ASSOCIATE DEGREE NURSING PROGRAM
APPLICATION FOR TRANSITION TO RN – Academic Year 2019-2020

Step One: Relax.
Take your time.

Step Two: Read through all of the directions first
and follow them exactly. Don’t delay or disqualify your
application because of an oversight or preventable
mistake.

Step Three: Double check to make sure that all parts of the
application are complete and included in your
envelope. All information requested is necessary for
statistical reports to State and Federal agencies
providing funding for this program. No information
is shared with any other organization or person.

Step Four: Deliver to the COD Admissions and Records
Office by the deadline using one of the two methods
in the instructions.

(Do not return this page with application.)

Now on to the application packet instructions
ASSOCIATE DEGREE NURSING PROGRAM APPLICATION
LVN to RN Transition – Academic Year 2019-20

NURSING APPLICATION PACKET INSTRUCTIONS:

1. Before you begin, read these instructions entirely and review the Nursing application and application checklist.

2. Download LVN to RN Transition application packet from the website during application window (February 1st through 28th).

3. Read the Nursing application completely. Please print clearly. All sections must be completed. You may be asked for further information after acceptance into the program. Signing the application indicates that you will comply in providing that data. Some information requested is for statistical reporting to governing agencies and will not be used or revealed to any other entity. Your application will be returned if any of the applicable requirements listed in the Nursing Application Checklist (page 6) are not met.

4. List all colleges attended. Official transcript(s) for all colleges listed on the application must be submitted in original sealed envelope(s), seals unbroken, for all colleges (except those for COD or already confirmed as submitted to A&R) with the application packet. Omission of any transcript(s) other than for COD will result in non-acceptance of application packet. If a college refuses to send transcripts to you contact the COD Admissions and Records Office for further instruction.

5. Official International transcript evaluation detailed report is required for all international transcripts. Official report must be submitted in this application packet. It is highly recommended that applicants ordering an official agency copy also order at least 3 applicant copies for future application packets.

6. Completion of Anatomy, Physiology, Microbiology, and college level transferable English composition course with a research component must be documented and final grade reported on official transcript at the time of application. Anatomy, Physiology, and Microbiology must have a minimum GPA of 2.5; English composition course with a minimum of a grade ‘C’ or better. Cumulative GPA of all science prerequisite courses in the last ten (10) years must be at least 2.5. Check with Admissions & Records to determine if courses taken at other institutions are equivalent.

7. Submit complete course description(s) for all prerequisite courses (Anatomy, Physiology, Microbiology, or English composition) taken at any institution other than College of the Desert. The only acceptable format for this document is a printout which has been printed directly from the online version of that college’s catalog.

8. Copy of current VN license, front and back, submitted with application. If you are waiting for the State to send you your license, let us know & send us a copy of temporary license or letter from the State.

9. If previous (or current) attendance at COD, list student ID number. If no prior attendance at COD, leave blank. Only prerequisite courses will be evaluated in the nursing program acceptance process. Refer to the college catalog for the remaining general education course descriptions for the Registered Nursing Associate of Science Degree. Students are advised to see a college counselor for advisement regarding degree required general education courses other than the sciences and English.

1 ADDITIONAL GENERAL EDUCATION COURSES NEEDED PRIOR TO GRADUATION

- SOC 1, or SOC 14, or SOC 15 or ANTH 2
- Psychology PSY 1 or 3
- Comm 1, 9, 13, or 17
- Intermediate Algebra (Math 40 or higher)
- 2 units KINES, PE, HE, RE, VM, VSW, or HS 70
- A Humanities course from the COD C3 category required for Associate Degree with emphasis on Occupational / Vocational Preparation
10. A) All applications require a physical signature
   B) Nursing application packets must be submitted in an (approximately) 9” x 12” envelope and
      delivered flat in the following ways:
      i. certified mail OR
      ii. hand delivered to the Admissions and Records Office.
         If you require confirmation that COD has received your mailed application, use Return Receipt or
         other delivery confirmation services from your mailing service. We will not monitor or look up
         applications in response to phone calls or visits to the office.
   C) All envelopes must be addressed as follows: Return address must be included in upper left corner of
      envelope. Applicants must write ‘TRANSITION PROGRAM APPLICATION AY19-20’ in uppercase
      under the ‘ATTN: Admissions & Records Office’ line within the delivery address on the front of the
      envelope:
         COLLEGE OF THE DESERT
         ATTN: ADMISSIONS & RECORDS OFFICE
         TRANSITION PROGRAM APPLICATION AY19-20
         43-500 MONTEREY AVENUE
         PALM DESERT CA 92260
         All mailed envelopes must be sent certified and postmarked no later than 5:00 p.m. on February 28, 2019
         or hand-delivered to the Admissions and Records Office by 4:00 p.m., February 28, 2019. Early
         submission is encouraged. Packets must be complete. Your application packet will be returned if any
         required documentation is omitted or submission does not meet deadline requirements. Applications are
         not reviewed at the office counter upon receipt.

