

Associate Degree Registered Nursing Programs

Students are admitted to the Associate Degree 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) at the completion of all required courses and meeting requirements for an Associate Degree in Nursing. There are also **LVN 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 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 applying to any of the De Anza nursing programs.

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 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**
Must be taken at De Anza College. Credit by examination is possible – see the De Anza Catalog or consult a counselor for details). This class is not required for applicants to the LVN to RN Transition or Advanced Placement programs.
- **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 high enough on the De Anza College Level Math Placement Test will also meet this requirement
- **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)

Applicants to the LVN 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:

- **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 the last **seven years prior to the application period deadline:**

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

3. **LVN to RN 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 their LVN education must be submitted to De Anza College Admissions & Records prior to application deadline.

4. **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 on the same page 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 to obtain equivalency to the De Anza prerequisites. This must all be completed prior to the application deadline. Copies of all approved petitions must be attached to an application.

5. **Transcripts:**

Official transcripts (in sealed envelopes from institutions) should be submitted directly to the Admissions and Records office of De Anza College. It is recommended that they are submitted in person so that you can explain the reason they are being submitted. They may also be submitted via a counselor or advisor. **Official transcripts must be submitted for all course work taken in the last seven years at colleges or universities. Official transcripts are also required for all prerequisite course work older than 7 years.** Official transcripts are not required for 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 will need to submit official transcripts for their nursing education (LVN education or completed courses in the RN program attended).

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 most other colleges.

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 evaluated transcripts. 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 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.

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, 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 School has adopted the use of a formula developed by the Chancellor's Office of the California Community Colleges. This formula has been developed as a predictor of success in two-year Associated Degree nursing programs. Four different parts of your academic record will be put into the formula:

1. Core Biology Classes: Anatomy & Physiology and Microbiology prerequisites GPA
2. English prerequisite GPA
3. Overall College GPA (last 7 years of transferable classes)
4. Repeat count of the above Core Biology classes (one Withdrawal will be ignored)

De Anza College Admissions and Records Department will determine the set of classes used in the Overall College GPA as part of the formal evaluation of required official transcripts (see transcripts section above).

Any repeats found on submitted official transcripts of anatomy, physiology, or microbiology classes, other than one withdrawal will have a negative effect on the score produced by the formula.

The formula will produce a score indicating a student's probability of success in a 2-year nursing program. The minimum score accepted will be 75%.

As tools are developed that help students check their own scores before applying to the program, they will be announced and placed on the nursing web site.

7. Passing Pre-Admittance Test Suite

The De Anza Nursing School is now requiring all applicants for all nursing programs to take pre-admittance tests. The nursing school has chosen the **Evolve Reach Admission Assessment** exams (sometimes referred to as the HESI A2 tests). The following REQUIRED sections from the above tests must each 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 (NOT REQUIRED – but please take this exam last 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 testing process.

The pre-admission assessment tests must be taken prior to the application period deadline as stated in announcements for each application period.

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

There is a study guide available from Elsevier:

Evolve Reach Admission Assessment Exam Review

ISBN-13: 978-1416056355

It can be ordered by phone from Evolve Reach at (800) 545-2522.

You can find it online at Amazon.com, barnesandnoble.com, and probably can be ordered at other sites or stores. Note the shipping times 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.

If you are weak in any of the required areas on the tests, you might want to delay taking these tests, and thus 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.

Students will only be allowed to take the required tests 2 times. The second testing 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 testing sessions no more than a 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 testing session can be used. The student will have the option on the second test to take all the tests again, or only the tests that need better scores.

If you pass the required tests 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.

If a student does not pass all required sections with the minimum 75% score, the student will have online remediation available via Evolve Reach at no additional cost. It is highly recommended that the student take the time to remediate before taking the test again – your final chance to meet De Anza Nursing School requirements. Remediation can include the online Evolve Reach remediation, or further class work or tutoring arranged by the student at their expense.

If a student has taken the required tests as part of applying to another nursing school, documentation of test results must be included with the student's application. The De Anza nursing department will contact Elsevier to confirm the student's results. If not all the tests required by De Anza were taken, the student will be allowed two more test sessions within 1 year to complete the remaining tests with the minimum scores required.

How to become eligible to take the exams you need

To register for your Elsevier exam, you must send the following information to Elsevier Review and Testing using this e-mail address: exameligibility@elsevier.com.

Information to put in your eligibility email request

Copy & paste the following information into your email message. Modify the "Tests Needed" section based on your situation. Fill in your personal information. Then send the email to Elsevier.

