. This includes the educational phase of their professional lives. Proper and ethical behavior includes, but is not limited to, honesty in all areas. Breaches of ethical conduct will not be tolerated in any area; these include, but are not limited to, cheating, plagiarism, breeches of confidentiality, and turning in another person’s work as one’s own. Disciplinary action will result, depending on the severity of the infraction, and includes the possibility of dismissal from the program.

2. GRADING

A. The theory component and the clinical component of nursing are interdependent. Both components must be passed to progress to the next semester.

B. Theory grading scale:

90 - 100% = A  
80 - 89% = B  
75 - 79% = C  
65 - 74% = D  
64% or less = F

Each semester the student will be notified of the total possible points and a percentage scale of the grading.

We do not "round off" scores. Grades are based on actual points earned.

C. The clinical laboratory component is based on a pass/fail basis. Refer to the clinical guides for specific policies.

D. Students are responsible for all module and clinical objectives. These objectives will be addressed by classroom lecture, skills lab, clinical experience and/or independent study.

E. Any student involved with professional dishonesty in theory or clinical may be given an automatic failure grade or non-credit for the course in addition to which he/she may be dropped from the nursing program. Permission to remain in the program and/or repeat the course will be on an individual basis. (For more information please refer to the VVC ADN Student Handbook, Policy: Re: Professional Honesty and the current VVC Student Handbook, Student Discipline: Prescribed Conduct.)

3. PROMOTION

A. The following are the policies regarding promotion in and from the program.

1. Theory grade in nursing classes must be passed with a "C" or
better.

2. A student must earn a final grade of 75% or better in NURS 221, NURS 222, and NURS 223.* Additionally, a student must earn a final grade of 80% or better in NURS 224. Students who do not earn the respective final grade indicated above will be failed. It is the student’s responsibility to seek individual counseling with a faculty member if they are not obtaining a passing grade.

3. Students must first cumulatively pass all didactic tests/quizzes before any additional points will be added. Additional points (i.e., homework, ATI) cannot be used for passing purposes.

4. WITHDRAWAL/DISMISSAL/NON-PROGRESSION/RE-ENTRY
   A. Faculty reserves the right to dismiss a student nurse not meeting required academic performance or ethical standards of Victor Valley College, Associate Degree Nursing Program. Depending on the nature of the dismissal, students may not be readmitted to the program. (Refer to VVC College catalog for policy on withdrawal from a class.)
   B. Students may repeat a nursing course one time. Placement will be based on the Nursing Program’s policy for Entry/Re-entry into Nursing Process 1, 2, 3, & 4. (Nursing Student Handbook)
   C. Any two failures or drops will result in dismissal from the program
   D. If a student drops a nursing course during the semester and reenters within the allowable time frame, that counts as the one allowable repeated nursing course. No additional repeats will be allowed.
   E. If the student meets the requirements to re-enter the program at a later date, intention to re-enter must be made in writing in accordance with the terms of the Exit/Re-entry Interview.
   F. If a student has earned a non-progression grade in another R.N. program, the VVC nursing class shall be counted as a repeated class. No additional repeats will be allowed.
   G. Once accepted, students who attend less than two weeks (or not at all) of a Nursing Course will NOT be considered re-entry students and must reapply and compete for acceptance into the Nursing Program.

5. ATTENDANCE
   Classroom and clinical attendance are interrelated and necessary to the learning process of the nursing program. It is expected that all classroom and clinical assignments and activities will be completed as scheduled. Specific policies are found in the Nursing syllabi, related to clinical:
   A. Students are required to make-up clinical absences. After an established number of hours of accumulated clinical absence, the student is required to petition the appropriate faculty to continue in the program.
   B. Students are responsible for their own transportation to and from class and clinical facilities.
   C. Clinical Advisement
      Students are required to attend approximately 17 hours of clinical work
per week. Clinical sites vary and may include the college skills lab as well as hospitals in the High Desert and Inland Empire area. Students should be available to attend clinicals Monday through Sunday. The Nursing Program will notify the students of the detailed clinical schedules as soon as practical before the start of the semester.

VVC Attendance Policy

“Students are expected to attend their classes regularly. Failure to attend the first class session may result in the student being dropped.

Failure to attend class jeopardizes not only a student’s grades, but the learning potential of the other students who were unable to gain access to the class due to enrollment limits.

The class instructor has the right to terminate a student’s enrollment when a student is absent for more than one hour for each unit of class credit.”

