RIVERSIDE CITY COLLEGE

School of Nursing Enrollment Policy & Procedure Manual

2021 - 2022

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SECTION I:

APPLICATIONS

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NURSING ENROLLMENT COMMITTEE</u>

Structure:

      Dean, School of Nursing
      ADN (RN) Department Chair
      VN Department Chair
      Director/Department Chair, Nursing Assistant Training Program (NATP)
      Nursing Faculty Members
      Nursing Enrollment and Evaluations Specialist
      Nursing Educational Advisor
      Nursing Counselor

      <u>Ex officio Members:</u>

      Director, Human Resources and Employee Relations
      Dean, Admissions and Records

Meetings: The committee will meet as scheduled.

Purpose:

1.   Make recommendations on student applications regarding enrollment/readmission to Riverside City College School of Nursing.

2.   Serve as advisors to the Nursing Enrollment and Evaluation Specialist.

3.   Assess, revise, and evaluate enrollment (generic/advanced placement) policies.

4.   Make recommendations to nursing faculty regarding formulation and/or revision of enrollment policies.

5.   Review current policies to ensure compliance with BRN, BVNPT, and CDPH Rules and Regulations, ACEN, and legislative criteria.

6.   Review and update *RCC Nursing Enrollment Policy and Procedure Manual* as needed.

Revised: 10/92; 4/5/96; 6/13/96; 7/96; 1/02; 10/03; 12/04; 5/05;
     8/07; 3/09; 7/10; 1/11; 7/13; 7/14; 6/18; 2/21
Reviewed: 6/12

BP 3055   ENROLLMENT/REGISTRATION PRIORITIES

References:
>   Title 5 Sections 51006, 58106, and 58108

The Chancellor shall establish procedures defining enrollment and registration priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Date Adopted: March 17, 2009
(Replaces RCCD Policy 5000)
Formerly: 5055

Student Services

AP 3055 ENROLLMENT PRIORITIES

References:
> Title 5 Sections 51006, 58106, and 58108
> Education Code 66025.8

All courses and programs of the District shall be open to enrollment in accordance with Board Policy 3052, Open Enrollment, and a priority system consistent with Board Policy 3055 and this Procedure.

Students have the right to challenge any enrollment restriction in accordance with Policy 2260, titled Pre-Requisites, Co-Requisites and Advisories.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 3052, titled Open Enrollment.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele.

Program Enrollment

The following programs have separate admissions processes, in accordance with Title 5:

Basic Correctional Deputy Academy
Cosmetology
Culinary Arts
Dental Assisting
Dental Hygiene
Emergency Medical Services: EMT and Paramedic
Esthetician
Firefighter Academy
Ford ASSET
Nursing – Registered and Vocational
Physicians Assistant
Peace Officer Academy
Community for Academic Progress
For further information on these programs, contact the program directly, or visit our website at: http://www.rccd.edu/services/careertech/Pages/CareerTechPrograms.aspx.

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Over-Subscribed Enrollment Priority

Once students satisfy the admissions criteria to over-subscribed programs, enrollment priority shall be determined according to the legal residence of applicants in the following order:

1. Residents of the Riverside Community College District who have completed a minimum of a 3 unit academic course in the Riverside Community College District.

2. Residents of the Riverside Community College District.

3. Residents of other community college districts within Riverside County which do not present similar courses or programs.

4. Residents of California community college districts outside Riverside County.

5. Residents of areas outside of California.

NOTE: Pursuant to legislation, Associate Degree in Nursing programs are exempt from non-evaluative selection criteria*.*

Office of Primary Responsibility*:* Student Services

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RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT PROCEDURE: ADN (RN) PROGRAM

1. All interested students are encouraged to attend a Pre-Nursing Information Workshop offered through School of Nursing (SON) and meet with a Health-Related Science Counselor and/or Nursing Educational Advisor.

2. Submit an application to the RCC. Applicants must maintain a current RCC application on file while awaiting admission to the SON.

3. Prospective students can obtain an application online and submit the completed application to the SON during the specified Application Period.

4. Applicants must have all transcripts on file and evaluated from non-RCCD institutions at the time of admission.

5. Completed applications will be ranked according to the selection procedure established by the nursing faculty and Nursing Enrollment Committee as designated on the *ADN (RN) and Concurrent Enrollment Program Information Sheets.*

6. Notification of admission will be sent to qualified applicants according to procedures and spaces available.

7. Once accepted to the SON, it is the applicant's responsibility to accept or decline their space by the designated deadline. Applicants who do not respond by the deadline will forfeit their admission to the SON.

8. Any student who declines a space will be required to resubmit an application for admission during the next application filing period.

9. Deferred enrollment may be granted on an individual basis upon approval by the Dean and/or Nursing Enrollment Committee.

Revised: 5/24/96; 6/13/96; 1/10/02; 10/03; 11/03; 12/04;
5/05; 6/07; 8/07; 1/09; 1/11; 7/13; 7/14; 6/18; 2/21
Reviewed: 6/12

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT PROCEDURE: VN PROGRAM

1. All interested students are encouraged to attend a Pre-Nursing Information Workshop offered through School of Nursing (SON) and meet with a Health-Related Science Counselor and/or Nursing Educational Advisor.

2. Submit an application to the RCC. Applicants must maintain a current RCC application on file while awaiting admission to the SON.

3. Prospective students can obtain an application online and submit the completed application to the SON during the specified Application Period.

4. Applicants must have all transcripts on file and evaluated from non-RCCD institutions at the time of admission.

5. Completed applications will be randomly selected according to the selection procedure established by the nursing faculty and Nursing Enrollment Committee as designated on the *VN Program Information Sheet.*

6. Notification of admission will be sent to qualified applicants according to procedures and spaces available.

7. Once accepted to the SON, it is the applicant's responsibility to accept or decline their space by the designated deadline. Applicants who do not respond by the deadline will forfeit their admission to the SON.

8. Any student who declines a space will be required to resubmit an application for admission during the next application filing period.

9. Deferred enrollment may be granted on an individual basis upon approval by the Dean and/or Nursing Enrollment Committee.

10. Applicants who accept a space in Nursing 52, 61, 62, 63, and/or 71 will be required to sign the *Vocational Nursing Program Completion Contract*.

Revised: 5/24/96; 6/13/96; 1/10/02; 10/03; 11/03; 12/04;
5/05; 6/07; 8/07; 1/09; 1/11; 6/12; 7/13; 7/14; 6/18; 2/21

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT PROCEDURE: NURSING ASSISTANT TRAINING PROGRAM (NATP)

1.   All interested students are encouraged to attend a Pre-Nursing Information Workshop offered through School of Nursing (SON) and meet with a Health-Related Science Counselor and/or Nursing Educational Advisor.

2.   Submit an application to the RCC. Applicants must maintain a current RCC application on file while awaiting admission to the SON.

3.   Prospective students can obtain an application online and submit the completed application to the SON during the specified Application Period.

4.   Admission is based on a first come, first serve basis upon the completion and submission of the pre-program checklist to the Nursing Enrollment and Evaluation Specialist as outlined on the *NATP Information Sheet.*

5.   Notification of admission will be sent to qualified applicants according to the admission procedures and spaces available.

6.   Once accepted to the SON, it is the applicant's responsibility to accept or decline their space by the designated deadline. Applicants who do not respond by the deadline will forfeit their admission to the SON.

7.   Any student who declines a space will be required to resubmit an application for admission during the next application filing period.

Created: 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>PREREQUISITE COURSES IN PROGRESS</u>

1.   If the prerequisite course is in progress outside of RCCD, validation of enrollment and progress must be submitted to the Nursing Enrollment and Evaluation Specialist.

2.   As soon as the in progress perquisite course is completed, the final grade must be submitted to the Nursing Enrollment and Evaluation Specialist as soon as its available.

3.   Applicants with courses in progress will have lower priority than those applicants whose prerequisite courses are complete by the end of the application period.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>DEFERRED ENROLLMENT</u>

1.   Deferred enrollment may be granted on an individual basis upon approval by the Dean and/or Nursing Enrollment Committee.

2.   Deferred enrollment will be granted ONE TIME ONLY. *RCC Extenuating Circumstance Petition (ECP)*, according to college policy, will be reviewed by the Enrollment Committee.

3.   Failure to accept an offer of enrollment after a deferral was approved, will be considered as a ONE TIME ONLY readmission. Therefore, the student's priority for future admissions will be according to the *Prioritization of Readmission /Transfer/Advanced Placement Candidates* policy.

Revised: 8/15/96; 1/10/02; 6/07; 1/09; 1/11; 6/11; 6/12; 7/13; 6/18; 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>DEFERRED ENROLLMENT SIGNATURE FORM</u>

I understand that according to the RCC School of Nursing *Deferred Enrollment* policy, deferred enrollment in the nursing program will be granted one time only. Failure to accept this offer of admission will forfeit the deferral. Subsequent readmissions will be prioritized according to the current *Prioritization of Readmission/Transfer/Advanced Placement Candidates* policy.

_____

Name of Student

_____

Signature of Student

_____

Nursing Enrollment & Evaluation Specialist

_____

Date

Rev. 6/18

SECTION II: ADMISSIONS

TRADITIONAL ADN (RN) INFORMATION SHEET

General Information

The Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information for the California BRN is P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350. Contact information for the ACEN is 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326 or call (404) 975-5000.

The Associate of Science Degree (ADN) in Registered Nursing (RN) requires four semesters and an intersession, excluding the completion of prerequisite courses. Upon completion of the 73-74-unit program, the graduate earns an ADN (RN) and is eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for licensure as a Registered Nurse in the State of California.

Each Spring and Fall semester, 44 - 90 traditional candidates are accepted into the ADN (RN) program. Those applicants who are not accepted must reapply the following semester. There is no wait list. For information on requirements for the RCC-CSU (ADN/BSN) CEP, please see the *Concurrent Enrollment Program Information Sheet.*

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8407 or on the Health-Related Sciences Engagement Center website. You may also contact RCC Counseling at (951) 222-8440.

Application to the School of Nursing

Students applying to the School of Nursing (SON) must have all eligibility and prerequisite requirements completed or in progress at the time of application. General education courses are encouraged to be completed prior to program entrance. The applicant is responsible for ensuring that **ALL** official up-to-date transcripts and other necessary documentation have been received by Riverside City College (RCC) at the time of application.

1. Admission will be denied to an applicant who earned a grade of "C-" or less in a nursing program at another college.
2. Foreign transcripts must have a *Detailed Evaluation* and must be submitted by the application deadline. Information can be obtained from the Counseling Office.
3. Students with prerequisite courses in progress must turn in a grade verification form to the SON office as soon as the final grade is available.
4. Students must have applied to RCC prior to applying to the ADN (RN) program.
5. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period

SPRING SEMESTER - Application filing period between first business day of July to first business day of August.

FALL SEMESTER - Application filing period between first business day of October to first business day of November.

PETITIONING STUDENTS: (Students applying for readmission or for transfer): Year-round.

Applications may be obtained at the Nursing website during the application filing periods. Applications are submitted electronically through the link provided. Please verify the current application filing period dates on the Nursing website or contact the School of Nursing at (951) 222-8407.

Requirements for Eligibility and Prerequisite Courses:

1. Complete an RCC application on CCCApply and be eligible to attend RCC.

2. Cumulative GPA of at least 2.0 in all course work attempted at RCC and a cumulative GPA of 2.0 or greater, which includes all accredited college units attempted.

3. Minimum GPA of at least 2.5 in all general education courses is required for to earn an ADN (RN) degree.

4. Prerequisite Courses (15 units):

    a. Minimum GPA of 2.5 in the following science prerequisite courses:
        *Biology 50A (4 units)
        *Biology 50B (4 units)
        *Biology 55 (4 units)
    b. Completion of Psychology 9 (3 units, Birth to Death) with a grade of "C" or better.

5. The *Test for Essential Academic Skills (ATI TEAS – TEAS 6)* is required for all applicants applying for the ADN (RN) program. Please see the *RCC SON TEAS Test* policy in the *SON Enrollment Committee Policy and Procedure Manual* for detailed information.

6. Meeting minimum eligibility criteria for the program does not guarantee admission to the program.

Anatomy and Physiology Requirement

RCC encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a *Request for Equivalencies and Substitutions* form from the Counseling or Evaluations departments.

Selection Procedure

Available enrollment spaces are selected by rank order (highest points) based on points earned on the multicriteria factors and through random selection (see *Enrollment Criteria for 1st Semester Traditional ADN (RN) Students* attached). RCC reserves the right to designate a certain number of enrollment spaces for contract agreements and/or to meet requirements grant-designated outcomes.

Applicants with a regionally accredited bachelor's degree from the United States (US) will be waived from completing the 6 general education courses, but must have taken the science prerequisites, satisfy the Statistics (MAT-12/12H or PSY/SOC-48) and PSY-9 requirements, and have taken courses in English Composition, Communication and Sociology/Cultural Anthropology.

Students must pass the *ATI Test for Essential Academic Skills (ATI TEAS – TEAS 6)* prior to program enrollment. Please see the *RCC SON TEAS Test* policy in the *SON Enrollment Committee Policy and Procedure Manual* for detailed information.

For specific information regarding the SON selection criteria, please see the *SON Enrollment Committee Policy and Procedure Manual.*

If a student is not offered a space in the program, a new application is necessary in the next application period. The SON has no wait list.

Transcript Requirements

Transcripts are *Official* when they are sent directly to RCC from the sending institution or are hand-delivered by the student in a sealed envelope from the sending institution. Copies of transcripts/diplomas not accepted. Transcripts are *Up-to-Date* when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, please visit the Transfer Student website. Transcripts that are not official and not considered *Up-to-Date* will be returned to the student, and will result in a lower priority status. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

Additional General Education Requirements (19-20 units)

The following general education courses are not required for admission to the ADN (RN) program; rather, they are required for the completion of the ADN (RN) degree. Most students complete these requirements before entering the ADN (RN) program due to the rigorous course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements with the Nursing Educational Advisor and/or Nursing Counselor (951) 222-8407.

___ English Composition: **English 1A or 1AH**   **4**
___ American Institutions: **(History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 1H or 5)**   **3**
___ Social and Behavioral Sciences: **(Sociology 1 or Anthropology 2)**   **3**
___ Communication and Analytical Thinking: **(Communication 1 or 9 <u>plus</u> Math 12/12H or Psy/Soc 48)**   **6-7**
___ Humanities: **(see RCC College Catalog)**   **3**
___ Competency: **In order to graduate, students must demonstrate competence in mathematics, reading and English.**   **0-5**

                                                                                                                                     (19-20)

**Please see the *RCC College Catalog* for the most current information.

NOTE: A grade of "C" or better is required in all general education courses used to fulfill requirements for the Associate Degree in Nursing.

Required Nursing Courses (39 units)

First Semester	Units	Second Semester	Units	Prerequisites:	15 units
Nursing 11	8.5	Nursing 12	8.5	General Education:	19-20 units
Nursing 11A	0.5	Nursing 12A	0.5	Nursing:	39 units
				Total:	73-74 units

Intersession	Units	Third Semester	Units	Fourth Semester	Units
Nursing 14	3	Nursing 21	8.5	Nursing 22	8.5
		Nursing 21A	0.5	Nursing 22A	0.5

Recommended Electives During Program

It is highly recommended that all nursing students enroll in a Nursing Learning Lab (B and/or C course) each semester. These electives provide opportunities for additional self-paced practice and mastery of nursing skills. Instructional guidance and computer assisted materials which support semester student learning outcomes are also available.

Expenses (per year)

1. Students pay Health Services Fees ($25), parking ($125), Student Services Fees ($30) and tuition ($46) per unit each semester. The cost is approximately $6,000 for four semesters and an intersession.

2. Students furnish their own uniforms. The cost is approximately $250.

3. The costs of nursing books, supply bag, iPad, testing platform and other required learning resources are approximately $2,500 for two years.

4. Physical examination/lab work costs are approximately $98 - $600.

5. Background checks/CPR costs approximately $220.

6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

7. Students are required to purchase standardized testing package for use during the program. Estimated cost is $580.

When planning expenses, students should be aware they may have to limit their hours of employment due to the rigor required for the ADN (RN) program. Scholarships and grants are available to those students who qualify.

Health Examination and CPR Certification

Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) that is valid for 2 years, required immunizations, and a completed health examination form with clearance permitting unrestricted functional abilities essential to nursing practice in accordance with the American with Disabilities Act (1990). A completed immunization record, health examination, and CPR certification are not required at the time of application.

Background Check/Drug Screen

All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in the ADN (RN) program. See the *Background Check/Drug Screen* policy in the *SON Enrollment Committee Policy and Procedure Manual* for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Board of Registered Nursing Legal Limitation of Licensure: Misdemeanors/Felony Notification

Graduates of the ADN (RN) program are eligible to apply for the NCLEX-RN licensure exam. This requires that applicants submit fingerprints and report any prior conviction or any offense other than minor traffic violations. Failure to report such convictions can be grounds for denial of licensure. The BRN investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation.

Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the BRN **prior** to beginning the ADN (RN) program: California Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350; website www.rn.ca.gov.

Citizenship and Immigration Status Verification Required for VN/RN Licensure

The *Federal Personal Responsibility and Work Opportunity Reconciliation Act* requires government agencies to eliminate *public benefits* to individuals who cannot provide proof of their legal status in the US. *Public benefit* has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the US. A license will not be issued until legal status in the US has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number/Tax ID Number

Disclosure of one's social security number or tax ID number is mandatory for licensure by the BRN in accordance with Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA 405 (c)(2)(C)).

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Revised: 6/12; 1/13; 2/16; 3/16; 10/16; 2/17; 10/17; 6/18; 5/19; 6/19; 8/19; 2/21; 5/21; 9/21

Enrollment Criteria for 1ˢᵗ Semester Traditional ADN (RN) Students

	CRITERIA	MAXIMUM POINTS FOR THE	POINT DISTRIBUTION
1	Academic degrees from regionally accredited program.	5 points	BS/BA 5 points
2	Grade point average in relevant course work.	49 points	a. Minimum 2.5 GPA in anatomy, physiology, and microbiology. GPA = 4.0 35 points GPA = 3.5 30 points GPA = 3.0 25 points GPA = 2.5 20 points b. Minimum 2.5 GPA in all remaining general education courses required for graduation. GPA = 4.0 14 points GPA = 3.5 12 points GPA = 3.0 10 points GPA = 2.5 8 points c. For applicants with a bachelor's degree, the GPA points will be calculated from the grades in English, Statistics, Psychology 9, Speech and Sociology/Cultural Anthropology. *
3	Life experiences or special circumstances of an applicant, including by not necessarily limited to, the following: a. Disabilities b. Low family income c. First generation of family to attend college d. Need to work e. Disadvantages social or educational environment f. Difficult personal and family situations or circumstances g. Refugee	2 points	Two points total for life experiences
4	Veteran	5 points	Five points for veterans who are active or discharged in good standing. Proof will be verified through Veterans Services.
5	Proficiency or advanced level course-work in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office.	2 points	Two points total for language proficiency.
6	Assessment/readiness test results.	30 points	The points assigned are dependent upon the test cut score. For *ATI TEAS – TEAS 6*: 90 to 100 = 30 points 78 to 89 = 25points 71 to 77 = 20 points 62 to 70 = 15 points

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| 7 | Recent work or volunteer experience with direct human patient care within the past 5 years. Must have verification from human resources or employer verifying the number of hours worked and job title. All must be submitted by the student by the application deadline. | 7 points | Licensed VN, Paramedic, Respiratory Therapists; documented medical military experience, (all with work experience $\geq$ 1000 hours) = 5 points.

