



RN PROGRAM APPLICATION

SUMMER / FALL 2024



SUMMER/FALL 2024

APPLICATION TIMELINE

All documents should be submitted via email to
gccnursing@glendale.edu



MARCH 1

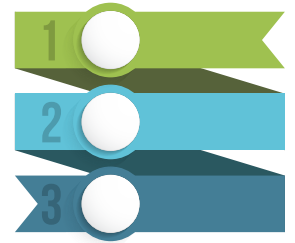
Last day to submit application & supporting documents. All documents should be submitted via email to gccnursing@glendale.edu

FEBRUARY 15

First day applications can be accessed and submitted via email to gccnursing@glendale.edu

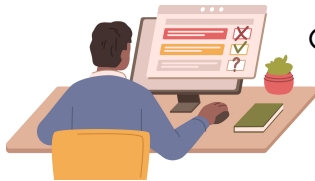
MAY 1

Applicants are notified via email if they meet ELIGIBILITY CRITERIA #1:
EQUIVALENCY & ELIGIBILITY CRITERIA #2:
CHANCELLOR'S FORMULA



MAY 20

TEAS 7 will be offered by GCC (online) to those who are eligible. Those who have already taken TEAS 7 can send their scores via ATI to GLENDALE CC ADN CA



MAY 31

Final selection letters sent via email



JUNE 2024

Mandatory in-person orientation for those selected for Summer/Fall 2024



JUNE 17

Summer Intersession begins

GLENDALE COMMUNITY COLLEGE NURSING PROGRAM

Eligibility Criteria

1

EQUIVALENCY

- All prerequisite courses must be completed with a grade of "C" or higher. Grades of "C-" will not be considered.
- Cumulative GPA (from all schools attended) must be at least 2.50
- Science GPA (Anatomy, Physiology, Microbiology) must be at least 2.00
- No more than one (1) substandard grade (W, C-, D, F) between the science prerequisites (Anatomy, Physiology, Microbiology) within the last 7 years. COVID-19 Conditions: Substandard grades (W, C-, D, F) in Anatomy, Physiology, Microbiology taken during Spring 2020, Summer 2020, and Fall 2020 will not be counted towards GPA calculations or repeats.
- All prerequisite courses taken outside GCC must be equivalent (may require review of syllabus)

2

CHANCELLOR'S FORMULA CUT SCORE

The following are considered in the Chancellor's Formula

- Cumulative GPA
- Science GPA (Anatomy, Physiology, Microbiology)
- Freshman English
- Science Repeats (No more than one (1) substandard grade (W, C-, D, F) between the science prerequisites (Anatomy, Physiology, Microbiology) within the last 7 years)

If your Chancellor's Formula score is 75% or higher, applicants continue for review of Eligibility Criteria #3

If your Chancellor's Formula score is lower than 75%, you will be offered the option to complete the Chancellor's Formula (CF) Remediation Plan. You are not eligible to move forward to Eligibility Criteria #3 until you have completed the CF Remediation Plan

3

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

The Test of Essential Academic Skills (TEAS) is required for all eligible applicants. Applicants must receive a total score of 62% or higher on their first attempt of the current version to be eligible

- If you have taken the TEAS 7, send your score electronically via www.atitesting.com to GLENDALE CC ADN CA
- If you have not taken the TEAS 7, you will be invited via email to take the TEAS at the nursing department on select dates

If the first attempt of your TEAS 7 total score is 62% or higher, you will be eligible for random selection

If the first attempt of your TEAS 7 is lower than 62%, you will be offered the TEAS Remediation plan. Other TEAS attempts cannot be considered for random selection until you have completed the TEAS Remediation

REMINDERS:

- ✦ All applicants must have a Glendale Community College (GCC) ID number. If you do not have a GCC ID number, visit www.glendale.edu/apply.
- ✦ Do not submit any documents in person as there is no designated person on campus to receive them. All applications will be accepted via email only to gccnursing@glendale.edu no later than **March 1, 2024** in order for your application to be considered for Summer/Fall 2024.
- ✦ Incomplete applications with missing documents will not be processed. Any supporting documents received after the deadline will result in your application being delayed to the next application process.
- ✦ The department will not accept any documents that are not listed on the checklist. Personal statements, letters of recommendation, verification of employment and/or volunteer hours cannot be accepted and will be discarded.
- ✦ **Include all attachments together in one email sent to gccnursing@glendale.edu.**
Use Subject line: **LastNameFirstName_F2024_ApplicationPacket**

1 CHECKLIST & APPLICATION

File name format: **LastNameFirstName_F2024_Application**

Initial Here

Send the Checklist and Application (pages 4-9) via email to gccnursing@glendale.edu.

