
ADN Enrollment Practice Policy

It is the policy of the Shasta College Associate Degree Nursing (ADN) Program to accept students for enrollment according to the following policies and procedures:

1. INITIAL ENROLLMENT IN ASSOCIATE DEGREE NURSING (ADN) PROGRAM

The Associate in Science Degree Nursing program enrolls students in accordance with current California Community College Chancellor's Office guidelines. Currently, the college uses a waiting list system of qualified applicants who meet minimum prerequisite requirements, and students are enrolled as space becomes available according to their qualifying date of application (all applications received on the same date are randomly ranked by computer).

Application Filing Periods

There are two application-filing periods each year; one during the fall semester and one during the spring semester. Application packets will be available from the Admissions and Records Office at the Nursing Information Session corresponding to the application filing period and then throughout the application-filing period during normal hours of operation. Applicants are encouraged to attend the Information Session but may request an application packet. Admissions and Records will send the application packet via US Mail but not prior to the date of the Information Session.

The Wait List is ongoing with new qualified applicants added sequentially following validation of completed prerequisite requirements. Applications are randomly ranked when more than one qualified application is received on the same date. No in-progress courses will be accepted. All prerequisites must be completed prior to application.

All enrollment placements will be based on space availability. Students may not be able to enroll in the term subsequent to their qualifying application due to limited class size. As enrollment spaces are determined, students scheduled for enrollment in the next class will receive written notification of their status.

Deferment

When offered an invitation of enrollment, applicants are given a deadline for response to the invitation. During that response time, those applicants who choose not to accept the invitation to enroll have the option of requesting deferment. The

option to defer is available **one time only**. Should an applicant choose to defer when offered enrollment, their name will be moved to the bottom of the Wait List. If the applicant declines to enroll when invited following a previous deferment, their name will be removed from the Wait List. If interested in the ADN Program at a later date, the applicant must reapply to the Wait List during an application period.

Applicants who accept the invitation to enroll initially and then withdraw prior to the start of the class will be removed from the Wait List. If interested in the ADN Program at a later date, the applicant must reapply to the Wait List during an application period.

Following the initial responses to an enrollment invitation, alternates will be invited to the alternate status and given a deadline for response to the alternate status invitation. If the applicant accepts the alternate status, the applicant must be ready to enroll in the semester for which they are granted alternate status. If the applicant declines the alternate status, their name will be moved to the bottom of the Wait List.

Clinical Requirements

To be eligible for enrollment in the ADN Program, applicants, at their own expense, will be required to complete and submit documentation of all Clinical Requirements by the designated deadline indicated in the Enrollment Invitation Letter. Clinical requirements include indication of good health (physical examination and all required immunizations), clear criminal history, negative drug screen, and CPR certification for Basic Life Support for the Health Care Professional valid for the complete first semester.

Mandatory Orientation

Once accepted for enrollment into the Associate Degree Nursing program, attendance at the program orientation is mandatory for all students. If student does not attend, or notify the Health Sciences & University Programs office prior to the date of the Orientation, the next alternate is admitted.

Students dropped from the class, for non-attendance without prior notification, will not retain any enrollment rights and must submit a new application and begin the Wait List process again.

PROGRAM APPLICATION ELIGIBILITY REQUIREMENTS

- High school diploma or equivalent.
- Completion of all prerequisite courses (below) with a grade of “C” or better.

- Prerequisite Science courses GPA requirement of 2.5.

Science Pre-requisite Courses	# of units
ANAT 1 Human Anatomy (with lab)	5
PHY 1 Physiology (with lab)	5
*MICR 1 Microbiology (with lab)	5
Additional Prerequisite Courses	
*ENGL 1A College Composition	4
Choose one of the following:	3
PSYC 1A General Psychology	
PSYC 14 Understanding Human Behavior	
Choose one of the following:	3
SOC 1 Introduction to Sociology	
SOC 2 Social Problems	
ANTH 2 Cultural Anthropology	
Choose one of the following:	3
CMST 10 Interpersonal Communication	
CMST 54 Small Group Communication	
CMST 60 Public Speaking	
Total Units of Program Prerequisites:	28

****Note: Check course description for prerequisite***

Prerequisite course work for the Associate Degree Nursing program does not have a recency requirement.

