

**CITRUS COLLEGE LVN TO RN APPLICATION PACKET**  
**REGISTERED NURSING – LVN to RN 30 UNIT OPTION**

**APPLICATION APPOINTMENTS WILL BE AVAILABLE**  
**JANUARY 23 – APRIL 13, 2012**

All applicants are to read the following application packet thoroughly prior to completing required application forms. Students are encouraged to attend information sessions in which program curriculum and the application process will be described.

❖ **Visit the Website for dates and times of ADN Information Workshops**  
<http://www.citruscollege.edu/academics/programs/adn/Pages/default.aspx>

Parking is available in the student parking lots. Free parking permits for Lot S8 only are available fifteen minutes prior to the start of each workshop. Please pick one up at location listed for each workshop. For all other lots, parking permits are available for purchase at a parking kiosk or at the Campus Safety Office. Campus maps and directions to Citrus College are available online at <http://www.citruscollege.edu>

*\* STUDENTS APPLYING FOR THIS OPTION MUST MEET WITH THE NURSING COUNSELOR TO REVIEW LIMITATIONS OF THIS OPTION BEFORE SUBMISSION OF THEIR APPLICATION.*

CITRUS COLLEGE HEALTH SCIENCES DEPARTMENT  
ASSOCIATE DEGREE NURSING PROGRAM  
1000 West Foothill Blvd  
Glendora, CA 91741

[www.citruscollege.edu/academics/programs/adn](http://www.citruscollege.edu/academics/programs/adn)  
626.914.8720

## ASSOCIATE DEGREE NURSING PROGRAM APPROVAL

On February 16, 2007, the California Board of Registered Nursing granted Citrus College initial approval for an Associate Degree Nursing Program.

Board of Registered Nursing  
P.O. BOX 944210, Sacramento, CA 94244-2100  
TDD (916) 322-1700  
TELEPHONE (916) 322-3350  
[www.rn.ca.gov](http://www.rn.ca.gov)

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On March 8, 2007, The California Community Colleges Chancellor's Office granted Citrus College approval for an Associate Degree Nursing Program.

California Community Colleges  
Chancellor's Office  
1102 Q Street  
Sacramento, CA 95814  
TELEPHONE (916) 445-8752  
<http://www.cccco.edu>

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## INTRODUCTION

Registered Nursing is a dynamic career opportunity that requires high levels of knowledge, critical thinking skills and a commitment to caring for the client. Registered nurses are in great demand. During the 2005 – 2006 school year, the Citrus College Board of Trustees authorized the Registered Nursing Program Feasibility Study and the need for additional programs in the community was confirmed. A Self-Study, completed in fall 2006, defined the program that Citrus College and their healthcare partners are beginning to implement. Citrus College made the commitment to offer the Associate Degree in Nursing (ADN) program in recognition of the need for Registered Nurses and to offer students the choice to prepare and pursue this healthcare profession.

The student who becomes an associate degree nurse is prepared to provide direct client care across the life span, as well as address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and other community health agencies. A graduate of the Citrus College ADN program will be prepared in three basic roles within the health care delivery system: provider of care, manager of care, and team member within the discipline of nursing. Graduates of the ADN program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates who successfully pass the NCLEX-RN will be eligible for licensure to practice as a registered nurse in California. Only the Board of Registered Nursing may issue the Registered Nursing License.

Citrus College and the Health Sciences Department are equally committed to assist each and every student in achieving success. 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.

### LVN TO RN 30 UNIT OPTION OVERVIEW

The LVN to RN 30 Unit Option program requires the following general education prerequisites for entry into the program.

#### NURSING PROGRAM PREREQUISITES

COURSE	TITLE	UNITS
BIOLOGY 201*	HUMAN PHYSIOLOGY	4.0
BIOLOGY 220*	MICROBIOLOGY	5.0

Students planning to take Bio 201 and Bio 220 at Citrus College need to meet prerequisite requirements for those classes.

\* Biology 200 and Chemistry 103 or 104 or 110 or 111 or 112 are prerequisites for Biology 201

\* Biology 105 or Biology 104 or Biology 124 and Chemistry 103 or 104 or 110 or 111 or 112 are prerequisites for Biology 220

Physiology and Microbiology must be complete at time of application, no additional science classes will be required for any student applying for the 30 unit option. See counselor for details.

#### REGISTERED NURSING PROGRAM – LVN to RN 30 UNIT OPTION

The LVN to RN 30 Unit Option provides an opportunity for entry into the ADN Program at the third semester for LVNs with current California licenses. It is expected that the LVN to RN 30 Unit Option student, having acquired their LVN, possess first year nursing foundations. As such, the LVN to RN 30 Unit Option student is eligible to enter the ADN program upon the successful completion of Nursing 200, Role Transition: LVN to RN. This course is offered during the summer session before entry into the third semester courses.

The program is designed to prepare students for employment as a nurse providing direct care to patients. The student should be aware that they will be eligible to take the licensing examination as a non-graduate and may not change their status as a 30 Unit Option RN with the Board of Registered Nursing at any time after licensure. Individuals who become licensed as registered nurses through this option may not be eligible for licensure in states other than California and may have difficulty in transferring into a college/university for an advanced degree.