2 SOCIAL SECURITY CARD (SSN) or INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) and PHOTO ID

File name format: **LastNameFirstName_F2024_SSID**

Initial Here

Possession of an SSN or ITIN is required by the California State Board of Registered Nursing for licensure. Send a copy of your SSN/ITIN card and a government-issued photo ID together on the same page via email to gccnursing@glendale.edu. See sample image of this requirement.



Acceptable forms to verify SSN/ITIN (Only one needed from below)

- ✦ SSN/ITIN card, W-2 form, or most recent tax return

Acceptable forms to verify govt.-issued Photo ID (Only one needed from below)

- ✦ Driver's License, State ID, or Passport

3 OFFICIAL TRANSCRIPTS

I will submit one (1) official transcript from each institution I have attended. If any of the colleges offer a district-wide transcript, I will submit one transcript from the district.

Initial Here

I understand that submitting official transcripts includes:

- ✦ Official transcripts from Glendale Community College if I completed coursework at GCC
- ✦ Transcripts from colleges where coursework is not related to Nursing
- ✦ Transcripts from colleges where transfer credit is reflected on another transcript

I understand that if I list that I received a degree from any of the institutions mentioned below (i.e. AA/AS, BA/BS), this will be reflected on my transcript. Otherwise, I will provide proof of high school completion.

--- continued on the next page ---

3
(continued)

How to send official transcripts: Do not send transcripts to Admissions & Records. This could result in your application being delayed to the next application period. Use one of the following options to submit your transcripts to the Department of Nursing:

- Electronic Transcripts (preferred method):** When requesting electronic transcripts, use gccnursing@glendale.edu as the Intended Recipient. Request these to be sent prior to submitting your application.

If you are unable to enter a specific email address as the Intended Recipient, follow the instructions for paper transcripts;

- Paper transcripts:** Request official transcripts to be sent to your home. Do not open them so that they remain official. Submit all official paper transcripts together in one envelope by mail (FedEx, UPS, USPS, etc.) to

Glendale Community College
ATTN: Department of Nursing
1500 N. Verdugo Rd
Glendale, CA 91208

The department will receive my official transcripts from the following institutions:

| Institution / District | Method of Delivery | Degree on Transcript See Checklist item #6 |
|------------------------|--|--|
| 1. | <input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | <input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | <input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | <input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | <input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

4 COURSE SYLLABUS

Initial Here

Did you complete any prerequisite courses at a private college OR outside of California?

- YES – This applies to you. See instructions below**
- NO – This does not apply to you**

Request a course syllabus for each prerequisite course taken at a private college or outside of California. Contact the department of the college where you took the prerequisite to obtain the syllabus. Course descriptions will not be accepted. Failure to submit the course syllabus may result in your application being delayed to the next application period. Attach any syllabi using file name format: **LastNameFirstName_F2024_Course Name/Number**

5 ADVANCED PLACEMENT (AP) COLLEGEBOARD OFFICIAL TRANSCRIPT

Are you using AP credit for General Psychology, Freshman English, or eligibility for Intermediate Algebra?

- YES – This applies to you. See instructions below
- NO – This does not apply to you

Initial Here

You must submit one (1) official Advanced Placement (AP) CollegeBoard Transcript which reflects that you received a score of 3 or higher. High school or college transcripts showing AP credit will not suffice. Include an Individual Score Report with your application using file name format: **LastNameFirstName_F2024_AP**

6 PROOF OF HIGH SCHOOL COMPLETION – Includes GED, HiSET, CHSPE, or equivalent

Do any of your transcripts show your college degree? (AA/AS, BA/BS, MA/MS)

- YES – This does not apply to you
- NO – This applies to you. See instructions below

Initial Here

If you do not have a college degree, or it will be posted on your transcript after the application deadline, provide proof of completion of high school (or equivalent) using the following methods:

- ✦ If high school (or equivalent) was completed in the United States, use **one (1)** of the following options to show proof of completion:
 - a. A copy of your high school (or equivalent) diploma sent via email to gccnursing@glendale.edu.
File name format: **LastNameFirstName_F2024_HS**
 - b. One official high school (or equivalent) transcript
- ✦ If high school (or equivalent) was completed outside the U.S., provide one (1) “General Report” from one of the following evaluators approved by GCC. Translations will not be accepted. Begin this request before you submit your application as it may take weeks for processing. You must choose between one of the following evaluators:
 - ✧ **World Evaluation Services, Inc.** · www.wes.org
 - ✧ **International Educational Research Foundation** · www.ierf.org

7 COLLEGE EVALUATION OF INTERNATIONAL COURSES

Did you complete any college courses outside of the United States?

- YES – This applies to you. See instructions below
- NO – This does not apply to you

Initial Here

Provide one (1) “Detailed Report” from one of the following evaluators approved by GCC. Translations will not be accepted. Begin this request before you submit your application as it may take weeks for processing. You must choose between one of the following evaluators:

- ✧ **World Evaluation Services, Inc.** · www.wes.org
- ✧ **International Educational Research Foundation** · www.ierf.org

8 CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY (DD-214)

Are you a veteran of the US Armed Forces?

