



Steps for applying to the Associate Degree in Nursing (ADN) Generic and Advanced Placement Nursing options

The application filing period does not begin until late January of each year. Applicants can prepare for the filing period by following the steps below.

- 1) **Get a Citrus ID number** (if you don't already have one.) To do so, apply to Citrus College at www.cccapply.org and get a Citrus College ID number. This can take up to two weeks to process. You need a Citrus ID number in order to apply to the RN program. If you are a current or returning student and already have an ID number you do not need to apply again.
- 2) **Gather ALL official transcripts and documents.** Please submit all official transcripts to Admissions and Records at least 7 days before application appointment to ensure that they are on file. Please call Admissions and Records to verify your transcripts are on file before making your application appointment. Appointments will not be made if transcripts are not on file. You will also need to bring additional documents to your appointment. These will be listed in the downloadable application on our website. Please make sure transcripts are on file and additional documents are gathered *prior* to making your appointment.
- 3) **Download and fill out the ADN application.** Bring in all documents requested in the application. The application instructions and packet will be available on the Nursing website: www.citruscollege.edu/academics/programs/adn
- 4) **Make an appointment with a Nursing Counselor** to have your application processed. Application appointments for Fall 2013 will be available between **January 15 and April 25, 2013**. You may call 626-914-8720 or 626-914-8530 to make your appointment. Appointments will not be booked more than one week in advance*.

The application filing period for Fall 2013 is from **January 15 through April 25, 2013**. Applications will only be accepted during this time frame.

***IMPORTANT:** Appointments are booked up to one week in advance. Please be aware application period is a peak time for Nursing Counselors. Please make your appointment one week in advance to avoid unavailability of Counselors on your desired date.

ASSOCIATE DEGREE NURSING (ADN) APPLICATION PACKET
REGISTERED NURSING PROGRAM – ADVANCED PLACEMENT OPTION
(LVN to ADN)

APPLICATION APPOINTMENTS WILL BE AVAILABLE
JANUARY 15 – APRIL 25, 2013

All applicants are to read the following application packet thoroughly prior to completing required application forms. Students are encouraged to attend information sessions in which program curriculum and the application process will be described.

❖ **Visit the Website for dates and times of ADN Information Workshops**
<http://www.citruscollege.edu/academics/programs/adn/Pages/default.aspx>

Parking is available in the student parking lots. Parking permits are available for purchase at a parking kiosk or at the Campus Safety Office. Campus maps and directions to Citrus College are available online at <http://www.citruscollege.edu>

CITRUS COLLEGE HEALTH SCIENCES DEPARTMENT
ASSOCIATE DEGREE NURSING PROGRAM
1000 West Foothill Blvd
Glendora, CA 91741

www.citruscollege.edu/programs/academics/adn
626.914.8720

ASSOCIATE DEGREE NURSING PROGRAM APPROVAL

On February 16, 2007, the California Board of Registered Nursing granted Citrus College initial approval for an Associate Degree Nursing Program.

Board of Registered Nursing
P.O. BOX 944210, Sacramento, CA 94244-2100
TDD (916) 322-1700
TELEPHONE (916) 322-3350
www.rn.ca.gov



On March 8, 2007, The California Community Colleges Chancellor's Office granted Citrus College approval for an Associate Degree Nursing Program.

California Community Colleges
Chancellor's Office
1102 Q Street
Sacramento, CA 95814
TELEPHONE (916) 445-8752
<http://www.cccco.edu>

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INTRODUCTION

Registered Nursing is a dynamic career opportunity that requires high levels of knowledge, critical thinking skills and a commitment to caring for the client. Registered nurses are in great demand. During the 2005 – 2006 school year, the Citrus College Board of Trustees authorized the Registered Nursing Program Feasibility Study and the need for additional programs in the community was confirmed. A Self-Study, completed in fall 2006, defined the program that Citrus College and their healthcare partners have implemented. Citrus College made the commitment to offer the Associate Degree in Nursing (ADN) program in recognition of the need for Registered Nurses and to offer students the choice to prepare and pursue this healthcare profession.

The student who becomes an associate degree nurse is prepared to provide direct client care across the life span, as well as address acute and chronic health care needs and common well-defined health care problems in hospitals, long-term care facilities, and other community health agencies. A graduate of the Citrus College ADN program will be prepared in three basic roles within the health care delivery system: provider of care, manager of care, and team member within the discipline of nursing. Graduates of the ADN program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Graduates who successfully pass the NCLEX-RN will be eligible for licensure to practice as a registered nurse in California. Only the Board of Registered Nursing may issue the Registered Nursing License.

Citrus College and the Health Sciences Department are equally committed to assist each and every student in achieving success. For this reason, specific procedures regarding enrollment and re-entry are in place to ensure that all students committed to their educational goals are given every opportunity to progress and complete the program.

ADN ADVANCED PLACEMENT OPTION OVERVIEW

The ADN program is comprised of the following prerequisites for entry into the program.

NURSING PROGRAM PREREQUISITES

COURSE	TITLE	UNITS
BIOLOGY 200	HUMAN ANATOMY*	4.0
BIOLOGY 201	PHYSIOLOGY*	4.0
BIOLOGY 220	MICROBIOLOGY *	5.0
ENGLISH 101	READING AND COMPOSITION	3.0

* Biology 105 or Biology 124 is a prerequisite for Biology 200

* Biology 200 **and** Chemistry 103 or 104 or 110 or 111 or 112 are prerequisites for Biology 201

* Biology 105 or Biology 104 or Biology 124 **and** Chemistry 103 or 104 or 110 or 111 or 112 are prerequisites for Biology 220

Students who transfer completed science graduation requirements including anatomy, physiology and microbiology from another school not requiring chemistry and general biology as prerequisites will still meet the science prerequisite requirement at Citrus - see nursing counselor for additional information.

