

# Registered Nursing Program

## Information Packet



## San Bernardino Valley College

**APPLICATIONS WILL BE ACCEPTED DURING SET TIME FRAMES** see website for up-to-date information

Nursing program is approved by:  
California Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100, 916-322-3350  
Nursing Program is accredited by:  
Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326

# Registered Nursing Program

## San Bernardino Valley College

Health and Life Science Building, Room 101  
701 S. Mt. Vernon Ave., San Bernardino, CA 92410  
Phone: 909-384-4450 email: SBVC\_nursing@valleycollege.edu

For more information about the program, visit us at:  
[Valleycollege.edu/nursing](http://Valleycollege.edu/nursing)

The Nursing Department at San Bernardino Valley College offers a program leading to an Associate of Science Degree with a major in nursing. Students learn to assist patients, through the nursing process, attain or maintain their optimum level of wellness. Learning activities occur on the SBVC campus and in local community healthcare agencies. Graduates are eligible to take the licensing exam to become a Registered Nurse (RN). The program has a reputation of excellence in the community and is fully accredited by the California Board of Registered Nursing and Accreditation Commission for Education in Nursing.

Attend an information meeting: the Nursing Application Workshop to learn more about the Nursing program. A schedule of meetings and workshops is available on the web page and Flyers in the Health and Life Science Bldg., Room 101.

For more information and questions, please call **(909)384-4450**. For questions about submitted applications, call the Admissions Clerk, **Robyn Bender** at **909-384-8931**. Please use email until further notice.

Contact our general counselors or Nursing counselor for an educational plan or for any questions related to prerequisites, degree requirements, and/or nursing application:

<b>Nursing Department</b>	<b>(909)384-4450</b>	<a href="mailto:SBVC_Nursing@valleycollege.edu">SBVC Nursing@valleycollege.edu</a>
<b>General Counseling</b>	<b>(909) 384-4404</b>	<a href="#">See website for appointments</a>
<b>Athena Corrales</b>	<b>(909) 384-4450</b>	<a href="mailto:acorrales@valleycollege.edu">acorrales@valleycollege.edu</a>

The nursing program is four semesters in length after completion of prerequisites. Class lectures are scheduled Monday through Friday (daytime) with Clinical rotations varies from days, nights, and weekends. Students are admitted twice a year in the fall and spring semesters. Licensed Vocational Nurses who are interested in becoming RNs see the [LVN to RN Nursing Program](#) web page.

A background check, health clearance, CPR certification, proof of residency, valid social security, and malpractice insurance are required for enrollment in the nursing program. Acceptance in the Nursing program may be denied based on any conviction(s). If a student has any conviction on their background check, they may be denied entrance into SBVC Nursing Program. If a student has received a DUI in the last 24 months, he/she will not be accepted into the nursing program. If a DUI is on the applicant's background check, a yearly background check will be required. The California Board of Registered Nursing requires a background check when applying for the RN license. For further information visit [www.rn.ca.gov](http://www.rn.ca.gov).

# Application to the Nursing Program

Entrance to the nursing program is limited to students who have completed all prerequisites and degree required classes, have applied, taken the HESI exam upon receiving an invitation, and been accepted into the nursing program. LVN to ADN are the same requirements and are also required to take the HESI.

## Application requirements:

- Submit an application to SBVC online. If you are currently not enrolled in courses at SBVC at the time of application to the nursing program, you will need to submit an application to the college for the term of which you are applying to the nursing program.
- Review ADN and LVN to ADN Check list last page of packet
- Complete required course work
- Evaluation of Prior Credit. Please be sure to allow plenty of time for evaluation to be completed. **Applications will not be accepted** without the evaluation.
- [Fill out Application for Admission](#) form for the Nursing Program, available online.

