Associate Degree Registered Nursing Programs

Students are admitted to the Associate Degree Registered Nursing Program three times each year: fall, winter and spring. Theory courses, practice skills labs and clinical experiences are coordinated to enhance the students' learning.   Students are eligible to take the National Council Licensing Board Examination for Registered Nurses (NCLEX-RN) at the completion of all required courses and meeting requirements for an Associate Degree in Nursing. There are also **LVN to RN Transition** and **Advanced Placement** programs available to allow qualified LVNs and RN nursing students from other institutions to finish their RN training. All three approaches require common eligibility requirements, with any exceptions noted below.

Overview of Process to Enter the De Anza Nursing Program

1. Attend an **Information Meeting** and read the **Program Information** and **Getting Started** documents available from the Nursing Department Web Site.
2. **Apply to De Anza College and obtain a Student ID**. Meet with a counselor or advisor about general college requirements. Take assessment tests for English, college level mathematics, and possibly Bio 40A, if needed.
3. **Submit official transcripts for college work done outside of De Anza and Foothill Colleges**. This will help determine if previous class work can be used for nursing prerequisite classes or as credits toward an A.S. Degree in Nursing. See the Transcripts section later in this document.
4. **Complete <u>ALL</u> required Nursing Program prerequisite classes** as explained below.
5. **Pass the Evolve Reach Admission Assessment Exam**. See section later in this document for details.
6. **Attend an Application Workshop** in the months preceding the application period deadline. See Information Meetings page of De Anza Nursing Web Site for details.
7. **Submit latest versions of official transcripts** for any recent class work completed at colleges outside of De Anza and Foothill Colleges that are not covered by any previously submitted official transcripts.
8. **Fill out a Nursing Application and send it in during one of the three application periods per year**.   There is a single application that can be downloaded from the Nursing Program Information page of the De Anza Nursing web site. The downloaded application file contains instructions, which when combined with attending an Application Workshop, should provide adequate information.
9. **Wait for your turn to start the nursing Program**.
   a. The full 2-year **Registered Nursing Program** has a first come, first serve waiting list ordered by applicant period. Successful applicants within the same application period group are randomly ordered and the randomized group is added to the end of the waiting list. See the permanent announcement on the nursing web site about the waiting list for info about the current state of the list.
   b. LVNs who apply to the **LVN to RN Transition Program** successfully are placed on a separate waiting list. LVNs only get into the program when space is available in the second quarter of the Registered Nursing Program. There is no predictable rate of entry.
   c. Successful **Advanced Placement Program** applicants get into the program when space is available in the quarter in which they need to start. There is no predictable rate of entry.

Preparation

Preparation for admittance into the De Anza Nursing Programs requires attention to the following:

1. **Completion of Prerequisites:** All prerequisites required for each nursing program must be completed **prior** to applying.

   The following De Anza College prerequisites or their approved equivalents taken at other institutions must be successfully completed, unless otherwise specified, with a grade of 'C' or better:

   - **Nursing 50 – Career Opportunities in Nursing**
     Not required for LVN to RN Transition or Advanced Placement programs.
     Must be taken at De Anza College. This class is graded Pass/No Pass only. Students must pass this course in no more than <u>two</u> attempts.
   - **Math 114 - Intermediate Algebra (or a higher level mathematics class)**
     - Students who have been in continuous enrollment since prior to Fall 2001 may meet the Math requirement with Math 101 (Elementary Algebra) – See Counseling Department for more information
     - Scoring at a level equivalent to Math 114 or higher on the De Anza College-Level Math Placement Test will also meet this requirement
     - An AP Calculus Exam score of 3 or higher will also meet this requirement.
   - **Biology 40A, B, and C** – Anatomy <u>and</u> **Physiology**
   - **Biology 26 – Microbiology**
   - **Biology 45 – Human Nutrition**: If you have not taken Biology 45 at De Anza or Foothill College, please read the announcement on the nursing web site about the nutrition requirement change in place since the September 2010 application period.
   - **English 1A** (**Composition and Reading**) or **ESL 5** (**ESL: Adv. Comp. & Reading**)
     ESL 5 is only for students whose native language is not English. Students may meet the English requirement with a score of 3 or higher on either the AP English Language & Composition, or the AP English Composition and Literature Exams. However, AP English Exam scores do not correspond to specific grades at De Anza College; credit is given only as units. As a result, a grade of "C" will be used for the English input to the Chancellor's Formula (see section 6), which could significantly lower the overall score.
   - **Psychology 1 – General Psychology**
   - **Psychology 14 - Developmental Psychology** (scope is <u>full</u> life span – <u>infancy</u> to <u>old age</u>)
   - **Speech 1** (**Public Speaking**) **or Speech 10** (**Fund. of Oral Communication**)

