

## **SCC Vocational Nursing Program (VN)**

### **Application Instructions**

#### **Spring 2026- Fall 2027 Entrance**

#### **READ EACH STEP CAREFULLY AND WORK WITH ACCURACY!**

#### **STEP 1: SUBMIT Transcripts for Coursework Outside of Los Rios CC district**

- ☐ If you have taken courses ONLY in the Los Rios District (ARC, CRC, FLC, SCC) Step 1 is complete.
- ☐ If you took courses at other schools, complete Step 1.
- [Submit Official Transcripts](#) (if you have taken classes outside Los Rios Community College District) by February 28th.
- Review the VN Required Prerequisite Courses to determine the catalog you are following and associated worksheet at time of entry:
  - SCC VN Program Worksheet – PRIOR to FALL 2025
  - SCC VN Program Worksheet – FALL 2025 & Later
- Review the Prerequisite Courses Not Taken at SCC and complete a [Course Substitution Petition](#) for any required prerequisite course NOT listed on the equivalency chart.

#### **STEP 2: PREPARE a Draft SCC VN Program Worksheet**

#### **SECTION I – Verify completion of required VN coursework**

- Enter your personal information.
- Enter the academic information for **ALL** Required Prerequisite Courses.
  - **Transcript Course #:**
    - Enter the number of the course taken as posted to your transcript or proof of enrollment.
  - **College/University:**
    - Enter the Name of the college the course was taken.
  - **Grade:**
    - Enter the whole letter grade posted to a transcript (no plus or minus).
    - Courses passed with a grade of “P” or “CR” (including AP courses) will be calculated into the student’s GPA as a “C” grade.
    - The VN program DOES NOT accept In Progress coursework.

- **Units/ Credits earned:**
  - Enter the Units/Credits Earned as posted to your transcript.
- **Date complete:**
  - Enter the semester and year the course was completed.
- **Approved CSP:**
  - If you are using an APPROVED course substitution, enter “CSP included” and include a copy of the “Approved” petition in your packet.
  - If your course is found on the chart you can leave this section blank.

**EXAMPLE ENTRY:**

| Prerequisite Courses | Transcript Course # | College/Unv. | Grade | DATE Completed | Approved CSP |
|----------------------|---------------------|--------------|-------|----------------|--------------|
| PSYC C1000           | PSYC 1101           | Idaho state  | A     | Fall 2017      | CSP included |

**For all courses taken outside of SCC** review the VN Coarse Equivalency Chart posted under the Transcripts and course equivalency drop down menu on the VN webpage to ensure we accept the courses from your college.

If your college and course are NOT LISTED on the course equivalency chart you **MUST** complete an online Course Substitution form. All Course sub petitions will need to be **APPROVED** prior to applying to the VN programs.

**Section II - Calculate your GPA for All program required courses**

SCIENCE courses must be completed with a cumulative GPA of 3.0 or Higher.

Non- SCIENCE courses must be completed with a cumulative GPA of 2.5 or Higher.

- The following GPA calculator can be used to determine your GPA.
- Follow the link: <https://www.calculator.net/gpa-calculator.html>
- **For each of the required prerequisite courses you have taken:**
  - Add your letter grade
  - Do NOT include a plus or minus in your calculation.
  - Add your course **SEMESTER** units/credits.
    - Convert QUARTER UNITS to SEMESTER units before calculating your GPA.
      - **Conversion = quarter units divided by 1.5.**
        - 5 quarter units = 3.33 semester units
        - 4 quarter units = 2.66 semester units
        - 3 quarter units = 2.00 semester units

- Calculate GPA and add total to form.

### **Section III – Provide your ATI TEAS test score**

There is NO minimum score required for the VN Program.

ONLY the ATI Version 7 TEAS test will be accepted.

Applicants will be asked to provide a hard copy of their ATI transcript.

To access results, sign in to [www.atitesting.com](http://www.atitesting.com) with your Username and Password. From the home page, click the My Results tab to access your full transcript.

*Please note: These transcripts will be included in a Nursing Packet submitted during the month of February. Submission details will follow.*

### **SECTION IV - Verified Completion of HIGH SCHOOL GRADUATION STATUS**

#### **Verification of High School Graduation Status Requirement:**

Proof of high school graduation or equivalent. Evidence of eligibility is documented by one of the following:

- A High School transcript from an accredited high school in the United States.
- A cumulative PASS status on a General Education Development (GED) exam or California High School Proficiency Exam (CHPSE) transcript.
- A High School Graduate status posted to a College transcript.
  - Students who want to use coursework from a foreign college or university need to have their transcript(s) evaluated. We accept transcript evaluations from National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).

**Applicants will be asked to provide a copy of an OFFICIAL TRANSCRIPT to verify the HS Graduation Status.** *Please note: These transcripts will be included in a Nursing Packet submitted during the month of February. Submission details will follow.*

#### **STEP 3: APPLY to the VN Program (Online)**

Using the information you have collected on the SCC VN Program Worksheet:

Visit the VN online application web page between February 1<sup>st</sup> and February 28<sup>th</sup>

- SUBMIT your online application.

Once the online application has been submitted, an email confirming your submission is immediately sent to the email address(s) you provided in your application.

#### **STEP 4: Compile the VN Nursing Packet and submit**

**Mailing Instructions** are sent via email once the online application has been successfully submitted. You must mail in your application.

#### **Instructions For Assembling Your Packet**

- Print only 1 sided
- No staples
- Highlight courses on your Official transcript copies you have listed on the SCC VN program worksheet that you intend to include in your nursing packet.

**Include the following documents as verification of required supporting documentation. Transcripts must be Included.**

- ☐ Cover Page = Printed online application submission email (including ALL pages).
- ☐ SCC VN Program Worksheet pages (1 -2).
- ☐ Copies of Official Transcripts (including All pages) – for Proof of HS graduation status.
- ☐ Copies of Official Transcripts (including All pages) – for Verification of all prerequisite courses.
- ☐ Copies of Unofficial Los Rios College Transcripts (Including All pages).
- ☐ Approved Course Substitution Petition email (**ALL** pages).
- ☐ A copy of the ATI TEAS Version 7 – Individual Performance Profile
- ☐ VN Program Enrollment Acknowledgement form (including All pages).