RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NURSING ENROLLMENT
POLICY AND PROCEDURE MANUAL

2019 - 2020
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SECTION I: APPLICATIONS
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NURSING ENROLLMENT COMMITTEE

Structure:

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

Ex officio Members:

Director, Human Resources and Employee Relations
Dean, Admissions and Records

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, revise, 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 ACEN, and legislative 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; 7/14; 6/18
Reviewed: 6/12
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)
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:

Basic Correctional Deputy Academy
Cosmetology
Culinary Arts
Dental Assisting
Dental Hygiene
Emergency Medical Services: EMT and Paramedic
Esthetician
Firefighter Academy
Ford ASSET
Nursing – Registered and Vocational
Physicians Assistant
Peace Officer Academy
Community for Academic Progress
For further information on these programs, contact the program directly, or visit our website at: http://www.rccd.edu/services/careertech/Pages/CareerTechPrograms.aspx.
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)
Revised: July 29, 2013
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT 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 on an individual basis upon approval by the Dean and/or Nursing Enrollment Committee.

Revised: 5/24/96; 6/13/96; 1/10/02; 10/03; 11/03; 12/04; 5/05; 6/07; 8/07; 1/09; 1/11; 7/13; 7/14; 6/18
Reviewed: 6/12
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT 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 on an individual basis upon approval by the Dean and/or Nursing Enrollment Committee.

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.
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.

Revised: 5/24/96; 1/10/02; 10/03; 11/03; 12/04; 1/09; 1/11
Reviewed: 6/12; 7/13
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. RCC Extenuating Circumstance Petition (ECP), 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.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

DEFERRED ENROLLMENT SIGNATURE FORM

I understand that according to the RCC School of Nursing Deferred Enrollment 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

Rev. 6/18
SECTION II: ADMISSIONS
TRADITIONAL 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 traditional and ADN/BSN Concurrent Enrollment Program (CEP) candidates are accepted into the ADN (RN) program. Those applicants who are not accepted must reapply the following semester. For information on requirements for the ADN/BSN CEP, please see the ADN/BSN Concurrent Enrollment Program Information Sheet and Packet.

For more information and a listing of Pre-Nursing Workshops, contact us at (951) 222-8407 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 between first business day of July to first business day of August.

FALL SEMESTER - Application filing period between first business day of November to first business day of December.

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) 222-8407.

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 a 3, 4 or 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.) Traditional ADN (RN) program applicants must submit College Board transcripts by the application deadline to verify completion of AP Chemistry, if indicated.
5. Prerequisite Courses (15 units):
   a. Minimum GPA of 2.5 in the following science prerequisite courses:
      * Biology 50A (4 units)
      * Biology 50B (4 units)
      * Biology 55 (4 units)
   b. Completion of Psychology 9 (3 units, Birth to Death) with a grade of “C” or better.
6. The Test for Essential Academic Skills (ATI TEAS) is required for all applicants to the ADN (RN) program. Please see RCC SON TEAS Test policy in the Enrollment Handbook for detailed information.

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 multicriteria factors and random selection (note attached Enrollment Criteria for 1st Semester ADN 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 ATI Test for Essential Academic Skills (TEAS) prior to program enrollment. Please see RCC SON TEAS Test policy in the Enrollment Handbook for detailed information.

For specific information regarding the SON selection criteria, please see in the Nursing Enrollment Committee Policy and Procedure Manual.

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.
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 (20 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 or 1AH 4
___ American Institutions: (History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1 or 1H or 5) 3
___ Social and Behavioral Sciences: (Sociology 1 or Anthropology 2) 3
___ Communication and Analytical Thinking: (Communication 1 or 9 plus Math 12) 7
___ Humanities: (see RCC catalog) 3
Competency: 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.

<table>
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<th>Required Nursing Courses (39 units)</th>
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<td>Nursing 14</td>
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Expenses (per year)

1. Students pay Health Services Fees ($25), parking ($125), Student Services Fees ($30) 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 $2,700 for two years.
4. Physical examination/lab work costs are approximately $98 - $600.
5. Background checks/CPR costs approximately $220.
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 standardized testing package for use during the program. Estimated cost is $580.
When planning expenses, students should be aware they may have to limit their hours of employment due to extensive ADN 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](http://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/Tax ID Number**

Disclosure of one’s social security number or tax ID 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)).

**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.

*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.*
## Enrollment Criteria for 1st Semester ADN (RN) Students (For Students Applying in November 2019)

<table>
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<th>MAXIMUM POINTS FOR THE CATEGORY</th>
<th>POINT DISTRIBUTION</th>
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<tr>
<td>1  Academic degrees from regionally accredited program.</td>
<td>5 points</td>
<td>BS/BA 5 points</td>
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| 2  Grade point average in relevant course work.                          | 49 points                         | a. Minimum 2.5 GPA in anatomy, physiology, and microbiology.  
|                                            |                                  | GPA = 4.0 35 points 
|                                            |                                  | GPA = 3.5 30 points 
|                                            |                                  | GPA = 3.0 25 points 
|                                            |                                  | GPA = 2.5 20 points 
|                                            |                                  | b. Minimum 2.5 GPA in all remaining general education courses required for graduation.  
|                                            |                                  | GPA = 4.0 14 points 
|                                            |                                  | GPA = 3.5 12 points 
|                                            |                                  | GPA = 3.0 10 points 
|                                            |                                  | GPA = 2.5 8 points  
|                                            |                                  | 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.* |
| 3  Life experiences or special circumstances of an applicant, including by not necessarily limited to, the following:  
| a. Disabilities                                                         | 2 points                          | Two points total for life experiences |
| b. Low family income                                                    |                                  |                                  |
| c. First generation of family to attend college                         |                                  |                                  |
| d. Need to work                                                         |                                  |                                  |
| e. Disadvantages social or educational environment                      |                                  |                                  |
| f. Difficult personal and family situations or circumstances            |                                  |                                  |
| g. Refugee                                                             |                                  |                                  |
| 4  Veteran                                                               | 5 points                          | Five points for veterans who are active or discharged in good standing. Proof will be verified through Veterans Services. |
| 5  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. | 2 points                          | Two points total for language proficiency. |
| 6  Assessment/readiness test results.                                    | 30 points                         | The points assigned are dependent upon the test cut score. For ATI TEAS:  
|                                            |                                  | 90 to 100 = 30 points  
|                                            |                                  | 78 to 89 = 25 points    
|                                            |                                  | 71 to 77 = 20 points    
|                                            |                                  | 62 to 70 = 15 points    |
| 7 | Recent work or volunteer experience with direct human patient care within the past 5 years. Must have verification from human resources or employer verifying the number of hours worked and job title. All must be submitted by the student by the application deadline. | 7 | Licensed VN, Paramedic, Respiratory Therapists; documented medical military experience, (all with work experience ≥ 1000 hours) = 5 points.  
OR  
CNA or EMT (all with work experience ≥ 1000 hours) = 3 points.  
OR  
Clinical Care Extender or other program of volunteer activity ≥ 200 hours with direct human patient care contact = 1 point  
AND  
NXN-84 Prepare for Success in Nursing School with a “Pass” or better = 2 points.  
OR  
NRN-93 Dosage Calculations for Medical Professionals with a “B” or better = 2 points. |

* 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).
VOCATIONAL NURSING (VN) INFORMATION SHEET

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) 222-8407 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 web site 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) 222-8407.

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. Biology 45 or Biology 50A and 50B or equivalent.
   b. Nursing 55A/B
   c. Psychology 9

6. **CNA certificate**
   a. An Active CNA certificate is required at the time of application for all VN Program applicants.
   b. Students admitted to the VN Program must maintain and keep their CNA certificate Active and verifiable throughout the program.
   c. Please see the RCC Nursing Assistant Information Sheet for information.

**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**
Selection for the VN program is decided by random selection of qualified applicants. RCC reserves the right to designate a certain number of spaces for contract agreements and/or to meet 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.

For more information on the selection procedure, please see **Selection Procedure** in the Enrollment Manual.

**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.
Required Nursing Courses (51 units)

<table>
<thead>
<tr>
<th>Spring</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>3</td>
<td>Nursing 52</td>
</tr>
<tr>
<td>10</td>
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<td>Nursing 55A/B</td>
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<td>10.5 units</td>
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<tr>
<td></td>
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<td>11 units</td>
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<table>
<thead>
<tr>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 62</td>
<td>12</td>
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<tr>
<td>12</td>
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<td>Nursing 63</td>
<td>3</td>
</tr>
<tr>
<td>15 units</td>
<td></td>
</tr>
</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 ($30) 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 $1,700 for year.

4. Physical examination/lab work costs are approximately $98 - $600.

5. Background checks/CPR costs approximately $220.

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 Kaplan Test Prep review program for use during the program. Estimated cost is $400.00.

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.
California Board of Vocational Nursing and Psychiatric Technicians:

Legal Limitation of Licensure (BVNPT)
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/Tax ID Number

If you fail to disclose your social security number or tax ID number, your application for initial or renewal license will not be processed.

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.