Note: To be eligible for graduation with an Associate of Science Degree, the student, in addition to the prerequisites and identified course work, must demonstrate competence in reading, in written expression and in mathematics based on the following requirements:

- Completion of the Humanities requirement
- Completion of competence in mathematics (Math 102 Intermediate Algebra or MATH 110 Essential Math are the advised courses for meeting this requirement)
- Completion of the cultural awareness requirement

- Completion of computer literacy

2. LVN-RN UPGRADE

Licensed Vocational Nurses are eligible for advanced placement in the ADN program based on completion of an approved Vocational Nursing Program and proof of a valid active VN license.

LVNs have the option to advance place in the third semester of the program (REGN 20 and 21) and complete the final year of the associate degree program on a space available basis (see #5 below).

Students who fail or are dismissed from the program are not eligible for re-entry and will not be granted admission or advanced standing in the program as an LVN-RN or Challenge Student (special enrollment category).

If space is available in the second semester, LVNs desiring more complete preparation may be offered the option of entering the second semester (REGN 10, 11, and 12).

Regardless of semester of enrollment, eligible applicants must meet criteria (as outlined in the Shasta College Catalog) prior to submitting an enrollment packet.

LVN-RN applicants must also complete graduation requirements prior to submitting an application packet.

PROGRAM APPLICATION ELIGIBILITY REQUIREMENTS

- High school diploma or equivalent.
- Completion of required prerequisite courses with a grade of “C” or better.
- Prerequisite Science courses GPA requirement of 2.5.
- Graduate of an approved Vocational Nursing Program.
- Proof of active VN license (copy)
- Completion of REGN 79 (LVN-RN Transition course)
- Shasta College graduation requirements
 - > Completion of humanities requirement.
 - > Completion of competence in mathematics
 - > Completion of multi-cultural requirement
 - > Completion of computer literacy requirement

Science Pre-requisite Courses

of units

ANAT 1 Human Anatomy (with lab)	5	
PHY 1 Physiology (with lab)	5	
*MICR 1 Microbiology (with lab)		5
 Additional Prerequisite Courses		
*ENGL 1A College Composition		4
REGN 79 LVN-RN Transition	2	
 Choose one of the following:	 3	
PSYC 1A General Psychology		
PSYC 14 Understanding Human Behavior		
 Choose one of the following:	 3	
SOC 1 Introduction to Sociology		
SOC 2 Social Problems		
ANTH 2 Cultural Anthropology		
 Choose one of the following:	 3	
CMST 10 Interpersonal Communication		
CMST 54 Small Group Communication		
CMST 60 Public Speaking		
 Total Units of Program Prerequisites:	 <hr style="width: 100px; margin-left: auto; margin-right: 0;"/>	 30

3. RE-ENROLLMENT

Students who withdraw from a class may request ONE re-enrollment in the program. To be considered for re-entry, students must have an exit interview with the ADN Program Director. Students activate the re-enrollment process by submitting a letter to the ADN Program Director.

Students are ineligible for re-enrollment if they have been dismissed from any nursing program for any of the following circumstances:

- Positive drug screen for cause
- Criminal background issue during program
- Unsafe clinical practice
- Violation of Shasta College Student Code of Conduct
- Gross negligence resulting in actual or potential harm to client or family

- Verbal threat of physical harm (assault)
- Physical violence (battery)
- Falsifying the medical record
- HIPAA violations (breach of confidentiality)
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from clinical site, college, or faculty
- Rejection for clinical placement by a clinical affiliate

Students who wish to remain eligible for re-entry upon withdrawal for academic insufficiency must meet with their course faculty and the Dean prior to withdrawing to establish a remediation plan specifying actions that must be completed to establish eligibility for re-entry. Students who withdraw for academic insufficiency must complete their remediation contract and request re-enrollment within one year of leaving the program. The request letter must document completion of the remediation contract.

As letters requesting re-enrollment are received, they are date stamped and students are added to the re-enrollment list of the respective term in the order they are received. Students will be eligible for re-enrollment on a space available basis.

When a student is offered a re-enrollment space they have the option to decline the space one time. When they decline the space their name will be moved to the bottom of the re-enrollment list, their new date will be the date they declined re-enrollment. If the student declines re-enrollment a second time they will be removed from the re-enrollment list and will not be eligible to return to the Shasta College ADN program.

Students who fail or are dismissed from the program are not eligible for re-entry and will not be granted admission or advanced standing in the program as an LVN-RN or Challenge Student (special enrollment category).

Students who do not complete their required re-entry remediation plan established with course faculty prior to withdrawal will not be granted Re-Enrollment.

Procedures for Enrollment

- 1) REGN 1/REGN 2: Active enrollment into REGN 1/REGN 2 will be determined by the following process:
 - Enrollment Invitation letters are sent to the first thirty students on the ADN master wait list.

