

WEST HILLS COLLEGE LEMOORE

APPLICATION PROCESSING NOTIFICATION- 4 Step Process

Applies to both

Associate Degree RN program and LVN-RN Bridge Program Applicants

October 3rd 2016 through February 3rd 2017 (LVN-RN)

November 1st 2016 through February 3rd 2017 (ADN Program)

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LVN-RN program preliminarily selected notification March 10th 2017

ADN program preliminarily selected notification April 28th 2017

**The health careers admission team makes every effort to meet these proposed dates for notification. Due to the high volume of applications received, these dates of notification may be altered at any time. The health careers admissions team reserves the right to alter or modify these dates based on the needs of current students in the program and the work demands in the department.*

Application Email Notifications - Check your *my.whccd.edu* email for the following important and time sensitive notifications: *You must apply to the college, obtain a student ID number and have a West Hills College email to be able to receive these notifications.* We will not be emailing applicants to their personal email at any time during this process or thereafter.

1. After submitting your application: You will receive an email notification that your application was successfully received and ready for initial review. If you do not receive this email within 2 weeks of submitting your application, it is your responsibility to contact the Health Careers office at 559-925-3490 to confirm the status of your application. *It is expected after this notification, the applicant wait to hear from the health careers office on the progress of your application and not call the office for additional information.*

2. Initial Review and Automatically Denied or Passing Initial Review Process of Application:

Automatically Denied applications:

Upon initial review of your application and it is found that your application is incomplete, illegible or absent of any required documents: complete application (see instructions to apply) *you will receive an email stating your application has been automatically denied.* There will be no opportunity to appeal or request to add to or correct your application at this time. The Director of Nursing will review all automatically denied applications for final decision. All decisions are final. This notification is a courtesy to the applicants; automatically denied applications will not have to wait until after February 3rd 2017 application deadline and review period to know they are not being considered for the program this application period. Applicants can begin planning for the next application period to this program or others they wish to apply to.

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Passing Initial Review:

Upon initial review, if your application is found **to be complete** and within the standards of a complete and legible application, you will receive an email stating that your application has passed the initial review process and will be submitted for minimum requirements review by the health careers admission team.

3. Minimum requirements Review and Denial/Acceptance of Application- not meeting prerequisites:

Denied application/not advancing to full review

Upon minimum requirements review by the health careers admission team, if it is found that the application does not meet the minimum requirements for application; 2.5 GPA for both prerequisite courses and cumulative GPA and/or all prerequisite requirements or equivalencies are not met; the application will be denied not be placed in the selection pool for full application review.

Passing minimum requirements review- advancing to full review

If the minimal requirements for application are met, the application will be placed in the selection pool for full application review.

Applicants will receive an email regarding denial or acceptance into the selection pool for full application review. The timeframe as to when an applicant will receive this email is variable depending on the date of application submission by the applicant and the number of applications required for review. **Please do not call the health careers office for an update on your application after receiving the first emails of submitted application and initial review.**

4. ***PRELIMINARILY ACCEPTED in nursing program or as alternate in the nursing program.***

Applicants will be notified within two weeks before or after the identified notification dates for LVN-RN Bridge program (March 10, 2017) and ADN Program (April 28, 2017) if the applicant has been preliminary accepted to the nursing program or not accepted.

Preliminarily Accepted

At this time an email will be sent to the applicant with a notification of preliminary acceptance for the program or as an alternate for the nursing program with further instructions and details to gain full acceptance. Applications that are preliminary accepted are applicants selected based on overall points for admission, however **full admission** is dependent on remaining documents, clearance and information and required TEAS testing that will be required for complete and full admission to the nursing program.

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Preliminarily Not Accepted

At this time, some applicants will receive email notifications of not being accepted to the nursing program. This “not accepted” email will provide the applicant with the range of points for accepted applicants and the “not accepted” applicant’s points determined by the application submitted. Additional instructions may follow to the “not accepted” applicant with opportunities to strengthen their application next application period.

If applicants have not received an email from the health careers office regarding their acceptance status by May 1, 2017 they should call or email the health careers office for status on their application.