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 comply with all the applicable laws relating to prohibition of discrimination based on gender, age, race, color, national origin, religion, disability or sexual orientation.
First Semester:

- **Nursing 11: Foundations of Nursing Practice (9.5 units)**
  
  Nursing 11 focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating professional, legal, and ethical responsibilities of the nurse. The course addresses health promotion across the lifespan; introduces critical thinking applied to nursing; the nursing process; communication techniques used when interacting with patients and members of the interprofessional team; evidence-based nursing practice; and nursing informatics. Application of knowledge and skills occurs in the nursing skills laboratory, simulation lab, and a variety of clinical settings. (Seminar: 90 hours, Clinical: 243 hours)

- **Nursing 11A: Nursing Learning Laboratory (Required) (0.5 units)**
  
  An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. (27 hours laboratory, Pass/No Pass only.)

- **Nursing 11 B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**
  
  An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer- assisted instructional materials which support the student learning outcomes will be assigned. (B-54/C-108 hours laboratory, Pass/No Pass only.)

Second Semester:

- **Nursing 12: Chronic Illness/Acute Maternal-Child Specialty/Pathophysiology I/Pharmacology II (8 units)**
  
  Nursing 12 focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various chronic conditions and the childbearing and childrearing family. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required in chronic care and maternal/child settings. Application of knowledge and skills occurs in the nursing skills laboratory, simulation lab, and clinical settings. (Seminar: 72 hours, Clinical: 216 hours).
• **Nursing 12A: Nursing Learning Laboratory (Required) (0.5 units)**
   An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. (27 hours laboratory, Pass/No Pass only.)

• **Nursing 12B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C- 2 units)**
   An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. (B-54 hours/C-108 hours laboratory, Pass/No Pass only.)

**Third Semester (Intersession):**

• **Nursing 13: Acute and Chronic Illness I/Pathophysiology II/Pharmacology III (2.5 units)**
   Nursing 13 focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various acute and chronic conditions. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required in acute and chronic care settings. Application of knowledge and skills occurs in the nursing skills laboratory, simulation lab, and clinical settings. (Seminar: 18 hours, Clinical: 81 hours)

**Fourth Semester:**

• **Nursing 21: Acute Care and Chronic Illness II/Mental Health Specialty/Pathophysiology III/Pharmacology IV (9 units)**
   Nursing 21 focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various acute and chronic mental health conditions and acute medical/surgical conditions. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required in acute medical/surgical settings, and acute and chronic mental health care settings. Application of knowledge and skills occurs in the clinical skills lab, simulation lab, and clinical settings. (Seminar: 81 hours, Clinical: 243 hours).
• **Nursing 21A: Nursing Learning Laboratory (Required) (0.5 units)**

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. (27 hours laboratory, Pass/No Pass only.)

• **Nursing 21B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C- 2 units)**

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. (B-54 hours/C-108 hours laboratory, Pass/No Pass only.)

**Fifth Semester:**

• **Nursing 22: Integrated Care Across the Lifespan/Pathophysiology IV/Pharmacology V (9 units)**

Nursing 22 focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing complex alterations in health. Incorporates application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the professional nurse in various healthcare settings. Includes acquisition of nursing skills required to care for patients experiencing complex alterations in health. Application of knowledge and skills occurs in the clinical setting, simulation lab, and nursing skills lab. (Seminar: 72 hours, Clinical: 270 hours)

• **Nursing 22A: Nursing Learning Laboratory (Required) (0.5 units)**

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned (27 hours laboratory, Pass/No Pass only.)

• **Nursing 22B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned (B-54 hours/C- 108 hours laboratory, Pass/No Pass only.)
Other courses:

**For students who wish to put more time into self-paced practice in the Nursing Learning Laboratory, Nursing 7 (54 hours, 1 unit) or Nursing 8 (108 hours, 2 units) may be taken in addition to B and C courses. Nursing 6 (27 hours, 0.5 units) is available during Winter and Summer intersession for students who wish to review skills and knowledge in preparation for the upcoming semester.**

- **Nursing 18: Transition for Advanced Placement Students (2.5 units)**

  An introduction to the RCC Associate Degree Nursing Program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists advanced placement and transfer students with transition to the Associate Degree Nursing Program. (Seminar: 27 hours, Laboratory: 54 hours)

- **Nursing 93: Calculations for Healthcare Providers (1.0 unit)**

  This elective course is designed to help those who need further help with dosage calculation, and includes systems of measurement and principles of dosage calculation for the administration of medications and fluids.

- **NXN 78: Pharmacology in Nursing Practice (3 units)**

  Reviews the major classes of medications used in community-based settings that provide primary, secondary, and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration, and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Total of 54 hours lecture. Approved by the California Board of Registered Nursing for occupational education units. Provider number 00100.
First Semester:

• **Nursing 11: Foundations of Nursing Practice Across the Lifespan (8.5 units)**

  Nursing 11 focuses on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient population across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute care settings. Includes acquisition of nursing skills required in acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).

• **Nursing 11A: Nursing Learning Laboratory (Required) (0.5 units)**

  An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. (27 laboratory hours, Pass/No Pass only).

• **Nursing 11 B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**

  An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of foundational nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. (B-54/C-108 laboratory hours, Pass/No Pass only).

**Intersession:**

• **Nursing 14: Health Promotion and Wellness Across the Lifespan (3 units)**

  Nursing 14 focuses on health promotion and wellness for individuals and communities across the life span. Opportunities to explore the human quest for health; develop plans for health promotion, disease prevention and health teaching using theories that target the physiological, psychological, and sociocultural aspects of individuals and communities; identify and determine social determinants of health for diverse populations; design interventions for health promotion and prevention for self and others with diverse needs; evaluate the effectiveness of health promotion; encourage health promotion activities for self and individuals from diverse populations; and investigate approaches for promoting a healthier society. (54 lecture hours).
Second Semester:

- **Nursing 12: Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing (8.5 units)**
  
  Nursing 12 Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care for diverse patient populations which include childbearing families, chronically-ill children, and acute and chronically-ill adults. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic healthcare settings. Includes acquisition of nursing skills required in medical/surgical and maternal-child settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).

- **Nursing 12A: Nursing Learning Laboratory (Required) (0.5 units)**
  
  An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. (27 hours laboratory, Pass/No Pass only.)

- **Nursing 12B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**
  
  An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer assisted instructional materials which support the student learning outcomes, will be assigned. (B-54 hours/C-108 laboratory hours, Pass/No Pass only.)

Third Semester:

- **Nursing 21: Acute Medical-Surgical and Mental Health Nursing (8.5 units)**
  
  Nursing 21 focuses on concepts necessary for quality, safe, evidenced based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical and mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration / communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical settings and acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).
**Nursing 21A: Nursing Learning Laboratory (Required) (0.5 units)**

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. (27 hours laboratory, Pass/No Pass only).

**Nursing 21B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C- 2 units)**

An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. (B-54 hours/C-108 hours laboratory, Pass/No Pass only).

**Fourth Semester:**

**Nursing 22: Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics (8.5 units)**

Focus on concepts necessary for quality, safe, evidence based patient-centered nursing care for diverse patient populations experiencing complex alterations in health across the lifespan. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic health care settings. Includes acquisition of nursing skills required for patients experiencing complex health alterations across the lifespan. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. (81 lecture hours and 216 laboratory hours).

**Nursing 22A: Nursing Learning Laboratory (Required) (0.5 units)**

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students’ integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned (27 hours laboratory, Pass/No Pass only.)

**Nursing 22B/C: Nursing Learning Laboratory (Elective) (B-1 unit/C-2 units)**

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students’ integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned (B-54 hours/C- 108 hours laboratory, Pass/No Pass only.)
Other courses:

**For students who wish to put more time into self-paced practice in the Nursing Learning Laboratory, Nursing 7 (54 hours, 1 unit) or Nursing 8 (108 hours, 2 units) may be taken in addition to B and C courses. Nursing 6 (27 hours, 0.5 units) is available during Winter and Summer intersession for students who wish to review skills and knowledge in preparation for the upcoming semester.

- **Nursing 18: Transition for Advanced Placement Students (2.5 units)**
  
  An introduction to the RCC Associate Degree Nursing Program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists advanced placement and transfer students with transition to the Associate Degree Nursing Program. (27 lecture hours, 54 laboratory hours)

- **Nursing 93: Calculations for Healthcare Providers (1.0 unit)**
  
  This elective course is designed to help those who need further help with dosage calculation, and includes systems of measurement and principles of dosage calculation for the administration of medications and fluids.

- **NXN 78: Pharmacology in Nursing Practice (3 units)**
  
  Reviews the major classes of medications used in community-based settings that provide primary, secondary, and tertiary levels of healthcare. Focusing on the applications to clinical nursing practice, discusses the pharmacology, dosage administration, and adverse effects of these medications. Selected non-drug therapy as it relates to drug therapy is also reviewed. Total of 54 hours lecture. Approved by the California Board of Registered Nursing for occupational education units. Provider number 00100.
# CURRICULUM PATTERN: VOCATIONAL NURSING PROGRAM

## PREREQUISITES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<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 55A</td>
<td>Vocational Nursing Practice and Nutrition Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 55B</td>
<td>Principles of Pathophysiology</td>
<td>2</td>
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## FALL

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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-Nursing Process/Communication</td>
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## WINTER

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<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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<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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<td>Advanced Vocational Nursing Foundations-Role Transition</td>
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<td>Nursing 71</td>
<td>Advanced Concepts of Vocational Nursing-Medical/Surgical</td>
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Reviewed: 11/91; 1/02; 10/03; 5/05; 6/12; 1/13; 7/13; 7/16
Riverside City College
Program Map: **ADN Pre-Registered Nurse Pathway (1 Year)**

An Associate’s Degree in Nursing (ADN) provides a solid career foundation as a member of the healthcare team. A popular career path among working registered nurses (RNs), the ADN provides opportunities to work in entry-level registered nursing positions and can be used as a transfer pathway to obtaining a Bachelor’s of Science in nursing (BSN) degree.