- YES – This applies to you. See instructions below
- NO – This does not apply to you

Initial Here

Include a copy of your DD-214 as proof of honorable discharge via email to gccnursing@glendale.edu. Use file name format: **LastNameFirstName_F2024_DD214**

I thoroughly read the 2-page checklist and will include all the required documents via email using the appropriate file name formatting. I understand that falsification, omission, or incorrect information will result in disqualification.

_____ (/ /2024)
 Printed Name Signature Date



GENERIC RN PROGRAM APPLICATION SUMMER/FALL 2024

All communication, including letters and other notifications, will be made via email from gcnursing@glendale.edu. It is your responsibility to regularly check your email. Please notify the department of any changes in personal information.

PERSONAL INFORMATION

| | | | |
|--|---|------------------------------------|------------|
| Glendale Community College ID Number <small>If you do not have a GCC ID#, visit www.glendale.edu/apply</small> | Preferred Email Address <small>PRINT LEGIBLY - This is how the department will be contacting you</small> | | |
| Social Security Number / ITIN | Date of Birth (MM/DD/YYYY) | | |
| Last Name (As shown on govt. ID) | First Name (As shown on govt. ID) | Middle Name (if applicable) | |
| Previous Names | <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Other _____ | | |
| Street Address | City | State | Zip |

DEMOGRAPHIC INFORMATION (For statistical purposes only as required by the state of California)

| | | | |
|---------------------------------------|---|---|---|
| 1. | <input type="checkbox"/> Asian (not Filipino) | <input type="checkbox"/> Filipino | <input type="checkbox"/> White Non-Hispanic |
| 2. | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other Non-White |
| 3. | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Unknown/Non-Respondent |
| Language(s) Spoken in the Home | Ethnicity | | |

ACADEMIC HISTORY

1. Have you previously applied to the RN Program at Glendale Community College?

- No
 Yes - Approximate year _____

2. Are you a licensed LVN?

- No
 Yes – My LVN License Number is _____.

3. Were you enrolled in another RN Program within the last 7 years?

- No
 Yes – STOP. Students who were previously in another Registered Nursing Program are considered Transfer Students. At this time, we are not processing applications for the RN Transfer Student Program. Students who wish to start again from the beginning despite previously being enrolled in another RN Program must wait until 7 years have passed since last being enrolled in an RN Program

4. Have you taken the ATI TEAS 7?

- No – We will contact you via email once eligibility is determined. Please note we will only be offering TEAS online.
 Yes – My first attempt was taken on _____ (mm/dd/yyyy). Do not send your scores until requested via email.
- ✦ If your total score is 62% or higher, you will be considered in the pool of students eligible for selection if you meet Eligibility Criteria #1 & #2.
 - ✦ If your total score is below 62%, you are not eligible for selection until you have completed a TEAS Remediation Plan at GCC. This applies even if you have taken TEAS 7 a second (or third) time and passed without an assigned Remediation Plan.

NURSING PROGRAM PREREQUISITES

Enter your course history in the table below. If any of the courses below were completed at a private university or outside of California, request a course syllabus for each course this applies to. Contact the department of the college where you took the prerequisite to obtain the syllabus. Course descriptions will not be accepted. Failure to submit the course syllabus may result in your application being delayed to the next application period

| | Semester & Year Completed | Institution | Course Name & Number | Semester Units | Grade |
|---|---------------------------|-------------|----------------------|----------------|-------|
| Human Anatomy (BIO 120: 5 units) or equivalent | | | | | |
| Human Physiology (BIO 121: 4 units) or equivalent | | | | | |
| Microbiology (BIO 112: 5 units) or equivalent | | | | | |

- ✧ Anatomy, Physiology, and Microbiology must include a lab. Online labs will not be accepted, unless completed during semesters affected by COVID-19 (Spring 2020 – Fall 2022).
- ✧ The total units of these courses combined must equal 14 semester or 21 quarter units. In the event that these courses are equivalent but **less than 14 semester units/21 quarter units**, college level Chemistry (with lab) units can be added to meet required units.
- ✧ Substandard grades (W, EW, NP, C-, D, F) in Anatomy, Physiology, and Microbiology taken during Spring 2020, Summer 2020 and Fall 2020 will not be counted towards GPA calculations and will not be counted as a repeat

| | Semester & Year Completed | Institution | Course Name & Number | Semester Units | Grade |
|---|---------------------------|-------------|----------------------|----------------|-------|
| Chemistry (Any College level) | | | | | |

- ✧ Chemistry will only be verified in the event that Anatomy, Physiology and Microbiology are **less than 14 semester units/21 quarter units**.
- ✧ This course must include a lab. Online labs will not be accepted, unless completed during semesters affected by COVID-19 (Spring 2020 – Fall 2022).

