Application Guide

Application Guide

Before starting the nursing program application, review the Admissions Process below for the step-by-step directions to apply to our program. If you need help, reach out to our [counseling department](). This Admission Process is also in our [Student Handbook](), which encompasses our policies/procedures/content/expectations for the Nursing Program.

Program Admission
Applicants to our programs (Associate in Science Nursing Program (RN) or LVN to RN Career Mobility) must use this [Student Handbook]() as a guide. Review the [Compliance Requirements]() sections carefully. We strongly encourage all potential applicants to meet with a [Yuba College counselor]().

Admission Process

- **Review** the following carefully:
    - [Admission Criteria]() and the [Requirement]()

- [Checklist](#) for the program of interest (RN or LVN to RN Career Mobility) to ensure you are eligible to apply
  - [Merit-Based](#) Selection process to understand the scoring of our applicants
  - The below [Admission Process](#) for next steps
- **Apply** to Yuba College for [General Admission](#). Applicants must first [apply to Yuba College](#). You will establish a Yuba College student ID and a @go.yccd.edu email address. The student ID is a required to login to the application (example M0313081).
  - If you are a previous Yuba College student but have not taken classes at Yuba College within the last academic year, you will need to [reapply](#). Complete this process now.
  - See [Important Dates](#) section in this Student Handbook for open application periods, dates for notification of application status, and the date for our mandatory orientation meeting if you are selected to be admitted into the program.
  - The applications for our programs are online at **[Apply](#)**
  - The student @go.yccd.edu email created will be utilized the Department of Nursing regarding your application and/or admission status. It is strongly advised that you check this email account consistently.
  - If you are already a Yuba College student, use your current student ID there is no need to apply to the college because you have in the past. However, please ensure your information is correct, such as name and telephone number.
- **Review** the [merit-based admission criteria](#) and Yuba College Nursing [Merit-Based](#) Screening Process in this Student Handbook. There are [merit-based](#) tools for [Associate in Science Nursing Program (RN) tool](#) and [LVN to RN](#) Career Mobility tool that you

can use as a guide.

- All prerequisites classes taken and/or degrees obtained outside YCCD must be submitted if needed to meet application criteria and/or to obtain points for degrees when applying.
- Submit Official Transcripts from outside the Yuba Community College District (YCCD) as soon as possible.
  - For classes taken or degrees obtained at YCCD you do not need to send official transcripts before you apply. YCCD includes Yuba College, Sutter County Center, Woodland Community College, Lake County campus, and Colusa County Outreach Facility.
- **Outside transcripts must be received by the Admissions and Records Office BEFORE you can apply. They must also meet the below deadline.**
  - [Official Transcripts]() *must be* received by Admissions and Records by the 3rd Monday in January *prior* to our application for the February application period. All official transcripts outside of the Yuba Community College District (YCCD) must be received by the Admissions and Records Office BEFORE you can apply and meet the deadline.
  - [Official Transcripts]() *must be* received by the Admissions and Records by the 3rd Monday in August *prior* to your application for the August application period. All official transcripts outside of the Yuba Community College District (YCCD) must be received by the Admissions and Records Office BEFORE you can apply and meet the deadline.
  - We take outside official transcripts anytime and Admissions and Records will put them in the system in preparation for your application. You do not have to wait for an application period.
    - Send any official transcript from outside

YCCD needed for program admission prerequisites and degree (if applicable) as soon as they are on your official transcript(s).

- Have all official transcripts from college(s) *outside* of YCCD sent electronically to YCAdmissions@yccd.edu
- If they must be sent by mail send to:

Admissions and Records Office
Re: Nursing Program Applicant
2088 North Beale Road, Marysville, CA 95901

- Mailed or dropped in person official transcripts must be issued by the educational institution in a sealed envelope. If the seal has been broken prior to Yuba College receiving it, the official transcript will not be accepted or evaluated by the Admissions and Records Office

- Delivery and evaluation of official transcripts can take several weeks.
- All official transcripts outside of the Yuba Community College District must be received by the Admissions and Records Office **BEFORE you can apply and meet the deadline.**
  - If an outside official transcript(s) has not been received within this timeframe, the application will be considered incomplete and will result in the application being **disqualified**.
  - If applicant has sent in their official transcripts to Yuba College in the past, they can view their unofficial transcripts in the Yuba College Self Service program and see the college listed. If the courses are there you do not have to re-submit. * Be advised that if any courses have been taken since the old transcripts where

