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SECTION I: APPLICATIONS
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NURSING ENROLLMENT COMMITTEE

Structure:

Dean, School of Nursing
ADN (RN) Assistant Department Chair
VN Assistant Department Chair
Nursing Faculty Member
Nursing Enrollment and Evaluations Specialist
Nursing Educational Advisor

Ex officio Members:
Director, Diversity, Equity and Compliance
Dean, Admissions and Records
Transcript Evaluator
Counselor

Meetings: The committee will meet as needed.

Purpose:

1. Make recommendations on student applications regarding enrollment/readmission to Riverside City College School of Nursing.
2. Serve as advisors to the Nursing Enrollment and Evaluation Specialist.
3. Assess and evaluate enrollment (generic/advanced placement) policies.
4. Make recommendations to nursing faculty regarding formulation and/or revision of enrollment policies.
5. Review current policies to ensure compliance with BRN/BVNPT Rules and Regulations and ACEN criteria.
6. Review and update RCC Nursing Enrollment Policy and Procedure Manual as needed.

Revised: 10/92; 4/5/96; 6/13/96; 7/96; 1/02; 10/03; 12/04; 5/05; 8/07; 3/09; 7/10; 1/11; 7/13
Reviewed: 6/12

POL/PRO: 7/13
RN:1126: 7/13
BP 5055   ENROLLMENT/REGISTRATION PRIORITIES

References:
   Title 5 Sections 51006, 58106, and 58108

The Chancellor shall establish procedures defining enrollment and registration priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

Date Adopted: March 17, 2009 (Replaces RCCD Policy 5000)
Student Services

AP 5055  ENROLLMENT PRIORITIES

References:
   Title 5 Sections 51006, 58106, and 58108
   Education Code 66025.8

All courses and programs of the District shall be open to enrollment in accordance with Board Policy 5052, Open Enrollment, and a priority system consistent with Board Policy 5055 and this Procedure.

Students have the right to challenge any enrollment restriction in accordance with Policy 4260, titled Pre-Requisites, Co-Requisites and Advisories.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in Administrative Procedure 5052, titled Open Enrollment.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele.

Program Enrollment

The following programs have separate admissions processes, in accordance with Title 5:

   Cosmetology
   Culinary Arts
   Dental Assisting
   Dental Hygiene
   Emergency Medical Services: EMT and Paramedic
   Esthetician
   Fire Academy
   Ford ASSET
   GM ASEP
   Nursing
   Physician's Assistant
   Peace Officer Academy
   Toyota T-Ten

Reviewed: 6/12

POL/PRO:7/13
For further information on these programs, contact the program directly, or visit the School of Nursing website.

Over-Subscribed Enrollment Priority

Once students satisfy the admissions criteria to over-subscribed programs, enrollment priority shall be determined according to the legal residence of applicants in the following order:

1. Residents of the Riverside Community College District who have completed a minimum of a 3 unit academic course in the Riverside Community College District.

2. Residents of the Riverside Community College District.

3. Residents of other community college districts within Riverside County which do not present similar courses or programs.

4. Residents of California community college districts outside Riverside County.

5. Residents of areas outside of California.

**NOTE:** Pursuant to legislation, Associate Degree in Nursing programs are exempt from non-evaluative selection criteria.

Office of Primary Responsibility: Student Services

Administrative Approval: February 2, 2009
(Replaces RCCD Policy 5000)

Reviewed: 6/12

POL/PRO: 7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROCEDURE: ADN (RN) PROGRAM

1. All interested students are encouraged to attend a Pre-Nursing Information Workshop offered through School of Nursing.

2. Prospective students can obtain an application online and submit the completed application to the School of Nursing during the specified Application Period.

3. Completed applications will be ranked according to the selection procedure established by the nursing faculty and Nursing Enrollment Committee as designated on the ADN (RN) Program Information Sheet.

4. Notification of enrollment will be sent to qualified applicants according to procedures and spaces available.

5. Upon acceptance of notification, the applicant must notify the School of Nursing office of the decision to accept or decline the allotted space. Applicants who do not respond by the specific date in the acceptance notification will be considered to have relinquished the allotted space.

6. Any student who declines a space will be required to resubmit an application for admission during the application filing period.

7. Deferred enrollment may be granted according to the RCCD Extenuating Circumstances Policy.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROCEDURE: VN PROGRAM

1. All interested students are encouraged to attend a Pre-Nursing Information Workshop offered through the School of Nursing.

2. Applications for the VN Program are available online and submitted to the School of Nursing.

3. Completed applications will be ranked according to the selection procedure established by the nursing faculty and Nursing Enrollment Committee as designated on the VN Program Information Sheet.

4. Upon acceptance of notification, an applicant must notify the School of Nursing office of the decision to accept or decline the allotted space. Applicants who do not respond by the specified date in the acceptance notification will be considered to have relinquished the allotted space.

5. Any student who declines a space or is not admitted will be required to submit an application for admission during the application filing period.

6. Deferred enrollment may be granted according to the RCCD Extenuating Circumstances Policy.

7. The student who accepts a space in Nursing 52, 61, 62, 63, and/or 71 will be required to sign the Vocational Nursing Program Completion Contract.

Revised: 5/24/96; 6/13/96; 1/10/02; 10/03; 11/03; 12/04; 5/05; 2/06; 4/06; 6/07; 8/07; 1/09; 1/11, 6/12; 7/13

POL/PRO: 7/13
VNPOL/PRO: 16144: 7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PREREQUISITE COURSES IN PROGRESS

1. Applications will be accepted from those with Prerequisite Courses-In-Progress. Students are required to provide proof of enrollment.

2. Applicants must request that their instructors forward grades for courses in progress to the Nursing Enrollment and Evaluation Specialist as soon as final grade is available.

3. Applicants with courses in progress will have lower priority than those applicants whose prerequisite courses are complete by the end of the application period.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

DEFERRED ENROLLMENT

1. Deferred enrollment may be granted on an individual basis upon approval by the Dean and/or Nursing Enrollment Committee.

2. Deferred enrollment will generally be granted ONE TIME ONLY. Extenuating circumstance, according to College policy, will be reviewed by the Enrollment Committee.

3. Failure to accept an offer of enrollment after a deferral was approved will be considered as a ONE TIME ONLY readmission. Therefore, the student’s priority for future admissions will be according to the Prioritization of Readmission /Transfer/Advanced Placement Candidates policy.
I understand that according to the RCC Nursing Enrollment Committee policy, deferred enrollment in the nursing program will be granted one time only. Failure to accept this offer of admission will forfeit the deferral. Subsequent readmissions will be prioritized according to the current Prioritization of Readmission/Transfer/Advanced Placement Candidates policy.

_____________________________________
Name of Student

_____________________________________
Signature of Student

_____________________________________
Nursing Enrollment & Evaluation Specialist

_____________________________________
Date
SECTION II: ADMISSIONS
ADN (RN) INFORMATION SHEET

General Information
The Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information for the California BRN is P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350. Contact information for the ACEN is 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 or call (404) 975-5020.

The Associate in Science Degree in Nursing (ADN) requires four semesters and an intersession, excluding completion of prerequisite courses. Upon completion of the 74 unit program, the graduate earns an Associate in Science Degree in Nursing and is eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for licensure as a Registered Nurse in the State of California.

Each Spring and Fall semester, 44-100 candidates are accepted into the program. Those applicants who are not accepted must reapply the following semester.

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8405 or on our website. You may also contact RCC Counseling at (951) 222-8440.

Application to the School of Nursing
Students applying to the School of Nursing must have all eligibility and prerequisite requirements completed or in progress at the time of application. General education courses are encouraged to be completed prior to program entrance. The applicant is responsible for ensuring that ALL official up-to-date transcripts and other necessary documentation have been received by Riverside City College at the time of application.

1. Admission will be denied to an applicant who earned a grade of “C-” or less in a nursing program at another college.
2. Foreign transcripts must have a “Detailed Evaluation,” and be submitted by the application deadline. Information can be obtained from the Counseling Office.
3. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing office as soon as the final grade is available.
4. Students must have applied to the college prior to making application to the ADN (RN) program.
5. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period
SPRING SEMESTER – Application filing period is between the first business day of September to first business day of October.

FALL SEMESTER – Application filing period between first business day of January to first business day of February.

Applications may be obtained at the School of Nursing website during the application filing periods. Applications must be submitted electronically to nursing@rcc.edu. Please verify current application filing period dates with Counseling Department or School of Nursing Office at (951) 222-8405.

PETITIONING STUDENTS: (Students applying to repeat a course or for transfer): Year round
Requirements For Eligibility and Prerequisite Courses

1. RCC application on file and eligibility to attend RCC.

2. Cumulative GPA of at least 2.0 in all work attempted at RCC and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.

3. Minimum GPA of at least 2.5 in all general education courses required for completion of an Associate Degree in Nursing.

4. Chemistry: Verification of one year of high school chemistry with a lab, AND satisfactory score on RCC Chemistry Diagnostic Exam OR score of 3, 4 or 5 on AP Chemistry Exam OR one semester of college chemistry with a grade of “C” or better. (RCC’s Chemistry 1A or 2A fulfills this requirement.) Students who have already completed Microbiology prior to Fall 2005 may waive the RCC Chemistry Diagnostic Exam requirement ONLY. ADN (RN) and Advanced Placement applicants must submit official up-to-date high school transcripts by the application deadline to verify completion of Chemistry. High School transcripts are not required if Chemistry has been completed at college level. However, proof of high school graduation or equivalent (G.E.D. High School Proficiency Examination, Associate Degree or Bachelor’s Degree) is required of all applicants to the VN and 30-Unit Option program. Diplomas not accepted.

5. Prerequisite Courses (15 units):
   a. Minimum GPA of 2.5 in the following science prerequisite courses:
      * Anatomy & Physiology 2A (4 units)
      * Anatomy & Physiology 2B (4 units)
      * Microbiology 1 (4 units)
   b. Completion of Psychology 9 (3 units, Birth to Death) with a grade of “C” or better. Advanced Placement students must complete Psychology 9 prior to entrance into the program.

6. The Test for Essential Academic Skills (TEAS Version 5) is required for all applicants prior to enrollment in the nursing program. Students who fail to achieve a passing score will be required to complete additional pre-nursing course work.

Anatomy and Physiology Requirement
Riverside City College encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a “Course Equivalency” form from the Counseling or Evaluations Departments.

Selection Procedure
Available enrollment spaces are selected by rank order (highest points) of the multi-criteria factors and random selection. (NOTE: Attached Enrollment Criteria for 1st Semester ADN (RN) Students.) Riverside City College reserves the right to designate a certain number of spaces for contract agreements and/or meet requirements of grant-designated outcomes.

Applicants with a regionally accredited Bachelor’s degree from the U.S.A. will be waived from completing the 6 general education courses, but must have taken the science prerequisites, satisfy the Psych 9 requirement, and have taken courses in English Composition, Communication and Sociology/Cultural Anthropology.

Students must pass the Test for Essential Academic Skills Version 5 (TEAS) prior to program enrollment. Students who fail to achieve a passing score will be required to complete additional pre-nursing course work.

If a student is not offered a space in the program, a new application is necessary for the following semester. The School of Nursing has no wait list.

Revised: 6/12; 1/13; 7/13

POL/PRO: 7/13
RN:18233: 7/13
**Transcript Requirements**

Transcripts are “Official” when they are sent directly to RCC from the sending institution, or are hand-delivered by the student in a sealed envelope from the sending institution. Copies of transcripts/diplomas not accepted.

Transcripts are “Up-to-date” when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, a Transcript Request form is available in the Transfer Career Center. Transcripts that are not official and not up-to-date will be returned to the student, and will lower priority status if the official transcript is not submitted by the deadline. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

**Additional General Education Requirements (19 units)**

The following general education courses are not required for admission to the ADN (RN) program; rather, they are required for the completion of the Associate in Science Degree in Nursing. Most students complete these requirements before entering the ADN (RN) program due to the rigorous nursing student course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements with the Nursing Educational Advisor (951) 222-8366.

- English Composition: **English 1A** 4
- American Institutions: (History 6, 7, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 5) 3
- Social and Behavioral Sciences: (Sociology 1 or Anthropology 2) 3
- Communication and Analytical Thinking: (Communication 1 or 9 plus one of the following 6
  - CIS 1A-30; English 1B; Math 1-49; Philosophy 11, Philosophy/Math 32); Humanities: (see RCC catalog) 3

Compency: In order to graduate, students must demonstrate competence in mathematics, reading and English. 0-5

**Please see college catalog for most current information.**

**NOTE:** A grade of “C” or better is required in all courses used to fulfill requirements for the Associate Degree in Nursing.