### Sample Schedule

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<thead>
<tr>
<th>Intersession</th>
<th>Units</th>
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<tr>
<td>BIO-1 General Biology (B.2)</td>
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<tr>
<td>PSY-9 Developmental Psychology (E)</td>
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**Total** 7

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<th>Fall Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-1A English Composition (A.2)</td>
<td>4</td>
</tr>
<tr>
<td>MAT-12 Statistics (B.4)</td>
<td>4</td>
</tr>
<tr>
<td>BIO-50A Anatomy &amp; Physiology I (B.2)</td>
<td>4</td>
</tr>
<tr>
<td>COM-1 Public Speaking or COM-9 Interpersonal Comm. (A.1)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 15

<table>
<thead>
<tr>
<th>Intersession</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE-2A Introductory Chemistry * (B.1)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 4

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-50B Anatomy &amp; Physiology II (B.2)</td>
<td>4</td>
</tr>
<tr>
<td>BIO-55 Microbiology (B.2)</td>
<td>4</td>
</tr>
<tr>
<td>HIS-6 or HIS-7 Political and Social History of the US (C.2)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 15

<table>
<thead>
<tr>
<th>Intersession</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-1 Intro to Sociology or ANT-2 Cultural Anthropology (D)</td>
<td>3</td>
</tr>
<tr>
<td>HUM-10 World Religions or PHI-10 Intro to Philosophy (C.2)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 6

### Milestones

- Complete SEP with Nursing Counselor
- Attend a Pre-Nursing Information Workshop
- Complete FAFSA
- Apply to RCC ADN Program
- *Chemistry-2A: Or pass AP Chemistry test with a 3 or higher. Call 222-8440 for more information.*

---

**Potential Careers for:**

1. Staff nurse in acute care facilities
2. Home health nurse
3. Staff nurse/manager in a skilled nursing facility
4. Staff nurse/manager in an ambulatory clinic
5. Corporate or private sector nursing positions

---

**Good to know!**

If interested in obtaining a BSN degree, follow the CSU Registered Nursing Pathway.

According to PayScale.com, a career in the nursing profession has a median annual starting salary range of $57,182-$61,608 depending on the degree earned and the healthcare agency in which a nurse is employed. Certain healthcare agencies require a minimum of a BSN degree.
Riverside City College
Program Map: BSN Pre-Registered Nurse Pathway (2 years)

A bachelor’s of science in nursing (BSN) allows the learner to broaden their scope of practice and have a better understanding of the cultural, economic, and social issues that affect patients and influence health care delivery systems.

Sample Schedule (with CSU GE annotations)

<table>
<thead>
<tr>
<th>Session</th>
<th>Units</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-1</td>
<td>4</td>
<td>Attend a Pre-Nursing Information Workshop</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Complete SEP with Nursing Counselor</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>HUM-10</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHI-10</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO-50A</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSY-9</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG-1A</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Winter Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note the empty Winter intersession...you could speed up or spread out your courses during this time.</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>12</td>
<td>Complete FAFSA</td>
</tr>
<tr>
<td>BIO-50B</td>
<td>4</td>
<td>Select potential 4 year universities</td>
</tr>
<tr>
<td>ENG-1B</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MAT-12</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Summer Session</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHE-2A</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Fall Semester</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>MIC-1</td>
<td>4</td>
<td>Meet with Counselor for pre-graduation check</td>
</tr>
<tr>
<td>COM-1</td>
<td>3</td>
<td>Apply to 4 year universities, if not attending RCC ADN/CEP</td>
</tr>
<tr>
<td>POL-1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART-6</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Winter Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note the empty Winter intersession...you could speed up or spread out your courses during this time.</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>9</td>
<td>Apply to RCC Nursing Program</td>
</tr>
<tr>
<td>HIS-6 or HIS-7</td>
<td>3</td>
<td>Complete FAFSA</td>
</tr>
<tr>
<td>SOC-1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS-19</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

Good to know!

This pathway will meet the entrance requirements for all CSUs and most private BSN programs.

Potential Careers for:
1. Staff nurse in an acute care facility
2. Case manager
3. Team Leader/Charge nurse
4. Unit educator
5. Home health nurse
6. Clinical instructor

Some nursing positions in certain healthcare agencies require a minimum of a BSN degree. According to PayScale.com, a BSN has a median starting salary of $61,608 depending on the healthcare agency.

BLANK
Riverside City College
Program Map: Pre-Vocational Nursing Pathway (1 year)

The Licensed Vocational Nurse (LVN) is a foundational member of the healthcare team. The LVN has opportunities to work in entry level vocational nursing positions and can be a career pathway to obtaining an associate degree in registered nursing (ADN).

**Sample Schedule**

<table>
<thead>
<tr>
<th>Session</th>
<th>Units</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO-45 Survey of Human Anatomy and Physiology *</td>
<td>3</td>
<td>Attend Pre-Nursing Information Workshop</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>Complete SEP with Nursing Counselor</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NVN-55A Vocational Nursing Practice and Nutrition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NVN-55B Principles of Pathophysiology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>5</td>
<td>Nelson-Denny Reading Assessment: Pass assessment prior to HET-80</td>
</tr>
<tr>
<td><strong>Winter Session</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY-9 Developmental Psychology</td>
<td>3</td>
<td>Complete FAFSA</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HET-80 Nursing Assistant Theory &amp; Practice</td>
<td>6</td>
<td>Apply for VN Program</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Milestones**

- Attend Pre-Nursing Information Workshop
- Complete SEP with Nursing Counselor
- Nelson-Denny Reading Assessment: Pass assessment prior to HET-80
- Complete FAFSA
- Apply for VN Program

* Students who are planning on continuing their education may take BIO 50A/50B Anatomy & Physiology I and II option, which applies to the ADN requirements.

**Potential Careers in:**
1. Acute care facilities
2. Ambulatory care clinics
3. Long term care/skilled nursing facility
4. Home health care
5. Hospice care
6. Private medical practice

Good to know!

If the student is interested in transitioning to the ADN program, please follow the requirements noted on the ADN Information Sheet and the LVN to RN Pathway-Advanced Placement Sheet.

According to the U.S. Department of Labor, employment of LVN's is projected to grow 12% from 2016 to 2026. The median pay (2016) is $44,090.00 per year, depending on the care setting and the healthcare agency in which they are employed.
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.
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
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ENROLLMENT INTEGRITY POLICY

Consistent with the regulations of the licensing agencies and in accordance with the RCC SON Nursing Student 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.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NUMBER OF ENROLLMENTS IN THE ADN (RN) AND VN PROGRAMS

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 14: 48
   c. Nursing 12/12A: 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 A/B: 40-70
   b. Nursing 52/60: 40-70
   c. Nursing 61: 40-70
   d. Nursing 62/63: 40-70
   e. Nursing 70/71: 40-70

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

POLICY FOR STUDENTS TRANSFERRING FROM ANOTHER NURSING PROGRAM

Students attempting to transfer from another nursing program must meet all eligibility and prerequisite requirements as listed on the RCC ADN (RN) Information Sheet.

Students transferring from another nursing program must submit the following to the RCC School of Nursing (SON):

a. Official up-to-date transcripts (within 90-days) from prior nursing program.
b. Course outlines and syllabi from completed nursing courses.
c. Completion of Recommendation Form. The recommendation form can be obtained from the Nursing Enrollment and Evaluation Specialist.
   i. The Recommendation Form must be submitted to the director of the nursing program from which the student is transferring from and the director must complete and mail the form to the Nursing Enrollment and Evaluation Specialist.
   ii. 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 the RCC SON ADN (RN) program.
d. Personal letter describing the reasons for wanting to transfer to the RCC SON program.
e. Transfer students are required to complete Nursing 18 prior to entry into the ADN (RN) program.
RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING  

PROCEDURE FOR SELECTION OF ADN (RN) STUDENTS

Available enrollment spaces are selected by rank order (highest points) of the multicriteria factors and random selection (see Enrollment Criteria for 1st Semester ADN 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 ATI Test for Essential Academic Skills (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: 2/17
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.

Revised: 6/13/96; 7/17/96; 8/15/96; 1/10/02; 12/04; 5/05; 2/06; 6/07; 1/09; 1/10; 6/1; 6/12; 1/13; 7/13
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

CALCULATION OF GPA/POINTS

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 non-nursing 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 non-nursing course and wishes to repeat the course to earn a higher grade may submit an RCC Extenuating Circumstance Petition (ECP) to the Office of 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.

Revised: 5/26/96; 6/13/96; 5/05; 6/07; 1/09; 1/11; 6/14
Reviewed: 10/03
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/Contract for Readmission

   For petitioning students, completion of all criteria for readmission as outlined on the Exit Interview/Contract for Readmission and Nursing Progress Report must be documented submitted by the required due date 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.