### **Notes:**

- ITS RECOMMEND TO ATTEND A NURING APPLICATION WORKSHOP
- Incomplete applications will not be accepted and be sent a denial letter.
- If application is mailed, it must be complete and be received by the deadline.
- If accepted into the program, a student may not defer to another semester.
- The new
- Applications will be ranked according to multi criteria points, determined by the admission criteria.

## How ADN & LVN to RN Students are Selected

The nursing programs admission procedure for entrance to the nursing program has been adopted by the SBCCD. Admissions to the program is competitively based on a multi-criteria point selection system no waitlist. The nursing program currently accepts 40 ADN and 10 LVN to RN students per academic semester (fall and spring).

Either you are “accepted” or “denied” based on your level of competition. If denied, you are welcome to re-apply. If an alternate and not selected then no spot is granted the following semester, you must reapply. Competitive GPA is expected.

If you are interested in re-applying to the nursing program in the event that you don’t get in the first time you apply, please be sure to meet with a counselor to determine how you will bolster your chances of being admitted in the future (i.e. repeat of course work, taking alternate courses for GE requirements, etc.).

A valid social security card or tax ID number are required upon admissions. Proof of residency is also required prior to entry into the nursing program.

# Prerequisites to the Nursing Program

## SCIENCE COURSES

COMPLETE THE FOLLOWING COURSES WITH A MINIMUM GPA OF **2.75**

NAME OF COURSEWORK	SBVC Name of Coursework
GENERAL PSYCHOLOGY OR INTRO TO PSYCH	Psychology 100 or the equivalent
*HUMAN ANATOMY & PHYSIOLOGY I *HUMAN ANATOMY & PHYSIOLOGY II	Biology 250 or the equivalent <b>And</b> Biology 251 or the equivalent
<b>OR</b>	
HUMAN ANATOMY AND *HUMAN PHYSIOLOGY	Biology 260 or the equivalent <b>And</b> Biology 261 or the equivalent
*MICROBIOLOGY	Biology 270 or the equivalent

**\*Sciences completed within 5 Years of applying.**

### Required General Education Courses

Complete the following required general education prerequisites with a grade of C or better and with a minimum GPA of **2.5**.

*Elements of Public Speaking or *Interpersonal Communication	Commst 100 or the equivalent or Commst 111 or the equivalent
*Introduction to Sociology or *Cultural Anthropology	Sociology 100 or the equivalent or Anthropology 102 or the equivalent
<b>Humanity #1</b> Selected from: (Category III: Humanities) on the SBVC Associate Degree Requirements or the equivalent	
<b>Humanity #2</b> Selected from: (Category III: Humanities) on the SBVC Associate Degree Requirements or the equivalent	
<b>Math Course:</b> Statistics Math 108 or Social Science Statistics Psych 105	
<b>English Course:</b>	
Freshman Composition with a grade of C or higher	English 101 or the equivalent

All remaining college coursework must be completed with a minimum of **2.5 GPA**.

\*(Required for BRN State Licensing Exam)

**ALL OF THE ABOVE COURSES LISTED MUST BE COMPLETED AT TIME OF APPLICATION TO THE NURSING PROGRAM. ALL GRADES FOR THESE COURSES MUST BE POSTED AT TIME OF APPLICATION TO THE NURSING PROGRAM.**

**Please consult with a counselor to determine course equivalencies and fill out a prerequisite checklist.**

## **BIOLOGY COURSES**

Chemistry 101 or 105 is not a prerequisite counted for points or entrance into the nursing program

If a student elects to take the AP I and AP II series, both courses must be completed from the **same regionally accredited college or university**.

The Biology 260/261 series or the equivalent **is not required to be completed at the same regionally accredited college or university** if they are equivalent to SBVC's "Human Anatomy" and "Human Physiology."

The nursing department will only allow **1 repeat** of a science. For instance, a student takes BIOL 270 and withdraws and then repeats. This is the one repeat allowed. Please note that both an earned grade and a W count as attempts.