| | Semester & Year Completed | Institution | Course Name & Number | Semester Units | Grade |
|---|---------------------------|-------------|----------------------|----------------|-------|
| General Psychology (PSYCH 101: 3 units) | | | | | |

- ✧ Lifespan and/or Developmental Psychology are not accepted and cannot be substituted.
- ✧ If you are using AP credit (must have a score of 3 or higher), provide an official transcript from the AP CollegeBoard.

| | Semester & Year Completed | Institution | Course Name & Number | Semester Units | Grade |
|---|---------------------------|-------------|----------------------|----------------|-------|
| Freshman English (ENGLISH 101: 3 units) | | | | | |
| Additional attempt(s) | | | | | |

- ✧ If English 101 is completed more than once, the GPA of all attempts are calculated.
- ✧ English courses not taken in the State of California may need to submit evidence of a research paper so the English Division can determine equivalency.
- ✧ If you are using AP credit (must have a score of 3 or higher), provide an official transcript from the AP CollegeBoard.

| | Semester & Year Completed | Institution | Course Name & Number | Semester Units | Grade |
|---|---------------------------|-------------|----------------------|----------------|-------|
| Int. Algebra or higher (Equivalent or higher level) | | | | | |

- ✧ Intermediate Algebra or higher levels of Math will be accepted (Examples: Statistics, Calculus, Trigonometry, etc.)
- ✧ If you are using AP credit (must have a score of 3 or higher), provide an official transcript from the AP CollegeBoard. Applicants who have not fulfilled the math requirement are advised to complete Intermediate Algebra or Statistics for graduation/transfer preparation.

SIGNATURE

My signature below indicates that I have thoroughly read and completely understand all instructions that accompany this entire application. All the information I have provided is true and correct. I understand that failure to complete these required steps, such as inability to comply with deadlines or inability to provide requested documents could result in my application being delayed to the next application period. I understand that omission or falsification of any documents will result in my application being discarded and not considered for eligibility or selection into the Nursing Program.

I understand that Glendale Community College (GCC) is regulated by the California Board of Registered Nursing (BRN) and the BRN may deny a license regulated by the Business and Professional Code, Section 480, on such grounds as: conviction of a crime, acts of dishonesty, fraud or deceit.

I understand that after being selected into the program, I must complete a background screening by means of fingerprinting. If I have concerns, I will disclose these issues to the Nursing Program Director as this may impact my eligibility for clinical practice and/or eligibility to begin the program. If I meet with the director, I will provide supporting documentation showing that the misdemeanor/felony has been expunged, dismissed, or adjudicated. If I fail to disclose any background convictions to the Nursing Program Director before the results of my fingerprinting, I will be immediately dismissed from the program and ineligible to return.

I also understand that I must complete a drug screening in order to comply with requirements of the clinical affiliates of the nursing program. If I have concerns about the results of my drug screening, I will make an appointment to disclose this to the Nursing Program Director as this may impact my eligibility for clinical practice and/or eligibility to begin the program. I understand that the drug screening is completed once upon entry to the program, and the nursing department and/or clinical affiliates can request additional screening at any time during the program if there is cause for concern. If I fail to disclose anything that could yield a positive drug test result to the Nursing Program Director before the results of my drug screening, I will be immediately dismissed from the program and ineligible to return.

I understand that I am required to meet all health requirements (including, but not limited to a physical examination, laboratory tests, drug screening, background checks, and immunizations) and other contractual requirements established by affiliated agencies for participation in the program. I understand that the Nursing Program Director may require a student to be examined by a school selected licensed physician for the purpose of determining physical and mental fitness. I understand that I must be free of communicable diseases, infections, psychological disorders, physical limitations or any condition which would interfere with successful performance of any required responsibilities. Any condition which is developed by the student after admission to the program may warrant further clearance and dismissal from the program. I understand that my clearance results may be made available on a confidential basis to the facilities where I will be completing my clinical rotations.

I understand that my transcripts will be officially evaluated by GCC's Admissions and Records Department. If any of my courses is determined not to be equivalent to GCC's courses, I will retake these courses to meet the entrance requirements if I wish to be considered for future semesters.

I understand that if I am not selected for this current application process but would like be considered for future selection, I will notify the Nursing Department after receiving the letter via email. If I do not respond to let the department know that I am still interested by the given deadline, I understand that my file will be confidentially destroyed.

I certify that I have read the entire contents of this application and my signature below is my certification of the accuracy and completeness of the information I have provided. Further, I understand that admission to, or enrollment in the Registered Nursing Program at Glendale Community College may be denied if any information I have provided on this application is found to be incomplete, false or inaccurate.

Signature

Print Name

Date

(/ /2024)