Revised: 5/05; 6/07; 8/07; 1/09; 1/11; 6/12; 7/13; 8/19
Reviewed: 10/03
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, or there is reason to believe that a new charge has been filed at any time in the program, a new background check will be required to ensure compliance with clinical agency affiliation agreements.

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), or if there are pending charges on record at the time of application. Convictions and pending charges 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 dismissal, expungement, or certificate of rehabilitation from the court. However, even with a dismissal, expungement, or certificate, students may still be denied access by clinical facilities based on the nature of the convictions, or the old charges becoming evident via additional background checks mandated by the clinical facility, even if the convictions occurred more than seven (7) years ago. Further, should any felony or misdemeanor charges be filed on the student at any time in the nursing program, the student may also be denied access to clinical facilities.
Clinical agencies. 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, parole, have pending felony or misdemeanor charges, 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.

10. The student understands that Background Check/Drug Screen results, while confidential, will all be reviewed by the Nursing Enrollment and Evaluations Specialist and the Dean of Nursing and may be reviewed by the Clinical Coordinator, Nursing Enrollment Committee members, and clinical agency personnel, as needed.

11. Although students have passed the Riverside City College, School of Nursing Background Check for entry into the Nursing program, this does not guarantee students will pass a background check for the National Council Licensure Examination (NCLEX) or future employment. Any convictions (expunged or dismissed) can be a reason to deny or delay licensure by the California Board of Registered Nursing (BRN) or Board of Vocational Nursing Psychiatric Technicians (BVNPT).

Approved: 11/22/04
Revised: 12/07, 06/09, 12/10; 6/12; 7/13; 7/17; 8/17; 6/18
Riverside City College
School of Nursing

ACKNOWLEDGEMENT OF FUTURE BACKGROUND CHECK RISKS

Please be aware that although you have passed the Riverside City College, School of Nursing Background Check (administered by American Data Bank) for entry into the Nursing program, this does not guarantee you passing a background check for your National Council Licensure Examination (NCLEX) or future employment. Any convictions (expunged or dismissed) can be a reason to deny or delay licensure by the California Board of Registered Nursing (BRN) or Board of Vocational Nursing Psychiatric Technicians (BVNPT).

_________________________________________  ________________________
Signature       Date

__________________________________________ ________________________
Printed Name       Student ID#
In compliance with the 1990 Americans with Disabilities Act (ADA) and the 2008 ADA Amendments Act, the School of Nursing does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of his or her major life activities; (2) a record of such impairment; or (3) being regarded as having such an impairment (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009).

The nursing faculty endorses the recommendations of the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) and adopts the Core Performance Standards for use by the program. Each standard has an example of an activity that nursing students are required to perform to successfully complete the program.

For the purposes of nursing program compliance, a “qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the program’s essential requirements known as the Core Performance Standards impairment (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009).

Admission to the program is not based on the Core Performance Standards. Rather, the standards are used to assist each student in determining the need for ADA related accommodations or medications. The Core Performance Standards are intended to constitute an objective measure of 1) a qualified applicant’s ability with or without accommodations to meet the program’s performance requirements; and 2) accommodations required by a matriculated student who seeks accommodations under the ADA (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2009).

If a student has a physical, psychiatric/emotional, medical, or learning disability that may impact the ability to complete nursing program course work, the student is encouraged to contact the staff in Disability Resource Center (DRC) in the Charles A. Kane (CAK) Building, Room 130B on the Riverside Campus or call 222-8060 (City). DRC staff will review concerns and determine with the student and nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

## Core Performance Standards

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Standards</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical</td>
<td>• Identification of cause/effect relationships in clinical situations</td>
</tr>
<tr>
<td></td>
<td>judgement consistent with level of educational preparation</td>
<td>• Use of the scientific method in the development of patient care plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Evaluation of the effectiveness of nursing interventions</td>
</tr>
<tr>
<td>Professional</td>
<td>Interpersonal skills sufficient for professional interactions with a</td>
<td>• Establishment of rapport with patients/clients and colleagues</td>
</tr>
<tr>
<td>Relationships</td>
<td>diverse population of individuals, families and groups</td>
<td>• Capacity to engage in successful conflict resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Peer accountability</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication adeptness sufficient for verbal and written professional</td>
<td>• Explanation of treatment procedures, initiation of health teaching.</td>
</tr>
<tr>
<td></td>
<td>interactions</td>
<td>• Documentation and interpretation of nursing actions and patient/client responses</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room and in small</td>
<td>• Movement about patient’s room, work spaces and treatment areas</td>
</tr>
<tr>
<td></td>
<td>spaces</td>
<td>• Administration of rescue procedures-cardiopulmonary resuscitation</td>
</tr>
<tr>
<td>Motor skills</td>
<td>Gross and fine motor abilities sufficient for providing safe, effective</td>
<td>• Calibration and use of equipment</td>
</tr>
<tr>
<td></td>
<td>nursing care</td>
<td>• Therapeutic positioning of patients</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for monitoring and assessing health needs</td>
<td>• Ability to hear monitoring device alarm and other emergency signals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ability to discern auscultatory sounds and cries for help</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary in</td>
<td>• Ability to observe patient’s condition and responses to treatments</td>
</tr>
<tr>
<td></td>
<td>patient care</td>
<td></td>
</tr>
<tr>
<td>Tactile Sense</td>
<td>Tactile ability sufficient for physical assessment</td>
<td>• Ability to palpitate in physical examinations and various therapeutic interventions</td>
</tr>
</tbody>
</table>

Statement of Awareness*

I have read the above ADA Compliance Statement and have received a copy of the Core Performance Standards (Please sign on your ADN (RN) or VN Acknowledgement of Forms.

RN:5748: 1/13; 8/13; 6/14; 7/17; 8/19
SECTION III:
GRADUATION/ CERTIFICATE COMPLETION
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

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>Biology 50 A</td>
<td>American Institutions</td>
</tr>
<tr>
<td>Psychology 9</td>
<td>Communication 1 or 9</td>
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<tr>
<td></td>
<td>Nursing 14</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 1 (Fall)</th>
<th>Semester 3 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 11</td>
<td>Nursing 21</td>
</tr>
<tr>
<td>Nursing 11A</td>
<td>Sociology 1 or Anthropology 2</td>
</tr>
<tr>
<td>Biology 50 B</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 or 1H</td>
<td>Humanities</td>
</tr>
<tr>
<td>Biology 55</td>
<td></td>
</tr>
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</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</td>
</tr>
<tr>
<td>Math 12 or 12H</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. Verification of a 3, 4 or 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.) Traditional ADN (RN) program applicants must submit College Board transcripts by the application deadline to verify completion of AP Chemistry, if indicated.

3. See catalog for other graduation requirements.

4. Meet basic skills competency in mathematics and reading.

Revised: 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; 7/14; 8/19
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NURSING ASSISTANT CERTIFICATE

At the end of Nursing 11 or 52, students may apply for Nursing Assistant Certificate through RCCD WebAdvisor. Completed Department of Health and Human Services applications are to be signed by Nursing 11 or 52 semester-lead faculty. Certified Nursing Assistant (CNA) certificate packets are available in the School of Nursing Enrollment and Evaluation Office.

Revised: 10/03; 5/05; 6/07; 3/09; 1/11; 6/12; 7/14
Applying for Graduation and a Degree are the same thing.

Students will need to ignore Degree/Certificate Application deadlines that are on the RCC web site because these dates do not allow sufficient time for the verifications to be completed by RCC Evaluators. When the School of Nursing does not receive the verifications, the paper work cannot be sent to the Board of Registered Nursing (BRN) in time for early processing by the BRN, thus making it impossible for earlier selection of NCLEX testing dates. Applying for a Degree/Certificate must take place early.

N11 (Any semester) Students must apply for all transcripts to be sent directly to RCC Admissions & Records office (do not mail or bring transcripts to the School of Nursing office) for processing.

Note:
- Transcripts cannot have grades in process “In Progress” (IP) for any class taken even if the course is not a requirement for the ADN (RN) program or RCC degree.
- All classes must be posted on the transcripts – No IP grades.
- All transcripts must be submitted to RCC Admissions & Records
- Have your transcripts sent to the Riverside City College Admissions & Records office – Do not send transcripts to the School of Nursing

Riverside City College
Attn: Admissions & Records
4800 Magnolia Avenue
Riverside, CA 92506-1299

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

N12 Generic or Advance Placement - (Any Semester) Students must apply for all transcripts to be sent directly to RCC Admissions & Records office (do not mail or bring transcripts to the School of Nursing office).

Note:
- Transcripts cannot have grades in process “In Progress” (IP) for any class taken even if the course is not a requirement for the ADN (RN) program or RCC degree.
- All classes must be posted on the transcripts – No IP grades.
- All transcripts must be submitted to RCC Admissions & Records
- Have your transcripts sent to the Riverside City College Admissions & Records office – Do not send transcripts to the School of Nursing

Riverside City College
Attn: Admissions & Records
4800 Magnolia Avenue
Riverside, CA 92506-1299
Advanced Placement students: these students must have credit by exams filled out for them by Evaluators. This form is in the process of being revised by the college.

