Merced College

Vocational Nursing Program

Application Handbook

Enrollment Policies and Application

revised: August 2018

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)  August 2020 (Fall semester)
January 2022 (Spring 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 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.

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 students 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.

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....

T:\RN-LVN-Nursing\MyFiles\Nursing\LVN\Syllabi and Handbook\LVN Application.wpd

Revised: August 2018
If you are not accepted, Waiting List update letters will be sent out six to eight weeks after the class has begun.

*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
<table>
<thead>
<tr>
<th>Vocational Nursing Program</th>
<th>Estimated Program Cost</th>
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### 1st Semester

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$686.00</td>
</tr>
<tr>
<td>Student Body Fee (optional)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Student Rep. Fee</td>
<td>$1.00</td>
</tr>
<tr>
<td>* Health Fee</td>
<td>$17.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$20.00</td>
</tr>
<tr>
<td>Physical Exam &amp; Immunizations (Estimate)</td>
<td>$300.00</td>
</tr>
<tr>
<td>Uniforms (Estimate)</td>
<td>$180.00</td>
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<tr>
<td>CPR Class (Estimate)</td>
<td>$60.00</td>
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<tr>
<td>Books (Estimate)</td>
<td>$1,000.00</td>
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<tr>
<td>Stethoscope, Penlight, Gait Belt w/Buckle, Bandage Scissor, Watch w/Second Hand (not to be sold as a bundle package)</td>
<td>$135.00</td>
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<tr>
<td>Background Clearance (criminal/financial/social security trace), Drug Screening &amp; Immunization Tracker</td>
<td>$90.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$2,404.00</strong></td>
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### 2nd Semester

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<td>*Health Fee</td>
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### 3rd Semester

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<td>Student Body Fee (optional)</td>
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<td>Student Rep. Fee</td>
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<td>Application for Licensing Exam</td>
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<tr>
<td>BVNPT Application Fee</td>
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<td>Live Scan Fingerprint fee–Sheriff’s Dept.</td>
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<td>NCLEX Testing Fee</td>
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<td>BVNPT License Fee</td>
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<td>Graduation (estimate)</td>
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<td><strong>TOTAL</strong></td>
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### Grand Total for all Semesters

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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$5,066.00</strong></td>
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*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

Step 1. Read entire Vocational Nursing Application Handbook 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 applicants 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:

1. College Transcripts from all schools other than Merced College
2. 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 ONE of the following agencies:

   International Education Research Foundation, Inc. (IERF)  
   P.O. Box 3665  
   Culver City, CA 90231-3665  
   (P) 310-258-9451  
   (F) 310-342-7086

   Educational Records Evaluation Service  
   601 University Ave., Suite 127  
   Sacramento, CA 95825-6738  
   (P) 916-921-0790  
   (F) 916-921-0793  
   Toll Free – 866-411-3737  
   Email – edu@eres.com

   Contact the Admissions & Records Office, for information regarding foreign transcript evaluation services.

Step 3. 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. One sealed official transcript
3. A 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 from the Admissions & Records Office (if applicable)  
6. Official transcript(s) from other colleges/universities - (if applicable)  
7. Transcript Request Form  
8. Program Waiting List/Status Report  
9. A self addressed stamped envelope

Step 5. 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.**
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 from the Admissions & Records Office - No Exceptions - if applicable
- Official Transcript(s) from other colleges - if applicable
- Transcript Request Form
- Waiting List/Status Report
- Self Addressed Stamped Envelope

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Revised: August 2018
**Merced College**  
**Allied Health Division**  
**Vocational Nursing Program Application**

Print Clearly

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<tr>
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<th>First Name</th>
<th>Initials</th>
<th>M.I.</th>
<th>GPA</th>
<th>Former (Maiden, Other)</th>
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<th>Zip</th>
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<table>
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<th>Date of Birth</th>
<th>Soc. Sec. No or ITIN (Individual Taxpayer Identification No.)</th>
<th>MC Student ID No.</th>
<th>Telephone #(s)</th>
<th>High School/GED/Degree</th>
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<tr>
<td>☐ Female</td>
<td>☐ Male</td>
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</table>

### Completion of Prerequisite Courses

All program prerequisites must be passed with a grade of "C" or better and combined GPA of 2.0 or higher

- **ALLH-67 - Medical Terminology**
- **NUTR-10 - Nutrition**
- **BIOL-50 - Survey of Anatomy & Physiology** or **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

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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 #: ___________________________

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

Print Name

Signature   Date

Merced College
Vocational Nursing Program

Transcript Request
Attn: All students must submit this form

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
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<tbody>
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</table>

Former Names (Maiden, Other)

Social Security No.          MC Student ID No.          Did you attend Merced College before 1986?
- -                             - -                             □ Yes      □ No

Signature ___________________________ Date ___________________
Name:_____________________________  Student ID #:_____________________

As of this date:_____________________________

Your number on the Waiting List is:____________

Your official application date & time 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, the students 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.

    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.

(_______) - applicants initials

Revised: August 2018