#### MAJOR REQUIREMENTS

COURSE	TITLE	UNITS
RNRS 200	ROLE TRANSITION	3.0

COURSE	TITLE	UNITS
<b>THIRD SEMESTER</b>		
NURSING 201	MEDICAL-SURGICAL NURSING III	5.0
NURSING 203	MENTAL HEALTH-PSYCHIATRIC NURSING	3.0

<b>WINTER INTERSESSION</b>		
NURSING 290	GERONTOLOGICAL NURSING	2.0

<b>FOURTH SEMESTER</b>		
NURSING 251	MEDICAL/SURGICAL NURSING IV	6.0
NURSING 252	LEADERSHIP FOR PROFESSIONAL NURSE PRACTICE	2.0

The Board of Registered Nursing (BRN) requires these courses be completed to be eligible to take the licensing examination. All of these courses must be completed with a grade of "C" or better.

**STATEMENT OF ELIBILITY FOR LVN TO RN 30 UNIT OPTION**

*\* STUDENTS APPLYING FOR THIS OPTION MUST MEET WITH THE NURSING COUNSELOR TO REVIEW LIMITATIONS OF THIS OPTION BEFORE SUBMISSION OF THEIR APPLICATION.*

All candidates meeting the requirements to apply to the ADN Program will be considered eligible for selection and enrollment. Only complete applications will be considered. Enrollment in the Citrus College Nursing Program is open to persons regardless of sex, age, marital status, disability, ethnic origin, religion or national origin.

**1. Completion of Prerequisites and Graduation Requirements for Application**

a. Prerequisite Courses -All prerequisites must be completed with a grade of C or better.

BIOLOGY	201*	HUMAN PHYSIOLOGY	4.0
BIOLOGY	220*	MICROBIOLOGY	5.0

Students planning to take Bio 201 and Bio 220 at Citrus College need to meet prerequisite requirements for those classes.

\* Biology 200 **and** Chemistry 103 **or** 104 **or** 110 **or** 111 **or** 112 are prerequisites for Biology 201

\* Biology 105 **or** Biology 104 **or** Biology 124 **and** Chemistry 103 **or** 104 **or** 110 **or** 111 **or** 112 are prerequisites for Biology 220  
Physiology and Microbiology must be complete at time of application, no additional science classes will be required for any student applying for the 30 unit option. See counselor for details.

**REQUESTS FOR EQUIVALENCY:**

Requests for equivalency for Biology 201 and Biology 220 must meet or exceed the 4.0 unit minimum with a laboratory component required by the California Community College Chancellor's Office. If the applicant is uncertain whether a course taken inside or outside the California Community College system is equivalent to the Citrus College course, please attach a catalog description and/or course outline to assist the evaluators in processing your application.

**FOREIGN COURSEWORK:**

Course work completed in another country may be accepted to satisfy requirements for admission. Foreign transcripts must be evaluated by a recognized foreign evaluation service. Evaluations must include the name of the course, number of units, grade and whether the course was upper or lower division. These companies have been approved as foreign transcript evaluators:

1. International Education Research Foundation (IERF) (310) 258-9451 [www.ierf.org](http://www.ierf.org)
2. Academic Credentials Evaluation Institute (ACEI) (310) 275-3530 [www.acei1.com](http://www.acei1.com)
3. American Education Research Center (AERC) (626) 339-4404 [www.aerc-eval.org](http://www.aerc-eval.org)
4. Academic and Professional International Evaluation (562) 594-6498 [www.apie.org](http://www.apie.org)

Please submit an OFFICIAL copy of your foreign evaluation to Admissions and Records at least 7 days before your appointment. Consult the **counseling department** for assistance with equivalency.

**2. Grade Point Average Achievement Requirements for application****CORE BIOLOGY SCIENCE GPA**

An overall grade point average of 2.5 for Human Physiology and Microbiology prerequisites with no grade less than 'C' for each course is required. Students may repeat one of the two courses one time within the past five years.

**3. Licensure Requirement**

Applicant is documented as a Licensed Vocational Nurse (LVN) in California.

**4. Social Security Verification**

All applicants must provide a copy of their valid Social Security card in order to be eligible to apply to the 30 Unit Option Program per Board of Registered Nursing requirements. The applicant will also be required to pass a background check before entry into the first clinical course.

**5. High School Graduation:**

Applicants must provide proof of graduation from an accredited high school in the U.S.A. by transcript or diploma **or** official international evaluation **or** associate **or** baccalaureate degree from an accredited institution of higher education in the U.S.A. **or** documentation of a passing score on the General Education Development (GED) exam **or** passing score on the California High School Proficiency Exam (CHSPE).

**APPLICATION PROCESS**

a) **Get a Citrus ID number** (if you do not already have one.) To do so, apply to Citrus College at [www.cccapply.org](http://www.cccapply.org) and get a Citrus College ID number. This can take up to two weeks to process. You need a Citrus ID number in order to apply to the RN program. If you are a current or returning student and already have an ID number you do not need to apply again.

