



ASSOCIATE DEGREE NURSING PROGRAM
APPLICATION FOR NURSING 001 – Academic Year 2014-15



Step One: Relax.
Take your time.

Step Two: **Read through *all* of the directions first** and follow them exactly.
Don't delay or disqualify your application because of an oversight or preventable mistake.

Step Three: Double check to make sure that all parts of the application are complete and included in your envelope. *All information requested is necessary for statistical reports to State and Federal agencies providing funding for this program. No information is shared with any other organization or person.*

Step Four: Deliver to the COD Nursing Office by the deadline using one of the two methods in the instructions.

(Do not return this page with application.)

Now on to the application packet instructions



ASSOCIATE DEGREE NURSING PROGRAM APPLICATION
NURSING 001 – Academic Year 2014-15

ADN APPLICATION PACKET INSTRUCTIONS:

1. **Before** you begin, **read these instructions entirely** and review the ADN application and application checklist.
2. Download ADN application packet from the website during application window (March 1st to March 21st).
3. Read the ADN application completely. Please print clearly. **All sections must be completed.** You may be asked for further information after acceptance into the program. **Signing the application indicates that you will comply in providing that data.** Some information requested is for statistical reporting to governing agencies and will not be used or revealed to any other entity. Your ADN application will be returned if any of the applicable requirements listed in the ADN Application Checklist (page 6) are not met.
4. List all colleges attended. Official transcript(s) for all colleges listed on the application must be submitted in original sealed envelope(s), seals unbroken, for **all** colleges (*except those for COD*) with the application packet. Omission of any transcript(s) other than for COD will result in non-acceptance of application packet.
5. Official International transcript evaluation detailed report is required for all international transcripts. Official report must be submitted in this application packet. It is highly recommended that applicants ordering an official agency copy also order at least 3 applicant copies for future application packets.
6. Completion of Anatomy, Physiology, Microbiology, and college level transferable English composition course with a research component must be documented and final grade reported on official transcript at the time of application. Anatomy, Physiology, and Microbiology must have a minimum GPA of 2.5; English composition course with a minimum of a grade 'C' or better. Cumulative GPA of all science prerequisite courses in the last ten (10) years must be at least 2.5.
7. Submit complete course description(s) for all *prerequisite* courses (Anatomy, Physiology, Microbiology, and English composition) taken at any institution other than College of the Desert. The only acceptable format for this document is a printout which has been printed directly from the online version of that college's catalog. (**Not** from a *Schedule of Classes*) See the 'sample' printout on page 9 for acceptable documentation to include within your application packet.
8. Complete **Multi-Criteria Selection Process Worksheet**, sign & date, and then submit with the Application along with all supporting documentation.
9. If previous (or current) attendance at COD, list student ID number. If no prior attendance at COD, leave blank.

Only prerequisite courses will be evaluated in the nursing program acceptance process. Refer to the college catalog for the remaining general education course descriptions for the Registered Nursing Associate of Science Degree. Students are advised to see a college counselor for advisement regarding degree required general education courses other than the sciences and English.

ADDITIONAL GENERAL EDUCATION COURSES NEEDED PRIOR TO GRADUATION

- SOC 1, or SOC 14, or SOC 15 or ANTH 2
- Psychology PSY 1 or 3
- A Humanities course
- 2 units PE, HE, RE, VM, VSW, or HS 70
- Speech 1, or 4, or 5, or 15
- RDG 51 or equivalent, or minimum assessment score of 85
- Intermediate Algebra (MATH 40 or higher)



ASSOCIATE DEGREE NURSING PROGRAM APPLICATION

NURSING 001 – Academic Year 2014-15

ADN APPLICATION PACKET INSTRUCTIONS (CONTINUED):

10. A) All applications require a physical signature
B) ADN application packets must be submitted in an (approximately) 9" x 12" envelope and delivered flat in one of the following ways:
- i. certified mail OR
 - ii. hand-delivered to the Nursing Office.
- If you require confirmation that COD has received your mailed application, use Return Receipt or other delivery confirmation services from your mailing service. We will not monitor or look up applications in response to phone calls or visits to the office.
- C) All envelopes must be addressed as follows: Return address must be included in upper left corner of envelope. Applicants must write '**ADN PROGRAM APPLICATION AY2014-15**' in uppercase under the 'ATTN: NURSING PROGRAM' line within the delivery address on the front of the envelope:

COLLEGE OF THE DESERT
ATTN: NURSING PROGRAM
ADN PROGRAM APPLICATION AY2014-15
43-500 MONTEREY AVENUE
PALM DESERT CA 92260

All mailed envelopes must be sent certified and postmarked no later than 5:00 p.m. on March 21, 2014 or hand-delivered to the Nursing office by 2:00 p.m. March 21, 2014. Early submission is encouraged.

Packets must be complete. Your ADN application packet will be returned if any required documentation is omitted or submission does not meet deadline requirements. Applications are not reviewed at the Nursing office counter upon receipt.

REASONS FOR NON-ACCEPTANCE OF APPLICATION PACKET:

- Email or fax
 - Received with any of the following conditions not met:
 - Not received flat in a 9" x 12" envelope
 - Not received by using one of two delivery methods as instructed above in part B.
 - Applicant has not written '**ADN PROGRAM APPLICATION AY2014-15**' in uppercase on the front of the envelope within the delivery address or addressed envelope as instructed.
 - Omission of any required documents (i.e., transcripts, course descriptions, etc.)
 - Any incomplete areas on the application form
 - Late submission
- D) **All initial application-related communication will occur via email.** COD student email address will be used for those that have one. Applicants accepted will receive notification sometime in **June 2014**. Please monitor email frequently during this timeframe. With the emailed notification, applicants will be given a deadline by which a response must be made. Applicant will lose the offered seat if a response is not received by the deadline.
- E) It is very important that you inform the Nursing office of any subsequent changes to your name, address, phone number, or email in a timely manner.
- F) It is your responsibility to monitor any changes to program policies on the program website.
- G) ADN program information is available in the Counseling Department, the Nursing office, or at <http://www.collegeofthedesert.edu/Students/Academics/Programs/healthsciences/>.

The acceptance of courses by the Nursing program is unofficial only, and subject to future review by the College Transcript Evaluator.

Reading competency is required to obtain a degree at COD. See current college catalog or contact the Counseling Center for clarification.



SCHOOL OF HEALTH SCIENCES AND EDUCATION

Date received by Nursing Office:

Tracking #:

APPLICATION TO NURSING 001 – Academic Year 2014-15

Due date for Submission: *March 21, 2014*

Please Print Clearly in *Blue* or *Black* ink.

CHECK ONE: MR. ___ MS. ___ MRS. ___

Full Name Last First MI List all previous names used

Address: Number Street Apt. # City State ZIP

() () () COD ID#: (Prior or current students only)
Home Phone #: Work Phone #: Cell/Message Phone #:

High School (City, State) Health Academy graduate? Yes No

E-Mail Address*: @mycod.us: Have verifiable Social Security Number? Yes No

**It is highly recommended that students activate their COD email account as soon as possible since all official contact will use this address after entry to the program.* Required by clinical facilities.

Emergency contact: Phone:

If you have a change in address, phone number, or email, you must contact the Nursing Office in writing. Your admission status will be compromised if we are unable to reach you.

Email changes to the RN Admissions Specialist. Initial that you have read and understand this: _____

All transfer courses from other institutions MUST be from an accredited institution. The supporting G.E. courses used in this application are still subject to evaluation and approval by the College for completion of the A.S. degree. *It is highly recommended that you make an appointment with a COD general counselor to verify that all necessary General Education and/or prerequisite requirements have been completed prior to applying to the Nursing Program.*

*** Transcripts submitted to Admissions & Records are not maintained unless student status at COD has been obtained.***	Non-COD TRANSCRIPTS (check box)			<i>It is applicant's responsibility to confirm through Counseling Office that prior transcripts have been obtained & recorded.</i>	Non-COD TRANSCRIPTS (check one)		
	Course Description included*	Official Transcript included in packet	If Transcript omitted, called HS/ECE		Course Description included*	Official Transcript included in packet	If Transcript omitted, called HS/ECE
List All Colleges Attended Including College of the Desert				List All Colleges Attended Including College of the Desert			