   REASONS FOR NON-ACCEPTANCE OF APPLICATION PACKET:
   • Email or fax
   • Received with any of the following conditions not met:
     o Not received flat in a 9” x 12” envelope
     o Not received by using one of two delivery methods as instructed above in part B.
     o Applicant has not written ‘TRANSITION PROGRAM APPLICATION AY’19-20’ in uppercase on the
       front of the envelope within the delivery address or addressed envelope as instructed.
     o Omission of any required documents (i.e., transcripts, etc.)
     o Any incomplete areas on the application form
     o Late submission
   D) All initial application-related communication will occur via email. COD student email address will be used for
      those that have one. Accepted applicants will receive notification during May/June 2019. Please monitor
      email frequently during this timeframe. With the emailed notification, a) applicants will be given a deadline by
      which an email response must be made; b) an information packet will then be emailed and documents from
      that must be printed, signed, and returned. Applicant will lose the offered seat if those documents are not
      received by the second deadline.
   E) It is very important that you inform the Admissions and Records and the Nursing offices of any subsequent
      changes to your name, address, phone number, or email in a timely manner.
   F) It is your responsibility to monitor any changes to program policies on the program website.
   G) Nursing program information is available in the Counseling Department, the Nursing office, or at
      http://www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/.

The acceptance of courses by the Nursing program is unofficial only, and subject to future review by the
College Transcript Evaluator.

Reading competency is required to obtain a degree at COD. See current college catalog or contact the
Counseling Center for clarification.
APPLICATION LVN TO RN TRANSITION - Academic Year 2019-20

Due date for Submission: by February 28, 2019

Please Print Clearly in Blue or Black ink.

Current California LVN license #_____________________________ Expiration date:________

CHECK ONE:  MR.____  MS.____  MRS.____

Full Name

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

List all previous names used

Address: Number Street Apt. # City State ZIP

( ) ( ) ( ) COD ID#: (Prior or current students only)

Home Phone #: Work Phone #: Cell/Message Phone #: 

High School (City, State) Health Academy graduate? Yes [ ] No [ ]

E-Mail Address*: ___________@mycod.us; Last 4 digits of Social Security Number

*It is highly recommended that students activate their COD email account as soon as possible since all official contact will use this address after entry to the program.

Emergency contact: Phone:

If you have a change in address, phone number, or email, you must contact both the Admissions & Records and Nursing Offices in writing. Your admission status will be compromised if we are unable to reach you.

Email changes to the RN Admissions Specialist: grico@collegeofthedesert.edu

Initial that you have read and understand this:

US Citizen? Yes [ ] No [ ]

** ** Transcripts submitted to Admissions & Records are not maintained unless student status at COD has been obtained. ** **

<table>
<thead>
<tr>
<th>Non-COD TRANSCRIPTS (check box)</th>
<th>Non-COD TRANSCRIPTS (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Transcript included in packet</td>
<td>Official Transcript included in packet</td>
</tr>
<tr>
<td>Verified with A&amp;R or Counseling that transcripts are on record.</td>
<td>Verified with A&amp;R or Counseling that transcripts are on record.</td>
</tr>
</tbody>
</table>

List All Colleges Attended Including College of the Desert

It is applicant’s responsibility to confirm through A&R or Counseling Office that prior transcripts have been obtained & recorded.

1
2
3

Date received by A&R Office:  
Tracking #:  

Page 4 of 8
All transfer courses from other institutions MUST be from an accredited institution.

Previously taken the TEAS exam? Yes ☐ No ☐ If yes, where and when? ________________________________ Score: ___ Version: ___

- This application is for placement into the College of the Desert LVN TO RN TRANSITION Program for Academic Year 2019-20.

