Information on admission to:

• Registered Nursing Program    - Fall 2005
• LVN to RN Transition Program - Fall 2005
• Vocational Nursing Program    - Spring 2005
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Applications to VN, RN and VN-RN Transition Programs
Welcome to the Nursing Department at Los Medanos College

MISSION OF THE
LMC NURSING DEPARTMENT

• strive to provide quality education and individualized instruction to maximize each student’s potential
• foster a commitment to the profession of nursing

Since 1974, when LMC opened its doors, the Nursing Department and its Graduates have been highly regarded in the healthcare community.

We offer two Nursing Programs: The Vocational Nursing Program and the Registered Nursing Program, which includes an LVN to RN option. The programs offer an integrated curriculum, which prepares the graduates for the challenges in today’s nursing.

Graduates completing the Registered Nursing Program will receive an Associate In Science Degree in Nursing and qualify to take the State Board Examination (NCLEX-RN) for Licensure as a Registered Nurse (RN). The RN Program requires two academic years beyond completion of the prerequisite courses. The LVN to RN Program requires successful completion of prerequisites, co-requisites and the second year of the RN Program.

Graduates completing the Vocational Nursing Program will receive a Certificate and qualify to take the State Board Examination (NCLEX-PN) for licensure as a vocational nurse (LVN). The Vocational Nursing Program requires three semesters.

IF YOU ARE INTERESTED IN A CAREER IN NURSING PLEASE:

1. Register for the Nursing Career Seminar - RNURS 1 – a required prerequisite course. This is a one-day class that will give you information about nursing in general and the LMC Nursing Programs. You will also have an opportunity to meet students presently in the Programs. Bring this handbook to the seminar.
2. After reading the Applicant Handbook, make an appointment with an LMC counselor for assistance in selecting courses.
3. If you have further questions about the Nursing Programs at LMC you are welcome to call the Nursing Department Secretary at (925) 439-2181-ext.3286.
4. Visit the nursing website at www.losmedanos.edu/nursing.
GENERAL INFORMATION

1. This handbook applies to requirements for the Registered Nursing Program, Fall 2005, and Vocational Nursing Program, Spring 2005.

2. The application, selection, and admission processes for the nursing programs are coordinated by the Admissions Office and any inquiries regarding entry should be directed to this office. Application forms are found in the back of this handbook. Be sure to note application deadlines.

3. Program planning, advising, and career counseling are provided by the counseling staff. Appointments for counseling may be made in Room 413 or by telephoning (925) 439-2181, ext. 3334. For specific questions regarding the Nursing Programs you may contact the Nursing Department at 925-439-2181 extension 3286.

4. The Los Medanos College Catalog contains a Mission Statement and information about academic policies and course descriptions. It should be read in conjunction with the Nursing Applicant Handbook and is available at the Los Medanos College Bookstore.

5. The Nursing Applicant Handbook is revised annually and is designed to provide information that will assist you in becoming better acquainted with the policies and procedures governing entry into the nursing programs. **You are responsible for determining how the revisions, if any, will affect your application.**
PROGRAM DESCRIPTION

The Vocational Nursing Program requires three semesters of academic work and clinical experience which meets the Basic Curriculum guidelines set forth in Section 2533, Rules and Regulations of the Board of Vocational Nurse and Psychiatric Technician. These Guidelines are:

The Vocational Nursing Program shall include, but is not limited to, theory and correlated clinical experience which develops the knowledge, skills and abilities necessary to care for clients of all ages in current health care settings. The curriculum content is taught in a sequence that results in student’s progressive mastery of knowledge, skills, and abilities.

PHILOSOPHY AND OBJECTIVES --- VOCATIONAL NURSING

The Vocational Nursing program abides by the general policies of Contra Costa Community College District and supports the educational philosophy of Los Medanos College.

Vocational Nursing is an integral and essential part of all nursing. The Vocational Nursing program is a self-contained course of nursing education which draws identifiable concepts from nursing and blends them into such an integrated whole of learning experiences to produce an effective practitioner within the defined scope of practice.

