

# LASSEN COMMUNITY COLLEGE VOCATIONAL NURSING PROGRAM APPLICATION



Please direct questions regarding this packet to the  
Director of Nursing  
(530) 257-6181 ext. 8994

For transcript evaluation call counseling (530) 251-8842  
Applications accepted October 1-31<sup>st</sup>  
Admissions & Records (530) 251-8808



# **Lassen Community College District**

## **VOCATIONAL NURSING PROGRAM PROCEDURE FOR ACCEPTANCE INTO THE PROGRAM**

1. Application packets for the Vocational Nursing Program will be available from the LCC Admissions & Records Office.
2. All completed applications for admissions, with evidence of all prerequisites having been met, will be returned to the Admissions & Records Office for processing. All applications will be date and time stamped based on the order in which the Office Admissions & Records receives them.
3. Admissions & Records will compile a list of applicants, noting date and time of receipt of the application and documentation of all required prerequisites.
4. A completed application must include the following information attached to the application.
  - A. The Vocational Nursing Application form completed in full.
  - B. Official evidence of high school completion:
    - i. Official high school transcript OR
    - ii. Copy made by Admissions & Records of official High School Diploma OR
    - iii. GED certificate OR
    - iv. International students must have an official evaluation of their high school transcript from a member agency of the *National Association of Credential Evaluation Services (NACES)*.
  - C. Completion of English 50 or the equivalent through the assessment process or score at English I level.
  - D. Completion of Reading 51 or the equivalent through the assessment process.
  - E. Eligibility for Math 51 or the equivalent through the assessment process.
  - F. Completion of Health 25.
  - G. Completion of HO 54 or Biology 25 & 26 (Anatomy and Physiology).
  - H. Completion of Psychology 1.
  - I. Completion of Psychology 18.
  - J. Current C.N.A Certificate
  - K. Completion of HO 120 or current CPR Certification.

\*Students who would like to use credit earned for any of the above courses must submit transcripts at the time of application and have a counselor evaluate if the course previously taken is equivalent to the prerequisite.

\*All courses must be completed with a grade of "C" or better.

5. When a completed application has been received and verified that all of the above requirements in section #4 have been met. Admissions & Records will give the individual a class member number.
6. A letter of acceptance signed by the Director of Nursing will be sent to the applicant (after the class number is assigned), by registered mail. Included with the letter of acceptance will be a packet of information about the program, notice of the Nursing program orientation, and a letter of intent to enter the program, which the applicant must sign and return by a predetermined date that will be provided for in the letter of acceptance.
7. Students requesting credit for previous nursing education and experience must submit the request to the Director of Nursing, in writing, at least thirty (30) days prior to the first day of classes. Such a request must be accompanied by all supporting documentation, including official transcripts, a copy of the course descriptions from the college catalog, and documentation of actual clinical and theory hours completed.
8. When the class number of thirty (30) has been reached, all other completed applications will be given a waiting number. Three (3) applicants will be named as alternates and allowed to attend classes for the first two (2) weeks of the semester. Alternates (based on the waiting list number) will be allowed to enroll in the class if students drop out of the program during the first two-week period.
9. On the application from you will find information regarding ethnic background. This information is for research purposes only. Acceptance into the program is based strictly on a first come first delivered to the office of Admissions & Records.





# **Lassen Community College District**

## **VOCATIONAL NURSING PROGRAM CREDIT-GRANTING POLICY**

The Lassen Community College Vocational Nursing Program makes provisions for the granting of credit for previous education or acquired knowledge. Upon request to the program director, any student accepted into the Vocational Nursing Program may be evaluated for such credit.

Transfer credit shall be given for related previous education completed within the last five years including:

1. Accredited vocational nursing courses.
2. Accredited registered nursing courses.
3. Accredited psychiatric technician courses.
4. Armed services nursing courses.
5. Certified nursing assistant courses.
6. Other courses the school determines are equivalent to courses in the program.

The following criteria will be used in the granting of any credit:

### **TRANSFER CREDIT**

1. The Student must be in good standing with the last college or nursing program attended
2. Previous education must be verified by transcript, course description and actual clinical and theory hours completed by category.
3. All courses shall have been completed within five (5) years prior to admissions.
4. All nursing classes must have been complete with a grade of "C" or better.
5. Credit shall be given on the basis of hours of theory and/or lab completed.
6. Written and/or performance evaluations will be required only to determine a need for remediation.
7. Request for transfer credit must be submitted to the program director with supporting documentation at least two weeks prior to the beginning of the semester.

Competency based credit shall be granted for knowledge and or skills acquired through experience. Credit shall be determined by written or practical examination according to the Lassen Community College policy on credit by examination listed below:

### **CHALLENGE CREDIT**

1. The student must be currently enrolled at Lassen community college and must have completed the equivalent of 12 semester units at Lassen Community College with a 2.0 grade point average.
2. The student may earn no more than 15 semester units of credit by examination.
3. The student may not challenge prerequisite courses after completing advance courses.
4. Specific information as to the procedure to be used in applying to challenge a course is available at the Office of Admissions & Records.



# Lassen Community College District

## VOCATIONAL NURSING APPLICATION FOR CREDIT GRADING

Applicants Name: \_\_\_\_\_

Date: \_\_\_\_\_

List all courses that you are requesting credit for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all course work completed that entitles you to credit for the courses listed above.\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach copies of transcripts, course descriptions and/or C.N.A certificate.

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant has completed the necessary  
course work for the transfer credit requested.

Justification for granting/denying credit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Director's Signature:

\_\_\_\_\_  
Date