**b) Gather ALL Required Documents**

a. **Official College Transcripts.** ALL official transcripts MUST be submitted to Admissions and Records at least 7 days before your application appointment to ensure that they are on file. Please allow sufficient time for delivery of your transcripts. It is the applicant's responsibility to call Admissions and Records to verify transcripts are on file before making an application appointment. Please send to:

**Admissions and Records  
Citrus College  
1000 W. Foothill Boulevard  
Glendora, CA 91741  
(626) 914-8511**

b. **Proof of High School Diploma or Equivalent.** Applicants must provide proof of graduation from an accredited high school in the U.S.A. by transcript or diploma **or** official international evaluation **or** associate **or** baccalaureate degree from an accredited institution of higher education in the U.S.A. **or** documentation of a passing score on the General Education Development (GED) exam **or** passing score on the California High School Proficiency Exam (CHSPE). Please submit a copy of any of the above to the counselor during your appointment.

c. **Class Schedule for Spring 2012.** Please bring to your appointment a class schedule showing any in progress classes.

d. **Documentation of Licensure as a Vocational Nurse in California.** The applicant must submit a copy of the current LVN license from California.

- e. **Social Security Verification.** Please bring a copy of your social security card to your appointment. Please note that you must have a social security number to apply to this Nursing program.
- f. **Self-Addressed Stamped Envelope.** Submit a self-addressed stamped, standard letter size envelope with the rest of your documents at the appointment.
- c) **Download and fill out the ADN application.** Please complete and bring in the three application worksheets (cover sheet, pre-requisite achievement and selection criteria form, and the statistical information form. These can be found on pages 19-21) to your appointment. Applicant must complete and sign the coversheet.
- d) **Make an appointment with a Nursing Counselor** to have your application processed. Transcripts **MUST** be mailed to Admissions and Records at least seven days before your appointment to ensure they are on file. Please call Admissions and Records at 626-914-8511 to verify that transcripts are on file prior to making your appointment. All other documentation listed in section b above must be brought to the appointment. Please do not mail anything but transcripts to Admissions and Records. Application appointments will be available **January 23 to April 13, 2012**. Please call 626-914-8720 or 626-914-8530 to make your appointment. Only application appointments during this period will be evaluated for Fall 2012 admissions.
- e) **Application filing period is January 18 to April 15, 2011.** ALL applications will be evaluated only after the deadline.

### SELECTION PROCEDURES

Timeline and submission information is published in the Application Section. Applications will be reviewed and processed in a precise and exacting manner to qualify candidates fairly. Applications will be reviewed if the following criteria are met:

- Student submitted ALL required documentation and met with a counselor and completed an application during the filing period.
- Candidate has completed all course prerequisites for the program and meets stated requirements.
- Transcripts from all college work are submitted with the application
- Self addressed stamped envelope is submitted during application appointment
- Proof of completion of high school (Diploma/HS Transcript, GED, Official Foreign Transcripts evaluation. CHSPE Documentation)
- Copy of Current California LVN license
- Copy of the applicant's valid Social Security card

If, upon review of all application submissions, the number of eligible students exceeds enrollment limitations, the college will use the following selection criteria in the order printed below. For example, if all candidates are qualified, the students with the highest GPAs in the core sciences will be admitted first. If candidates with the highest GPA still exceed the available spaces, the highest overall GPA will be used as admission criteria and so on until the class is filled.

- Highest GPA in the Core Science Prerequisites (Biology 201 and 220)
- Random selection of highest ranking candidates

Students will be selected for the number of open positions. A group of alternate students will also be selected. Alternates not entered into the Summer 2012 class due to unfilled spaces must repeat the application process to be considered for a subsequent class. Before final acceptance into the program, the student must meet or exceed the composite passing score on an assessment/readiness test (see below).

### **Assessment Readiness Testing**

Citrus College ADN Program staff is committed to assisting students to be successful in the program and on the NCLEX-RN licensing examination. In order to assess the skills necessary for success, all students who are selected for the program and the alternates will be administered an assessment/readiness test. The Citrus College ADN Program uses the American Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) for this assessment. The four content areas included in the test are Math, Reading, English, and Science. Those students who meet or exceed the composite minimum passing score established to predict success in a community college nursing program will be qualified to be admitted to the class. Information regarding the TEAS test can be accessed at <http://www.atitesting.com/global/students/teas-faq.aspx>. Students are encouraged to review information on the test from the website and may purchase a study guide at the ATI website [www.atitesting.com](http://www.atitesting.com). Students who have previously taken the TEAS test may submit an official report from ATI to the program following their acceptance into the program.

Students who do not meet the composite minimum score will be referred to resources for appropriate remediation. A plan for remediation will be developed by the Health Science Department staff in consultation with the student. Students who achieved low scores in any section of the assessment/readiness test, even if they have a passing composite score overall, will be referred for remediation.