OR

CNA or EMT (all with work experience $\geq$ 1000 hours) = 3 points.

OR

Clinical Care Extender or other program of volunteer activity $\geq$ 200 hours with direct human patient care contact = 1 point

AND

NXN-84 Prepare for Success in Nursing School with a "Pass" or better = 2 points.

OR

NRN-93 Dosage Calculations for Medical Professionals with a "B" or better = 2 points. |

* Bachelor's degree students must have minimum of 6 semester or 9 quarter units in principles of verbal, written, and group communication (English and Communication) and 16 semester or 24 quarter units in related natural (anatomy, physiology, microbiology, chemistry) and behavioral and social (sociology, cultural anthropology, human development) sciences (California Nursing Practice Act, 2008).

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

RCC-CSU Concurrent Enrollment Program (CEP)

General Information

The CEP program is a 2 ½ - 3 year (full-time) program for qualified applicants who choose to partipate and have met all CSU general education requirements prior to applying to the ADN (RN) program. A CEP applicant agrees to be dually enrolled in the RCC ADN (RN) program and CSU to complete simultaneous coursework for each higher education institution. CEP students are required to complete the RCC ADN (RN) nursing coursework in the manner as a student on the traditional ADN (RN) pathway. The RCC School of Nursing (SON) has no additional requirements for students who elect to participate in the CEP pathway. The RCC ADN (RN) graduate earns an Associate of Science Degree in Nursing and is eligible to apply for the the NCLEX-RN licensing exam as a Registered Nurse in the State of California.

Application to the School of Nursing

Students applying to the SON must have all eligibility, general education, and prerequisite requirements completed at the time of application. General education courses must be CSU certified prior to be considered for the program. The applicant is responsible for ensuring that **ALL** official up-to-date transcripts and other necessary documentation have been received by RCC at the time of application.

1. Admission will be denied to an applicant who earned a grade of "C-" or less in a nursing program at another college.
2. Foreign transcripts must have a *Detailed Evaluation*, and must be submitted by the application deadline. Information can be obtained from the Counseling Office.
3. Students must have applied to RCC prior to submitting an application to the ADN (RN) program.
4. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period

SPRING SEMESTER - Application filing period between first business day of July to first business day of August.

FALL SEMESTER - Application filing period between first business day of October to first business day of November

PETITIONING STUDENTS: (Students applying for readmission or for transfer): Year-round.

Applications may be obtained at the Nursing website during the application filing periods. Applications are submitted electronically through the link provided. Please verify the current application filing period dates on the Nursing website or contact the School of Nursing at (951) 222-8407.

Requirements for Eligibility and Prerequisite Courses

To be considered for participation in the CEP, the following is required:

1. Complete a RCC ADN (RN) application and indicate on the application your interest in participating in the *RCC-CSU Concurrent Enrollment Program.*

2. Complete all RCC and CSU prerequisite and lower division GE requirements (see *CEP Program Map*).

3. Verify with the RCC SON Office for validation that prior coursework meets CSU general education requirements for fulfilling lower division categories A, B, C, and D.

4. Meet the overall minimum GPA of 2.75 in all RCC nursing preadmission required courses and an overall cumulative GPA of 2.75.

5. Maintain a 2.0 grade point average in all coursework while enrolled in the CEP program.

6. Register for and attend a *CEP Information Session*.

7. Complete the *Test for Essential Academic Skills (ATI TEAS-TEAS 6)* which is required for all applicants to the ADN (RN) program. Please see the *RCC SON TEAS Test* policy in the *SON Enrollment Committee Policy and Procedure Manual* for detailed information.

8. Meeting minimum eligibility criteria for the program does not guarantee admission to the program.

Advising

An RCC Nursing Counselor, Nursing Educational Advisor, and Nursing Enrollment and Evaluation Specialist are available for information regarding CEP and application advisement. Once admitted to the the RCC ADN (RN) program, CSU advisors are available on their respective campuses to meet in-person, virtually, or by email and phone.

RCC SON Students Interested in CEP	
Jackie Urena RCC SON Counselor 951-222-8366 jackie.urena@rcc.edu	Steven Purdy RCC SON Educational Advisor 951-222-8000 x4186 steven.purdy@rcc.edu
Students Who are Admitted to CSUF	
CSUF Academic Advisement Center http://www.fullerton.edu/aac/	
Students Who are Admitted to CSUSB	
Main Nursing Office: nursinginfo@csusb.edu CSUSB Advising: https://cns.csusb.edu/peer-advising-center Peer Advising Center: 909-537-7627	

Anatomy and Physiology Requirement

RCC encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a *Request for Equivalencies and Substitutions* form from the Counseling or Evaluations departments.

Selection Procedure

Available enrollment spaces are selected by rank order (highest points) based on points earned on the multicriteria factors and through random selection (see *Enrollment Criteria for RCC-CSU Concurrent Enrollment Program* - attached). RCC reserves the right to designate a certain number of enrollment spaces for contract agreements and/or to meet requirements grant-designated outcomes.

Applicants with a regionally accredited bachelor's degree from the United States (US) will be waived from completing the 6 general education courses, but must have taken the science prerequisites, satisfy the Statistics (MAT-12/12H or PSY/SOC-48) and PSY-9 requirements, and have taken courses in English Composition, Communication and Sociology/Cultural Anthropology.

Students must pass the *ATI Test for Essential Academic Skills (ATI TEAS – TEAS 6)* prior to program enrollment. Please see the *RCC SON TEAS Test* policy in the *SON Enrollment Committee Policy and Procedure Manual* for detailed information.

For specific information regarding the SON selection criteria, please see the *SON Enrollment Committee Policy and Procedure Manual.*

If a student is not offered a space in the program, a new application is necessary in the next application period. The SON has no wait list.

Transcript Requirements

Transcripts are *Official* when they are sent directly to RCC from the sending institution or are hand-delivered by the student in a sealed envelope from the sending institution. Copies of transcripts/diplomas not accepted. Transcripts are *Up-to-Date* when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, please visit the Transfer Student website. Transcripts that are not official and not considered *Up-to-Date* will be returned to the student, and will result in a lower priority status. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

Recommended Electives During Program

It is highly recommended that all nursing students enroll in a Nursing Learning Lab (B and/or C course) each semester. These electives provide opportunities for additional self-paced practice and mastery of nursing skills. Instructional guidance and computer assisted materials which support semester student learning outcomes are also available.

Expenses (per year)

1. Students pay Health Services Fees ($25), parking ($150), Student Services Fees ($30) and tuition ($46) per unit each semester. The cost is approximately $6,000 for four semesters and an intersession.

2. Students furnish their own uniforms. The cost is approximately $250.

3. The costs of nursing books, supply bag, iPad, testing platform and other required learning resources are approximately $2,500 for two years.

4. Physical examination/lab work costs are approximately $98 - $600.

5. Background checks/CPR costs approximately $220.

6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

7. Students are required to purchase standardized testing package for use during the program. Estimated cost is $580.

    -CSUF https://sfs.fullerton.edu/services/fees/tuitionandcampusfees.php
    -CSUSB https://www.csusb.edu/student-financial-services/tuition-and-fees

When planning expenses, students should be aware they may have to limit their hours of employment due to the rigor required for the ADN (RN) program. Scholarships and grants are available to those students who qualify.

Health Examination and CPR Certification

Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) that is valid for 2 years, required immunizations, and a completed health examination form with clearance permitting unrestricted functional abilities essential to nursing practice in accordance with the American with Disabilities Act (1990). A completed immunization record, health examination, and CPR certification are not required at the time of application.

Background Check/Drug Screen

All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in the ADN (RN) program. See the *Background Check/Drug Screen* policy in the *SON Enrollment Committee Policy and Procedure Manual* for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Board of Registered Nursing Legal Limitation of Licensure: Misdemeanors/Felony Notification

Graduates of the ADN (RN) program are eligible to apply for the NCLEX-RN licensure exam. This requires that applicants submit fingerprints and report any prior conviction or any offense other than minor traffic violations. Failure to report such convictions can be grounds for denial of licensure. The BRN investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation.

Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the BRN **prior** to beginning the ADN (RN) program: California Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350; website www.rn.ca.gov.

Citizenship and Immigration Status Verification Required for VN/RN Licensure

The *Federal Personal Responsibility and Work Opportunity Reconciliation Act* requires government agencies to eliminate *public benefits* to individuals who cannot provide proof of their legal status in the US. *Public benefit* has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the US. A license will not be issued until legal status in the US has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number/Tax ID Number

Disclosure of one's social security number or tax ID number is mandatory for licensure by the BRN in accordance with Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA 405 (c)(2)(C)).

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Revised 7/20; 2/21; 9/21

SONEPPM 9/8/2021

Enrollment Criteria for RCC-CSU Concurrent Enrollment Program

	CRITERIA	MAXIMUM POINTS FOR THE	POINT DISTRIBUTION
1	Academic degrees from regionally accredited program.	5 points	BS/BA 5 points
2	Grade point average in relevant course work.	49 points	a. Minimum 2.5 GPA in anatomy, physiology, and microbiology. GPA = 4.0 35 points GPA = 3.5 30 points GPA = 3.0 25 points GPA = 2.5 20 points b. Minimum 2.5 GPA in all remaining general education courses required for graduation. GPA = 4.0 14 points GPA = 3.5 12 points GPA = 3.0 10 points GPA = 2.5 8 points c. For applicants with a Bachelor's degree, the GPA points will be calculated from the grades in English, Psychology 9, Speech and Sociology/Cultural Anthropology.*
3	Life experiences or special circumstances of an applicant, including by not necessarily limited to, the following: a. Disabilities b. Low family income c. First generation of family to attend college d. Need to work e. Disadvantages social or educational environment f. Difficult personal and family situations or circumstances g. Refugee	2 points	Two points total for life experiences
4	Veteran	5 points	Five points for veterans who are active or discharged in good standing. Proof will be verified through Veterans Services.
5	Proficiency or advanced level course-work in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office.	2 points	Two points total for language proficiency.
6	Assessment/readiness test results.	30 points	The points assigned are dependent upon the test cut score. For *ATI TEAS – TEAS 6*: 90 to 100 = 30 points 78 to 89 = 25points 71 to 77 = 20 points 62 to 70 = 15 points

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| 7 | Recent work or volunteer experience with direct human patient care within the past 5 years. Must have verification from human resources or employer verifying the number of hours worked and job title. All must be submitted by the student by the application deadline. | 7 points | Licensed VN, Paramedic, Respiratory Therapists; documented medical military experience, (all with work experience $\geq$ 1000 hours) = 5 points.

OR

CNA or EMT (all with work experience $\geq$ 1000 hours) = 3 points.

OR

Clinical Care Extender or other program of volunteer activity $\geq$ 200 hours with direct human patient care contact = 1 point

AND

NXN-84 Prepare for Success in Nursing School with a "Pass" or better = 2 points.

OR

NRN-93 Dosage Calculations for Medical Professionals with a "B" or better = 2 points. |

* Bachelor's degree students must have minimum of 6 semester or 9 quarter units in principles of verbal, written, and group communication (English and Communication) and 16 semester or 24 quarter units in related natural (anatomy, physiology, microbiology, chemistry) and behavioral and social (sociology, cultural anthropology, human development) sciences (California Nursing Practice Act, 2008).

RIVERSIDE CITY COLLEGE – SCHOOL OF NURSING
VOCATIONAL NURSING PROGRAM
4800 Magnolia Avenue, Riverside, CA 92506-1299

VOCATIONAL NURSING (VN) INFORMATION SHEET

General Information

The Vocational Nursing (VN) program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and fffective January 28, 2021, the practical nursing program at Riverside City College located in Riverside, California is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing, Inc. This candidacy status expires on January 27, 2023. Contact information for the BVNPT is 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 (916) 263-7800. Contact information for the ACEN is 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326 or call (404) 975-5000.

The VN program requires 12 months of full-time study. Applicants who have met all RCC general education requirements are eligible to earn an Associate of Science Degree (ADN) in Vocational Nursing (VN) upon completion of the VN program. Applicants who have not met all RCC general education requirements are eligible to earn a Certificate of Achievement upon completion of the VN program. The ADN (VN) program requires completion of 67-68 units which includes general education, prerequisites, and vocational nursing coursework. The VN Certificate program requires completion of 51-units of prequisite and vocational nursing coursework. The VN program graduate is eligible to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Vocational Nurse in the State of California.

Each Fall semester up to 40-70 candidates are accepted into the program. Those applicants who are not accepted must reapply the following year. There is no wait list for the VN program.

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8407 or visit the Health-Related Sciences Engagement Center website. You may also contact RCC Counseling at (951) 222-8440.

Application to the School of Nursing:

Students applying to the School of Nursing (SON) must have all eligibility and prerequisite requirements completed or in progress at the time of application. General education courses are encouraged to be completed prior to program entrance. The applicant is responsible for ensuring that **ALL** official up-to-date transcripts and other necessary documentation have been received by Riverside City College (RCC) at the time of application.

1. Admission will be denied to an applicant who earned a grade of "C-" or less in a Vocational Nursing program at another college.

2. Foreign transcripts must have a *Detailed Evaluation* and must be submitted by the application deadline. Information can be obtained from the Counseling Office.

3. Students with prerequisite courses in progress must turn in a grade verification form to the SON office as soon as the final grade is available.

4. Students must have applied to RCC prior to submitting an application to the VN program.

5. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period

The application filing period for the VN program is the first business day in February to the first business day of March. Check the Nursing **website** or e-mail **nursing@rcc.edu** for exact dates.

PETITIONING STUDENTS: (Students applying for readmission or for transfer): Year round.

Applications may be obtained at the Nursing website during the application filing periods. Applications are submitted electronically through the link provided. Please verify the current application filing period dates on the Nursing website or contact the School of Nursing at (951) 222-8407.

Requirements for Eligibility and Prerequisite Courses:

1. Complete an RCC application on CCCApply and be eligible to attend RCC.

2. Graduation from an accredited high school or equivalent (G.E.D., High School Proficiency Examination, associate degree or bachelor's degree). Official up-to-date transcripts required.

3. A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.

4. Be at least 17 years of age (Section 2866a, VN Nursing Practice Act).

5. Meeting minimum eligibility criteria for the program does not guarantee admission to the program.

6. **Prerequisite Courses (11 units):**

   a. Biology 45 or Biology 50A and 50B or equivalent.
   b. Nursing 55A/B
   c. Psychology 9

7. **CNA certificate**

   a. An *Active* CNA certificate is required at the time of application for all VN program applicants.
   b. Students admitted to the VN program must maintain and keep their CNA certificate *Active* and verifiable throughout the program.
   c. Please see the *RCC Nursing Assistant Training Program Information Sheet* for information.

Anatomy and Physiology Requirement

RCC encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a *Request for Equivalencies and Substitutions* form from the Counseling or Evaluations departments.

Selection Procedure

Selection for the VN program is decided by random selection of qualified applicants. RCC reserves the right to designate a certain number of spaces for contract agreements and/or to meet grant-designated outcomes.

For specific information regarding the SON selection criteria, please see the *SON Enrollment Committee Policy and Procedure Manual.*

If a student is not offered a space in the program, a new application is necessary in the next application period. The SON has no wait list.

Transcript Requirements

Transcripts are *Official* when they are sent directly to RCC from the sending institution or are hand-delivered by the student in a sealed envelope from the sending institution. Copies of transcripts/diplomas not accepted. Transcripts are *Up-to-Date* when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, please visit the Transfer Student website. Transcripts that are not official and not considered *Up-to-Date* will be returned to the student, and will result in a lower priority status. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

<u>**Additional General Education Requirements (for Associate Degree in Vocational Nursing only)**</u> **(16-17 units)**

The following general education courses are not required for admission to the VN program; rather, they are required for the completion of the ADN (VN) degree. Most students complete these requirements before entering the VN program due to the rigorous course load. The courses listed below are not required to earn a Certificate of Achievement

___ English Composition: **English 1A or 1AH**   **4**
___ American Institutions: **(History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 1H or 5)**   **3**
___ Communication and Analytical Thinking: **(Communication 1 or 9 <u>plus</u> Math 12/12H or Psy/Soc 48)**   **6-7**
___ Humanities: **HUM 10 or 10H or PHI 10 or 10H or THE 3**   **3**
___ Competency: **Students must demonstrate competence in mathematics, reading and English for graduation**   **0-5**

                                                                                                                        (16-17)

Please see the *RCC College Catalog* for the most current information.**

NOTE: A grade of "C" or better is required in all general education courses used to fulfill requirements for the Associate Degree in Nursing.

<div align="center">

<u>Required Prerequisite and Nursing Courses (51 units)</u>

</div>

<u>Spring</u>		**<u>Fall</u>**		**<u>Winter</u>**	
Biology 45	3	Nursing 52	9.5	Nursing 61	<u>6</u>
Nursing 55A/B	5	Nursing 60	<u>1</u>		6 units
Psychology 9	<u>3</u>		10.5 units		
	11 units				

<u>Spring</u>		**<u>Summer</u>**	
Nursing 62	12	Nursing 70	1
Nursing 63	<u>3</u>	Nursing 71	<u>7.5</u>
	15 units		8.5 units

*A minimum grade of "C" (75%) in each course is required in order to progress in the VN Program.

<u>Recommended Electives During Program</u>

It is highly recommended that all nursing students enroll in a Nursing Learning Lab (A, B and/or C course) each semester. These electives provide opportunities for additional self-paced practice and mastery of nursing skills. Instructional guidance and computer assisted materials which support semester student learning outcomes are also available.

<u>Expenses</u> (per year)

1. Students pay Health Services ($25), parking ($150), Student Services Fees ($30) and tuition ($46) per unit each semester. The cost is approximately $2,000.00 for 12 months.

2. Students furnish their own uniforms. The cost is approximately $250.

3. The costs of nursing books, supply bag, iPad, testing platform and other required supplies are approximately $1,900 for a year.

4. Physical examination/lab work costs are approximately $98 - $600.

5. Background checks/CPR costs approximately $220.

6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

7. Students are required to purchase Kaplan Test Prep review program for use during the program. Estimated cost is $400.00.

SONEPPM 9/8/2021

When planning expenses, students should be aware they may have to limit their hours of employment due to the rigor required for the VN program. Scholarships and grants are available to those students who qualify.

