

**Sacramento City College
Registered Nursing Program**

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.

Download the Course Verification Form from the Nursing web page.

- a. Save this form to a device or portable drive.
- b. It is a “fillable” document where you can type in information.
- c. Be sure the form is complete and accurate!

Enter your personal information.

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

Students may verify completion of General Education and 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 RN required course work.

For all courses taken outside of SCC review the RN Coarse Equivalency Chart posted under the Transcripts and course equivalency drop down menu on the RN & Mobility 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 RN and RN Mobility 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 RN program DOES NOT accept In Progress coursework.

Please Note: The SOC 321/ SOC 300 policy is as follows:

- Requirement is met with SOC 321 or APPROVED course sub petition
- Requirement is met with ANTH 310 or APPROVED course sub petition
- Requirement is met with a BA/BS degree (US Only)
- Requirement is met with an AA/AS degree (LOS RIOS Only)
 - If met by a degree, please make a note of College/ Univ. earned
- Requirement is met with a SOC 300/ GE certification verified and signed by a Counselor
 - If met with SOC 300/GE cert. Be sure to fill in the fields using the SOC 300 course you completed.

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 Please note: Do NOT include a plus or minus in your calculation.
 - Add your class semester units/credit
 - Convert ALL quarter units to semester 1st.
 - 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.
- If you have met the SOC 321/ANTH 310 requirement by completion of an AA/AS or BA/BS degree you can omit this field from the calculation or calculate your GPA using a SOC 300 course you completed and that is verifiable on your transcript.

Section IV – Provide your qualifying ATI TEAS test score

Achieving a minimum score of 62% composite is required for program entry

- 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 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 V – Calculate your Criterion Score & Provide supporting documentation

A cumulative score of 70 points or higher is required for program entry.

Read each section carefully, fill in your response and calculate your score.

- The Enrollment Criterion Form is a fillable form used to determine RN applicants' eligibility.
- A score of 70 or higher is required to be eligible to enroll.
- The program DOES NOT accept a manual calculation. Please complete the form using the auto calculated format. *Please note: The auto calculation does not work on tablets, mobile devices, or when using SAFARI.*

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 RN Program (Online)

Submit your online application

Print out the Cover Page

STEP 3: Compile the RN 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
- RN 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.
- Approved Course Substitution Petition and/or a GE Verification Signed by a Counselor
- Criterion Form and all supporting Documentation.
- Copy of current *California* License or certificate with your license number, date of issue, and date of expiration.
- Criterion 5&6 - Supporting Documentation Form and supporting evidence.
 - Documentation of Life Experience/ Special Circumstance (only one is necessary to apply).
 - Proof of Veteran Status/ Eligible Spouse.
- Criterion 8 – Verification of Proficiency in a Foreign Language Documentation Form.
- A Hard copy of the ATI TEAS test score
- RN Program Enrollment Acknowledgement form.