*See sample online course description printout (page 7) **Pre-requisite courses only.**
Application page 1 of 2



SCHOOL OF HEALTH SCIENCES AND EDUCATION

APPLICATION TO NURSING 001 – Academic Year 2014-15

Application page 2 of 2

	COD Course Title	Equivalent non-COD Course Code	No. of Units	Lab Course? Y/N	College Attended	Semester / Yr. Completed	Grade
Prerequisite Courses	Human Anat. & Phys. I (BIO 013)						
	Human Anat. & Phys. II (BIO 014)						
	General Microbiology (BIO 015)						
	3-unit transferable College Level English Comp (ENG 001A)						
GE Required Courses	Psychology 001 or 003						
	Math 040						
	Speech 001, 004, 005, or 015						
	Sociology 001, 014 or 015 or Anthropology 002						

- This application is for placement into the College of the Desert Registered Nursing Program for the Academic Year 2014-15.
- Scores obtained through the Multi-criteria Selection Process will provide additional information to determine eligibility and placement ranking from this applicant pool.
- Selected applicants will be randomly divided between the Fall and Spring semesters for initial entrance to the program.

I have read the attached application instructions and acknowledge that failure to provide accurate required information in any area will leave my application subject to disqualification or dismissal upon later discovery. I understand and agree to provide further information that may be requested for verification of Multi-criteria Selection Process information or use by State and Federal governing agencies.

Applicant Signature: _____

Date: _____

Mail as certified or deliver in person the complete application as directed in the instructions. (email and fax not accepted)

.....FOR OFFICE USE ONLY

AY2014-15 Received date: _____

Received by: _____ Applicant Name: _____

Multi Criteria Selection Process Worksheet

Due to a change in legislation and Education Code, admission criteria to the ADN program have been changed to a multi-criteria screening and ranking. Applicants must meet all eligibility requirements (GPA of at least 2.5 in the prerequisite science courses and a TEAS score of 62% or higher) before being considered for multiple criteria. Students are ranked using the following multi-criteria screening:

	CRITERIA	POSSIBLE CATEGORY POINTS	Circle your points	EXAMPLE OF POSSIBLE POINT DISTRIBUTION	Office Use Only
1	Academic degrees or diplomas, or relevant certificates held by an applicant. Documented relevant work or volunteer experience in Health Care within the last 3 years.	25 points maximum	15 10 10 10 5	BS/BA/MS/MA = 15 points (Only highest degree considered) Current Licensure as LVN, RT, PT = 10 points Current Allied Health Certification as Paramedic, EMT, CNA, Corpsman = 10 points <i>All licenses/certificates must be current to receive 10 points</i> Graduate from a high school Health Academy in the Coachella Valley = 10 points Relevant health care work or volunteer experience in a healthcare setting (100 hours within past 3 years) = 5 points	Verified Not verified
2	Grade Point Average in relevant course work GPA Formula: Course units multiplied by grade value (A=4, B=3, C= 2, D=1) equals grade points. Total of grade points divided by combined total of course units equals GPA. Example: Biology 13 is 4 unit course; a “B” grade would = 12 points. (4 x 3) Biology 14 is 5 unit course; a “B” grade would = 15 points. (5 x 3) Biology 15 is 5 unit course; a “C” grade would = 10 points. (5 x 2) Course units combined (4+5+5) = 14. Grade points combined (12+15+10) = 37. 37 divided by 14 = 2.64 GPA. Or Total of combined GPAs divided by number of GPAs added together. Example: 2.68 + 3.40 + 4.0 = 10.08 10.8 divided by 3 = 3.36	50 points maximum	- Circle one - 25 20 15 10 ----- - Circle one - 25 20 15 10 5	a. Minimum 2.5 GPA in Anatomy, Physiology, and Microbiology. Courses must be completed within the last 10 years. May repeat one course only, one time. On-line Labs are not accepted. <i>GPA less than 2.5 not eligible for consideration.</i> GPA = 4.0 or > 25 points GPA = 3.50 – 3.99 20 points GPA = 3.00 – 3.49 15 points GPA = 2.50 – 2.99 10 points b. “Fixed Set” GPA calculated upon completion of ALL of the following: English 001A or equivalent course with a research component Math 040 - Intermediate Algebra or equivalent Psychology 001 - General Psychology or Psych 003 - Developmental Psychology or equivalent Speech 001 - Intro to Interpersonal Communication or Speech 004 - Public Speaking or Speech 005 - Group Discussion and leadership or Speech 015 - Intercultural Communication or equivalent Sociology 001 - Introductory Sociology or Sociology 014 - Minority Groups in the Americas or Sociology 015 - Mexican American Culture or Anthropology 002 - Cultural Anthropology or equivalent GPA = 4.0 or > 25 points GPA = 3.50 – 3.99 20 points GPA = 3.00 – 3.49 15 points GPA = 2.50 – 2.99 10 points GPA = 2.00 – 2.49 5 points	Verified Not verified Verified Not verified
		Subtotal =		Please carry number forward to next page.	