Students who do not achieve the minimum composite score and need to remediate will not be entered into the Summer 2012 program. Entrance into the subsequent class will be guaranteed based on successful completion of a remediation plan and successful retaking of the assessment/readiness test with a passing composite score.

Students who do not meet the remediation requirements within the timeframe designated in the remediation plan will be required to restart the application process as a new student.

### **Applicant Notification**

After completion of the selection process, a letter of acceptance, placement on the alternate list or non-selection for the Registered Nursing Program – VN to RN by 30 Unit Option will be mailed using the selected applicant's self-addressed, stamped envelope. **Please do not call Citrus College, as phone verification will not be provided.**

**Availability and Timing**

Selected Candidates will be notified as soon as possible once selection has occurred. There will be a very short preparation period for enrollment into the RNRS 200, Role Transition: LVN to RN course that begins in mid to late June and ends in late July or early August (please check Wingspan for exact dates and times). Please be advised that prior to enrollment in RNRS 200, the student will be asked to verify:

1. Criminal Background Check done through Citrus College has been completed and is clear
2. History and Physical examination completed with approval by a physician or nurse practitioner that the student is physically and mentally prepared to enter the program and the following are completed or in process: titers to prove immunity to measles, mumps, rubella, varicella and hepatitis (or signed waiver for hepatitis vaccination), TB test (two step skin test or x-ray) showing no active disease, and current CPR certification for the Professional Rescuer.

**PROGRAM CONSIDERATIONS****PROFESSIONAL COMMITMENT**

Accepting placement in Citrus College's ADN Program affirms your dedication, attention, and energies to the study of nursing with the intent to succeed. Before you accept a position as a Citrus College nursing student, understand that you are expected to answer these questions affirmatively:

- Am I a responsible individual?
- Will I be at theory and clinical classes on time?
- Am I able to report to any assigned clinical site?
- Will I hand my assignments in on time?
- Do I have access to reliable transportation?
- Will I study and perform to the best of my ability?
- Will I maintain the nursing program standards of professional dress and conduct?

The Citrus College ADN Program schedule of classes, skills lab, and clinical assignments vary from semester to semester. Because of the scheduling, extensive reading, research, and homework assignments, it is highly recommended that students do not try to work full-time while attending 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. See clinical health and safety on the website at

<http://www.citruscollege.edu/academics/programs/adn/Pages/ProgramConsiderations.aspx>

**ESTIMATED PROGRAM COSTS**

An estimate of costs associated with entry and completion of the nursing program is provided in the table below. It is CRUCIAL for the student accepted in the Citrus College ADN Program 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, etc.) before they are accepted into the program. Substantial portions of the costs are incurred in the first semester. Not included are the approximate costs of travel to and from clinical locations, and costs such as those associated with childcare. The student should realistically plan for these costs, as they can be substantial. The following items listed in the table below will need to be completed or obtained at the student's expense:

**ESTIMATED 30-UNIT OPTION PROGRAM COSTS - California residents only**

	SUMMER INTERSESSION	3RD SEMESTER	WINTER INTERSESSION	4TH SEMESTER	ESTIMATED COST
NURSING COURSES @ \$36/unit	RNRS 200 (3 units) \$108.00	RNRS 201&203 (8 units) \$288.00	RNRS 290 (2 units) \$72.00	RNRS 251&252 (8 units) \$288.00	Total Program units = 21 \$756.00
TEXTBOOKS & STUDY GUIDES	\$350.00	\$200.00	\$75.00	\$75.00	\$700.00
UNIFORMS: SCRUBS, LAB COAT, SOCKS/HOSE & SHOES	\$250.00				\$ 250.00
EQUIPMENT: WATCH, STETHOSCOPE, GAIT BELT, BP CUFF, SMALL NOTE BOOK, BLACK PEN	\$325.00				\$325.00
NURSING KIT	\$70.00				\$70.00
CC CAMPUS & STUDENT FEES	\$55.00	\$85.00	\$55.00	\$85.00	\$280.00
ATI TESTING	\$500.00				\$500.00
LAB ENROLLMENT	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
PHYSICAL EXAM & LABS	\$300.00				\$300.00
PROFESSIONAL MALPRACTICE INSURANCE (12MOS.)	\$100.00				\$100.00
BACKGROUND CHECK & IMMUNIZATION TRACKER	\$120.00				\$120.00
CPR CARD	\$35.00				\$35.00
CSNA Semester Dues		\$35.00		\$35.00	\$70.00
NCLEX	APPLICATION, PHOTOGRAPHS, FINGERPRINTING, INTERIM PERMIT & TESTING FEES (Due in the 4 <sup>th</sup> Semester)- \$350.00				\$ 350.00
GRAND TOTAL					<b>\$3,896.00</b>

*NOTE: Be advised the estimated costs provided here are as accurate as possible at time of publication and are subject to change.*

## INSTRUCTIONAL PRACTICES

### CLINICAL AGENCIES - CONTRACTUAL AGREEMENTS

Citrus College Health Sciences Department has contractual agreements with various agencies for clinical experience. Each agency has practices and requirements that must be followed by the Health Sciences Department, faculty, and students. Students, at a minimum, are required to pass a criminal background check and a physical exam, obtain immunizations, titers, have a current CPR card, and liability insurance. **Be advised, clinical facilities may have policies requiring additional criminal background checks, immunization and random drug testing.** Student nurses are subject to these policies in order to participate in any clinical setting and must bear any costs for compliance of said policies in addition to the Citrus College ADN program requirements.

