

Merced College

Vocational Nursing Program



Application Handbook

Enrollment Policies and Application

Application & Forms must be printed single-sided – no exceptions

Revised: September 12, 2019

FYI - New applications are accepted at anytime upon completion of all prerequisites. Admission requirements and procedures are subject to change at anytime. Submit application and all pertinent documents to the Allied Health office (AHC 126). **Mailed applications will not be accepted.**

A new class begins once every one and a half years.

January 2019 (Spring semester)
January 2022 (Spring semester)

August 2020 (Fall semester)
August 2023 (Fall semester)

etc....

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Admission Procedures for the Vocational Nursing Program

- I. **Requirements for Admission to the LVN Program:** Students must meet the following requirements **BEFORE** submitting application packet:
 1. High School graduation or the equivalent as measured by General Education Development (GED) test or California State High School Proficiency Examination and the completion of the following prerequisite courses.
 2. *Have completed within 5 years of date of application the following courses or their equivalents **with a grade of "C"** or better:
 1. **ALLH 67** - Medical Terminology (No recency required)
 2. ***BIOL 50** - Survey of Anatomy & Physiology **or** BIOL 16 - General Human Anatomy
 3. ***NUTR 10** - Nutrition
 4. ***VOCN 46A** - Applied Mathematics for Pharmacology
- II. **Transcript(s):** You must submit with your application unofficial transcripts from Merced College and/or official transcripts from other colleges/universities attended that reflect program prerequisite course work has been completed.
- III. **Application:** New applications are accepted at any time upon completion of all prerequisites. Admission requirements and procedures are subject to change at any time. Submit application and all pertinent documents to the Allied Health office (AHC 126). **Mailed applications will not be accepted.**
- IV. **Length of Program:** Three semesters (one and one-half years) excluding summers.
- V. **Selection:** 35-40 applicants on the waiting list will be notified by mail around 3 - 4 months prior to the beginning of a new class. If any person admitted into the program declines, an alternate will be called according to their order on the waiting list until a full class has been designated.

If a student is selected and declines acceptance into the program, the student's name will be removed from the waiting list and their application will be purged. If the student wants to reapply, he/she will be required to repeat BIOL-50 **or** BIOL-16, NUTR-10 and VOCN-46A, resubmit a new application and meet any current and future application requirements.

Upon acceptance, the student must attend a MANDATORY orientation meeting which will provide information regarding a Health Examination, Immunizations, CPR, Background Check, Drug Screening, books, supplies, uniform, class schedule, and registration.

Continued on next page.....

A new class begins once every one and a half years.

January 2019 (Spring semester)

August 2020 (Fall semester)

January 2022 (Spring semester)

August 2023 (Fall semester)

etc....

If you are not accepted, Waiting List update letters will be sent out six to eight weeks after the class has begun.

Any notification requiring a response from you, will require you to submit documentation by using your Merced College campus email address (@campus.mccd.edu). Emails sent from any other email address will be automatically deleted.

*If a new class begins in **August**, update letters are sent out in **September/October**.*

*If a new class begins in **January**, update letters are sent out in **February/March**.*

VI. History of Convictions: Applicants should be aware of the provisions of the California Vocational Nurse Practice Act which requires the Board of Vocational Nurse & Psychiatric Technicians to review the history of previous convictions and in those cases where offenses bear a substantial relationship to the nursing profession, the Board may withhold the license.

Questions should be referred to the Board of Vocational Nurse and Psychiatric Technicians at:

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833-2945

or

(916) 263-7800

Vocational Nursing Program Estimated Program Cost

1 st Semester		
Enrollment Fee		\$686.00
Student Body Fee (optional)		\$5.00
Student Rep. Fee		\$1.00
* Health Fee		\$17.00
Parking		\$20.00
Physical Exam & Immunizations (Estimate)		\$300.00
Uniforms (Estimate)		\$180.00
CPR Certification - BLS (American Heart Association) (Estimate)		\$60.00
Books (Estimate)		\$1,000.00
Stethoscope, Penlight, Gait Belt w/Buckle, Bandage Scissor, Watch w/Second Hand (not to be sold as a bundle package)		\$135.00
Background Clearance (criminal/financial/social security trace), Drug Screening & Immunization Tracker		\$90.00
TOTAL		\$2,404.00
2 nd Semester		
Enrollment Fee		\$735.00
Student Body Fee (optional)		\$5.00
Student Rep. Fee		\$1.00
*Health Fee		\$17.00
Parking		\$20.00
Books (estimate)		\$250.00
TOTAL		\$1,028.00
3 rd Semester		
Enrollment Fee		\$690.00
Student Body Fee (optional)		\$5.00
Student Rep. Fee		\$1.00
*Health Fee		\$17.00
Books (estimate)		\$40.00
Parking		\$20.00
Application for Licensing Exam		
BVNPT Application Fee	\$150.00	
Live Scan Fingerprint fee–Sheriff’s Dept.	\$71.00	
NCLEX Testing Fee	\$200.00	
BVNPT License Fee	\$100.00	
Subtotal	\$521.00	\$521.00
Graduation (estimate)		\$250.00
TOTAL		\$1,544.00
Grand Total for all Semesters (estimate ONLY)		\$5,066.00

*Subject to change by State regulations currently under consideration.

