

This policy will be effective as of October 1, 2012

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:

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 **Wait 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).

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

Students are ineligible for enrollment or 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

Graduation Requirements

To be eligible for graduation with an Associate of Science Degree, the student, in addition to the prerequisites and identified course work, students must demonstrate competence in reading, written expression, mathematics, cultural awareness and computer literacy 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

Section A: Generic ADN Program Enrollment

Generic ADN enrollment refers to students enrolling in the Associate Degree Nursing (ADN) program having completed all of the required pre-requisite courses and intending to complete the standard four semesters. Applicants apply during the established ADN Application Filing Periods. Qualified applicants are added to the Wait List. Enrollment placements are based on space availability.

Applicants to the Generic ADN program apply for the program by submitting applications during the established ADN Application Filing Periods to the Admissions & Records office. Applicants found eligible are added to the ADN Wait List (see ADN Wait List Application & Enrollment procedure below. As class positions become available, applicants are invited to enroll in a class.

Generic ADN Program Re-Enrollment

Generic ADN 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 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.

Students activate the re-enrollment process by submitting a letter to the ADN Program Director.

As letters requesting re-enrollment are received, 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 must re-enroll within 1 year (two semesters) of withdrawal.

Students who fail or are dismissed from the program are not eligible for re-entry. Students who do not complete their required re-entry remediation plan established with course faculty prior to withdrawal will not be granted Re-Enrollment.

Section B: Advanced Placement in ADN Program

Advanced placement refers to students desiring to challenge enrollment in the Associate Degree Nursing (ADN) for placement in an advanced semester (2nd or 3rd semester only). Applicants apply during the established ADN Application Filing Periods. Qualified applicants are added to the Wait List. Enrollment placements are based on space availability.

Applicants desiring advanced placement in the ADN program apply for the program by submitting applications during the established ADN Application Filing Periods to the Admissions & Records office. Applicants found eligible are added to the ADN Wait List (see Section C). As class positions become available, applicants are invited to enroll in a class.

Applicants seeking advanced placement in the ADN program are ineligible for enrollment if they have withdrawn, failed, or have been dismissed from any nursing or healthcare related 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

Advanced Placement Qualification

Associate of Science Degree Nursing courses required for California licensure may be challenged through the established Challenge Procedure by qualified applicants. A qualified applicant must meet all pre-requisite program requirements and have successfully completed previous related educational programs or course work. It is the applicant's responsibility to submit proof of eligibility and supporting materials.

Categories of qualified applicants that may seek Advanced Placement through the Challenge Procedure include:

- Licensed Vocational Nurses seeking to advance their training to Associate Degree of Science and their licensure to Registered Nursing.
- Transfer applicants – from another ADN or BSN nursing program
- Registered Nurses seeking an Associate Degree in Science
- Ancillary licensed/trained Applicants – This category includes Licensed Psychiatric Technicians, Armed Services Medical Personnel.

The same grading policy is applied to challenge examinations as for course work in the nursing program. Clinical skills testing follows the pattern used for clinical competency in the particular area being challenged. The nature of the challenge examinations for theory and clinical proficiency will be determined by the appropriate faculty and will vary with the particular course's clinical expectancies.

Section C: ADN Application and Enrollment Procedures

The procedure for submitting an application to the ADN program is the same for the Generic ADN student (Section A) and the student seeking Advanced Placement (Section B). Qualified applicants for both groups will be placed on the ADN Wait List. As space becomes available in a class, the applicants on the list will be invited to enroll in the class in sequential order.

Wait List Application Filing Periods

There are two [Wait List 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 be sent. Admissions and Records will send the application packet via US Mail but not prior to the date of the Information Session.

Wait List Applications must be submitted to the Admissions & Records office on the Main Shasta College Campus during the times specified during the application filing period. Applications that are not complete at the time of submission will result in being disqualified for the Wait List and ADN program.

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.

Applicants will not be able to enroll in the term subsequent to their qualifying application due to limited class size. As enrollment spaces are determined and filled, placement on the Wait List advances. Applicants on the Wait List are notified of their new Wait List number after each application filing period via email.

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 the Health Care Professional valid for the complete first semester.

Mandatory Orientation

When accepted for enrollment into the Associate Degree Nursing program, participation in the program orientation is mandatory for all students. If a student does not complete the online component and attend the Face-To-Face Meeting, or notify the Health Sciences & University Programs office prior to the date of the Orientation, the student will be disqualified from enrollment and the next alternate admitted.

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

Procedures for Enrollment/Re-Enrollment

- A. REGN 1/REGN 2: Active enrollment into REGN 1/REGN 2 will be determined by the following process:
1. Enrollment Invitation letters are sent to the first thirty qualified students on the ADN master wait list.
 2. Any open spaces after Responses to Enrollment Invitation have been received will be offered to students on the re-enrollment wait list who have completed remediation (as necessary per contract).
 3. 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.
 4. Alternates from the master Wait List will be invited to participate in the Mandatory Orientation in the event class spaces become available prior to first day of class.

- B. 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.

Enrollment Procedures for Advanced Placement

A. Licensed Vocational Nurses – Seeking RN licensure

Licensed Vocational Nurses are eligible for advanced placement in the ADN program based on completion of a Vocational Nursing Program, proof of a valid active Licensed Vocational Nurse license and successful completion of the [Course Challenge Procedure](#).

LVNs have the option to apply to the ADN program during established ADN program [application filing periods](#). Qualified applicants will be placed on the ADN Wait List as described in the Wait List Application Filing Periods section. When invited into and registered in the REGN 1 & 2 courses of the ADN program, these students may challenge those courses through the established challenge procedure. Students who successfully challenge the REGN 1 & 2 courses are eligible to advance place in the REGN 10, 11 & 12 courses (2nd semester) of the ADN program the following semester.