- submitted you must send new official transcripts.
- The input courses and grades on your application will be the only courses verified. In other words, if you put in a course such as English 1A as a grade of C in your application but have English 1B as an A on the official transcript English 1A will be the one utilized.
- Upper division courses- our Yuba College Board Policy AP Articulation 4050 allows us to utilize your course if equivalent. Please see a Yuba College counselor to review our coursework and our Checklist. If needed you can petition for approval through our Yuba College petition, note that the courses will not be placed on your Yuba College official transcripts. If your petition is in process, you are not eligible to apply until the petition is approved. Not all course work will be approved.
- College-Level Examinations Placement (CLEP) Examinations, and Advanced Placement (AP) Examinations
    - The Yuba College Nursing Program accepts CLEP and AP exams. They must be posted to your Yuba College transcripts to be utilized in your nursing program application. The score(s) must be sent to Yuba College through College Board. It is the applicant's responsibility to send the scores to Yuba College and to ensure they are showing on their Yuba College transcripts before they can be utilized in the nursing program application. See our directions on how to enter these scores on your application.
- Course petitions related to program applications follow the college policy. Make an appointment to see a Yuba College counselor. See our Nursing Course Equivalencies (subject to change at any

time and the list does not guarantee equivalency) to use as a guide when meeting with the counselor.
- Please note any course(s) petitions in process will not be accepted, and the applicant will not be qualified to apply.
- If you have any course petitions that have been approved, these approvals must be included in your application.

- **Completing the Applications**
  - **Warning-** if you do not complete and submit the application when applying it will time out and not save your data. If you complete your application, you will be able to edit until the application cycle is closed.
  - Enter **correct information** in your application. We will not edit your entered data.
  - If you have **incorrect** information your application will be **disqualified**. Take your time completing your application and be sure to have all your information ready to enter. Again you can edit your application data up until the application cycle is closed.
    - If you have a combination course use these [directions](#).
  - We admit based on [Merit](#) Score and when more than one applicant has the same score we admit based on a random selection.
- **Gather required documents/information**
  - NOTE: Be sure to gather **all** your documentation and have it ready to upload. Take a look at the [Merit-Based Tool](#) for a description of Required Supporting Documents and Explanations.
    - You can make changes and upload documents during an open application period. Be sure that you review your application and make edits if needed prior to the closing date. If you are missing required documents your

application will not be considered.

- You cannot make changes or upload documents once the application period is over. None of the Yuba College staff can upload or make changes to your application as this is your responsibility.

- Be ready to enter your program course(s) **prerequisites** information ready when you apply

  - Include any courses and a degrees
  - If you have a combination course such as the & courses see in our [Nursing Course Equivalencies](#) please review these [directions](#) when filling out your application.

TEAS Directions

- **TEAS** score needs to be for the 6th or 7th version offered by ATI.
- All applicants must earn 67% or better to apply. There is no rounding of scores for example 69.9% is 69%. If you round your score on the application, that will be considered a discrepancy/error and will disqualify your application.
- There are two steps to apply related to your TEAS score.
  - 1- You must [send your official transcripts from ATI to Yuba College](#) if you did not test at Yuba College. This only needs to be done once unless you need to send a new updated score. If you previously sent the official score, you cannot resend it again in the ATI system. So, if you are reapplying with the same score or you tested with Yuba College you do not send the official ATI TEAS score.
    - These can be sent to us from ATI anytime. At the latest the last day of the application

period.

- If we do not have your official transcripts on file, you cannot move forward in the application process. Your application will not be processed.
- It is important to note that you can only send the same test/score one time to the same school. If you have sent the official transcripts for the test/score you are indicating on their application, we have them in our files.
- 2- You must upload your chosen unofficial ATI TEAS score in your Yuba College nursing program application.

- If you took your TEAS at another testing location in addition to uploading your TEAS result when you apply, you must request atitesting.com to [send an official result](#) of your result to Yuba College. This can be done once for each TEAS test you take.

- Request an official result through ATI to be submitted to Yuba College. Go to ATItesting.com [send us our results](#). Be sure you are requesting the correct date of test/score.
- If you are reapplying, you will need to ensure you upload the TEAS you want to have used for your application. For example, if you re-tested and got a better score upload that copy and send official result for that TEAS if not you have not yet sent them.
- We use the TEAS the applicant uploads to their application as long as the applicant has sent official results to Yuba College.
- You will be able to submit your TEAS Result(s) following the completion of your proctored TEAS Exam. If you have taken multiple TEAS exams, you may choose the exam results you wish to share. You can manage your [transcript credit(s)](#) by logging

into your student account with [ATI.](#) — [download this document](#). [Directions from ATI are on their website.](#)

- You can only [send an official result](#) to Yuba College once for each TEAS test you take. If you are using the same TEAS score for this application and you have sent the official transcripts in the past, we have your old TEAS official transcript.

