

## SCC Vocational Nursing Program (VN)

### Course Verification Form for Program Application Instructions

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

**STEP I: PREPARE a Draft Course Verification Form**

- Complete the following task.
  1. Download and print the Course Verification Form.
  2. Fill in the form using these instructions as your guide
  3. Submit the form with all other supporting documents as directed.

**Section I: Verify Highest level of education, to determine General Education & Competency Course work Completion Status.**

**Verification of Reading Competency Requirement:**

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

- A cumulative GPA of 1.9 or higher on 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.
- Possession of an Associate of Arts/Associate of Science degree or higher from a regionally accredited college in the U.S.

**Verification of - General Education and Graduation competency course work in one of the following ways.** *While completion **IS NOT** a requirement for acceptance, this information will be used to assist with Guidance that may be needed once accepted into the program.*

- **Possession of a bachelor's (BA/BS)** or higher degree from a college or university accredited through a regional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) are deemed to have satisfied both the general education and graduation competency requirements for an AA/AS degree. Degrees from accredited institutions outside of the US will be evaluated on a case-by-case basis.
- **Possession of an AA/AS from the Los Rios district** (American River College, Folsom Lake College, Cosumnes River College, Sacramento City College) are deemed to have satisfied the general education and graduation competency requirements.

**Applicants will be asked to provide an UNOFFICIAL TRANSCRIPT to verify the Highest level of education, degree earned, and/or courses completed.** *Please note: These transcripts will be included in a Nursing Packet submitted during the month of February. Submission details will follow.*

## **Section II – Verify completion of the VN required course work.**

**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.

Please enter a course and grade for each requirement as follows:

- Enter the course title/ number, grade, units/credits, and semester taken for the course you have completed.
- If your course is listed on the equivalency chart. Write “on Chart” in the notes section.
- If you have an APPROVED course sub petition, write “Approved Sub” in the notes section.
- 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.

## **Section III - Calculate your GPA for All program required courses**

ALL SCIENCE courses must be completed with a cumulative GPA of 3.0 or Higher.  
ALL 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://gpacalculator.net/college-gpa-calculator/>
- **For each of the required courses you have taken:**
- Add your letter grade
- Do NOT include a plus or minus in your calculation.
- Add your class semester units/credit
  - Convert ALL quarter units to semester 1<sup>st</sup>.
    - 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 IV – Provide your ATI TEAS test score**

There is NO minimum score required for the VN Program.

For the 2023 application period we accept the Version 6 and 7 of the ATI TEAS test ONLY.

Applicants will be asked to provide a hard copy of your 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.*

Applicants will be asked to provide a hard copy of the auto calculated Criterion Form.

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

### **STEP 2: APPLY to the VN Program (Online)**

Submit your online application

Print out the Cover Page

### **STEP 3: Compile the VN Nursing Packet and submit**

Mailing Instructions are included on the Cover Page you will print out once the online application is submitted.

Include the following in your packet:

- Online Application Cover Page
- VN Course Verification Form Pages 1 -3.
- Copies of Unofficial Transcripts – for Proof of highest level of education.
- Copies of Unofficial Transcripts – for Verification of all prerequisite courses taken outside of LRCCD.
- A Hard copy of the ATI TEAS test score.
- VN Program Enrollment Acknowledgement form.