### ETHICAL CONDUCT

The professional role of nursing 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, and breaches of confidentiality. If a breach of ethical conduct occurs, disciplinary action will result. Any disciplinary action is dependent on the severity of the infraction, but may include dismissal from the program.

### ADN ATTENDANCE POLICY

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 attendance policies are found in the ADN Student Handbook and nursing course syllabi, as well as listed below:

**THEORY ABSENCES**-Students are expected to attend all scheduled theory classes. The student is responsible for material covered in each class. If a pattern of excessive absence is identified by the faculty, an evaluation of the student's attainment of outlined objectives may be completed by the instructor, which may lead to the student being dropped from the course for lack of progress in meeting objectives.

**CLINICAL ABSENCES** - Students are required to make up clinical absences.

**TRANSPORTATION** - Students are responsible for their own transportation to and from class and clinical facilities.

**CLINICAL ROTATIONS** - Students are required to attend varying hours of clinical work per week. Clinical sites vary and may include the college skills lab as well as hospitals in multiple Southern California areas. Students must be available to attend all possible clinical shifts, each week, Monday through Sunday. The college will give the students as much warning as possible regarding clinical schedules.

### CITRUS COLLEGE ATTENDANCE POLICY - (From the Citrus College Student Handbook)

- 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 grade, but hinders the learning potential of the other students who were unable to gain access to the class due to enrollment limitations.
- 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.

**GRADING**

The theory component and the clinical component of nursing are interdependent. Both must be passed to progress to the next semester. The theory component grading scale for all courses in the Health Sciences Department is as follows:

93 - 100%	=	A
84 - 92%	=	B
75 - 83%	=	C
65 - 74%	=	D
64% or less	=	F

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

**PROMOTION**

- Theory grades in nursing classes must be passed with a "C" or better.
- Clinical components in nursing courses must be passed with a satisfactory evaluation. Competencies must be demonstrated in full each semester in order to progress.
- An "Incomplete" may be given if all assigned work is not completed by the end of the semester, which may result in the student not progressing to the next course. The clearance of any "incomplete" is the responsibility of the instructor and re-entry is dependent on class space availability.

**ACADEMIC INTEGRITY**

Any student involved with professional dishonesty in theory or clinical may be subject to disciplinary action. Depending on the severity of the infraction, the instructor penalty may range from reprimand, assigning a grade reduction or a zero grade for the assignment or examination. If the cheating occurs on a major assignment or final, it may result in the student failing the course. In the case of serious violation especially involving the clinical setting, a student conduct hearing would be initiated. In case of serious infractions the student would be referred to the Director of Health Sciences and the Dean of Student Services for further disciplinary action. The citrus college Standards of Student Conduct Policy states that violations of the code of Student conduct are subject to any of the following types of expulsion. A penalized student will not be permitted to avoid the academic penalty grade by withdrawing from the course with a "W" grade. The student may not be eligible for reentry to the program based on a lack of academic integrity. (For more information please refer to the Citrus College ADN Student Handbook, Policy Re: Academic Integrity and the current Citrus College Student Handbook, Student Discipline: Prescribed Conduct.)

**WITHDRAWAL/ NON-PROGRESSION/RE-ENTRY**

**WITHDRAWAL** - If a student withdraws with grades below "C" or unsatisfactory in the clinical component and applies for re-entry, the re-entry will be considered their second and final opportunity in the program. If a student withdraws from a nursing course once based on illness or family crisis while in good standing related to grades and clinical performance, the withdrawal will not be considered as a failure when determining eligibility for re-entry in the future. No additional repeats will be allowed. (Refer to the Citrus College catalog and the ADN Handbook for policy on withdrawal from a class.)

**NON-PROGRESSION** - Faculty determine if a student is not eligible to progress to the next course based on the student not meeting required academic or clinical performance objectives in the ADN Program as described in the ADN Grading Policy. The student must meet with the Director of the ADN Program or designee to discuss the reasons for the failure and develop a plan for remediation. In the case of a student dismissed for breach of ethical standards of the Citrus College ADN Program, eligibility for reentry would be based on the severity of the infraction. Unsafe behavior in the clinical setting or unprofessional behavior may disqualify the student for readmission.

**EXIT/RE-ENTRY INTERVIEW**-Any student receiving an incomplete, grade below a “C” in a theory course or a clinical failure will not progress. Any such student must make an appointment with the Director of Health Sciences or designee, for an Exit/Re-entry Interview for the purpose of an academic review and establishment of a reentry plan. The Citrus College ADN Exit/Re-entry Interview must be completed upon withdrawal or failure and the review/reentry plan must be signed by the Director of Health Sciences, or designee, and the student. A student who does not participate in an Exit/Re-entry Interview may forfeit any possible re-entry into the program.