Health Exam and CPR Certification

Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) that is valid for 2 years, required immunizations, and a completed health examination form with clearance permitting unrestricted functional abilities essential to nursing practice in accordance with the American with Disabilities Act (1990). A completed immunization record, health examination, and CPR certification are not required at the time of application.

Background Check and Drug Screen

All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in the ADN (RN) program. See the *Background Check/Drug Screen* policy in the *SON Enrollment Committee Policy and Procedure Manual* for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Board of Vocational Nursing and Psychiatric Technicians:

Legal Limitation of Licensure (BVNPT)
Students applying to take the vocational nursing licensure examination are required to submit fingerprints and report convictions of any offenses other than minor traffic violations; failure to report such convictions would be grounds for denial of license. Any student having questions regarding his/her eligibility for licensure should contact:

Enforcement Coordinator
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833   (916) 263-7800

Citizenship and Immigration Status Verification Required for VN/RN Licensure

The *Federal Personal Responsibility and Work Opportunity Reconciliation Act* requires government agencies to eliminate *public benefits* to individuals who cannot provide proof of their legal status in the US. *Public benefit* has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the US. A license will not be issued until legal status in the US has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number/Tax ID Number

If you fail to disclose your social security number or tax ID number, your application for initial or renewal license will not be processed.

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Revised 5/05; 8/08; 1/09; 3/09; 9/09; 2/10; 1/11; 6/12; 1/13; 5/13; 7/13; 7/14; 7/16; 2/17; 6/19; 8/19; 2/21; 9/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Nursing Assistant Training Program (NATP) Information Sheet

General Information

The Nursing Assistant Training Program (NATP) is approved by the California Department of Health Services (CDPH). The contact information for the CDPH is P.O. Box 997416, Sacramento, CA. 95899-7416, (916) 327-2445.

The Nursing Assistant Training Program is a 16-week full-time course offered in Fall and Spring. This course is designed for students who have expressed interest in the entry level nursing profession. This course meets Title 22 regulations in taking care of the geriatric population in the long-term care setting utilizing skills in basic care, emergency care, and communication. Upon successful completion of this 6-unit program, and achieve the certificate of completion, are qualified to apply for and take the California Competency Exam, administered by the American Red Cross or the National Nurse's Aide Assessment Program. Once the student passes the state competency exam, the California Department of Public Health will issue the certificate demonstrating the graduate is a new Certified Nursing Assistant pending criminal screening.

Curriculum Guide for the Nursing Assistant Training Program/Course Content

Introduction	Patient Rights	Interpersonal Skills
Prevention Management of Catastrophe & Unusual Occurrence	Body Mechanics	Medical & Surgical Asepsis
Weights & Measurements	Patient Care Skills	Patient Care Procedures
Vital Signs	Nutrition	Emergency Procedures
Long-term Care Patient	Rehabilitative Nursing	Observation & Charting
Death & Dying		

NATP Course NNA-80

72 Hours Lecture
108 Lab/Clinical
6.0 Units

NATP Application Period

First business day of September – Last business day of September to start **SPRING** semester.
First business day of April- Last business day of April to start **FALL** semester.
Please visit the RCC website to complete the application online during the designated application periods.

Requirements for Eligibility
1. Applicants must be at least 17 years of age to apply.
2. Applicants must have an RCC application on file and be eligible to attend RCC to be considered for admission.
3. Applicants must complete and submit a Nursing Assistant Training Program application to the School of Nursing for consideration. Applications may be obtained at RCC School of Nursing website during application filing periods. Please verify current application filing period dates on the Nursing website or School of Nursing at (951) 222-8407.
4. Valid United States Social Security number (required for clinical facilities)

5. Valid Government issued picture ID (driver's license, identification card, passport, military ID).
6. Valid American Heart Association Healthcare Provider CPR card.
7. Clear criminal background, including Live Scan fingerprints, drug and health clearance at the time of program acceptance.
8. Completed physical exam and immunizations by designated date on pre-program checklist.

Program Requirements

Students accepted into the Nursing Assistant Training Program are required to submit health & physical examination, immunization records, American Heart Association (BLS) HealthCare providers CPR card and complete a background check through Live Scan (fingerprints). Applicants must be free from communicable diseases, infections, psychological disorders, and other conditions that would prevent the successful performance of the responsibilities and tasks required in the training program.

Based on guidelines from California Department of Public Health (CDPH), and clinical facility policies; nursing students must have clear criminal background and be fingerprinted to participate in clinical courses. The School of Nursing requires applicants to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstance of the conviction and provide documentation of rehabilitation. The CDPH considers the natures and severity of the offense subsequent acts, recency of the acts of crime, compliance with court sanctions, and evidence of rehabilitation in determining eligibility for certification.

Enrollment Procedure

1. Application will be posted on the RCC website during open application period.
2. Student completes application online and submits online. Once the application is submitted you will be notified of receipt.
3. Once the application is received, the Nursing Enrollment & Evaluation Specialist (NEES) will verify completion of the application and ensure eligibility requirements have been met.
4. If the application is complete and eligibility requirements have been met, a pre-program checklist will be emailed to the applicant.
5. The applicant will complete the pre-program checklist requirements and will submit the completed packet by the deadline to natp@rcc.edu. The deadline will be provided. The pre-program checklist contains information regarding setting up a Complio account (health records, vaccine verification, CPR card, etc.) along with other important information. Any supplemental documentation such as letters of recommendation, military service, etc. must be submitted to natp@rcc.edu.
6. Eligible applicants who received a pre-program checklist must attend a mandatory Bootcamp on the specified day. This is mandatory and will be included as clinical hours. During Bootcamp, the applicant will receive another checklist that has information regarding finger printing, uniforms, etc.
7. If all of the above is completed by the designated deadlines, the applicant is eligible for acceptance into the NATP program and will be notified via email by the NEES.
8. Admission is granted on a first come, first serve based on submission and completion of the pre-program checklist by the deadline and attendance at Bootcamp.

Selection Procedure

Selection of the Nursing Assistant Program will be filled on first-come first-served basis of qualified applicants. RCC reserves the right to designate a certain number of spaces for contract agreements and/or to meet grant-designated outcomes. If a student is not offered a space in the program, a new application is necessary in the next application period.

State Certification Requirements

All students are required to meet the state requirements for hours of theory and clinical attendance. The California Department of Public Health (CDPH) requires a valid social security number for certification. The California Department of Public Health Licensing and Certification Program Aide and Technician Certification can be reached at (916) 327-2445.

Expenses

1. Students pay Health Services $25.00
2. Parking $50.00
3. Student Services Fee $10.00
4. Tuition $46.00 per unit
5. Uniform approximately $100.00
6. Cost of books and supplies approximately $100.00.
7. Physical examination/lab work cost approximately $100-600
8. Background check/CPR cost approximately $220.00
9. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at NO cost to the student.

When planning expenses, students should be aware they may have to limit their hours of employment due to program requirements. Scholarships and grants are available to those who qualify.

Health Exam and CPR Certification

Students will be admitted to the program pending submission of a CPR Card (American Heart Association BLS Healthcare Provider) valid for 1 year, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

Background Check and Drug Screen

All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in clinical courses. See *Background Check/Drug Screen* policy for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Department of Public Health

The Professional Certification Branch (PCB), Aide and Technician Certification Section (ATCS) is primarily responsible for the certification of nurse assistants by ensuring applicants adhere to the California Health and Safety Code, Section 1337- 1338.5.
Mailing Address:

Aide and Technician Certification Section
P.O. Box 997416, MS 3301 Sacramento,
CA 95899-7416

Phone Number: (916) 327-2445

Citizenship and Immigration Status Verification for Certification

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate "public benefits" to individuals who cannot provide proof of their legal status in the United States. "Public Benefit" has been interpreted to include a certificate issues by a state. This means that all applicant for CNA certification will be required to submit verification of citizenship or legal residence status in the United States. A certificate may not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization service.

Disclosure of Social Security Number/Tax ID Number

If you fail to disclose your social security number or tax/ID number, your application for initial or renewal certification will be delayed or rejected.

Fingerprint Requirement

One requirement to qualify for the certification examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the F.B.I.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices, which provide for the district and its employees and students to comply with all applicable laws relating to prohibition of discrimination based on gender, age, race, color, national origin, disability, or sexual orientation.

Revised 8/19; 2/2; 3/21; 5/21

SONEPPM 9/8/2021

ADN (RN) CURRICULUM PATTERN

First Semester:

- **Nursing 11: Foundations of Nursing Practice Across the Lifespan (8.5 units)**

  Nursing 11 focuses on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient population across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute care settings. Includes acquisition of nursing skills required in acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).

  Nursing 11A: Nursing Learning Laboratory (Required) (0.5 units)

  An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. (27 laboratory hours, Pass/No Pass only).

- **Nursing 11 B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**

  An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. (B-54/C-108 laboratory hours, Pass/No Pass only).

  Intersession:

- **Nursing 14: Health Promotion and Wellness Across the Lifespan (3 units)**

  Nursing 14 focuses on health promotion and wellness for individuals and communities across the life span. Opportunities to explore the human quest for health; develop plans for health promotion, disease prevention and health teaching using theories that target the physiological, psychological, and sociocultural aspects of individuals and communities; identify and determine social determinants of health for diverse populations; design interventions for health promotion and prevention for self and others with diverse needs; evaluate the effectiveness of health promotion; encourage health promotion activities for self and individuals from diverse populations; and investigate approaches for promoting a healthier society. (54 lecture hours).

- **Nursing 12: Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing (8.5 units)**

  Nursing 12 Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care for diverse patient populations which include childbearing families, chronically-ill children, and acute and chronically-ill adults. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic healthcare settings. Includes acquisition of nursing skills required in medical/surgical and maternal-child settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81lecture hours and 216 laboratory hours).

- **Nursing 12A: Nursing Learning Laboratory (Required) (0.5 units)**

  An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. (27 hours laboratory, Pass/No Pass only.)

- **Nursing 12B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C- 2 units)**

  An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. (B-54 hours/C-108 laboratory hours, Pass/No Pass only.)

Third Semester:

- **Nursing 21: Acute Medical-Surgical and Mental Health Nursing (8.5 units)**

  Nursing 21 focuses on concepts necessary for quality, safe, evidenced based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical and mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration / communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical settings and acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).

- **Nursing 21A: Nursing Learning Laboratory (Required) (0.5 units)**

  An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. (27 hours laboratory, Pass/No Pass only).

- **Nursing 21B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C- 2 units)**

  An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. (B-54 hours/C-108 hours laboratory, Pass/No Pass only).

Fourth Semester:

- **Nursing 22: Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics (8.5 units)**

  Focus on concepts necessary for quality, safe, evidence based patient-centered nursing care for diverse patient populations experiencing complex alterations in health across the lifespan. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic health care settings. Includes acquisition of nursing skills required for patients experiencing complex health alterations across the lifespan. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).

- **Nursing 22A: Nursing Learning Laboratory (Required) (0.5 units)**

  An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students' integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned (27 hours laboratory, Pass/No Pass only.)

- **Nursing 22B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**

  An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students' integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned (B-54 hours/C- 108 hours laboratory, Pass/No Pass only.)

- **Nursing 18: Transition for Advanced Placement Students (2.5 units)**

  An introduction to the RCC Associate Degree Nursing Program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists advanced placement and transfer students with transition to the Associate Degree Nursing Program. (27 lecture hours, 54 laboratory hours)

Rev. 7/14; 8/19; 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

CURRICULUM PATTERN: ADN (RN) PROGRAM

PREREQUISITES:		UNITS:
Biology 50A & 50B	Anatomy & Physiology I AND	4
	Anatomy & Physiology II	4
Biology 55	Microbiology	4
Psychology 9	Developmental Psychology (Birth to Death)	3
FALL		
Nursing 11	Foundations of Nursing Practice Across the Lifespan Intermediate Vocational Nursing Fundamentals-Nursing	8.5
Nursing 11A	Nursing Learning Laboratory	0.5
WINTER		
Nursing 14	Health Promotion and Wellness Across the Lifespan	3
SPRING		
Nursing 12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing	8.5
Nursing 12A	Nursing Learning Laboratory	0.5
FALL		
Nursing 21	Acute Medical-Surgical and Mental Health Nursing Advanced Concepts of Vocational	8.5
Nursing 21A	Nursing Learning Laboratory	0.5
SPRING		
Nursing 22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
Nursing 22A	Nursing Learning Laboratory	0.5

Revised: 11/91; 1/02; 10/03; 5/05; 6/12; 1/13; 7/13; 7/16; 7/18;
8/20; 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

CURRICULUM PATTERN: ADVANCED PLACEMENT PROGRAM

PREREQUISITES:		UNITS:
Biology 50A & 50B	Anatomy & Physiology I AND	4
	Anatomy & Physiology II	4
Biology 55	Microbiology	4
Psychology 9	Developmental Psychology (Birth to Death)	3
Nursing 18	Transition for Advanced Placement Students	2.5
FALL		
Nursing 21	Acute Medical-Surgical and Mental Health Nursing Advanced Concepts of Vocational	8.5
Nursing 21A	Nursing Learning Laboratory	0.5
SPRING		
Nursing 22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
Nursing 22A	Nursing Learning Laboratory	0.5

Revised: 11/91; 1/02; 10/03; 5/05; 6/12; 1/13; 7/13; 7/16; 7/18;
8/20; 2/21

VOCATIONAL NURSING PROGRAM COURSE DESCRIPTIONS

BIOLOGY 45	SURVEY OF HUMAN ANATOMY & PHYSIOLOGY	3 units

OR

PREREQUISITE: None.

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. Total of 54 hours lecture.

BIOLOGY 50A	ANATOMY & PHYSIOLOGY I	4 units

PREREQUISITE: BIO 1/1H or BIO 4 or BIO 55 or BIO 60/60H.

AND

First of a two-course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

BIOLOGY 50B	ANATOMY & PHYSIOLOGY II	4 units

PREQUISITE: BIO 50A.

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.

PSYCHOLOGY 9	DEVELOPMENTAL PSYCHOLOGY	3 units

PREREQUISITE: None.

Examines the prevailing theories and research of developmental psychology and the stages of human development from conception to death.

NURSING 55A   VOCATIONAL NURSING PRACTICE AND NUTRITION
                ACROSS THE LIFESPAN   3 units

                PREREQUISITE: None.

                Focuses on the definition, functions, responsibilities, and roles of the
                vocational nursing student, and the Licensed Vocational Nurse as
                members of the interprofessional healthcare team. Introduces beginning
                concepts of getting started as a vocational nursing student, understanding
                the profession of vocational nursing, preparing for successful practice,
                and moving forward into the profession of a licensed vocational nurse.
                Introduces the essential nutritional concepts across the life span and
                therapeutic diet therapy. A total of 54 lecture hours.

NURSING 55B   PRINCIPLES OF PATHOPHYSIOLOGY   2 units

                PREREQUISITE: BIO 45 or BIO 50A & BIO 50B.

                An introduction to the responses of the body to disease that affect basic
                human needs. Course topics include introduction to pathophysiology,
                inflammation and tissue repair, altered immunity, infection, genetic
                disorders, and altered cellular proliferation and differentiation. 36 hours
                lecture.

NURSING 52   INTRODUCTORY CONCEPTS OF VOCATIONAL NURSING-
                NURSING FUNDAMENTALS   9.5 units

                PREREQUISITE: NVN 55A & NVN 55B; admission to VN program.

                Focus on provider of care role of the vocational nurse in assisting adult
                patients to meet essential activities of daily living during various
                stages of health/illness. A beginning knowledge of specialized nursing
                techniques with an understanding of the principles, rationales, and
                procedures for each. Beginning application of the nursing process to
                patients who require nursing intervention to meet basic human needs.
                The course includes selected experience in the observation and care of
                adults in a variety of settings, applying nursing knowledge from all
                foundation courses. Total of 72 hours lecture (includes 18 hours of
                pharmacology) and 297 hours of clinical/laboratory.

NURSING 60   INTERMEDIATE VOCATIONAL NURSING
FOUNDATIONS-NURSING   1 unit
PROCESS/COMMUNICATION

PREREQUISITE: NVN 55A & NVN 55B; admission to VN program.

Emphasis is on the vocational nursing roles and understanding of the five steps of the nursing process to identify patients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The therapeutic communication process is studied in relationship to the nursing process, with beginning application to patients in various stages of the life cycle. Review of the Riverside City College Vocational Nursing Program philosophy and conceptual framework. Total of 18 hours lecture.

NURSING 61   INTERMEDIATE CONCEPTS OF VOCATIONAL NURSING-   6 units
CARE OF THE FAMILY

PREREQUISITE: NVN 52, NVN 60 and PSY 9.

Application of the nursing process in common health/illness situations experienced by families requiring nursing intervention. Includes care of mothers, infants, children, and adolescents with health problems associated with their age groups. Emphasis is on the role of the vocational nurse in assisting families to meet basic human needs. Laboratory experiences in maternity and pediatric units. Total of 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory.

NURSING 62   INTERMEDIATE CONCEPTS OF VOCATIONAL NURSING-   12 units
MEDICAL/SURGICAL

PREREQUISITE: NVN 61.

Application of the nursing process to the care of patients with common health/illness problems and needs according to Maslow. Continued development of understanding and utilization of principles in the determination of nursing actions. Opportunity for development of provider of care role for patients in the adult life cycle stages in a variety of clinical settings, from various cultural and social backgrounds, and with common medical/surgical conditions. Includes major focus on rehabilitation and adaptation to chronic illness problems. Observational experiences in home health care and in selected ancillary health departments which impact on nursing care. Total of 126 hours lecture (including18 hours of pharmacology) and 270 hours clinical/ laboratory.

          SONEPPM 9/8/2021

NURSING 63   INTERMEDIATE CONCEPTS OF VOCATIONAL NURSING-
MENTAL HEALTH   3 units

PREREQUISITE: NVN 61.

Application of the nursing process and principles of mental health in
the care of patients, in all health delivery settings, with conditions that
interfere with normal intellectual, social, and/or emotional behavior
and result in problems with interpersonal relationships. Focus on using
principles of psychiatric nursing, communication skills, and interpersonal
relationship techniques to meet basic human needs. The clinical/laboratory
experience will be directed toward roles of the vocational nurse in the
application of theoretical knowledge through supervised interaction in
the mental health setting with patients throughout the life cycle. Emphasis
in the clinical experience will be on understanding and refining communication
skills with patients with common health/illness and functional disorders.
Total of 36 hours lecture (including 2 hours pharmacology) and 65 hours
clinical/laboratory.

NURSING 70   ADVANCED VOCATIONAL NURSING FOUNDATIONS- ROLE   1 unit
TRANSITION

PREREQUISITE: NVN 62 & NVN 63.

