

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH SCHOOL OF NURSING POLICY & PROCEDURE MANUAL

Subject: ADMISSIONS	Original Issue Date: 1995	Policy #: 800
	Supersedes: February 12, 2015	Effective Date: May 14, 2015
Committees Consulted: Faculty Organization College Administration	Reviewed & Approved by: Dean, Administrative & Student Services Admissions & Promotions College Planning	Approved by: Dean, School of Nursing (Signature on File)

PURPOSE:

To identify the School of Nursing (SON) admissions requirements and to standardize the student selection process

POLICY:

Minimum Admission Requirements

Los Angeles County Residency

- Resident of Los Angeles County for one year immediately prior to admission
- Residency requirement will be waived for veterans or their dependents.

Education

- U.S. high school graduate or equivalent
- Minimum overall grade point average (GPA) of 2.0 in college academic courses, from a U.S. accredited college or university
- Minimum grade of "C" in required prerequisite college courses (X = required course):

	Semester Units		Basic RN	LVN-RN Option I	LVN-RN Option II
	Theory	Lab			
Human Anatomy *	3	1	X	X	
Human Physiology *	3	1	X	X	X
Microbiology *	3	1	X	X	X
College English Composition	3		X	X	
Life Span Psychology (infancy through old age)	3		X	X	
Sociology	3			X	

* Science courses must be completed within 7 years prior to nursing program admission.
 Licensed Vocational Nurse (LVN) Option II – No recency requirement

Test for Essential Academic Skills version V (TEAS V)

Total score of 64.7% or above

TEAS V may be repeated once to achieve the minimum required score.

LVN Option II: results are used for advisement only

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Admissions**Clearance**

Final acceptance into the nursing program is contingent upon:

- Satisfactory health status, as validated by a physician. Forms will be provided
- Completion of all clearances: criminal background and health
- Evidence of a current Basic Life Support (BLS) card for Healthcare Providers issued by the American Heart Association (AHA).

Advanced Placement

LVN Option I – Career Mobility

- Individuals who successfully complete this option are:
 - Graduates of the School of Nursing
 - Awarded the Associate of Science degree in Nursing from the College
 - Eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

LVN Option II – 30 Unit Option

Required by California Code of Regulations, Title 16, Division 14: Board of Registered Nursing (BRN)

- Individuals who successfully complete the nursing program are:
 - Not considered graduates of the School of Nursing
 - Not awarded an Associate degree from the College
 - Eligible to apply to take the NCLEX-RN for licensure in California.

LVNs are eligible to apply for Advanced Placement Options.

- Advanced placement LVNs enter the nursing program in the 3rd semester following successful completion of the Nursing Transition course (N125).

Admission Requirements: LVN Option I

Completion of minimum admission requirements

Graduate of an accredited vocational nursing program

Current, valid, California LVN license

Admission Requirements: LVN Option II (30 Unit Option)

Completion of minimum admission requirements

- No recency requirement for science courses
- TEAS V test results are used for advisement only

Current, valid, California LVN license

Third semester pharmacology course (N231) is NOT required

Other Applicants

Foreign graduate nurses are admitted, based on space availability, to nursing courses required to meet California educational requirements for the NCLEX-RN examination.

International students on F1 Visas are not eligible for acceptance.

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Student Selection

Admissions/Promotions Committee reviews and approves the student selection process.

Students must satisfactorily complete all admission requirements to be eligible for selection.

A point system will be used to select qualified applicants.

Basic (generic, two-year) program and LVN Option I point system:

- Total Possible Points = 93
 - TEAS V Total Possible Points = 20
 - ✓ 20 points 75% or above on first attempt
 - ✓ 15 points 64.7% or above on first attempt
 - ✓ 10 points 64.7% or above on second attempt
 - ✓ 0 points Any further attempts

 - College Academic Courses Total Possible Points = 70

	Points for Grade		
	A	B	C
Anatomy 1	15	10	5
Physiology 1	15	10	5
Microbiology 20	15	10	5
English 101	10	8	6
Psychology 41	3	2	1
Sociology 1	3	2	1
Speech 101	3	2	1
Humanities requirement	3	2	1
U.S. Political Science or U.S. History	3	2	1

 - Bonus Points Total Possible Points = 4

1 point each is awarded to applicants who:

 - ✓ Met all admissions requirements for the previous class but were not accepted
 - ✓ Are employed by the County of Los Angeles
 - ✓ Basic program applicants – 1 point for having been employed a minimum of 3 months in a health care facility or minimum of 100 hours of volunteer work (direct patient care) within the last five years
 - ✓ LVN Option I applicants – 1 point for having been employed a minimum of 6 months providing direct patient care.
 - ✓ Veterans or their dependents