Fees are subject to change at anytime. Non-residents and residents of California will pay tuition set by the College. Please note: Class dues are used to pay for graduation celebration. They will be voted by the class in week 2.

Step by Step Procedure for Application Submission

Step 1. Read all of the information contained in this packet, **CAREFULLY**.

Step 2. Request two official sealed transcripts to be sent to you directly*. To be official, transcripts must remain sealed in the original envelope. *It is the applicant's responsibility to obtain a copy of past college catalogs or course descriptions, to assist in the establishment of equivalencies.*

*Submit ONE official set of transcripts to Merced College, Attn: Admissions & Records/Evaluations
Dept. MS #13, 3600 M St., Merced, CA 95348

(<http://www.mccd.edu/resources/admissions-records/transcripts/>)

at least one month prior to application. The other official set must be submitted with your application to the Allied Health Division.

Transcripts should include:

- College Transcripts from all schools other than Merced College
- Foreign-born students with college transcripts outside the U.S. will need to have them evaluated for U.S. equivalency. Foreign student transcripts must be officially evaluated by the following agency:

Educational Records Evaluation Service, Inc.

2480 Hilborn Rd., Ste. # 106

Fairfield, CA 94534

(P) 707-759-2866

Email – edu@eres.com

www.eres.com

No foreign transcripts will be accepted for credit without an official translation - No Exceptions.

Step 3. If necessary, make an appointment to see an Allied Health Counselor at 209-381-6478, and bring with you the following **if applicable**:

1. LVN Application Handbook
2. Transcripts(s)
3. Copy of your High School Diploma, **or** High School Transcript **or** GED, **or** Equivalent
4. Other college catalogs, course descriptions, transcripts (credits for program)
5. Foreign transcripts - Formal Evaluation
6. Military Credits

* To ensure that courses are equivalent to those offered by Merced College, a counselor **must** complete Prerequisite Course Equivalency form (pg. 10).

Step 4. When requirements have been met, prepare a COMPLETED application packet containing:

1. Check-Off Sheet
2. Program Application
3. Copy of your high school diploma or high school transcript or GED or AA/AS degree or higher
4. Prerequisite Course Form
5. Unofficial transcript from Merced College - Transcript must be printed single-sided from the Admissions & Records Office (if applicable)
6. Sealed Official transcript(s) from other colleges/universities - (if applicable)
7. Transcript Request Form
8. Program Waiting List/Status Report
9. Include **3** Self Addressed Envelopes and a total of **6** stamps (these are required for future mailings)

Step 5. New applications are accepted at any time upon completion of all prerequisites. Admission requirements and procedures are subject to change at any time. Submit application and all pertinent documents to the Allied Health office (AHC 126). **Mailed applications will not be accepted.**

***Review of Application Packet (estimated 30 business days).**

If it is determined all Program Prerequisites / Application Requirements **have been met**, you will receive a ***Waiting List/Status Report***. If it is determined Program Prerequisites **have not been met** or an incomplete application packet is submitted, your application packet will be returned to you with an explanation and your application date will become null and void.

Merced College

Vocational Nursing Program

Name: _____

Student ID #: _____

Read all information contained in the information packet carefully before submitting application. Submit application and all pertinent documents to the Allied Health Office (room 126). **Mailed applications will not be accepted.** Incomplete files will be returned to the applicant. *New and Returning Students will be required to apply for college admission and complete appropriate registration procedures, and obtain a Student I.D. number and card. Further Registration information is available online: www.mccd.edu (click on the "Admission & Aid" button on the home page, then select "How to Apply")

Application and forms must be printed single-sided. No exceptions. If the person reviewing your application finds it illegible, you will be asked to fill out the form(s) again. It is recommended that you print a blank copy of the application and forms in order to correct any errors quickly.