   Applicants to the LVN to RN Transition or Advanced Placement programs must complete one of the following two classes or their approved equivalents taken at other institutions with a grade of 'C' or better before applying. RN program applicants must complete one of them or their approved equivalents before starting the second quarter of the nursing program.
   - **Sociology 1** (**Introduction to Sociology**) **OR**
   - **Anthropology 2** (**Cultural Anthropology**)

2. **7-Year Biology Requirement:** The following De Anza College courses or their approved equivalents taken at other institutions must have been completed within **seven years prior to the application period deadline**:
   - **Biology 40A, B, and C** – Anatomy <u>and</u> Physiology
   - **Biology 26** – Microbiology
   - **Biology 45** – Human Nutrition

3. **LVN to RN Transition Program Specific Requirements**
   LVN applicants must provide the following with their submitted application:
   - Copy of an active California LVN license
   - Copy of documentation showing completion of IV Certification
   - Copy of unofficial transcript for their LVN education

   In addition, an official transcript for a student's LVN education must be submitted to De Anza College Admissions & Records office prior to the application deadline.

4. **Equivalent coursework**
   Applicants who complete prerequisite coursework at another college can check course equivalency on the **College Course Equivalency Spreadsheet (CCES)** available on the Nursing Program Information page of the De Anza Nursing web site. After an evaluation of an official transcript is completed by the Admissions and Records office, a De Anza counselor or advisor can be consulted about course equivalency or the process of obtaining course equivalency with a petition. See the paragraph at the beginning of the CCES for information about General Petitions. The official transcript evaluation and petition process takes time, so plan well in advance of an application deadline. The whole process must all be completed prior to the application deadline.

5. **Transcripts required**
   Official transcripts (in unopened, sealed envelopes from institutions) should be submitted directly to the Admissions and Records office of De Anza College. It is recommended that you have them sent to you and that you hand deliver them to De Anza. When submitting official transcripts, you **must** also submit a **"Request for Evaluation"** form that is available from Admissions and Records. It is important that you indicate that the transcripts are being submitted for the Nursing Program. Official transcripts will be evaluated quicker if you indicate that they are being submitted for the Nursing Program. **Official transcripts must be submitted for all college course work taken in the last seven years prior to the application period deadline.** This is needed to allow the nursing program to compute an overall GPA for the Chancellor's Formula discussed in a later section of this document. **Official transcripts older than 7 years may also be required for GE requirements and nursing prerequisite course work other than core biology classes.** Official transcripts are not required for courses taken at De Anza or Foothill Colleges. It is the applicant's responsibility to provide transcripts. Transcripts that arrive after the application period deadline will not be considered, so allow sufficient time when requesting them.

   LVN Transition and Advanced Placement applicants must submit official transcripts for their nursing education (LVN education or completed courses in the RN program attended).

   Applicants who have never been students at De Anza College MUST apply to De Anza College before bringing in your transcripts so that you have an active student ID that can be used by the De Anza College Counseling and Admissions and Records departments.

   After your official transcripts have been processed and put on the De Anza computer system by Admissions and Records, you should be able to view the unofficial transcript via your De Anza online account. You can then meet with a counselor or advisor to determine if you received credit for nursing prerequisites and what more you need to do to complete the prerequisites of the Nursing Program.