6. EXIT/RE-ENTRY INTERVIEW
(DISMISSED, INCOMPLETE, WITHDRAWAL OR FAILURES (I, W, D or F)

A. A student who receives an incomplete or failing grade (I, D, or F) is dismissed, or withdraws from the program must make an appointment with the Director of Nursing or designee for an Exit/Re-entry Interview as regards to academic review and possible re-entry to the program. The VVC ADN Exit/Re-entry Interview must be completed within one week and must be signed by the Director of Nursing or designated faculty and the student.

B. A student who does not receive an Exit/Re-entry Interview within the time allotted may forfeit any possible re-entry into the program.

7. POLICY ON NON-DISCRIMINATION

Consistent with the BRN policy of non-discrimination, the Victor Valley College and Nursing Program does not discriminate in employment or in the admission and access to its programs and activities.

There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, or handicap in either the selection of students for participation in the program, or as to any aspect of the clinical training; provided, however, that with respect to handicap, the handicap must not be such as would, even with reasonable accommodation, in and of itself preclude the student’s effective participation in the program.

8. LEARNING DISABILITIES/SPECIAL ACCOMMODATIONS

A. Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in the nursing program, are encouraged to contact Disabled Student Program and Services (DSPS) as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization from DSPS is required before any accommodation can be made.

B. Accommodations approved by DSPS must be on file with the Nursing Department. The student is responsible for relating this approved accommodation to the faculty responsible for the administration of the
examination.

9. **CLINICAL AGENCIES-CONTRACTUAL AGREEMENTS**
(Criminal background checks, drug testing, and other required documents.)

VVC Nursing Department has contractual agreements with various agencies for clinical experience. Each agency has practices and requirements that must be understood and followed by the Nursing Department, faculty, and students. Be advised, clinical facilities have criminal background checks and drug testing policies. Student nurses are subject to these policies.

Upon acceptance into our program, students will be required to pass a physical, obtain immunizations, titers, CPR card, liability insurance, criminal background check, and drug testing. The Nursing Department will provide guidelines/procedures to the student on required documentation submission, application, and cost for their criminal background check and drug testing.

**NOTE:** Non-compliance with any required documents submission will result in a Deficiency Notice with a due date for compliance. If compliance is then not met, the student will be dismissed from the program due to inability to meet clinical facility contractual agreement requirements. If this occurs for program start, the student will also need to re-apply for admission.

Rev. 9/14
Minimum Qualifications

- Anatomy, Microbiology and Physiology completed within 5 years of applying to the program
- Maximum of two withdrawals or incompletes in Anatomy, Micro and Physio
- All General Education required coursework completed
- No grades lower than a C (“C-” not accepted)

Students meeting the Minimum Qualifications will be forwarded to Ranking based on the Point System.

Overview of the Points System

This is just a summary. For a complete look at the Points System, please visit http://www.vvc.edu/academic/nursing/VVC_ENROLLMENT_PROCESS%17-3.pdf

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
<th>Point Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees or certificates completed</td>
<td>15</td>
<td>(one category only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BA/BS: 15 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LVN/Paramedic/RT/Psych Tech: 15 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AA or AS: 10 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CNA/EMT: 5 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other medical certifications at the discretion of the Nursing Department: 5 points</td>
</tr>
<tr>
<td>GPA in relevant coursework</td>
<td>50</td>
<td>Anatomy, Physiology, Microbiology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum GPA of:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5-2.99: 5 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.00-3.49: 10 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.5-3.99: 20 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.0: 25 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>English Composition and Intermediate Algebra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum GPA of:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.5-2.99: 5 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.00-3.49: 10 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.5-3.99: 20 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.0: 25 points</td>
</tr>
<tr>
<td>Life experiences or special circumstances</td>
<td>10</td>
<td>10 points granted based on personal letter explaining special history or circumstances of an applicant, including but not necessarily limited to, the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Disabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Low family income</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. First generation of family to attend college</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Need to work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. Disadvantaged social or educational environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f. Difficult personal and family situations or circumstances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>g. Refugee or veteran status</td>
</tr>
</tbody>
</table>
The 65 qualified applicants with the highest point ranking will advance to either take the TEAS exam if they have not already done so OR to the random draw for placement if they have already passed the TEAS at another college and submitted their scores by the deadline. Those Applicants not ranked to advance to the TEAS round will need to reapply during a future application period.

