

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

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Subject: <b>ADMISSIONS</b>	Original Issue Date: 1995	Policy #: <b>800</b>
	Supersedes: May 30, 2023	Effective Date: January 25, 2024
Individuals/Committees Consulted: SON Faculty Organization Planning Director, OES	Reviewed & Approved by: College Governance	Approved by:  Dean, School of Nursing (Signature on File) Provost, College of Nursing and Allied Health (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 2.5 in college academic courses, from a U.S. accredited college or university
- Minimum grade of "C" in required prerequisite college courses (X = required course):
- Minimum overall GPA of "3.0 B" in required prerequisite College Science courses

	Semester Units		Basic RN	LVN-RN Option I	LVN-RN Option II
	Theory	Lab			
<b>College Science courses</b>					
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	X	
Humanities	3		X	X	
U.S. Political Science or U.S. History	3		X	X	
Speech 101/Public Speaking	3		X	X	
PE/Kinesiology		1	X	X	

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

Subject:

**Admissions****Test for Essential Academic Skills (current ATI TEAS)**

- Total score of 64.7% or above
- TEAS may be repeated once to achieve the minimum required score.

LVN Option II: results are used for advisement only

**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 3<sup>rd</sup> 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 test results are used for advisement only
- Current, valid, California LVN license
- Third semester pharmacology course (N231) is NOT required

Subject:

**Admissions**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.

Student Selection

Dean, School of Nursing, Dean, Operations and Student Support Services, and Director, OES review and approve 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 = 95

ATI TEAS	Total Possible Points = 20
✓ 20 points	75% or above on first attempt
✓ 15 points	64.7% -74.9% on first attempt
✓ 0 points	64.7% or above on the second attempt

- College Academic Courses	Total Possible Points = 71		
	Points for Grade		
	<u>A</u>	<u>B</u>	<u>C</u>
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/Public Speaking	3	2	1
Humanities requirement	3	2	1
U.S. Political Science or U.S. History	3	2	1
PE/Kinesiology	1	1	1

- Bonus Points Total Possible Points = 4
- 1 point each may be awarded for:
  - ✓ Current Los Angeles County employment
  - ✓ Health care employment:
    - Basic program applicants- employed a minimum of 6 months providing direct patient care
    - LVN Option I applicants- employed a minimum of 6 months providing direct patient care
  - ✓ Volunteer work – minimum of 100 hours in health care within the last five years
  - ✓ Veteran or dependent of veteran

Interview/Communication Assessment:

Candidates with the highest total possible points will participate in a Mandatory faculty :interview process. Applicants must successfully complete the mandatory interview and earn a full credit to be eligible for admission.

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**Admissions**

LVN Option II point system:

- Total Possible Points = 33
  - College Academic Courses    Total Possible Points = 30
  - Non-graduate
  - Non-degree granting
  - Recognized only in the state of California
  - Does not qualify for financial aid
  - Points for Grade

	A	B	C
Physiology 1	15	10	5
Microbiology 20	15	10	5

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

Interview /Communication Assessment:

Candidates with the highest total points will participate in a mandatory faculty interview process. Applicants must successfully complete the mandatory interview and earn full credit to be eligible for admission.

Applications are accepted:

- |   |                              |              |
|---|------------------------------|--------------|
| ▪ June 15 <sup>th</sup> – July 15 <sup>th</sup> | Two-year program             | Spring entry |
| ▪ Jan 15 <sup>th</sup> – Feb 15 <sup>th</sup>   | Two-year program             | Fall entry   |
| ▪ Nov 1 <sup>st</sup> – Dec 1 <sup>st</sup>     | LVN to RN advanced placement | Summer entry |
| (Includes Military Health Care Occupations)     |                              |              |

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 15<sup>th</sup> for the Fall semester entry – two-year program
- October 1<sup>st</sup> for the Spring semester – two-year program
- March 15<sup>th</sup> for Summer entry – LVN to RN advanced placement

Subject:

**Admissions****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 bachelor's degree from an accredited U.S. educational institution do not have to submit a high school transcript
  - Official transcript from vocational nursing and military health occupation training program
- Completes
  - All college prerequisite courses by the application deadline
  - Pre-entrance test: ATI TEAS by designated dates
    - ✓ Applicants must request ATI to send TEAS test results directly to the OES
- Submits the following by the application deadline:
  - Online application
  - Supervisor verification of LA County/health/acute care facility employment/volunteer work on official letterhead stationery to be eligible for bonus points. No copies will be accepted or considered
  - ATI TEAS results
- Utilizes document tracking via applicant portal 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 and entered in document tracking
- Evaluates transcripts to ensure submitted course work meets prerequisite criteria
- Files ATI TEAS scores/reports as received
- Enters applicant points on Point System Scoring Sheet and calculates total points
- Creates ranked list of all eligible applicants using point
- Provides Admissions & Promotions Committee Chair and Dean, Institutional Effectiveness, Research and Planning/Designee with eligible candidate list and application spread sheets.

Cut off score is determined by Dean, School of Nursing, Dean, College Operations and Student Support services, and Director, OES.

Subject:

**Admissions**

Acceptance

Designated OES staff:

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

Accepted applicant:

- Returns Acceptance Email indicating intent to enroll within two weeks of acceptance
- Attends preregistration session - late arrivals may constitute forfeiture of acceptance
- Submits the following to OES:
  - Completed health forms from Los Angeles General Medical Center employee health services
  - Current AHA BLS card for Healthcare Providers.

**PROCEDURE DOCUMENTATION:**

Application

Point System Scoring Sheet

Applicant Point Breakdown Database

Acceptance Email

**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

July 6, 2017

March 15, 2018

August 23, 2018

November 29, 2018

January 30, 2020

May 28, 2020

May 30, 2023

January 25, 2024