- Any open spaces after Responses to Enrollment Invitation have been received will be offered to students on the re-enrollment wait list.
 - If there are still open spaces in the class after the first two steps, the remaining spaces will be filled by going back to the master wait list of students.
 - Alternates from the master wait list will be invited to attend the Mandatory Orientation in the event spaces become available prior to first day of class.
- 2) Other REGN Courses: For all other REGN Courses, students are advanced to the next semester based on successful completion of the previous semester. If open spaces occur in the class, students from the re-enrollment wait list will be moved into them based upon the date on their re-enrollment wait list letter and the Space Availability Priority Policy.

4. ADVANCED PLACEMENT

Students may be accepted to the Nursing Program in either Second or Third Semester if they transfer in good standing from another nursing program or meet the criteria for Special Enrollment.

Students are ineligible for advanced placement if they have withdrawn, failed, or have been dismissed from any program for any of the following circumstances:

- Positive drug screen for cause
- Criminal background issue during program
- Unsafe clinical practice
- Violation of Shasta College Student Code of Conduct
- Gross negligence resulting in actual or potential harm to client or family
- Verbal threat of physical harm (assault)
- Physical violence (battery)
- HIPAA Violation (breach of confidentiality)
- Falsifying the medical record
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from clinical site, college, or faculty
- Rejection for clinical placement by a clinical affiliate

A. SPECIAL ENROLLMENT

- *LICENSED VOCATIONAL NURSES PURSUING THE NON-DEGREE (30 UNITS) OPTION:*

Licensed vocational nurses may elect to pursue the non-degree (30-Unit) option by completing Physiology five (5) Units), Microbiology (five (5) Units), REGN 20X (6 Units), REGN 21X (6 Units), REGN 33X (6 Units) and REGN 34X (6 Units). Licensed vocational nurses choosing this option are enrolled into the second year of the Associate Degree Nursing program on a space-available basis (See Space Available Policy below). The student taking this option is eligible to take the National Council Licensure Examination (NCLEX-RN). The student would not be eligible to receive the A.S. Degree, nor would they be a graduate of the Shasta College Associate Degree Nursing program.

- *REGISTERED NURSES SEEKING AN ASSOCIATE DEGREE IN NURSING:*

Registered nurses seeking an Associate Degree in Nursing should arrange an appointment with the Director of the Associate Degree Nursing program who will evaluate them on an individual basis. If accepted, entry is on a space-available basis.

- *SPECIAL ENROLLMENT SKILLS*

Special Enrollment students may be required to successfully complete designated skills prior to the beginning of the clinical portion of the course. Failure to complete the designated skills successfully will jeopardize course progress and may result in a failing grade. The student will receive a letter from the course faculty which delineates the skills to be successfully completed. These skills will be performed according to Mastery Performance Criteria which are on file in the Clinical Skills Laboratory (CSL). It is the student's responsibility to come into the CSL to review the procedures and to practice the skills for return demonstration. The course faculty will schedule the return demonstrations and be available to the student for consultation.

B. TRANSFER POLICY

Transfer credit will be given for all general education courses and prerequisites demonstrated to be equivalent to those required in the Associate of Science

Degree curriculum. Transfer credit for non-nursing courses is granted by the Office of Admissions and the Matriculation Information Office based on equivalent evaluation of official transcripts from a regionally accredited college. Students must meet the Shasta College graduation residence requirement as stated in the Shasta College Catalog.

Transfer credit for nursing courses will be evaluated on an individual basis. Professional nursing courses that have been completed within the last two (2) years and demonstrated to be equivalent to REGN 1, 2, 10, 11, 12, 20, and 21 will be given units and credit providing all prerequisites have been met.

Transfer students must meet the same pre-requisite course requirements as students in the semester they are seeking placement. Students are required to submit a letter of recommendation with their application from their previous program director indicating whether they are eligible to return to the previous program.

Equivalency evaluation for nursing courses is completed by the program director and course faculty based on the catalog description, course outline, and verification of successful completion by official transcript. Course faculty will determine the transfer student's need for clinical skills competency demonstration prior to the start of the semester.

Transfer Application Requirements:

Applicants are asked to submit:

- Letter of Intent requesting transfer
- Official college transcripts of all college work completed
- Official nursing course descriptions and course outlines for evaluation of nursing content as necessary.
- Letter from previous program director stating status and reason for leaving program.