Info to put into email:

- Prospective School: De Anza College
- Type of Program: NURSING – ADN PROGRAM
- Tests Needed:
 - 1st Time you take the test for De Anza:
Evolve Reach Admission Assessment Exam **Version 1**
 - 2nd Time you take the test (if necessary):
Evolve Reach Admission Assessment Exam **Version 2**
(Only if you didn't score at least 75% on all required sections the first time)
- First Name:
- Middle Name:
- Last Name:
- Address:
- City:
- State:
- Zip Code:
- Phone Number:
- Email address:

***IMPORTANT: The information provided must be the same as it appears on your government issued photo ID (e.g., Driver's License, Passport). You will not be admitted into the testing lab if there is any discrepancy between what it is entered into the system (by Elsevier) and what is presented on your ID. Please only submit your Eligibility ID request once.**

Testing Accommodations

If you need special testing accommodations, please contact the Screening and Selection Coordinator, Robert Jeckell (408-864-5618, JeckellRobert@fhda.edu). Please mention this in the above email as well.

What to Expect after Sending Email

You will receive a Confirmation Notice from Elsevier.com indicating that you may schedule your exam at a testing center. 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 exameligibility@elsevier.com.

PLEASE NOTE: You will receive your Eligibility ID from Elsevier via email within a minimum of 3 business days after they have received your eligibility email.

Where to take the tests

Tests will be administered at Prometric Testing Sites available nationwide. A list of sites is available on the nursing web site Nursing Program Information page. Please don't contact the testing centers without first getting an eligibility ID from Elsevier (see below). 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, Fremont, Alameda, South San Francisco and San Francisco. You will be given instructions on how to contact Prometrics in the Confirmation Notice. Here are the closest Prometrics testing centers to De Anza College:

Prometric Testing Center
4030 Moorpark Ave.
Suite 280
San Jose, CA 95117-4103
(408) 246-0072

Prometric Testing Center
48860 Milmont Drive
Suite 103C
Fremont, CA 94538
(510) 249-9179

After Taking the Tests – Getting the Results

Email notification of the results of the tests will go out on the first working day of the next calendar month following the date you take the test. For example, if you take the test in August, you will be notified on the first business day in September. 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 areas with at least 75%, you will be instructed on how to set up an account with Elsevier for free online remediation. There is no time limit on access to remediation through Elsevier. Students may remediate in other ways as they see fit (e.g., tutoring, college courses, independent review programs). After you have gone through remediation and you are ready to retest, you will need to send another email to Elsevier as described above to get an Eligibility ID so you can schedule your second test. Remember that it must be taken within one year of your first testing session.

Submitting Testing Results

If you have passed all the required tests with passing scores, and you have met all other eligibility requirements for the nursing program, please print out the results of your tests 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 A.S. degree requirements at De Anza College. The General Education requirements for nursing majors are defined in the Getting Started document on the nursing web site Nursing Program Information page. 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 one of the program waiting lists (RN, LVN to RN, 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, Anthropology 2 OR Sociology 1, or their equivalent elsewhere, 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. Counseling's main number is 408/864-5400. 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 to counseling are available. Get the current hours at the phone number above or via the counseling pages on the De Anza web site: <http://www.deanza.edu/counseling/>.

9. Felony Convictions:

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.

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

10. 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 or while waiting to start any of the nursing programs.

Application:

The Application Form, used for all nursing programs at De Anza, can be downloaded and printed from the Nursing Program web site Nursing Program Information page.

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 (see previous section) prior to an Application Deadline.
2. Complete the pre-admittance testing prior to the announced Testing Deadline (not the same as the application deadline – usually before the application deadline by several weeks).
3. Complete the application to the Nursing Program of interest to you and attach unofficial transcripts for all classes used for prerequisites. Consult the checklist in the application file to make sure you have included everything required. Please make a copy of all documents placed in the application packet. You should always have your own copy of documents submitted to the nursing department.
4. 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. 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 it doesn't arrive in a reasonable time after the deadline, if you have a receipt from the post office.
5. If both required self-addressed stamped envelopes are included with the application, applicants will receive notification in the mail when the Nursing School 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 each class broken down by lecture, in-school lab, and time spent at clinical sites off-campus. 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 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 Nursing Program.

Primary Admission Criteria:

- a. Completion of 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 all required sections of the Evolve Reach Admission Assessment Test Suite (see previous Section 7)
- d. Proper completion of application, providing all required documentation and certification

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.

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.

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.

After all applications are evaluated, one of the following types of 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 waiting list by using their Waiting List ID.

- c. **Invitation to Meet Nursing Program 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 Programs

A new RN Program starting class is selected during the preceding quarter. The class is selected in order from the RN Program Waiting List. Alternates will also be picked from the next candidates on the waiting list and all 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.

Candidates at the top of the RN Program waiting list that are invited into the following quarter's beginning class may decline the offer, but they will have to commit to start in one of the following three quarters. If they fail to meet their commitment, they will be taken off the waiting list and disqualified from reapplying to a De Anza College nursing program.

Students on any RN Program waiting list must maintain their active status by following instructions given to them in correspondence or by announcement on the De Anza College Nursing Web Site Announcements page. If they do not maintain their active status as instructed, they will be removed from the waiting list and have to reapply under the eligibility requirements in effect at that time.