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

Note:
- Transcripts cannot have grades in process “In Progress” (IP) for any class taken even if the course is not a requirement for the ADN (RN) program or RCC degree.
- All classes must be posted on the transcripts – No IP grades.
- All transcripts must be submitted to RCC Admissions & Records
- Have your transcripts sent to the Riverside City College Admissions & Records office – Do not send transcripts to the School of Nursing

Riverside City College
Attn: Admissions & Records
4800 Magnolia Avenue
Riverside, CA 92506-1299

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

N21 1. Apply for Degree application 1st week of semester on-line:
   a. Spring students to Graduate in the Fall (apply for Spring, which should be the only one available)
   b. Fall students to Graduate in the Spring (apply for Fall, which should be the only one available)

2. Student receives a verification email on their RCCD email verifying they have applied.

3. Student prints this confirmation email and turns in a copy of the email to N21 faculty lead (or designated faculty).
   a. DO NOT email this form to faculty
   b. PRINT the confirmation email and give to your designated faculty

Note:
- Students should read their RCCD emails frequently and should respond to Evaluators as soon as possible when they receive notifications from them. When students do not respond to Evaluators, their application is placed on hold in a file and processing will not resume until a response is made by the student. This will prevent the School of Nursing from submitting your paperwork the BRN.
- Students should also continuously check WebAdvisor for comments made by Evaluators.
Repeat Students: If you are a student that is repeating N21 you will need to apply again for your Degree/Certificate in order to reactivate the application. If you fail to reapply for your degree, your verification will not be processed by evaluators and the nursing office will not receive your official verification form will not be able to send in your paperwork to the BRN.

Advanced Placement students: these students must have credit by exams filled out for them by Evaluators. This form is in the process of being revised by the college.

Missing classes: All students missing required classes for the ADN degree should begin making arrangements for completing them now. Without those classes, you cannot complete the ADN (RN) program.

Created: 8/16
Revised: 7/18
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ARTICULATING BRN/RCC REQUIRED WITH CSU/UC GENERAL EDUCATION

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

Revised: 10/03; 6/07; 1/11; 6/12; 8/19
Reviewed: 5/05; 7/13
SECTION IV: CREDIT-DIPLOMA NURSE
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

DIPLOMA NURSE GRADUATE

Upon completion of 15 units* in residence, at a Riverside Community College District college, 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 and/or Nursing Counselor to identify those courses that will best meet individual educational goals.
SECTION V:
ELGIBILITY FOR LICENSURE EXAM
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) PROGRAM: ELIGIBILITY FOR LICENSURE (Current Curriculum)

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 50A</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Biology 50B</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>Biology 55</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 Math 12/12H</td>
<td>Statistics</td>
<td>4</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.

<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 Interpersonal Com.</td>
<td>3</td>
</tr>
<tr>
<td>English 1A/1H</td>
<td>English Composition</td>
<td>4</td>
</tr>
</tbody>
</table>

<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 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; 8/19
Reviewed: 5/05
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) PROGRAM: ELIGIBILITY FOR LICENSURE (Revised Curriculum)

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>Biology 50A</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Biology 50B</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>Biology 55</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>
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</tr>
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<td>Analytical/Critical Thinking Math12/12H</td>
<td>Statistics</td>
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</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>
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<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication 1 or Communication 9</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Interpersonal Com.</td>
<td></td>
</tr>
<tr>
<td>English 1A/1H</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</td>
<td>8.5</td>
</tr>
<tr>
<td>Nursing 11A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>Nursing 14</td>
<td>Health Promotion and Wellness Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 12</td>
<td>Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing</td>
<td>8.5</td>
</tr>
<tr>
<td>Nursing 12A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>Nursing 21</td>
<td>Adult Medical-Surgical and Mental Health Nursing</td>
<td>8.5</td>
</tr>
<tr>
<td>Nursing 21A</td>
<td>Nursing Learning Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>Nursing 22</td>
<td>Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics</td>
<td>8.5</td>
</tr>
<tr>
<td>Nursing 22A</td>
<td>Nursing Learning Lab</td>
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</tr>
</tbody>
</table>

**TOTAL UNITS** 74

Revised: 1/10/02; 6/07; 1/09; 1/11; 6/12; 2/13; 7/13; 8/19
Reviewed: 5/05
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) PROGRAM: 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.

### BASIC SCIENCES

<table>
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</tr>
</thead>
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### NURSING

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</tr>
<tr>
<td>Nursing 22</td>
<td>Integrate Care Across the Life Span/Pathophysiology IV</td>
<td>9</td>
</tr>
</tbody>
</table>

**TOTAL UNITS 63**

Revised: 1/10/02; 6/07; 1/09; 1/11; 6/12; 2/13; 7/13; 8/19
Reviewed: 5/05
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:

- Biology 55 4 units
- Biology 50A 4 units
- Biology 50B 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; 8/19
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.

1. Acceptance of extra student in identified semester following instructor approval.

NOTE: Authority cited: Section 1410.4 (b), Business and Professions Code.
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:

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

   (1) Been convicted of a crime . . .

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

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

   (3B) 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 or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (Section 4852.01) of Title 6 of Part 3 Penal Code, or that he or she has been convicted of a misdemeanor if he or she 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) Notwithstanding any other provisions of this code, a person shall not be denied a license solely on the basis of a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, or 1203.41 of the Penal Code. An applicant who has a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, or 1203.41 of the Penal Code shall provide proof of the dismissal.

(d) 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 Nursing (ADN) (RN) program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse. Applicants must submit LiveScan 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 (BRN) prior to beginning the ADN (RN) 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 Sheet.
3. ADN (RN) Nursing Program 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 Program Student Handbook.
4. Introductory nursing courses.

Revised: 6/13/96; 7/17/96; 8/15/96; 1/10/02; 5/05; 6/07; 7/13
Reviewed: 10/03; 6/12; 8/13
The Dean, School of Nursing, as Director of the ADN (RN) program, in collaboration with the ADN (RN) Department Chair/Assistant Director and the Nursing Enrollment and Evaluation Specialist, is responsible for validating the eligibility of applicants for licensure. RCC Academic Evaluation Specialist will additionally validate all student’s coursework and completion of the ADN (RN) program. 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.
The Board of Vocational Nursing has instituted an online process (BREEZE) to submit applications for licensure. Applications will be accepted by the Board of Vocational Nursing on a year-round basis and eligibility for testing will be made on a first-come, first-served basis. The website for Breeze Registration is www.breeze.ca.gov

**Spring Semester**

1. Students will be instructed that they need to complete a Live Scan Fingerprint Verification, in addition to a 2’ X 2’ head and shoulders picture (passport).

2. Students will be instructed to go onto the website and review the instructions for licensure, including the fee structure from the BVNPT.

3. Students will be informed of the record of conviction from the BVNPT in order to acquire any necessary supporting documentation to assist them in the application process.

4. At the end of the semester, the School of Nursing will distribute the Record of Nursing Program to the students for them to fill out completely and submit to faculty for completion (lines 1-6).

**Summer Session**

1. The School of Nursing will initiate a cover letter listing all of the applicants and completion date.

2. Students will complete their online registration on campus together at the end of the summer session. Students will also proof the Record of Nursing Program and make any changes for final completion.

3. On the day of Program Completion (Pinning), the Record of Nursing Program with school seal, along with a cover letter from the Dean of Nursing, will be sent to the BVNPT by overnight mail or scanned and emailed through their secure electronic system. All correspondence will be reviewed by the Dean/Director of Nursing and the Assistant Director/Department Chairperson.

4. A copy of the Record of Nursing Program and cover letter will be kept on file.
SECTION VI: READMISSION
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 withdraws or 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. The Nursing Enrollment Committee will review all RCCD Extenuating Circumstance forms and required documentation based on the guidelines set forth by the College (see RCCD Extenuating Circumstance form).

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

5. There are no readmission privileges for the student who has earned an Unsafe clinical performance.

6. When a student fails or drops due to unsatisfactory theory and/or clinical performance, the nursing faculty, in collaboration with the student, will 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 student will provide documentation of successfully having met the requirements specified in the contract in order to be eligible for readmission.

7. 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.

8. 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.
**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. Students who earn a failing theory grade (less than 75%) and/or unsatisfactory clinical grade from Nursing 11, and subsequently reapply to the program, will be placed into the current applicant pool and ranked accordingly with all other applicants.

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 75%). 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 withdraw from Nursing 52 with satisfactory theory and clinical grades, and subsequently reapply to the program, will be placed into the current applicant pool with all other applicants and randomly selected.
   
a. Students who earn a failing theory grade (less than 75%) and/or unsatisfactory clinical grade from Nursing 52, and subsequently reapply to the program, will be placed into the current applicant pool with all other applicants and randomly selected.

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 Vocational 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 75%). 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.

b. Students who earn a second failing grade in Nursing 70 and/or 71, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into Nursing 70 and/or 71 upon space availability.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PRIORITIZATION OF READMISSION/TRANSFER/
ADVANCED PLACEMENT CANDIDATES

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.
   k. Students who earn a second failing grade in VN 70 or 71, and have satisfactory clinical evaluations throughout the program, may be considered for readmission into VN 70 or 71 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.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ASSIGNMENT OF INCOMPLETE GRADE

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered on the student’s record (RCC Student Handbook).

1. A student who is in clinical and in theory, but stops attending after the withdrawal date, may be eligible for consideration for an Incomplete Grade Contract. Upon successful completion of the Incomplete Grade 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. Students have up to one year to complete an incomplete or the grade will become an “F” or whatever grade the instructor puts on the Incomplete Grade Contract form.