**Required Nursing Courses (40 units)**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
<th>Prerequisites:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 11</td>
<td>9.5</td>
<td>Nursing 12</td>
<td>8</td>
<td>General Education:</td>
<td>19 units</td>
</tr>
<tr>
<td>Nursing 11A</td>
<td>0.5</td>
<td>Nursing 12A</td>
<td>0.5</td>
<td>Nursing:</td>
<td>40 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>74 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intersession</th>
<th>Units</th>
<th>Third Semester</th>
<th>Units</th>
<th>Fourth Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 13</td>
<td>2.5</td>
<td>Nursing 21</td>
<td>9</td>
<td>Nursing 22</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing 21A</td>
<td>0.5</td>
<td>Nursing 22A</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**NOTE:** Nursing 18 (2.5 units) is required for all advanced placement/transfer students with the exception of 30-unit option students. All ADN (RN) nursing courses may be challenged in accordance with “AND Nursing Course Challenge” policy.

**Expenses (per year)**

1. Students pay Health Services Fees ($25), parking ($125), Student Services Fees ($10) and tuition ($46) per unit each semester. The cost is approximately $6,000 for four semesters and an intersession.
2. Students furnish their own uniforms. The cost is approximately $250.
3. The costs of nursing books and supplies are approximately $1300 for two years.
4. Physical examination/lab work costs are approximately $250.
5. Background checks/CPR costs approximately $200.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
7. Students are required to purchase the ATI RN Comprehensive Assessment Review Program for use during the program. Estimated cost is $450.

**NOTE:** When planning expenses, students should be aware they may have to limit their hours of employment due to extensive ADN (RN) Program requirements. Scholarships and grants are available to those students who qualify.

Revised: 6/12; 1/13; 7/13

POL/PRO: 7/13
RN:18233: 7/13
Health Examination and CPR Certification
Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

Background Check/Drug Screen
All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in clinical courses. See “Background Check/Drug Screen” policy for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Board of Registered Nursing Legal Limitation of Licensure: Misdemeanors/Felony Notification
Graduates of the Associate Degree Program are eligible to apply for the NCLEX-RN for licensure. This requires that applicants submit fingerprints and report any prior conviction of any offense other than minor traffic violations. Failure to report such convictions can be grounds for denial of licensure. The Board of Registered Nursing investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation.

Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the Board of Registered Nursing prior to beginning the Associate Degree Program: Board of Registered Nursing, California is P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350; website www.rn.ca.gov.

Citizenship and Immigration Status Verification Required for VN/RN Licensure
The Federal Personal Responsibility and Work Opportunity Reconciliation Act, requires government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number
Disclosure of one’s social security number is mandatory for licensure by the BRN in accordance with Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA 405 (c)(2)(C)).

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Fingerprint Requirement
One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.
## Enrollment Criteria for 1st Semester ADN (RN) Students

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM POINTS FOR THE CATEGORY</th>
<th>POINT DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Academic degrees or diplomas, or relevant certificates held by an applicant.</td>
<td>5 points</td>
<td>BS/BA 5 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LVN 5 points</td>
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<tr>
<td></td>
<td></td>
<td>CNA 5 points</td>
</tr>
<tr>
<td>2 Grade point average in relevant course work.</td>
<td>50 points</td>
<td>a. Minimum 2.5 GPA in anatomy, physiology, and microbiology.</td>
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<tr>
<td></td>
<td></td>
<td>GPA = 4.0 25 points</td>
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<td></td>
<td></td>
<td>GPA = 3.5 20 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 3.0 15 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 2.5 10 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Minimum 2.5 GPA in all remaining general education courses required for graduation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 4.0 25 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 3.5 20 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 3.0 15 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GPA = 2.5 10 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. For applicants with a Bachelor’s degree, the GPA points will be calculated from the grades in English, Psychology 9, Speech and Sociology/Cultural Anthropology.*</td>
</tr>
<tr>
<td>3 Life experiences or special circumstances of an applicant, including by not necessarily limited to, the following:</td>
<td>5 points</td>
<td>Five points total for life experiences</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Disabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Low family income</td>
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<tr>
<td></td>
<td></td>
<td>c. First generation of family to attend college</td>
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<tr>
<td></td>
<td></td>
<td>d. Need to work</td>
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<tr>
<td></td>
<td></td>
<td>e. Disadvantages social or educational environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f. Difficult personal and family situations or circumstances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>g. Refugee or veteran status</td>
</tr>
<tr>
<td>4 Proficiency or advanced level coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor’s Office.</td>
<td>5 points</td>
<td>Five points total for language proficiency.</td>
</tr>
<tr>
<td>5 Assessment/readiness test results.</td>
<td>35 points</td>
<td>The points assigned are dependent upon the test cut score. For ATI TEAS Version 5:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>90 to 100 = 35 points</td>
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<tr>
<td></td>
<td></td>
<td>78 to 89 = 30 points</td>
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<tr>
<td></td>
<td></td>
<td>71 to 77 = 25 points</td>
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<td></td>
<td></td>
<td>62 to 70 = 20 points</td>
</tr>
</tbody>
</table>

* Bachelor’s degree students must have minimum of 6 semester or 9 quarter units in principles of verbal, written, and group communication (English and Communication) and 16 semester or 24 quarter units in related natural (anatomy, physiology, microbiology, chemistry) and behavioral and social (sociology, cultural anthropology, human development) sciences (California Nursing Practice Act, 2008).
General Information
The Vocational Nursing (VN) program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Contact information for the BVNPT is 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833 (916) 263-7800.

The VN Program requires 12 months of full-time study. Upon completion of this 51 unit program, the graduate is eligible to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Vocational Nurse in the state of California.

Each Fall semester up to 40-60 candidates are accepted into the program. Those applicants who are not accepted must reapply the following year. There is no waiting list.

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8405 or on our website. You may also contact RCC Counseling at (951) 222-8440.

Application to the School of Nursing:
Students applying to the School of Nursing must have all eligibility and prerequisite requirements completed or in progress at the time of application. The applicant is responsible for ensuring that ALL official up-to-date transcripts and other necessary documentation have been received by Riverside City College at the time of application.

1. Admission will be denied to an applicant who earned a grade of “C-” or less in a Vocational Nursing Program at another college.
2. Foreign transcripts must have a “Detailed Evaluation,” and be submitted by the application deadline. Information can be obtained from the Counseling Office.
3. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing office as soon as the final grade is available.
4. Students must have applied to the college prior to making application to the VN Program.
5. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period
The application filing period for the VN program is the first business day in February to the first business day of March. Check the RCC School of Nursing website or e-mail nursing@rcc.edu for exact dates.

Applications may be obtained at RCC School of Nursing website during the application filing periods. Applications must be submitted electronically to nursing@rcc.edu. Please verify current application filing period dates with Counseling Department or School of Nursing Office at (951) 222-8405.

PETITIONING STUDENTS: (Students applying to repeat a course or for transfer): Year round
**Requirements for Eligibility and Prerequisite Courses:**

**NOTE:** Meeting minimum eligibility criteria for the program does not guarantee admission to the program.

1. RCC application on file and eligibility to attend RCC.

2. Graduation from an accredited high school or equivalent (G.E.D., High School Proficiency Examination, Associate degree or Bachelor’s degree). Official up-to-date transcripts required.

3. A cumulative grade point average of at least a 2.0 (“C”) in all college course work attempted.

4. Be at least 17 years of age (Section 2866a, VN Nursing Practice Act).

5. **Prerequisite Courses (11 units):**
   a. Anatomy and Physiology 10 or Anatomy 2A & 2B or equivalent.
   b. Nursing 55
   c. Psychology 9

**Anatomy and Physiology Requirement**
Riverside City College encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a “Course Equivalency” form from the Counseling or Evaluations Department.

*Beginning Summer 2013, Biology 1 is a prerequisite to Anatomy and Physiology 2A and 2B.*

**Selection Procedure**
Available enrollment spaces are selected by rank order (highest points) and random selection. Riverside City College reserves the right to designate a certain number of spaces for contract agreements and/or meet requirements of grant-designated outcomes.

If a student is not offered a space in the program, a new application is necessary in the next application period. The School of Nursing has no wait list.

**Transcript Requirements**
Transcripts are “Official” when they are sent directly to RCC from the sending institution, or are hand-delivered by the student in a sealed envelope from the sending institution. Copies of transcripts/diplomas not accepted. Transcripts are “Up-to-date” when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, a Transcript Request form is available in the Transfer Career Center. Transcripts that are not official and not up-to-date will be returned to the student, and will lower priority status if the official transcript is not submitted by the deadline. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

**Nursing & Science Prerequisite Courses:** (See Vocational Nursing (VN) Point System)

*Chemistry:* Verification of one year of high school chemistry with a lab, AND satisfactory score on RCC Chemistry Diagnostic Exam OR score of 3, 4 or 5 on AP Chemistry Exam OR one semester of college chemistry with a grade of “C” or better. (RCC’s Chemistry 1A or 2A fulfills this requirement.) Students who have already completed Microbiology prior to Fall 2005 may waive the RCC Chemistry Diagnostic Exam requirement ONLY.

**As of Fall 2014, a CNA certificate is required at the time of application for all VN Program applicants.**
 Kohana with all of the C.N.A. programs in the state
 [http://www.cdph.ca.gov/services/training/Documents/CNATrainingPrograms.pdf](http://www.cdph.ca.gov/services/training/Documents/CNATrainingPrograms.pdf)

Revised: 5/05; 8/08; 1/09; 3/09; 9/09; 2/10; 1/11; 6/12; 1/13; 5/13; 7/13

POL/PRO: 7/13

VN:292: 7/13
Required Nursing Courses (51 units)

<table>
<thead>
<tr>
<th>Spring</th>
<th>Fall</th>
<th>Winter</th>
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</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology 10</td>
<td>3</td>
<td>Fall 52</td>
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<tr>
<td>Nursing 55</td>
<td>5</td>
<td>Nursing 60</td>
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<tr>
<td>Psychology 9</td>
<td>2</td>
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<tr>
<td>11 units</td>
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<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Nursing 62</td>
<td>12</td>
</tr>
<tr>
<td>Nursing 63</td>
<td>3</td>
</tr>
<tr>
<td>15 units</td>
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</tbody>
</table>

A minimum grade of “C” in each course is required in order to progress in the VN Program.

The VN Program is a certificate program. Students wishing to complete an Associate in Science Degree may do so by completing the requirements for the certificate, plus completion of the graduation requirements as described in the catalog, totaling a minimum of 60 units of college work as required for the A. S. degree.

Expenses (per year)
1. Students pay Health Services ($25), parking ($150), Student Services Fees ($10) and tuition ($46) per unit each semester. The cost is approximately $2,000.00 for 12 months.
2. Students furnish their own uniforms. The cost is approximately $250.
3. The costs of nursing books and supplies are approximately $1,300 for year.
4. Physical examination/lab work costs are approximately $250.
5. Background checks/CPR costs approximately $200.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
7. Students are required to purchase the ATI PN Comprehensive Assessment Review program for use during the program. Estimated cost is $350.00.

NOTE: When planning expenses, students should be aware they may have to limit their hours of employment due to extensive VN Program requirements. Scholarships and grants are available to those students who qualify.

Health Exam and CPR Certification
Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

Background Check and Drug Screen
All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in clinical courses. See “Background Check/Drug Screen” policy for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

Revised: 5/05; 8/08; 1/09; 3/09; 9/09; 2/10; 1/11; 6/12; 1/13; 5/13; 7/13

POL/PRO: 7/13
VN:292: 7/13
California Board of Vocational Nursing and Psychiatric Technicians
Legal Limitation of Licensure (BVNPTE, 24 November 1984)

Students applying to take the vocational nursing licensure examination are required to submit fingerprints and report convictions of any offenses other than minor traffic violations; failure to report such convictions would be grounds for denial of license. Any student having questions regarding his/her eligibility for licensure should contact:

Enforcement Coordinator
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833 (916) 263-7800

Citizenship and Immigration Status Verification Required for VN/RN Licensure
The Federal Personal Responsibility and Work Opportunity Reconciliation Act, requires government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license may not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

Disclosure of Social Security Number
If you fail to disclose your social security number, your application for initial or renewal license will not be processed.

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Fingerprint Requirement
One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the F.B.I.

Revised: 5/05; 8/08; 1/09; 3/09; 9/09; 2/10; 1/11; 6/12; 1/13; 5/13; 7/13

POL/PRO: 7/13
VN:292: 7/13
RCC School of Nursing
Vocational Nursing (VN) Program Point System

Applications are available during the filing period on line at the School of Nursing website.
All College and High School transcripts must be on file in Counseling at the time of application.

A total of 150 points are possible. Selection for the VN program is COMPETITIVE, with 50% of spaces going to fully qualified applicants with the highest POINTS. The remaining 50% of spots will be filled by random selection of qualified applicants. There are more fully qualified applicants than we have spaces. There is no waiting list. Fully qualified applicants who are not admitted due to limited space availability must increase their points and re-apply the next year to be reconsidered. Applicants who are invited to the VN program must have a valid U.S. Social Security number, pass the background check, drug screening, and submit health clearances before enrolling.