C. CHALLENGE POLICY

All Associate of Science Degree Nursing courses required for California licensure may be challenged by qualified applicants. Course faculty determines if a candidate is qualified to challenge a course. A qualified applicant must meet all

pre-requisite program requirements and have successfully completed previous educational programs or course work.

Examples of qualified applicants at various levels would be: Licensed Vocational Nurses, Licensed Psychiatric Technicians, Armed Services Medical Personnel, and/or students who have successfully completed a portion of a nursing program which would lead to Registered Nursing licensure. It is the applicant's responsibility to submit proof of eligibility and supporting materials.

The same grading policy is applied to theory challenge examinations as for course work in the nursing program. Skill testing follows the pattern used for clinical competency in the particular area being challenged. The nature of the challenge examination for clinical proficiency will vary with the particular course's clinical expectancies. They are designed to validate:

- a working knowledge of the nursing process,
- ability to perform a comprehensive health assessment,
- ability to provide care for a patient and/or family and provide health teaching. The same grading policy is applied to clinical challenge examinations as for clinical completed in the nursing program.

PROCEDURES FOR CHALLENGE

- a) First Semester, Second Semester and Third Semester of the Associate of Science Degree Program may be challenged at Shasta College. The Fourth Semester is necessary to fulfill the residency requirement for Shasta College's Associate Degree. Each semester may consist of one or more Associate of Science Degree (REGN) courses. To successfully complete a Semester Challenge, all courses must be successfully challenged in the challenged semester.
- b) The qualified applicant will notify the faculty of the course to be challenged at Course Orientation. Copies of materials to verify qualification (licensure, transcripts and descriptions of completed course work, certificate) should be available to course faculty at Course Orientation.
- c) The qualified applicant will meet with course faculty to obtain the necessary paperwork to complete before sitting the Theory Challenge Examination; to further clarify course content/objectives/textbooks received at Course Orientation; to obtain the date of the Theory Challenge Examination; and to review other challenge activities (Clinical

Challenge; possible theory session attendance, and possible Written Papers (i.e. Nursing Process Papers).

- d) The course faculty will give the applicant the Petition for Credit by Examination. The applicant is to complete in the following sequence:
- e) Complete the petition
- f) Secure the course faculty member's and Associate of Science Degree Program Director's signature
- g) Present completed signed petition with the nonrefundable fee to the business office
- h) Bring the petition and receipt to course faculty prior to sitting the scheduled Theory Challenge Examination.
- i) The Theory Challenge Examination will be scheduled no later than the ***second Friday of the semester*** in which the student is enrolled.
- j) If the applicant does not successfully pass the Theory Challenge Examination, the applicant will resume all class activities for the duration of the course.
- k) If the applicant does successfully complete the Theory Challenge Examination, the applicant will meet with course faculty to delineate and review the remainder of the Course Challenge, which will include a Clinical Challenge and, possibly, theory session attendance and Written Papers. A written plan for completion of the challenge activities will be completed.
- l) With successful completion of a Semester Challenge, the student and Associate of Science Program Director will be notified of the course grades.

5. SPACE AVAILABILITY PRIORITY POLICY:

Any student desiring advanced placement in the ADN program after the first semester or interested in re-enrollment into a specific semester is subject to the Space Available Priority Policy. "Student" refers to any person desiring space-available placement, be they returning, transfer, non-degree (30-unit) option for licensed vocational nurse, or professional nurse seeking course work for licensure, or registered nurse seeking an A. S. Degree in Nursing.

Each student must meet criteria specific for entry. Priority for space available is determined by two factors:

- 1) Priority category as listed below

- 2) The date on the letter requesting enrollment/re-enrollment to enter the program which is addressed to the Health Sciences Dean or Administrative/Faculty Designee.

Once a student is notified of enrollment, the offer of enrollment is secure and cannot be changed by receipt of a later request from a higher priority group.

Priority is determined in the following order within each semester group:

- 1) **First priority:** Shasta College students who withdrew in good academic standing for extenuating circumstances.
- 2) **Second priority:** Shasta College students who withdrew and successfully completed a remediation plan.
- 3) **Third priority:** Shasta College students who are eligible for a second re-entry due to extenuating circumstances.
- 4) **Fourth priority:** LVN-RN option students seeking initial admission for second semester followed by LVN-RN students seeking re-enrollment following completion of a re-entry eligibility remediation plan.
- 5) **Fifth priority:** Special Enrollment and Challenge students.
- 6) **Sixth priority:** Transfer students who left a previous program in good standing.