If a student is required to repeat one of the science prerequisites because they have expired, the repeat thereafter the expiration date will not count toward the 1 repeat of a science rule.

Additionally, note that once a student passes a science course with grade of "C" or better, they cannot repeat the course at SBVC. Students may only retake the course at another college. However, please note that repeats at another college still are counted.

If a student elects to take a science course or series at another college or university, it is recommended to make certain that the courses you are proposing to take are indeed equivalent to the nursing prerequisite courses.

## **Online and Accelerated Sciences**

If your science courses are in question, Admissions and Records will direct students to provide a course description, syllabus, and course outline to the Science Division for review. If the courses are not articulated with SBVC, they will need to be reviewed by the Science Division/Nursing department as well prior to the acceptance of these courses. Additionally, the nursing program is currently **not accepting any online science courses**. Exception for COVID-19 Spring 2020-Spring 2021 for previously accepted sciences.

Please Note: We do not accept science prerequisites from the Integrated Health Science Program at the Southern California University of Health Sciences located in Whittier, CA. APU, Pacific University, Nor any science prerequisites from any trade or career colleges.

## **Bachelor's Degree or Higher Holders**

- If a student possesses a Bachelor's degree or higher from a U.S. regionally accredited institution, the only general education courses that will be counted for points and GPA are:
  - (1) **Sociology 100 or Anthropology 102**
  - (2) **Communication Studies 100 or 111**
  - (3) **English 101**
- If a student graduated from a college or university that did not require either of the above 3 courses, they will need to complete them. **Statistics is a SBVC requirement and is needed to be completed prior to applying.**

## LVN/RN Bridge Students

Students interested in applying must apply via the multi-criteria point system; identically to the Generic ADN program. LVN must have at least 1 year of full-time employment as a LVN, prior to applying. Evidence of this must be on resume and signed letter of verification from employer. Students for the LVN-RN Bridge program will not be competing with the Generic ADN applicants. Instead, they will be considered for admission using a separate pool inclusive of **only** LVN-RN Bridge students. Eight to ten LVN/RN Bridge students are admitted per- semester. License, resume, letter, social security or tax ID number, and minimum of 1-year experience in LVN work is required to apply. HESI will be taken on invitation only for selected LVN also.

**Providence** student please consult with director as you will bypass the point system, but still be required to complete all prerequisites and application steps.

The LVN 30 Unit Option prepares students to take the NCLEX-RN examination but does not award an Associate of Science (AS) degree. Individuals who become licensed as Registered Nurses using this option may not be eligible for licensure in states other than California. They may have difficulty applying to a college/university for an advanced degree. Applicants are admitted as space is available (currently we are impacted for the 2021-2022 school year)

## Transcript Evaluations “Evaluation of Prior Credit”

Submit transcripts from all colleges and universities even our sister school **Crafton Hills** other than SBVC to the Admissions Office, once received Students must officially request for the evaluation via filling out an “Evaluation of Prior Credit” located in the Admissions Office

### ***Complete Evaluation of Prior credit***

<b><i>To apply in Fall</i></b>	<b><i>To apply in Spring</i></b>
<b><i>July 1<sup>st</sup>- August 30<sup>th</sup></i></b>	<b><i>January 2<sup>nd</sup>-February 28<sup>th</sup></i></b>

***(Without this form, your transcripts will not be automatically evaluated.)*** Please double check your courses that they have been evaluated and are accepted. Look for an (\*) on sciences. It is recommended that you bring them in personally as opposed to relying on another college to mail the transcripts.

Please note that you **MUST** adhere to the Admissions Office deadlines for transcript submission. Transcripts turned in after the published deadlines **will not be evaluated**

## **SUBMIT TO ADMISSIONS AND RECORDS**

Submit official High school transcripts, and/or equivalency Proof that 12<sup>th</sup> grade was passed. For International students submit official high school equivalency to admissions and records. College board results must be submitted and on file with Admissions and Records if using AP/IB exam results. US accredited institution degrees of a BS/BA or higher.