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>GPA for Prerequisites</th>
<th>Points Received (Maximum of 60 points possible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy Physiology 10 &amp; Nursing 55 or Anatomy Physiology 2A and 2B &amp; Nursing 55 (Minimum GPA required 2.1 or above)</td>
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</tr>
<tr>
<td>A+A or A/A+A</td>
<td>4.0</td>
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</tr>
<tr>
<td>A/B+A</td>
<td>3.7</td>
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<tr>
<td>A/A+B or A/B</td>
<td>3.6</td>
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<tr>
<td>B+A or B/B+A or A/C+A</td>
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<tr>
<td>A/B+B</td>
<td>3.3</td>
<td>39</td>
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<td>A+C or A/A+C</td>
<td>3.2</td>
<td>36</td>
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<tr>
<td>B/C+A</td>
<td>3.1</td>
<td>33</td>
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<td>B+B or B/B+B or A/A+B</td>
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<td>B/A+C</td>
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<td>C+A or C/C+A</td>
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<td>24</td>
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<tr>
<td>B/C+B</td>
<td>2.7</td>
<td>21</td>
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<tr>
<td>B+C or B/B+C or C/A+C</td>
<td>2.6</td>
<td>18</td>
</tr>
<tr>
<td>C+B or C/C+B</td>
<td>2.4</td>
<td>12</td>
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<tr>
<td>B/C+C</td>
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<td>9</td>
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<tr>
<td>C+C or C/C+C</td>
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<td>0</td>
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</table>

**Completion of Anatomy & Physiology 2A and 2B satisfies the requirement for Anatomy & Physiology 10 for the VN program. Anatomy & Physiology 10 cannot be applied toward the ADN (RN) program. It is recommended that students planning to apply for Advanced Placement into the ADN (RN) program after completing the VN program enroll in and complete Anatomy & Physiology 2A & 2B to satisfy both the prerequisite for the VN program and the ADN (RN)**

**SUPPORT COURSES**
Support courses are not required to get into the program, but are used to earn extra points (maximum of 60 points possible for Support Courses).

5 points for A * 3 points for B * 1 point for C * 0 points for D/F

- Psychology 9 (Pre-Requisite)
- English 1A
- American Institutions (See College Catalog)
- Sociology 1 or Anthropology 2
- Communications 1 or 9
- Analytical Thinking (See College Catalog)
- Humanities (See College Catalog)
- Microbiology 1
- Chemistry 2A or 1A
- Medical Terminology 1A
- Medical Terminology 1B
- Math 52 or higher

Revised: 5/05; 8/08; 1/09; 3/09; 9/09; 2/10; 1/11; 6/12; 1/13; 5/13; 7/13

POL/PRO:7/13
VN:292:7/13

-29-
## RIVERSIDE CITY COLLEGE
### SCHOOL OF NURSING

### CURRICULUM PATTERN: VOCATIONAL NURSING PROGRAM

**PREREQUISITES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Anatomy &amp; Physiology 10 or equivalent</td>
<td>Survey of Human Anatomy &amp; Physiology</td>
<td>3</td>
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<tr>
<td>Psychology 9</td>
<td>Developmental Psychology (Birth to Death)</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 55</td>
<td>Introductory Course to Contemporary Vocational Nursing Practice</td>
<td>5</td>
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**FALL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>Nursing 52</td>
<td>Introductory Concepts of Vocational Nursing-Nursing Fundamentals</td>
<td>9.5</td>
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<tr>
<td>Nursing 60</td>
<td>Intermediate Vocational Nursing Fundamentals-Process/Communication</td>
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**WINTER**

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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>Nursing 61</td>
<td>Intermediate Concepts of Vocational Nursing-Care of the Family</td>
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**SPRING**

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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>Nursing 62</td>
<td>Intermediate Concepts of Vocational Nursing-Medical/Surgical</td>
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<tr>
<td>Nursing 63</td>
<td>Intermediate Concepts of Vocational Nursing-Mental Health</td>
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**SUMMER**

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<th>Description</th>
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<tr>
<td>Nursing 70</td>
<td>Advanced Vocational Nursing Foundations-Role Transition</td>
<td>1</td>
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<tr>
<td>Nursing 71</td>
<td>Advanced Concepts of Vocational Nursing-Medical/Surgical</td>
<td>7.5</td>
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Reviewed: 11/91; 1/02; 10/03; 5/05; 6/12; 1/13; 7/13

POL/PRO:7/13
VNPOL/Pro:16760:7/13

-31 -
# Fast-Track to the ADN (RN) Program

**Riverside Community College**  
**School of Nursing**

## Fast-Track to the ADN (RN) Program

<table>
<thead>
<tr>
<th>Subject/Grade Level</th>
<th>GUI 45</th>
<th>CHEM</th>
<th>A P 2A</th>
<th>A P 2B</th>
<th>MICRO</th>
<th>PSYCH 9</th>
<th>HIST 7</th>
<th>ENG 50 (if needed)</th>
<th>ENG 1A</th>
<th>SOC 1 or ANTH 2</th>
<th>SPEECH</th>
<th>Analyt. Thinking</th>
<th>Prepare for Success</th>
<th>Dosage Calc</th>
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<td>Sophomore</td>
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<td>Junior</td>
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<tr>
<td>Fall (Year 1)</td>
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<td>RCC ADN (RN) Program</td>
<td>NRN 11</td>
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<td>Fall (Year 2)</td>
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<td>Summer (Year 2)</td>
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<td>Fall (Year 3)</td>
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</tbody>
</table>

(F) = Fall Semester  
(S) = Spring Semester

*Apply to Nursing Program in September prior to nursing program entrance.

**Chemistry: Verification of one year of high school chemistry with a lab AND satisfactory score on RCC Chemistry Placement Exam OR score of 3, 4, 5 on AP Chemistry Exam OR one semester of college chemistry with a grade of “C” or better. (RCC’s Chemistry 2A or 3 fulfills this requirement.)

***The TEAS (Test for Essential Academic Skills) will be required for all applicants prior to enrollment in the School of Nursing. Students who fail to achieve a passing score will be required to complete additional pre-nursing coursework.
CONFIDENTIALITY OF SELECTION PROCESS

In accordance with FERPA all information regarding enrollment to the ADN (RN) and VN programs is confidential. This means data such as a student’s ranked position and the range of points of applicants selected for the program will not be divulged to any individual outside the program.

Nursing Admissions Committee: 9/15/95
Revised: 8/15/96; 1/10/02; 6/07; 1/09; 1/11
Reviewed: 10/03; 11/03; 6/12; 7/13

POL/PRO:7/13
RNPOL/PRO:6901:7/13
RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING  

RANKING TIED APPLICANTS  

In an instance in which a tie for selection to the ADN (RN) or VN program occurs, the following ranking system for those applicants will be:

1. Admission: Random selection will be used.

2. Readmission:
   a. Refer to Prioritization of Readmission/Transfer/Advanced Placement/Candidates.
   
   b. If two or more students have the same theory grade, random selection will be used.
RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING  

REQUIREMENT FOR HIGH SCHOOL GRADUATION OR EQUIVALENT

In order to be eligible for the NCLEX, both California boards which regulate nursing practice require evidence of completion of high school or equivalent. Documentation of this requirement must be on file by the application deadline in order for an applicant to be considered for acceptance to the VN or 30-unit Option RN programs. An official transcript (not a diploma) is required by RCC.

An official high school transcript is required for the ADN (RN) program only to show proof of meeting the Chemistry requirement if necessary by the application deadline.

1. Board of Vocational Nursing and Psychiatric Technicians will accept:
   a. High school diploma
   b. GED
   c. Associate or bachelor’s degree (see attached for clarification)
   d. California High School Proficiency Examination

2. Board of Registered Nursing (BRN) will accept one of the documents as specified in section 1412 of the BRN Nursing Practice Act with Rules and Regulations (see below).

   **1412. High School Education or the Equivalent**
   An applicant shall provide evidence of education equivalent to completion of a high school course of study in the United States by submitting one of the following:

   (a) A high school diploma received from a U.S. high school.
   (b) A certificate of attainment of a standard of 40 or above on each of the five tests, and an average standard score of 45 or above on the entire five tests or a total of 225 on the General Education Development Examination.
   (c) A degree from any junior college, college or university accredited by a state agency authorized to accredit such institutions.
   (d) An evaluation by a high school, unified school district, junior college, college, university or board of education which the board determines, after review, establishes that an education equivalent to a high school education in the United States was obtained in this or another state or in any foreign country.
   (e) Senior matriculation in any Canadian school which the board determines, after review, establishes that an education equivalent to a high school education in the United States was obtained.

Revised: 1/5/95; 3/28/95; 6/10/96; 8/15/96; 6/12; 1/10/02; 10/03; 12/04; 5/05; 6/07; 1/09; 7/13
Reviewed: 7/13

POL/PRO:2/13
RNPOL/PRO:5282:7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT INTEGRITY POLICY

Consistent with the regulations of the licensing agencies and in accordance with the Riverside City College School of Nursing Integrity Policy, should it be discovered at any time during enrollment in the School of Nursing that the student has provided incomplete or inaccurate information, the student may be dismissed without readmission privileges.
1. In collaboration with the Nursing Advisory Committee, spaces available will be determined by college and community resources needed to support the program, the job market, and changes in the health care delivery system.

2. The following numbers are used as a baseline for enrollment into the ADN (RN) program:
   a. Nursing 11/11A: 44
   b. Nursing 12/12A: 48
   c. Nursing 13: 48
   d. Nursing 21/21A: 48-60
   e. Nursing 22/22A: 48-60

3. The following enrollment numbers are as a baseline for enrollment into the VN program:
   a. Nursing 55: 40-60
   b. Nursing 52/60: 40-60
   c. Nursing 61: 40-60
   d. Nursing 62/63: 40-60
   e. Nursing 70/71: 40-60

4. Fluctuations in enrollments may occur due to a variety of variables, including the obtainment of additional enrollment funds, pending BRN/BVNPT approval.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROCEDURES FOR SELECTION OF VN STUDENTS

1. Applications are submitted during the application filing period.

2. The Nursing Enrollment and Evaluations Specialist, calculates points according to established criteria.

3. Spaces will be offered to applicants according to the current VN selection procedure.

4. All students accepted to the VN program will be required to sign the *Vocational Nursing Program Completion Contract*.

5. In the event there are no qualified returning VN candidates to fill any VN course spaces, ADN (RN) students who have failed an ADN (RN) course may be considered for Advanced Placement status in the VN program.
GPA and point calculations for repeated courses will be congruent with Riverside Community College District policy (Policy 5050: Matriculation). In order to comply with RCC’s graduation requirements, clarification for applicants to the School of Nursing is as follows:

1. A student who has earned two “D” or “F” grades in a nursing prerequisite course that is required for the nursing program must repeat an equivalent course at another school to earn a passing (minimum “C”) grade. Course equivalency is determined by the involved discipline.

2. A student who has earned a “C” grade in a nursing prerequisite course and wishes to repeat the course to earn a higher grade may submit an RCC Extenuating Circumstances petition to Admissions and Records. If the student subsequently earns a higher grade in the course, the higher grade will be used to compute grade point average or points.

3. The School of Nursing will accept prerequisite science courses repeated at another college in order to achieve the 2.5 science GPA. Repeating both courses in the anatomy and physiology sequence is not necessary in this instance.

Revised: 5/26/96; 6/13/96; 5/05; 6/07; 1/09; 1/11; 7/13

POL/PRO:7/13
VNPOL/PRO:16737:7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

COURSE REGISTRATION CLEARANCE

The following areas for clearance are required for enrollment in nursing courses:

1. Health exam and CPR requirements

   Students are cleared to register pending submission of a CPR card (AHA BLS Healthcare Provider Course) valid for the semester, and a completed health exam form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the Americans with Disabilities Act (1990). Documentation of meeting health exam and CPR requirements must be submitted prior to course registration.

2. Background check/Drug screen

   All new and readmitting students are required to demonstrate a clear background check/drug screen prior to enrollment in clinical courses. The process for obtaining a background check/drug screen is available in the School of Nursing office. A picture ID and social security card are also required. See policy on Background Check/Drug Screen.

3. Exit Interview

   For petitioning students, completion of all criteria for readmission as outlined on the Exit Interview must be documented prior to course enrollment.

4. License Verification for VN Program Graduates

   VN graduates enrolling in the ADN (RN) program must show proof of VN licensure for subsequent enrollment in the ADN (RN) program.
To: Nursing Students

From: School of Nursing

Re: Background Check Information (www.rccnursebackground.com)

Attached, please find the Background Check/Drug Screen Policy. The required background check is obtained by visiting American Data Bank (ADB) website. This package is required for our program and includes a sex offender search, social security verification, OIG (fraud) search, employment verification (previous or current) and a criminal search.

To complete the Drug Screening portion of the background check: Within 2 days of receipt of your payment, ADB will email you the drug testing clearance form. You then need to locate the closest approved testing lab for your drug screen.

