

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH SCHOOL OF NURSING POLICY & PROCEDURE MANUAL

Page 1

Of 6

Subject: <b>ADMISSIONS</b>	Original Issue Date: 1995	Policy #: <b>800</b>
	Supersedes: July 6, 2017	Effective Date: March 15, 2018
Individuals/Committees Consulted: Faculty Organization SON Planning	Reviewed & Approved by: Dean, Administrative & Student Services Admissions & Promotions College Governance	Approved by:  Dean, School of Nursing (Signature on File)  Provost, College of Nursing and Allied Health (Signature on file)

## PURPOSE:

To identify the School of Nursing (SON) admissions requirements and to standardize the student selection process

## POLICY:

### Minimum Admission Requirements

#### **Los Angeles County Residency**

- Resident of Los Angeles County for one year immediately prior to admission
- Residency requirement will be waived for veterans or their dependents.

#### **Education**

- U.S. high school graduate or equivalent
- Minimum overall grade point average (GPA) of 2.5 in college academic courses, from a U.S. accredited college or university
- Minimum grade of "C" in required prerequisite college courses (X = required course):
- Minimum overall GPA of "3.0 B" in required prerequisite College Science courses

	Semester Units		Basic RN	LVN-RN Option I	LVN-RN Option II
	Theory	Lab			
Human Anatomy *	3	1	X	X	
Human Physiology *	3	1	X	X	X
Microbiology *	3	1	X	X	X
College English Composition	3		X	X	
Life Span Psychology (infancy through old age)	3		X	X	
Sociology	3			X	

\* Science courses must be completed within 7 years prior to nursing program admission.  
Licensed Vocational Nurse (LVN) Option II – No recency requirement

#### **Test for Essential Academic Skills (ATI TEAS or TEAS V)**

Total score of 64.7% or above

TEAS may be repeated once to achieve the minimum required score.

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Subject:  
**Admissions**

LVN Option II: results are used for advisement only

### **Clearance**

Final acceptance into the nursing program is contingent upon:

- Satisfactory health status, as validated by a physician. Forms will be provided
- Completion of all clearances: criminal background and health
- Evidence of a current Basic Life Support (BLS) card for Healthcare Providers issued by the American Heart Association (AHA).

### Advanced Placement

LVN Option I – Career Mobility

- Individuals who successfully complete this option are:
  - Graduates of the School of Nursing
  - Awarded the Associate of Science degree in Nursing from the College
  - Eligible to apply to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN).

LVN Option II – 30 Unit Option

Required by California Code of Regulations, Title 16, Division 14: Board of Registered Nursing (BRN)

- Individuals who successfully complete the nursing program are:
  - Not considered graduates of the School of Nursing
  - Not awarded an Associate degree from the College
  - Eligible to apply to take the NCLEX-RN for licensure in California.

LVNs are eligible to apply for Advanced Placement Options.

- Advanced placement LVNs enter the nursing program in the 3<sup>rd</sup> semester following successful completion of the Nursing Transition course (N125).

### Admission Requirements: LVN Option I

Completion of minimum admission requirements  
Graduate of an accredited vocational nursing program  
Current, valid, California LVN license

### Admission Requirements: LVN Option II (30 Unit Option)

Completion of minimum admission requirements

- No recency requirement for science courses
- TEAS V test results are used for advisement only

Current, valid, California LVN license  
Third semester pharmacology course (N231) is NOT required

### Other Applicants

Foreign graduate nurses are admitted, based on space availability, to nursing courses required to meet California educational requirements for the NCLEX-RN examination.

Subject:  
**Admissions**

International students on F1 Visas are not eligible for acceptance.

Student Selection

Admissions & Promotions Committee reviews and approves the student selection process.

Students must satisfactorily complete all admission requirements to be eligible for selection.

A point system will be used to select qualified applicants.

Basic (generic, two-year) program and LVN Option I point system:

- Total Possible Points = 95
  - TEAS V                      Total Possible Points = 20
    - ✓ 20 points                      75% or above on first attempt
    - ✓ 15 points                      64.7% or above on first attempt
    - ✓ 10 points                      64.7% or above on second attempt
    - ✓ 0 points                      Any further attempts
  
  - College Academic Courses                      Total Possible Points = 70
 

	Points for Grade		
	A	B	C
Anatomy 1	15	10	5
Physiology 1	15	10	5
Microbiology 20	15	10	5
English 101	10	8	6
Psychology 41	3	2	1
Sociology 1	3	2	1
Speech 101	3	2	1
Humanities requirement	3	2	1
U.S. Political Science or U.S. History	3	2	1
  
  - Bonus Points              Total Possible Points = 5
 

1 point each is awarded to applicants who:

    - ✓ Met all admissions requirements for the previous class but were not accepted
    - ✓ Are employed by the County of Los Angeles
    - ✓ Basic program applicants – 1 point for having been employed a minimum of 3 months in a health care facility or minimum of 100 hours of volunteer work (direct patient care) within the last five years
    - ✓ LVN Option I applicants – 1 point for having been employed a minimum of 6 months providing direct patient care.
    - ✓ Veterans or their dependents