GENERAL EDUCATION FOR ADN NURSING MAJORS

PSYCHOLOGY 205	DEVELOPMENTAL PSYCHOLOGY	3.0
SPEECH 100	INTERPERSONAL COMMUNICATIONS	3.0
<u>OR</u> SPEECH 101	PUBLIC ADDRESS	
ANTHROPOLOGY 210	CULTURAL ANTHROPOLOGY	3.0
<u>OR</u> SOCIOLOGY 201	INTRODUCTION TO SOCIOLOGY	

ADDITIONAL GENERAL EDUCATION FOR THE ASSOCIATE DEGREE

(These requirements are waived for students who have a BA or BS from a regionally accredited institution in the United States.)

HISTORY OR POLITICAL SCIENCE**	3.0
ARTS-ONE COURSE FROM ARTS AREA**	3.0
HUMANITIES-ONE COURSE FROM HUMANITIES AREA**	3.0
KINESIOLOGY (KIN 170 or 171 or 173 or 3 units of activity)	3.0

Math (Completion of Intermediate Algebra (Math 150 or 149) or any higher level Math with a grade of “C” or better or two years of high school algebra with a grade of “C” or better and placement at the level of college algebra or higher on the math assessment test). Catalog rights will be honored for continuing Citrus College students.

**See Counselor for applicable courses.

REGISTERED NURSING PROGRAM – ADVANCED PLACEMENT OPTION (LVN to ADN)

The Advanced Placement Option provides an opportunity for entry into the ADN Program at the third semester. It is expected that the Advanced Placement Option student, having acquired their LVN, possesses first year nursing foundations. As such, the Advanced Placement Option student is eligible to enter the ADN program upon the successful completion of Nursing 200, Role Transition: LVN to RN. This course is offered during the summer session before entry into the third semester courses.

MAJOR REQUIREMENTS

COURSE	TITLE	UNITS
RNRS 200	ROLE TRANSITION	3.0
THIRD SEMESTER		
NURSING 201	MEDICAL-SURGICAL NURSING III	5.0
NURSING 203	MENTAL HEALTH-PSYCHIATRIC NURSING	3.0
WINTER INTERSESSION		
NURSING 290	GERONTOLOGICAL NURSING	2.0
FOURTH SEMESTER		
NURSING 251	MEDICAL/SURGICAL NURSING IV	6.0
NURSING 252	LEADERSHIP FOR PROFESSIONAL NURSE PRACTICE	2.0

STATEMENT OF ELIBILITY FOR ADVANCED PLACEMENT OPTION

All candidates meeting the requirements to apply to the ADN Program will be considered eligible for selection and enrollment. Only complete applications will be considered. Enrollment in the Citrus College Nursing Program is open to persons regardless of sex, age, marital status, disability, ethnic group, religion or national origin.

1. COMPLETION of PREREQUISITES AND GRADUATION REQUIREMENTS for APPLICATION

A. Students must meet the admissions requirements for Citrus College

B. Prerequisite Courses - All prerequisites must be completed with a grade of C or better.

COURSE	TITLE	UNITS
BIOLOGY 200	HUMAN ANATOMY (Biology 105 or Biology 124 is a prerequisite for Biology 200)	4.0
BIOLOGY 201	HUMAN PHYSIOLOGY (Biology 200 and Chemistry 103 or 104 or 110 or 111 or 112 are prerequisites for Biology 201)	4.0
BIOLOGY 220	MICROBIOLOGY (Biology 105 or Biology 104 or Biology 124 and Chemistry 103 or 104 or 110 or 111 or 112 are prerequisites for Biology 220)	5.0
ENGLISH 101	READING AND COMPOSITION	3.0

Applicants who transfer completed science graduation requirements including anatomy, physiology and microbiology from another school not requiring chemistry and general biology as prerequisites will be granted science credit for graduation-see nursing counselor for additional information.

In order to be eligible to apply, students need a GPA of at least **2.5** for Anatomy, Physiology & Microbiology and an **overall GPA** of at least **2.5**. **Students may repeat only one of the core science courses one time in the last 5 years.**

C. General Education (GE) Requirements for Graduation with an ADN

Prior to graduation all courses must be completed with a grade of C or better. General education requirements may be completed concurrently with nursing coursework. Due to the intensity of the nursing program, students are encouraged to complete general education prior to admission to the program. Number of general education courses completed may be considered in the admission process. Students who have completed all required degree applicable GE courses will be given preference in the admission process if the number of qualified candidates is greater than the positions available.

COURSE	TITLE	UNITS
PSYCHOLOGY 205	DEVELOPMENTAL PSYCHOLOGY	3.0
SPEECH 100	INTERPERSONAL COMMUNICATIONS	3.0
OR SPEECH 101	PUBLIC ADDRESS	
ANTHROPOLOGY 210	CULTURAL ANTHROPOLOGY	3.0
OR SOCIOLOGY 201	INTRODUCTION TO SOCIOLOGY	
HISTORY OR POLITICAL SCIENCE**		3.0
ARTS-ONE COURSE FROM ARTS AREA**		3.0
HUMANITIES-ONE COURSE FROM HUMANITIES AREA**		3.0
KINESIOLOGY (KIN 170 or 171 or 173 or 3 units of activity)		3.0
Math –Completion of Intermediate Algebra (Math 150 or 149) or any higher level Math with a grade of “C” or better or two years of high school algebra with a grade of “C” or better and placement at the level of college algebra or higher on the math assessment test. Catalog rights will be honored for continuing Citrus College students.		
**See Counselor for applicable courses.		

REQUESTS FOR EQUIVALENCY:

Requests for equivalency for core courses must meet or exceed the 4.0 unit minimum with a laboratory component required by the California Community College Chancellor's Office. If the applicant is uncertain whether a course taken inside or outside the California Community College system is equivalent to the Citrus College course, please contact the **nursing counselor**.