- Applicants passing the TEAS exam will move forward to the random draw for placement.
- Applicants who do not pass the TEAS will be required to remediate and demonstrate readiness before re-applying for the program. Remediation may include, but is not limited to, successful completion of additional coursework, tutoring, or retesting. The remediation may take one year. Readiness is accomplished by successfully passing the TEAS V examination.

**COUNSELING AVAILABLE**

Please note that VVC’s Nursing Program is very popular and typically has a waiting list for qualified applicants. For further clarification of the enrollment process, or to discuss your other options in the health care field, we recommend that all potential Nursing majors meet with Diane Wollan, the college’s Nursing Program counselor. Go to vvc.edu and click on Steps to Enrollment in the right hand column. Scroll down to Step Six for the counseling appointment link https://appointments.vvc.edu/counseling.htm or stop by the Counseling Department in the Counseling and Administration Building (#55) to make an appointment.

The Nursing program reserves the right to bypass portions of the enrollment process to designate a certain number of spaces for contracts, grants, pilot programs or partnerships and/or to meet requirements of grant-designated outcomes.
# ESTIMATED PROGRAM COSTS

## ITEM

<table>
<thead>
<tr>
<th>WHEN REQUIRED</th>
<th>NURS 246 (3 Units)</th>
<th>NURS 220 (2 Units)</th>
<th>1ST SEM (NURS 221) (10 Units)</th>
<th>2ND SEM (NURS 222) (9 Units)</th>
<th>3RD SEM (NURS 223) (9 Units)</th>
<th>4TH SEM (NURS 224) (9 Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUPPLIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniforms; including scrubs, lab coat, socks/hose &amp; shoes*</td>
<td>$100.00 OR $100.00</td>
<td>$175.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Required Materials* (Nurse Pack, Watch, Stethoscope)</td>
<td>$350.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbooks and media access</td>
<td>$255.00</td>
<td>$205.00</td>
<td>$723.00</td>
<td>$428.00</td>
<td>$319.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Fees; including student center fee, ASB card, and Parking</td>
<td>$192.00</td>
<td>$145.00</td>
<td>$521.00</td>
<td>$474.00</td>
<td>$474.00</td>
<td>$474.00</td>
</tr>
<tr>
<td>Physical Examination/Labs*</td>
<td>$525.00</td>
<td>$175.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$13.00</td>
<td>$13.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Background Check (NURS 246)</td>
<td>$48.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Screening (NURS 246, NURS 221-NURS 224)</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>CPR Card</td>
<td>$50.00</td>
<td>$25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Assessment Testing Fee (CARP)</td>
<td>$157.00</td>
<td>$122.00</td>
<td>$122.00</td>
<td>$122.00</td>
<td>$122.00</td>
<td>$122.00</td>
</tr>
<tr>
<td><strong>GRADUATION EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Ceremony Contribution</td>
<td>$250.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform for Pinning Ceremony (+ Shoes, cap, hose, etc.)*</td>
<td>$120.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCLEX Application, fingerprinting, Interim Permit &amp; Testing Fees</td>
<td>$575.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$1142.00</td>
<td>$450.00</td>
<td>$2169.00</td>
<td>$1239.00</td>
<td>$1043.00</td>
<td>$1731.00</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** $7774.00

*NOTE: The above costs are an estimate. Some costs may vary. Not included are the approximate costs of travel to and from clinical locations.

30-Unit-Option entering NURS 223 will also have to pay NURS 221 & NURS 222 Scheduled Assessment Testing fees (Licensure Prep Test on Bursar's receipt). Transfer students, see secretary for fees owed.

Be advised that the information obtained is as accurate as possible at time of publication. Costs may increase without notice.

REV.9/5/14
PROGRAM RESPONSIBILITIES

COSTS

You have been provided an estimate of costs associated with entry and completion of the Nursing Program. It is VERY CRUCIAL for the student who has been accepted to have the monetary resources to start and complete the program. It is the student’s responsibility to research their options (i.e., scholarships, grants, loans) before they are accepted into the program.

Substantial portions of the costs are incurred in the first semester. Along with books and registration, the following items will need to be completed or obtained, at the student’s expense, BEFORE STARTING THE PROGRAM:

1. Physical Examination that includes, immunizations or titers (blood tests to prove immunity), TB test (skin-test or x-ray), and Hepatitis Immunization (1st of 3 shots).
2. Current CPR card (cannot expire mid-semester). This may have to be obtained outside the college.
3. Liability Insurance.
4. Uniforms and supplies.
5. Criminal Background Check

Keep in mind that the costs associated with childcare and travel to and from theory and clinical classes are not included. These costs can be substantial.