**RE-ENTRY** - Students may repeat one nursing course one time only. Placement in a course for repetition purposes is based on the nursing program’s policy on entry/re-entry and as space permits. 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 reentry plan determined at the Exit/Re-entry Interview with the Director of Health Sciences or designee. The student is responsible for completing the remediation plan determined at the interview and submitting documentation of remediation activities.

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.

**TRANSFER FROM ANOTHER PROGRAM** – A student interested in transfer should apply in writing, see a nursing counselor for evaluation of general education transcripts, and submit nursing transcripts and course descriptions to the Director of the ADN Program. If a student has earned two non-progression grades in another RN program, the student will not be eligible for admission to the Citrus College ADN Program.

### **LEARNING DISABILITIES/SPECIAL ACCOMMODATIONS**

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 (DSP&S) as soon as possible to ensure that such accommodations are implemented in a timely fashion. A DSP&S authorization form is required before any accommodation can be made.

Accommodations approved by DSP&S must be on file with the ADN Program. The student is responsible for relating this approved accommodation to the faculty responsible for the administration of the examination.

### **POLICY REGARDING NON-DISCRIMINATION**

Consistent with the BRN policy of non-discrimination, the Citrus College ADN Program neither discriminates in employment nor in the admission and access to its programs and activities.

**COMPETENCY OF NURSING STUDENTS**

Competency standards to which the Board of Registered Nursing holds the RN accountable are specified in Title 16, Business and Professions Code, Nursing Practice Act, Section 2725 and the California Code of Regulations Section 1443.5, Standards of Competent Performance. The Nurse Practice Act and the Standards of Competent Performance apply in all settings where RNs practice nursing. The nursing student may perform actions of the registered nurse while they are in the clinical setting under the supervision of faculty and RN staff based on clinical objectives. The student is accountable for their actions based on the level of nursing education completed.

**EMOTIONAL REQUIREMENTS**

The student must have sufficient emotional stability to perform under stress; stress occurs in both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

**PHYSICAL REQUIREMENTS**

In order to participate in the Citrus College ADN Program, students are required to travel to agencies and hospitals with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in nursing:

1. Strength: sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR which requires sufficient body weight and adequate lung expansion;
2. Mobility: sufficient to bend, stoop, bend down on the floor; a combination of strength, dexterity, mobility and coordination to assist patients; ability to move around rapidly; and to move in small, confined areas;
3. Fine Motor Movements: necessary to manipulate syringes and IV's; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures;
4. Speech: ability to speak clearly in order to communicate in both verbal and written formats and be understood on the telephone with staff, physicians, faculty supervisors, and patients in order to communicate nursing actions, interpret client responses, initiate health teaching, document and understand nursing activities, and interact with clients, staff and faculty supervisors.
5. Vision: sufficient to make physical assessments of patients and equipment;
6. Hearing: sufficient to accurately hear on the telephone; to be able to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals, and various overhead pages.
7. Touch: ability to palpate both superficially and deeply and to discriminate tactile sensations;
8. General Health: nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the Health Sciences Department reduce this risk for nursing students, but do not eliminate it entirely. The following students need a physician's note to participate in the program: students with impaired or deficient immune systems and pregnant women. Such students must have physician approval prior to participation in clinical courses and must discuss their situation with the clinical instructor.

### BACKGROUND SCREENING

Based on national guidelines from the Joint Commission on Accreditation of Healthcare organizations (JCAHO) and clinical facility policies, nursing students must have clear background checks to participate in clinical courses. The background check will be performed upon admission. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and /or having the record corrected. The Director of the ADN Program is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical site. Student information will be held in strictest confidence. See the Director of the ADN Program with questions concerning this procedure.

The Board of Registered Nursing requires the applicant for licensure as a registered nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Director of the ADN Program.

### APPLICATION AND GUIDANCE

This application and instructions package includes the requirements that applicants must follow for candidacy, selection, and enrollment in the Citrus College Registered Nursing Program – LVN to RN 30 Unit Option. Because selection, and the established criteria for eligibility has basis in regulation, a precise procedure will be used by Citrus College to ensure compliance. Candidates are advised to adhere to all stated requirements and to pay strict attention to instructions and exact completion of all forms. Additionally, it is recommended that the candidate double check the final application and keep their copy of the application prior to submission. If your application is incomplete, you will be notified by mail after the application period.

The application must be typed, not handwritten. The electronic application packet contains five forms with interactive fields. You may fill out the application online and print it. You may wish to download a blank application and complete it before you begin filling in the final application to be submitted, as you will have all the information you need, ready to enter. Or, if you prefer, you can print the application and then type in the information. Either way, *the application must be typed, not handwritten, to be sure the application reviewers are provided legible information.*

Applicants are also encouraged to review the Associate Degree Nursing website at <http://www.citruscollege.edu/academics/programs/adn> as information may be posted periodically, or call (626) 914-8720 for periodically updated outgoing phone messages.