## **CLEP, DANTE and Credit by Exam**

The nursing program does not accept any form of Credit by Examination scores to suffice any of the prerequisites.

## **Military Challenge/Advance Placement**

Please refer to nursing website for full details under Military Challenge/Advance Placement

## HESI INFORMATION

HESI will be taken on an “**invitation-only**” basis. Students will submit their completed application packet to the nursing department without HESI scores. Applications will then be screened, and students will be selected to take the HESI Exam. Students will receive an invitation via email if they are eligible to take the HESI Exam. The HESI Exam will be administered on campus (fees may apply). We do not accept outside HESI scores.

Invitations may be sent out at any time. It is recommended that you are well prepared for the HESI in advance if your invitation is sent out.

### **What to study:**

- Amazon, and Barnes & Noble’s carry study guides for the HESI A2. Download the a “HESI A2 Pocket Prep” app. is a useful study guide for students who have IPHONES and IPADS.
- **Topics included are as follows:**
  - (1) Reading Comprehension
  - (2) Vocabulary
  - (3) Mathematics
  - (4) Critical Thinking
  - (5) Anatomy
  - (6) Physiology
  - (7) Microbiology

\* Chemistry and Physics are excluded

### **Day of the HESI exam:**

- Bring photo ID to test with you.

### **Students with International Coursework**

Students who have completed coursework internationally must have their transcripts including high school evaluated by a SBVC recognized international transcript evaluation agency (**AERC or IERF**) list of agencies in HLS 101. The evaluation received from these agencies must show the letter grade received for each course and distinguish between lower and upper division. Directions to apply for the evaluation are available at the Counseling Office, AD/SS 103. Please note that **not** all prerequisites and/or general education courses are deemed equivalent for purposes of applying to the nursing program or graduation (e.g., Communication Studies, English, etc.).

### **Graduates from Foreign Nursing Schools Seeking California Licensure**

**Due to budget constraints and significant impact, we are not accepting transfer students from foreign nursing schools for the academic year.**

Graduates from nursing programs outside the United States seeking licensure in California may be admitted to specific nursing courses upon the recommendation of the California Board of Registered Nursing, as space is available. Apply to California Board of Registered Nursing and receive their letter of requirements. Complete an Application for Admission form for the SBVC Department of Nursing and include a copy of the BRN letter outlining the course(s) needed.

### **Transferring from another Nursing Program**

**Due to budget constraints and significant impact, we are not accepting transfer students from other accredited nursing programs for this school year.**

Students who attended or wish to transfer from another accredited nursing program will be considered as space is available and if no more than one failure or withdrawal in a nursing course occurred at the previous nursing school. Space for transfer students is very limited. Students wishing to transfer must meet the same program prerequisites and submit: an application, official transcripts, a letter of recommendation from the nursing program director (program previously attended), and course syllabi of courses completed at the other nursing school. If the previous school is in a foreign country, see admission clerk regarding the method to evaluate transcript for equivalency.

# SBVC NURSING PROGRAM APPROXIMATE COST

First Year approx. cost (two semesters): \$3200

Second Year approx. cost (two semesters): \$2300

TOTAL approx. Cost of program: \$5500

For details on cost please attend an information meeting.

## Am I eligible for Financial Aid?

Students who need assistance paying for the nursing program costs are encouraged to apply for FASFA. Apply at FASFA.ed.gov. For more information or questions contact the Financial Aid Office, ADSS 106. A minimum of six weeks is necessary to process applications. The priority deadline for submission of the FAFSA is **Oct 1<sup>st</sup>-March 02<sup>nd</sup>** of every year.

