

## VOCATIONAL NURSING APPLICATION INSTRUCTIONS

1. Read the Nursing Application Instructions completely. If you have questions on the application, you can email [NursingInfo@collegeofthedesert.edu](mailto:NursingInfo@collegeofthedesert.edu)
2. You must [apply to College of the Desert](#) and be accepted PRIOR to applying to the nursing program or submitting any documentation. Failure to have a COD application will result in ineligibility.
3. If you have not taken a course at COD in the last semester, you need to reapply to COD.
4. Once you have opened the application, you must complete and submit it. There is no option to save and come back later.
5. Please note that required fields are identified by an asterisk (\*) on the application.
6. Only PDF and JPG files are accepted in the application.
7. Official transcript(s) for all colleges (except for COD) listed on the application must be submitted through the institution's electronic transcript system or in original sealed envelope(s), seals unbroken, to the Admissions & Records Office by the time of the application deadline. Omission of any transcript(s) other than for COD will void your application. All transfer courses from other institutions must be from an accredited institution.
8. Official high school transcripts and/or High school diploma MUST be on file. The COD attestation is NOT an acceptable document for this requirement.
9. By the time the application is submitted, **all courses must be completed with a final grade reported on the official transcript.**
10. Gather necessary information, documents, and evidence necessary for the application prior to opening the application. Information necessary will include:

### REQUIRED ITEMS FOR ALL APPLICANTS:

- Information for all prerequisite or required courses: college attended, number of units for the course, semester completed, grade. If you are not sure which courses are equivalent to the prerequisites, you can visit [this website](#) for COD's Transfer Equivalency System database.
    - Required prerequisite courses
      - HS-062: Your Living Body OR Anatomy & Physiology sequence
      - HS-013: General Nutrition
      - HS-067: Introduction to Medical Dosage Calculation
      - PSY 001: General Psychology
    - In addition, the following items are required for application
      - Valid Government ID to determine age of 17 years or older
      - High school diploma (read # 5 on instructions)
      - 2.5 combined GPA in all prerequisite courses ([GPA calculator](#))
11. Official International transcript evaluation detailed report is required for all international transcripts. An official report must be submitted in the application packet. The evaluation must state the level of learning equivalent to U.S. associate or bachelor's degree. It is highly recommended that applicants, ordering from an official agency, order at least three (3) applicant copies for future application packets. For a list of approved evaluating agencies or see <https://www.collegeofthedesert.edu/web-items/documents/pdf-files/international/international-transfer-credit.pdf>
  12. Only prerequisite courses will be evaluated in the nursing program acceptance process. Additional courses are required for the AS Degree in Vocational Nursing. Refer to the [college catalog](#) for the remaining general education course descriptions for the degree. Students are advised to see a [college counselor](#) for advisement regarding degree required general education courses.

13. All initial application-related communication will occur via email. COD student email. Accepted applicants will receive notification within six (6) weeks of application deadline. Please monitor email frequently during this timeframe. With the emailed notification, applicants will be given a deadline by which an email response must be made. The applicant will lose the offered seat if required responses are not received by the deadline.
14. Once you have read through these instructions and have gathered all the information listed above, [click here](#) to complete the application.