## BEFORE APPLYING TO THE ADN PROGRAM

Before applying to the ADN program, thoroughly READ the entire Citrus College 30-Unit Option Information and Application Packet. All applications received at Citrus College by the due date will be reviewed in a fair and consistent manner and applications with missing or omitted information will be deemed incomplete. Applicants are advised to begin preparation of the application and compile support documentation as soon as possible. **Late applications will not be accepted.**

Submit transcripts for all college work. Official copies of transcripts from ALL colleges attended must be submitted at least 7 days (earlier preferred) prior to application appointment. Please call Admissions and Records at the number below to verify your transcripts are on file before making an application appointment. Please send to:

**Admissions and Records  
Citrus College  
1000 W. Foothill Boulevard  
Glendora, CA 91741  
(626) 914-8511**

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## APPLICATION TIMELINE

### HOW TO APPLY

Please see page 8 for detailed application instructions. Applications must be submitted during the filing period from January 23 – April 13, 2011. No applications will be accepted before or after this filing period. The department strongly advises applicants to keep copies of all items.

#### *Please remember:*

- 1. Citrus College (includes all offices of the college) will not accept application by e-mail, fax, walk-in, or drop-in. You must make an appointment to submit your application.*
- 2. Two or more evaluators will review applications submitted by April 13, 2011.*

### INFORMATION UPDATES

Periodic updates will be made available via outgoing phone messages from the ADN information telephone number, (626) 916-8720, and the ADN website at

<http://www.citruscollege.edu/programs/academics/adn>

### PUBLIC INFORMATION SESSIONS

Students are encouraged to attend our open public information sessions in which program curriculum and the application process will be described. No sign-up is necessary. Please go to the nursing website to view workshop dates:

<http://www.citruscollege.edu/academics/programs/adn/Pages/default.aspx>

### NOTIFICATION

After completion of the selection process a letter of selection, alternate or non-selection for candidacy for the ADN Program – LVN to RN 30 Unit Option will be mailed using the selected applicant's self addressed stamped envelope.

Eligible applicants not selected through the selection process, and applicants not eligible for selection, will be notified by mail when selection is complete *using the selected applicant's self-addressed stamped envelope (provided with the application package) and the contact information provided on the Application Cover Sheet. Please do not call Citrus College, as phone verification will not be provided.*

### INSTRUCTIONS FOR COMPLETING REQUIRED APPLICATION FORMS

#### LVN to RN 30-UNIT OPTION APPLICATION COVERSHEET (p.20)

- Complete, sign, and date this form.
- Use application checklist at the bottom of the cover sheet to compile application and confirm application completeness.

#### PREREQUISITE ACHIEVEMENT AND SELECTION CRITERIA FORM (p.21)

- Fill in last and first name.
- PREREQUISITE ACHIEVEMENT: If the specified prerequisite course was not taken at Citrus College, identify the course name of the equivalent course and the college where the course was taken.
  - To support information you provide regarding course equivalents and prerequisites, attach official or unofficial college transcripts for each equivalent and prerequisite course not taken at Citrus College which you believe satisfies the stated requirements and proof of high school completion.
  - The application packet will not be considered for review if the college unofficial transcripts are not attached.
- For each required course not taken at Citrus College a formal equivalency review will determine if the course qualifies and meets the requirement. If the applicant is uncertain whether a course taken outside the California Community College system is equivalent to the Citrus College course, please attach a catalog description and/or course outline to assist the evaluators in processing your application.

#### STATISTICAL INFORMATION (OPTIONAL) (p.22)

- **Please** complete and include it in your package. It is information that will be separated from your application upon receipt. It is very important to Citrus College and the nursing community to be able to gather data on our students in order to better serve our community.
- If the information is used, it will be shown in summary only – never specific to any student.

#### REQUIRED FORMS AND DOCUMENTS FOR APPLICATION APPOINTMENT

1. LVN to RN 30-UNIT OPTION APPLICATION COVERSHEET
2. PREREQUISITE ACHIEVEMENT AND SELECTION CRITERIA FORM
3. STATISTICAL INFORMATION FORM (OPTIONAL)
4. TRANSCRIPTS: **Official copies of transcripts are required and must be on file with Admissions and Records prior to application appointment. It is the applicant's responsibility to verify this.**
5. PROOF OF HIGH SCHOOL COMPLETION
6. COPY OF YOUR CURRENT CALIFORNIA LVN LICENSE.
7. DOCUMENTATION OF MEETING WITH THE NURSING COUNSELOR
8. COPY OF YOUR VALID SOCIAL SECURITY CARD
9. SELF-ADDRESSED STAMPED ENVELOPE

