
Associate Degree Registered Nursing Program

Students are admitted to the Associate Degree Nursing Program three times each year. 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) at the completion of all required courses. There are also LVN Transition and Advanced Placement programs available to allow qualified LVNs and nursing students from other institutions to finish their RN training. All three approaches require the same prerequisites, with any exceptions noted below.

Preparation

Preparation for admittance into the De Anza RN Program requires attention to the following:

1. **Completion of Prerequisites:** They must all be completed **prior** to starting the RN Program.

No prerequisites may be in progress when you send in your application. If you are taking a class, and the official end date for the semester or quarter this class is in is later than the application deadline, then the class is considered to be in progress.

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

- **Nursing 50** (not required for applicants to the LVN Transition Program)
Must be taken at De Anza College. Completion by examination is possible – see the De Anza Catalog or consult a counselor for details).
- **Math 105/114** (Intermediate Algebra) **or higher**
 - 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 high enough on College Level Math Placement Test will meet this requirement

The following De Anza College prerequisites or their approved equivalents taken at other institutions must be successfully completed with a grade of 'C' or better and an overall combined GPA of 3.0 or higher:

- **Biology 40A, B, and C** – Anatomy and Physiology
- **Biology 26** – Microbiology
- **Biology 45** – Human Nutrition
- **English 1A** (Composition and Reading) or **ESL 5** (ESL: Adv. Comp. & Reading)
ESL 5 is only for students whose native language is not English. It is recommended that ESL students take extra ESL classes and free tutoring opportunities available on campus before taking other prerequisites to increase their chances of success.
- **Psychology 1** – General Psychology
- **Psychology 14** - Developmental Psychology (scope is full life span)
- **Speech 1** (Public Speaking) **or Speech 10** (Fund. of Oral Communication)

1. **Currency Requirement:** The following De Anza College courses or their approved equivalents taken at other institutions must have been completed within the last **seven years prior to the application deadline:**

- **Biology 40A, B, and C** – Anatomy and Physiology
- **Biology 26** – Microbiology
- **Biology 45** – Human Nutrition

1. Equivalent coursework

Candidates who complete prerequisite coursework at another college must follow the College Course Equivalency Spreadsheet available on the De Anza Nursing web site where this document was found. The De Anza College Counseling Department should review courses that do not appear on the spreadsheet. Some courses may require academic petitions. This must all be completed prior to the application deadline. Copies of all approved petitions must be attached to an application.

1. Transcripts:

Official transcripts (sealed envelopes from institutions) should be submitted directly to the Admissions and Records office of De Anza College. Official transcripts must be submitted for all coursework taken at institutions other than De Anza or Foothill colleges. It is the applicant's responsibility to provide transcripts. Late arriving transcripts will not be considered, so allow sufficient time when requesting them.

Unofficial transcripts for all college coursework listed for prerequisites in the application, including De Anza and Foothill, should be stapled to the back of your application form. Highlight the prerequisite course work on the transcripts with a colored pen. Unofficial transcripts don't have to be opened versions of official transcripts. They can be printouts from web pages showing personal coursework and grades that are now available from some institutions.

Applicants who have never been students at De Anza College **MUST** enroll at De Anza 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. Take your official transcripts to a meeting with a counselor, who can help you fill out a Request for Transcript Evaluation form. Bring a self-addressed stamped envelope that can be used by the Admissions and Records Department to send you a print out of the transcript evaluation. This can then be used in a follow-up meeting with a counselor to determine what more you need to do to complete prerequisites to the Nursing Program. Also, 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 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.

Foreign college transcripts need to be evaluated only if the applicant plans to use any of the coursework. See the International Student office 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 the De Anza Counseling Department. 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 from foreign institutions. Generally, only the math requirement is considered for De Anza College requirements. The 7-year currency requirement in the science courses is strictly enforced despite any degrees that may be held by the candidate.