Note that if you have previously submitted an official transcript from an institution, and you are bringing in an updated version, you need to tell the counselor or Admissions and Records that it is an update and supply a cover letter attached to the transcript explaining what classes are being updated. All of this will assist in the evaluation process.

Unofficial transcripts for all college classes listed on in the application, including De Anza and Foothill, should be stapled to the back of your nursing application form. Highlight on the transcripts the nursing prerequisite and GE course work listed on the application with a colored marker. Unofficial transcripts can be copies of opened versions of official transcripts or printouts from web pages showing personal coursework and grades that are now available from most colleges.

Transcripts from colleges and universities outside of the United States need to be evaluated only if the applicant plans to use any of the coursework for nursing prerequisites, GE requirements or units towards an A.S degree. Contact the International Student Programs office at De Anza College for a list of agencies that provide such a service. Since the evaluation process in such cases is expensive, a student can have an unofficial copy reviewed by a counselor or advisor within De Anza Counseling Services. They might be able to determine if an official evaluation would be worthwhile to pursue toward obtaining credit for Nursing Program prerequisites or General Education requirements. International candidates are advised that very few classes are accepted as nursing program prerequisites from foreign institutions. Generally, only the math requirement is considered for De Anza College requirements, but occasionally other sciences and some general education classes are approved. The 7-year biology requirement is strictly enforced despite any degrees that may be held by the candidate.

6. **Passing with Acceptable Score on Chancellor's Formula**
   The De Anza Nursing Department has adopted the use of a formula developed by the Chancellor's Office of the California Community Colleges. This formula was developed as a predictor of success in two-year Associate Degree nursing programs. Four different parts of your academic record will be put into the formula:

   1. **Core Biology GPA**, based on the following nursing prerequisite classes:
      Anatomy, Physiology, Microbiology and Nutrition
   2. **English nursing prerequisite GPA**
   3. **Overall College GPA**
      Associate Degree-applicable classes taken within 7 years of the application deadline
   4. **Repeat count** of the above Core Biology classes (one Withdrawal will be ignored)

   The classes used to determine the GPA in #1 and #2 are the last classes taken to meet the nursing prerequisite. They should also be the classes listed on Section B of your application. De Anza College Admissions and Records Department will determine the set of Associate Degree-applicable classes used in the Overall College GPA as part of the formal evaluation of required official transcripts (see transcripts section above). Grade point averages will be computed using plusses and minuses if they are present in the academic record (A+ and A is 4.0, A- is 3.7, B+ is 3.3, B- is 2.7, C+ is 2.3, C- is not used at De Anza and is not accepted).

   Any repeats found on submitted official transcripts of prerequisite anatomy, physiology, microbiology or nutrition classes or their equivalents within 7 years of the application deadline,

other than <u>one</u> withdrawal, will have a significant negative effect on the score produced by the formula. Do not repeat any of these classes to improve a grade of C or B without first consulting the Nursing Department Screening and Selection Coordinator.

The Chancellor's Formula will produce a score indicating a student's probability of success in a 2-year nursing program. <u>The minimum score accepted will be 75%.</u>

AP English Exam scores of 3 or higher may be used to meet the English nursing prerequisite, however in this case the English GPA component in the Chancellor's Formula will only be 2.0, regardless of the AP English Exam score.

A **Chancellor's Formula Worksheet** is available on the Nursing Program Information page of the Nursing web site. It is an Excel® spreadsheet. You can enter your 4 inputs into the spreadsheet and see your score. Use of the worksheet is demonstrated in Nursing Information Meetings. A schedule of these meetings can be found on the nursing web site.