- Upload a copy of your TEAS result with the highest "Adjusted Individual Total Score" to your online nursing application.
- If you are an LVN to RN Career Mobility applicant, you need proof of active unrestricted LVN California license with IV Therapy certification.
- Optional: Relevant work or volunteer experience OR Proof of eligibility of Life experiences or special circumstances (see [Merit-Based Admission Criteria](#) below)
- Optional: Language Verification Form (see [Merit-Based](#) Admission Criteria below, [Form](#) at yc.yccd.edu/nursing/)
- If you are a veteran/military (see [Merit-Based Admission Criteria](#) below)

Completed Applications

The applicant will know they have completed the application when they see the final "Congratulations!" page and are able to review/print-out the application. At this point they can review any documents they attached to your application.

In addition, they will receive an email receipt to their @go.yccd.edu account with the subject "Yuba College Nursing Department acknowledges receipt of your application. What is next?". This @go email will be used to communicate your admissions status. *How to receive YCCD email on mobile and personal devices:* [Article – YCCD Email Guide (teamdynamix.com)](#)

If the applicant recognizes they need to make changes or

submitted the application in error they can go back into the application, but click the I'm finished tab, then it will allow changes. Be sure all the data you have entered is correct. We will not alter any data entered on the application. If you have incorrect data or missing information on your application, it will result in your application being *disqualified*.

If selected as an alternate or for conditional enrollment, you will receive email to your Yuba College @go email with your offer. You **must** reply within **5** business days, or your offer will be rescinded. This may be sent out any time after application cycle closes. See the Important Dates.

Admitted into Program

See important dates for application cycle, date of admission status notification, and dates for mandatory orientation. See our section on Answers to Frequently Asked Questions if needed.

The top highest scoring (on the Merit Score) 30 eligible applicants will receive notification of conditional enrollment, and the next top 20 merit scores will receive notification of alternate status via their @go email. You **must** reply within **5** business days, or your potential offer of *conditional enrollment or alternate will be rescinded. This may be sent out any time after application cycle closes. See the Important Dates.

*Conditional enrollment- means that the student must meet further requirements before admitted.

The student must respond to our offer within the timeframe, attend the orientation, they must achieve clearance for placement by clinical agencies, and they must pass the background and drug test. Failure to meet any of these conditions will result their conditional offer of admission rescinded.

All communication is through your Yuba College @go email. All students notified must attend the orientation. Students who do not attend the orientation will be removed from the list and are welcome to reapply.

Mandatory Orientation

See Important Dates for the dates times TBA

Failure to attend or late arrival for the mandatory orientation for incoming students will result in your offer of conditional enrollment or alternate status being **rescinded**.

Failure to attend or late arrival for the mandatory onboarding for enrolled nursing student will result in an inability to progress to the next semester. Student may petition this ineligibility to continue in the program utilizing the General Nursing Petition.

Merit-Based Admission Criteria

The merit-based admission criteria (based on Assembly Bill No. 1559 Section 78261.5 from the State Chancellor's Office) is utilized to score and rank program applicants according to a combination of their academic and personal achievements. This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully.

The highest scoring applicants are admitted. All applicants who meet the Admission Criteria are ranked there is no minimum or cut score required to apply.

The maximum points an application can score is 100.

This tool might be helpful when calculating our score.

All applicants who meet the Admission Criteria are considered in the application pool.

The [merit-based](#) screening process is utilized to score and rank program applicants according to a combination of their academic and personal achievements. A detailed description of each criterion, along with a breakdown of available points, is provided below.

The highest scoring eligible applicants will be offered a conditional enrollment into our program. If applicants achieve the same [merit-based score](#) and are being offered conditional enrollment or an alternate spot they will be using random selection.

Merit-Based Admission Criteria**

**Any potential updates to the Merit-based tool for future application cycles will be posted on our website. ** This new merit-based tool will be published by June 1, 2026.

Selection Process: Each incoming class will be selected based on the ranking of total points. The applicants with the highest scores are selected for admission. There is no minimum [Merit-Based](#) Score needed to apply; however, you must achieve 67 or higher on your TEAS test.

Answers to Frequently Asked Questions

How many **applicants** and what **scores** get into the registered nursing program? We receive > 250 RN applications each semester. We accept 60 students each academic year. 30 in the Spring and 30 in the Fall. Over the past few application cycles the students admitted TEAS scores ranged from 78-90's and their overall application scores ranged from 75-100. However, all applications who meet the criteria are considered and these numbers change with each application period.