I have read the attached application instructions and acknowledge that failure to provide accurate required information in any area will leave my application subject to disqualification or dismissal upon later discovery. I understand and agree to provide further information that may be requested for use by State and Federal governing agencies.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>COD Course Title</th>
<th>Equivalent non-COD Course Code</th>
<th>No. of Units</th>
<th>Lab Course? Y/N</th>
<th>College Attended</th>
<th>Semester / Yr. Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anat. &amp; Phys. I (BIO 013)</td>
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<tr>
<td>Human Anat. &amp; Phys. II (BIO 014)</td>
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<tr>
<td>General Microbiology (BIO 015)</td>
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<tr>
<td>3-unit transferable College Level English Comp (ENG 001A)</td>
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<tr>
<td>GE Required Courses</td>
<td>Psychology 001 or 003</td>
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<tr>
<td>Math 040</td>
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<tr>
<td>Communications 001, 009, 013, or 017</td>
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<tr>
<td>Sociology 001, 014 or 015 or Anthropology 002</td>
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</tbody>
</table>

Mail as certified or deliver in person the complete application as directed in the instructions. (email and fax not accepted)
Due to a change in legislation and Education Code, admission criteria to the ADN program have been changed to a multi-criteria screening and ranking. Applicants must meet all eligibility requirements (GPA of at least 2.5 in the prerequisite science courses and a TEAS score of 62% or higher) before being considered for multiple criteria. Students are ranked using the following multi-criteria screening:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POSSIBLE CATEGORY POINTS</th>
<th>Circle your points</th>
<th>EXAMPLE OF POSSIBLE POINT DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Academic degrees or diplomas, or relevant certificates held by an applicant. Documented relevant work or volunteer experience in Health Care within the last 3 years.</td>
<td>25 points maximum</td>
<td>15 10 10 5</td>
<td>BS/BA/MS/MA = 15 points (Only highest degree considered) Current Licensure as LVN, RT, PT = 10 points Current Allied Health Certification as Paramedic, EMT, CNA, Corpsman = 10 points All licenses/certificates must be current to receive 10 points Graduate from a high school health academy in the Coachella Valley = 10 points Relevant health care work or volunteer experience in a healthcare setting (100 hours within past 3 years) = 5 points</td>
</tr>
<tr>
<td>2  Grade Point Average in relevant course work</td>
<td>55 points maximum</td>
<td>25 20 15 10</td>
<td>GPA = 4.0 or &gt; 25 points GPA = 3.50 – 3.99 20 points GPA = 3.00 – 3.49 15 points GPA = 2.50 – 2.99 10 points</td>
</tr>
<tr>
<td>GPA Formula: Course units multiplied by grade value (A=4, B=3, C=2, D=1) equals grade points. Total of grade points divided by combined total of course units equals GPA. Example: Biology 13 is 4 unit course; a “B” grade would = 12 points. (4 x 3) Biology 14 is 5 unit course; a “B” grade would = 15 points. (5 x 3) Biology 15 is 5 unit course; a “C” grade would = 10 points. (5 x 2) Course units combined (4+5+5) = 14. Grade points combined (12+15+10) = 37. 37 divided by 14 = 2.64 GPA. Or Total of combined GPAs divided by number of GPAs added together. Example: 2.68 + 3.40 + 4.0 = 10.08 10.8 divided by 3 = 3.36</td>
<td>- Circle one -</td>
<td>a. Minimum 2.5 GPA in Anatomy, Physiology, and Microbiology. Courses must be completed within the last 10 years. May repeat one course only, one time within the past seven (7) years. On-line Labs are not accepted. GPA less than 2.5 not eligible for consideration. b. “Fixed Set” GPA calculated upon completion of ALL of the following prior to application: English 001A or equivalent course with a research component Math 040 - Intermediate Algebra or equivalent Psychology 001 - General Psychology or Psych 003 - Developmental Psychology or equivalent Speech 001 - Intro to Interpersonal Communication or Speech 004 - Public Speaking or Speech 005 - Group Discussion and leadership or Speech 015 - Intercultural Communication or equivalent Sociology 001 - Introductory Sociology or Sociology 014 - Minority Groups in the Americas or Sociology 015 - Mexican American Culture or Anthropology 002 - Cultural Anthropology or equivalent GPA = 4.0 or &gt; 25 points GPA = 3.50 – 3.99 20 points GPA = 3.00 – 3.49 15 points GPA = 2.50 – 2.99 10 points</td>
<td></td>
</tr>
<tr>
<td>3  Veteran</td>
<td>5 points</td>
<td>5</td>
<td>Provide documentation (DD214) Subtotal = Please carry number forward to next page.</td>
</tr>
<tr>
<td>CRITERIA</td>
<td>POSSIBLE CATEGORY POINTS</td>
<td>EXAMPLE OF POSSIBLE POINT DISTRIBUTION</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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<td>---------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Life experience or special circumstances of an applicant, including, but not necessarily limited to the following:</td>
<td></td>
<td>Criteria/Application question. You may only receive points for one of these and you must provide documentation / proof(s) with the application. If you have questions about needed proofs, contact the A&amp;R Office.</td>
<td></td>
</tr>
<tr>
<td>a. Disabilities</td>
<td>5 points maximum</td>
<td>a. Documentation of disability. Do you have a disability? Yes No</td>
<td></td>
</tr>
<tr>
<td>b. Low Family Income – Documented eligibility for financial aid, BOG, Cal/Works, EOPS, etc.</td>
<td></td>
<td>b. Documentation of financial need? Yes No</td>
<td></td>
</tr>
<tr>
<td>c. First generation of family to attend college</td>
<td></td>
<td>c. Are you the first generation of family to attend college? Yes No</td>
<td></td>
</tr>
<tr>
<td>d. Need to work during prerequisite courses</td>
<td></td>
<td>d. Documentation of employment during prerequisite courses work. Yes No</td>
<td></td>
</tr>
<tr>
<td>e. Disadvantages, social or educational environment</td>
<td></td>
<td>e. Disadvantages, social or educational environment? Yes No</td>
<td></td>
</tr>
<tr>
<td>f. Difficult personal and family situations or circumstances</td>
<td></td>
<td>f. Any recent difficult family or personal circumstances? Yes No</td>
<td></td>
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<tr>
<td>g. Refugee</td>
<td></td>
<td>g. Refugee? Yes No Document? Yes No</td>
<td></td>
</tr>
<tr>
<td>h. Veteran</td>
<td></td>
<td>h. Veteran? Yes No Documentation? Yes No</td>
<td></td>
</tr>
<tr>
<td>i. 12 units at COD or Palo Verde College</td>
<td></td>
<td>i. Did you successfully complete 12 units at COD or Palo Verde College? Yes No</td>
<td></td>
</tr>
<tr>
<td>Documented proficiency or advanced level of coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor’s Office.</td>
<td>5 points maximum</td>
<td>Ability to communicate in a health care setting in a language in addition to English: Please provide a letter of explanation. Spanish = 5 Points Circle languages in which you are fluent other than English: American Sign Language, Tagalog, Arabic, Chinese, Farsi, Russian, various languages of Indian Subcontinent and S.E. Asia or other languages = 3 points. Verification must be provided upon request.</td>
<td></td>
</tr>
<tr>
<td>Assessment/readiness test results (TEAS)</td>
<td>15 points maximum</td>
<td>Composite score on FIRST ATTEMPT of Test of Essential Academic Skills (TEAS VI). Earlier versions of TEAS are not accepted. Scores from subsequent tests will not be counted. 90 – 100% = 15 points 80 – 89% = 10 points 70 – 79% = 5 points &lt; 62% = 0 points Ineligible for acceptance</td>
<td></td>
</tr>
<tr>
<td>Completion of nursing support courses or equivalent</td>
<td>8 points maximum</td>
<td>Course completed with a grade of: 80 – 100% = 2 points each 70 – 79% = 1 point each</td>
<td></td>
</tr>
</tbody>
</table>