7. **Passing the Required Sections of the Evolve Reach Admission Assessment Exam**
Applicants to all nursing programs must take the **Evolve Reach Admission Assessment Exam** (sometimes referred to as the "HESI" or "HESI A2" test). The following sections of the Exam marked REQUIRED must <u>each</u> be completed with scores of **75% or higher**, unless otherwise specified:

   1. English Language: Reading Comprehension (REQUIRED)
   2. English Language: Vocabulary and General Knowledge (REQUIRED)
   3. English Language: Grammar (REQUIRED)
   4. Basic Math Skills (REQUIRED)
   5. Biology (REQUIRED)
   6. Anatomy & Physiology (REQUIRED)
   7. Chemistry (<u>NOT</u> REQUIRED – but please take this exam <u>last</u> during your test session)
   8. Personality Profile (REQUIRED – No Score, results are just feedback to student)
   9. Learning Style (REQUIRED – No Score, results are just feedback to student)

Please check the De Anza College Nursing web site Announcements page for possible updates on the exam process. There is a permanent announcement about the exam on the page.

The exam must be taken prior to the application period deadline as stated in announcements for each application period.

Each time you take the exam, you will have to pay the full cost of the exam.

There is a study guide available from Elsevier, the test publisher:
Evolve Reach Admission Assessment Exam Review, 3rd Edition
ISBN-10: **1455703338** | ISBN-13: **978-1455703333**
It can be ordered by phone from Evolve Reach at (800) 545-2522.
This book is not a stand-alone study guide. It provides examples of the type of questions you will find on the Exam. It also provides some tables of information that you will need to know. You

can find it online at Amazon.com, barnesandnoble.com, and probably can be ordered at other sites or stores. You will probably not find it on the shelf of a bookstore. Note shipping times for online purchases to avoid long delays. Look at online reviews and judge for yourself if you want to purchase it or other general test review books that might be available. Two copies are currently available on the De Anza Campus. One is available in the De Anza College Library Reserved Books Checkout counter for a maximum of 3 days. You must have check out privileges as a De Anza student. Another copy is available for reading (no check-out) in the Allied Health and Nursing Resource Center (Room S-82, 408-864-8687).

If you are weak in any of the required areas on the tests, you may want to delay taking the exam, and thus delay your nursing application, until your knowledge and skill in these areas has been tested independently as strong and you feel confident that you can score high enough. De Anza College provides help to students with English and basic math skills. You are encouraged to take advantage of those services if you need them.

Students will only be allowed to take the exam twice. The second exam session (if required), must be completed no more than one year from the date of the first testing session. If the minimum score of 75% is not reached in all required sections after 2 exam sessions no more than a calendar year apart, the student will not be eligible to apply to any De Anza nursing program in the future. In the case where the tests are taken twice, the best scores from either exam session can be used. The student will have the option on the second exam to take all the required sections again, or only the sections that need better scores.

There is no ranking of test scores across applicants. Applicants are only required to meet the minimum requirements.

If you pass the required sections but fail to meet another part of the Nursing Program eligibility requirements, your test scores will be good for 7 years from the date of the first testing session with acceptable test scores in all required areas.

If a student does not pass all required sections with the minimum 75% score, the student will have online remediation available via the Evolve Reach web site at no additional cost. It is highly recommended that the student take the time to study before taking the test again. Remediation/study can include the online Evolve Reach remediation, or further private study, class work or tutoring arranged by the student at their expense.

If a student has taken the required sections as part of applying to another nursing program, documentation of results must be included with the student's application. The student will have to make a request to Elsevier to send the results to the De Anza Nursing Department. If some of the sections required by De Anza Nursing were not taken, the student will be allowed two more test sessions no more than 1 year apart to complete the remaining sections with the minimum scores required.

Testing Accommodations for the Exam
If you need special testing accommodations, contact the Screening and Selection Coordinator: Robert Jeckell (408-864-5618, JeckellRobert@fhda.edu). Please contact Robert before you register to take the exam on the Evolve Reach web site. If special accommodations are approved, the exam will be administered on the De Anza College campus.

PLEASE NOTE: Special testing accommodations will take longer to approve and arrange.

How to become eligible to take the Exam
Download and read the Evolve Reach Admission Assessment Exam Registration Instructions document available from the Nursing Program Information page of the De Anza Nursing Department web site. This document contains the De Anza College Department ID and instructions on:
1. Creating an account on the Evolve Reach web site and
2. Registering to take the exam.