COMMITMENT

Studying nursing at Victor Valley College is a privilege sought by many, and IT BRINGS WITH IT SOME IMPORTANT RESPONSIBILITIES. Before you accept this position, understand that it is expected you will answer these questions affirmatively:

1. Am I a responsible individual?
2. Will I be at theory and clinical classes on time?
3. Will I hand my assignments in on time?
4. Do I have access to reliable transportation?
5. Will I study and perform to the best of my ability?
6. Can I maintain the Nursing Program standards of professional dress and conduct?

The Nursing Program schedule of classes, skills lab, and clinical vary from semester to semester. Because of this scheduling and extensive reading, research, and homework assignments, it is highly recommended that a student does not try to work full-time and attend the program.

Also, you must understand that anything which changes your education plan (travel, illness, marriage, childbirth, family or personal crisis, etc.) may jeopardize your ability to focus on your nursing education. By accepting this position, you indicate that you will dedicate your attention and energies to the study of nursing with the intent to succeed. Further, that you will take the responsibility for your progression through the program.

The administration and faculty are sympathetic to the genuine situations students occasionally experience. We will assist any student in achieving success and are equally committed to each and every student. For this reason, specific procedures regarding enrollment and re-entry are in place to ensure that all students committed to their educational goals are given every opportunity to progress and complete the program.

Thank you for your interest in our program.
Dr. Prem Reddy School of Health Sciences

Associate Degree Nursing Curriculum (ADN)

Registered Nurses (RNs) are in great demand. Completion of a high school diploma or GED is recommended. The prerequisites for the Nursing Program can take two or more years to complete. The ADN Nursing Program itself takes two years. Many graduates go on to complete bachelor's and master's degrees in nursing or other medical fields. For help in planning your studies, please make an appointment to see the nursing counselor at (760) 245-4271, ext. 2296 or 2531.

Application Information: For specific selection criteria, refer to the Nursing Department webpage: http://www.vvc.edu/academic/nursing/index.htm. LVNs may contact the Nursing Department for additional entry options. Students with criminal convictions should note that your ability to become licensed and practice as a nurse may be affected by your record. Contact the Nursing Department for more information.

All courses, including prerequisites, must be completed with a “C” or better (“C-” is not acceptable). Total units required: 80 minimum (including nursing courses). Effective 1/1/12 No CLEP accepted.

Preparation for the Nursing Program

Prerequisites

All science courses require laboratories.

- Biology 107 (preferred) or 100 and Chemistry 100/H101 or 201
  - Note: Math 50 prepares you for Chem 100

Prerequisites to the Program

Must be completed before applying to the Nursing program (5 units each)

- Biology 211, Human Anatomy
- Biology 221, General Microbiology
- Biology 231, Human Physiology

Nursing Clinical Core

These courses are the nucleus of the Nursing program. Once you have applied to and been accepted into the program, all of the following must be completed:

- Nursing 246 (3 units) Assessment and Nursing Skills
- Nursing 220 (2 units) Pharmacology and Nursing Management
- Nursing 221 (10 units) Nursing Process 1
- Nursing 222 (9 units) Nursing Process 2
- Nursing 223 (9 units) Nursing Process 3
- Nursing 224 (9 units) Nursing Process 4

Transcripts from other institutions will be evaluated for course equivalencies. Additional units might be required to meet the 80 unit minimum. If English 101 was not completed at VVC, a competency test in the VVC library will be required for graduation.

General Education Requirements for the Associate's Degree

- Group A – All of the following:
  - English 101/H101 (4)
  - Psychology 110/H110 (3)
  - Psychology 101/H101 (3)
  - Sociology 101 (3) (meets Global Citizenship graduation requirement)

- Group B – Speech (3)
  - Choose one:
    - CMST 106, 107, 108, 109

- Group C – Mathematics (3)
  - Choose one:
    - Math 90, 104, 105, 120, 132, 226, 227, 228, 231, 270

- Group D – Humanities (3)
  - Choose one:
  - *Eng 116 and TA 116 are the same course
  - Languages: CMST (ASL) 122, 123, 124, 125; FREN 101, 102, 103, 104; GERI 101, 102, 103, 104; LATN 101, 102; SPAN 101, 101A, 101B, 102, 103, 104

- Group E – Physical Education
  - Any PE course of 1 unit or more will satisfy this requirement.

