



## WEST HILLS COLLEGE LEMOORE APPLICATION INSTRUCTIONS

### LVN to ASSOCIATE DEGREE NURSING (ADN) PROGRAM

***APPLICATION PERIOD: October 3, 2016 through February 3, 2017***

**Please read the entire information sheet before completing your application.**

*ADN RN applicants and LVN-RN students who have failed or withdrawn once from any other RN program may apply for admission to the program. If applicant meets the requirements and is selected, applicant can only be admitted one time to the West Hills College Lemoore ADN program.*

*ADN RN applicants and LVN-RN students who have failed or withdrawn twice from any other RN Program(s) **will not be considered** for admission to the ADN Program.*

Applicants must apply to West Hills College Lemoore; obtain a student ID and West Hills College email. Without a West Hills College email, applicants will not be able to receive email status notifications on their application. All email correspondence will be conducted through the applicants West Hills College email only. No personal emails will be used for the application process.

Our selection process is merit-based, using the point system published on our website. To be eligible to apply, your application must be complete and legible. All transcripts and supplemental documents must be included or your packet will be considered incomplete and processing will be terminated. All qualified packets received during the application period will be treated equally regardless of the submission date. **Incomplete applications will be automatically denied. You will not be contacted to correct or improve your application. There are potentially 3 pages to the application, make sure you complete pages 2 and 3 as applicable.**

**A completed packet must contain your application, demographics form, West Hills College Lemoore (WHCL) release form, and the following:**

- 1. Two (2) official current sealed transcripts from ALL colleges attended and an unofficial copy of your high school transcript, diploma or GED certificate.** Please request that the transcripts be mailed to you first, then forward with your packet as a whole. **DO NOT SEND TRANSCRIPTS SEPARATELY; THEY MUST ACCOMPANY YOUR APPLICATION PACKET.** (When requesting transcripts, please obtain a copy for your records so you will be aware of the content.) Please note that it may take 4-6 weeks to obtain transcripts, so do not wait until the last minute.
- 2. Two (2) official detailed (with clinical and lecture hours preferably) transcripts from the LVN program you attended and completed.**

FOREIGN RECORDS EVALUATION - Students who have completed any course outside of the United States must submit an official foreign record evaluation, even if none of the courses will be used for graduation. See a WHCL counselor for a list of approved evaluation and translation services.

3. **List ALL colleges attended on your application**, including WHCL. Please note: failure to list all colleges previously attended is considered academic fraud and will result in your application being denied.
4. **Copy of Social Security Card. (Signed)**
5. **Copy of current Driver License and Vehicle Insurance. (current/valid)**
6. **Copy of current CPR Card.** Must be a current American Heart Association (BLS for Healthcare Provider)
7. **Copy of current LVN License.**
8. **Proof of prior health care experience.** Submit a copy of your **active** healthcare license and **“Work or Volunteer Experience in Healthcare Verification” form** and **Letter from employer(s) on company letterhead verifying place of employment, type of facility, and job duties.**
9. **Veteran status eligibility** (if applicable). Any eligible individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable must submit relevant documentation in order to receive priority registration to the program. *Copy of form DD214*

**Selection Pool:**

1. **Inclusion in the selection pool** is based on the completion of all prerequisite requirements or equivalencies and a **prerequisite and cumulative GPA of 2.5 or above**. Grade points and units will be tallied from all college work attempted.
2. Students will be **preliminarily accepted** pending submission of a successful TEAS test score and any other required documents.
3. **The Assessment Technologies Institute Test** of Essential Academic Skills (ATI – **TEAS Test**) will be scheduled *only for students who have been preliminarily accepted into the program*. **Students must pass version TEAS V or new version TEAS with a minimum of 62% to be eligible to enter the WHCL Nursing Program.** Testing will be at the expense of WHCL for one attempt. If you are not contacted regarding preliminary acceptance into the program, you will not be required to take the TEAS. **See information regarding preparing for the TEAS exam by clicking on the link *“TEAS Testing and Preparation”* on the program website.**
4. **Students selected to participate** in the Associate Degree Nursing Program selected student must attend a **mandatory orientation** scheduled *tentatively* for April 4<sup>th</sup> 2017 for the program. We recommend bringing a significant other also. You will be notified of the final date and time of the orientation via email at a later date.

**We strongly recommended that you deliver your application in person** to the WHCL Health Careers Office room 823. Hand delivered applications will be reviewed for completion with the applicant through January 13<sup>th</sup> 2017. During the in-person review, if the application is found incomplete, the applicant will have the opportunity to obtain the documents required for completion and turn it in. After January 13<sup>th</sup>, applications will still be accepted hand delivered but will **not** be able to be reviewed due to the high number of applications received.

If the applicant prefers to mail in their application, it is highly recommended the applicant verify receipt of their application packet. **We strongly recommended that if you are mailing your application packet that it be sent by CERTIFIED MAIL prior to the deadline date/time to:**

<p><i>West Hills College Lemoore Health Careers Office 555 College Ave. Lemoore, CA 93245 559-925-3490</i></p>	<p><i>West Hills College Lemoore Office Hours Monday through Friday 8AM-5PM (Closed for lunch 12PM-1PM)</i></p>	<p><i>Office will be closed for holidays: November 24<sup>th</sup> through January 2<sup>nd</sup> 2017 Office will re-open January 3<sup>rd</sup> 2017.</i></p>
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*It is recommended if you are going to hand deliver your application, you call the office in advance to ensure there is not an unforeseen closure that day.*

It is your responsibility to notify the Health Careers Office of any changes in your name, address or contact information. Strict adherence will be paid to the application deadline. Allow 8-10 weeks after deadline for review of documentation. **Do NOT call the office!** Applicants will be notified of their status by e-mail or mail.

WEST HILLS COLLEGE LEMOORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, AGE, RELIGION OR DISABILITY.