Once you have created your account, you can log in to the site and register to take the Exam. After you have supplied the De Anza College Department ID, you should be able to see the exams you are allowed to take in the field following your contact information. If you are taking the test for the first time, you should select **A2 V-1** (Admission Assessment Version 1). If you are taking the test for the 2nd time, use **A2 V-2** (Admission Assessment Version 2).

Here is an example of how the exam field should appear (date ranges will be different over time):

Please read the complete instruction document carefully and note that you must have a government-issued photo ID with personal information identical to what is present on your registration form. You are required to check a box on the form to confirm that the information matches. If there is a mismatch you either need to change your personal information you previously entered in Evolve Reach when you set up your account or update your government issued photo ID.

What to expect after submitting your exam registration request
You will first receive a Confirmation Notice via email from Elsevier.com. Please carefully review the information contained in your Confirmation Notice. If any of the information is incorrect, or if the information has changed, please contact Elsevier Review and Testing at exameligibilty@elsevier.com. Within 1 to 3 business days after you received your Confirmation Notice email, you should receive a second email indicating that you may schedule and pay for your exam at a Prometrics testing center via their web site. The email will contain an Eligibility ID/Student ID needed to register for the test. You will also need the ID on the day of the test.

Where to take the Exam

The exam is administered at Prometric testing centers ~~available~~ nationwide. Please don't contact the testing centers without first getting an Eligibility ID from Elsevier. Please follow the instructions in your confirmation email and pay close attention to all of the instructions provided to you by Prometrics. There are testing sites in San Jose and elsewhere in the San Francisco Bay Area. You will be given instructions in the email containing your Eligibility ID on how to contact and locate the nearest Prometric test center and register online.

After Taking the Exam – Getting the Results

Students should be able to see the results of completed sections of the Exam within 1 to 2 working days on the Evolve Reach web site within their account. If you fail to complete a section you may not see the final result for that Exam section until the 1st or 15th of the month (or the next normal working day) following the date you take the exam. For example, if you take the test on August 6th, you will be notified on or shortly after August 15th. The De Anza College Nursing Department will have access to test results at the same time.

If you failed to pass all of the required subtests with at least 75%, instructions will be available on how to obtain free online remediation/study help. There is no time limit on access to remediation through the Evolve Reach web site. Students may remediate in other ways as they see fit (e.g., reviewing textbooks or test preparation books, independent online resources, tutoring, college courses, independent review programs). After you have gone through remediation and you are ready to retake the Exam, you will need to register for the **A2 V-2** Exam on the Evolve Reach web site as described above to get an Eligibility ID so you can schedule your second exam. Remember that <u>it must be taken within one calendar year of your first exam session</u>.

Submitting Exam Results to De Anza College

If you have passed all the required sections with passing scores, and you have met all other eligibility requirements for the nursing program, please print out a <u>one or two page summary of your exam results</u> available from the Evolve Reach web site via your account and include a copy with your Nursing Application.

8. **General Education Requirements**
It is strongly recommended that candidates complete all of the required Nursing Program prerequisites first, followed by required General Education courses to satisfy the A.S. degree in Nursing requirements at De Anza College. The General Education requirements for nursing majors are defined in the Getting Started document and Section C of the Nursing Application, both found on the Nursing Program Information page of the nursing web site. Once the Nursing prerequisites are completed, you can apply to the program. It may take some time before you get admitted to the program due to the number of applicants on the program waiting lists (RN, LVN to RN, or Advanced Placement). The General Education courses are required for the Associate of Science in Nursing degree. Note that there is one special requirement imposed by the nursing program on the general education requirements: For RN program applicants, <u>Anthropology 2 OR Sociology 1, or their equivalent elsewhere, must be completed prior to the start of the second quarter of the Nursing Program</u>. You will not be permitted to continue with Quarter 2 until the requirement is met and space is available in Quarter 2. The same class requirement is considered a prerequisite for LVN to RN Transition and Advanced Placement applicants. Questions regarding prerequisites, graduation requirements, and transferability of course work should be directed to the Counseling and Advising Center, De Anza College. Counselors and advisors are not able to evaluate course transferability by phone or correspondence. Students should see a counselor or advisor in order to start the evaluation process. Drop-in visits with counselors and advisors are available. Get the current hours via the De Anza web site at http://www.deanza.edu/counseling/.