1. General Education Requirements

Due to the rigorous nature of the program, it is strongly recommended that candidates complete all of the required Nursing Program prerequisites first, followed by required General Education courses. Once the Nursing prerequisites are completed, you can apply to the program. It may take some time, due to the number of applicants participating in the Random Selection process, before you get admitted to the program. Using this strategy will allow you time to work on General Education classes or even classes needed in advanced nursing education prior to admittance into the Registered Nursing program. The General Education courses are required for the Associate of Science degree. Note that there is one special requirement imposed by the Nursing Program on the General Education requirements: Anthropology 2 OR Sociology 1 must be completed before the end of the first quarter of the Nursing Program. You will not be permitted to continue with Quarter 2 until the requirement is met and space is available in Quarter 2. Questions regarding prerequisites, graduation requirements, and transferability of course work should be directed to the Counseling Department, De Anza College at 408/864-5400. Counselors and advisors are not able to evaluate course transferability by phone or correspondence. Candidates must see a counselor or advisor in order to start the evaluation process.

1. Felony Convictions:

Background checks and drug testing are required after selection for the Nursing Program and 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 activities. Results of the background check may restrict students from completing program requirements due to lack of access to clinical sites.

Registered Nursing applicants who have committed a felony may not be eligible for licensure after completing the program. Applicants should contact the State Board of Registered Nursing for information on current requirements and possible solutions.

1. Continuous Enrollment

It is recommended that students remain in continuous enrollment (see college catalog for guidelines or a counselor/advisor to determine if it would be advised in your situation) but it is not required for application to the Nursing Program.

Application:

The Application form can be downloaded and printed from the Nursing Program web site.

Application Process:

1. Make sure that all official transcripts covering all the course work you are using for prerequisites have been received by De Anza Admissions and Records and that they have been processed and evaluated (see discussion in section above)
2. Complete the application to the Registered Nursing Program and attach unofficial transcripts for all classes used for prerequisites.
3. Mail the application. Applications must be complete and postmarked by the deadline date. Applications will not be accepted in person. No Exceptions. It is recommended that applications be sent Certified Mail/Return Receipt Requested.
4. If a self-addressed stamped envelope is enclosed with the application, applicants will receive notification in the mail when the Nursing School receives the application.

Previous Applicants

If you received a rejection letter in response to a previous application, you should reapply using the application form on the De Anza Nursing web site. Please transfer information that hasn't changed from your copy of the previous application and update those parts of the application that have changed. Remember to update your GPA, if necessary. Include unofficial transcripts or copies from your previous application for all classes listed on the application. Highlight the prerequisites on the unofficial transcripts.

If you were previously invited to participate in the Random Selection Process, but did not participate in the last Random Selection, you MUST complete and send in the one page Random Selection Reactivation Form by the application period deadline to receive an invitation to the next Random Selection. The Random Selection Reactivation Form is available for download from the Nursing Program web site.

If you participated in the last Random Selection, you are automatically eligible to participate in the next Random Selection. No paperwork must be done. Just show up with a photo ID. If you cannot attend, you may have a representative attend for you. They will need a letter from you that identifies them as your representative. They should have a photo ID.

Selection & Admission

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

Primary admission criteria: completion of prerequisite courses with a 'C' or better, and a minimum GPA of 3.0 in all prerequisites except for Math and Nursing 50.

Secondary admission criteria: Random Selection Process; If there are more equally qualified applicants than spaces available, a random selection will be done.

Admission Procedures may change each quarter due to the large number of applicants.

2. Please do not call the Nursing department or the Biological, Health and Environmental Sciences Division office to inquire about application status.

After 4-6 weeks, all received applications will be evaluated and one of the following types of letters will be sent to each applicant:

- a. **Rejection:** Sent to those applicants that have not completed requirements.
- b. **Invitation to Random Selection:** Sent to 2-year RN program applicants who have met requirements.
- c. **Invitation to Meet Nursing Program Director:** Sent to LVN Transition and RN Advanced Placement applicants who have met prerequisite and application requirements.

Rejected applicants will have a short period of time before the Random Selection to schedule a meeting with the program screening and selection coordinator to discuss their situation. Any problem must be resolved prior to the last appointment slot on the last day of the offered appointments. If the problem cannot be resolved prior to the Random Selection, then the applicant will have to submit an application in the next application submittal period.

Newly approved applicants to the RN Program and approved participants in previous Random Selections then participate in a new Random Selection Process, resulting in the selection of candidates for a new nursing school class and a set of alternates to fill possible vacancies that may occur. Alternates that are not needed to fill vacated class seats are guaranteed a seat in the next new nursing class.

Newly approved applicants for LVN Transition or the Advanced Placement programs are told to contact the Director of the Nursing Program as soon as they receive their approval letters and arrange a meeting for evaluation of their knowledge and experience to determine their placement in the RN program.