Check-Off Sheet

Application to the LVN Program MUST include the following (if applicable) in this order:

- Check-Off Sheet (this form)
- Program Application
- Copy of High School Diploma **or** High School Transcript **or** GED **or** AA/AS Degree **or** higher
- Prerequisite Course Form
- Unofficial Transcript from Merced College - Transcript must be printed single-sided from the Admissions & Records Office - No Exceptions - if applicable
- Sealed Official Transcript(s) from other colleges - if applicable
- Transcript Request Form
- Waiting List/Status Report
- Include **3** Self Addressed Envelopes and a total of **6** stamps (these are required for future mailings)

Merced College
 Allied Health Division
Vocational Nursing Program Application

<p>For Office Use ONLY Complete Application received on:</p> <p>Date & Time: _____</p> <p>Initials: _____ GPA _____</p>

Print Clearly

Last Name		First Name		M.I.	Former (Maiden, Other)
Mailing Address		City		State	Zip
Date of Birth	Soc. Sec. No or ITIN (Individual Taxpayer Identification No.) - -	MC Student ID No.	Telephone #(s)		HS Diploma or GED or College Degree
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other		Ethnicity			

<p>Completion of Prerequisite Courses</p> <p>All program prerequisites must be passed with a grade of "C" or better and combined GPA of 2.0 or higher</p>	
ALLH-67 - Medical Terminology	*NUTR-10 - Nutrition
*BIOL-50 - Survey of Anatomy & Physiology <i>or</i> *BIOL-16 - General Human Anatomy	*VOCN-46A - Applied Mathematics of Pharmacology

***Must be completed within 5 years of date of application**

Have you ever attended another Nursing Program? Yes No

If you answered YES, list school and you must attach transcripts _____

I certify that all information provided in connection with this application is true, correct and complete. Providing false information or omitting required information is fraud and grounds for denial of enrollment or immediate expulsion from the Vocational Nursing Program.

Signature _____ Date _____

**Merced College
Vocational Nursing Program**

Prerequisite Course Form

Attn: All students must submit this form

COUNSELOR SIGNATURE REQUIRED ONLY if your prerequisites have been completed at *another* school/university. All program prerequisites must be passed with a grade of "C" or better and combined GPA of **2.0** or higher.

Name: _____ **Student ID #:** _____

Prerequisite	College/University	Course Name & Number	Grade	Unit Value	Semester & Year	Counselor Signature verifying equivalency
ALLH-67 - Medical Terminology						
BIOL-50 - Survey of Anatomy & Physiology or BIOL-16 - General Human Anatomy						
NUTR-10 - Nutrition						
VOCN-46A Applied Mathematics of Pharmacology						
Merced College Allied Health Counselor						
						_____ Print Name
						_____ Signature
						_____ Date

**Merced College
Vocational Nursing Program**

Transcript Request

Name: _____

Student ID #: _____

Attn: All students must submit this form

Last Name	First Name	Middle Name
Former Names (Maiden, Other)		
Social Security No. - -	MC Student ID No.	Did you attend Merced College before 1986? <input type="checkbox"/> Yes <input type="checkbox"/> No

Signature _____

Date _____

**Merced College
Vocational Nursing Program**

Waiting List/Status Report

Name: _____

Student ID #: _____

Applicants Initials (_____)

For Office Use ONLY

As of this date: _____ Your official application date & time is: _____

Your number on the Waiting List is: _____ Your GPA is: _____

Your application and transcripts have been reviewed to verify that all program prerequisites have been completed and you are therefore qualified to be on the Waiting List for the Vocational Nursing Program.

ATTENTION

35-40 applicants on the waiting list will be notified by mail around 3 - 4 months prior to the beginning of a new class. If any person admitted into the program declines, an alternate will be called according to their order on the waiting list until a full class has been designated.

If a student is selected and declines acceptance into the program, their name will be removed from the waiting list and their application will be purged. If the student wants to reapply, he/she will be required to repeat BIOL-50 or BIOL-16, NUTR-10 and VOCN-46A, resubmit a new application and meet any current and future application requirements.

Upon acceptance, the student must attend a MANDATORY orientation meeting which will provide information regarding a Health Examination, Immunizations, CPR, Background Check, Drug Screening, books, supplies, uniform, class schedule, and registration.

It is the student's responsibility to make sure all their contact information is kept current (home address and phone numbers). Notify this office as soon as possible if you have changed your plans and no longer wish to remain eligible for entry into the program. If you have any questions contact the Allied Health Office at 209.384.6123 or 209.384.6309.

A new class begins once every one and a half years.

January 2019 (Spring semester)

August 2020 (Fall semester)

January 2022 (Spring semester)

August 2023 (Fall semester)

etc....

FYI: If you are not accepted, Waiting List update letters will be sent out six to eight weeks after the class has begun.

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*If a new class begins in **January**, update letters are sent out in **February/March**.*