The School of Nursing will not clear you for registration until your background check/drug screen and Health Exam paperwork are completed and a copy of your valid Social Security Card is turned in by the required deadline and verified by the Nursing Enrollment and Evaluations Specialist and/or Health Coordinator.

NOTE: You will not pass the background check if you fail to include all required information. Those who receive a failed background check must contact Steve Purdy at 951-222-8407 to discuss the problem.
BACKGROUND CHECK/DRUG SCREEN

Introduction

Nursing students must have or approved clear background check and drug screening to participate in placement(s) in clinical facilities. The background check is not a requirement for admission to School of Nursing. Background Check/Drug screen are required for registration in clinical nursing courses. The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted, a new background check will be required.

Students who withdraw from or fail a nursing course will be required to submit a new background check/drug screen prior to re-admission.

Policy

1. Students will be required to obtain a clear or approved background check. The School of Nursing will provide instructions to the student on how the student will apply and pay for the background check.

2. Students will be given a deadline date by which the background check results must be submitted to the Dean/Director.

3. Students who do not complete a background check/drug screen by the deadline date will not be allowed to register for classes. Students must provide consent to allow the school and clinical facilities, as necessary, access to the background check/drug screen results.

4. Background checks/drug screen will minimally include the following:
   - Seven years history
   - Address verification
   - Sex offender search
   - Two names (current legal and one other name)
   - All counties
   - Office of Inspection General (OIG) search
   - Social Security Number verification
   - Drug screen (10 panel)

5. Students may be denied enrollment in the School of Nursing who have felony and/or related misdemeanor convictions on their record(s). Convictions will be evaluated on a case-by-case basis.
6. Students denied enrollment due to criminal convictions may reapply to the program when it has been seven (7) years since an offense, or when they receive a clearance or certificate of rehabilitation from the court. However, even with the clearance or certificate, students may still be denied access by clinical facilities, based on the nature of the convictions even though the convictions may have occurred more than seven (7) years ago. Clinical rotations are a mandatory part of nursing education. If a student cannot participate in clinical, he/she cannot complete the nursing program and, therefore, will be denied enrollment into the program. Each clinical facility has different requirements. The requirements of the clinical facilities are final.

7. Students on probation or parole or who have outstanding bench warrants or any unpaid citations, restitution, etc., will not be permitted to enroll in the program until all outstanding issues are completed.

8. The following convictions, even if they have been dismissed, will prevent the student from being able to participate in clinical rotations:
   - Murder
   - Assault/battery
   - Sexual offenses/sexual assault/abuse
   - Certain drug or drug related offenses
   - Alcohol-related offenses (without certificate of rehabilitation)
   - Other felonies involving weapons and/or violent crimes
   - Class B and Class A misdemeanor theft
   - Felony theft
   - Fraud
   - Testing positive for drugs

9. Any future applicable clinical agency and/or BRN and/or BVNPT guidelines will be incorporated into this policy as they become available.
Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The following Core Performance Standards identify essential eligibility requirements for participation in the nursing program.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
</table>
| Gross Motor Skills     | Gross motor skills sufficient to provide the full range of safe and effective nursing care activities. | Gross Motor Skills  
                          | Move within confined spaces  
                          | Sit and maintain balance  
                          | Stand and maintain balance  
                          | Reach above shoulders (e.g., IV poles)  
                          | Reach below waist (e.g., plug electrical appliance into wall outlets) |
| Fine Motor Skills      | Fine motor skills sufficient to perform manual psychomotor skills.          | Fine Motor Skills  
                          | Pick up objects with hands  
                          | Grasp small objects with hands (e.g., IV tubing, pencil)  
                          | Write with pen or pencil  
                          | Key/type (e.g., use a computer)  
                          | Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)  
                          | Twist (e.g., turn objects/knobs using hands)  
                          | Squeeze with finger (e.g., eye dropper) |
| Physical Endurance     | Physical stamina sufficient to perform client care activities for entire length of work role. | Physical Endurance  
                          | Stand (e.g., at client side during surgical or therapeutic procedure)  
                          | Sustain repetitive movement (e.g., CPR)  
<pre><code>                      | Maintain physical tolerance (e.g., work entire shift) |
</code></pre>
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Strength</td>
<td>Physical strength sufficient to perform full range of required client care activities.</td>
<td>Physical Strength Push and pull 25 pounds (e.g., position clients) Support 25 pounds of weight (e.g., ambulate client) Lift 25 pounds (e.g., pick up a child, transfer client) Move light objects weighting up to 10 pounds (e.g., IV poles) Move heavy objects weighing from 11 to 50 pounds Defend self against combative client Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.</td>
<td>Mobility Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for physical monitoring and assessment of client health care needs.</td>
<td>Hearing Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>DESCRIPTION</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for accurate observation and performance of nursing care.</td>
<td>Visual See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) See objects up to 20 feet away (e.g., client in a room) See objects more than 20 feet away (e.g., client at end of hall) Use peripheral vision Distinguish color (e.g., color codes on supplies, charts, bed) Distinguish color intensity (e.g., flushed skin, skin paleness)</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical monitoring and assessment of health care needs.</td>
<td>Tactile Feel vibrations (e.g., palpate pulses) Detect temperature (e.g., skin, solutions) Feel differences in surface characteristics (e.g., skin turgor, rashes) Feel differences in sizes, shapes (e.g., palpate vein, identify body and marks) Detect environmental temperature (e.g., check for drafts)</td>
</tr>
<tr>
<td>Smell</td>
<td>Olfactory ability sufficient to detect significant environmental and client odors.</td>
<td>Smell Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) Detect smoke Detect gases or noxious smells</td>
</tr>
<tr>
<td>Reading</td>
<td>Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.</td>
<td>Reading Read and understand written documents (e.g., policies, protocols)</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>DESCRIPTION</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>Arithmetic ability sufficient to do computations at a minimum of an eighth-grade level. &lt;br&gt;It includes the following three concepts: &lt;br&gt; <strong>Counting</strong>: the act of enumerating or determining the number of items in a group. &lt;br&gt; <strong>Measuring</strong>: the act or process of ascertaining the extent, dimensions or quantity of something. &lt;br&gt; <strong>Computing</strong>: the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.</td>
<td>Arithmetic competence &lt;br&gt; Read and understand columns of writing (flow sheet, charts) &lt;br&gt; Read digital displays &lt;br&gt; Read graphic printouts (e.g., EKG) &lt;br&gt; Calibrate equipment &lt;br&gt; Convert numbers to and/or from the Metric System &lt;br&gt; Read graphs (e.g., vital sign sheets) &lt;br&gt; Tell time &lt;br&gt; Measure time (e.g., count duration of contractions, etc.) &lt;br&gt; Count rates (e.g., drips/minute, pulse) &lt;br&gt; Use measuring tools (e.g., thermometer) &lt;br&gt; Read measurement marks (e.g., measurement tapes, scales, etc.) &lt;br&gt; Add, subtract, multiply, and/or divide whole numbers &lt;br&gt; Compute fractions (e.g., medication dosages) &lt;br&gt; Use a calculator &lt;br&gt; Write numbers in records</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Emotional stability sufficient to assume responsibility/accountability for actions.</td>
<td>Emotional Stability &lt;br&gt; Establish therapeutic boundaries &lt;br&gt; Provide client with emotional support &lt;br&gt; Adapt to changing environment/stress &lt;br&gt; Deal with the unexpected (e.g., client going bad, crisis) &lt;br&gt; Focus attention on task &lt;br&gt; Monitor own emotions &lt;br&gt; Perform multiple responsibilities concurrently &lt;br&gt; Handle strong emotions (e.g., grief)</td>
</tr>
<tr>
<td>Analytical Thinking</td>
<td>Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.</td>
<td>Analytical Thinking &lt;br&gt; Transfer knowledge from one situation to another &lt;br&gt; Process information &lt;br&gt; Evaluate outcomes &lt;br&gt; Problem solve &lt;br&gt; Prioritize tasks &lt;br&gt; Use long term memory &lt;br&gt; Use short term memory</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>DESCRIPTION</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES</td>
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<tr>
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<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Critical Thinking</strong></td>
<td>Critical thinking ability sufficient to exercise sound nursing judgment.</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td><strong>Skills</strong></td>
<td></td>
<td>Identify cause-effect relationships</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan/control activities for others</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Synthesize knowledge and skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sequence information</td>
</tr>
<tr>
<td><strong>Interpersonal Skills</strong></td>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.</td>
<td>Interpersonal Skills</td>
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<tr>
<td></td>
<td></td>
<td>Negotiate interpersonal conflict</td>
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<tr>
<td></td>
<td></td>
<td>Respect differences in clients</td>
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<tr>
<td></td>
<td></td>
<td>Establish rapport with clients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Establish rapport with co-workers</td>
</tr>
<tr>
<td><strong>Communication Skills</strong></td>
<td>Communication abilities sufficient for interaction with others in oral and written form.</td>
<td>Communication Skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teach (e.g., client/family about health care)</td>
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<tr>
<td></td>
<td></td>
<td>Explain procedures</td>
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<tr>
<td></td>
<td></td>
<td>Give oral reports (e.g., report on client’s condition to others)</td>
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<tr>
<td></td>
<td></td>
<td>Interact with others (e.g., health care workers)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speak on the telephone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Influence people</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct activities of others</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Convey information through writing (e.g., progress notes)</td>
</tr>
</tbody>
</table>

If you believe that you cannot meet one or more of these standards without accommodations or modifications, you are encouraged to contact the staff in Disabled Student Services in Administration 121 on the Riverside Campus or call 222-8060 (City Campus), 371-7070 (Norco), 485-6138 (Moreno Valley) or 222-8063 (TDD). Disabled Student Services staff is available to review concerns and determine with you and the nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

*Adopted from the Southern Council on Collegiate Education for Nursing (SCCEN), 1993

Revised: 93, 8/97, 1/98, 6/99
SECTION III:
GRADUATION/ CERTIFICATE COMPLETION
ADN (RN) TWO-YEAR COMPLETION PATTERN

The following pattern for completion of the ADN (RN) program was developed to fulfill the Accreditation Commission for Education in Nursing (ACEN), Inc. requirement for a two-calendar-year curriculum.

APPROVED PATTERN

<table>
<thead>
<tr>
<th>Summer Intersession Session</th>
<th>Summer Intersession Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology 2A</td>
<td>American Institutions</td>
</tr>
<tr>
<td>Psychology 9</td>
<td>Communication 1 or 9</td>
</tr>
<tr>
<td></td>
<td>Nursing 13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
<th>Semester 3 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing II</td>
<td>Nursing 21</td>
</tr>
<tr>
<td>Nursing IIA</td>
<td>Sociology 1 or Anthropology 2</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 2B</td>
<td>Nursing 21A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Intersession (Winter)</th>
<th>Winter Intersession (Winter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>Humanities</td>
</tr>
<tr>
<td>Microbiology 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2 (Spring)</th>
<th>Semester 4 (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 12</td>
<td>Nursing 22 (Nursing 4)</td>
</tr>
<tr>
<td>Analytical Thinking</td>
<td>Nursing 22A</td>
</tr>
<tr>
<td>Nursing 12A</td>
<td></td>
</tr>
</tbody>
</table>

SELECTION

Students who have completed the four prerequisite courses will have higher priority for selection for space in Nursing 11.

OTHER REQUIREMENTS

1. Completion of one year of high school chemistry with a lab and a passing score on the RCCD Chemistry Entrance Exam, or one semester of college-level chemistry.
3. See catalog for other graduation requirements.
4. Meet basic skills competency in mathematics and reading.

Reviewed: 6/13/96; 7/17/96; 11/1/96; 3/05; 6/05; 6/07; 8/07; 1/09; 1/11; 1/13; 7/13

POL/PRO:7/13
RNPOL/PRO:15715:7/13
At the end of each semester, Nursing Assistant Certificate applications are coordinated with Nursing 11 and Nursing 52 Lead Teachers. Completed applications, a copy of class rosters, and a copy of final grade sheets are forwarded to the Office of Evaluations and Records for certificate issuance. CNA certificate packets are available in the School of Nursing Enrollment and Evaluation Office.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) GRADUATION CHECK

To ensure that all ADN (RN) students are eligible for graduation, students are encouraged to meet each semester with a counselor and/or Nursing Educational Advisor to review their Student Educational Plan. The following are required to meet graduation criteria:

1. Nursing 18: Meet with a counselor or Nursing Educational Advisor to finalize their Student Educational Plans.

2. Nursing 12: File a graduation application.

3. Nursing 21 & 22: The transcript evaluator will send a progress update to each ADN (RN) student who has submitted a graduation application.

4. Upon completion of the ADN (RN) program, the transcript evaluator will complete a Verification of Completion form for each student for submission to the Board of Registered Nursing.