FOREIGN COURSEWORK:

Course work completed in another country may be accepted to satisfy requirements for graduation. Foreign transcripts must be evaluated by a recognized foreign evaluation service. Evaluations must include the name of the course, number of units, grade and whether the course was upper or lower division. These companies have been approved as foreign transcript evaluators:

1. International Education Research Foundation (IERF) (310) 258-9451 www.ierf.org
2. Academic Credentials Evaluation Institute (ACEI) (310) 275-3530 www.acei1.com
3. American Education Research Center (AERC) (626) 339-4404 www.aerc-eval.org
4. Academic and Professional International Evaluation (562) 594-6498 www.apie.org

Please submit an OFFICIAL copy of your foreign evaluation to Admissions and Records at least 7 days before your appointment. Consult the **counseling department** for assistance with equivalency.

2. GRADE POINT AVERAGE ACHIEVEMENT REQUIREMENTS FOR APPLICATION**CORE BIOLOGY (SCIENCE) GPA:**

An overall grade point average of 2.5 for the Human Anatomy, Human Physiology, and Microbiology prerequisite courses with no grade less than 'C' for each course is required. Students may repeat only one of the core science courses one time in the last 5 years (W's will not be counted as a repeat). Please note: A "C" in all course work will not earn a GPA of 2.5. Also note that a 2.5 GPA is not competitive.

COLLEGE GPA

A cumulative grade point average (GPA) of 2.5 for all college coursework. Please note that a "C" in all coursework will not earn a GPA of 2.5.

COLLEGE ENGLISH GPA

College level, transferable English, minimum of three (3) semester units or four (4) quarter units with a grade no less than a "C."

3. APPLICATION PROCESS

- A. Get a Citrus ID number** (if you do not already have one.) To do so, apply to Citrus College at www.cccapply.org and get a Citrus College ID number. This can take up to two weeks to process. You need a Citrus ID number in order to apply to the RN program. If you are a current or returning student and already have an ID number you do not need to apply again.

(continue to page 8)

B. Gather ALL Required Documents

- a. **Official College Transcripts.** ALL official transcripts MUST be submitted to Admissions and Records at least 7 days before your application appointment to ensure that they are on file. Please allow sufficient time for delivery of your transcripts. It is the applicant's responsibility to call Admissions and Records to verify transcripts are on file before making an application appointment. Please send to:
**Admissions and Records
Citrus College
1000 W. Foothill Boulevard
Glendora, CA 9174
(626) 914-8511**
- b. **Proof of High School Diploma or Equivalent.** Applicants must provide proof of graduation from an accredited high school in the U.S.A. by transcript or diploma **or** official international evaluation **or** associate **or** baccalaureate degree from an accredited institution of higher education in the U.S.A. **or** documentation of a passing score on the General Education Development (GED) exam **or** passing score on the California High School Proficiency Exam (CHSPE). Please submit a copy of any of the above to the counselor during your appointment.
- c. **Class Schedule for Spring 2013.** Please bring to your appointment a class schedule showing any in progress classes.
- d. **Documentation of Licensure as a Vocational Nurse in California and LVN Work Experience.** The applicant must submit a copy of the current LVN license from California as well as proof of employment (within the last three years) as an LVN within the past five years. Students may apply without LVN work experience if they are recent LVN graduates. Employment should be verified by a letter from the Human Resource Department of the employer. This document must include start and end dates of employment in a LVN assignment and the setting (acute vs long term care or community based). If continuous employment includes multiple employers, attach verification from each. Please make sure the name(s) and phone number(s) of each employer is included.
- e. **Social Security Verification.** Please bring a copy of your social security card to your appointment. Please note that you must have a social security number to apply to this Nursing program.
- f. **Self-Addressed Stamped Envelope.** Submit a self-addressed stamped, standard letter size envelope with the rest of your documents at the appointment.

C. Download and fill out the ADN application. Please complete and bring in the three application worksheets at the end of this document (cover sheet, pre-requisite achievement and selection criteria form, and the statistical information form. These can be found on pages 21-23). Applicant must complete and sign the coversheet prior to the appointment.

D. Make an appointment with a Nursing Counselor to have your application processed. Transcripts **MUST** be mailed to Admissions and Records at least 7 days before your appointment to ensure they are on file. Please call Admissions and Records at 626-914-8511 to

verify that transcripts are on file prior to making your appointment. All other documentation listed in section B above must be brought to the appointment. Please do not mail anything but transcripts to Admissions and Records. Application appointments will be available **January 15 to April 25, 2013**. Please call 626-914-8720 or 626-914-8530 to make your appointment. Only application appointments during this period will be evaluated for Fall 2013 admissions.

E. Application filing period is January 15 to April 25, 2013. ALL applications will be evaluated only after the deadline.

SELECTION PROCEDURES

Applications will be reviewed and processed in a precise and exacting manner to qualify candidates fairly. Applications will be reviewed if the following criteria are met:

- Student submitted ALL required documentation and met with a counselor and completed an application during the filing period.
- Candidate has completed all course prerequisites for the program and meets stated requirements.
- Transcripts from ALL college work were submitted to Admissions and Records.
- Copy of in-progress schedule of general education courses if applicable. The program faculty highly recommends students complete all GE courses before entrance into the program.
- Self addressed stamped envelope
- Submitted proof of completion of high school to counselor during appointment (Diploma/HS Transcript, AA, AS, BA,BS Degree from an accredited institution in the U.S.A., passing score on the GED, Official Foreign Transcripts Evaluation, or CHSPE Documentation)
- Copy of Current California LVN license
- Documentation of one year or more of experience as an LVN within the last three years.
- Copy of the applicant's valid Social Security card has been submitted.

If, upon review of all application submissions, the number of eligible students exceeds enrollment limitations, the college will use the Multi-Criteria for Selection, which includes:

- GPA in the Core Science Prerequisites (Anatomy, Physiology, and Microbiology)
- Overall GPA
- English 101 grade
- Number of completed courses in general education requirements for the degree
- Random selection of highest ranking candidates

Ten spots are available for the Advanced Placement option. Students will be selected for the number of open positions. A group of alternate students will also be selected and may be added to the class as positions become available. Alternates not entered into the Summer 2013 class must repeat the application process to be considered for a subsequent class. Before final acceptance into the program, the student must meet or exceed the composite passing score on an assessment/readiness test (see below).