I am submitting this worksheet and all supporting documentation as part of my application. Further supporting verification for fluency in languages other than English may be required/requested.

Printed Name: __________________________________________ Signature: __________________ Application Date: ___________________
SCHOOL OF HEALTH SCIENCES AND EDUCATION

ADN APPLICATION CHECKLIST:

(For your convenience only. Do not return with your application.)

Please read the checklist below to verify that all required documentation is included in the application packet.

Check off as completed:

☐ 1. If currently or previously enrolled at College of the Desert, personal identification number indicated on application.

☐ 2. If you do not already have a COD student email address, it is recommended that applicants provide a Hotmail or G-mail email account to prevent blockage of email correspondence from the college to applicants. COD student email address should be activated as soon as accepted into the program. It will be used for all official contact.

☐ 3. Official transcripts of all colleges and universities other than COD included in application packet and/or all relevant boxes checked on application to indicate inclusion or omission of documents.

→ If not included, applicant must call the Admissions & Records office for further instructions. (760) 776-7400.

☐ 4. Official International transcript evaluation report (if applicable) – required for all international transcripts. The evaluation must state the level of learning equivalent to U.S. associate or bachelor degree. Please request a “detailed evaluation report.” Contact the Admissions and Records office for a list of approved evaluating agencies or see:
http://www.collegeofthedesert.edu/fs/dept/hr/Pages/FTEServices.aspx

→ To minimize your future costs, please order multiple copies.

☐ 5. Completed, signed application & all supplemental materials (official transcripts, course descriptions, current license copy, etc.) enclosed in your application packet envelope.

☐ 6. Complete packet on or before February 28, 2019 in appropriately sized, labeled and addressed envelope as detailed in instructions.

Hand delivered applications will not be evaluated for completeness at the window. It is your responsibility to submit all necessary paperwork.