- American Institutions (3)
  - Choose one:
    - HIST 115,117/H117,118/H118; POLS 102/H102, 103
This form and the pages that follow must be completed either manually or on PDF fill-in form (attached) and submitted in their entirety. They must be legible and conform to the original format or you will need to resubmit.

NAME:  Please Print

<table>
<thead>
<tr>
<th>I HAVE</th>
<th>PLEASE INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETED Human Anatomy, Human Physiology, and Microbiology with a grade of C or better; Within the last 5 years. <strong>APPLICATION WILL NOT BE ACCEPTED, IF NOT INITIALED.</strong></td>
<td></td>
</tr>
<tr>
<td>COMPLETED the Application Form;</td>
<td></td>
</tr>
<tr>
<td>COMPLETED the Application Worksheet;</td>
<td></td>
</tr>
<tr>
<td>ATTACHED all <strong>official</strong> college, trade, or professional school transcripts (excluding VVC); <strong>unopened</strong></td>
<td></td>
</tr>
<tr>
<td>ATTACHED all unofficial college, trade, or professional school transcripts (including VVC);</td>
<td></td>
</tr>
<tr>
<td>HIGHLIGHTED all courses completed toward the degree on the attached <strong>unofficial</strong> college transcripts;</td>
<td></td>
</tr>
<tr>
<td>ATTACHED copies of Applicable Licenses or Certificates:</td>
<td></td>
</tr>
<tr>
<td>ATTACHED Letter of Life or Special Circumstances</td>
<td></td>
</tr>
<tr>
<td>READ, SIGNED, AND DATED the Application Policy Statement</td>
<td></td>
</tr>
<tr>
<td>COMPLETED the Statistical Information</td>
<td></td>
</tr>
<tr>
<td>MADE a copy for my records.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE: APPLICATION SUBMISSION MATERIALS AND ATTACHMENTS WILL NOT BE RETURNED.**

**SUBMISSION DATES**
SEPTEMBER 22, 2014 THROUGH OCTOBER 3, 2014

VICTOR VALLEY COLLEGE
NURSING PROGRAM
18422 BEAR VALLEY ROAD
VICTORVILLE, CA  92395
(760) 245-4271 – EXT. 2285

Fall/Spring Office Hours: 8:30 AM-5:00 PM, Monday through Friday
APPLICATION FORM
ALL APPLICANTS MUST COMPLETE THIS FORM.

PLACEMENT OPTION
Please check ONE.

☐ Generic Student
   (Complete all courses in our program.)

☐ Bachelor’s to RN

☐ Non-Graduate Option
   (See Placement Options—page 5-6.)

For other entry options (LVN-RN, Transfer)
please contact the Nursing Department.

NAME
LAST      FIRST    MIDDLE

SSN# ___________________________ VVC ID# ___________________________

ADDRESS
MAILING ADDRESS ___________________________

CITY ___________________________ STATE   ZIP ___________________________

EMAIL ADDRESS ___________________________
(Internal Use Only)
The Nursing Program will utilize Email communications with Applicants. All Applicants must have a valid Email address.

One of the below is mandatory.

HOME PHONE/CONTACT# ___________________________

CELL PHONE# ___________________________

Married and/or Other Names Used ___________________________

Are you now, or have you ever been enrolled in another Registered Nursing Program?  ☐ Yes  ☐ No

Have you ever failed or withdrawn from a Registered Nursing Program course?*  ☐ Yes  ☐ No

(*If the answer is "yes" to either of the above questions, please attach an explanation listing the course(s) and the reasons for withdrawal, failure or exiting the program.)

List all colleges, technical or professional schools attended. ___________________________

Do you currently have a degree or degrees?  ☐ Yes   ☐ No

If yes, please complete the following: (Use the back of this sheet if necessary.)

<table>
<thead>
<tr>
<th>Major</th>
<th>School</th>
<th>Year Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION WORKSHEET
ALL APPLICANTS MUST COMPLETE THIS FORM.