Assessment Readiness Testing (Test of Essential Academic Skills – TEAS)

Citrus College ADN Program staff is committed to assisting students to be successful in the program and on the NCLEX-RN licensing examination. In order to assess the skills necessary for success, all students who are selected for the program and the alternates will be administered an assessment/readiness test. The Citrus College ADN Program uses the American Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) Version V for this assessment. The four content areas included in the test are Math, Reading, English, and Science. Those students who meet or exceed the composite minimum passing score established to predict success in a community college nursing program will be qualified to be admitted to the class. Information regarding the TEAS test can be accessed at <http://www.atitesting.com/global/students/teas-faq.aspx>. Students are encouraged to review information on the test from the website and may purchase a study guide at the ATI website www.atitesting.com. Students who do not meet the composite minimum score will be referred to resources for appropriate remediation. A plan for remediation will be developed by the Health Science Department staff in consultation with the student. Students who achieved low scores in any section of the assessment/readiness test, even if they have a passing composite score overall, will be referred for remediation.

Students who do not achieve the minimum composite score and need to remediate will not be entered into the Summer 2013 program. Entrance into the subsequent class will be guaranteed based on successful completion of a remediation plan and successful retaking of the assessment/readiness test with a passing composite score.

Students who do not meet the remediation requirements within the timeframe designated in the remediation plan will be required to restart the application process as a new student.

Applicant Notification

After completion of the selection process, a letter of acceptance, placement on the alternate list or non-selection for the Registered Nursing Program – Advanced Placement Option will be mailed using the selected applicant's self-addressed, stamped envelope. **Please do not call Citrus College, as phone verification will not be provided.**

Availability and Timing

Selected Candidates will be notified as soon as possible once selection has occurred. There will be a very short preparation period for enrollment into the RNRS 200, Role Transition: LVN to RN course that begins in mid to late June and ends in late July or early August (please check Wingspan for exact dates and times). Please be advised that prior to enrollment in RNRS 200, the student will be asked to verify:

1. Criminal Background Check done through Citrus College has been completed and is clear
2. History and Physical examination completed with approval by a physician or nurse practitioner that the student is physically and mentally prepared to enter the program and the following are in process or completed: titers to prove immunity to measles, mumps, rubella, varicella and hepatitis (or signed waiver for hepatitis vaccination) or immunizations in progress, TB test (two step skin test or x-ray) showing no active disease, and current CPR card for the Professional Rescuer.

PROGRAM CONSIDERATIONS

PROFESSIONAL COMMITMENT

Accepting placement in Citrus College's ADN Program affirms your dedication, attention, and energies to the study of nursing with the intent to succeed. Before you accept a position as a Citrus College nursing student, understand that you are expected to answer these questions affirmatively:

- Am I a responsible individual?
- Will I be at theory and clinical classes on time?
- Am I able to report to any assigned clinical site?
- Will I hand my assignments in on time?
- Do I have access to reliable transportation?
- Will I study and perform to the best of my ability?
- Will I maintain the nursing program standards of professional dress and conduct?

The Citrus College ADN Program schedule of classes, skills lab, and clinical assignments vary from semester to semester. Because of the scheduling, extensive reading, research, and homework assignments, it is highly recommended that students do not try to work full-time while attending the program. Also, you must understand that anything which changes your education plan (travel, illness, marriage, childbirth, family or personal crisis, etc.) may jeopardize your ability to focus on your nursing education. See clinical health and safety on the website at

<http://www.citruscollege.edu/academics/programs/adn/Pages/ProgramConsiderations.aspx>

ESTIMATED PROGRAM COSTS

An estimate of costs associated with entry and completion of the nursing program is provided in the table below. It is CRUCIAL for the student accepted in the Citrus College ADN Program to have the monetary resources to start and complete the program. It is the student's responsibility to research their options (i.e., scholarships, grants, loans, etc.) before they are accepted into the program. Substantial portions of the costs are incurred in the first semester. Not included are the approximate costs of travel to and from clinical locations, and costs such as those associated with childcare. The student should realistically plan for these costs, as they can be substantial. The following items listed in the table below will need to be completed or obtained at the student's expense:

ESTIMATED ADVANCED PLACEMENT PROGRAM COSTS - California residents only

	SUMMER INTERSESSION	3RD SEMESTER	WINTER INTERSESSION	4TH SEMESTER	ESTIMATED COST
NURSING COURSES @ \$46/unit	RNRS 200 (3 units) \$138.00	RNRS 201&203 (8 units) \$368.00	RNRS 290 (2 units) \$92.00	RNRS 251&252 (8 units) \$368.00	Total Program units = 21 \$966.00
TEXTBOOKS & STUDY GUIDES	\$350.00	\$200.00	\$75.00	\$75.00	\$700.00
UNIFORMS: SCRUBS, LAB COAT, SOCKS/HOSE & SHOES	\$250.00				\$ 250.00
EQUIPMENT: WATCH, STETHOSCOPE, GAIT BELT, BP CUFF, SMALL NOTE BOOK, BLACK PEN	\$325.00				\$325.00
NURSING KIT	\$70.00				\$70.00
CC CAMPUS & STUDENT FEES	\$55.00	\$85.00	\$55.00	\$85.00	\$280.00
ATI TESTING	\$500.00			\$500.00	\$1,000.00
LAB ENROLLMENT	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
PHYSICAL EXAM & LABS	\$300.00				\$300.00
PROFESSIONAL MALPRACTICE INSURANCE (12MOS.)	\$100.00				\$100.00
BACKGROUND CHECK & IMMUNIZATION TRACKER	\$120.00				\$120.00
CPR CARD	\$35.00				\$35.00
CSNA Semester Dues		\$35.00		\$35.00	\$70.00
GRADUATION	UNIFORM FOR PINNING CEREMONY, SHOES, ETC.				\$ TBD
NCLEX	APPLICATION, PHOTOGRAPHS, FINGERPRINTING, INTERIM PERMIT & TESTING FEES (Due in the 4 th Semester)- \$350.00				\$ 350.00
GRAND TOTAL					\$4,606.00

NOTE: Be advised the estimated costs provided here are as accurate as possible at time of publication and are subject to change.