Students who successfully challenge the REGN 10, 11, 12 courses are eligible to advance place in the REGN 20 & 21 courses (3rd semester) of the ADN program the following semester. LVN students who fail or are dismissed from the program following advanced placement are not eligible for re-entry.

B. Transfer applicants – from another ADN or BSN nursing program

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 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. 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, or REGN 10, 11, & 12, will be

given units and credit providing all prerequisites have been met.

Transfer applicants will be required to meet clinical skills competencies through the Challenge procedure at the beginning of the semester. Failure to complete the clinical competencies successfully will jeopardize course progress and may result in a failing grade.

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.
- Clinical evaluations from any faculty members involved in supervising clinical experiences.

C. Registered Nurses seeking an Associate of Science degree

Registered nurses seeking an Associate of Science 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.

These students may be required to successfully complete designated skills prior to the beginning of the clinical portion of the course through the Challenge Procedure. Failure to complete the designated skills successfully will jeopardize course progress and may result in a failing grade.

D. Ancillary licensed/trained Applicants – This category includes Licensed Psychiatric Technicians and Armed Services Medical Personnel

Qualified ancillary licensed or trained applicants are eligible to challenge for advanced placement in the ADN program based on completion of an appropriate training program and proof of a valid active Licensed Psychiatric Technicians license or other supporting materials and successful completion of the Challenge Exam Process.

It is the applicant's responsibility to submit proof of eligibility and supporting materials.

Licensed Psychiatric Technicians and Armed Services Medical Personnel have the option to apply to the ADN program during established application filing periods and when invited into and registered in the REGN 1 & 2 courses of the ADN program may challenge those courses through the established challenge procedure (see #4C below). Students who successfully challenge the REGN 1 & 2 courses are eligible to advance place in the REGN 10, 11 & 12 courses (2nd semester) of the ADN program on a space available basis. Students who

successfully challenge the REGN 10, 11, 12 courses are eligible to advance place in the REGN 20 & 21 courses (3rd semester) of the ADN program on a space available basis.

Students who fail or are dismissed from the program following advanced placement are not eligible for re-entry.

Challenge Procedure

First semester and Second semester of the Associate of Science Degree Program may be challenged at Shasta College. The Third and Fourth Semesters are necessary to fulfill the residency requirement for Shasta College's Associate Degree. Each semester will consist of two or more Associate of Science Degree (REGN) courses. To successfully complete a Semester Challenge, all courses must be successfully challenged in the challenged semester.

- A. Following receipt of an Invitation to enroll in the ADN program, the qualified applicant will notify the Health Sciences Division of the course they desire to challenge on the Student Data Form submitted with their clinical requirements packet. Copies of materials to verify qualification (licensure, transcripts and descriptions of completed course work, certificate) should be presented with the clinical requirements packet.
- B. Upon submission of their desire for Challenge in the clinical requirements packet, the student must complete the necessary paperwork. The Health Sciences staff will give the applicant the Petition for Credit by Examination form. The student is to complete in the following sequence:
 - a. The student will complete the petition and return to the Health Sciences office for signatures prior to the date established when given the form but in any case, no later than two weeks prior to the first day of class.
 - b. Health Sciences Staff will secure the course faculty and ADN Program Director's signatures and notify the student when form is ready to be returned to the student.
 - c. Student will then submit the completed signed petition with the nonrefundable fee to the Business Office.
 - d. Student must present the petition and receipt to the course faculty prior to sitting the scheduled Theory and Math Challenge Examinations.
- C. The Theory Challenge and Math Examinations will be scheduled at the discretion of the course faculty but no later than the **second Friday of the semester** in which the student is enrolled.
- D. If the applicant does not successfully pass the Theory and Math Challenge Examinations, the Challenge is effectively completed and the student will resume all class activities for the duration of the courses.

- E. If the applicant does successfully complete the Theory and Math Challenge Examinations, the student will meet with course faculty to schedule the remainder of the Course Challenge, the components of which will be determined by the course faculty.
- F. With successful completion of a Semester Challenge, the student and ADN Program Director will be notified of the course grades.
- G. With successful completion of the semester Challenge, the student's class position will be held for the student in the next courses (REGN 10, 11, 12 or REGN 20, 21) the following semester.
- H. During the enrollment preparation time for the next semester, the student will complete all clinical requirement updates by the established deadlines and register for the courses as authorized.
- I. If the student desires to Challenge the Second semester (REGN 10, 11 & 12), then upon registration for the 2nd semester, the student will repeat the process (steps A-H)

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 successful Challenge applicants, returning students, transfer students, registered nurses seeking an A. S. Degree in Nursing or non-degree (30-unit) option for licensed vocational nurse.

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

- 1) Priority category as listed below
- 2) The date on the letter addressed to the Health Sciences Dean or Administrative/Faculty Designee requesting enrollment/re-enrollment to enter the program.

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:

First priority: Students who successfully completed the Challenge exam process for the previous courses in the previous semester.

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- Second priority:** Shasta College students who withdrew in good academic standing for extenuating circumstances.
- Third priority:** Shasta College students who withdrew and successfully completed a remediation re-entry plan.
- Fourth priority:** Shasta College students who are eligible for a second re-entry due to extenuating circumstances.
- Fifth priority:** Transfer students who left a previous program in good standing.
- Sixth priority:** Special Enrollment (30 unit option) students.

Special Enrollment - Licensed Vocational Nurses pursuing the Non-Degree (30 Unit) 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 & REGN 21X (8 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.