NAME ___________________________ VVC ID# ________________

- COMPLETE THE FOLLOWING WORKSHEET.
- HIGHLIGHT ALL CLASSES REFERENCED ON THIS WORKSHEET ON YOUR UNOFFICIAL TRANSCRIPTS.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>UNITS</th>
<th>GRADE</th>
<th>COLLEGE (Abbreviations are acceptable)</th>
<th>VERIFIED (VVC USE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN ANATOMY (4 or 5 units w/lab)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMAN PHYSIOLOGY (4 or 5 units w/lab)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MICROBIOLOGY (5 units w/lab)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGLISH COMPOSITION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENERAL PSYCHOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEVELOPMENTAL PSYCHOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEECH (106, 107, 108, OR 109)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMANITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMERICAN INSTITUTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: THE APPLICANT IS RESPONSIBLE FOR COMPLETING THIS FORM CORRECTLY AND COMPLETELY. WE ARE NOT RESPONSIBLE FOR INCORRECT ASSESSMENT DUE TO MISSING OR IMPLIED INFORMATION.
APPLICATION POLICY STATEMENT
ALL APPLICANTS MUST COMPLETE THIS FORM.

- PLEASE BE CERTAIN YOU HAVE READ AND UNDERSTAND ALL MATERIALS WITHIN THIS APPLICATION PACKET.
- SIGN AND DATE THE STATEMENT BELOW.
- RETURN THIS FORM WITH YOUR SUBMISSION MATERIALS.

1. Be advised, if you have ever been convicted of a felony, you may be denied taking the National Council Licensing Examination for Registered Nursing (NCLEX-RN). (Refer to Title 16, California Ed Code, Chapter 14, Registered Nursing)

2. I understand that the college will not provide transportation to and from requested clinical facilities.

3. If accepted into this program, I will have a physical examination, a chest X-ray and/or PPD, lab tests, all required immunizations, criminal background check and drug tests that are required in order to comply with the program and clinical agencies’ contractual requirements. Also, a current American Heart Association CPR Certificate must be obtained. In addition, liability insurance is required. The Nursing Program has a group policy available, or the students may purchase their own policy. All of the above will be completed at my own expense. These items will be completed, with copies submitted, before the first day of the semester. Not submitting the required documentation by the due date will preclude my ability to continue in the program and I will need to re-apply for admission.

4. Be advised that after you graduate and begin working as a nurse, we may contact your employer for work performance evaluation based on program effectiveness. All evaluation results will be in aggregate form.

5. I certify that the statements and information in this application are true and correct to the best of my knowledge. Any information deemed to be a deliberate falsification would immediately eliminate my ability to enter this program at any time.

I HAVE READ AND UNDERSTAND THE APPLICATION PROCEDURE, PROGRAM POLICIES, AND OTHER INFORMATION PRESENTED WITHIN THIS ASSOCIATE DEGREE NURSING PROGRAM APPLICATION PACKET. FAILURE TO SIGN AND SUBMIT THIS FORM WILL CAUSE MY APPLICATION TO BE REJECTED.

PRINT NAME ____________________________

SIGNATURE ____________________________

DATE ____________________________
STATISTICAL INFORMATION

To comply with statistical information on application flow patterns requested by State reports, we would appreciate your voluntary cooperation in providing the following information. **THIS IS NOT PART OF THE SELECTION PROCESS. THIS FORM WILL BE DETACHED FROM YOUR APPLICATION AND USED FOR LOCAL, STATE AND FEDERAL STATISTICAL & GRANT REPORTING REQUIREMENTS ONLY.**

1. Placement Option (Check where appropriate.)
   - ☐ Generic
   - ☐ Non-Graduate
   - ☐ Bachelor’s to RN

2. Primary Race or Ethnic Group:
   - ☐ Black/African American
   - ☐ American Indian/Alaskan Native
   - ☐ Asian Indian
   - ☐ Filipino
   - ☐ Native Hawaiian/Other non-Filipino Pacific Islander
   - ☐ Other (Please State) __________________________

3. Age: __________ Birthdate: __________________________

4. Sex: ☐ Male ☐ Female

5. Primary language spoken at home: ☐ English ☐ Other
   - If Other, please state __________________________

6. Are you a U.S. Veteran or widow/widower of a U.S. veteran? ☐ Yes ☐ No

7. High School attended: __________________________
   - Graduated? ☐ Yes ☐ No
   - GED? ☐ Yes ☐ No
   - Date of Completion: __________________________

8. Did you participate in ROP Programs? ☐ Yes ☐ No
   - Please List ROP Programs attended: __________________________