Financial aid currently funds up to 90 attempted units or the completion of an associate degree. The nursing program itself is **36** units not including the prerequisites. Students need to budget their units accordingly. If you have applied for an Associate is Degree or have an associate degree or higher, you may need to appeal immediately for funding continuation. If you receive a "**Financial Aid Dismissal**" appeal in the mail, please bring this to the nursing counselor so that they can better assist you with this process.

The CALIFORNIA PROMISE previously known as the BOGW is now additionally tied to satisfactory process. All students must maintain a minimum of a 2.0 GPA and a 50% completion rate to keep the CALIFORNIA PROMISE each semester. However, please note for nursing, you are required to be in "good academic standing" anyway simply to apply.

Courses in the Nursing Major: See College [Catalog](#) for course descriptions.

### First Semester:

Foundations of Nursing	NURS 150	4 units
Intro to Med Surg Nursing	NURS 151	5 units

### Second Semester:

Nursing Care of the Childbearing Family	NURS 160	5 units
Beg Med Surg Nursing	NURS 161	4 units

### Third Semester:

Nursing Care of Child and Family	NURS 250	4 units
Intermediate Med Surg Nursing	NURS 251	5 units

### Fourth Semester:

Mental Health Nursing	NURS 260	4 units
Complex Care and Leadership	NURS 261	5 units

**PROGRAM TOTAL 36 units**



CRITERIA	MAXIMUM POINTS FOR THE CATEGORY	POSSIBLE POINT DISTRIBUTION																																												
<p><b>Academic degrees from U.S. regionally accredited program, or relevant certificates</b> held by an applicant at time of applying.</p>	<p><b>5 points Maximum</b></p>	<p>MS/MA = 5 points            BS/BA Degree = 4 points            LVN/LPT = 3 points            Allied Health Certification = 2 points            CNA, Paramedic, EMT, Respiratory Therapist, Phlebotomist, Physical or Occupational Therapist, Physical Therapy Aide, Medical Assistant, Medical Scribe, Dental Hygienist, Surgical Tech, Psychiatric Technician, Radiology or Ultrasound Technician, Paramedic            • All Licenses/Certificates must be current to receive 2 points</p>																																												
<p><b>Grade Point Average</b> in relevant course work.</p> <p>Grades of a <i>W</i>, <i>D</i>, or <i>F</i>, in any of the science courses, count as one repetition.</p> <p>Grading Scales:</p> <table border="1" data-bbox="61 1234 428 1780"> <thead> <tr> <th>Letter Grade</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr><td>A+</td><td>4.0</td></tr> <tr><td>A</td><td>4.0</td></tr> <tr><td>A-</td><td>3.7</td></tr> <tr><td>B+</td><td>3.3</td></tr> <tr><td>B</td><td>3.0</td></tr> <tr><td>B-</td><td>2.7</td></tr> <tr><td>C+</td><td>2.3</td></tr> <tr><td>C</td><td>2.0</td></tr> <tr><td>C-</td><td>1.7</td></tr> <tr><td>D+</td><td>1.3</td></tr> <tr><td>D</td><td>1.0</td></tr> <tr><td>F</td><td>0.0</td></tr> </tbody> </table>	Letter Grade	Grade Points	A+	4.0	A	4.0	A-	3.7	B+	3.3	B	3.0	B-	2.7	C+	2.3	C	2.0	C-	1.7	D+	1.3	D	1.0	F	0.0	<p><b>45 points Maximum</b></p>	<p><b>Minimum 2.75 GPA in anatomy, physiology, microbiology, and psychology.</b> Physiology and Microbiology must be taken within the last 5 years.</p> <table border="0" data-bbox="711 730 1453 877"> <tr> <td>GPA = 4.0</td> <td>25 points</td> <td rowspan="4">} Science Courses</td> </tr> <tr> <td>GPA = 3.5 – 3.99</td> <td>20 points</td> </tr> <tr> <td>GPA = 3.0 – 3.49</td> <td>15 points</td> </tr> <tr> <td>GPA = 2.75 – 2.99</td> <td>10 points</td> </tr> </table> <p><b>Minimum 2.5 GPA in all remaining general education courses required for application:</b></p> <table border="0" data-bbox="711 987 1469 1134"> <tr> <td>GPA = 4.0</td> <td>20 points</td> <td rowspan="4">} Gen. Ed. Courses</td> </tr> <tr> <td>GPA = 3.5 – 3.99</td> <td>15 points</td> </tr> <tr> <td>GPA = 3.0 – 3.49</td> <td>10 points</td> </tr> <tr> <td>GPA = 2.5 – 2.99</td> <td>5 points</td> </tr> </table> <p>For applicants with a Bachelor’s degree, the GPA points will be calculated from the grades in English, Speech, and Sociology/Cultural Anthropology.</p> <p>To calculate GPA take the total amount of course points earned i.e. B+ (3.3) divide it by the number of units for the course i.e. Biology 270 (5 units) that will equal the GPA. Please see website for GPA calculator.</p> $GPA = \frac{\sum (Course\ GP * Course\ Credits)}{\sum Gradable\ Credits}$	GPA = 4.0	25 points	} Science Courses	GPA = 3.5 – 3.99	20 points	GPA = 3.0 – 3.49	15 points	GPA = 2.75 – 2.99	10 points	GPA = 4.0	20 points	} Gen. Ed. Courses	GPA = 3.5 – 3.99	15 points	GPA = 3.0 – 3.49	10 points	GPA = 2.5 – 2.99	5 points
Letter Grade	Grade Points																																													
A+	4.0																																													
A	4.0																																													
A-	3.7																																													
B+	3.3																																													
B	3.0																																													
B-	2.7																																													
C+	2.3																																													
C	2.0																																													
C-	1.7																																													
D+	1.3																																													
D	1.0																																													
F	0.0																																													
GPA = 4.0	25 points	} Science Courses																																												
GPA = 3.5 – 3.99	20 points																																													
GPA = 3.0 – 3.49	15 points																																													
GPA = 2.75 – 2.99	10 points																																													
GPA = 4.0	20 points	} Gen. Ed. Courses																																												
GPA = 3.5 – 3.99	15 points																																													
GPA = 3.0 – 3.49	10 points																																													
GPA = 2.5 – 2.99	5 points																																													