Revised: 5/96; 6/96; 7/96; 7/01; 10/03; 6/07; 1/11; 6/12; 1/13; 7/13
Reviewed: 1/02; 5/05

POL/PRO:7/13
RNPOL/PRO:16569:7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ARTICULATING BRN/RCC REQUIRED WITH CSU/UC GENERAL EDUCATION

Students are referred to the Nursing Educational Advisor for current information regarding articulation with CSU/UC and other BSN programs.

Revised: 10/03; 6/07; 1/11; 6/12
Reviewed: 5/05; 7/13

POL/PRO:7/13
RN POL/PRO:16758:7/13
SECTION IV:
CREDIT-DIPLOMA NURSE
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

DIPLOMA NURSE GRADUATE

Upon completion of 15 units* in residence at Riverside Community College District, graduates of diploma schools of nursing shall receive 30 units of nursing credit.

To qualify for this credit, candidates must:

1. Have official transcripts of diploma school of nursing and any other college transcripts on file at RCC.

2. Show current California RN License.

3. Complete a Student Request for Official Evaluation and submit it to the Office of Evaluations and Records at RCC.

*NOTE: It is recommended that each student make an appointment with the Nursing Educational Advisor to identify those courses that will best meet individual educational goals.
SECTION V:
ELIGIBILITY FOR LICENSURE EXAM
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ELIGIBILITY FOR LICENSURE

The following courses meet BRN Content Requirement for Licensure and all RCC ADN (RN) graduation requirements.

### RCC GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology 2A</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 2B</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology I</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Sociology 1 or Anth. 2</td>
<td>Intro. Sociology or Cult. Anthro.</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 9</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Any Degree Applicable Course</td>
<td>3</td>
</tr>
<tr>
<td>Analytical/Critical Thinking</td>
<td>Any Degree Applicable Course</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions</td>
<td>Any Degree Applicable Course</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must also meet Math, English, and Reading basic skills requirements.

### COMMUNICATION

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 1 or Communication 9</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>English 1A</td>
<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

### NURSING

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 11</td>
<td>Foundations of Nursing Practice Across the Life Span/Pharmacology I</td>
<td>9.5</td>
</tr>
<tr>
<td>Nursing 11A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>Nursing 12</td>
<td>Chronic Illness/Acute Maternal-Child Specialty/Pathophysiology I/Pharmacology II</td>
<td>8</td>
</tr>
<tr>
<td>Nursing 12A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>Nursing 13</td>
<td>Acute and Chronic Illness I/Pathophysiology II/Pharmacology III</td>
<td>2.5</td>
</tr>
<tr>
<td>Nursing 21</td>
<td>Acute and Chronic Illness II/Mental Health Specialty/Pathophysiology III/Pharmacology III/Pharmacology IV</td>
<td>9</td>
</tr>
<tr>
<td>Nursing 21A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>Nursing 22</td>
<td>Integrate Care Across the Life Span/Pathophysiology IV</td>
<td>9</td>
</tr>
<tr>
<td>Nursing 22A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**TOTAL UNITS: 74**

Revised: 1/10/02; 6/07; 1/09; 1/11; 6/12; 2/13; 7/13
Reviewed: 5/05
RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING  

NON-GRADUATE STATUS

Non-graduate Status meets the 63 units required for licensure for Riverside City College  
Associate Degree Nursing Program but does not meet the requirements of the Associate Degree.  
The applicant is assigned a permanent, non-revocable, non-graduate status. This non-graduate  
status may prohibit endorsement by other states and hinder employment and further educational  
opportunities in nursing. The applicant must follow Board of Registered Nursing procedure for  
application for NCLEX-RN.

<table>
<thead>
<tr>
<th>BASIC SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE NUMBER</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 2A</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology 2B</td>
</tr>
<tr>
<td>Microbiology 1</td>
</tr>
<tr>
<td>Sociology 1 or Anthropology 2</td>
</tr>
<tr>
<td>Psychology 9</td>
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<table>
<thead>
<tr>
<th>COMMUNICATION</th>
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<tbody>
<tr>
<td>COURSE NUMBER</td>
</tr>
<tr>
<td>Communication 1 or Communication 9</td>
</tr>
<tr>
<td>English 1A</td>
</tr>
</tbody>
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<thead>
<tr>
<th>NURSING</th>
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<tbody>
<tr>
<td>COURSE NUMBER</td>
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<tr>
<td>Nursing 11</td>
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<tr>
<td>Nursing 12</td>
</tr>
<tr>
<td>Nursing 13</td>
</tr>
<tr>
<td>Nursing 21</td>
</tr>
<tr>
<td>Nursing 22</td>
</tr>
</tbody>
</table>

TOTAL UNITS: 63

Revised: 1/10/02; 6/07; 1/09; 1/11; 6/12; 2/13; 7/13  
Reviewed: 5/05

POL/PRO:7/13  
RNPOL/PRO:16782:7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

LICENSED VOCATIONAL NURSE 30-UNIT OPTION

This meets eligibility for NCLEX-RN through the 30-unit option, requiring the California Licensed Vocational Nurse to complete the following courses with a “C” or better:

- Microbiology 1  4 units
- Anatomy & Physiology 2A  4 units
- Anatomy & Physiology 2B  4 units
- Nursing 21  9 units
- Nursing 22  9 units
- 30 units

This option does not satisfy the requirements for the Associate in Science degree and the applicant is assigned a permanent, non-revocable, non-graduate status which may prohibit endorsement by other states and may hinder further educational opportunities in nursing. The applicant must follow Board of Registered Nursing procedure for application for NCLEX-RN.

Revised: 1/10/02; 6/07; 6/12; 7/13
Reviewed: 5/05; 7/13
The BRN may require graduates of foreign nursing schools to enroll in nursing courses or portions of nursing courses to meet the NCLEX-RN eligibility requirements. These graduates may petition the Dean, School of Nursing, by submitting the letter from the BRN identifying areas of deficiency. Appropriate placement will be awarded on a space available basis. A student in this category would not be required to meet the RCC graduation requirements and would not be a graduate of the ADN (RN) program.

**NOTE:** To participate in any other content, students must follow Advanced Placement application procedures.

The following procedure will be followed when graduates of foreign nursing programs request to remediate deficiencies identified by the BRN in order to establish eligibility for the NCLEX-RN:

1. Documentation of the BRN requirement will be provided by the foreign nursing graduates to the Nursing Enrollment and Evaluations Specialist.
2. Request forwarded by the Nursing Enrollment and Evaluations Specialist to the Nursing Enrollment Committee for approval and establishment of conditions for enrollment.
3. Acceptance of extra student in identified semester following instructor approval.

**NOTE:** Authority cited: Section 1410.4 (b), Business and Professions Code.
NCLEX-RN ELIGIBILITY: FELONY NOTIFICATION

According to the California Business and Professions Code (Licensee: Division 1.5. Denial, Suspension, and Revocation of Licenses; Chapter 2. Denial of Licenses), Section 480, Acts Disqualifying Applicant,

(a) A board may deny a license regulated by this code on the grounds that one of the following applies to the applicant:

   (1) Been convicted of a crime . . .

   (2) Done any act involving dishonesty, fraud, or deceit . . .

   (3) Done any act which if done by a licentiate . . . would be grounds for suspension or revocation of license.

   The board may deny a license . . . only if the crime or act is substantially related to the qualifications, functions or duties of the . . . profession for which the application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following the Penal Code, or that he has been convicted of a misdemeanor if the person has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

(c) A board may deny a license . . . on the grounds that the applicant knowingly made a false statement of fact . . . in application for such license."

Graduates of the Associate Degree program are eligible to apply to take the National State Board Examination (NCLEX-RN) for licensure as a Registered Nurse. Applicants must submit fingerprints and report convictions of any offenses other than minor traffic violations. Failure to report such convictions will be grounds for denial of license. The Board of Registered Nursing investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation. Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the Board of Registered Nursing prior to beginning the Associate Degree Program: Board of Registered Nursing, P. O. Box 944210, Sacramento, CA 94244-2100, (916) 322-3350.
Applicants for licensure must notify the BRN of any situation which meets the criteria cited above. Notification of the need to provide this information is provided to potential and current ADN (RN) students via the following:

1. Pre-Nursing Information Workshop.
2. ADN (RN) Nursing Program Information.
3. ADN (RN) Nursing Student Handbook.
4. Introductory Nursing Courses.
California Board of Vocational Nursing and Psychiatric Technician: Legal Limitation of Licensure

Students applying to take the vocational nursing licensure examination are required to report convictions of any offenses other than minor traffic violations; failure to report such convictions would be grounds for denial of license. Any student having questions regarding his/her eligibility for licensure should contact:

Enforcement Coordinator
Board of Vocational Nurse and Psychiatric Technician Examiners
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833 (916) 263-7800

Notification of the above information is provided potential and current vocational nursing students via the following:

1. Pre-Nursing Information Workshop.
2. VN Program Information Sheet.
3. VN Student Handbook.
4. Introductory nursing courses.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NCLEX-RN ELIGIBILITY
VALIDATION OF COMPLETION OF THE ADN (RN) PROGRAM

The Dean, School of Nursing, as Director of the ADN (RN) program, in collaboration with the ADN (RN) Assistant Department Chair and the transcript evaluator, is responsible for validating the eligibility of applicants for licensure. It is the responsibility of each student to see that the Dean or designee receives validation of completion of any non-nursing degree-required course prior to the end of the last semester to ensure inclusion on the list of eligible candidates for licensure/ examination.

Reviewed: 8/15/96; 5/05; 7/13
Revised: 10/8/96; 1/10/02; 10/03; 6/07; 8/07; 8/12

POL/PRO:7/13
RNPOL/PRO:16763:7/13
## RIVERSIDE CITY COLLEGE
### SCHOOL OF NURSING

### NCLEX-RN APPLICATION PROCEDURE ADN (RN)

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROCEDURE</th>
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<tbody>
<tr>
<td>February/September</td>
<td>1. In Nursing 22, students complete the <em>Individual Candidate Roster</em> forms. <em>(NOTE: The graduation date is placed on the form, not the Pinning Ceremony date.)</em> Forms are given to the Administrative Assistant III to be completed.</td>
</tr>
<tr>
<td>March/September</td>
<td>2. In Nursing 22, the instructor(s) distribute the (downloaded) BRN application packets.</td>
</tr>
<tr>
<td></td>
<td>a. Review packet with students.</td>
</tr>
<tr>
<td></td>
<td>b. Emphasize requirement for 2” x 2” photo for Live Scan fingerprint verification.</td>
</tr>
<tr>
<td></td>
<td>c. Discuss fee schedule.</td>
</tr>
<tr>
<td></td>
<td>d. Explain differences between licensure by endorsement and licensure by examination.</td>
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<tr>
<td></td>
<td>e. Describe the interim permit.</td>
</tr>
<tr>
<td></td>
<td>f. Emphasize the necessity of reporting prior misdemeanor and felony convictions and documented evidence of rehabilitation.</td>
</tr>
<tr>
<td></td>
<td>g. Reinforce that requests for special accommodations require longer processing and are encouraged to be submitted four weeks in advance.</td>
</tr>
<tr>
<td></td>
<td>h. Reinforce that forms are available on the website at: <a href="http://www.rn.ca.gov">www.rn.ca.gov</a>.</td>
</tr>
<tr>
<td>March/September</td>
<td>3. Students complete and mail to BRN:</td>
</tr>
<tr>
<td></td>
<td>a. Appropriate fees.</td>
</tr>
<tr>
<td></td>
<td>b. Examination applicants: Live Scan fingerprint verification.</td>
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<tr>
<td></td>
<td>c. Examination applicants: application forms, which include the Interim Permit form.</td>
</tr>
<tr>
<td></td>
<td>d. Request for Transcript form.</td>
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<tr>
<td></td>
<td>e. A stamped and self-addressed post card must be provided to the BRN or return receipt.</td>
</tr>
<tr>
<td></td>
<td>f. Report of all misdemeanor and felony convictions, with documented evidence of rehabilitation.</td>
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<tr>
<td>DATE</td>
<td>PROCEDURE</td>
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<td>------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>May/November</td>
<td>4. The Evaluation Specialist completes the <em>Verification of Education Completion</em> forms for all candidates after deadline to withdraw from classes and submits to the Dean/Director, School of Nursing.</td>
</tr>
<tr>
<td>May/November (four weeks prior to</td>
<td>5. Dean/Director, School of Nursing, or Assistant Director/Chairperson, submits sealed, stapled <em>Individual Candidate Rosters</em> and <em>Verification of Education Completion</em> forms to the BRN via overnight mail.</td>
</tr>
<tr>
<td>graduation)</td>
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<tr>
<td>December/June</td>
<td>6. Names of unsuccessful candidates are submitted to the BRN licensing unit.</td>
</tr>
</tbody>
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Revised: 1/10/02; 1/11; 6/12; 2/13; 7/13
Reviewed: 10/03; 5/05; 7/13
# NCLEX-PN Application Procedure