INSTRUCTIONAL PRACTICES

CLINICAL AGENCIES - CONTRACTUAL AGREEMENTS

Citrus College Health Sciences Department has contractual agreements with various agencies for clinical experience. Each agency has practices and requirements that must be followed by the Health Sciences Department, faculty, and students. Students, at a minimum, are required to pass a criminal background check and a physical exam, obtain immunizations, titers, have a current CPR card, and liability insurance. **Be advised, clinical facilities may have policies requiring additional criminal background checks, immunization and random drug testing.** Student nurses are subject to these policies in order to participate in any clinical setting and must bear any costs for compliance of said policies in addition to the Citrus College ADN program requirements.

ETHICAL CONDUCT

The professional role of nursing demands proper ethical conduct; this includes the educational phase of their professional lives. Proper and ethical behavior includes, but is not limited to, honesty in all areas. Breaches of ethical conduct will not be tolerated in any area; these include, but are not limited to, cheating, plagiarism, and breaches of confidentiality. If a breach of ethical conduct occurs, disciplinary action will result. Any disciplinary action is dependent on the severity of the infraction, but may include dismissal from the program.

ADN ATTENDANCE POLICY

Classroom and clinical attendance are interrelated and necessary to the learning process of the nursing program. It is expected that all classroom and clinical assignments and activities will be completed as scheduled. Specific attendance policies are found in the ADN Student Handbook and nursing course syllabi, as well as listed below:

THEORY ABSENCES – Students are expected to attend all scheduled theory classes. The student is responsible for material covered in each class. If a pattern of excessive absence is identified by the faculty, an evaluation of the student's attainment of outlined objectives may be completed by the instructor, which may lead to the student being dropped from the course for lack of progress in meeting objectives.

CLINICAL ABSENCES - Students are required to make up clinical absences.

TRANSPORTATION - Students are responsible for their own transportation to and from class and clinical facilities.

CLINICAL ROTATIONS - Students are required to attend varying hours of clinical laboratory experience per week. Clinical sites vary and may include the college skills lab as well as hospitals in multiple Southern California areas. Students must be available to attend all possible clinical shifts, each week, Monday through Sunday. The college will give the students as much warning as possible regarding clinical schedules.

CITRUS COLLEGE ATTENDANCE POLICY - (From the Citrus College Student Handbook)

- Students are expected to attend their classes regularly.
- Failure to attend the first class session may result in the student being dropped. Failure to attend class jeopardizes not only a student's grade, but hinders the learning potential of the other students who were unable to gain access to the class due to enrollment limitations.
- The class instructor has the right to terminate a student's enrollment when a student is absent for more than one hour for each unit of class credit.

GRADING

The theory component and the clinical component of nursing are interdependent. Both must be passed to progress to the next semester. The theory component grading scale for all courses in the Health Sciences Department is as follows:

- 93 - 100% = A
- 84 - 92% = B
- 75 - 83% = C
- 65 - 74% = D
- 64% or less = F

Students are responsible for all theory and clinical objectives. These objectives will be addressed by classroom lecture, skills lab, clinical experience, and/or independent study.

PROMOTION

- Theory grades in nursing classes must be passed with a “C” or better.
- Clinical components in nursing courses must be passed with a satisfactory evaluation. Clinical skill competencies must be demonstrated in full each semester in order to progress.
- An “incomplete” may be given if all assigned work is not completed by the end of the semester, which may result in the student not progressing to the next course. The clearance of any “Incomplete” is the responsibility of the instructor and re-entry is dependent on class space availability.

ACADEMIC INTEGRITY

Any student involved with professional dishonesty in theory or clinical will be subject to disciplinary action. Depending on the severity of the infraction, the instructor penalty may range from reprimand, assigning a grade reduction or a zero grade for the assignment or examination. If the cheating occurs on a major assignment or final, it may result in the student failing the course. In the case of serious violation especially involving the clinical setting, a student conduct hearing would be initiated. In case of serious infractions the student would be referred to the Director of Health Sciences and the Dean of Student Services for further disciplinary action. The Citrus College Standards of Student Conduct Policy states that violations of the Code of Student Conduct are subject to any of the following types of disciplinary actions; reprimand, disciplinary probation, disciplinary suspension, summary suspension or expulsion. A penalized student will not be permitted to avoid the academic penalty grade by withdrawing from the course with a “W” grade. The student may not be eligible for reentry to the program based on a lack of academic integrity. (For more information please refer to the Citrus College ADN Student Handbook, Policy Re: Academic Integrity and the current Citrus College Student Handbook, Student Discipline: Prescribed Conduct.)

WITHDRAWAL/ NON-PROGRESSION/RE-ENTRY

WITHDRAWAL – If a student withdraws with grades below “C” or unsatisfactory in the clinical component and applies for re-entry, the re-entry will be considered their second and final opportunity in the program. If a student withdraws from a nursing course once based on illness or family crisis while in good standing related to grades and clinical performance, the withdrawal will not be considered as a failure when determining eligibility for re-entry in the future. No additional repeats will be allowed. (Refer to the Citrus College catalog and the ADN Handbook for policy on withdrawal vs. failure from a class.)

NON-PROGRESSION - Faculty determine if a student is not eligible to progress to the next course based on the student not meeting required academic or clinical performance objectives in the ADN Program as described in the ADN Grading Policy. The student must meet with the Director of the ADN Program or designee to discuss the reasons for the failure and develop a plan for remediation. In the case of a student dismissed for breach of ethical standards of the Citrus College ADN Program eligibility for reentry would be based on the severity of the infraction. Unsafe behavior in the clinical setting or unprofessional behavior may disqualify the student for readmission.