Emphasis is on guidance regarding vocational nursing opportunities and
on responsibilities in making the transition to the provider of care and member
within the discipline of nursing roles of the licensed vocational nurse.
The dynamics of group process and its application to the management of
ancillary health team members and groups of patients at various stages of the life
cycle with common health/illness problems and need for assistance in meeting
basic human needs. Leadership and supervision skills for the Licensed
Vocational Nurse in structured health care settings. In depth review of
the Vocational Nurse Practice Act and legal and ethical issues in
vocational nursing practice. Total of 18 hours lecture.

NURSING 71   ADVANCED CONCEPTS OF VOCATIONAL NURSING-   7.5 units
MEDICAL/SURGICAL

PREREQUISITE: NVN 62 & NVN 63.

Advanced application of the nursing process to the care of multiple
patients from various cultural and social backgrounds, in the adult life
cycle stages, with common health/illness problems/needs. Includes major
focus on gerontological nursing, rehabilitation, and adaptation to chronic
illness problems. Emphasis on the assisting role of the vocational nurse in
caring for a patient with an acute illness problem including responsibilities
and life saving measures in emergency and critical care situations.

Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs, and leadership and supervision techniques to determine and prioritize nursing actions. Total of 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/laboratory.

Revised: 7/16; 7/18; 8/20

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

CURRICULUM PATTERN: VOCATIONAL NURSING PROGRAM

PREREQUISITES:		UNITS:
Biology 45 or Biology 50A & 50B	Survey of Human Anatomy & Physiology OR Anatomy & Physiology I AND Anatomy & Physiology II	3 4 4
Psychology 9	Developmental Psychology (Birth to Death)	3
Nursing 55A	Vocational Nursing Practice and Nutrition Across the Lifespan	3
Nursing 55B	Principles of Pathophysiology	2
FALL		
Nursing 52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5
Nursing 60	Intermediate Vocational Nursing Fundamentals-Nursing Process/Communication	1
WINTER		
Nursing 61	Intermediate Concepts of Vocational Nursing-Care of the Family	6
SPRING		
Nursing 62	Intermediate Concepts of Vocational Nursing-Medical/Surgical	12
Nursing 63	Intermediate Concepts of Vocational Nursing-Mental Health	3
SUMMER		
Nursing 70	Advanced Vocational Nursing Foundations-Role Transition	1
Nursing 71	Advanced Concepts of Vocational Nursing-Medical/Surgical	7.5

Revised: 11/91; 1/02; 10/03; 5/05; 6/12; 1/13; 7/13; 7/16; 7/18; 8/20

SONEPPM 9/8/2021

Riverside City College
Program Code: CE584 Nursing Assistant Certificate Pathway

Requirements for Eligibility
1. Be at least 17 years of age
2. RCC Application on file and eligibility to attend RCC
3. Successfully demonstrate 6th grade reading/English competency OR
have successfully completed one college English course

CNA Program Sample Schedule

Spring Semester	
NNA-80	**Units**
NNA-80A (optional lab course)	6
NNA-80B (optional lab course)	0.5
	1
	Total
	6 or 7.5

*Upon completion of the Nursing Assistant Program students are eligible
to enroll in Acute Care Nursing Assistant (NNA-81) and Home Health Aide (NNA-86)

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>CONFIDENTIALITY OF SELECTION PROCESS</u>

In accordance with FERPA all information regarding enrollment to the ADN (RN), VN, and NATP programs is confidential. This means any data used for the enrollment to any School of Nursing program will not be disclosed to any individual outside the enrollment process.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

RANKING TIED APPLICANTS

In an instance in which a tie for selection in the ADN (RN) program occurs, the following ranking system for those applicants will be:

1.   Admission: Random selection will be used.

2.   Readmission:
a.   Refer to *Prioritization of Readmission/Transfer/Advanced Placement/ Candidates*.

b.   If two or more students have the same theory grade, random selection will be used.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

REQUIREMENT FOR HIGH SCHOOL GRADUATION OR EQUIVALENT

In order to be eligible for the NCLEX, both California boards which regulate nursing practice require evidence of completion of high school or equivalent. Documentation of this requirement must be on file by the application deadline in order for an applicant to be considered for acceptance to the VN or 30-unit Option RN programs. An official transcript (not a diploma) is required by RCC.

The California Department of Public Health requires evidence of the criteria listed below to be eligible to be admitted to the program and take the state licensing exam upon successful completion of the course.

Traditional ADN (RN) program applicants must submit College Board transcripts by the application deadline to verify a score of a 3, 4, or on the AP Chemistry exam taken in high school, if applicable, by the application deadline.

1. Board of Vocational Nursing and Psychiatric Technicians requires proof completion of a general education course of study through the 12th grade or evidence of completion of the equivalent thereof (diploma or GED) (*2530 General Requirements, BVNPT*)

2. Board of Registered Nursing (BRN) will accept one of the documents as specified in section 1412 of the BRN Nursing Practice Act with Rules and Regulations (see below).

   1412. High School Education or the Equivalent
   An applicant shall provide evidence of education equivalent to completion of a high school course of study in the United States by submitting one of the following:

   (a)   A high school diploma received from a U.S. high school.
   (b)   A General Education Development certificate.
   (c)   A degree from any junior college, college or university accredited by a state agency authorized to accredit such institutions.
   (d)   An evaluation by a high school, unified school district, junior college, college, university or board of education which the board determines, after review, establishes that an education equivalent to a high school education in the United States was obtained in this or another state or in any foreign country.

3. California Department of Public Health requires the following for the Nursing Assistant Training Program:

   (a)   Demonstrate 6th grade reading or English competency or successfully completed one of the following RCC English courses – English 50, 60A, 60B, 70, 80 or 1A.
   (b)   Be 17 years of age.
   (c)   Have an application on file and be able to attend RCC.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>ENROLLMENT INTEGRITY POLICY</u>

Consistent with the regulations of the licensing agencies and in accordance with the RCC SON *Nursing Student Integrity Policy*; should it be discovered at any time during enrollment in the School of Nursing that the student has provided incomplete or inaccurate information, the student may be dismissed without readmission privileges.

Revised: 5/26/96; 10/03; 6/07; 1/09; 1/11; 6/12; 7/13; 8/19
Reviewed: 1/10/02; 12/04; 5/05; 7/13

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NUMBER OF ENROLLMENTS IN THE ADN (RN), VN, AND NATP PROGRAMS</u>

1.   In collaboration with the Nursing Advisory Committee, spaces available will be determined by college and community resources needed to support the program, labor market indicators, and changes in the health care delivery system.

2.   The following numbers are used as a baseline for enrollment into the ADN (RN) program:

      a.   Nursing 11/11A: 44

      b.   Nursing 14:   48

      c.   Nursing 12/12A: 48

      d.   Nursing 21/21A: 48-60

      e.   Nursing 22/22A: 48-60

3.   The following enrollment numbers are as a baseline for enrollment into the VN program:

      a.   Nursing 55 A/B: 40-70

      b.   Nursing 52/60:   40-70

      c.   Nursing 61:   40-70

      d.   Nursing 62/63:   40-70

      e.   Nursing 70/71:   40-70

4.   The following enrollment numbers are as a baseline for enrollment into the NATP program:

      a.   NNA-80   75-90

5.   Fluctuations in enrollments may occur due to a variety of variables, including the attainment of additional enrollment funds, pending BRN/BVNPT/CDPH approval.

Revised: 4/26/96; 6/13/96; 1/10/02; 10/03; 2/06; 4/06;
6/07; 6/09; 1/11; 6/12; 2/13; 7/13; 2/17; 8/19; 2/21
Reviewed: 6/05

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

POLICY FOR STUDENTS TRANSFERRING FROM ANOTHER NURSING PROGRAM

Students attempting to transfer from another nursing program must meet all eligibility and prerequisite requirements as listed on the *RCC ADN (RN) Information Sheet*.

Students transferring from another nursing program must submit the following to the RCC School of Nursing (SON):

    a. Official up-to-date transcripts (within 90-days) from prior nursing program.
    b. Course outlines and syllabi from completed nursing courses.
    c. Completion of Recommendation Form. The recommendation form can be obtained from the Nursing Enrollment and Evaluation Specialist.
        i. The Recommendation Form must be submitted to the director of the nursing program from which the student is transferring from and the director must complete and mail the form to the Nursing Enrollment and Evaluation Specialist.
        ii. The letter must state whether the student is eligible for readmission to the nursing program at that school. Readmission privileges are required for transfer into the RCC SON ADN (RN) program.
    d. Personal letter describing the reasons for wanting to transfer to the RCC SON program.
    e. Transfer students are required to complete Nursing 18 prior to entry into the ADN (RN) program.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VN PROGRAM CREDIT FOR PREVIOUS EDUCATION AND EXPEREINCE

The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) requires VN programs to provide credit towards curriculum requirements (*Vocational Nursing Practice Act, Section 2535*).

Transfer credit shall be given for related previous education completed within the last five (5) years and includes the following courses:

1. Approved vocational or practical nursing courses.
2. Approved registered nursing courses.
3. Approved psychiatric technician courses.
4. Armed services nursing courses.
5. Certified nurse assistant courses.
6. Other course the school determines are equivalent to courses in the program.

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit will be determined by written and/or practical examinations.

Created: 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROCEDURE FOR SELECTION OF ADN (RN) STUDENTS

Available enrollment spaces are selected by rank order (highest points) of the multicriteria factors and random selection (see *Enrollment Criteria for Traditional or CEP 1st Semester ADN Students*). Riverside City College reserves the right to designate a certain number of spaces for contract agreements and/or meet requirements of grant- designated outcomes.

Applicants with a regionally accredited bachelor's degree from the U.S.A. will be waived from completing the 6 general education courses, but must have taken the science prerequisites, satisfy the Psych 9 requirement, and have taken courses in English Composition, Communication and Sociology/Cultural Anthropology.

Students must pass the Test for Essential Academic Skills (ATI TEAS – TEAS 6) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing course work.

If a student is not offered a space in the program, a new application is necessary for the next application filing period. The School of Nursing has no wait list.

Revised: 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROCEDURES FOR SELECTION OF VN STUDENTS

1. Applications are submitted during the application filing period.

2. Qualified applicants are randomly selected for admission to the program.

3. All students accepted to the VN program will be required to sign the *Vocational Nursing Program Completion Contract*.

4. In the event there are no qualified returning VN candidates to fill any VN course spaces, ADN (RN) students who have failed an ADN (RN) course may be considered for appropriate placement in the VN program.

5. If an applicant is not offered a space in the program, a new application is necessary for the next application filing period. The School of Nursing has no wait list.

Revised: 6/13/96; 7/17/96; 8/15/96; 1/10/02; 12/04; 5/05;
2/06; 6/07; 1/09; 1/10; 6/1; 6/12; 1/13; 7/13; 8/19; 2/21

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>PROCEDURES FOR SELECTION OF NATP STUDENTS</u>

1. Applications are submitted during the application filing period.

2. Qualified applicants that meet eligibility requirements are considered for admission to the program.

3. Admission is based on a first come, first serve basis upon completion and submission of the pre-program checklist to the Nursing Enrollment and Evaluation Specialist by the designated deadline.

4. If an applicant is not offered a space in the program, a new application is necessary for the next application filing period. The School of Nursing has no wait list.

Created: 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>CALCULATION OF GPA/POINTS</u>

GPA and point calculations for repeated courses will be congruent with Riverside Community College District policy (*BP/AP 3050: Matriculation: Student Success and Support Program*). In order to comply with RCC's graduation requirements, clarification for applicants to the School of Nursing is as follows:

1.   A student who has earned two "D" or "F" grades in a non-nursing course that is required for the nursing program must repeat an equivalent course at another school to earn a passing (minimum "C") grade. Course equivalency is determined by the involved discipline.

2.   A student who has earned a "C" grade in a non-nursing course and wishes to repeat the course to earn a higher grade may submit *an RCC Extenuating Circumstance Petition (ECP)* to Admissions and Records. If the student subsequently earns a higher grade in the course, the higher grade will be used to compute grade point average or points.

Revised: 5/26/96; 6/13/96; 5/05; 6/07; 1/09; 1/11; 6/14; 2/21
Reviewed: 10/03

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

COURSE REGISTRATION CLEARANCE

The following areas for clearance are required for enrollment in nursing courses:

1.   Health exam and CPR requirements

        Students are cleared to register pending submission of a CPR card (AHA BLS Healthcare
        Provider Course) valid for the semester, and a completed health exam form with
        clearance permitting unrestricted functional activities essential to nursing practice in
        accordance with the Americans with Disabilities Act (1990). Documentation of meeting
        health exam and CPR requirements must be submitted prior to course registration.

2.   Background check/Drug screen

        All new and readmitting students are required to demonstrate a clear background
        check/drug screen prior to enrollment in clinical courses. The process for obtaining a
        background check/drug screen is available in the School of Nursing office. A picture ID
        and social security card are also required. See policy on *Background Check/Drug Screen*.

3.   Exit Interview/Contract for Readmission

        For petitioning students, completion of all criteria for readmission as outlined on the
        Exit Interview/Contract for Readmission and *Nursing Progress Report* must be
        documented submitted by the required due date prior to course enrollment.

4.   License Verification for VN Program Graduates

        VN graduates enrolling in the ADN (RN) program must show proof of VN licensure for
        subsequent enrollment in the ADN (RN) program.

Revised: 5/05; 6/07; 8/07; 1/09; 1/11; 6/12; 7/13; 8/19
Reviewed: 10/03

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

BACKGROUND CHECK/DRUG SCREEN

Introduction

Nursing students must have or approved clear background check and drug screening to participate in placement(s) in clinical facilities. The background check is not a requirement for admission to School of Nursing. Background Check/Drug screen are required for registration in clinical nursing courses. The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted, or there is reason to believe that a new charge has been filed at any time in the program, a new background check will be required to ensure compliance with clinical agency affiliation agreements.

Students who withdraw from or fail a nursing course will be required to submit a new background check/drug screen prior to re-admission.

Policy

1.   Students will be required to obtain a clear or approved background check. The School of Nursing will provide instructions to the student on how the student will apply and pay for the background check.

2.   Students will be given a deadline date by which the background check results must be submitted to the Dean/Director.

3.   Students who do not complete a background check/drug screen by the deadline date will not be allowed to register for classes. Students must provide consent to allow the school and clinical facilities, as necessary, access to the background check/drug screen results.

4.   Background checks/drug screen will minimally include the following:
   - Seven years history
   - Address verification
   - Sex offender search
   - Two names (current legal and one other name)
   - All counties
   - Office of Inspection General (OIG) search
   - Social Security Number verification
   - Drug screen (10 panel)

5.   Students may be denied enrollment in the School of Nursing who have felony and/or related misdemeanor convictions on their record(s), or if there are pending charges on record at the time of application. Convictions and pending charges will be evaluated on a case-by-case basis.

6.   Students denied enrollment due to criminal convictions may reapply to the program when it has been seven (7) years since an offense, or when they receive a dismissal, expungement, or certificate of rehabilitation from the court. However, even with a dismissal, expungement, or certificate, students may still be denied access by clinical facilities based on the nature of the convictions, or the old charges becoming evident via additional background checks mandated by the clinical facility, even if the convictions occurred more than seven (7) years ago. Further, should any felony or misdemeanor charges be filed on the student at any time in the nursing program, the student may also be denied access to

clinical agencies. Clinical rotations are a mandatory part of nursing education. If a student cannot participate in clinical, he/she cannot complete the nursing program and, therefore, will be denied enrollment into the program. Each clinical facility has different requirements. The requirements of the clinical facilities are final.

7. Students on probation, parole, have pending felony or misdemeanor charges, or who have outstanding bench warrants or any unpaid citations, restitution, etc., will not be permitted to enroll in the program until all outstanding issues are completed.

8. The following convictions, even if they have been dismissed, will prevent the student from being able to participate in clinical rotations:

   - Murder
   - Assault/battery
   - Sexual offenses/sexual assault/abuse
   - Certain drug or drug related offenses
   - Alcohol-related offenses (without certificate of rehabilitation)
   - Other felonies involving weapons and/or violent crimes
   - Class B and Class A misdemeanor theft
   - Felony theft
   - Fraud
   - Testing positive for drugs

9. Any future applicable clinical agency and/or BRN and/or BVNPT guidelines will be incorporated into this policy as they become available.

10. The student understands that Background Check/Drug Screen results, while confidential, will all be reviewed by the Nursing Enrollment and Evaluations Specialist and the Dean of Nursing and may be reviewed by the Clinical Coordinator, Nursing Enrollment Committee members, and clinical agency personnel, as needed.

11. Although students have passed the *Riverside City College, School of Nursing Background Check* for entry into the Nursing program, this does not guarantee students will pass a background check for the National Council Licensure Examination (NCLEX) or future employment. Any convictions (expunged or dismissed) can be a reason to deny or delay licensure by the California Board of Registered Nursing (BRN) or Board of Vocational Nursing Psychiatric Technicians (BVNPT).

Riverside City College
School of Nursing

ACKNOWLEDGEMENT OF FUTURE BACKGROUND CHECK RISKS

Please be aware that although you have passed the *Riverside City College, School of Nursing Background Check* (administered by *American Data Bank*) for entry into the Nursing program, this does not guarantee you passing a background check for your National Council Licensure Examination (NCLEX) or future employment. Any convictions (expunged or dismissed) can be a reason to deny or delay licensure by the California Board of Registered Nursing (BRN) or Board of Vocational Nursing Psychiatric Technicians (BVNPT).

_____   _____

Signature   Date

_____   _____

Printed Name   Student ID#

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>ADA COMPLIANCE STATEMENT</u>

In compliance with the 1990 Americans with Disabilities Act (ADA) and the 2008 ADA Amendments Act, the School of Nursing does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of his or her major life activities; (2); a record of such impairment; or (3) being regarded as having such an impairment (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009).

The nursing faculty endorses the recommendations of the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) and adopts the *Core Performance Standards* for use by the program. Each standard has an example of an activity that nursing students are required to perform to successfully complete the program.

For the purposes of nursing program compliance, a "qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the program's essential requirements known as the *Core Performance Standards* impairment (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009).

Admission to the program is not based on the *Core Performance Standards*. Rather, the standards are used to assist each student in determining the need for ADA related accommodations or medications. The *Core Performance Standards* are intended to constitute an objective measure of 1) a qualified applicant's ability with or without accommodations to meet the program's performance requirements; and 2) accommodations required by a matriculated student who seeks accommodations under the ADA (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009).