Academic Year | Number of qualified applicants | Number of

enrolled in our program

19-20	267	60
20-21	306	60
21-22	280	60
22-23	339	60
23-24	233	60
24-25	265	60

How many **applicants** and how many get into the LVN to RN Career Mobility Program? We receive >15 applications for the LVN to RN Career Mobility program each semester. The number of LVN to RN student accepted is based on space open each Spring/Fall. Typically, 0-3 students each semester enter the program each semester. Over the past few application cycles the students admitted TEAS scores ranged from 86-90's and their overall application scores ranged from 77-100.

When are **applications open**? For both programs the application dates are found in this link.

All **pre-requisite courses** must be completed and, on your official transcripts, before you can apply.

Do W's count against me when I apply? No withdrawal's (W) are not examined as a part of the application process.

We do not have a **part-time or evening** program. Courses are generally during the day, Monday through Friday. Clinical

hours can extend beyond these hours and may include Fridays, evenings and weekends.

The Nursing Program takes **4 semesters for Nursing** program and **2 semesters for the LVN** Career Mobility program to complete. There are no nursing program courses in the summer.

Our programs do **not** have a **waiting list** for our programs. If applicants are not admitted in the application cycle they are welcome to reapply.

Yuba College's **NCLEX pass rates** can be found by visiting the [Board of Registered Nursing website](#)

English 1A is required to get into the program. If you have a better grade in English 1B or 1C, you may use that GPA for your [merit-based](#) admission score.

The best way to **increase your chances** of getting into **Nursing 26** (Pharmacology) and/or **Nursing 36** (Pathophysiology) at Yuba College is to be a continuing student at Yuba College. You can use the link for [Registration Information](#).

You can take Nursing 26 (Pharmacology) and/or Nursing 36 (Pathophysiology) at a different college. However, the course must be **approved as content equivalent**. Meet with a Yuba College [counselor](#) to ensure equivalency.

Is there a **time limit** requirement on the prerequisite courses or do they expire? No there is no time requirement for nursing program prerequisites nor do they expire.

Are students penalized for repeating prerequisite courses? No there is **no penalty for repeated courses** and the highest grade will be taken.

I attended **several colleges**. Do you need all the official transcripts or just those where I took pre-requisites? How do I get them to you? Official transcripts from all colleges attended in the completion of your pre-requisite courses and

all colleges referenced in your application must be sent. Send official transcripts to Yuba College Admissions and Records. Upper division equivalency questions should be directed to Yuba College's Counseling Department. Academic counselors are available by appointment at 530.634.7766. yc.yccd.edu/admissions/transcript-evaluation/

Do we accept upper division courses for the purpose of entering the nursing program? Yes, but only with an approved [Yuba College petition](), note that the courses will not be placed on your Yuba College official transcripts. If your petition is in process, you are not eligible to apply until the petition is approved.

I took my pre-requisites at another college and the Transcript Office is asking for a course description, course outline, or syllabus to **determine content equivalency** for those courses. How do I obtain this information? Official college course descriptions may be obtained by photocopying the college catalog for the year and semester in which the course was completed. Official college catalogs with course descriptions may also be available online through the institution's website. Additionally, a course outline, syllabus, or list of course objectives can usually be obtained by contacting the course instructor. Here is a list of nursing course [Nursing Course Equivalencies]() to use as a guide when meeting with counseling.

My **Anatomy and Physiology courses are combined**. Am I still eligible to apply? Records and Transcript Office will determine whether the two semesters or 3 quarters of combined Anatomy and Physiology (with lab) coursework completed is equivalent. A student petition may be required to determine eligibility.

Are **online prerequisite science** course accepted? Yes, we accept courses that are taught online. Records and Transcript Office will determine whether the course(s) are equivalent. A

student petition may be required to determine eligibility.

If I get accepted into the program, can I **defer my admission** for a later time? Yes, but only for military service.

Can I submit a **letter of recommendation**? No. Our method of selection does not require letters of recommendation and will not be considered.

Can I **work while in the program**? There is no restriction, but the program recommends not working as it may interfere with your success in the nursing program. There are many hours per week of reading/studying in addition to course and clinical hours. You will not be permitted to leave early or arrive late to clinical or class because of your job. There are attendance requirements that are strictly adhered to.

Can I apply to the program if I have a **criminal/conviction history**? See the [Board of Registered Nursing Licensure](#) section of this handbook and [Board of Registered Nursing](#)website for details.