Yuba College Nursing Program

**ONLINE APPLICATION GUIDE**

Before starting the nursing program application, read these guidelines carefully.

* **Review** [Admission Criteria](https://yc.yccd.edu/nursing/about-us/student-handbook/#AdmissionCriteriaRNProgram) section in this Student Handbook for the program (RN or LVN to RN Career Mobility) to ensure you are eligible to apply.
* **Apply** to Yuba College for [General Admission](https://yc.yccd.edu/admissions/new-students/). Applicants must first apply to Yuba College [home.cccapply.org/](https://home.cccapply.org/) You will establish a Yuba College student ID and a @go email address. The student ID is a required to login to the application (example M0313081).
  + 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](https://yc.yccd.edu/nursing/apply/)
  + The student 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.
* **Review** the [merit-based admission criteria](https://yc.yccd.edu/nursing/about-us/student-handbook/#MeritBasedAdmissionCriteria) and Yuba College Nursing [Merit-Based](https://yc.yccd.edu/nursing/about-us/student-handbook/#MeritBasedAdmissionCriteria) Screening Process in this Student Handbook.
* **Gather required documents/information**
  + **TEAS** score needs to be for the current version offered by ATI.
  + All applicants must earn 62% or better to apply.
  + If you have taken and passed the TEAS exam more than once it is the applicant’s responsibility to use the highest “Adjusted Individual Total Score”.
  + Upload a copy of your TEAS result/transcript from atitesting.com into your application.
    - If you took your TEAS at another testing location in addition to uploading your TEAS result/transcript, you must request atitesting.com to send an official transcript of your result to Yuba College.
      * Request an official transcript through ATI to be submitted to Yuba College. Go to aittesting.com go to TEAS transcript, add to cart then choose Yuba College to send us a transcript of your results. Be sure you are requesting the correct date of test/score.
* **Transcripts**– for grades for program admission prerequisites and degree (if applicable).
  + - Have your college(s) transcripts with you as you fill out the application online
    - If you are utilizing prerequisites from college(s) outside of the Yuba Community College District (Yuba College, Sutter County Center, Beale AFB Outreach Services, Woodland Community College, Lake County campus, Colusa County Outreach Facility), please have an official transcript sent directly to the Yuba College – Transcript Office, Nursing Program Applicant, 2088 North Beale Road, Marysville, CA 95901 Attention: Senior Student Service Technician
    - 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 transcript will not be accepted or evaluated by the Transcript Office. Delivery and evaluation of transcripts can take several weeks. Please send the transcripts as soon as possible.
    - All transcripts outside of the Yuba Community College District must be received by the Transcript Office by the second business day the close of the application period. If a transcript has not been received by the second business day the close of the application period, 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 WebAdvisor and see the college listed. \* be advised that is any courses have been taken since the old transcripts where submitted you must send new official transcripts.
  + **Immunizations**–
    - The following are required
      * Measles, Mumps and Rubella
      * Varicella
      * Hepatitis B
    - Submission of lab results, blood serum positive antibody titers high enough for immunity is required.
    - Titers are mandatory and must be submitted with your application to the program.
    - Applicants will forfeit their admission if they fail to provide the proper documentation in the areas on their application.
    - Titer results are accepted up to 10 years from the result date.
    - If the applicant’s titers show a result as equivocal, negative, or non-immune they must work with their healthcare provider.
      * The applicant must have a booster or be in the process of repeating the series. Proof of the injection(s) would then be uploaded to the application section. If the applicant has completed this process and is unable to convert meaning it did not result in immunity their healthcare provided may write a letter stating that they are unable to convert. This letter would be uploaded into the application area.
  + 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](https://yc.yccd.edu/nursing/about-us/student-handbook/#MeritBasedAdmissionCriteria) below)
  + Optional: Language Verification Form (see Merit-Based Admission Criteria below, [Form](https://yc.yccd.edu/nursing/about-us/forms/) at yc.yccd.edu/nursing/)
  + If you are a veteran/military (see [Merit-Based Admission Criteria](https://yc.yccd.edu/nursing/about-us/student-handbook/#MeritBasedAdmissionCriteria) below)

**COMPLETED APPLICATION:** 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. Be sure to check it often or have it [forwarded to your personal email](https://help.yccd.edu/faq/how-do-i-forward-my-emails-to-external/).

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 (documents that have uploaded cannot be deleted).  To upload new/revised documents, please re-label them in your computer as “revised” and name them the same as the previous document before and upload them into the application. This label will let the application reviewer know the revised document is the one to review. When the applicant clicks submit, it loops them back to the top, it is because they did not complete something in the application.