If a student has a physical, psychiatric/emotional, medical, or learning disability that may impact the ability to complete nursing program course work, the student is encouraged to contact the staff in Disability Resource Center (DRC) in the Charles A. Kane (CAK) Building, Room 130B on the Riverside Campus or call 222-8060 (City). DRC staff will review concerns and determine with the student and nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

Adapted from Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009, https://www.sreb.org/publication/americans-disabilities-act

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Core Performance Standards

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	• Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	• Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	• Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	• Movement about patient's room, work spaces and treatment areas • Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	• Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	• Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	• Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	• Ability to palpitate in physical examinations and various therapeutic interventions

Statement of Awareness*

I have read the above ADA Compliance Statement and have received a copy of the *Core Performance Standards (Please sign on your ADN (RN) or VN Acknowledgement of Forms.*

RN:5748: 1/13; 8/13; 6/14; 7/17; 8/19

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SECTION III:

GRADUATION/ CERTIFICATE COMPLETION

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) TWO-YEAR COMPLETION PATTERN

Semester		Courses	Units
Intersession 1	**Winter or Summer**	BIO-50A: Anatomy & Physiology I	4
Semester 1	**Spring or Fall**	BIO-55: Microbiology BIO-50B: Anatomy & Physiology II PSY-9 Developmental Psychology	4 4 3
Intersession 2	**Winter or Summer**	ENG-1A/1AH: English Composition	4
Semester 2	**Spring or Fall**	NRN-11: Foundations of Nursing Practice Across the Lifespan NRN-11A: Nursing Learning Laboratory HIS-6/6H: U.S. History to 1877 or HIS-7/7H: U.S. History from 1865 or POL-1/1H: American Politics	8.5 0.5 3
Intersession 3	**Winter or Summer**	NRN-14: Health Promotion & Wellness Across the Lifespan	3
Semester 3	**Spring or Fall**	NRN-12: Acute & Chronic Medical-Surgical Nursing Across the Lifespan & Maternity Nursing NRN-12A: Nursing Learning Laboratory MAT-12/12H: Statistics or PSY/SOC 48: Statistics for the Behavioral Sciences	8.5 0.5 4/3
Intersession 4		HUM-10/10H: World Religions or PHI-10/10H: Introduction to Philosophy or THE-3: Introduction to the Theater	3
Semester 4	**Spring or Fall**	NRN-21: Acute Adult Medical-Surgical and Mental Health Nursing NRN-21A: Nursing Learning Laboratory COM-1/1H: Public Speaking or 9/9H: Interpersonal Communication	8.5 0.5 3
Semester 5	**Spring or Fall**	NRN-22: Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics NRN-22A: Nursing Learning Laboratory SOC-1/1H: Introduction to Sociology or ANT-2/2H: Cultural Anthropology	8.5 0.5 3
		TOTAL UNITS FOR PROGRAM COMPLETION	**73-74**

Selection:

Students who have completed the four prerequisite courses will have higher priority for selection for space in Nursing 11.

Other Requirements:

1. See RCC College Catalog for graduation requirements.
2. Meet basic skills competency in reading and mathematics.

Revised: 9/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADVANCED PLACEMENT (LVN-RN)/FLEXIBLE COMPLETION PATTERN

Semester		Courses	Units
Intersession 1	**Winter or Summer**	BIO-50A: Anatomy & Physiology I	4
Semester 1	**Spring or Fall**	BIO-55: Microbiology BIO-50B: Anatomy & Physiology II PSY-9 Developmental Psychology NRN-18: Transition Course for Advanced Placement Students	4 4 3 2.5
Intersession 2	**Winter or Summer**	ENG-1A/1AH: English Composition COM-1/1H: Public Speaking or 9/9H: Interpersonal Communication	4 3
Semester 2	**Spring or Fall**	NRN-21: Acute Adult Medical-Surgical and Mental Health Nursing NRN-21A: Nursing Learning Laboratory HUM-10/10H: World Religions or PHI-10/10H: Introduction to Philosophy or THE-3: Introduction to the Theater	8.5 0.5 3
Intersession 3	**Winter or Summer**	SOC-1/1H: Introduction to Sociology or ANT-2/2H: Cultural Anthropology MAT-12/12H: Statistics or PSY/SOC 48: Statistics for the Behavioral Sciences	3 4/3
Semester 3	**Spring or Fall**	NRN-22: Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics NRN-22A: Nursing Learning Laboratory HIS-6/6H: U.S. History to 1877 or HIS-7/7H: U.S. History from 1865 or POL-1/1H: American Politics	8.5 0.5 3
		TOTAL UNITS FOR PROGRAM COMPLETION	**54.5-55.5**

Selection:

Students who have completed the four prerequisite courses will have higher priority for selection for space in Nursing 21.

Other Requirements:

1. See *RCC College Catalog* for graduation requirements.
2. Meet basic skills competency in reading and mathematics.

Revised: 9/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADVANCED PLACEMENT 30-UNIT COMPLETION PATTERN

Semester		Courses	Units
Intersession 1	**Winter or Summer**	BIO-50A: Anatomy & Physiology I	4
Semester 1	**Spring or Fall**	BIO-50B: Anatomy & Physiology II BIO-55: Microbiology	4 4
Semester 2	**Spring or Fall**	NRN-21: Acute Adult Medical-Surgical and Mental Health Nursing NRN-21A: Nursing Learning Laboratory	8.5 0.5
Semester 3	**Spring or Fall**	NRN-22: Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics NRN-22A: Nursing Learning Laboratory	8.5 0.5
TOTAL UNITS FOR PROGRAM COMPLETION			**30**

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RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VN PROGRAM – ASSOCIATE DEGREE COMPLETION PATTERN

Semester		Courses	Units
Intersession 1	**Summer**	BIO-45: Survey of Anatomy and Physiology	3
Semester 1	**Fall**	NVN-55A: Vocational Nursing Practice/Nutrition NVN-55B: Principles of Pathophysiology ENG-1A/1AH: English Composition HIS-6/6H: U.S. History to 1877 or HIS-7/7H: U.S. History from 1865 or POL-1/1H: American Politics	3 2 4 3
Intersession 2	**Winter**	PSY-9 Developmental Psychology	3
Semester 2	**Spring**	HUM-10/10H: World Religions or PHI-10/10H: Introduction to Philosophy or THE-3: Introduction to the Theater MAT-12/12H: Statistics or PSY/SOC 48: Statistics for the Behavioral Sciences	3 4 or 3
Intersession 3	**Summer**	COM-1/1H: Public Speaking or 9/9H: Interpersonal Communication	3
Semester 3	**Fall**	NVN-52: Introductory Concepts of Vocational Nursing – Nursing Fundamentals NVN-60: Intermediate Vocational Nursing Foundations: Nursing Process/Communication	9.5 1
Intersession 4	**Winter**	NVN-61: Intermediate Concepts of Vocational Nursing – Care of the Family	6
Semester 4	**Spring**	NVN-62: Intermediate Concepts of Vocational Nursing – Medical-Surgical NVN-63: Intermediate Concepts of Vocational Nursing – Mental Health	12 3
Intersession 5	**Summer**	NVN-70: Advanced Vocational Nursing Foundations – Role Transition NVN-71: Advanced Vocational Nursing Foundations – Medical- Surgical	1 7.5
TOTAL UNITS FOR PROGRAM COMPLETION			**67-68**

Other Requirements:

1. See *RCC College Catalog* for graduation requirements.
2. Meet basic skills competency in reading and mathematics.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VOCATIONAL NURSING - CERTIFICATE COMPLETION PATTERN

Semester		Courses	Units
Intersession 1	**Winter**	BIO-45: Survey of Human Anatomy and Physiology	3
		PSY-9: Developmental Psych	3
Semester 1	**Spring**	NVN-55A: Vocational Nursing Practice/Nutrition	3
		NVN-55B: Principles of Pathophysiology	2
Semester 2	**Fall**	NVN-52: Introductory Concepts of Vocational Nursing – Nursing Fundamentals	9.5
		NVN-60: Intermediate Vocational Nursing Foundations: Nursing Process/Communication	1
Intersession 2	**Winter**	NVN-61: Intermediate Concepts of Vocational Nursing – Care of the Family	6
Semester 3	**Spring**	NVN-62: Intermediate Concepts of Vocational Nursing – Medical-Surgical	12
		NVN-63: Intermediate Concepts of Vocational Nursing – Mental Health	3
Intersession 3	**Summer**	NVN-70: Advanced Vocational Nursing Foundations – Role Transition	1
		NVN-71: Advanced Vocational Nursing Foundations – Medical-Surgical	7.5
		TOTAL UNITS FOR PROGRAM COMPLETION	**51**

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RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NURSING ASSISTANT CERTIFICATE</u>

At the end of Nursing 11 or any ADN (RN) semester thereafter, students may apply for Nursing Assistant Certificate through the California Department of Public Health (CDPH). The following process has been established for equivalency-trained nurse assistant applicants

1. Contact CDPH and complete the application for *Certified Nurse Assistant – Initial Application.* Make sure to reference the Certified Nurse Assistant Initial Application Information Sheet, specifically *Area B: Equivalency-Trained Nurse Assistant Applicants* to determine which sections of the application are to be completed.

2. Obtain Live Scan fingerprints using the *Request for Live Scan Service* form which can be obtained from the CDPH website. These are electronically submitted however the student is advised to retain a copy of the document for proof of completion.

3. Mail the application to CDPH.

Revised: 10/03; 5/05; 6/07; 3/09; 1/11; 6/12; 7/14; 2/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>STUDENT TIMELINE: DEGREE/CERTIFICATE APPLICATION DEADLINES</u>

Applying for Graduation and a Degree are the same thing.

Students will need to ignore *Degree/Certificate Application* deadlines that are on the RCC web site because these dates do not allow sufficient time for the verifications to be completed by RCC Evaluators. When the School of Nursing does not receive the verifications, the paper work cannot be sent to the Board of Registered Nursing (BRN) in time for early processing by the BRN, thus making it impossible for earlier selection of NCLEX testing dates. *Applying for a Degree/Certificate* must take place early.

N11   (Any semester) Students must apply for all transcripts to be sent **directly** to RCC Admissions & Records office (do not mail or bring transcripts to the School of Nursing office) for processing.

Note:
- Transcripts **<u>cannot</u>** have grades in process **"In Progress"** (**IP**) for any class taken even if the course is not a requirement for the ADN (RN) program or RCC degree.
- All classes must be posted on the transcripts – **No IP grades.**
- All transcripts must be submitted to RCC Admissions & Records
- Have your transcripts sent to the Riverside City College Admissions & Records office – Do not send transcripts to the School of Nursing

> **Riverside City College**
> Attn: Admissions & Records
> 4800 Magnolia Avenue
> Riverside, CA 92506-1299

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

N12   Generic or Advance Placement - (Any Semester) Students must apply for all transcripts to be sent **directly** to RCC Admissions & Records office (do not mail or bring transcripts to the School of Nursing office).

Note:
- Transcripts **<u>cannot</u>** have grades in process **"In Progress"** (**IP**) for any class taken even if the course is not a requirement for the ADN (RN) program or RCC degree.
- All classes must be posted on the transcripts – **No IP grades.**
- All transcripts must be submitted to RCC Admissions & Records
- Have your transcripts sent to the Riverside City College Admissions & Records office – Do not send transcripts to the School of Nursing

> **Riverside City College**
> Attn: Admissions & Records
> 4800 Magnolia Avenue
> Riverside, CA 92506-1299

Advanced Placement students: these students must have credit by exams filled out for them by Evaluators. This form is in the process of being revised by the college.

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN)program.

Note:
- Transcripts **cannot** have grades in process **"In Progress"** (**IP**) for any class taken even if the course is not a requirement for the ADN (RN) program or RCC degree.
- All classes must be posted on the transcripts – **No IP grades.**
- All transcripts must be submitted to RCC Admissions & Records
- Have your transcripts sent to the Riverside City College Admissions & Records office – Do not send transcripts to the School of Nursing

<div align="center">

Riverside City College
Attn: Admissions & Records
4800 Magnolia Avenue
Riverside, CA 92506-1299

</div>

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

N21   1.   *Apply for Degree* application 1st week of semester on-line:

        a.   Spring students to *Graduate in the Fall* (apply for **Spring, which should be the only one available**)

        b.   Fall students to *Graduate in the Spring* (apply for **Fall, which should be the only one available**)

   2.   Student receives a verification email on their RCCD email verifying they have applied.

   3.   Student prints this confirmation email and turns in a copy of the email to N21 faculty lead (or designated faculty).

        a.   DO NOT email this form to faculty

        b.   PRINT the confirmation email and give to your designated faculty

Note:
- Students should read their RCCD emails frequently and should respond to Evaluators as soon as possible when they receive notifications from them. When students do not respond to Evaluators, their application is placed on hold in a file and processing will not resume until a response is made by the student. This will prevent the School of Nursing from submitting your paperwork the BRN.
- Students should also continuously check WebAdvisor for comments made by Evaluators.

Repeat Students: If you are a student that is repeating N21 you will need to apply again for your *Degree/Certificate* in order to **reactivate** the application. If you fail to **reapply for your degree,** your verification will not be processed by evaluators and the nursing office will not receive your official verification form will not be able to send in your paperwork to the BRN.

Advanced Placement students: these students must have credit by exams filled out for them by Evaluators. This form is in the process of being revised by the college.

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

Created: 8/16

Revised: 7/18

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>ARTICULATING BRN/RCC REQUIRED WITH CSU/UC GENERAL EDUCATION</u>

Students are referred to the Nursing Educational Advisor and/or Nursing Counselor for current information regarding articulation with CSU/UC and other BSN programs.

Revised: 10/03; 6/07; 1/11; 6/12; 8/19
Reviewed: 5/05; 7/13

SECTION IV:

CREDIT-DIPLOMA NURSE

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>DIPLOMA NURSE GRADUATE</u>

Upon completion of 15 units***** in residence, at a Riverside Community College District college, graduates of diploma schools of nursing shall receive 30 units of nursing credit.

To qualify for this credit, candidates must:

1.   Have official transcripts of diploma school of nursing and any other college transcripts on file at RCC.

2.   Show current California RN License.

3.   Complete a *Student Request for Official Evaluation* and submit it to Evaluations and Records at RCC.

* *It is recommended that each student make an appointment with the Nursing Educational Advisor and/or Nursing Counselor to identify those courses that will best meet individual educational goals.*

SECTION V:

ELGIBILITY FOR LICENSURE EXAM

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) PROGRAM: ELIGIBILITY FOR LICENSURE

The following courses meet BRN Content Requirement for Licensure and all RCC ADN (RN) graduation requirements.

RCC GRADUATION REQUIREMENTS

COURSE NUMBER	COURSE TITLE	UNITS
Biology 50A	Anatomy & Physiology I	4
Biology 50B	Anatomy & Physiology II	4
Biology 55	Microbiology	4
Sociology 1 or Anth. 2	Intro. Sociology or Cultural Anthropology	3
Psychology 9	Developmental Psychology	3
Humanities	Any Degree Applicable Course	3
Analytical/Critical Thinking Math12/12H or Psy/Soc 48	Statistics	3-4
American Institutions	Any Degree Applicable Course	3

Students must also meet Math, English, and Reading basic skills requirements.

COMMUNICATION

COURSE NUMBER	COURSE TITLE	UNITS
Communication 1 **or** Communication 9	Public Speaking Interpersonal Com.	3
English 1A/1H	English Composition	4

NURSING

COURSE NUMBER	COURSE TITLE	UNITS
Nursing 11	Foundations of Nursing Practice Across the Life Span	8.5
Nursing 11A	Nursing Learning Lab	0.5
Nursing 14	Health Promotion and Wellness Across the Lifespan	3
Nursing 12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing	8.5
Nursing 12A	Nursing Learning Lab	0.5
Nursing 21	Adult Medical-Surgical and Mental Health Nursing	8.5
Nursing 21A	Nursing Learning Lab	0.5
Nursing 22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
Nursing 22A	Nursing Learning Lab	0.5
	TOTAL UNITS	**73-74**

Revised: 1/10/02; 6/07; 1/09; 1/11; 6/12; 2/13; 7/13; 8/19; 2/21
Reviewed: 5/05

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RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) PROGRAM: NON-GRADUATE STATUS

Non-graduate Status meets the 63 units required for licensure for Riverside City College Associate Degree Nursing Program but does not meet the requirements of the Associate Degree. The applicant is assigned a permanent, non-revocable, non-graduate status. This non-graduate status may prohibit endorsement by other states and hinder employment and further educational opportunities in nursing. The applicant must follow Board of Registered Nursing procedure for application for NCLEX-RN.

BASIC SCIENCES

COURSE NUMBER	COURSE TITLE	UNITS
Biology 50A	Anatomy & Physiology I	4
Biology 50B	Anatomy & Physiology II	4
Biology 55	Microbiology	4
Sociology 1 or Anthropology 2	Intro. Sociology or Cult. Anthropology	3
Psychology 9	Developmental Psychology	3

COMMUNICATION

COURSE NUMBER	COURSE TITLE	UNITS
Communication 1 **or** Communication 9	Public Speaking Interpersonal Com.	3
English 1A/1H	English Composition	4

NURSING

COURSE NUMBER	COURSE TITLE	UNITS
Nursing 11	Foundations of Nursing Practice Across the Life Span	8.5
Nursing 11A	Nursing Learning Lab	0.5
Nursing 14	Health Promotion and Wellness Across the Lifespan	3
Nursing 12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing	8.5
Nursing 12A	Nursing Learning Lab	0.5
Nursing 21	Adult Medical-Surgical and Mental Health Nursing	8.5
Nursing 21A	Nursing Learning Lab	0.5
Nursing 22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
Nursing 22A	Nursing Learning Lab	0.5
	TOTAL UNITS	**64**

Revised: 1/10/02; 6/07; 1/09; 1/11; 6/12; 2/13; 7/13; 8/19; 2/21
Reviewed: 5/05

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LICENSED VOCATIONAL NURSE 30-UNIT OPTION

This meets eligibility for NCLEX-RN through the 30-unit option, requiring the California Licensed Vocational Nurse to complete the following courses with a "C" or better:

Biology 55	4 units
Biology 50A	4 units
Biology 50B	4 units
Nursing 21	8.5 units
Nursing 21A	0.5 units
Nursing 22	8.5 units
Nursing 22A	0.5 units
	30 units

This option does not satisfy the requirements for the Associate in Science degree and the applicant is assigned a permanent, non-revocable, non-graduate status which may prohibit endorsement by other states and may hinder further educational opportunities in nursing. The applicant must follow Board of Registered Nursing procedure for application for NCLEX-RN.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NCLEX-RN ELIGIBILITY</u>
<u>FOREIGN GRADUATES WITH BRN-IDENTIFIED AREAS OF DEFICIENCY</u>

The BRN may require graduates of foreign nursing schools to enroll in nursing courses or portions of nursing courses to meet the NCLEX-RN eligibility requirements. These graduates may petition the Dean, School of Nursing, by submitting the letter from the BRN identifying areas of deficiency. Appropriate placement will be awarded on a space available basis. A student in this category would not be required to meet the RCC graduation requirements and would not be a graduate of the ADN (RN) program.

<u>NOTE</u>: *To participate in any other content, students must follow Advanced Placement application procedures.*

The following procedure will be followed when graduates of foreign nursing programs request to remediate deficiencies identified by the BRN in order to establish eligibility for the NCLEX-RN:

1.   Documentation of the BRN requirement will be provided by the foreign nursing graduates to the Nursing Enrollment and Evaluations Specialist.