CRITERIA	MAXIMUM POINTS FOR THE CATEGORY	EXAMPLE OF POSSIBLE POINT DISTRIBUTION
<p><b>Life experience or special circumstances</b> Please indicate whether any of the below conditions are applicable to you. The identification of 1 condition will automatically yield a total of 4 points. Your report needs to be truthful. Therefore, a signature will be required.</p> <p><b>*Disabilities (Verification from DSPS that you are part of the program; no specific information regarding disability type, limitation, or nature of the disability is required).</b></p> <p><b>*Low Family Income (Verification obtained from financial aid award letter, Cal Works, etc.)</b></p> <p><b>*Veteran (Copy of DD-214)</b> 12 units taken in SBCCD system (automatically verified via review of transcripts)</p> <ol style="list-style-type: none"> <li>1. Need to work during prerequisite courses</li> <li>2. Disadvantages, social or educational environment</li> <li>3. Difficult personal and family situations or circumstances</li> <li>4. Refugee</li> </ol> <p><b>No documentation required for the following:</b> - First generation of family to attend college</p>	<p><b>4 points</b></p> <p><b>A student will earn 4 points for any ONE of these conditions and will not earn additional points for multiple conditions</b></p>	<p>Criteria/Application question If any item below is selected documentation is required (see application)</p> <ol style="list-style-type: none"> <li>a. Do you have a disability? Yes, No</li> <li>b. Do you have financial need? Yes, No</li> <li>c. Are you the first generation of family to attend college? Yes, No</li> <li>d. Were you employed during prerequisite course work? Yes, No</li> <li>e. Are you an EOPS Student? Yes, No</li> <li>f. Any recent difficulty family or personal circumstances? Yes, No (Single parent, Deployed spouse, Family caregiver, Death of family member within 6 months, Medical problem, financial issue)</li> <li>g. Refugee? Yes, No</li> <li>h. Veteran? Yes, No</li> <li>i. Did you successfully complete 12 units in the SBCCD system? Yes No</li> </ol> <p>Numbers 1-4 please see application</p>
<p>Documented proficiency or advanced level of coursework in foreign <b>languages</b> other than English. <b>Example completion of 1 category below:</b> <b>foreign language AP score 3 or higher</b> <b>Spanish: 103 (completion of 3<sup>rd</sup> semester lang.)</b> <b>Spanish: 157 for Native Speakers or equiv.</b> <b>American sign language: 111 or ASL Certificate</b> <b>Certificate for Translating for Medical Facility</b></p>	<p><b>2 points</b></p>	<p><b>Ability to communicate in a health care setting in:</b> Foreign Language</p> <p>(Note: We will not accept a letter from employer stating your ability to communicate in another language than English)</p>
<p>PHT064 Pharmacy Calculations (<b>2 points</b>)</p> <p>CIT 144 Medical Terminology (<b>2 points</b>)</p>	<p><b>4 points max.</b></p>	<p><b>May take both courses to get full points</b></p>
<p><b>TOTAL POINTS W/O HESI _____/60 MAX</b></p>		<p><b>First round will be invited to take the HESI Selection will be based on Multi Criteria.</b></p>
<p><b>Assessment/readiness test results HESI</b></p>	<p><b>40 points Maximum</b></p> <p><b>Total= ___/100</b></p>	<p>Composite score of HESI 92-100% = <b>40 points</b> 83-91% = <b>35 points</b> (2 attempts max) 78-82% = <b>25 points</b> 62-77% = <b>15 points</b> Less than 62% = <b>0 points</b></p>