EXIT/RE-ENTRY INTERVIEW

Any student receiving an incomplete, grade below a “C” in a theory course or a clinical failure will not progress. Any such student must make an appointment with the Director of Health Sciences or designee, for an Exit/Re-entry Interview for the purpose of an academic review and establishment of a reentry plan. The Citrus College ADN Exit/Re-entry Interview must be completed upon withdrawal or failure and the review/reentry plan must be signed by the Director of Health Sciences, or designee, and the student. A student who does not participate in an Exit/Re-entry Interview may forfeit any possible re-entry into the program.

RE-ENTRY - Students may repeat one nursing course one time only. Placement in a course for repetition purposes is based on the nursing program’s policy on entry/re-entry and as space permits. If the student meets the requirements to re-enter the program at a later date, intention to re-enter must be made in writing in accordance with the terms of the reentry plan determined at the Exit/Re-entry Interview with the Director of Health Science or designee. The student is responsible for completing the remediation plan determined at the interview and submitting documentation of remediation activities.

Once accepted, students who attend less than two weeks (or not at all) of a nursing course will NOT be considered re-entry students and must reapply and compete for acceptance into the Nursing Program.

TRANSFER FROM ANOTHER PROGRAM – A student interested in transfer should apply in writing, see a nursing counselor for evaluation of general education transcripts, submit nursing transcripts and course descriptions to the Director of the ADN Program. If a student has earned two non-progression grades in another RN program, the student will not be eligible for admission to the Citrus College ADN Program. Admission of transfer students are dependent on availability of space in the program.

LEARNING DISABILITIES/SPECIAL ACCOMMODATIONS

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in the nursing program, are encouraged to contact Disabled Student Program and Services (DSP&S) as soon as possible to ensure that such accommodations are implemented in a timely fashion. A DSP&S authorization form is required before any accommodation can be made.

Accommodations approved by DSP&S must be on file with the ADN Program. The student is responsible for relating this approved accommodation to the faculty responsible for the administration of the examination.

POLICY REGARDING NON-DISCRIMINATION

Consistent with the BRN policy of non-discrimination, the Citrus College ADN Program neither discriminates in employment nor in the admission and access to its programs and activities.

COMPETENCY OF NURSING STUDENTS

Competency standards to which the Board of Registered Nursing holds the RN accountable are specified in Title 16, Business and Professions Code, Nursing Practice Act, Section 2725 and the California Code of Regulations Section 1443.5, Standards of Competent Performance. The Nurse Practice Act and the Standards of Competent Performance apply in all settings where RNs practice nursing. The nursing student may perform actions of the registered nurse while they are in the clinical setting under the supervision of faculty and RN staff based on clinical objectives. The student is accountable for their actions based on the level of nursing education completed.

EMOTIONAL REQUIREMENTS

The student must have sufficient emotional stability to perform under stress; stress occurs in both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

PHYSICAL REQUIREMENTS

In order to participate in the Citrus College ADN Program, students are required to travel to agencies and hospitals with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in nursing:

1. Strength: sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR which requires sufficient body weight and adequate lung expansion;
2. Mobility: sufficient to bend, stoop, bend down on the floor; a combination of strength, dexterity, mobility and coordination to assist patients; ability to move around rapidly; and to move in small, confined areas;
3. Fine Motor Movements: necessary to manipulate syringes and IV's; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures;
4. Speech: ability to speak clearly in order to communicate in both verbal and written formats and be understood on the telephone with staff, physicians, faculty supervisors, and patients in order to communicate nursing actions, interpret client responses, initiate health teaching, document and understand nursing activities, and interact with clients, staff and faculty supervisors.
5. Vision: sufficient to make physical assessments of patients and equipment;
6. Hearing: sufficient to accurately hear on the telephone; to be able to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals, and various overhead pages.
7. Touch: ability to palpate both superficially and deeply and to discriminate tactile sensations;
8. General Health: nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the Health Sciences Department reduce this risk for nursing students, but do not eliminate it entirely. The following students need a physician's note to participate in the program: students with impaired or deficient immune systems and pregnant women. Such students must have physician approval prior to participation in clinical courses and must discuss their situation with the clinical instructor.

BACKGROUND SCREENING

Based on national guidelines from the Joint Commission on Accreditation of Healthcare organizations (JCAHO) and clinical facility policies, nursing students must have clear background checks to participate in clinical courses. The background check will be performed upon admission. If the background check is not clear, the student will be responsible for obtaining documents showing rehabilitation and /or having the record corrected. The Director of the ADN Program is responsible for determining if clinical placement is appropriate through consultation with the Human Resource Department at the clinical site. Student information will be held in strictest confidence. See the Director of the ADN Program with questions concerning this procedure.

The Board of Registered Nursing requires the applicant for licensure as a registered nurse to disclose prior misdemeanor and felony convictions. The applicant must explain the circumstances of the conviction and provide documentation of rehabilitation. The Board considers the nature and severity of the offense, subsequent acts, recency of acts or crimes, compliance with court sanctions and evidence of rehabilitation in determining eligibility for licensure. Questions concerning this requirement may be directed to the Director of the ADN Program.

APPLICATION AND GUIDANCE

This application and instructions package includes the requirements that applicants must follow for candidacy, selection, and enrollment in the Citrus College ADN Program-Advanced Placement Option. Because selection, and the established criteria for eligibility has basis in regulation, a precise procedure will be used by Citrus College to ensure compliance. Candidates are advised to adhere to all stated requirements and to pay strict attention to instructions and exact completion of all forms. Additionally, it is recommended that the candidate double check the final application and keep their copy of the application prior to submission. If your application is incomplete, you will be notified by mail after the application period.

