

# Application Guide



Before starting the nursing program application, review the below Admissions Process 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](#) that encompasses our policies/procedures/content/expectations for the Nursing Program.

## **Program Admission**

Applicant 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
- [Application Flow-chart](#)
- **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.
  - CLEP and AP
    - CLEP exams may be accepted, however, the score must be sent to Yuba College through [College Board](#) in your [CLEP account](#). These CLEP exams when accepted are considered a grade of C. You will input a C grade in place of your CLEP exam(s) in your application.
    - AP scores must be on your Yuba College transcripts. Please work with a [Yuba College counselor](#) on the process. You will input a grade in place of your score(s) in your application. 3 = grade C, 4 = grade B, 5 or higher = grade
    - [ESS-23-20-Annual Updated Examination Charts for IB, CLEP, and AP](#)
  - 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, please upload the approval to 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 can not 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](http://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](http://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/](http://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 and Alternates**

[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 an offer of conditional enrollment to their @go email. They **must** reply by the deadline in the email to hold their spot. The next 15-20 top scoring students are placed on an alternate list and notified via their @go email as we anticipate needing to fill holes vacated by students that have declined our offer of admission. See the [Alternates](#) webpage for more information.

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](#).

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, 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 with conditional enrollment and alternates must attend the [orientation](#). Students who do not attend one of the orientations will be removed from the list.

### **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**

### **Criterion #1 Previous Degrees or Training**

#### **Description**

- Academic degrees or diplomas, or relevant certificates. Any relevant healthcare work or volunteer experiences.
- Applicants may meet more than one qualifier in this category, but points will only be awarded once to highest points criteria.
- Official outside the YCCD district transcript(s) from regionally accredited U.S. colleges or universities with degree posted or copy of license or certificate with license number, date of issue, and date of expiration. For International transcripts see a Yuba College counselor.
- Unofficial transcript accepted for Yuba Community College District (Yuba College, Sutter County Center,

Beale AFB Outreach Services, Woodland Community College, Lake County campus, Colusa County Outreach Facility). On application and YCCD transcripts do not have to be turned in before your application.

- IN PROGRESS Degrees or Trainings NOT ACCEPTED.
- Relevant Healthcare working with patients must be at least 1 year within the previous 5 years.
- Volunteer Experience in healthcare must be at least 1 year within the previous 5 years.

## **Documentation**

- Transcripts or a copy of license or certificate with license number, date of issue, and date of expiration.
- Proof of relevant healthcare or volunteer experience upload a certificate for hours/years of service or a letter of confirmation of experience from the facility or company. Must be on their letterhead and include the length of time (at least one year) and that it was within the last 5 years, the persons title and contact information, and dates of employment or service.

## **Point Distribution**

- BA/BS = 25 points
- AA/AS = 22 points
- LVN/Psych Tech = 20 points
- Paramedic, medic (military), corpsman = 20 points
- CNA = 18 points
- Relevant Healthcare Work = 15 points
- Volunteer Experience = 5 points

## **Maximum Points**

- 25
-

# Criterion #2 Grade Point Average

## Description

- Grade Point Average (GPA) in relevant coursework.
- Minimum 2.50 GPA must be earned in all courses (aggregate) for sections a and b below to apply. GPA calculations will not be rounded.
- Unless courses are taken with in the Yuba Community College District official transcripts must also be on file and officially evaluated by the Yuba College Admissions & Records office.
- Any course(s) that have been petitioned for equivalency must have the completed, approved petitioned uploaded to their application.
- Application must include all college transcripts documenting completion of prerequisite courses as follows:
  - Unofficial transcripts from Yuba Community College District [YCCD] (Yuba College, Sutter County Center, Beale AFB Outreach Services, Woodland Community College, Lake County campus, Colusa County Outreach Facility). Yuba Community College District (YCCD) transcripts do not have to be submitted prior to applying. Outside YCCD transcripts must be received by the Admissions and Records Office **BEFORE you can apply and had to meet the deadline.**
  - Official (sealed) or electronic transcripts are required from schools outside YCCD for all required prerequisite courses. Electronic preferred.
  - Applicant transcripts must also be on file and officially evaluated by the Yuba College Admissions & Records office prior to application submission. No in progress coursework accepted.
  - N36 Pathophysiology and N26 Pharmacology are

- required for the ASN applicant but is not include in the [Merit Based](#) Admission Tool.
- N36 Pathophysiology is required for the LVN to RN Career Mobility applicant but is not included in the [Merit Based](#) Admission Tool.
  - **Official Transcripts outside YCCD must be received by Admissions and Records by the 3rd Monday in January prior to our application for the February application period.**
  - **Official Transcripts outside YCCD must be received by the Admissions and Records by the 3rd Monday in August prior to your application for the August application period.**