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROCEDURE</th>
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</table>
| February | 1. Distribute and explain sample *Record of Conviction.*  
          | 2. Prepare printed instructions for students.  
          | 3. Order application packets from BVNPT. Request enough for each expected graduate.  
          | 4. On the first day of Nursing 62 theory, review the NCLEX-PN.  
          | a. Printed instructions for students, including the requirement to bring one 2” x 2” head and shoulders photo to the NCLEX meeting in May.  
          | b. NCLEX-PN information and procedures.  
          | c. Fee structure from BVNPT.  
          | d. *Record of Conviction:* Students will complete, seal in a business-size envelope and bring to NCLEX-PN application session in May. |
| May      | 5. Session to be conducted by VN Dean/Director, School of Nursing and Assistant Director/Chairperson.  
          | a. Students complete per BVNPT instructions and paper clip together. Submit the packet to the instructor:  
          | 1) BVNPT application fee.  
          | 2) Live Scan fingerprint verification.  
          | 3) 2” x 2” head and shoulders picture in sealed envelope.  
          | 4) BVNPT application for Vocational Nurse licensure.  
          | 5) *Record of Conviction* in sealed envelope.  
          | b. Submit to instructor separately:  
          | 1) WORKING copy of *Record of Nursing Program* (all lines complete).  
<pre><code>      | 2) *Record of Nursing Program* with lines 1-6 completed neatly in ink. This will be used for the OFFICIAL *Record of Nursing Program.* |
</code></pre>
<table>
<thead>
<tr>
<th>DATE</th>
<th>PROCEDURE</th>
</tr>
</thead>
</table>
| May  | 6. School of Nursing office complete *Record of Nursing Program*.  
|      | a. Type info from WORKING copy onto second copy (on which students completed lines 1-6).  
|      | b. Typist proof.  
|      | c. Obtain school seal on each.  
|      | d. Make copy of each for file.  
|      | e. Students proof.  
|      | f. Dean/Director and VN Assistant Director/Chairperson proof.  
|      | g. Place each individual application in order as required by BVNPT; paper clip each individual application together. |
| July | 7. Schedule class meeting to make one last check that each NCLEX-PN application packet is complete and paper clipped in the correct order. |
|      | 8. Type cover letter listing names of all applicants and completion date. |
| Day of Program Completion | 9. Send completed applications to BVNPT by overnight mail.  
|      | a. Dean/Director sign and date *Record of Nursing Program*.  
|      | b. Assistant Director/Chairperson and Dean/Director check applications.  
|      | c. Two (2) copies of cover letter listing names of all applicants and completion date.  
|      | d. Place paper-clipped applications and cover letters in large manila envelope(s). If applications must be divided into two (2) manila envelopes, two (2) cover letters must be included in each envelope. |

Revised: 8/15/96; 3/02; 10/03; 5/05; 6/07; 3/09; 1/11; 6/12; 7/13

POL/PRO:7/13
RNPOL/PRO:16765:7/13
SECTION VI:
READMISSION
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ELIGIBILITY FOR READMISSION/TRANSFER/ADVANCED PLACEMENT

1. Persons applying for readmission/transfer/advanced placement to the ADN (RN) or VN program must submit an application to the program and a Petition for Readmission/Extenuating Circumstances (if applicable) during the application period.

2. A student who fails a nursing course, but is eligible for readmission, is required to submit a Petition for Readmission and RCCD Extenuating Circumstances. (If applicable) If the student desires immediate readmission to repeat the failed semester, this should be submitted to the Nursing Enrollment and Evaluation Specialist within two (2) working days after notification of the failing grade. This policy constitutes an exception to the application deadline.

3. Readmission is not guaranteed, but depends upon availability of space.

4. There are no readmission privileges for the student who has earned an unsafe in clinical.

5. When a student fails or drops due to unsatisfactory theory and/or clinical performance, the nursing faculty, in collaboration with the student, may develop a contract with specific student learning outcomes to be completed (i.e., enrollment in a Learning Lab). The purpose of the contract is to improve the chances of success for the student by strengthening areas of concern and/or unsatisfactory clinical performance. The applicant will provide documentation of successfully having met the recommendations specified in the contract.

6. Because space in the nursing program may be limited, a student whose overall record makes it unlikely that he/she can successfully complete the program may be denied readmission upon recommendation of the total nursing faculty and the Nursing Enrollment Committee.

7. Transfer students must obtain a recommendation form from the Nursing Enrollment and Evaluation Specialist. This form must be submitted to the director of the nursing program from which transferring and the director must complete and mail the form to the Nursing Enrollment and Evaluation Specialist. The letter must state whether the student is eligible for readmission to the nursing program at that school. Readmission privileges are required for transfer into either the RCC VN or ADN (RN) program.

POL/PRO:7/13
RNPOL/PRO:8335:7/13
ADN (RN) Program only

1. Students who withdraw from Nursing 11 with satisfactory theory and clinical grades, and subsequently reapply to the program, will be placed into the current applicant pool and ranked accordingly with all other applicants.
   a. Previous earned theory and clinical grades will apply to student’s progression in the program.

2. A student who earns a failing grade in theory in the Associate Degree Nursing Program will be allowed to be READMITTED ONE TIME ONLY. A student cannot readmit after a second failing grade has been earned (less than “C” grade). The following are exceptions to this one-time-only readmission policy:
   a. Students may petition to have extenuating circumstances considered. The RCCD Extenuating Circumstances form must be submitted in writing and attached to the Petition for Readmission or to the Nursing Enrollment and Evaluation Specialist.
   b. Students who earn a second failing grade in Nursing 22, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into Nursing 22 upon space availability.

VN Program only

1. Students who fail or withdraw from Nursing 52 with satisfactory theory and clinical grades, and subsequently reapply to the program, will be placed into the current applicant pool and ranked accordingly with all other applicants.
   a. Previous earned theory and clinical grades will apply to student’s progression in the program.

2. A petition for readmission to the VN Program will be approved pending space for an applicant with below 2.0 cumulative GPA, if the only course(s) bringing the GPA below 2.0 are VN Program courses which must be repeated.

3. A student who earns a failing grade in theory in the Associate Degree Nursing Program will be allowed to be READMITTED ONE TIME ONLY. A student cannot readmit after a second failing grade has been earned (less than “C” grade). The following are exceptions to this one-time-only readmission policy:
   a. Students may petition to have extenuating circumstances considered. The RCCD Extenuating Circumstances form must be submitted in writing and attached to the Petition for Readmission to Nursing Enrollment and Evaluation Specialist.
1. This policy is to be implemented in the event there are more applicants than spaces.

2. At the close of the application periods all fully qualified applicants shall be ranked according to the Priority for Selection criteria and admitted on a space available basis. If additional spaces are available at the end of the semester, those applicants who completed work in progress, thus meeting minimum admission criteria, will be ranked according to the Priority for Selection criteria and admitted on a space available basis.

3. Priority for selection will be as noted below. If more than one candidate has the same ranking, and there are insufficient spaces to accommodate all students, those petitions shall be ranked according to the Ranking Tied Applicants for Admission policy. Students who have been called to active military duty will be given priority for readmission.

4. Priority for Selection:
   a. RCC nursing student who withdrew from the program in satisfactory theory and clinical standing, with no Nursing Progress Reports on file.
   b. RCC nursing student who withdrew from the program in satisfactory theory and clinical standing, but with Nursing Progress Report(s) on file.
   c. RCC nursing student who earned or withdrew with a satisfactory clinical but failing theory grade. (Students in this category, who have not been readmitted due to lack of space for two semesters, will receive priority admission in the category.)
   d. Licensed graduates of RCC VN program who have applied for advanced placement in the ADN (RN) program.
   e. Transfer student or non-RCC LVN advanced placement student.
   f. RCC nursing student who earned or withdrew with a “C” or better theory grade but less than satisfactory clinical performance grade of Minimal Performance at any time during the program.
   g. RCC nursing student who earned or withdrew with a “C” or better theory grade but less than satisfactory clinical performance grade of Unsatisfactory.
   h. RCC nursing student who earned or withdrew with a failing theory grade and a less-than-satisfactory clinical performance grade of Minimal Performance at any time during the program.
   i. RCC nursing student who earned or withdrew with a failing theory grade and a less-than-satisfactory clinical performance grade of Unsatisfactory must re-apply to the ADN (RN) program for admission into Nursing 11.
   j. Students who earn a second failing grade in Nursing 22, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into Nursing 22 upon space availability.
5. In the event inadequate spaces are available in Nursing 21 for all qualified LVN advanced placement applicants, available Nursing 12 spaces will be offered to LVNs successful in passing the Advanced Placement Exam, pending space availability. LVNs who failed the Advanced Placement Exam will have to apply to the ADN (RN) program for admission into Nursing 11.
ASSIGNMENT OF INCOMPLETE GRADE

1. A student who is in clinical and in theory, but stops attending after the withdrawal date, may be eligible for consideration for an “I” (incomplete) contract. Upon successful completion of the “I” contract, the student will be:
   a. required to submit a Petition for Readmission to the School of Nursing.
   b. readmitted to the School of Nursing pending space available.
   c. placed in the appropriate nursing semester/course pool.

2. A student who earns an unsatisfactory clinical grade and/or less than a “C” grade in theory will be ineligible for an “I” contract. The student will be:
   a. required to submit a Petition for Readmission to the School of Nursing and a Nursing Program Application.
   b. subject to the One Time Only readmission criteria cited in the Eligibility for Readmission/Transfer/Advanced Placement policy.
   c. placed in the appropriate nursing semester/course pool.

Revised: 6/13/96; 7/17/96; 8/15/96; 1/11/02; 10/03; 5/05; 6/07; 1/11; 6/11; 6/12; 7/13

POL/PRO:7/13
RNPOL/PRO:16766:7/13
Nursing students who are or become pregnant must have medical approval to continue in the nursing program. Nursing students must also accept full responsibility for any risks to self and fetus associated with any class or clinical assignment. In each case of pregnancy, the student will be required to inform the Lead Instructor and the clinical instructor of her pregnancy and to file the *Physician’s Clearance During Pregnancy* form with the Nursing Health Coordinator. The student is required to notify the Semester Lead Instructor for any change in her pregnancy status which may necessitate withdrawal from the program. Following delivery, written approval from the physician for unrestricted activity in clinical nursing practice must be submitted prior to return to class.
ADN (RN) READMSSION

A student who is ineligible for readmission to the RCC ADN (RN) program due to more than one failing theory grade; and who subsequently applies for advanced placement to the ADN (RN) program, is eligible for:

1. Nursing 3/21, with previous successful completion of Nursing 1/11 and 2/12 and 13.

2. Nursing 4/22, with previous successful completion of Nursing 1/11, 2/12 and 13, and 3/22.

3. The Advanced Placement Exam, as applicable.
The student who has transitioned into the Vocational Nursing (VN) program from the Associate Degree Nursing (ADN) program and then applies to return to the ADN (RN) program as an advanced placement student is exempt from Nursing 18 if it has been less than a year since enrollment in the ADN (RN) program. If there is a gap of more than a year in enrollment in the ADN (RN) program, Nursing 18 will be required.
PROGRESSION POLICY: VN PROGRAM

If a student earns less than a “C” grade in any course required for the VN program (Nursing 51, 52, 60, 61, 62, 63, 70 or 71), the student will be ineligible to continue in the VN program and must reapply to VN program and complete a Petition for Readmission. Readmission will be granted on a space available basis according to the Eligibility for Readmission/Transfer/Advanced Placement Candidate policy.
SECTION VII:
ADVANCED
PLACEMENT/
TRANSFER/
30-UNIT OPTION
HISTORY OF FAILING GRADES

1. ADN (RN) program: Students who have earned a grade of “C-” or less in any nursing program (VN or ADN) are ineligible for admission to the RCC School of Nursing ADN (RN) program, unless the course is repeated and a “C” grade or better earned, or the student follows the ADN (RN) → VN → ADN (RN) policy.

2. VN program: A student who has earned a grade of “C-” or less in a VN program is ineligible for admission to the RCC School of Nursing VN program unless the course is repeated at another college and a “C” grade or better is earned.

3. Students who have earned a grade of “C-” or less in any nursing theory course more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit an application to the School of Nursing, with documentation, to the Nursing Enrollment Committee for an exception to this policy.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) NURSING COURSE CHALLENGE POLICY

All ADN (RN) courses may be challenged in accordance with RCC challenge policy (Petition for Credit By Examination through Admissions and Records department). The review of education and experience will be completed by semester level faculty and the Nursing Enrollment Committee. The individualized testing procedure will be determined by the level faculty. The testing procedure shall include successful theory performance on the semester final exam as well as demonstrated competence of selected clinical skills.

The policy for LVN Advanced Placement Examination covering the first year is outlined in the ADN (RN) Advanced Placement/Transfer/30-Unit Option Information Sheet.