(HESI does not guarantee entrance into the Nursing Program)

# SBVC Nursing Application Check list:

Submit Applications and required documents in a **sealed 9 x 12 envelope** to:

San Bernardino Valley College, Nursing Department HLS-101  
701 S. Mt. Vernon Ave.,  
San Bernardino, Ca. 92410

San Bernardino Valley College nursing department is not responsible for overlooking and or verifying your applications. **Only complete and correct applications will be considered.**

## **The following steps are required, or application will be denied:**

### **1. Envelope Requirements**

- Must be mailed. No drop off submissions allowed.
- Envelope size must be 9 x 12 or larger
- Envelope must be postmarked within the application period (3/15/2021-03/29/2021)

### **2. The following must be on file with Admissions and Records,**

- Official High school transcripts, or equivalency, or B.S. degree or higher from a U.S. regionally accredited institution
- International students official high school equivalency.

### **3. This application checklist is a requirement. This form must be signed & dated which ensures all required documents are included in packet:**

- Most recent typed nursing application (check SBVC Nursing website).
- A printed copy of the "Evaluation of Prior Credit."
- SBVC students: include a copy of unofficial transcript.
- Minimum GPA of 2.75 for sciences, 2.5 for general education & 2.5 overall cumulative.
- Upon acceptance a valid Social Security card or Tax ID card will be required
- Any required Documentation for Certificates and/or the special circumstance criteria

## **LVN applicants: All the above plus ADDITIONAL REQUIRED ITEMS:**

- Detailed Resumé
- Employment verification letter (should be printed on your company's official letterhead or stationery that includes the company logo.) The letter should include the following information: Employer address, Employee name, Employment dates, Employee job title, Employee job description, Date, Signature and Contact information (Full Name, Job title, email address and phone Number of the Manager) Note: NOT A LETTER OF RECOMMEDATION
- A printed copy of current LVN license.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

***\*Must include this form with application***

Remember to submit applications during the designated time frames ONLY