LVN Option II point system:

- Total Possible Points = 32
 - College Academic Courses Total Possible Points = 30

	Points for Grade		
	A	B	C
Physiology 1	15	10	5
Microbiology 20	15	10	5

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- Bonus Points Total Possible Points = 3
1 point each is awarded to applicants who:
 - ✓ Are employed by the County of Los Angeles
 - ✓ Have been employed a minimum of 6 months providing direct patient care.
 - ✓ Veterans or their dependents

Applications and Time Frames

Applications are accepted:

- | | | |
|---|------------------------------|--------------|
| ▪ July 1 st – Sept 1 st | Two year program | Spring entry |
| ▪ Nov 15 th – Feb 15 th | Two year program | Fall entry |
| ▪ Nov 15 th – Feb 15 th | LVN to RN advanced placement | Summer entry |

Pre-enrollment information sessions are given by the Office of Educational Services (OES).

Official transcripts for high school and all college work must be mailed directly from the schools attended.

Applications and transcripts are the permanent property of the College and will not be released to the applicant or any other person or institution.

Applicants who fail to provide accurate information:

- May not be considered for admission
- May not be allowed to remain in the program if discrepancies are discovered after enrollment.

Deliberate falsification of information is basis for dismissal.

Admissions Notification

Notifications of program acceptance are mailed by:

- May 15th for the Fall semester entry – two year program
- December 1st for the Spring semester – two year program
- April 30th for Summer entry – LVN to RN advanced placement

PROCEDURE:Admission

Incomplete applications will not be reviewed and applicants will have to reapply.

Applicant:

- Requests transcripts to be mailed directly to the OES. The following must be received by application deadline:
 - Official transcript from each college attended
 - Official U.S. high school transcript with graduation date or equivalent documentation
 - ✓ Contact OES for options that meet the equivalent
 - ✓ Applicants who have an associates or bachelors degree from an accredited U.S. educational institution do not have to submit a high school transcript
 - Official transcript from vocational nursing program
- Completes.
 - All prerequisite science courses by the application deadline

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- All other prerequisite courses by the time of admission
- Pre-entrance test: TEAS V by designated dates
 - ✓ Applicants who completed the TEAS V at another location must request ATI to send test results directly to the OES
- Submits the following by the application deadline:
 - Official application via US mail, with non refundable fee of \$5.00
 - Copy of applicant's current schedule of classes
 - Supervisor verification of LA County/health/acute care facility employment/volunteer work on official letterhead stationary to be eligible for bonus points. No copies will be accepted or considered
- Communicates with OES to verify that all admissions requirements have been met by published application deadlines.

Designated OES staff:

- Creates individual applicant file
- Notifies applicants if proof of residency is required
- Confirms that all transcripts and bonus point verifications have been received
- Evaluates transcripts to ensure submitted course work meets prerequisite criteria
- Mails TEAS V registration information to applicants when all application components received
- Files TEAS V scores/reports as received
- Enters applicant points on Point System Scoring Sheet and calculates total points earned in collaboration with Admissions/Promotions Committee
- Creates ranked list of all eligible applicants using point system in collaboration with Admissions/Promotions Committee
- Provides Admissions/Promotions Committee Chair and Research Director with entire candidate list and application spread sheets.

Admissions/Promotions Committee:

- Reviews applicant files and calculates total points earned
- Enters applicant points on Point System Scoring Sheet
- Creates ranked list of all eligible applicants using point system
- Establishes cut off score in collaboration with Deans Administrative & Student Services and School of Nursing
- Fills available slots according to ranked list until slots filled.

Acceptance**Designated OES staff:**

- Notifies applicants of acceptance status and deadline for returning Acceptance Postcard
- Sends preregistration session dates to accepted applicants.

Accepted applicant:

- Returns Acceptance Postcard indicating intent to enroll
- Attends preregistration session
- Submits the following to OES:
 - Completed health forms from LAC + USC Medical Center employee health services

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- Current AHA BLS card for Healthcare Providers.

PROCEDURE DOCUMENTATION:

Application
Point System Scoring Sheet
Applicant Point Breakdown Database
Acceptance Postcard

REFERENCES:

California Code of Regulations, Title 16, Division 14: Board of Registered Nursing
SON Policy #710: Nursing Course Exemptions/Challenges
College Catalog
School of Nursing Handbook

REVISION DATES:

March 8, 2012
February 12, 2015
May 14, 2015