## Documentation

- Transcripts

## Point Distribution

- a. Anatomy, Physiology, and Microbiology combined GPA (Cumulative GPA (grade point average))
  - 4.00 = 20 points
  - 3.5 – 3.99 = 15 points
  - 3.0 – 3.49 = 10 points
  - 2.5 – 2.99 = 5 points
- b. English, Statistics, chemistry, Nutrition, Psychology, humanities, sociology/anthropology, speech combined GPA (Cumulative GPA (grade point average))
  - 4.00 = 20 points
  - 3.5 – 3.99 = 15 points
  - 3.0 – 3.49 = 10 points
  - 2.5 – 2.99 = 5 points

## Maximum Points

- 40
  - 20 points from section a and 20 from section b

## Criterion #3 Life Experiences or Special Circumstances

### Description

- Disabilities
  - Same meaning as used in [Section 2626 of the Unemployment Insurance Code](#).
  - Upload documentation or describe how you meet the Criterion in the application free text area.
- Low family income
  - Measured in terms of a student's eligibility for, or receipt of, financial aid under a program that may include, but is not necessarily limited to, a fee waiver from the Board of Governors, the Cal Grant Program, the federal Pell Grant program or CalWORKs.
  - Upload documentation or describe how you meet the Criterion in the application free text area.
- First generation of family to attend college
  - You are the first person in your immediate family to attend college. In other words, neither of your parents has a college degree.
  - Upload documentation that describes how you meet the criterion or describe how you meet the Criterion in the application free text area.
- Need to work
  - Student is working at least part time while completing academic work that is a prerequisite for admission to the nursing program.
  - Upload documentation or describe how you meet the Criterion in the application free text area.



- Disadvantaged social or educational environment
  - Includes but is not limited to the status of a student who has participated in EOPS.
  - Upload documentation or describe how you meet the Criterion in the application free text area.
- Difficult personal and family situations or circumstances
  - Upload documentation or describe how you meet the Criterion in the application free text area.
- Refugee or veterans status
  - Upload a DD214 Copy, Military ID Card (if a Reservist) Applicant only, not to include veteran spouses or children.
  - Upload documentation or describe how you meet the Criterion in the application free text area.

## **Documentation**

- Upload documentation and/or describe how you meet the Criterion in the application free text area.
- Examples of possible documentation:
  - Proof of eligibility for Disabled Students Program and Services (DSP&S)
  - Proof of eligibility for, or receipt of, financial aid (e.g. BOG fee waiver, Cal Grant, Pell Grant or another federal grant, CalWORKs) Paycheck stub during period of time enrolled in prerequisite courses or letter from employer (on letterhead) verifying employment was at least part-time while completing prerequisite courses
  - Documentation or letter from the United States Citizens and Immigration Service (USCIS)
  - DD214 Copy, Military ID Card (if a Reservist)

## **Maximum Points**

Applicants may meet more than one qualifier in this category, but points will only be awarded once to highest points criteria.

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## **Merit-Based Admission Criteria (continued)**

### **Criterion #4 Language Proficiency**

#### **Description**

- Applicant must be fluent in all aspects of the language (reading, writing, and speaking) to qualify for points.
  - Languages include American Sign Language, Arabic, Chinese, Farsi, Russian, Spanish, Tagalog, languages of the Indian subcontinent and Southeast Asia, German, French (Languages are determined by Assembly Bill No. 1559 with the exception of German, French)

#### **Documentation**

Official transcript from a U.S. regionally accredited college or university verifying the successful completion (“C” or better) of at least four (4) semesters or six (6) quarters of the same qualifying foreign language. For International transcripts see a Yuba College counselor.

OR

Completed [Language Verification Form](#) Which indicates Verification of Proficiency in a High-Frequency Language other than English This portion of the form must be completed by someone who can verify your proficiency. The person must be fluent in the identified foreign language, have observed your language skills over the last year, and not be a family member or friend.

## Maximum Points

5

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## Criterion #5 Approved Diagnostic Tool, Test of Essential Academic Skills (TEAS)

### Description

- Completion of Test of Essential Academic Skills (TEAS) Version 6 or 7
- \*A minimum cumulative score of 67% is required for the TEAS exam to be considered for admission. Overall percentages will not be rounded. [Official TEAS results](#) must be received directly from ATI for program application submission.

### Documentation

- All applicants must upload a copy of their unofficial TEAS result from atitesting.com into their application when prompted.
- If the TEAS result is from Yuba College, the uploaded a copy of your TEAS result when you apply is the only step needed.
- If the TEAS result is from another testing location in addition to uploading your TEAS result to the application, you must request atitesting.com to [send an official result](#) of your result to Yuba College. You do not have to repeat this step if you have already sent the results you are using on your application to Yuba College in the past.
- It is the applicant's responsibility to upload and send the highest TEAS score. If you have taken and passed the TEAS exam more than once, please send the report with the highest "Adjusted Individual Total Score".

- TEAS scores from the 6 and 7 TEAS are accepted.

## Point Distribution

- 90 – 100% = 25 points
- 82 – 89% = 20 points
- 74 – 81% = 15 points
- 67 – 73% = 5 points
- less than 67% not eligible to apply

There is no rounding of scores for example 74.9% is 74% and would be worth 10 points.

## Maximum Points

- 25

Total Points are from the Prescreening Criteria 1-5.

**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.

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## 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	TBA

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/](http://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.