The vocational nurse is prepared to assume responsibility under the direction of a registered nurse or physician when giving nursing care in simple situations and assisting with nursing care in more complex nursing situations.
Los Medanos College

VOCATIONAL NURSING CURRICULUM
(Refer to the LMC Catalog for course descriptions.)

<table>
<thead>
<tr>
<th>Prerequisite Course</th>
<th>Units</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1* Nursing Careers Seminar</td>
<td>.3</td>
<td>6</td>
</tr>
</tbody>
</table>

Courses Highly Recommended To Complete Prior to Acceptance
The following six (6) non-nursing courses are part of the VN curriculum and are required for the Certificate of Achievement in Vocational Nursing and Los Medanos College graduation requirement. To progress in the Vocational Nursing Program, students must earn a grade of “C” or better in each nursing and non-nursing course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 30* Introduction to Anatomy and Physiology</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1 &amp; 2 Applied Mathematics (Pharmacology)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 49 Computer Literacy</td>
<td>1.5</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 90 Integrated Reading, Writing, and Critical Thinking</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>NUTRI 55 Introduction to Nutrition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 11LS General Psychology</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Math and Computer Science Literacy are required at Los Medanos College. Proficiency for English can be met by passing a proficiency test at English 10S level or take English 90.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 4 Introduction to Clinical Pharmacology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 5 Fundamentals of Vocational Nursing</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VONUR 6 Fundamentals of Vocational Nursing Practice</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td>VONUR 7 Vocational Nursing Role Relationships</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13.5</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 10 Intermediate Concepts in Clinical Pharmacology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 11 Medical-Surgical Nursing</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>VONUR 12 Medical-Surgical Nursing Practice</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11.5</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 15 Advanced Concepts in Clinical Pharmacology</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 16 Family Centered Nursing</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VONUR 17 Family Centered Nursing Practice</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td>VONUR 18 Interpersonal Relationships</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13.5</td>
</tr>
</tbody>
</table>

*Satisfactory course completion shall be no more than five years prior to acceptance into the program.

ADMISSION & SELECTION PROCEDURES
Candidates will be selected from among those applicants who meet the Los Medanos College Vocational Nursing program pre-entrance requirements.
MINIMUM REQUIREMENTS FOR CONSIDERATION OF SELECTION

1. U.S. high school graduation or completion of GED is required by the California Nurse Practice Act, Section 2866. The applicant is responsible to provide OFFICIAL TRANSCRIPTS or other ORIGINAL DOCUMENTS which verify completion of this requirement.

2. Foreign high school graduation and/or other course work MUST be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions Office and at the Counseling Desk.

3. Evidence of good physical and emotional health. A physical exam with specific lab work is required of all selectees.

4. It is recommended that each selectee attend the New Student Orientation, unless you are exempt. The orientation is a three hour session which includes:
   - general information about college procedures and requirements
   - assistance from a counselor with first-semester planning strategies and appropriate course selection.

**An assessment test is required prior to this orientation session**

***The New Student Orientation is required prior to attendance of RNURS 1, the Nursing Careers Seminar***

5. Completion of RNURS 1, Nursing Careers Seminar.

6. All supporting documentation including transcripts from other colleges, evidence of completion of twelfth grade or GED, and work experience must be submitted by the application deadline. (Incomplete applications will not be considered for the applicant pool.)

APPLICATION PROCEDURE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submit VN application form* and the Los Medanos College Application between:</td>
<td>August 15 and November 15, 2004</td>
</tr>
<tr>
<td>2.</td>
<td>Arrange to have an official copy of high school transcript or equivalent sent directly to the Admissions Office: Attn: VN . . . . . by:</td>
<td>November 15, 2004</td>
</tr>
<tr>
<td>3.</td>
<td>Enroll and complete the Nursing Careers Seminar (RNURS 1) . . . . . by:</td>
<td>November 15, 2004</td>
</tr>
<tr>
<td>4.</td>
<td>Submit any work experience to the Admissions Office . . . . . by:</td>
<td>End of Fall Semester 2004</td>
</tr>
</tbody>
</table>

All application materials necessary to the admission’s process are available in the Office of Admissions

*DO NOT CALL the Admissions Office for verification of receipt. Please include a self addressed stamped postcard with each form or transcript(s) submitted by mail to verify receipt. Identify on the postcard what transcript/form you are submitting.

