



WEST HILLS COLLEGE LEMOORE APPLICATION INSTRUCTIONS

ASSOCIATE DEGREE NURSING (ADN) PROGRAM

APPLICATION PERIOD: November 1, 2017 through February 1, 2018

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ADN RN applicants and LVN-RN students who have failed or withdrawn once from any other RN program may apply for admission to the program.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ADN RN applicants and LVN-RN students who have failed or withdrawn twice from any other RN Program(s) **will not be considered** for admission to the ADN Program.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 whccd.edu email. Without a West Hills College email, applicants will not be able to receive email status notifications on their application and application will be incomplete. **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.**

A completed packet must contain your application, demographics form, West Hills College Lemoore (WHCL) release form, and the following: *see multi-criteria for required documentation specifics*

- 1. One (1) 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.

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.

2. **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.
3. **Copy of Social Security Card. (Signed)**
4. **Copy of current Driver License and Vehicle Insurance. (current/valid)**
5. **Copy of current CPR Card. Must be a current American Heart Association** BLS (Basic Life Support)- (see example on website of card for reference)
6. **Copy of current certification/License** (if applicable).- see multi-criteria for further specifics
7. **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.* - see multi-criteria for further specifics
8. **Life Experiences or Special Circumstances:** see page 4 of multi-criteria for specific documentation required for each area a-h.
9. **Proof of Language Proficiency** (if applicable). - see multi-criteria for further specifics

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 TEAS with a minimum of 62% to be eligible to enter the WHCL Nursing Program. If you have a passing TEAS V version you may submit that with your application.** Testing will be at the expense of WHCL for one attempt for preliminarily accepted students only. **See information regarding preparing for the TEAS exam by clicking on the link “TEAS Testing and Preparation” on the program website.** Tentative TEAS test dates on WHCL are April 6th and April 9th. This is for **preliminarily accepted students only**.
4. **Students selected to participate** in the Associate Degree Nursing Program selected student must attend a **mandatory orientation** scheduled *tentatively* for April 26, 2018 for the program. We recommend bringing a significant other also. You will be notified of the final date and time of the orientation via whccd.edu 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 12th 2018. 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 12th, 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 23rd and 24th 2017 December 18th through January 2nd 2018 Office will re-open January 3rd 2018.</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 your West Hills College e-mail or mail.

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