The application must be typed, not handwritten. The electronic application packet contains THREE forms with interactive fields. You may fill out the application online and print it. You may wish to download a blank application and complete it before you begin filling in the final application to be submitted, as you will have all the information you need, ready to enter. Or, if you prefer, you can print the application and then type in the information. *Either way, the **application must be typed, not handwritten, to be sure the application reviewers are provided legible information.***

Applicants are also encouraged to review the Associate Degree Nursing website at <http://www.citruscollege.edu/programs/adn> as information may be posted periodically, or call (626) 914-8720 for periodically updated outgoing phone messages.

BEFORE APPLYING TO THE ADN PROGRAM

Before applying to the ADN program, thoroughly READ the entire Citrus College ADN Information and Application Packet. All applications postmarked by the due date will be reviewed in a fair and consistent manner and applications with missing or omitted information will be deemed incomplete. Applicants are advised to begin preparation of the application and compile support documentation as soon as possible. **Late applications will not be accepted.**

Submit transcripts for all college work. Official copies of transcripts from ALL colleges attended must be submitted at least 7 days (earlier preferred) prior to application appointment. Please call Admissions and Records at the number below to verify your transcripts are on file before making an application appointment. Please send to:

**Admissions and Records
Citrus College
1000 W. Foothill Boulevard
Glendora, CA 91741
(626) 914-8511**

APPLICATION TIMELINE

HOW TO APPLY

Please see page 8 for detailed application instructions. Applications must be submitted during the filing period from January 15 – April 25, 2013. No applications will be accepted before or after this filing period. The department strongly advises applicants to keep copies of all items.

Please remember:

- 1. Citrus College (includes all offices of the college) will not accept application by e-mail, fax, walk-in, or drop-in. You must make an appointment to submit your application.*
- 2. All complete applications submitted on or before April 25, 2013 will be evaluated and an electronic selection will be made.*

INFORMATION UPDATES

Periodic updates will be made available via outgoing phone messages from the ADN information telephone number, (626) 916-8720, and the ADN website at <http://www.citruscollege.edu/programs/academics/adn>

PUBLIC INFORMATION SESSIONS

Students are encouraged to attend our open public information sessions in which program curriculum and the application process will be described. No sign-up is necessary. Please go to the nursing website to view workshop dates:

<http://www.citruscollege.edu/academics/programs/adn/Pages/default.aspx>

NOTIFICATION

After completion of the selection process a letter of selection, alternate or non-selection for candidacy for the ADN Program – Advanced Placement Option will be mailed using the selected applicant's self addressed stamped envelope.

Eligible applicants not selected through the selection process, and applicants not eligible for selection, will be notified by mail when selection is complete using the selected applicant's self-addressed stamped envelope (provided by applicant at the appointment) and the contact information provided on the Application Cover Sheet. As spaces become available additional applicants may be selected as late as September. **Please do not call Citrus College, as phone verification will not be provided.**

INSTRUCTIONS FOR COMPLETING REQUIRED APPLICATION FORMS**VN to ADN APPLICATION COVERSHEET (pg. 21)**

- Complete, sign, and date this form.
- Use application checklist at the bottom of the cover sheet to compile application and confirm application completeness.

PREREQUISITE ACHIEVEMENT & REQUISITE SELECTION CRITERIA WORKSHEET (pg. 22)

In preparing the prerequisite and equivalent coursework information, and to assist you in the initial determination as to whether you have met all the stated requirements, you may access the Citrus College General Education Requirements online at

<http://www.citruscollege.edu/stdntsrv/counsel/articulation/Documents/CitrusRequirements/2012-2013CitrusCollegeGraduationRequirements.pdf>

Additionally, students enrolled in the RN Program must make a grad check appointment with a Citrus College counselor for a formal audit of completion of the prescribed requirements by the California Community College System and the Board of Trustees of Citrus College, before an associate degree is granted.

STATISTICAL INFORMATION (OPTIONAL) (pg. 23)

- Statistical information is critical to the program and the Board of Registered Nursing in recognizing the demographics of nursing students.
- Complete and include it in your package. It is information that will be separated from your application upon receipt.
- If the information is used, it will be shown in summary only – never specific to any student.

REQUIRED FORMS AND DOCUMENTS FOR APPLICATION APPOINTMENT

1. ADN PROGRAM APPLICATION COVERSHEET
2. PREREQUISITE ACHIEVEMENT AND SELECTION CRITERIA FORM
3. STATISTICAL INFORMATION FORM (OPTIONAL)
4. TRANSCRIPTS: **Official copies of transcripts are required and must be on file with Admissions and Records prior to application appointment. It is the applicant's responsibility to verify this.**
5. PROOF OF HIGH SCHOOL COMPLETION
6. SUBMIT A COPY OF YOUR CURRENT SCHEDULE OF CLASSES TO SHOW IN PROGRESS COURSES.
7. COPY OF SOCIAL SECURITY CARD.
8. SELF-ADDRESSED STAMPED ENVELOPE.
9. COPY OF YOUR CURRENT CALIFORNIA LVN LICENSE.
10. DOCUMENTATION OF ONE YEAR OR MORE EXPERIENCE AS AN LVN