Los Medanos College
Nursing Applicant Handbook
NOTIFICATION OF THE STATUS OF APPLICATION
Applicants will be notified by MAIL regarding acceptance or non-acceptance (including reason) into the VN program by date specified.

**PLEASE DO NOT CALL** the Admissions Office regarding the date of mailing or your status, as the volume of phone calls could delay timely notification of candidates.

A written response regarding accepting a space in the program must be received by the date specified on the reply form in the acceptance packet. If no response is received by this date, it will be assumed that the applicant is no longer interested in admission to the program.
If accepted into the program, the student must be able to:
1. Work flexible schedules including some evenings and/or weekends.
2. Visit the hospital the day or evening prior to scheduled clinical experience for client selection and/or assessment.
3. Pass a physical examination including negative tuberculin testing (PPD), measles (rubeola & rubella) titre varicella positive immunity, and be covered by personal health insurance through the program. Each student is also required to obtain Hepatitis B immunization.
4. Submit proof of current CPR certification/annually.

Vocational Nursing Selection Criteria
Applicants meeting the minimum requirements for admission to the Vocational Nursing Program will be ranked according to the point system stated below. Those receiving 30 or more points will be placed in the applicant pool from which candidates will be chosen by computerized random selection for entrance into the Vocational Nursing Program. Changes in the criteria for selection may be made due to extenuating circumstances. Repeat candidates in the qualified applicant pool will be given additional consideration in the randomized selection process by having their names entered twice.

Must Have Proof of GED or High School Diploma

<table>
<thead>
<tr>
<th>Course Completion</th>
<th>Five points for completion of each of the following courses, with a grade of &quot;C&quot; or better:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 points</td>
<td>MATH 1 &amp; 2 Applied Mathematics (Pharmacology component)</td>
</tr>
<tr>
<td></td>
<td>BIOSC 30* Introduction to Anatomy and Physiology</td>
</tr>
<tr>
<td></td>
<td>NUTRI 55 Introduction to Nutrition</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Health Care Work Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 points</td>
<td>1 point for every 1 month of full time (40 hours a week) service to a maximum of 10 points. Examples of work would include: nurse aide/orderly, psychiatric technician, practicing EMT, medical office receptionist/assistant, admissions clerk, ward clerk, physical therapy technician, EKG technician, x-ray technician, laboratory technician and clinic worker. Verification of work experience is accepted only on form(s) available in the admissions office. An employer or supervisor must complete the work verification form.</td>
</tr>
</tbody>
</table>

*Note five-year recency requirement
ADVANCED PLACEMENT ADMISSION PROCEDURES – VOCATIONAL NURSING

Advanced placement applies only to entrance into the second and/or third semester of the VN program.

Advanced placement procedures apply to applicants who have completed equivalent Vocational Nursing education and experience beyond the first semester in an educational facility other than Los Medanos College. Applicants who may qualify for this selection include Vocational Nursing students with previous experience in another program or graduates from other health-related programs whose experience is equivalent to that required for advanced standing. Application procedures for advanced placement are as follows:

1. Meet the minimum requirements for consideration for selection described in Section 3.5.
2. Completion of nursing program courses or equivalent as listed in the curriculum prior to semester of requested advanced placement. Biological Science 30 or equivalent must have been completed within the past five years with a minimum of a "C" grade or better.
3. Complete the LMC admissions application and the nursing advanced placement application forms* and return completed forms to the admissions Office during the following dates:
   January 15th to March 15th–Fall Semester
   August 15th to November 15th–Spring Semester
4. Arrange to have an official copy of high school transcript* or equivalent and any college transcript(s) sent directly to the Admissions Office, Attn: Advanced Placement LVN (during the dates listed in Number 3).
5. a. Pass a written examination with a minimum of "C" grade. The exam will encompass previous semester(s) content. The student will be contacted by the Nursing Office regarding examination dates.
   b. Pass a competency examination which will serve as an assessment of clinical knowledge and skills.