9. **Background Checks & Drug Testing**
Background checks and drug testing are required just prior to starting the RN Program. The Nursing Program contracts with agencies to perform these activities. The student is responsible for the costs of these requirements. Results of the background check may prevent students from completing the nursing program due to restrictions in access to clinical sites at local medical facilities.

Registered Nursing applicants who have committed repeat or serious misdemeanors or a felony may not be eligible for licensure after completing the De Anza College nursing program. Applicants with such a record should contact the California State Board of Registered Nursing for information on current requirements and possible solutions.

10. **Admission Requirement – Social Security Number**
The California Board of Registered Nursing requires all applicants who wish to take the NCLEX-RN exam to become a Registered Nurse to have a U. S. Social Security Number. The De Anza Nursing Department will not admit a student to any nursing program without having a valid U. S. Social Security Number.

11. **Continuous Enrollment**
The De Anza Nursing Department does not require that students maintain continuous enrollment prior to applying or while waiting for entry into a nursing program. Students should consult the De Anza College Catalog regarding continuous enrollment or speak to a counselor or advisor on the subject.

Application:

The Application Form, used for all nursing programs at De Anza, can be downloaded and printed from the Nursing Program Information page of the Nursing Department web site. Dates for application periods and testing deadlines can be found on the same web page. A detailed announcement for any current or upcoming application period will be found on the Announcements page of the Nursing Department web site.

Application Process:
1. Make sure that all required official transcripts covering all the course work you are using for prerequisites have been sent to **De Anza Admissions and Records** and that they have been processed and evaluated prior to an Application Deadline. You will also need to submit official transcripts for all college course work taken in the 7 years preceding the Application Deadline. Please refer to an earlier section of this document on Transcripts.
2. Take the Evolve Reach Admission Assessment Exam prior to the announced Exam Deadline (not the same as the application deadline – usually before the application deadline by several weeks). Application and exam deadlines are listed on the Nursing Program Information web page.
3. Complete the application. Consult the checklist in the application file to make sure you have included everything required. Please make a copy of all paperwork in the application packet. You should always have your own copy of any documents submitted to the nursing department.
4. Mail the application. Applications must be complete and postmarked by the application deadline date. Applications will not be accepted in person. No Exceptions. It is recommended that applications be sent Certified Mail. Your certified mail receipt should be kept in case your application doesn't reach the Nursing Department. You will be allowed to resend an application if you have proof of sending one on or prior to the application deadline date.
5. If both required self-addressed stamped envelopes are included with the application, you will receive notification in the mail when the Nursing Department Selection and Screening Coordinator opens the application shortly after receiving it. If you don't receive this returned envelope in a reasonable amount of time, then you should contact the nursing department (see the Contact Us page on the nursing web site).

Advanced Placement Applicants (Transfers from other RN programs)
Advanced Placement applicants must also include detailed descriptions of all nursing classes taken in the program from which they are attempting to transfer. This would include catalog descriptions, course outlines, syllabi, and total hours for each class broken down by lecture, in-school lab, and time spent at specifically identified clinical sites. All of this information is needed to accurately determine equivalency to the De Anza RN program curriculum.

Previous Applicants
If you received a rejection letter in response to a previous application, you should reapply using the latest application form on the De Anza Nursing web site. All previous applicants that were rejected or didn't maintain active status on the current waiting list are required to meet the latest eligibility requirements. Please transfer information that hasn't changed from your copy of the previous application and update those parts of the application that have changed. Make sure you include all required information for your situation. There is a checklist in the application file you download.