3. A student who earns an unsatisfactory clinical grade and/or less than a “C” grade in theory will be ineligible for an Incomplete Grade 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; 8/19
Pursing 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 School of 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.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) READMISSION

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 21, with previous successful completion of Nursing 1/11 and 2/12 and 13 or 14.

2. Nursing 22, with previous successful completion of Nursing 1/11, 2/12 and 13 or 14, and 3/21.

3. The Advanced Placement Exam, as applicable.

Revised: 8/15/96; 5/05; 6/07; 8/07; 1/09; 6/12; 7/13; 7/14; 8/19
Reviewed: 1/10/02; 10/03
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

NURSING 18: ADN (RN) → VN → ADN (RN) PROGRAM

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.
If a student earns less than a 75% (“C”) grade in any course required for the ADN (RN) program (Nursing 11, 12, 13, 21 or 22), the student will be ineligible to continue in the ADN (RN) program and must reapply to ADN (RN) 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.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PROGRESSION POLICY: ADN (RN) PROGRAM (Revised Curriculum)

If a student earns less than a 75% (“C”) grade in any course required for the ADN (RN) program (Nursing 11, 12, 14, 21 or 22), the student will be ineligible to continue in the ADN (RN) program and must reapply to ADN (RN) 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.
If a student earns less than a 75% (“C”) grade in any course required for the VN program (Nursing 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.

Revised: 8/15/96; 1/11/02; 5/05; 6/07; 1/11; 6/11; 6/12; 7/18; 8/19
Reviewed: 10/03; 5/05; 1/13; 7/13
RIVERSIDE CITY COLLEGE  
SCHOOL OF NURSING  

ADN (RN) PROMOTION POLICY

Promotion from one semester to the next semester is dependent upon successful completion of all course requirements within the previous semester:

A. Nursing students are required to meet the minimum requirements to be eligible for the licensure examination administered by the California Board of Registered Nursing. A minimum grade of “C” (75%) in theory and a satisfactory evaluation in clinical practice in each nursing course is required if the student is to advance from one semester to the next (refer to prerequisites for each nursing course). An overall “C” (75%) average is required for the student to progress in the ADN (RN) program.

B. A student may advance to the next semester with their first ‘Minimal’ clinical performance, however, a Contract for Success will be provided and the student will be assigned to a designated clinical group with a full-time faculty member. This may result in the student having to change clinical rotations, clinical days, and/or clinical agencies. Please see Less-than-Satisfactory Clinical Performance policy.

C. A ‘Satisfactory’ clinical performance on all Clinical Competency Assessments is required.

D. A ‘Satisfactory’ clinical performance on Dosage Calculation Competency Exam is required.

F. A satisfactory attendance record is mandatory. Please see Attendance/Tardy Policy and Procedure for the ADN (RN) program.

G. Satisfactory demonstration of professional behaviors is essential. Please see Professional Conduct and Legal Responsibilities and Policy for Professional, Civil, and Caring Behaviors policies.

H. Students need to be cognizant of their status throughout each course and the entire ADN (RN) program. Necessary steps should be taken to use available resources to ensure academic and clinical success.

I. Students who have earned less than a 75% overall theory grade average by mid-semester, will be placed on Academic Probation to promote academic success in the program. Please see Academic Probation Policy & Procedure.

Approved 1/13  
Revised 7/17; 7/18
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VN PROMOTION POLICY

Promotion from one semester to the next semester is dependent upon successful completion of all course requirements within the previous semester:

A. Nursing students are required to meet the minimum requirements to be eligible for the licensure examination administered by the California Board of Vocational Nursing and Psychiatric Technicians. A minimum grade of “C” (75%) in theory and a satisfactory evaluation in clinical practice in each nursing course is required if the student is to advance from one semester to the next (refer to prerequisites for each nursing course). An overall “C” (75%) average is required for the student to progress in the VN program.

B. A student may advance to the next semester with their first ‘Minimal’ clinical performance, however, a Contract for Success will be provided and the student will be assigned to a designated clinical group with a full-time faculty member. This may result in the student having to change clinical rotations, clinical days, and/or clinical agencies. Please see Less-than-Satisfactory Clinical Performance policy.

C. A ‘Satisfactory’ clinical performance on all Clinical Competency Assessments is required.

D. A ‘Satisfactory’ clinical performance on Dosage Calculation Competency Exam is required.

F. A satisfactory attendance record is mandatory. Please see Attendance/Tardy Policy for the VN program.

G. Satisfactory demonstration of professional behaviors is essential.

H. Students need to be cognizant of their status throughout each course and the entire VN program. Necessary steps should be taken to use available resources to ensure academic and clinical success.

I. Students who have earned less than a 75% overall theory grade average by mid-semester, will be placed on Academic Probation to promote academic success in the program. Please see Academic Probation Policy & Procedure.
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

ADN (RN) RETENTION POLICY

The success, retention, and program completion are the RCC School of Nursing’s highest priorities.

When a student fails to meet the course student learning outcomes, the faculty, in conjunction with the student, will develop a plan for success. The faculty will utilize all available resources to assist the student to achieve success in the program. The following options are available to all nursing students:

1. School of Nursing Student Outcomes Specialist (SOS)
   
   The SOS is available to nursing students who need assistance with strategies to promote their academic success, such as test taking, study skills, and time management.

2. Tutorial Services
   
   Tutorial Services provides a supportive learning environment to all students seeking academic support. They assist to help students better prepare for classes and develop the skills necessary for a successful college career. This service is free to all enrolled students. Tutoring appointments can be scheduled online. Tutorial Services is located in the Martine Luther King (MLK) building, Room 232. English and ESL tutoring is also available through the Writing and Reading Center located in MLK building, Room 119.

3. Student Health and Psychological Services (SHPS)
   
   SHPS provides the following services: short-term clinical care for illnesses and injuries, brief psychological counseling for mental health concerns, crisis intervention, and preventative health promotion. They are located in the Bradshaw building below the Bookstore.

4. Student Financial Services
   
   Many options are available for financial aid to students with financial need. Student Financial Services are located on the first floor in the Charles A. Kane Student Services building.
5. **Scholarships**

Many scholarships are available specifically for nursing students. Information regarding scholarships may be obtained at the Student Financial Services office.

6. **Disability Resource Center (DRC)**

Provides comprehensive support services and accommodations for students with psychological, medical, mobility, deaf/hard of hearing, learning disabilities, and ADHD. DRC is located in the Charles A. Kane Student Services building, Room 130.

7. **Veterans Services**

Provides services for veterans, reservists, active duty, and dependents. Assist students with VA benefits and resources to promote success. Veterans Services is located in the Charles A. Kane Student Services building, Room 104.

8. **Nursing Counselor**

Assists students in developing Student Educational Plans (SEPs) related to nursing career goals, general education, major, transfer, and college requirements. Assists students who plan on furthering their education and pursuing Bachelor’s or Master’s degree after completion of the nursing program.

Rev. 7/17; 8/19
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

VN RETENTION POLICY

The success, retention, and program completion are the RCC School of Nursing’s highest priorities.

When a student fails to meet the course student learning outcomes, the faculty, in conjunction with the student, will develop a plan for success. The faculty will utilize all available resources to assist the student to achieve success in the program. The following options are available to all nursing students:

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2. *Tutorial Services*

   Tutorial Services provides a supportive learning environment to all students seeking academic support. They assist to help students better prepare for classes and develop the skills necessary for a successful college career. This service is free to all enrolled students. Tutoring appointments can be scheduled online. Tutorial Services is located in the Martin Luther King (MLK) building, Room 232. English and ESL tutoring is also available through the Writing and Reading Center located in MLK building, Room 119.

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   SHPS provides the following services: short-term clinical care for illnesses and injuries, brief psychological counseling for mental health concerns, crisis intervention, and preventative health promotion. They are located in the Bradshaw building below the Bookstore.

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Provides services for veterans, reservists, active duty, and dependents. Assist students with VA benefits and resources to promote success. Veterans Services is located in the Charles A. Kane Student Services building, Room 104.

8. Nursing Counselor

Assists students in developing Student Educational Plans (SEPs) related to nursing career goals, general education, major, transfer, and college requirements. Assists students who plan on furthering their education and pursuing Bachelor’s or Master’s degree after completion of the nursing program.
SECTION VII: ADVANCED PLACEMENT/TRANSFER/ 30-UNIT OPTION
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

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.

Revised: 6/13/96; 7/16/96; 8/15/96; 5/99; 8/01; 5/05; 6/07; 1/09; 1/11; 6/12
Reviewed: 1/11/02; 10/03; 7/13
ADN (RN) NURSING COURSE CHALLENGE POLICY

All ADN (RN) courses may be challenged in accordance with the RCC Credit for College Level Examination Program policy. 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; 5/14
Reviewed: 10/03; 7/13
Individuals who have held Military Healthcare Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1c) may achieve Advanced Placement (AP) into the Associate Degree Nursing (ADN) Registered Nursing (RN) program with documentation of education and experience qualifying them for a specific Military Healthcare Occupation and upon successful completion of an individualized challenge exam, skills competency assessment, and dosage calculation exam, in compliance with the Board of Registered Nursing (BRN) regulation in Division 14 of Title 16 of the California Code of Regulations, Section 1418: Eligibility for licensure of applicants who have Military Education and Experience.