2.   Request forwarded by the Nursing Enrollment and Evaluations Specialist to the Nursing Enrollment Committee for approval and establishment of conditions for enrollment.

1.   Acceptance of extra student in identified semester following instructor approval.

<u>NOTE</u>: *Authority cited: Section 1410.4 (b), Business and Professions Code.*

Revised: 5/26/96; 6/13/96; 11/8/96; 10/03; 6/07; 1/09; 1/11
Reviewed: 7/17/96; 8/15/96; 1/10/02; 5/05; 7/13

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NCLEX-RN ELIGIBILITY: FELONY NOTIFICATION</u>

According to the *California Business and Professions Code (Licensee: Division 1.5. Denial, Suspension, and Revocation of Licenses; Chapter 2. Denial of Licenses), Section 480:*

(a)   A board may deny a license regulated by this code on the grounds that the applicant has been convicted of a crime or has been subject to formal discipline if either of the following conditions are met:

    (1)   Been convicted of a crime within the preceding seven years from the date of application that is substantially related to the qualifications, functions, or duties of the BPC … regardless of whether the applicant was incarcerated for that crime, is presently incarcerated, or was released from incarceration within the preceding seven years from the date of application. The preceding seven-year limitation does not apply in the following situations:

        (A)   Convicted of a serious felony defined by Penal Code (PC) section 1192.7 or a crime for which registration is required by PC section 290.

        (B)   Convicted of a financial crime currently classified as a felony that is directly and adversely related to the fiduciary qualifications, functions, or duties of the business or profession.

    (2)   Applicant has been subjected to formal discipline by a licensing board in our outside California within the preceding seven years from the date of application that is substantially related to the qualifications, functions, or duties of the BPC.

    (b)   Notwithstanding any other provision of this code, a person shall not be denied a license on the basis that the person has been convicted of a crime, or on the basis of acts underlying a conviction for a crime, if that person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code, has been granted clemency or a pardon by a state or federal executive, or has made a showing of rehabilitation pursuant to Section 482.

    (c)   Notwithstanding any other provision of this code, a person shall not be denied a license on the basis of any conviction, or on the basis of the acts underlying the conviction, that has been dismissed

pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code, or a comparable dismissal or expungement. An applicant who has a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, or 1203.42 of the Penal Code shall provide proof of the dismissal if it is not reflected on the report furnished by the Department of Justice.

(d)   Notwithstanding any other provision of this code, a board shall not deny a license on the basis of an arrest that resulted in a disposition other than a conviction, including an arrest that resulted in an infraction, citation, or a juvenile adjudication.

(e)   A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact that is required to be revealed in the application for the license. A board shall not deny a license based solely on an applicant's failure to disclose a fact that would not have been cause for denial of the license had it been disclosed.

(3)   If a board decides to deny an application for licensure based solely or in part on the applicant's conviction history, the board shall notify the applicant in writing of all of the following:

(A)   The denial or disqualification of licensure.

(B)   Any existing procedure the board has for the applicant to challenge the decision or to request reconsideration.

(C)   That the applicant has the right to appeal the board's decision.

(D)   The processes for the applicant to request a copy of the applicant's complete conviction history and question the accuracy or completeness of the record pursuant to Sections 11122 to 11127 of the Penal Code.

Graduates of the Associate Degree Nursing (ADN) (RN) program are eligible to apply to take the National Council Licensing Examination (NCLEX-RN) for licensure as a Registered Nurse. Applicants must submit Live Scan fingerprints and report convictions of any offenses other than minor traffic violations. Failure to report such convictions will be grounds for denial of license. The Board of Registered Nursing investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation. Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the Board of Registered Nursing (BRN) prior to beginning the ADN (RN) program: *Board of Registered Nursing, P. O. Box 944210, Sacramento, CA 94244-2100, (916) 322-3350*.

Applicants for licensure must notify the BRN of any situation which meets the criteria cited above. Notification of the need to provide this information is provided to potential and current ADN (RN) students via the following:

1.   Pre-Nursing Information Workshop.

2.   *ADN (RN) Nursing Program Information Sheet*.

3.   *ADN (RN) Student Handbook*.

4.   Introductory Nursing Courses.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NCLEX-PN FELONY NOTIFICATION</u>

California Board of Vocational Nursing and Psychiatric Technician: Legal Limitation of Licensure

Students applying to take the vocational nursing licensure examination are required to report convictions of any offenses other than minor traffic violations; failure to report such convictions would be grounds for denial of license. Any student having questions regarding his/her eligibility for licensure should contact:

> *Enforcement Coordinator*
> *Board of Vocational Nurse and Psychiatric Technician Examiners*
> *2535 Capitol Oaks Drive, Suite 205*
> *Sacramento, CA 95833 (916) 263-7800*

Notification of the above information is provided potential and current vocational nursing students via the following:

1. Pre-Nursing Information Workshop.

2. *VN Program Information Sheet*.

3. *VN Program Student Handbook*.

4. Introductory nursing courses.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>NCLEX-RN ELIGIBILITY</u>
<u>VALIDATION OF COMPLETION OF THE ADN PROGRAM</u>

The Dean, School of Nursing, as Director of the ADN (RN) program, in collaboration with the ADN (RN) Department Chair/Assistant Director and the Nursing Enrollment and Evaluation Specialist, is responsible for validating the eligibility of applicants for licensure. RCC Academic Evaluation Specialist will additionally validate all student's coursework and completion of the ADN (RN) program. It is the responsibility of each student to see that the Dean or designee receives validation of completion of any non-nursing degree- required course prior to the end of the last semester to ensure inclusion on the list of eligible candidates for licensure/ examination.

SECTION VI: READMISSION

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ELIGIBILITY FOR READMISSION/TRANSFER/ADVANCED PLACEMENT

1.   Persons applying for readmission/transfer/advanced placement to the ADN (RN) or VN program must submit an application to the program and a *Petition for Readmission/Extenuating Circumstances* (if applicable) during the application period.

2.   A student who withdraws or fails a nursing course, but is eligible for readmission, is required to submit a *Petition for Readmission* and *RCCD Extenuating Circumstances*, if applicable. If the student desires immediate readmission to repeat the failed semester, this should be submitted to the Nursing Enrollment and Evaluation Specialist within two (2) working days after notification of the failing grade.

     This policy constitutes an exception to the application deadline.

3.   The Nursing Enrollment Committee will review all *RCCD Extenuating Circumstance* forms and required documentation based on the guidelines set forth by the College (see *RCCD Extenuating Circumstance* form).

4.   Readmission is not guaranteed, but depends upon availability of space.

5.   There are no readmission privileges for the student who has earned an *Unsafe* clinical performance.

6.   When a student fails or drops due to unsatisfactory theory and/or clinical performance, the nursing faculty, in collaboration with the student, will develop a contract with specific student learning outcomes to be completed (i.e. enrollment in a Learning Lab). The purpose of the contract is to improve the chances of success for the student by strengthening areas of concern and/or unsatisfactory clinical performance. The student will provide documentation of successfully having met the requirements specified in the contract in order to be eligible for readmission.

7.   Because space in the nursing program may be limited, a student whose overall record makes it unlikely that he/she can successfully complete the program may be denied readmission upon recommendation of the total nursing faculty and the Nursing Enrollment Committee.

8.   Transfer students must obtain a recommendation form from the Nursing Enrollment and Evaluation Specialist. This form must be submitted to the director of the nursing program from which transferring and the director must complete and mail the form to the Nursing Enrollment and Evaluation Specialist. The letter must state whether the student is eligible for readmission to the nursing program at that school. Readmission privileges are required for transfer into either the RCC VN or ADN (RN) program.

SONEPPM 9/8/2021

ADN (RN) Program only

1. Students who withdraw from Nursing 11 with satisfactory theory and clinical grades, and subsequently reapply to the program, will be placed into the current applicant pool and ranked accordingly with all other applicants.

    a. Students who earn a failing theory grade (less than "C" (75%)) and/or unsatisfactory clinical grade from Nursing 11, and subsequently reapply to the program, will be placed into the current applicant pool and ranked accordingly with all other applicants.

2. A student who earns a failing grade in theory in the Associate Degree Nursing Program will be allowed to be **READMITTED ONE TIME ONLY.** A student cannot readmit after a second failing grade has been earned (less than "C" (75%)). The following are exceptions to this one-time-only readmission policy:

    a. Students may petition to have extenuating circumstances considered. The *RCCD Extenuating Circumstances* form must be submitted in writing and attached to the *Petition for Readmission* or to the Nursing Enrollment and Evaluation Specialist.

    b. Students who earn a second failing grade in Nursing 22, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into Nursing 22 upon space availability.

VN Program only

1. Students who withdraw from Nursing 52 with satisfactory theory and clinical grades, and subsequently reapply to the program, will be placed into the current applicant pool with all other applicants and randomly selected.

    a. Students who earn a failing theory grade (less than "C" (75%)) and/or unsatisfactory clinical grade from Nursing 52, and subsequently reapply to the program, will be placed into the current applicant pool with all other applicants and randomly selected.

2. A petition for readmission to the VN Program will be approved pending space for an applicant with below 2.0 cumulative GPA, if the only course(s) bringing the GPA below 2.0 are VN Program courses which must be repeated.

3. A student who earns a failing grade in theory in the Vocational Nursing Program will be allowed to be **READMITTED ONE TIME ONLY.** A student cannot readmit after a second failing grade has been earned (less than "C" (75%)). The following are exceptions to this one-time-only readmission policy:

a.   Students may petition to have extenuating circumstances considered. The *RCCD Extenuating Circumstances* form must be submitted in writing and attached to the *Petition for Readmission* to Nursing Enrollment and Evaluation Specialist.

b.   Students who earn a second failing grade in Nursing 70 and/or 71, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into Nursing 70 and/or 71 upon space availability.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PRIORITIZATION OF READMISSION/TRANSFER/
ADVANCED PLACEMENT CANDIDATES

1. This policy is to be implemented in the event there are more applicants than spaces.

2. At the close of the application periods all fully qualified applicants shall be ranked according to the *Priority for Selection* criteria and admitted on a space available basis. If additional spaces are available at the end of the semester, those applicants who completed work in progress, thus meeting minimum admission criteria, will be ranked according to the *Priority for Selection* criteria and admitted on a space available basis.

3. Priority for selection will be as noted below. If more than one candidate has the same ranking, and there are insufficient spaces to accommodate all students, those petitions shall be ranked according to the *Ranking Tied Applicants for Admission* policy. Students who have been called to active military duty will be given priority for readmission.

4. Priority for Selection:
   a. RCC nursing student who withdrew from the program in satisfactory theory and clinical standing, with no *Nursing Progress Reports* on file.
   b. RCC nursing student who withdrew from the program in satisfactory theory and clinical standing, but with *Nursing Progress Report(s)* on file.
   c. RCC nursing student who earned or withdrew with a *Satisfactory* clinical but failing theory grade. (Students in this category, who have not been readmitted due to lack of space for two semesters, will receive priority admission in the category.)
   d. Licensed graduates of RCC VN program who have applied for advanced placement in the ADN (RN) program.
   e. Transfer student or non-RCC LVN advanced placement student.
   f. RCC nursing student who earned or withdrew with a "C" (75%) or better theory grade but less than satisfactory clinical performance grade of *Minimal Performance* at any time during the program.
   g. RCC nursing student who earned or withdrew with a "C" (75%) or better theory grade but less than satisfactory clinical performance grade of *Unsatisfactory.*
   h. RCC nursing student who earned or withdrew with a failing theory grade and a less-than-satisfactory clinical performance grade of *Minimal Performance* at any time during the program.
   i. RCC nursing student who earned or withdrew with a failing theory grade and a less-than-satisfactory clinical performance grade of *Unsatisfactory* must re-apply to the ADN (RN) program for admission into Nursing 11.
   j. Students who earn a second failing grade in Nursing 22, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into Nursing 22 upon space availability.
   k. Students who earn a second failing grade in VN 70 or 71, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into VN 70 or 71 upon space availability.

5.   In the event inadequate spaces are available in Nursing 21 for all qualified LVN advanced placement applicants, available Nursing 12 spaces will be offered to LVNs successful in passing the Advanced Placement Exam, pending space availability. LVNs who failed the Advanced Placement Exam will have to apply to the ADN (RN) program for admission into Nursing 11.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ASSIGNMENT OF INCOMPLETE GRADE

Students are not to re-enroll for a course in which a grade of 'I' has been recorded. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an 'I' symbol being entered on the student's record. The condition for removal of the 'I' shall be stated by the instructor on the Incomplete Contract. Students receiving an Incomplete ('I') may print out the Incomplete Contract on MyPortal/WebAdvisor (*RCC Student Handbook*).

1. A student who is unable to attend clinical and in theory after the withdrawal date, may be eligible for consideration for an *Incomplete Grade Contract*. Upon successful completion of the *Incomplete Grade Contract*, the student will be:

   a. Required to submit a *Petition for Readmission* to the School of Nursing.

   b. Readmitted to the School of Nursing pending space available.

   c. Placed in the appropriate nursing semester/course pool.

2. Students have up to one year to complete an incomplete or the grade will become an "F" or whatever grade the instructor puts on the *Incomplete Grade Contract* form.

3. A student who earns an unsatisfactory clinical grade and/or less than a 75% ("C") grade in theory will be ineligible for an *Incomplete Grade Contract*. The student will be:

   a. Required to submit a *Petition for Readmission* to the School of Nursing and a *Nursing Program Application*.

   b. Subject to the One Time Only readmission criteria cited in the *Eligibility for Readmission/Transfer/Advanced Placement* policy.

   c. Placed in the appropriate nursing semester/course pool.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

POLICY CONCERNING PREGNANCY FOR NURSING STUDENTS

Nursing students who are or become pregnant must have full, unrestricted medical clearance to continue in the nursing program according to the *Core Performance Standards*. Nursing students must also accept full responsibility for any risks to self and fetus associated with any class or clinical assignment.

In each case of pregnancy, the student will be required to inform the semester-level lead faculty and clinical instructor(s) of her pregnancy and have the *Physician's Clearance During Pregnancy* form completed and sent to the School of Nursing Health Coordinator. The student is required to notify the semester lead faculty for any change in her pregnancy status which may necessitate withdrawal from the program.

Following delivery, written approval from the physician for full, unrestricted activities essential to clinical nursing practice according to the *Core Performance Standards* prior to participating in SON course(s).

Revised: 6/98; 1/02; 1/21
Reviewed: 5/05; 6/07; 1/09; 8/09; 6/10; 6/12; 8/12 1/13; 8/13

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>ADN (RN) READMISSION</u>

A student who is ineligible for readmission to the RCC ADN (RN) program due to more than one failing theory grade; and who subsequently applies for advanced placement to the ADN (RN) program, is eligible for:

1.   Nursing 21, with previous successful completion of Nursing 11 and 12 and 13 or 14.

2.   Nursing 22, with previous successful completion of Nursing 11, 12 and 13 or 14, and 21.

3.   Any student who successfully passed the Advanced Placement Exam may be offered a space in Nursing 12 or 21, pending space availability.

Revised: 8/15/96; 5/05; 6/07; 8/07; 1/09; 6/12; 7/13; 7/14; 8/19; 2/21
Reviewed: 1/10/02; 10/03

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NURSING 18: ADN (RN) → VN → ADN (RN) PROGRAM

The student who has transitioned into the Vocational Nursing (VN) program from the Associate Degree Nursing (ADN) program and then applies to return to the ADN (RN) program as an advanced placement student is exempt from Nursing 18 if it has been less than a year since enrollment in the ADN (RN) program. If there is a gap of more than a year in enrollment in the ADN (RN) program, Nursing 18 will be required.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROGRESSION POLICY: ADN (RN) PROGRAM

If a student earns less than a 75% ("C") grade in any course required for the ADN (RN) program (Nursing 11, 14, 12, 21 or 22), the student will be ineligible to continue in the ADN (RN) program and must reapply to ADN (RN) program and complete a *Petition for Readmission*. Readmission will be granted on a space available basis according to the *Eligibility for Readmission/Transfer/ Advanced Placement Candidate* policy.

Revised: 7/14; 8/20; 1/21

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROGRESSION POLICY: VN PROGRAM

If a student earns less than a 75% ("C") grade in any course required for the VN program (Nursing 52, 60, 61, 62, 63, 70 or 71), the student will be ineligible to continue in the VN program and must reapply to VN program and complete a *Petition for Readmission*. Readmission will be granted on a space available basis according to the *Eligibility for Readmission/Transfer/ Advanced Placement Candidate* policy.

Revised: 8/15/96; 1/11/02; 5/05; 6/07; 1/11; 6/11; 6/12; 7/18; 8/19
Reviewed: 10/03; 5/05; 1/13; 7/13

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) PROMOTION POLICY

Promotion from one semester to the next semester is dependent upon successful completion of all course requirements within the previous semester:

A.   Nursing students are required to meet the minimum requirements to be eligible for the licensure examination administered by the California Board of Registered Nursing. A minimum grade of "C" (75%) in theory and a satisfactory evaluation in clinical practice in each nursing course is required if the student is to advance from one semester to the next (refer to prerequisites for each nursing course). An overall "C" (75%) average is required for the student to progress in the ADN (RN) program.

B.   A student may advance to the next semester with their first 'Minimal' clinical performance, however, a *Contract for Success* will be provided and the student will be assigned to a designated clinical group with a full-time faculty member. This may result in the student having to change clinical rotations, clinical days, and/or clinical agencies. Please see *Less-than-Satisfactory Clinical Performance* policy.

C.   A 'Satisfactory' clinical performance on all Clinical Competency Assessments is required.

D.   A 'Satisfactory' clinical performance on Dosage Calculation Competency Exam is required.

F.   A satisfactory attendance record is mandatory. Please see *Attendance/Tardy Policy and Procedure for the ADN (RN) program.*

G.   Satisfactory demonstration of professional behaviors is essential. Please see *Professional Conduct and Legal Responsibilities and Policy for Professional, Civil, and Caring Behaviors* policies.

H.   Students need to be cognizant of their status throughout each course and the entire ADN (RN) program. Necessary steps should be taken to use available resources to ensure academic and clinical success.

I.   Students who have earned less than a "C" (75%) overall theory grade average by mid-semester, will be placed on Academic Probation to promote academic success in the program. Please see *Academic Probation Policy & Procedure*.

J.   All missed hours and assignments are required to be fulfilled as specified the semester-level faculty. The student may receive an incomplete, a failing and/or *No Pass* grade, or may even be dropped from the program for incomplete course hours and/or assignments that result in the student's inability to meet course or program outcomes.

Approved 1/13
Revised 7/17; 7/18; 1/20; 8/20

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VN PROMOTION POLICY

Promotion from one semester to the next semester is dependent upon successful completion of all course requirements within the previous semester:

A.   Nursing students are required to meet the minimum requirements to be eligible for the licensure examination administered by the California Board of Vocational Nursing and Psychiatric Technicians. A minimum grade of "C" (75%) in theory and a satisfactory evaluation in clinical practice in each nursing course is required if the student is to advance from one semester to the next (refer to prerequisites for each nursing course). An overall "C" (75%) average is required for the student to progress in the VN program.