Eligibility, Selection & Admission

1. **Eligibility & Admission Criteria**
    Admission to the Registered Nursing Program at De Anza College is based on the following guidelines:
    *   Criteria approved by De Anza College
    *   Guidelines consistent with state and federal law
    *   Guidelines established by the California State Board of Registered Nursing, which is the accrediting agency for the De Anza Nursing Programs.

    Primary Admission Criteria:
    a. Completion of nursing prerequisite courses with a 'C' or better
    b. Scoring 75% or higher on Chancellor's formula (See previous Section 6)
    c. Scoring 75% or higher on each of the required sections of the Evolve Reach Admission Assessment Exam (see previous Section 7)
    d. Proper completion of application, providing all required documentation

    Secondary Admission Criteria:
    e. Selection from Waiting List: if there are more equally qualified applicants than spaces available, candidates will be picked from the beginning of a waiting list. New applicants who meet eligibility requirements will be placed at the end of the waiting list – everyone that applies for the same application period will be randomly ordered and that group is placed at the end of the existing waiting list. Separate waiting lists are maintained for the RN Program, LVN to RN Transition, and Advanced Placement programs.

    Admission Procedures may change due to changes in the number of applications to the nursing program and modifications in requirements by the Nursing Department and De Anza College. If changes are needed, they will be announced on the Announcements page of the De Anza College Nursing Department web site.

2. **Evaluation of Applications**
    Please **DO NOT** call the Nursing Department or the Biological, Health and Environmental Sciences Division office to inquire about your application status after the application deadline unless the Nursing Department has contacted you for information.

    After all applications are evaluated, one of the following letters will be sent to each applicant:

    a. **Rejection**: Sent to those applicants that have not met eligibility requirements. Rejected applicants will have a short period of time to schedule a meeting with the program Screening and Selection Coordinator to discuss their application. All problems must be resolved prior to the date identified in the letter. If the problem cannot be resolved, then the applicant will have to submit an application during the next application period.

    b. **Eligibility Letter**: Sent to 2-year RN program applicants who have met the eligibility requirements. A random ordering of all eligible RN Program applicants for the application period will be done by the Screening & Selection Coordinator and then added to the end of the current RN Program Waiting List. Each letter will include the applicant's position on the waiting list and the applicant's unique Waiting List ID. As the waiting list changes over time, eligible applicants can keep track of their position on the public waiting list on the nursing web site by searching for their Waiting List ID.

c. **Invitation to meet the Nursing Department Director**: Sent to LVN Transition and RN Advanced Placement applicants who have met eligibility requirements. These applicants must contact the Director of the Nursing Program as soon as they receive their eligibility letters and arrange a meeting for evaluation of their knowledge and experience to determine their placement in the RN program. These applicants will be added to the end of existing waiting lists to get into the required quarters of the RN program they need to complete their nursing education.

3. **Selection of Candidates for Nursing Programs**
A new 2-year RN Program starting class is selected during the preceding quarter. The class is selected, in order, from students on the RN Program Waiting List who are ready to start. Alternates will also be picked from the students who are next on the waiting list, and the invited class and alternates will be oriented shortly after their selection. Alternates that are not needed to fill vacated class seats return to their position on the waiting list for the next class selection. The specific method of selection is explained in a permanent announcement on the Nursing Department web site announcements page.

Students on the RN Program waiting list who would have been selected for a starting class, but indicated they were not ready to start are given a fixed window of time to enter the program without losing their place on the waiting list. In this case a student is said to have Officially Declined. These students will have to start in one of the following **six quarters** (summers excluded). If they fail to start in the allotted 6-quarter time frame, they will be moved to the bottom of the waiting list if they are still interested in the program.

Students on any nursing program waiting list must maintain their active status by following instructions found on the De Anza College Nursing Web Site Announcements page and in communications they receive from the Nursing Department. If they do not maintain their active status as instructed, they will be removed from the waiting list and will have to meet the eligibility requirements in effect at the time of any later re-application. It is suggested that if you are on a waiting list that you check for announcements about once every month or two for new information or instructions.