<i>From previous page</i>		Subtotal =			
	CRITERIA	POSSIBLE CATEGORY POINTS	Circle your points	EXAMPLE OF POSSIBLE POINT DISTRIBUTION	Office Use Only
3	Life experience or special circumstances of an applicant, including, but not necessarily limited to the following: <ul style="list-style-type: none"> a. Disabilities b. Low Family Income – Documented eligibility for financial aid, BOG, Cal/Works, EOPS, etc. c. First generation of family to attend college d. Need to work during prerequisite courses e. Disadvantages, social or educational environment f. Difficult personal and family situations or circumstances g. Refugee h. Veteran i. 12 units at COD or Palo Verde College 	5 points maximum	- Circle one - 5 5 5 5 5 5 5 5 5	Criteria/Application question. To receive points you must provide documentation with the application. <ul style="list-style-type: none"> a. Documentation of disability. Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Documentation of financial need? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Are you the first generation of family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No d. Documentation of employment during prerequisite courses work. e. Disadvantages, social or educational environment? <input type="checkbox"/> Yes <input type="checkbox"/> No f. Any recent difficult family or personal circumstances? <i>If Yes, describe</i> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No g. Refugee? <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No h. Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No Documentation (DD214)? <input type="checkbox"/> Yes <input type="checkbox"/> No i. Did you successfully complete 12 units at COD or Palo Verde College? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Verified Not verified
4	Documented proficiency or advanced level of coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor's Office.	5 points maximum	- Circle one - 5 3	Ability to communicate in a health care setting in a language in addition to English: Spanish = 5 Points Circle languages in which you are fluent other than English: American Sign Language, Tagalog, Arabic, Chinese, Farsi, Russian, various languages of Indian Subcontinent and S.E. Asia or other languages = 3 points. <i>Verification must be provided upon request.</i>	Verified Not verified
5	Assessment/readiness test results (TEAS) Please provide a copy of your initial results with your application. Wait to submit official copy until verification is requested.	15 points maximum	- Circle one - 15 10 5	Composite score on FIRST ATTEMPT of Test of Essential Academic Skills (TEAS V). Earlier versions of TEAS are not accepted. Scores from subsequent tests will not be counted. 90 – 100% = 15 points 80 – 89% = 10 points 62 – 79% = 5 points < 62% = 0 points Ineligible for acceptance	Verified Not verified
100 points maximum possible		Pages 1 & 2			
		Total =			

Printed Name: _____ Application Date: _____

I am submitting this worksheet *and all supporting documentation* as part of my application. Further supporting verification for fluency in languages other than English may be required/requested.

Signature: _____



ADN APPLICATION CHECKLIST:

(For your convenience only. Do not return with your application.)

Please read the checklist below to verify that all required documentation is included in the application packet.