B.   A student may advance to the next semester with their first 'Minimal' clinical performance, however, a *Contract for Success* will be provided and the student will be assigned to a designated clinical group with a full-time faculty member. This may result in the student having to change clinical rotations, clinical days, and/or clinical agencies. Please see *Less-than-Satisfactory Clinical Performance* policy.

C.   A 'Satisfactory' clinical performance on all Clinical Competency Assessments is required.

D.   A 'Satisfactory' clinical performance on Dosage Calculation Competency Exam is required.

F.   A satisfactory attendance record is mandatory. Please see *Attendance/Tardy Policy and Procedure for the VN program.*

G.   Satisfactory demonstration of professional behaviors is essential. Please see *Professional Conduct and Legal Responsibilities and Policy for Professional, Civil, and Caring Behaviors* policies.

H.   Students need to be cognizant of their status throughout each course and the entire VN program. Necessary steps should be taken to use available resources to ensure academic and clinical success.

I.   Students who have earned less than a "C" (75%) overall theory grade average by mid-semester, will be placed on Academic Probation to promote academic success in the program. Please see *Academic Probation Policy & Procedure.*

J.   All missed hours and assignments are required to be fulfilled as specified the semester-level faculty. The student may receive an incomplete, a failing and/or *No Pass* grade, or may even be dropped from the program for incomplete course hours and/or assignments that result in the student's inability to meet course or program outcomes.

Approved 1/13
Revised 7/17; 7/18; 1/20; 8/20

SONEPPM 9/8/2021

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) RETENTION POLICY

The success, retention, and program completion are the RCC School of Nursing's highest priorities.

The faculty, in conjunction with the student, will develop a plan for success. The faculty will utilize all available resources to assist the student to achieve success in the program. The following options are available to all nursing students:

1. *School of Nursing Student Outcomes Specialist (SOS)*

   The SOS is available to nursing students who need assistance with strategies to promote their academic success, such as test taking, study skills, and time management.

2. *Tutorial Services*

   Tutorial Services provides a supportive learning environment to all students seeking academic support. They assist to help students better prepare for classes and develop the skills necessary for a successful college career. This service is free to all enrolled students. Tutoring appointments can be scheduled online. Tutorial Services is located in the Martin Luther King (MLK) building, Room 232. English and ESL tutoring is also available through the Writing and Reading Center located in MLK building, Room 119.

3. *Student Health and Psychological Services (SHPS)*

   SHPS provides the following services: short-term clinical care for illnesses and injuries, brief psychological counseling for mental health concerns, crisis intervention, and preventative health promotion. They are located in the Bradshaw building below the Bookstore.

4. *Student Financial Services*

   Many options are available for financial aid to students with financial need. Student Financial Services are located on the first floor in the Charles A. Kane Student Services building.

5. *Scholarships*

   Many scholarships are available specifically for nursing students. Information regarding scholarships may be obtained Student Financial Services office.

6. *Disability Resource Center (DRC)*

   Provides comprehensive support services and accommodations for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities, and ADHD. DRC is located in the Charles A. Kane Student Services building, Room 130, dsps@rcc.edu.

7. *Veterans Services*

   Provides services for veterans, reservists, active duty, and dependents. Assist students with VA benefits and resources to promote success. Veterans Services is located in the Charles A. Kane Student Services building, Room 104.

8. *Nursing Counselor*

   Assists students in developing Student Educational Plans (SEPs) related to nursing career goals, general education, major, transfer, and college requirements. Assists students who plan on furthering their education and pursuing Bachelor's or Master's degree after completion of the nursing program.

9. *Health-Related Sciences Engagement Center*

   The engagement center assists students with access to resources, fostering of relationships through collaborative learning, and eliminating equity gaps, which promotes economic and social mobility. The engagement center is a venue where students can study, relax, and collaborate with other students. Students have access to a student success team which includes engagement center coordinator, Nursing Education Advisor, counselors, and peer mentors.

10. *Student Success and Support Program*

    This program assists students in accessing college and providing support services to help them establish and achieve their educational goals.

Rev. 7/17; 8/20

SONEPPM 9/8/2021

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

<u>VN RETENTION POLICY</u>

The success, retention, and program completion are the RCC School of Nursing's highest priorities.

The faculty, in conjunction with the student, will develop a plan for success. The faculty will utilize all available resources to assist the student to achieve success in the program. The following options are available to all nursing students:

1.   *School of Nursing Student Outcomes Specialist (SOS)*

     The SOS is available to nursing students who need assistance with strategies to promote their academic success, such as test taking, study skills, and time management.

2.   *Tutorial Services*

     Tutorial Services provides a supportive learning environment to all students seeking academic support. They assist to help students better prepare for classes and develop the skills necessary for a successful college career. This service is free to all enrolled students. Tutoring appointments can be scheduled online. Tutorial Services is located in the Martin Luther King (MLK) building, Room 232. English and ESL tutoring is also available through the Writing and Reading Center located in MLK building, Room 119.

3.   *Student Health and Psychological Services (SHPS)*

     SHPS provides the following services: short-term clinical care for illnesses and injuries, brief psychological counseling for mental health concerns, crisis intervention, and preventative health promotion. They are located in the Bradshaw building below the Bookstore.

4.   *Student Financial Services*

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5.   *Scholarships*

     Many scholarships are available specifically for nursing students. Information regarding scholarships may be obtained Student Financial Services office.

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Provides services for veterans, reservists, active duty, and dependents. Assist students with VA benefits and resources to promote success. Veterans Services is located in the Charles A. Kane Student Services building, Room 104.

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Assists students in developing Student Educational Plans (SEPs) related to nursing career goals, general education, major, transfer, and college requirements. Assists students who plan on furthering their education and pursuing Bachelor's or Master's degree after completion of the nursing program.

9. *Health-Related Sciences Engagement Center*

The engagement center assists students with access to resources, fostering of relationships through collaborative learning, and eliminating equity gaps, which promotes economic and social mobility. The engagement center is a venue where students can study, relax, and collaborate with other students. Students have access to a student success team which includes engagement center coordinator, Nursing Education Advisor, counselors, and peer mentors.

10. *Student Success and Support Program*

This program assists students in accessing college and providing support services to help them establish and achieve their educational goals.

Rev. 7/17; 8/20

SONEPPM 9/8/2021

SECTION VII:

ADVANCED PLACEMENT/ TRANSFER/ 30-UNIT OPTION

**RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING**

HISTORY OF FAILING GRADES

1.   ADN (RN) program: Students who have earned a grade of less than a "C-" in any nursing program (VN or ADN) are ineligible for admission to the RCC School of Nursing ADN (RN) program, unless the course is repeated and a "C" grade or better earned, or the student follows the *ADN (RN) → VN → ADN (RN)* policy.

2.   VN program: Students who have earned a grade of less than a "C-" in any VN program are eligible for admission to the RCC School of Nursing VN program. Applicants must submit an application to the School of Nursing during the application period and meet all admission requirements to be considered.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) NURSING COURSE CHALLENGE POLICY

All ADN (RN) courses may be challenged in accordance with the *RCC Credit for College Level Examination Program* policy. The review of education and experience will be completed by semester-level faculty and the Nursing Enrollment Committee. The individualized testing procedure will be determined by the semester-level faculty. The testing procedure shall include successful theory performance on the semester final exam as well as demonstrated competence of selected clinical skills.

The policy for LVN Advanced Placement Examination covering the first year is outlined in the *ADN (RN) Advanced Placement/Transfer/30-Unit Option Information Sheet.* Any student who has successfully passed the Advanced Placement Exam may be offered a spacing in Nursing 12 or 21 in the ADN (RN), pending space availability.

A student seeking enrollment into the ADN (RN) program, who has analogous educational experience, may be granted the opportunity to challenge specific nursing coursework as it relates to their respective educational/experiential background (i.e., Certified Nursing Assistants, Licensed Vocational Nurses, Licensed Psychiatric Technicians, and Military Corpsman).

1.	Each transfer applicant will be evaluated on an individual basis.

2.	Testing to demonstrate theory/clinical competency may be required. In this event, the student will receive an outline/checklist of the student learning outcomes to be tested.

3.	All prerequisite coursework identified in the RCC College Catalog must be completed within GPA requirements before transfer credit will be considered.

4.	A minimum grade of "C" will be required in all nursing coursework in order to be considered for transfer credit.

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

POLICY & PROCEDURE: CHALLENGE/ADVANCED PLACEMENT FOR MILITARY-TRAINED HEALTHCARE PERSONNEL

Applicants with documented relevant military education and experience may be eligible to achieve advanced placement (AP) into the associate degree (ADN) registered nursing (RN) program. After transcript evaluation, eligible applicants will be given the opportunity to pass individualized challenge, skills competency, and dosage calculation exams, in compliance with the Board of Registered Nursing (BRN) regulation in Division 14 of Title 16 of the California Code of Regulations, Section 1418: Eligibility for licensure of applicants who have Military Education and Experience.

Policy:

1. Applicants must meet all general entrance requirements of the associate degree RN program, including completion of the designated prerequisites.
2. Applicants must pass individualized challenge exam(s) with a score of 75% or better.
3. Applicants who are eligible for second year placement (Army 68WM6 LPN or equivalent) must successfully complete NRN-18 prior to entering the program.
4. Applicants entering NRN-11 are not required to complete NRN-18 prior to entering the program.
5. Acceptance of military challenge students into the associate degree RN program is contingent upon space availability.
6. Military challenge students who are unable to pass the challenge exam, skills assessment and/or dosage calculation exam for advanced placement may remediate and repeat the challenge exam, skill competency assessment, and/or the dosage calculation exam. If the student is unsuccessful after the second attempt on any of these assessment measures, the student may take the Test of Essential Academic Skills (TEAS) and upon successfully passing the TEAS, the student would gain priority enrollment into NRN-11 based on space availability.

Procedure:

Interested candidates must request an appointment with the Nursing Enrollment and Evaluation Specialist at least four weeks prior to the application period to discuss eligibility requirements for the associate degree RN program.

1. Applicants who may be eligible for advanced placement include those individuals who have satisfactory completed relevant military education and experience.
2. Applicants applying for transfer credit to the associate degree RN program must submit the following materials verifying education and experience:
   a. Transcripts from appropriate education program(s), demonstrating satisfactory completion of relevant coursework and clinical experience
   b. Course outlines for relevant courses may be requested for accurate evaluation

     c. Documentation of relevant experience

3. After an individualized assessment and review of the applicant's documentation/transcripts and upon determination that the applicant has met the educational and experiential requirements for advanced placement into the associate degree RN program, including the additional nursing program admission requirements, the student will be invited to take an individualized challenge exam(s), a skills competency assessment, and a dosage calculation exam.

4. The content of the challenge exam will be based upon content expert faculty review and evaluation of the applicant's specific Military education and experience and its evidence of meeting, in whole or in part, the BRN minimum standards of competency and education requirements for RN licensure (BRN California Code of Regulations, Section 1426(c)[1-3]).

5. Advanced placement will be granted if the applicant meets minimum requirements and successfully passing required exams. Admission is based on space availability.

Created 3/16
Revised 6/19; 11/19

ADN (RN) ADVANCED PLACEMENT/TRANSFER/30-UNIT OPTION INFORMATION SHEET

General Information

The Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information for the California BRN is P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350. Contact information for the ACEN is 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326 or call (404) 975-5000.

Each Spring and Fall, Advanced Placement/Transfer/30-Unit Option students are accepted into the program based on a designated number of enrollment slots. Advanced Placement/Transfer is defined as entering the program at a level beyond the first semester of the ADN (RN) program. Applicants who qualify for this option include LVNs and students with successful experience in an ADN (RN) or Vocational Nursing program. In addition, applicants with military health care experience may qualify for the Advanced Placement option after their experience and related course work is evaluated.

When offered, the LVN to ADN (RN) FLEXible (FLEX) option is an alternate advanced placement pathway in the School of Nursing (SON). This program is identical to the traditional Advanced Placement option, but offers the lectures/seminars in a online synchronous format that may be accessed from any computer with internet capability. Applicants may apply to both the Advanced Placement and/or FLEXible option(s). Preference is given to LVNs who work in community partner facilities and/or meet grant specific requirements.

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8407 or on the Health-Related Sciences Engagement Center website. You may also contact RCC Counseling at (951) 222-8440.

Application to the School of Nursing

Students applying to the SON must have all eligibility and prerequisite requirements as listed on the RCC *ADN (RN) Information Sheet*; however, the minimum GPA in the science prerequisite courses is a 2.3. General education courses are encouraged to be completed prior to program admission. The applicant is responsible for ensuring that **ALL** official up-to-date transcripts and other necessary documentation have been received by Riverside City College (RCC) at the time of application.

All Advanced Placement/Transfer students are required to complete Nursing 18 (NRN-18) prior to being considered for admission into the ADN (RN) program. The LVN 30-unit option candidate is exempt from the NRN-18 requirement. However, enrollment in NRN-18 is highly recommended.

1. Equivalent education/experience in nursing, military experience, and/or health-related programs will be evaluated.

2. LVNs must submit a copy of their current *Active* LVN license to the Nursing Enrollment and Evaluation Specialist at the time of application.

3. Students transferring from another nursing program must submit the following to the Nursing Enrollment and Evaluation Specialist:

    a. Official up-to-date transcript(s) (within 90 days) from prior nursing program.

    b. Course outlines and syllabi from completed nursing courses.

    c. Completion of the *Recommendation Form*. The form can be obtained from the Nursing Enrollment and Evaluations Specialist.

    d. Personal letter describing reasons for wanting to transfer to this program.

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4. Congruent with BRN policy, if all requirements for the associate degree have been completed, LVN applicants for advanced placement in the ADN (RN) program are ineligible for the 30-unit option. These individuals must be admitted as candidates for the ADN (RN) degree program and must therefore, progress through the program as such.

5. Admission will be denied to an applicant who earned a grade of "C-" or less in a nursing program at another college.

6. Foreign transcripts must have a *Detailed Evaluation* and must be submitted by the application deadline. Information can be obtained from the Counseling Office.

7. Students with prerequisite courses in progress must turn in a grade verification form to the SON office as soon as the final grade is available.

8. Students must have applied to RCC <u>prior</u> to submitting an application to the ADN (RN) program.

9. Meeting minimum requirements of the program does not guarantee admission into the program.

<u>**Application Filing Period**</u>

SPRING SEMESTER - Application filing period between first business day of July to first business day of August.

FALL SEMESTER - Application filing period between first business day of October to first business day of November.

PETITIONING STUDENTS: ((Students applying for readmission or for transfer): Year-round.

Applications may be obtained at the Nursing website during the application filing periods. Applications are submitted electronically through the link provided. Please verify the current application filing period dates on the Nursing website or contact the School of Nursing at (951) 222-8407.

<u>**Requirements For Eligibility and Prerequisite Courses:**</u>

1. Complete an RCC application on CCCApply and be eligible to attend RCC.

2. Cumulative GPA of at least 2.0 in all course work attempted at RCC and a cumulative GPA of 2.0 or greater, which includes all accredited college units attempted.

3. Minimum GPA of at least 2.5 in all general education courses is required for to earn an ADN (RN) degree.

4. **Prerequisite Courses (17.5 units):**

   a. Minimum GPA of 2.5 in the following science prerequisite courses:
      *Biology 50A (4 units)
      *Biology 50B (4 units)
      *Biology 55 (4 units)

   b. Completion of Psychology 9 (3 units, Birth to Death) with a grade of "C" or better. Advanced Placement students must complete Psychology 9 prior to entrance into the program.

   c. Nursing 18 (2.5 units) is required for all advanced placement/transfer students with the exception of 30-unit option students. All ADN (RN) nursing courses may be challenged in accordance with *ADN (RN) Nursing Course* Challenge policy.

5. Achievement of a passing score on the *RCC HESI Advanced Placement Exam*.

<u>**Anatomy and Physiology Requirement**</u>

RCC encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a *Request for Equivalencies and Substitutions* form from the Counseling or Evaluations departments.

Selection Procedure

Available enrollment spaces are selected by rank order (highest points) based on points earned on the multicriteria factors and through random selection (see *Enrollment Criteria for Advanced Placement Students* attached). RCC reserves the right to designate a certain number of enrollment spaces for contract agreements and/or to meet requirements grant- designated outcomes.

Applicants with a regionally accredited bachelor's degree from the United States (US) will be waived from completing the 6 general education courses, but must have taken the science prerequisites, satisfy the Statistics (MAT-12/12H or PSY/SOC-48) and PSY-9 requirements, and have taken courses in English Composition, Communication and Sociology/Cultural Anthropology.

Students must pass the *RCC HESI Advanced Placement Exam* prior to program enrollment (see below).

For specific information regarding the SON selection criteria, please see the *SON Enrollment Committee Policy and Procedure Manual.*

If a student is not offered a space in the program, a new application is necessary in the next application period. The SON has no wait list.

RCC HESI Advanced Placement Exam Information

1. Students must provide proof of licensure as an LVN to be eligible to take the exam.

2. The Advanced Placement Exam is provided to comply with *BRN Rules and Regulations, Section 2786.6, Regulation Concerning Credit.* It is offered twice a year. Please check with the SON for specific dates.

3. The minimum passing score is established by the SON. No rounding of scores will occur, per program policy.

4. For study purposes, information will be available in NRN-18.

5. If a passing score is earned on the *RCC HESI Advanced Placement Exam*, the LVN is eligible for acceptance to Nursing 12 or 21, pending space available and completion of minimum requirements for eligibility.

6. The *RCC HESI Advanced Placement Exam* must be paid for at RCC Cashier's office 3 weeks prior to the exam. You must show proof of payment to be eligible to take the exam.

7. Students applying for Advanced Placement have 2 attempts to pass the *RCC HESI Advanced Placement Exam*. If the student does not pass after the second attempt, the student must apply for Nursing 11 in the ADN (RN) program.

Skill Competency

1. Should the LVN accept advanced placement in Nursing 12 or 21, the student is responsible for all knowledge and skills from previous semesters of the RCC ADN (RN) program. Please see *Nursing Skills Across the Curriculum*.

2. Any skills related to the registered nursing scope of practice (venipuncture, intravenous insertion, administration of intravenous medications [IV push, IVPB, and primary IV fluids], blood product administration, management of PCA infusion, central line dressing changes), will be taught during Boot Camp after admission to the ADN (RN) program.

Transcript Requirements

Transcripts are *Official* when they are sent directly to RCC from the sending institution or are hand-delivered by the student in a sealed envelope from the sending institution. Copies of transcripts/diplomas not accepted. Transcripts are *Up-to-Date* when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, please visit the Transfer Student website. Transcripts that are not official and not considered *Up-to-Date* will be returned to the student, and will result in a lower priority status. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

*Additional General Education Requirements (19-20 units)

The following general education courses are not required for admission to the ADN (RN) program; rather, they are required for the completion of the ADN (RN) degree. Most students complete these requirements before entering the ADN (RN) program due to the rigorous course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements with the Nursing Educational Advisor and/or Nursing Counselor (951) 222-8407.