Policy:

1. Applicants must meet all general entrance requirements of the associate degree RN program, including completion of the designated prerequisites.
2. Applicants must pass an individualized challenge exam with a score of 75% or better.
3. Applicants must successfully complete NRN-18.
4. Acceptance of military challenge students into the associate degree RN program is contingent upon space availability.
5. Military challenge students who are unable to pass the challenge exam, skills assessment and/or dosage calculation exam for advanced placement may remediate and repeat the challenge exam, skill competency assessment, and/or the dosage calculation exam. If the student is unsuccessful after the second attempt on any of these assessment measures, the student may take the ATI Test of Essential Academic Skills (TEAS) and upon successfully passing the ATI TEAS, the student would gain priority enrollment into NRN-11 based on space availability.

Procedure:

Interested candidates must request an appointment with the Nursing Enrollment and Evaluation Specialist at least four weeks prior to the application period to discuss eligibility requirements for the associate degree RN program.

1. Applicants who may be eligible for advanced placement include those individuals who have satisfactory completed education and experience for the following:
   a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
   b. Army Health Care Specialist (68W Army Medic)
   c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)
2. Applicants applying for transfer credit for the ADN (RN) program must submit the following materials verifying education and experience:
   a. Transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience.
   b. Documentation of experience.

3. After an individualized assessment and review of the applicant’s documentation/transcripts and upon determination that the applicant has met the educational and experiential requirements for advanced placement into the ADN (RN) program, including the additional nursing program admission requirements, the student will be invited to take an individualized challenge exam, a skills competency assessment, and a dosage calculation exam.

4. The content of the challenge exam will be based upon content expert faculty review and evaluation of the applicant’s specific Military Healthcare Occupation and its evidence of meeting, in whole or in part, the BRN minimum standards of competency and education requirements for RN licensure (BRN California Code of Regulations, Section 1426(c)[1-3]).

5. Advanced placement will be granted if the applicant meets minimum requirements and is based on space availability.
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 based on a designated number of enrollment slots. 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. Please see the Nursing Enrollment & Evaluation Specialist for the most current designated Advanced Placement/Transfer/30-unit option spaces.

When offered, the 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) 222-8407 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 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 July to first business day of August.

**FALL SEMESTER** - Application filing period between first business day of November to first business day of December.

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) 222-8407.

**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 a 3, 4 or 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). Advanced Placement applicants must submit College Board transcripts by the application deadline to verify completion of AP Chemistry, if indicated. 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 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:
      * Biology 50A (4 units)
      * Biology 50B (4 units)
      * Biology 55 (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.

6. Achievement of a passing score on the RCC Advanced Placement Exam.
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 multicriteria factors and random selection (note attached Enrollment Criteria for Advanced Placement 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 HESI Advanced Placement Exam prior to program enrollment (see below).

For specific information regarding the SON selection criteria, please see the Nursing Enrollment Committee Policy and Procedure Manual.

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. Students must provide proof of licensure as an LVN in order to be eligible to take the exam.
2. 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.
3. The minimum passing score is established by the School of Nursing. No rounding of scores will occur, per program policy.
4. For study purposes, information will be available in Nursing 18.
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 ADN (RN) program.

Skill Competency

1. Should the LVN accept advanced placement in Nursing 21, the student is responsible for all knowledge and skills from first year of the RCC ADN (RN) program. Please see Nursing Skills Across the Curriculum.
2. Any skills related to the Registered Nursing scope of practice (venipuncture, intravenous insertion, administration of intravenous medications [IV push, IVPB, and primary IV fluids], blood product administration, management of PCA infusion, central line dressing changes), will be taught during Boot Camp after admission to the ADN (RN) program.

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 (20 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 and/or Nursing Counselor (951) 222-8407.

- **English Composition:** *English 1A/1H* 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 Math 12/12H)* 7
- **Humanities:** *(see RCC catalog)* 3
- **Competency:** *In order to graduate, students must demonstrate competence in mathematics, reading and English.* 0-5

(20)

*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>Nursing 21A</td>
<td>0.5</td>
<td>Nursing 22A</td>
<td>0.5</td>
<td></td>
<td></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:
      - Biology 50A  4 units
      - Biology 50B  4 units
      - Biology 55   4 units
      12 units
   b. Provide copy of California LVN license.
   c. Submit official transcripts (high school or equivalent and college) to the Admissions and Records or Counseling Departments by the application deadline.
   d. Have a cumulative GPA of 2.0 or higher in all college work attempted.
   e. Earn a passing score on the Skill Competency Assessment.

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 ($30) and tuition ($46) per unit each semester. The cost is approximately $3,600 for two semesters.

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

3. The costs of nursing books, supplies, and other required resources are approximately $1,500.

4. Physical examination/lab work costs are approximately $98 - $600.

5. Background checks/CPR costs approximately $220.

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 standardized testing package 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 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/Tax ID Number

Disclosure of one’s social security number or tax ID 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)).

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.

*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.*
## Enrollment Criteria for Advanced Placement Students

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>MAXIMUM POINTS FOR THE CATEGORY</th>
<th>POINT DISTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic degrees from regionally accredited program.</td>
<td>5 points</td>
</tr>
</tbody>
</table>
| 2        | Grade point average in relevant course work. | 49 points | a. Minimum 2.3 GPA in anatomy, physiology, and microbiology.  
  GPA = 4.0 35 points  
  GPA = 3.5 30 points  
  GPA = 3.0 25 points  
  GPA = 2.5 20 points  
  b. Minimum 2.5 GPA in all remaining general education courses required for graduation.  
  GPA = 4.0 14 points  
  GPA = 3.5 12 points  
  GPA = 3.0 10 points  
  GPA = 2.5 8 points  
  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.* |
| 3        | Life experiences or special circumstances of an applicant, including by not necessarily limited to, the following: a. Disabilities  
  b. Low family income  
  c. First generation of family to attend college  
  d. Need to work  
  e. Disadvantages social or educational environment  
  f. Difficult personal and family situations or circumstances  
  g. Refugee | 2 points | Two points total for life experiences |
| 4        | Veteran | 5 points | Five points for veterans who are active or discharged in good standing. Proof will be verified through Veterans Services. |
| 5        | 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. | 2 points | Two points total for language proficiency. |
| 6        | Advanced Placement Exam. | 30 points | The points assigned are dependent upon the test cut score. For HESI Advanced Placement Exam:  
  89.5 to 100% = 30 points  
  79.5 to 89.4% = 25 points  
  74.5 to 79.4% = 15 points |
<table>
<thead>
<tr>
<th>Points</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Recent work or volunteer experience with direct human patient care within the past 5 years. Must have verification from human resources or employer verifying the number of hours worked and job title. All must be submitted by the student by the application deadline.</td>
</tr>
<tr>
<td>7 points</td>
<td>Community Partner Licensed VN (with work experience ≥ 1000 hours) = 5 points.</td>
</tr>
<tr>
<td></td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>NXN-84 Prepare for Success in Nursing School with a “Pass” or better = 2 points.</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>NXN-93 Dosage Calculations for Medical Professionals with a “B” or better = 2 points.</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>NXN-78 Pharmacology in Nursing Practice with a “B” or better = 2 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).
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

COUNSELING: LVN 30-Unit Option

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 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
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

POLICY/PROCEDURE: ADVANCED PLACEMENT/ 30-UNIT OPTION
SKILLS COMPETENCY

1. Should the LVN accept advanced placement in Nursing 21, the student is responsible for all knowledge and skills from first year of the RCC ADN (RN) program. Please see Nursing Skills Across the Curriculum.

2. Any skills related to the Registered Nursing scope of practice (venipuncture, intravenous insertion, administration of intravenous medications [IV push, IVPB, and primary IV fluids], blood product administration, management of PCA infusion, central line dressing changes), will be taught during Boot Camp after admission to the ADN (RN) program.
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.

Revised: 7/96; 1/98; 6/07
Reviewed: 1/10/02; 10/03; 5/05; 6/12; 7/13
ALLIED HEALTH PERSONNEL

Allied health personnel such as EMT, paramedic, or CNA, upon verification of previous training, may be exempt from certain segments of an individual nursing course.

Revised: 6/07; 1/09; 7/14; 8/19
Reviewed: 8/15/96; 1/11/02; 10/03; 5/05; 6/12; 7/13
SECTION VIII:
ENROLLMENT FORMS
This petition is for students who encounter situations involving extenuating circumstances, or emergencies that may affect their educational records & fall outside the realm of normal college policy and procedure. FAILURE TO BE AWARE OF DEADLINES AND EXPECTED FAILURE IN A COURSE ARE NOT acceptable reasons for filing an Extenuating Circumstances Petition (ECP). The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP).

STUDENTS HAVE ONE YEAR FOLLOWING THE SEMESTER IN WHICH THE GRADE WAS RECORDED TO SUBMIT THIS PETITION. IF PETITION WAS PREVIOUSLY DENIED, DO NOT RESUBMIT.

INSTRUCTIONS:

1. Obtain an Extenuating Circumstances Petition (ECP) from the Admissions & Records Office at Riverside City College. If the course was not taken at Riverside it will not be processed; instead it will be forwarded to the appropriate college. You must submit an ECP for each class you are petitioning.

2. Complete the form completely, giving thorough explanation of the circumstances, including dates where possible. Use additional paper if necessary. Missing or incomplete information may delay the petition.

