



Registered Nursing **Application Tips**

To assist you in the application process, we have provided “Helpful Information & Links” on the Allied Health website. These links can be found at www.mccd.edu/alliedhealth -> “Registered Nursing” -> “How to Apply.”

Take this application as serious as you would if you were applying for a job. Just ONE (1) thing wrong will have your application rejected. Double, or triple-check for accuracy. Have a friend, family member or someone trustworthy review your application. To assist you with the application process, please read the helpful tips below.

- **Continuously check the website for any updates.** You will want to read any and all updates for the most up to date information. This will help ensure you are filling out the application correctly.
- Make sure you do NOT have your “auto-fill” enabled. This may cause information to be filled in the incorrect place. Example: an applicant’s personal email address being automatically filled in for both the personal and Merced College student email address. This would result in your application being rejected.
- We require your Merced College student email address **AND** personal email address (the one you check most often); personal emails are considered yahoo, gmail, etc. and **NOT** associated with your job, Merced College or another school. If you put the same email twice (either MC or Personal), your application will be rejected – No Exceptions.
- Make sure your phone voicemail is enabled in the event we attempt to contact you by phone. You will also need to ensure your **email and phone inboxes are not full** and are still able to receive new messages/emails. Use an online search engine for how-to’s and troubleshooting if you need assistance with this.
- Always capitalize the first letters of your last name, first name, middle initial, street name, the state you reside in (example: CA, AZ, OR, etc.), employers, schools, etc.
- Do NOT upload personal statements/letters stating such things as your transcripts were delayed, your transcripts are already at the Admissions & Records department or that you can’t find your transcripts because your school is shut down, etc. This is not acceptable and your application will be rejected – No Exceptions.
- Although you may have submitted official transcripts from other schools to our Admissions & Records department for evaluation, the Allied Health department **DOES NOT HAVE ACCESS TO THEM**. Therefore, you must submit transcripts with your application to verify all prerequisite courses and repeats (if applicable) are complete. You may upload the same transcript(s) from last years’ application if you have not taken any additional courses.

Incomplete applications will be rejected – No Exceptions.

- Review ALL the transcripts you requested and verify that ALL YOUR PREREQUISITE COURSES are listed BEFORE you upload to your application.
- If you have an officially awarded college degree (Associate or Bachelor) that is visible on your transcript, you do not need to upload a high school diploma (Use the same transcript to upload in the multiples areas where your degree may be required). If you still feel the need to upload a copy of your high school diploma, you may do so.

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- We **recommend** you scan or take a photo of ALL the documents you are uploading in **color**. You will be able to do this at a copy center such as Kinkos, Staples, Office Depot, etc. Your personal devices (phone, tablet, iPad, etc.) may have those capabilities as well. Use an online search engine for how-to's and troubleshooting if you need assistance with this.
- Scan your documents as one file if they contain multiple pages. Example: Your transcript for Merced College has 3 pages – Do not save each page as an individual file, please scan the 3 pages all together as 1 single document. You will be able to do this at a copy center such as Kinkos, Staples, Office Depot, etc.
- Name your files correctly – example: Modesto Junior College Official Transcript, FAFSA 2020-2021, Starbucks check-stub, etc. This may prevent you from uploading documents in the wrong area or not uploading the correct one(s).
- Do not assume you can substitute courses. Make sure you verify on the Grid of Comparable Prerequisite Courses that your course(s) are listed. **IF your course(s) is/are NOT listed on the grid, you must make an appointment with an ALLIED HEALTH Counselor (call 209-381-6478 or email ecounselor@mccd.edu) to verify equivalency. IF equivalency is verified, the counselor will SIGN your GPA & Prerequisite Course form.** Verbal approvals are NOT acceptable. An email trail from a counselor to you, is NOT acceptable. If a counselor is saying they do not need to sign for whatever reason, find one that will. If your course(s) is/are not listed on the grid, a counselor MUST sign off on the “GPA & Prerequisite Course Form” or your application will be rejected – No Exceptions.
- Make sure you sign the “GPA & Prerequisite Course Form” and that it is filled out CORRECTLY. The signature box is located on the bottom right corner of the document. If you do not sign this form, your application will be rejected – No Exceptions, EVEN IF EVERYTHING ELSE IS CORRECT.
- You may upload your “GPA & Prerequisite Course Form” (Criteria II) from last year’s application (2020) if there are **no changes**. In this case, you can use the previous form and do NOT have to see a counselor again to sign off on your prerequisites.
- You may upload your “Foreign Language Certification Form” (Criteria IV) from last year’s application (2020) if you have it saved.
- All Students applying to the Merced College Registered Nursing program must meet the minimum passing score of 62% on their **FIRST ATTEMPT** of the ATI TEAS test (**TEAS V is no longer accepted**). Look very closely at the example of the Individual Performance Profile we provided on the Allied Health website (found at www.mccd.edu/alliedhealth -> “Registered Nursing” -> “How to Apply”). This is the **ONLY** version we will accept. **If you submit another document from ATI that is not what we required, your application will be rejected – No Exceptions.**

You must submit your Individual Performance Profile printouts for other attempts (possibly for earlier versions).

If you are experiencing difficulties locating this exact profile on your ATI account, contact ATI at (800) 667-7531 (Online Support).

Limited supplies of the ATI TEAS review books may be checked out from the Merced College Learning Resource Center. Other practice links may be accessed on the Registered Nursing web page. ATI does provide (for a fee) remediation and study guides on their website. The Merced College RN program highly recommends that students prepare for the ATI TEAS test due to the need to achieve a “first attempt” minimum score of 62.