**CITRUS COLLEGE ASSOCIATE DEGREE NURSING
ADVANCED PLACEMENT APPLICATION COVERSHEET**

LAST NAME:		FIRST NAME:	
OTHER NAMES USED MARRIED AND/OR OTHER (e.g. Last, First)			
CITRUS COLLEGE STUDENT ID #:			
EMAIL:			
ADDRESS			
STREET:		CITY:	
STATE:		ZIP CODE:	
MAILING ADDRESS <input type="checkbox"/> CHECK IF SAME AS ABOVE			
STREET:		CITY:	
STATE:		ZIP CODE:	
PHONE CONTACT			
PRIMARY NUMBER:		ALTERNATE NUMBER:	
ARE YOU NOW, OR HAVE YOU EVER BEEN ENROLLED IN ANOTHER RN PROGRAM?			
NO	YES	If yes, please list:	
HAVE YOU EVER FAILED A REGISTERED NURSING PROGRAM COURSE?			
NO	YES	If yes, please list:	
ADN PROGRAM APPLICATION PACKAGE – PLEASE REVIEW FOR COMPLETENESS			
APPLICATION ASSEMBLED IN MANNER REQUIRED:			Applicant Initials:
APPLICATON COVERSHEET, completed, signed, and dated			
PREREQUISITE CRITERIA FORM, completed, signed, dated, and ALL OFFICIAL college, trade, or professional school transcripts submitted to Admissions and Records at least 7 days prior to application appointment.			
STATISTICAL INFORMATION FORM			
COPY OF SPRING 2013CLASS SCHEDULE (If there are any General Education courses in progress.)			
COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENT			
COPY OF APPLICANT’S VALID SOCIAL SECURITY CARD			
LVN LICENSE			
DOCUMENTATION OF LVN EXPERIENCE, LIFE EXPERIENCE, AND/OR PROFICIENCY IN A SECOND LANGUAGE (if applicable)			
SELF-ADDRESSED STAMPED ENVELOPE			
INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED			

SIGNATURE _____ DATE _____

CITRUS COLLEGE DEPARTMENT OF HEALTH SCIENCES

PREREQUISITE ACHIEVEMENT AND SELECTION CRITERIA FORM

If a class is in progress or planned, please indicate in the semester year column and include a copy of your spring schedule. Core Science and English 101 must be complete at the time of application.

LAST NAME:	FIRST NAME			
PREREQUISITE ACHIEVEMENT & SELECTION DATA	CITRUS UNITS	ACTUAL UNITS	GRADE	SEMESTER/YEAR
CATEGORY A – NO GRADE LESS THAN “C”				
BIOLOGY 200 – HUMAN ANATOMY COURSE NUMBER, TITLE, & COLLEGE:	4.0			
BIOLOGY 201 – PHYSIOLOGY COURSE NUMBER, TITLE, & COLLEGE:	4.0			
BIOLOGY 220 – MICROBIOLOGY COURSE NUMBER, TITLE, & COLLEGE:	5.0			
TOTAL GPA FOR CATEGORY A MUST BE A MINIMUM OF 2.5				
Were any of the course(s) in CATEGORY A repeated? (where/when): COURSE NUMBER, TITLE, & COLLEGE:				
CATEGORY B – ENGLISH 101(NO GRADE LESS THAN “C”)				
ENGLISH 101 – READING & COMPOSITION COURSE NUMBER, TITLE, & COLLEGE:	3.0			
CATEGORY C – GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREE				
PSYCHOLOGY 205 – DEVELOPMENTAL PSYCHOLOGY COURSE NUMBER, TITLE, & COLLEGE:	3.0			
SPEECH 100 – INTERPERSONAL COMMUNICATIONS OR SPEECH 101 – PUBLIC ADDRESS COURSE NUMBER, TITLE, & COLLEGE:	3.0			
ANTHROPOLOGY 210 – CULTURAL ANTHROPOLOGY OR SOCIOLOGY 201 – INTRODUCTION TO SOCIOLOGY COURSE NUMBER, TITLE, & COLLEGE:	3.0			
HISTORY OR POLITICAL SCIENCE COURSE NUMBER, TITLE, & COLLEGE:	3.0			
ARTS: 1 COURSE FROM ARTS AREA COURSE NUMBER, TITLE, & COLLEGE:	3.0			
HUMANITIES: 1 COURSE FROM HUMANITIES AREA COURSE NUMBER, TITLE, & COLLEGE:	3.0			
KINESIOLOGY COURSE NUMBER(s), TITLE & COLLEGE:	3.0			
MATH-HIGHEST COMPLETED COURSE OR MATH ASSESSMENT SCORE WITH DOCUMENTATION COURSE NUMBER, TITLE, & COLLEGE:	3.0			

My signature certifies this information to be true and correct to the best of my knowledge. Any information deemed to be a deliberate falsification would eliminate my ability to participate in the Citrus College Associate Degree Nursing program.

Signature _____ Date _____

STATISTICAL INFORMATION FORM

NOTE: The Statistical Information Form is not part of the selection process. This form will be detached from your application and used for local, state, and federal statistical reporting requirements only. To comply with statistical information on application flow patterns requested by state reports, we would appreciate your voluntary cooperation in providing the following information.

1. ADN PROGRAM, Advanced Placement Option - please check ALL that apply:		
Returning Student		
Transfer Student		
New Student		
Did you receive a scholarship or financial aid?		
Do you think you might be eligible for financial aid?		

2. PRIMARY RACE OR ETHNIC GROUP - please check ONE:		
American Indian		Pacific Islander
Asian		
Black/African American		Other /Non-White
Caucasian/White, other than Hispanic		Unknown/Non-respondent
Filipino		
Hispanic		
Mixed Ethnicity		

3. SEMESTER/YEAR	4. BIRTHDATE:	5. AGE:	6. VETERAN:	7. GENDER:
			Yes	Female
			No	Male

7. HOUSEHOLD - please check ALL that apply:				
Primary language spoken in home:		Additional language(s):		
Do you have dependents living with you (children under 18, parents, grandparents)				
Are you a single parent?				
Number of children living at home?				
One-way travel distance from your home to campus?				
Average weekly hours of employment?		Not employed	> 20 per week	< 20 per week

8. Have you worked in health care? Please check ALL that apply:			
Licensed Vocational Nurse	Military Medic	Other Therapist/Technician (Physical, Radiology, etc.)	
Certified Nurse Asst (CNA)	Phlebotomist	Clinical Care Extender Internship	
Registered Nurse	Medical Clerk (hospital unit)	Volunteer (direct human patient care contact)	
Paramedic/EMT	Medical Assistant	If you checked yes to any of the listed items, please indicate how many years you worked:	
Respiratory Therapist	Psychiatric Technician		

9. Do you have a certificate, degree or degrees? If YES, please complete:	
Year /Major	School
Certificate:	
Associate Degree:	
Bachelors Degree:	
Masters Degree:	