3. Attach documentation supporting your request. IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN THE NECESSARY SUPPORTING INFORMATION. INSUFFICIENT DOCUMENTATION MAY RESULT IN A DENIAL OF THE PETITION. All documentation submitted will remain confidential. (Ex: dated emails, hospitalization, accident, police reports etc...)

4. Attach a copy of your unofficial RCC transcript from WebAdvisor.

5. Return the completed form to the Admissions & Records office where the course was taught. Allow 6 to 8 weeks for processing, all responses will be mailed to you.
Extenuating circumstances are verified, documented cases of accidents, illnesses, or other circumstances beyond the control of the student. Students have one year following the semester in which the grade was recorded to submit this petition. This petition is a formal request for an exception to, or waiver of college procedures.

Name: 

Last                  First                  M.I.                  Student ID Number

Address: 

Street                  City                  State                  Zip

Phone: (_____)                  Student Email Address: 

This petition, whether approved or denied, may affect your obligations as a financial aid, scholarship or loan recipient. If you are an applicant and recipient of assistance you need to inform Student Financial Services and obtain signature.

- Are you currently on Financial Aid? □ YES □ NO
- Did you receive financial assistance during the semester you petitioned? □ YES □ NO

If you answered YES to any of the above questions you must obtain a signature from Student Financial Services.

Student Financial Services Department Signature                  Title/College                  Date

Please list specific course information, incorrect or missing information may delay your petition:

<table>
<thead>
<tr>
<th>College</th>
<th>Class Title (ex: MAT-35)</th>
<th>5-Digit Section #</th>
<th>Semester &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Refund ☐ Remove/Change Grade/Remove W’s* ☐ Other (brief explanation) __________________________

*W’s may not be removed if student attended more than 20% of course.

NO PETITION WILL BE CONSIDERED WITHOUT DOCUMENTATION

Clearly state your request and explain the extenuating circumstances in as much detail as possible. If necessary please use additional paper.

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________

Student Signature: ___________________________ Date: _____________

ALLOW AT LEAST 6 TO 8 WEEKS FOR PROCESSING. YOUR RESPONSE WILL BE MAILED TO YOU.

*****************************************************************************

INSTRUCTOR/DEPARTMENT CHAIR/DEAN OF INSTRUCTION RECOMMENDATION:

☐ Recommend Approval ☐ Recommend Disapproval Comments: ____________________________

Instructor/Department Chair/Dean of Instruction Signature                  Title                  Date

*****************************************************************************

☐ Approved ☐ Disapproved Comments: ____________________________

*****************************************************************************

Dean, Admissions & Records                  Date: _____________

A&R Staff:

Date Rec’d: _____________ College Course information verified: ☐ ☐ Meets 1 yr. deadline: ☐ YES ☐ NO ID # Verified ☐

Documentation ☐ Yes ☐ No SFS signature: ☐ ☐ A&R staff signature: _____________

*****************************************************************************

White: Admissions and Records

Yellow: Student

117386 03/14
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

Reviewed: 6/13/96; 7/13; 8/19
Revised: 7/17/96; 8/15/96; 1/10/02; 10/03; 5/05; 2/06; 6/07; 6/12; 7/13
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:________________

Revised: 6/13/96; 6/07; 7/13
Reviewed: 1/10/02; 5/05; 6/12
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PHYSICIAN’S CLEARANCE

TO: Riverside City College, School of Nursing                     Date: __________________________

I certify that ________________________________ has my approval to return

to RCC’s School of Nursing as of ___________________________ (date). The student is able
to participate in unrestricted functional activities essential to clinical nursing practice.

Physician’s Signature: ____________________________________________

Print Physician’s Name: ___________________________________________

Address: _______________________________________________________

_________________________________________________________________

Phone: (___) _______ ________
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

PHYSICIAN’S CLEARANCE DURING PREGNANCY

To: Riverside City College, School of Nursing
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: ________________________________________________

Print Physician’s Name: ________________________________________________

Address: ____________________________________________________________

______________________________________________________________

Phone: (____) ________  __________
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) 222-8407 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

Revised: 7/97; 4/01; 6/07; 1/11; 6/11; 7/13; 8/19
Reviewed: 1/11/02; 10/03
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 12/13/21, s/he is responsible for all knowledge
   and skills from previous semester(s) of the RCC ADN (RN) Program.

   1. If a passing score is earned on the Advanced Placement Exam, the LVN graduate is eligible for
      acceptance to Nursing 12/13/21, 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:

      89.5 - 100%      A
      79.5 – 89.4%    B
      74.5 – 79.4%  Credit

   2. 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 #

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; 6/14; 12/14
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.

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>M.I.</th>
<th>STUDENT I.D. NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I wish to apply for Credit-by-Examination in the following course:

I am currently enrolled in _____ units.

<table>
<thead>
<tr>
<th>CAMPUS (RIVERSIDE, MORENO VALLEY, NORCO)</th>
<th>COURSE/NUMBER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>DATE</th>
<th>STUDENT’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR OFFICE USE ONLY

DEPARTMENT ACTION TAKEN:  [ ] Approved  Campus_____  [ ] Not Approved

DEPT. CHAIR SIGNATURE

Term for Credit-by-Examination

ADMISSIONS ACTION TAKEN

- [ ] 12.00 Units Completed at RCC
- [ ] 2.00 or above GPA
- [ ] Currently enrolled in semester

[ ] Meets Criteria/Approved  [ ] Does Not Meet Criteria/Disapproved

[ ] Fee Paid

[ ] 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 & RECORDS OFFICE ACTION TAKEN:

[ ] Student Notified  [ ] Grade Entered to Academic History Initials ______________
Riverside Community College District

PETITION FOR CREDIT-BY-EXAMINATION

GENERAL INFORMATION

Note: The Foreign Language Department has different requirements for receiving credit; ask for information at Admissions or at the Foreign Language Department.

To petition for credit by examination, a student must be currently enrolled in good standing at RCC but may not be enrolled in the class for which he/she is requesting credit by examination. Student must have completed at least 12 units of work at Riverside Community College with an overall grade point average of 2.0 (C). Student may not apply for Credit-By-Examination until after the deadline to drop classes with a refund has passed.

A student may receive credit by examination in one course for each term. Total amount given cannot exceed 15 units. Credit-By-Examination may be granted only for courses listed in the Riverside Community College Catalog. Unit values will be granted equal to the catalog courses.

The student who petitions for credit-by-examination will receive the grade that he/she earns on the examination. The results of all such examinations with grades will be entered in the student’s permanent record in the same manner as for regular courses. If a student fails an examination, an “F” grade will be reflected on the student’s transcript.

Credit-By-Examination is not treated as part of the student’s study load for any semester and, therefore, will not require a petition for excess study load. It is not part of the study load for Selective Service Deferment or Veteran’s Administration.

Student must pay non-refundable applicable fees. Arrangements for the examination will not be final until the department chairperson receives verification from the Office of Admissions of the completed petition and payment of fees. The Department, working with the student, shall establish a date, time and place for the student to take the examination.

Approval from the Department Chairperson shall require presentation by the student of acceptable evidence of having had special training experience, or independent study presumed to be equivalent to the course for which credit-by-examination is requested. The Department Chairperson, after discussion with the staff concerned, must approve or disapprove the petition.

PROCEDURE:

1. Student takes the form to the Department for approval.
2. If approved, student takes the form to Admissions on one of the campuses to see if criteria are met.
3. If criteria are met, student pays non-refundable fees.
4. Admissions return the form to the Department showing that fees have been paid.
5. Admissions notifies the student that the form has been sent to the Department
6. The student works with the Department to determine a time and place for the exam.
7. After the student has taken the examination, the Department returns the completed form to Admissions (no later than final grade submissions for that term).
8. Admissions and Records on the Riverside campus posts grade after academic history is recorded for the current term.
9. Student is mailed a copy of the completed Credit-By-Examination form.
SECTION IX: REGISTRATION
RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Clinical Rotation Registration

In an effort to meet the deadlines posed by the clinical agencies for the submission of required documents prior to the start of clinical rotations, the following guidelines are being implemented for all clinical rotations in the School of Nursing.

1. Students will have the option to register into a clinical rotation of their choice up to four weeks prior to the beginning of the Spring or Fall semesters. Depending on the clinical agency requirements, clinical rotations may be closed at the four week deadline.
   a. Students who have not registered prior to this timeframe will be randomly assigned by computer selection to a clinical rotation based on space available.

2. Students registering for a Winter or Summer intersession will have the option to register into a clinical rotation of their choice up to two weeks prior to the beginning of the intersession. Depending on the clinical agency requirements, clinical rotations may be closed at the two week deadline.
   a. Students who have not registered prior to this timeframe will be randomly assigned by computer selection to a clinical rotation based on space available.

3. Students will not be permitted to switch rotations.
   a. Students will be returned to their original rotation if an unapproved change has been made.

4. Orientation requirements for each facility must be completed prior to the first day of class as directed.
   a. If a student does not complete all orientation requirements by the deadline, the student may be at risk for not being able to meet clinical course outcomes and progressing in the course.
   b. Students not completing the required clinical agency paperwork as directed will receive a Nursing Progress note and may not be able to meet clinical objectives for the semester.

5. The School of Nursing maintains the right to close clinical rotations at their discretion as needed.

Rev. 12/15