A student seeking enrollment into the ADN (RN) program, who has analogous educational experience, may be granted the opportunity to challenge specific nursing coursework as it relates to their respective educational/experiential background (i.e., Certified Nursing Assistants, Licensed Vocational Nurses, Licensed Psychiatric Technicians, and Military Corpsman).

1. Each transfer applicant will be evaluated on an individual basis.

2. Testing to demonstrate theory/clinical competency may be required. In this event, the student will receive an outline/checklist of the student learning outcomes to be tested.

3. All prerequisite coursework identified in the RCC College Catalog must be completed within GPA requirements before transfer credit will be considered.

4. A minimum grade of “C” will be required in all nursing coursework in order to be considered for transfer credit.

Revised: 8/15/96; 1/98; 1/11/02; 12/17/02; 5/05; 6/07; 1/09; 6/12
Reviewed: 10/03; 7/13

POL/PRO:7/13
RNPOL/PRO:16771:7/13
General Information
The Associate Degree Nursing Program (ADN) is approved by the California Board of Registered Nursing (BRN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Contact information for the California BRN is P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350. Contact information for the ACEN is 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 or call (404) 975-5020.

Each Spring and Fall, Advanced Placement/Transfer/30-Unit-Option students are accepted into the program as space permits. Advanced Placement/Transfer is defined as entering the program at a level beyond the first semester. Applicants who may qualify for this option include LVNs and students with successful experience in an Associate Degree Nursing Program (RN) or Vocational Nursing Program.

An LVN to ADN Flexible (FLEX) Program is an alternate pathway within the School of Nursing. This program is identical to the traditional program, but offers the lectures in video-streamed format that may be accessed from any computer with internet capability. Applicants may apply to both the traditional and/or flexible programs. Preference is given to LVNs who work in community partner facilities and/or meet grant specific requirements. For information on the next FLEX program cohort, please contact the School of Nursing office.

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8405 or on our website. You may also contact RCC Counseling at (951) 222-8440.

Application to the School of Nursing
Students applying to the School of Nursing must have all eligibility and prerequisite requirements as listed on the RCC “ADN (RN) Information Sheet;” however, the minimum GPA in the science prerequisite courses is 2.3. General education courses are encouraged to be completed prior to program entrance. The applicant is responsible for ensuring that ALL official up-to-date transcripts and other necessary documentation have been received by Riverside City College at the time of application.

1. All advanced placement/transfer students are required to complete Nursing 18 prior to entry into the ADN (RN) Program. The LVN 30-unit-option candidate is exempt from the Nursing 18 requirement. However, enrollment in Nursing 18 is highly recommended.

2. In addition:
   a. Equivalent education/experience in nursing and/or health related programs will be evaluated.
   b. LVNs must attach a copy of current LVN license to the application.
   c. Students transferring from another nursing program must submit the following with the application:
      i. Official up-to-date (within 90 days) from prior nursing program.
      ii. Course outlines and syllabi from completed nursing courses.
      iii. Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment and Evaluations Specialist.
      iv. Personal letter describing reasons for wanting to transfer to this program.

3. Congruent with BRN Policy, if all requirements for the associate degree have been completed, LVN applicants for advanced placement in the ADN (RN) Program are ineligible for the 30-unit-option. These individuals must be admitted as candidates for the Associate Degree in Nursing and must therefore, progress through the program as such.
4. Admission will be denied to an applicant who earned a grade of “C-” or less in a nursing program at another college. However, students who have earned a grade of “C-” or less in any nursing program more than 10 years ago, and have since demonstrated a satisfactory academic record, may submit an application to the School of Nursing to the Nursing Enrollment Committee for an exception to this policy.

5. Foreign transcripts must have a “Detailed Evaluation,” and be submitted by the application deadline. Information can be obtained from the Counseling Office.

6. Students with prerequisite courses in progress must turn in a grade verification form to the School of Nursing office as soon as the final grade is available.

7. Students must have applied to the college prior to making application to the ADN (RN) program.

8. Meeting minimum requirements of the program does not guarantee admission into the program.

Application Filing Period
SPRING SEMESTER – Application filing period between first business day of September to first business day of October.

FALL SEMESTER – Application filing period between first business day of January to first business day of February.

Applications may be obtained at the School of Nursing website during the application filing periods. Applications must be submitted electronically to nursing@rcc.edu. Please verify current application filing period dates with Counseling Department or School of Nursing Office at (951) 222-8405.

PETITIONING STUDENTS: (Students applying to repeat a course or for transfer): Year round

Requirements for Eligibility and Prerequisite Courses:
1. RCC application on file and eligibility to attend RCC.

2. Cumulative GPA of at least 2.0 in all work attempted at RCC and a cumulative GPA of not less than 2.0, which includes all accredited college units attempted.

3. Minimum GPA of at least 2.5 in all general education courses required for completion of an Associate Degree in Nursing.

4. Chemistry: Verification of one year of high school chemistry with a lab, AND satisfactory score on RCC Chemistry Diagnostic Exam OR score of 3, 4 or 5 on AP Chemistry Exam OR one semester of college chemistry with a grade of “C-” or better. (RCC’s Chemistry 1A or 2A fulfills this requirement.) Students who have already completed Microbiology prior to Fall 2005 may waive the RCC Chemistry Diagnostic Exam requirement ONLY. ADN (RN) and Advanced Placement applicants must submit official up-to-date high school transcripts by the application deadline to verify completion of Chemistry. High School transcripts are not required if Chemistry has been completed at college level. However, proof of high school graduation or equivalent (G.E.D., High School Proficiency Examination, Associate Degree, or Bachelor’s Degree) is required of all applicants to the VN and 30-Unit-Option program. Diplomas are not accepted.
5. **Prerequisite Courses (17.5 units):**
   a. Minimum GPA of 2.3 in the following science prerequisite courses:
      * Anatomy & Physiology 2A (4 units)
      * Anatomy & Physiology 2B (4 units)
      * Microbiology 1 (4 units)
   b. Completion of Psychology 9 (3 units, Birth to Death) with a grade of “C” or better. Advanced Placement students must complete Psychology 9 prior to entrance into the program.
   c. Nursing 18 (2.5 units) is required for all advanced placement/transfer students with the exception of 30-unit-option students. All ADN (RN) nursing courses may be challenged in accordance with “ADN (RN) Nursing Course Challenge” policy.

**Anatomy and Physiology Requirement**
Riverside City College encourages students to complete the entire series of Anatomy and Physiology at one school. This is due to the concern of possible missing components in curriculum when completed at separate colleges. Nursing applicants that have taken Anatomy and Physiology at two separate colleges are required to receive approval for these courses by requesting a “Course Equivalency” form from the Counseling or Evaluations Departments.

**Selection Procedure**
Available enrollment spaces are randomly selected from fully qualified applicants. Riverside City College reserves the right to designate a certain number of spaces for contract agreements and/or meet requirements of grant designated outcomes.

**Advanced Placement Prioritization:**
- 1st Priority – All requirements complete at time of application
- 2nd Priority – GE or Pre-Req Course(s) in progress and will be completed by end of term
- 3rd Priority – Document(s) submitted late (LVN license, transcripts, etc.)
- 4th Priority – Coursework not complete or IP, or documents not received

In addition, priority will be given to LVNs:
   a. who are employed by community partners.
   b. from minority/disadvantaged/under-represented populations in nursing.
   c. working LVNs.
   d. who hold a CNA Certificate.

Applicants with a regionally accredited Bachelor’s degree from the U.S.A. will be waived from completing the 6 general education courses, but must have taken the science prerequisites, satisfy the Psych 9 requirement, and have taken courses in English Composition, Communication and Sociology/Cultural Anthropology.

If a student is not offered a space in the program, a new application is necessary for the following semester. The School of Nursing has no wait list.

**Advanced Placement Exam Information:**
1. The Advanced Placement Exam is provided to comply with BRN Rules and Regulations, Section 2786.6, Regulation Concerning Credit. It is offered twice a year. Please check with the School of Nursing for specific dates.
2. The minimum passing score is established by the School of Nursing. No rounding of scores will occur, per program policy.
3. For study purposes, information will be available in Nursing 18.
4. Should the LVN accept advanced placement in Nursing 21, the student is responsible for all knowledge and skills from previous semester(s) of the RCC AND (RN) program.

5. If a passing score is earned on the Advanced Placement Exam, the LVN is eligible for acceptance to Nursing 21, pending space available and completion of minimum requirements for eligibility. Upon successful completion of Nursing 21, the grade earned on the Placement Exam will be recorded on the official transcript as the grade for Nursing 11, 12 and 13, per “RCC Credit by Examination Policy.” The student may select a grade of credit or a letter grade will be assigned according to criteria established by the School of Nursing.

6. The Advanced Placement Exam must be paid for at RCC Cashier’s office 3 weeks prior to the exam. You must show proof of payment in order to be eligible to take the exam.

7. Students applying for Advanced Placement have 2 attempts to pass the Advanced Placement Exam. If the student does not pass after the second attempt, the student must apply for Nursing 11 in the AND (RN) program.

8. Students must provide proof of licensure as a LVN in order to be eligible to take the exam.

**Transcript Requirements**

Transcripts are “Official” when they are sent directly to RCC from the sending institution, or are hand-delivered by the student in a sealed envelope from the sending institution. **Copies of transcripts/diplomas not accepted.**

Transcripts are “Up-to-date” when they are received by RCC no more than 90 days after the sending institution issued them, as verified by the date that the institution stamps on the transcript. If you need to request an official copy of your transcripts from other colleges previously attended, a Transcript Request form is available in the Transfer Career Center. Transcripts that are not official and not up-to-date will be returned to the student, and will lower priority status if the official transcript is not submitted by the deadline. Please be aware that your transcripts will be purged after one year if you have never been enrolled at RCC, or if you have not been an RCC student for four years.

*Additional General Education Requirements (19 units)*

The following general education courses are not required for admission to the RN Program; rather, they are required for the completion of the Associate in Science Degree in Nursing. Most students complete these requirements before entering the RN Program due to the rigorous nursing student course load. Students who intend to continue at CSU or UC for their BSN should clarify the general education/graduation requirements with the Nursing Educational Advisor (951) 222-8366.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition: <strong>English 1A</strong></td>
<td>4</td>
</tr>
<tr>
<td>American Institutions: <strong>(History 6, 7, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 5)</strong></td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences: <strong>(Sociology 1 or Anthropology 2)</strong></td>
<td>3</td>
</tr>
<tr>
<td>Communication and Analytical Thinking: <strong>(Communication 1 or 9 plus one of the following: CIS 1A-30; English 1B; Math 1-49; Philosophy 11; Philosophy/Math 32)</strong></td>
<td>6</td>
</tr>
<tr>
<td>Humanities: <strong>(See RCC catalog)</strong></td>
<td>3</td>
</tr>
<tr>
<td>Competency: In order to graduate, students must demonstrate competence in mathematics, reading, and English</td>
<td>0-5</td>
</tr>
</tbody>
</table>

*Additional General Education Requirements does not apply to 30-unit-option students.

**Please see college catalog for most current information.

**NOTE:** A grade of “C” or better is required in all courses used to fulfill requirements for the Associate Degree in Nursing.
Required Nursing Courses

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Units</th>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 18</td>
<td>2.5</td>
<td>Nursing 21</td>
<td>9</td>
<td>Nursing 22</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing 21A</td>
<td>0.5</td>
<td>Nursing 22A</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Registered Nursing Non-Degree 30-Unit-Option Program for LVNs

1. This option complies with the California Board of Registered Nursing Policy (Section 1429 of BRN Rules and Regulations).

2. Candidates interested in the LVN 30-Unit-Option must complete the minimum requirements for eligibility as listed below:
   a. Minimum GPA of 2.3 in the following science prerequisite courses:
      Anatomy and Physiology 2A 4 units
      Anatomy and Physiology 2B 4 units
      Microbiology 1 4 units
      12 units
   b. Provide copy of California LVN license.
   c. Submit Nursing application online during the application period (January and September).
   d. Submit official transcripts (high school or equivalent and college) to the Admissions and Records or Counseling Departments by the application deadline.
   e. Have a cumulative GPA of 2.0 or higher in all college work attempted.

3. Candidates meeting the above criteria will be accepted into the second year of the Registered Nursing Program, pending space availability. The Nursing Enrollment Committee has designated up to 10% of available spaces in Nursing 21 for the LVN 30-Unit-Option students each semester.

4. 30-Unit-Option Program:
   Prerequisite Courses 12.0 units
   Nursing 21 - Acute and Chronic Illness II/Mental Health Specialty 9.0 units
   Nursing 22 - Integrated Care Across the Life Span 9.0 units
   30.0 units

5. Not Required
   a. Advanced Placement Exam
   b. Chemistry
   c. Psychology 9
   d. General Education/Graduation Requirements
   e. Nursing 21A, 22A
   f. Nursing 18

6. The LVN 30-Unit-Option non-degree RN Program does not lead to an Associate Degree in Nursing. This non-graduate status entitles the candidate to take the NCLEX-RN for licensure as a registered nurse only in the State of California. This permanent non-graduate status may hinder employment and further educational opportunities and may prohibit endorsement as a registered nurse in other states.