_____	English Composition: **English 1A/1H**	**4**
_____	American Institutions: (**History 6 or 6H, 7 or 7H, 15, 26, 28, 29, 31, 34; Political Science 1 or 1H or 5**)	**3**
_____	Social and Behavioral Sciences: (**Sociology 1 or Anthropology 2**)	**3**
_____	Communication and Analytical Thinking: (**Communication 1 or 9** _plus_ **Math 12/12H or Psy/Soc 48**)	**6-7**
_____	Humanities: (**see RCC catalog**)	**3**
_____	Competency: **In order to graduate, students must demonstrate competence in mathematics, reading and English.**	**0-5**
		_____
		(19-20)

*Additional General Education Requirements does not apply to 30-unit option students.
Please see *RCC College Catalog* for most current information.

NOTE: A grade of "C" (75%) or better is required in all courses used to fulfill requirements for the Associate Degree in Nursing.

Nursing Courses (18 units)

First Semester	Units	Second Semester	Units
Nursing 21	9	Nursing 22	9
Nursing 21A	0.5	Nursing 22A	0.5

Recommended Electives During Program

It is highly recommended that all nursing students enroll in a Nursing Learning Lab (B and/or C course) each semester. These electives provide opportunities for additional self-paced practice and mastery of nursing skills. Instructional guidance and computer assisted materials which support semester student learning outcomes are also available.

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REGISTERED NURSING NON-DEGREE 30-UNIT OPTION PROGRAM FOR LVNs

1.   This option complies with the California Board or Registered Nursing Policy (*Section 1429 of BRN Rules and Regulations*).

2.   Candidates interested in the LVN 30-Unit Option must complete the minimum requirements for eligibility as listed below:

   a.   Minimum GPA of 2.3 in the following science prerequisite courses:

Biology 50A	4 units
Biology 50B	4 units
Biology 55	<u>4 units</u>
	12 units

   b.   Provide copy of an *Active* California LVN license.

   c.   Submit Nursing application online during the application period (January and September).

   d.   Submit official transcripts (high school or equivalent and college) to the Admissions and Records or Counseling Departments by the application deadline.

   e.   Have a cumulative GPA of 2.0 or higher in all college work attempted.

   f.   Earn a passing score on the *Skill Competency Assessment*.

3.   Candidates meeting the above criteria will be accepted into the second year of the Registered Nursing Program, pending space availability. The Nursing Enrollment Committee has designated up to 10% of available spaces in Nursing 21 for the LVN 30-Unit Option students each semester.

4.   30- unit Option Program:

Prerequisite Courses	12.0 units
Nursing 21- Acute and Chronic Illness II/ Mental Health Specialty	8.5 units
Nursing 21A – Nursing Learning Lab	0.5 units
Nursing 22- Integrated Care Across the Life Span	8.5 units
Nursing 22A – Nursing Learning Lab	<u>0.5 units</u>
	30.0 units

5.   Not Required

   a.   *RCC HESI Advanced Placement Exam*
   b.   Psychology 9
   c.   General Education/Graduation Requirements
   d.   Nursing 18

6.   The LVN 30-Unit Option non-degree RN Program does <u>not</u> lead to an Associate Degree in Nursing. This non-graduate status entitles the candidate to take the NCLEX-RN for licensure as a registered nurse **only in the State of California. This permanent non-graduate status may hinder employment and further educational opportunities and may prohibit endorsement as a registered nurse in other states.**

Expenses (per year)

1. Students pay Health Services Fees ($25), parking ($100), Student Services Fees ($30) and tuition ($46) per unit each semester. The cost is approximately $3,600 for two semesters.

2. Students furnish their own uniforms. The cost is approximately $250.

3. The costs of nursing books, supply bag, iPad, testing platform and other required resources are approximately $2,500.

4. Physical examination/lab work costs are approximately $98 - $600.

5. Background checks/CPR costs approximately $220.

6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

7. Students are required to purchase standardized testing package for use during the program. Estimated cost is $300.

When planning expenses, students should be aware they may have to limit their hours of employment due to the rigor required for the ADN (RN) program. Scholarships and grants are available to those students who qualify.

Health Examination and CPR Certification

Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) that is valid for 2 years, required immunizations, and a completed health examination form with clearance permitting unrestricted functional abilities essential to nursing practice in accordance with the American with Disabilities Act (1990). A completed immunization record, health examination, and CPR certification are not required at the time of application.

Background Check/Drug Screen

All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in the ADN (RN) program. See the *Background Check/Drug Screen* policy in the *SON Enrollment Committee Policy and Procedure Manual* for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Board of Registered Nursing Legal Limitation of Licensure: Misdemeanors/Felony Notification

Graduates of the ADN (RN) program are eligible to apply for the NCLEX-RN licensure exam. This requires that applicants submit fingerprints and report any prior conviction or any offense other than minor traffic violations. Failure to report such convictions can be grounds for denial of licensure. The BRN investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation.

Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the BRN **prior** to beginning the ADN (RN) program: California Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350; website www.rn.ca.gov.

Citizenship and Immigration Status Verification Required for VN/RN Licensure

The *Federal Personal Responsibility and Work Opportunity Reconciliation Act* requires government agencies to eliminate *public benefits* to individuals who cannot provide proof of their legal status in the US. *Public benefit* has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the US. A license will not be issued until legal status in the US has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number/Tax ID Number

Disclosure of one's social security number or tax ID number is mandatory for licensure by the BRN in accordance with Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA 405 (c)(2)(C)).

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Rev. 5/13, 7/13, 12/13, 4/14, 5/14; 3/16; 10/16; 2/17; 11/18, 5/19; 6/19; 12/19; 7/20; 2/21; 9/21

Enrollment Criteria for Advanced Placement/Transfer Students

	CRITERIA	MAXIMUM POINTS FOR THE	POINT DISTRIBUTION
1	Academic degrees from regionally accredited program.	5 points	BS/BA 5 points

2	Grade point average in relevant course work.	49 points	a. Minimum 2.3 GPA in anatomy, physiology, and microbiology.
			    GPA = 4.0 35 points
			    GPA = 3.5 30 points
			    GPA = 3.0 25 points
			    GPA = 2.5 20 points
			b. Minimum 2.5 GPA in all remaining general education courses required for graduation.
			    GPA = 4.0 14 points
			    GPA = 3.5 12 points
			    GPA = 3.0 10 points
			    GPA = 2.5 8 points
			c. For applicants with a bachelor's degree, the GPA points will be calculated from the grades in English, Psychology 9, Speech and Sociology/Cultural Anthropology.*

3	Life experiences or special circumstances of an applicant, including by not necessarily limited to, the following:
	  a. Disabilities
	  b. Low family income
	  c. First generation of family to attend college
	  d. Need to work
	  e. Disadvantages social or educational environment
	  f. Difficult personal and family situations or circumstances
	  g. Refugee
		2 points	Two points total for life experiences

4	Veteran	5 points	Five points for veterans who are active or discharged in good standing. Proof will be verified through Veterans Services.
5	Proficiency or advanced level course-work in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office.	2 points	Two points total for language proficiency.
6	*RCC HESI Advanced Placement Exam*	30 points	The points assigned are dependent upon the test cut score. For *RCC HESI Advanced Placement Exam*: 89.5 to 100% = 30 points 79.5 to 89.4% = 25 points 74.5 to 79.4% = 15 points

| 7 | Recent work or volunteer experience with direct human patient care within the past 5 years. Must have verification from human resources or employer verifying the number of hours worked and job title. All must be submitted by the student by the application deadline. | 7 points | Community Partner Licensed VN (with work experience ≥ 1000 hours) = 5 points.

AND

NXN-84 Prepare for Success in Nursing School with a "Pass" or better = 2 points.

OR

NRN-93 Dosage Calculations for Medical Professionals with a "B" or better = 2 points.

OR

NXN-78 Pharmacology in Nursing Practice with a "B" or better = 2 points. |

*   Bachelor's degree students must have minimum of 6 semester or 9 quarter units in principles of verbal, written, and group communication (English and Communication) and 16 semester or 24 quarter units in related natural (anatomy, physiology, microbiology, chemistry) and behavioral and social (sociology, cultural anthropology, human development) sciences (California Nursing Practice Act, 2008).

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COUNSELING: LVN 30-Unit Option

1. Counseling is provided to students interested in the 30-unit option**.** The counseling includes the admission process, course requirements, the advantages/disadvantages of this route to licensure, and that high school graduation or equivalent is required in or- der to take the NCLEX-RN.

2. Written information about this option is included in the *Advanced Placement/ Transfer/30-Unit-Option Information Sheet.*

ADMISSION REQUIREMENTS

1. The applicant for this option is not required to meet university or college admission requirements.

2. The applicant for this option must be licensed, either active or inactive, as a Vocational Nurse in California; or a program, at its discretion, may admit a VN program graduate waiting to take the first NCLEX-PN. Continuation in the RN program is contingent upon passing the NCLEX-PN.

3. Thirty-unit option students must adhere to all additional non-academic program requirements (i.e. CPR, health checks, background checks, drug screen).

4. LVN 30-unit option applicants are exempt from the requirement to submit a letter of recommendation from the director of the prior nursing program.

CURRICULUM

1. The required courses include microbiology, anatomy and physiology, and nursing, and do not exceed 30 semester units.

2. Credit is given for any previously completed required course, regardless of date the course was taken.

3. Prerequisites to microbiology or anatomy and physiology are not required.

4. Nursing theory content includes nursing intervention in acute, preventive, remedial, supportive, rehabilitative and teaching aspects of nursing, as well as leadership and management.

5. Clinical practice, with concurrent theory, is required in and is limited to advanced med/surg, geriatrics, and psych/mental health. A minimum of 30 clinical hours is required in each of these areas.

6. Students are not required to provide care to OB and pediatric patients.

7. Nursing 18 is not required of 30-unit option students.

8. High School diploma, GED or equivalent as specified by the BRN is required.

9. Students admitted to Nursing 21 as LVN 30-unit option cannot be required to have a high school diploma or equivalent for admission. However, to be eligible for NCLEX-RN, this requirement must have been met.

10. Thirty-unit option students are not required to take the Advanced Placement Exam and are placed in Nursing 21 of the ADN (RN) program, pending space available.

Pertinent Statutes and Regulations

1. *Business and Professions Code, Chapter 6. Nursing: 2736.6 & 2786.6*

2. *California Code of Regulations, Title 16, Division 14, Board of Registered Nursing: 1429*

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<u>POLICY/PROCEDURE: ADVANCED PLACEMENT/ 30-UNIT OPTION</u>
<u>SKILLS COMPETENCY</u>

1. Should the LVN accept advanced placement in Nursing 12 or 21, the student is responsible for all knowledge and skills from previous semesters of the RCC ADN (RN) program. Please see *Nursing Skills Across the Curriculum*.

2. Any skills related to the Registered Nursing scope of practice (venipuncture, intravenous insertion, administration of intravenous medications [IV push, IVPB, and primary IV fluids], blood product administration, management of PCA infusion, central line dressing changes), will be taught during Boot Camp after admission to the ADN (RN) program.

Rev. 2/16; 5/19; 2/21

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CREDIT FOR CALIFORNIA LICENSED PSYCHIATRIC TECHNICIANS

Applicants for admission to the Associate Degree or Vocational Nursing Program who hold a current California license as a psychiatric technician are granted the following credit:

1. ADN (RN) Program: Student may receive credit for the Psychiatric/Mental Health component of Nursing 21 in accordance with the *ADN (RN) Course Challenge Policy.*

2. VN Program: Anatomy and Physiology, Nursing 63 (Intermediate Concepts of Vocational Nursing – Mental Health), and Psychology 9.

Revised: 7/96; 1/98; 6/07
Reviewed: 1/10/02; 10/03; 5/05; 6/12; 7/13

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ALLIED HEALTH PERSONNEL

Allied health personnel such as EMT, paramedic, or CNA, upon verification of previous training, may be exempt from certain segments of an individual nursing course.

Revised: 6/07; 1/09; 7/14; 8/19
Reviewed: 8/15/96; 1/11/02; 10/03; 5/05; 6/12; 7/13

SECTION VIII:

ENROLLMENT FORMS

RIVERSIDE CITY COLLEGE
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<u>VOCATIONAL NURSING PROGRAM COMPLETION CONTRACT</u>

The following contract will be included in the letter of acceptance to program. The student's signature will be required prior to enrollment.

Student: _____

Student ID #: _____

Date: _____

My signature below indicates that I understand I will be required to complete the Vocational Nursing program prior to enrolling in the ADN (RN) Nursing program. This requirement will be in effect if I am offered and I accept a space in the VN program.

_____
      Semester/Year

_____
          Student Signature/Date

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REQUEST FOR CREDIT FOR DIPLOMA NURSING SCHOOL GRADUATE

Student Name:_____   Student Number:_____

Student Address:_____

Phone Number:_____

I hereby request <u>30</u> units of credit for nursing education completed at the diploma school of nursing listed below:

School Name:_____

School Address:_____

Student Signature:_____   Date:_____

FOR OFFICE USE ONLY

California RN License Number:_____   Date:_____

Number of Units Completed at RCC:_____

Approved by the Dean of Admissions:_____   Date:_____

Entered on Student Permanent Record:_____   Date:_____

Admission Official's Signature:_____   Date:_____

Revised: 6/13/96; 6/07; 7/13
Reviewed: 1/10/02; 5/05; 6/12

RIVERSIDE CITY COLLEGE
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PHYSICIAN'S CLEARANCE

TO: Riverside City College, School of Nursing   Date: _____

I certify that_____ has my approval to return

to RCC's School of Nursing as of _____ (date). The student can

participate in unrestricted activities essential to clinical nursing practice according to the *Core*

Performance Standards.

Physician's Signature: _____

Print Physician's Name: _____

Address: _____

_____

Phone: (_____) _____   _____

Revised: 8/96; 3/97; 6/98; 11/98; 12/99; 1/01; 1/02; 1/07; 8/09; 1/13;
1/21

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PHYSICIAN'S CLEARANCE DURING PREGNANCY

To: <u>Riverside City College, School of Nursing</u>   Date: _____

_____ , a nursing student at Riverside City College,

is under my care during her pregnancy. Her expected date of delivery is _____

This student has my approval to participate in activities essential to nursing practice outlined in

the *Core Performance Standards* without any limitation until _____ (date).

Physician's Signature: _____

Print Physician's Name: _____

Address: _____

_____

Phone: (_____) _____   _____

Revised: 8/96; 8/18/96; 11/12/96; 3/97; 8/98; 1/02; 1/07; 8/09; 1/21
Reviewed: 6/12

RIVERSIDE CITY COLLEGE
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CONSEQUENCES OF 30-UNIT OPTION

The LVN 30-unit-option, non-degree RN program does <u>not</u> lead to an Associate in Science Degree. This non-graduate status entitles the candidate to take the NCLEX-RN for licensure as a registered nurse *only in the State of California. This permanent non-graduate status may hinder employment and further educational opportunities and may prohibit endorsement as a registered nurse in other states*.

If you wish to discuss this option, please attend a Pre-Nursing Information Workshop. For a listing of Pre-Nursing Information Workshop dates, please visit the Health-Related Sciences Engagement Center website or contact the School of Nursing at (951) 222-8407.

Additional information concerning the LVN 30-Unit Option is available from *the California Board of Registered Nursing (BRN), P.O. Box 944210, Sacramento, CA 94244-2100, (916) 322-3350.*

My signature below signifies I understand the consequences of completing the Riverside City College ADN (RN) Nursing Program as a 30-unit option candidate.

_____

Student Print Name

_____   _____

Student Signature   Date

Revised: 7/97; 4/01; 6/07; 1/11; 6/11; 7/13; 8/19; 2/21
Reviewed: 1/11/02; 10/03

RIVERSIDE CITY COLLEGE
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CONTRACT FOR LVNs TAKING THE ADVANCED PLACEMENT EXAM
FOR ADVANCED PLACEMENT

1.   The Advanced Placement Exam is provided to comply *with Board of Registered Nursing Rules and Regulations, Section 2786.6, Regulation Concerning Credit* for completed coursework.

2.   The minimum passing score is 75%.

3.   Should the LVN accept advanced placement in Nursing 12 or 21, s/he is responsible for all knowledge and skills from previous semester(s) of the RCC ADN (RN) Program.

    1. If a passing score is earned on the Advanced Placement Exam, the LVN graduate is eligible for acceptance into Nursing 12 or 21, pending space available and completion of minimum requirements for eligibility.

    2. If less than 75% is earned on the Advanced Placement Exam, the LVN is eligible to retake the exam (one time only). If the LVN does not pass the Advanced Placement Exam on his/her second attempt, the LVN is not eligible for advanced placement and must apply the ADN (RN) program as a traditional student.

My signature below indicates that I have read, understand, and agree to this contract.

_____   _____   _____
     Name (Print)   Signature/Date   Student ID #

Address:_____   Phone Number:_____

The Advanced Placement Exam is not required 30-Unit Option students or for completion of the RCC VN Program.

Revised: 7/17/96; 11/12/96, 10/28/97; 7/12/00; 12/01; 1/02;
4/02; 6/02; 7/04; 9/04; 8/06; 9/06; 3/07; 8/09; 6/12; 7/13; 6/14; 12/14;
2/21

SECTION IX:

REGISTRATION

RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

<u>Clinical Rotation Registration</u>

In an effort to meet the deadlines posed by the clinical agencies for the submission of required documents prior to the start of clinical rotations, the following guidelines are being implemented for all clinical rotations in the School of Nursing.

1. Students will have the option to register into a clinical rotation of their choice up to four weeks prior to the beginning of the Spring or Fall semesters. Depending on the clinical agency requirements, clinical rotations may be closed at the four week deadline.

   a. Students who have not registered prior to this timeframe will be randomly assigned by computer selection to a clinical rotation based on space available.

2. Students registering for a Winter or Summer intersession will have the option to register into a clinical rotation of their choice up to two weeks prior to the beginning of the intersession. Depending on the clinical agency requirements, clinical rotations may be closed at the two week deadline.

   a. Students who have not registered prior to this timeframe will be randomly assigned by computer selection to a clinical rotation based on space available.

3. Students will not be permitted to switch rotations.

   a. Students will be returned to their original rotation if an unapproved change has been made.

4. Orientation requirements for each facility must be completed prior to the first day of class as directed.

   a. If a student does not complete all orientation requirements by the deadline, the student may be at risk for not being able to meet clinical course outcomes and progressing in the course.
   b. Students not completing the required clinical agency paperwork as directed will receive a Nursing Progress note and may not be able to meet clinical objectives for the semester.

5. The School of Nursing maintains the right to close clinical rotations at their discretion as needed.

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