**APPLICATION COVERSHEET  
LVN to RN 30 UNIT OPTION**

<b>LAST NAME:</b>		<b>FIRST NAME:</b>	
<b>EMAIL:</b>			
<b>ADDRESS</b>			
<b>STREET:</b>		<b>CITY:</b>	
<b>STATE:</b>		<b>ZIP CODE:</b>	
<b>MAILING ADDRESS</b> <input type="checkbox"/> <b>CHECK IF SAME AS ABOVE</b>			
<b>STREET:</b>		<b>CITY:</b>	
<b>STATE:</b>		<b>ZIP CODE:</b>	
<b>PHONE CONTACT</b>			
<b>HOME NUMBER:</b>		<b>ALTERNATE NUMBER:</b>	
<b>OTHER NAMES USED MARRIED AND/OR OTHER (e.g. Last, First)</b>			
<b>ARE YOU NOW, OR HAVE YOU EVER BEEN ENROLLED IN ANOTHER RN PROGRAM?</b>			
NO	YES	If yes, please list:	
<b>HAVE YOU EVER FAILED A REGISTERED NURSING PROGRAM COURSE?</b>			
NO	YES	If yes, please list:	
<b>ADN PROGRAM APPLICATION PACKAGE – PLEASE REVIEW FOR COMPLETENESS</b>			
<b>APPLICATION ASSEMBLED IN MANNER REQUIRED:</b>			<b>Applicant Initials:</b>
ADN APPLICATION COVERSHEET, completed, signed, and dated			
PREREQUISITE CRITERIA FORM, completed, signed, dated, and <b>ALL OFFICIAL</b> college, trade, or professional school transcripts submitted to Admissions and Records at least 7 days prior to application appointment.			
STATISTICAL INFORMATION FORM			
COPY OF SPRING 2012 CLASS SCHEDULE (If there are any courses in progress.)			
COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENT			
COPY OF APPLICANT'S VALID SOCIAL SECURITY CARD			
LVN LICENSE			
SELF-ADDRESSED STAMPED-ENVELOPE			
<b>INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED</b>			

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SELECTION CRITERIA FORM  
LVN to RN 30 UNIT OPTION**

LAST NAME:		FIRST NAME			
PREREQUISITE ACHIEVEMENT & SELECTION DATA		CITRUS UNITS	ACTUAL UNITS	GRADE	SEMESTER/YEAR
CATEGORY A – NO GRADE LESS THAN “C”					
BIOLOGY 201 – PHYSIOLOGY COURSE TITLE, NUMBER & COLLEGE:		4.0			
BIOLOGY 220 – MICROBIOLOGY COURSE TITLE, NUMBER & COLLEGE:		5.0			
TOTAL GPA FOR CATEGORY A (MINIMUM 2.5 GPA)					
Were any of the course(s) in CATEGORY A repeated? (where/when): COURSE TITLE, NUMBER & COLLEGE:					

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

My signature certifies this information to be true and correct to the best of my knowledge. Any information deemed to be a deliberate falsification would eliminate my ability to participate in the Citrus College Associate Degree Nursing program.

**STATISTICAL INFORMATION FORM**

**NOTE:** The Statistical Information Form is not part of the selection process. This form will be detached from your application and used for local, state, and federal statistical reporting requirements only. To comply with statistical information on application flow patterns requested by state reports, we would appreciate your voluntary cooperation in providing the following information.

<b>1. ADN PROGRAM, GENERIC OPTION - please check ALL that apply:</b>		
(RN)		
Returning Student		
Transfer Student		
New Student		
Did you receive a scholarship or financial aid?		
Do you think you might be eligible for financial aid?		

<b>2. PRIMARY RACE OR ETHNIC GROUP - please check ONE:</b>		
American Indian		Pacific Islander
Asian		
Black/African American		Other /Non-White
Caucasian/White, other than Hispanic		Unknown/Non-respondent
Filipino		
Hispanic		
Mixed Ethnicity		

<b>3. SEMESTER/YEAR</b>	<b>4. BIRTHDATE:</b>	<b>5. AGE:</b>	<b>6. VETERAN:</b>		<b>7. GENDER:</b>	
			Yes		Female	
			No		Male	

<b>7. HOUSEHOLD - please check ALL that apply:</b>		
Primary language spoken in home:	Additional language(s):	
Do you have dependents living with you (children under 18, parents, grandparents)		
Are you a single parent?		
Number of children living at home?		
One-way travel distance from your home to campus?		
Average weekly hours of employment?	Not employed	> 20 per week
		< 20 per week

<b>8. Have you worked in health care? Please check ALL that apply:</b>			
Nurse Aide (NA)	Paramedic/EMT	Health Info Services	
License Vocational Nurse	Psychiatric Technician	Supportive Personnel (dietary, housekeeping)	
Registered Nurse	Military Medic	Volunteer	
Dental Hygiene	Medical Assistant	If you checked yes to any of the listed items, please indicate how many years you worked:	
Radiology	Medical Clerk		

<b>9. Do you have a certificate, degree or degrees? If YES, please complete:</b>		
Year /Major	School	
Certificate:		
Associate Degree:		
Bachelors Degree:		
Masters Degree:		

Signature \_\_\_\_\_ Date \_\_\_\_\_