Recommended Electives During Program

It is highly recommended that all nursing students enroll in a Nursing Learning Lab (B and/or C course) each semester. These electives provide opportunities for additional self-paced practice and mastery of nursing skills. Instructional guidance and computer assisted materials which support semester student learning outcomes are also available.
Expenses (per year)

1. Students pay Health Services Fees ($25), parking ($100), Student Services Fees ($10) and tuition ($46) per unit each semester. The cost is approximately $3,300 for two semesters.

2. Students furnish their own uniforms. The cost is approximately $250.

3. The costs of nursing books and supplies are approximately $1,300.

4. Physical examination/lab work costs are approximately $250.

5. Background checks/CPR costs approximately $200.

6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

7. Students are required to purchase the ATI RN Comprehensive Assessment Review Program for use during the program. Estimated cost is $300.

When planning expenses, students should be aware they may have to limit their hours of employment due to extensive ADN (RN) program requirements. Scholarships and grants are available to those students who qualify.

Health Examination and CPR Certification
Students will be admitted to the program pending submission of a CPR card (American Heart Association BLS Healthcare Provider Course) valid for 2 years, and a completed health examination form with clearance permitting unrestricted functional activities essential to nursing practice in accordance with the American with Disabilities Act (1990). Health Exam and CPR Certification are not required at the time of application.

Background Check/Drug Screen
All new and readmitting students are required to demonstrate a clear background check and drug screen prior to enrollment in clinical courses. See “Background Check/Drug Screen” policy for further details. The background check requires that students be able to provide a valid social security number. The process for obtaining the background check is available in the School of Nursing office.

California Board of Registered Nursing Legal Limitation of Licensure: Misdemeanors/Felony Notification
Graduates of the Associate Degree Program are eligible to apply for the NCLEX-RN for licensure. This requires that applicants submit fingerprints and report any prior conviction of any offense other than minor traffic violations. Failure to report such convictions can be grounds for denial of licensure. The Board of Registered Nursing investigates convictions by obtaining information on the underlying facts of the case, dates and disposition of the case, and subsequent rehabilitation.

Questions pertaining to the legal limitations of licensure for such convictions should be addressed by the student to the Board of Registered Nursing prior to beginning the Associate Degree Program: Board of Registered Nursing, California is P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350; website: www.rn.ca.gov.

Citizenship and Immigration Status Verification Required for VN/RN Licensure
The Federal Personal Responsibility and Work Opportunity Reconciliation Act require government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.
Disclosure of Social Security Number

Disclosure of one’s social security number is mandatory for licensure by the BRN in accordance with Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA 405 (c)(2)(C)).

The Riverside Community College District Board of Trustees has adopted policies and procedures and has endorsed practices which provide for the District and its employees and students to be in compliance with all the applicable laws relating to prohibition of discrimination on the basis of gender, age, race, color, national origin, religion, disability or sexual orientation.

Fingerprint Requirement

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and the FBI.
1. Counseling is provided to students interested in the 30-unit-option. The counseling includes the admission process, course requirements, the advantages/disadvantages of this route to licensure, and that high school graduation or equivalent is required in order to take the NCLEX-RN.

2. Written information about this option is included in the Advanced Placement/Transfer/30-Unit-Option Information Sheet.

ADMISSION REQUIREMENTS
1. The applicant for this option is not required to meet university or college admission requirements.

2. The applicant for this option must be licensed, either active or inactive, as a Vocational Nurse in California; or a program, at its discretion, may admit a VN program graduate waiting to take the first NCLEX-PN. Continuation in the RN program is contingent upon passing the NCLEX-PN.

3. Thirty-unit-option students must adhere to all additional non-academic program requirements (i.e. CPR, health checks, background checks, drug screen).

4. LVN 30-unit-option applicants are exempt from the requirement to submit a letter of recommendation from the director of the prior nursing program.

CURRICULUM
1. The required courses include microbiology, anatomy and physiology, and nursing, and do not exceed 30 semester units.

2. Credit is given for any previously completed required course, regardless of date the course was taken.

3. Prerequisites to microbiology or anatomy and physiology are not required.

4. Nursing theory content includes nursing intervention in acute, preventive, remedial, supportive, rehabilitative and teaching aspects of nursing, as well as leadership and management.

5. Clinical practice, with concurrent theory, is required in and is limited to advanced med/surg, geriatrics, and psych/mental health. A minimum of 30 clinical hours is required in each of these areas.

6. Students are not required to provide care to OB and pediatric patients.

7. Nursing 18, 21A & 22A are not required of 30-unit-option students.

8. High School diploma, GED or equivalent as specified by the BRN is required.

9. Students admitted to Nursing 21 as LVN 30-unit-option cannot be required to have a high school diploma or equivalent for admission. However, in order to be eligible for NCLEX-RN, this requirement must have been met.

10. Thirty-unit-option students are not required to take the Advanced Placement Exam and are placed in Nursing 21 of the ADN (RN) Program, pending space available.

Pertinent Statutes and Regulations
1. Business and Professions Code, Chapter 6. Nursing: 2736.6 & 2786.6

2. California Code of Regulations, Title 16, Division 14, Board of Registered Nursing: 1429

Revised: 5/13, 7/13

POL/PRO:7/13
RNPOL/PRO:16775:7/13
CREDIT FOR CALIFORNIA LICENSED PSYCHIATRIC TECHNICIANS

Applicants for admission to the Associate Degree or Vocational Nursing Program who hold a current California license as a psychiatric technician are granted the following credit:

1. ADN (RN) Program: Student may receive credit for the Psychiatric/Mental Health component of Nursing 21 in accordance with the *ADN (RN) Course Challenge Policy*.

2. VN Program: Anatomy and Physiology, Nursing 63 (Intermediate Concepts of Vocational Nursing – Mental Health), and Psychology 9.
Medical corpsmen of the armed services applying for Advanced Placement will be evaluated individually by the Dean, School of Nursing, the Assistant Department Chair, and the Nursing Enrollment Committee, as appropriate, according to documentation of prior education and clinical experience.

Other personnel such as EMT, CMA, or CNA, upon verification of previous training, may be exempt from certain segments of an individual nursing course.
SECTION III: ENROLLMENT FORMS
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VOCATIONAL NURSING PROGRAM COMPLETION CONTRACT

The following contract will be included in the letter of acceptance to program. The student’s signature will be required prior to enrollment.

Student: ________________________
Student ID #: ________________________
Date:  ________________________

My signature below indicates that I understand I will be required to complete the Vocational Nursing Program prior to enrolling in the ADN (RN) Nursing Program. This requirement will be in effect if I am offered and I accept a space in the VN Program,

_________________________
Semester/Year

_________________________
Student Signature/Date
REQUEST FOR CREDIT FOR DIPLOMA NURSING SCHOOL GRADUATE

Student Name:____________________________________  Student Number:_______

Student Address:________________________________________________________________
______________________________________________________________________________

Phone Number:_____________________________

I hereby request 30 units of credit for nursing education completed at the diploma school of
nursing listed below:

School Name:__________________________________________________________________

School Address:________________________________________________________________
______________________________________________________________________________

Student Signature:_____________________________ Date:__________________________

FOR OFFICE USE ONLY

California RN License Number:_____________________________ Date:______________

Number of Units Completed at RCC:______________________________________________

Approved by the Dean of Admissions:___________________________ Date:_____________

Entered on Student Permanent Record:_____________________________ Date:____________

Admission Official’s Signature:_________________________________ Date:_____________
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PHYSICIAN’S CLEARANCE DURING PREGNANCY

To: _______________________________ Date: _______________________

___________________________________, a nursing student at Riverside City College, is under my care during her pregnancy. Her expected date of delivery is ______________________. This student has my approval to participate in all functional activities essential to nursing practice without any limitation until ______________________ (date).

Physician’s Signature: _______________________________

Physician’s Printed Name: _______________________________

Address: ____________________________________________

Phone: ( ) _________________________________

Reviewed: 8/18/96
Revised: 8/96; 11/12/96; 3/97; 8/98; 1/02; 1/07; 8/09

POL/PRO:7/13
RN:9784:7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

CONSEQUENCES OF 30-UNIT OPTION

The LVN 30-unit-option, non-degree RN program does **not** lead to an Associate in Science Degree. This non-graduate status entitles the candidate to take the NCLEX-RN for licensure as a registered nurse only in the State of California. This permanent non-graduate status may hinder employment and further educational opportunities and may prohibit endorsement as a registered nurse in other states. If you wish to discuss this option, please attend a Pre-Nursing Information Workshop. Call (951) 222-8405 for a listing of Pre-Nursing Information Workshop dates.

Additional information concerning the LVN 30-Unit Option is available from the California Board of Registered Nursing (BRN), P.O. Box 944210, Sacramento, CA 94244-2100, (916) 322-3350.

My signature below signifies I understand the consequences of completing the Riverside City College ADN (RN) Nursing Program as a 30-unit option candidate.

____________________________________________________________________________________
Student Print Name

____________________________________________________________________________________
Student Signature                Date
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

CONTRACT FOR LVNs TAKING THE ADVANCED PLACEMENT EXAM
FOR ADVANCED PLACEMENT

1. The Advanced Placement Exam is provided to comply with Board of Registered Nursing Rules and Regulations, Section 2786.6, Regulation Concerning credit for completed coursework.

2. The minimum passing score is 75%.

3. Should the LVN accept advanced placement in Nursing 21, s/he is responsible for all knowledge and skills from previous semester(s) of the RCC ADN (RN) Program.

4. If a passing score is earned on the Advanced Placement Exam, the LVN graduate is eligible for acceptance to Nursing 21, pending space available and completion of minimum requirements for eligibility. Upon successful completion of Nursing 21, the grade earned on the Advanced Placement Exam will be recorded on the official transcript as the grade for Nursing 11, 12 and 13, per RCC Credit by Examination Policy. Grades will be assigned as follows:

   90 - 100%    A
   80 - 89%     B
   75 - 79%    Credit

5. If less than 75% is earned on the Advanced Placement Exam, the LVN is eligible to retake the exam (one time only). If the LVN does not pass the Advanced Placement Exam on his/her second attempt, the LVN is not eligible for advanced placement and must apply the ADN (RN) program as a traditional student.

My signature below indicates that I have read, understand, and agree to this contract.

__________________________________________________________ ____________________________ __________________
Name (Print)    Signature/Date    Student ID or SSN #

Address:_______________________________________ Phone Number:_________________

NOTE: The Advanced Placement Exam is not required 30-Unit Option students or for completion of the RCC VN Program.

Revised: 7/17/96; 11/12/96, 10/28/97; 7/12/00; 12/01; 1/02; 4/02; 6/02; 7/04; 9/04; 8/06; 9/06; 3/07; 8/09; 6/12; 7/13

POL/PRO:7/13
RN:4491:7/13
Riverside Community College District

STUDENT REQUEST FOR CREDIT-BY-EXAM

TO STUDENT: Please read the reverse side of this form to be sure you meet the requirements for Credit-by-Examination before submitting your petition.

SS #:__________________________________
___________________________________________________________________________
__________________________________
LAST FIRST M.I. STUDENT I.D. NUMBER
________________________________________________________________________________________________________
STREET CITY STATE ZIP
(_____) ____________________
PHONE NUMBER
I wish to apply for Credit-by-Examination in the following course: I am currently enrolled in_____ units.

________________________________________
CAMPUS (RIVERSIDE, MORENO VALLEY, NORCO) COURSE NUMBER UNITS

I expect to complete the examination and receive credit during: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20___

My request is based on a previous course(s), work experience, or independent study as follows:
_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________

_____________________________ ________________________________________________________________
DATE STUDENT’S SIGNATURE

FOR OFFICE USE ONLY

DEPARTMENT ACTION TAKEN: ☐ Approved Campus_____ ☐ Not Approve

DEPT. CHAIR’S SIGNATURE

TERM FOR CREDIT-BY-EXAMINATION

ADMISSIONS ACTION TAKEN:
_____ 12.00 Units Completed at RCC ☐ Meets Criteria/Approved ☐ Does Not Meet Criteria/Disapproved
_____ 2.00 or above GPA ☐ Fee Paid
_____ Currently Enrolled in Semester ☐ ID Checked

DATE ADMISSIONS AND RECORDS AND/OR STUDENT SERVICE SPECIALIST

DEPARTMENT ACTION TAKEN:
Term for Credit-by-Exam:______________________________ Grade Received:____________

DATE INSTRUCTOR’S SIGNATURE DATE DEPARTMENT CHAIR’S SIGNATURE

You must return this form no later than the date final grades are due.

ADMISSIONS ACTION TAKEN:
☐ Student Notified ☐ Grade Entered to Academic History Initials:____________

117194, 01/10

POL/PR0:7/13