LVN Option II point system:

- Total Possible Points = 32
  - College Academic Courses                      Total Possible Points = 30
 

	Points for Grade		
	A	B	C
Physiology 1	15	10	5
Microbiology 20	15	10	5

Subject:

**Admissions**

- Bonus Points      Total Possible Points = 3  
1 point each is awarded to applicants who:
  - ✓ Are employed by the County of Los Angeles
  - ✓ Have been employed a minimum of 6 months providing direct patient care.
  - ✓ Veterans or their dependents

Applications and Time Frames

Applications are accepted:

- |   |   |              |
|---|---|--------------|
| • July 1 <sup>st</sup> – Aug 15 <sup>th</sup> | Two year program  | Spring entry |
| • Dec 1 <sup>st</sup> – Feb 1 <sup>st</sup>   | Two year program  | Fall entry   |
| • Dec 1 <sup>st</sup> – Feb 1 <sup>st</sup>   | LVN to RN advanced placement<br>(Includes Military Health Care Occupations) | Summer entry |

Pre-enrollment information sessions are given by the Office of Educational Services (OES).

Official transcripts for high school and all college work must be mailed directly from the schools attended.

Applications and transcripts are the permanent property of the College and will not be released to the applicant or any other person or institution.

Applicants who fail to provide accurate information:

- May not be considered for admission
  - May not be allowed to remain in the program if discrepancies are discovered after enrollment.
- Deliberate falsification of information is basis for dismissal.

Admissions Notification

Notifications of program acceptance are mailed by:

- June 1st for the Fall semester entry – two year program
- November 1st for the Spring semester – two year program
- April 15th for Summer entry – LVN to RN advanced placement

**PROCEDURE:**Admission

Incomplete applications will not be reviewed and applicants will have to reapply.

Applicant:

- Requests transcripts to be mailed directly to the OES. The following must be received by application deadline:
  - Official transcript from each college attended
  - Official U.S. high school transcript with graduation date or equivalent documentation
    - ✓ Contact OES for options that meet the equivalent
    - ✓ Applicants who have an associates or bachelor's degree from an accredited U.S. educational institution do not have to submit a high school transcript
  - Official transcript from vocational nursing and military health occupation training program
- Completes.

Subject:

**Admissions**

- All prerequisite science courses by the application deadline
- All other prerequisite courses by the time of admission
- Pre-entrance test: TEAS V by designated dates
  - ✓ Applicants who completed the TEAS V at another location must request ATI to send test results directly to the OES
- Submits the following by the application deadline:
  - Online application
  - Copy of applicant's current schedule of classes
  - Supervisor verification of LA County/health/acute care facility employment/volunteer work on official letterhead stationary to be eligible for bonus points. No copies will be accepted or considered
- Communicates with OES to verify that all admissions requirements have been met by published application deadlines.

**Designated OES staff:**

- Creates individual applicant file
- Notifies applicants if proof of residency is required
- Confirms that all transcripts and bonus point verifications have been received
- Evaluates transcripts to ensure submitted course work meets prerequisite criteria
- Mails TEAS V registration information to applicants when all application components received
- Files TEAS V scores/reports as received
- Enters applicant points on Point System Scoring Sheet and calculates total points earned in collaboration with Admissions & Promotions Committee
- Creates ranked list of all eligible applicants using point system in collaboration with Admissions & Promotions Committee
- Provides Admissions & Promotions Committee Chair and Dean, Institutional Effectiveness, Research and Planning with entire candidate list and application spread sheets.

**Admissions & Promotions Committee:**

- Reviews applicant files and calculates total points earned
- Enters applicant points on Point System Scoring Sheet
- Creates ranked list of all eligible applicants using point system
- Establishes cut off score in collaboration with Deans Administrative & Student Services and School of Nursing
- Fills available slots according to ranked list until slots filled.

**Acceptance****Designated OES staff:**

- Notifies applicants of acceptance status and deadline for returning Acceptance Postcard
- Sends preregistration session dates to accepted applicants.

**Accepted applicant:**

- Returns Acceptance Postcard indicating intent to enroll
- Attends preregistration session
- Submits the following to OES:

Subject:

**Admissions**

- Completed health forms from LAC + USC Medical Center employee health services
- Current AHA BLS card for Healthcare Providers.

**PROCEDURE DOCUMENTATION:**

Application  
Point System Scoring Sheet  
Applicant Point Breakdown Database  
Acceptance Postcard

**REFERENCES:**

California Code of Regulations, Title 16, Division 14: Board of Registered Nursing  
SON Policy #710: Nursing Course Exemptions/Challenges  
College Catalog  
School of Nursing Handbook

**REVISION DATES:**

March 8, 2012  
February 12, 2015  
May 14, 2015  
July 6, 2017  
March 15, 2018