Check off as completed:

1. If currently or previously enrolled at College of the Desert, personal identification number indicated on application.
2. If you do not already have a COD student email address, it is recommended that applicants provide a Hotmail or G-mail email account to prevent blockage of email correspondence from the college to applicants. COD student email address should be activated as soon as accepted into the program. It will be used for all official contact.
3. Official transcripts of all colleges and universities other than COD included in application packet and/or all relevant boxes checked on page 4 to indicate inclusion or omission of documents. ***Please note that any official transcripts/international evaluation reports previously submitted to the Nursing Program are not maintained.***
→ If not included, applicant must call the Nursing office for further instructions. (760) 773-2579.
4. Official International transcript evaluation report (if applicable) – required for all international transcripts. The evaluation must state the level of learning equivalent to U.S. associate or bachelor degree. Please request a “detailed evaluation report.” ***Contact the Admissions and Records office at (760) 773-2517 for a list of approved evaluating agencies or see:***
<http://www.collegeofthedesert.edu/fs/dept/hr/Pages/FTEServices.aspx>
→ To minimize your future costs, please order multiple copies.
5. Complete course description(s) from college catalog for prerequisite courses not taken at COD. The *only* acceptable format for this document is a printout which has been printed directly from the online version of that college’s catalog. (**Not** from a *Schedule of Classes*) See page 9 for example.
6. Completed, signed application & all applicable materials (official transcripts, course descriptions, Multi-Criteria worksheet & life experience documentation, etc.) enclosed in your application packet envelope.
7. Complete packet on or before **March 21, 2014** in appropriately sized, labeled and addressed envelope as detailed in instructions.

Hand delivered applications will not be evaluated for completeness at the window. It is your responsibility to submit all necessary paperwork.

BI-014 HUMAN ANATOMY AND PHYSIOLOGY II Units: 5

This course involves an integrated study of human body organization and function. Topics include the endocrine, immune, cardiovascular, respiratory, digestive, urinary and reproductive systems. This is the second part of a two course sequence that studies the fundamental concepts of anatomy and physiology and provides a foundation for advanced study of the human body. Both BI-013 and BI-014 must be taken to study all of the major body systems. This two-course sequence is designed to meet the prerequisites for health professional programs, e.g. nursing, physical therapy.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: BI-013 and CH-004

Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-015 GENERAL MICROBIOLOGY Units: 5

This course is a comprehensive study of the microbial world. It is designed to develop an appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Lecture Hours: 72 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: BI-013 or BI-022, CH-004, ENG-051 and MATH-050 or MATH-054

Transfer Status: CSU/UC Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BI-021 ANATOMY & PHYSIOLOGY Units: 4

This is a course in the structure and functions of human body systems, and fundamental principles of biology demonstrable in human beings. Laboratory gives practical study.

Note: BI-021 meets the Biological Science General Education requirement and is recommended to those wishing a 'human' approach to satisfying this requirement.

Lecture Hours: 54 Lab Hours: 54 Repeatable: No Grading: L

Prerequisite: ENG-051

Transfer Status: CSU/UC* Degree Applicable: AA/AS
 COD GE: C1 CSU GE: B2,B3 IGETC: 5B

BUILDING INSPECTION TECHNOLOGY

BIT-001 CALIFORNIA BUILDING CODES Units: 3

This course covers California Building, Housing, Energy and Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. It emphasizes an understanding and application of code sections and provisions and the relationships between building, housing, energy and disabled access codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050, MATH-057, and RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-002 BUILDING & MECHANICAL CODES Units: 3

This course covers California Building and Mechanical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions and the relationships between building and mechanical codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050, MATH-057, and RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-003 BUILDING & PLUMBING CODES Units: 3

This course covers California Building and Plumbing Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions, and the relationships between building and plumbing codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050, MATH-057, and RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None

BIT-004 BUILDING & ELECTRICAL CODES Units: 3

This course covers California Building and Electrical Codes used for construction, maintenance, and use of buildings and grounds within the State. It emphasizes an understanding and application of code sections and provisions, and the relationships between building and electrical codes.

Lecture Hours: 54 Lab Hours: 0 Repeatable: No Grading: L

Advisory: ENG-050, MATH-057, and RDG-050

Transfer Status: CSU Degree Applicable: AA/AS

COD GE: None CSU GE: None IGETC: None