SCC Registered Nursing (RN) & (LVN – RN) Program

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 Required Prerequisite Courses to determine the catalog you are following an associated worksheet at time of entry:
  - SCC RN & LVN – RN Program Worksheet – PRIOR to FALL 2025
  - SCC RN & LVN - RN 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 RN & LVN – RN Program Worksheet

SECTION I – Verify completion of required 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.
    - SCC Nursing programs DO 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 RN & LVN - RN Coarse Equivalency Chart posted under the Transcripts and course equivalency drop down menu on the RN & LVN - RN webpages to ensure we accept the courses from your college.

If your college and course <u>are NOT LISTED on the course equivalency chart</u> you MUST complete an online Course Substitution form. All Course sub petitions will need to be **APPROVED** prior to submitting your application.

SECTION II - Calculate your GPA for All program required courses
<u>SCIENCE courses</u> must be completed with a cumulative GPA of 3.0 or Higher.
<u>Non- SCIENCE</u> 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.

- If you have met the SOC 321/ANTH 310 requirement by completion of a BA/BS degree you can omit this course from the Non science GPA calculation.

SECTION III – Provide your ATI TEAS test score

A minimum score of 62% is required.

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 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 – 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 3: APPLY to the RN and/ or LVN - RN Program (Online)

Using the information you have collected on the SCC RN & LVN - RN Program Worksheet:

- SUBMIT your online application between February 1st & February 28th.
- Submit a separate application for each program you are applying to.

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

STEP 4: <u>Compile the RN and/or LVN to RN Nursing Packet and submit</u>

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 as listed SCC RN program worksheet

Include the following documents as verification of required supporting documentation.

Please include ALL documents that apply to your individual application.

- ☐ Cover Page = Printed online application submission email (including ALL pages).
- ☐ SCC RN & LVN - RN Program Worksheet Pages (1-2).
- ☐ Copies of Official Transcripts (including All pages) – for proof of highest level of education.
- ☐ Copies of Official Transcripts (including All pages – for Verification of all prerequisite courses.
- ☐ Copies of Unofficial Los Rios College Transcripts.
- ☐ Approved Course Substitution Petition email (All pages).
- ☐ Criterion Form and all supporting Documentation.
- ☐ Copy of current *California* Relevant Health Care License or certificate with your license number, date of issue and date of expiration.
- ☐ Criterion 5 & 6 - Supporting Documentation Form and supporting evidence.
    - o Documentation of Life Experience/ Special Circumstance (only one is necessary to apply).
    - o Proof of Veteran Status/ Eligible Spouse.
- ☐ Criterion 8 – Verification of Proficiency in a Foreign Language Documentation Form.
- ☐ A copy of the ATI TEAS Version 7 – **Individual Performance Profile.**
- ☐ RN Program Enrollment Acknowledgement form (including All pages).