Placement Evaluation
1. A written placement examination based upon content covered in the semester prior to admission.
2. A competency exam administered by one of more vocational nursing instructors at Los Medanos College. The examination will be conducted in the classroom laboratory on campus and shall include satisfactory demonstration of appropriate procedures which any student who was enrolled in the first or second semesters have successfully completed.

   A list of recommended text and workbooks will be furnished upon request.

*DO NOT CALL the Admissions Office for verification of receipt. Please include a self addressed stamped postcard with each form or transcript(s) submitted by mail to verify receipt. Identify on the postcard what transcript/form you are submitting.
TRANSFER CREDIT
Transfer credit for students admitted to the Vocational Nursing program shall be given for related previous education completed within the last five years. This includes the following courses:

a. Accredited Vocational or Practical nursing courses
b. Accredited Registered nursing courses
c. Accredited Psychiatric technician courses
d. Armed services nursing courses
e. Certified nurse assistant courses
f. Other relevant courses

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Note: Authority cited: Section 2854 Business and Professions Code. Reference: Section 2881.1, Business and Professions Code

For more information regarding transfer credit, see the Director of the Vocational Nursing Program.
REGISTERED NURSING PROGRAM

Program Description

The Registered Nursing program requires two academic years beyond the completion of the prerequisite courses. Graduates who complete the prescribed basic curriculum earn an Associate in Science Degree in Nursing (A.D.N.) and are eligible to take the examination for licensure as a Registered Nurse in California (NCLEX).

The Registered Nursing program content is drawn heavily from the sciences and general education. The emphasis is on utilization of the problem solving process, making nursing judgments, and learning leadership behaviors. Like the vocational nurse, the registered nurse has a basic foundation of procedural skills.

The Los Medanos College Registered Nursing Curriculum is based upon the basic standards for competent performance of a nurse as defined in Section 1443.5, Rules and Regulations, California State Board of Nursing:

1443.5. Standards of Competent Performance.
A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

(1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

(2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client’s safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

(3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.

(4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

(5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.

(6) Acts as the client’s advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.


HISTORY: New section filed 6-17-85; effective thirtieth day thereafter (Register 85, No. 25).
Los Medanos College  
Nursing Applicant Handbook

Associate Degree Nursing Program Philosophy

The ADN program is an integral part of Los Medanos College and, as such, shares the same values and aspirations. Community service is of primary importance. We, the ADN Faculty, believe that we can best serve our community by educating its future Registered Nurses to a recognized standard of excellence. We are committed to the paradigm of student access and success. We accept our responsibility for creating a learning environment that demands critical thinking and mutual respect, leavened with humor and good will. We honor the cultural diversity of our community and actively encourage enrollment in our program by members of all its groups. We accept the premise of the interrelationship of all knowledge and accordingly place strong emphasis on general education. The Los Medanos College graduate Registered Nurse is educated for full participation in the life of the community both professionally and as a citizen.

Registered Nursing Curriculum

ADN Program course requirements:

Prerequisite Courses
- Note that a grade of "C" or better must be earned in each course.
- Overall GPA must be 3.0 in prerequisite courses to qualify for the RN candidate pool.
- Prerequisite courses must be completed by the Spring semester prior to entering the program

The Nursing Career Seminar is a requirement for all applicants and should be taken early, as it will be valuable in planning for your nursing career. This one-day seminar will provide excellent information about nursing careers, nursing education and the nursing programs at LMC. A panel with current students will share their experiences and answer questions.

English, Math and Psychology are part of the prerequisite courses. Nurses need strong skills in writing, as part of their daily work will include various kinds of documentation. Math skills are essential as nurses must be able to calculate drug dosages correctly. Fall 2004 a new math class, (Math 18-Math for Health Sciences) will be available for nursing students. This class will provide an excellent opportunity to learn the specific drug calculations required for nursing. The Board of Registered Nursing requires a course in general psychology.

The sciences – Anatomy, Physiology and Microbiology – are three major pre-requisite courses with lab components.
Note that at LMC Microbiology has a chemistry prerequisite. Microbiology relies heavily on chemistry for many topics and requires comfort with basic laboratory techniques. CHEM 5 meets this prerequisite, but this course does not transfer and if you plan to continue your education you may want a different chemistry class. Please talk to your counselor.
It is recommended that you start with Anatomy and Chem 5 and take Physiology and Microbiology later. All three science courses are challenging and require significant time commitment. If you have extensive job and/or family commitments, you will probably be better off taking one science course per semester.

Note: There is a recency requirement for the sciences; they must be completed within 10 years. It is possible to request a waiver of the recency because of experience, training or education. This form is available in the Admissions Office.
Graduation Requirements

These courses are general education requirements for LMC, except the Speech class, which is required by the Board of Registered Nursing.
It is strongly suggested that as many of these courses as possible are completed prior to entering the RN Program.
If you have a degree from another college or university you might already have met some of these general education requirements. Request that official transcripts be sent to the Admissions Office at LMC for evaluation prior to making an appointment with an LMC counselor.
Applicants who have completed general education requirements at another college but have not earned a degree will have to satisfy Los Medanos College’s general education requirements.

Registered Nursing Courses

The Registered Nursing Program requires 2 years beyond the prerequisites. An average weekly schedule includes: 5-6 hours of lecture, 3 hours lab on campus and 15 hours clinical experience every week. The lectures are usually on Tue/Wed and clinical Thu/Fri days. In some semesters the clinical will be on evening shifts either Wed/Thu or Thu/Fri. Occasionally other days of the week will be used for clinical. Students are expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical experience will be provided in a variety of local healthcare facilities and specialty areas.
**ADN PROGRAM CURRICULUM**

**Prerequisite Courses:** These courses must be completed by the end of the Spring Semester prior to entering the Nursing Program. A 3.0 grade point average is needed in the prerequisite courses to qualify for the applicant pool. Prerequisite course grades of less than 2.0 or "C" are not accepted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1</td>
<td>Nursing Careers Seminar</td>
<td>.3</td>
</tr>
<tr>
<td>ENGL 10S</td>
<td>College Composition #</td>
<td>3</td>
</tr>
<tr>
<td>MATH 18 or 15</td>
<td>Math for Health Sciences or Liberal Arts Math* or higher#</td>
<td>3</td>
</tr>
<tr>
<td>BIOSC 40</td>
<td>Human Anatomy**</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology**</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50LS</td>
<td>Intro to Microbiology** ###</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 11 or 10</td>
<td>Gen Psych # (Psych 11 preferred)</td>
<td>3</td>
</tr>
</tbody>
</table>

*BIOSC 40, 45, & 50 must be completed within 10 years

# Higher level classes in English, Math and Psychology may qualify as prerequisite courses for GPA considerations.

##Microbiology has a Chemistry prereq, CHEM 5 or any other college level Chemistry fulfills this requirement at LMC

**GRADUATION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 49</td>
<td>Computer Literacy*</td>
<td>1.5 or</td>
</tr>
<tr>
<td>Or One:</td>
<td>BUS 18, 65, 66, 67, 68, COMSC 40, 60, 83</td>
<td>(3-4)</td>
</tr>
<tr>
<td>SPEECH 40LS</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 5LS or 6LS</td>
<td>American Inst. &amp; Ideals</td>
<td>3</td>
</tr>
<tr>
<td>Take one of the following Social Science GE courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 10LS, POLSC 43LS, SOCSC 45LS, ADJUS 120L, HIST 34LS, 35LS, 36LS, 37LS, 38LS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take one of the following Creative Arts GE Courses:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 5LS, 6LS, 7LS, 8LS, DRAMA 15LS, 70LS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSIC 10LS, 12LS, 15LS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnic Multicultural Course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

(SOCSC 45LS and DRAMA 15LS are approved to fulfill requirements for GE and as an Ethnic/Multicultural course)

*2 Units of PE are required for graduation*

(BIOSC 5 and Ethical Inquiry are not required for RN students)

**REGISTERED NURSING CURRICULUM**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>RNURS 22</td>
<td>Foundations of Nursing Practice</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>RNURS 23</td>
<td>Nursing Skills Simulation I</td>
<td>1</td>
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<tr>
<td></td>
<td>RNURS 24</td>
<td>Pharm for RN Prog I</td>
<td>1</td>
</tr>
</tbody>
</table>

| 2nd Semester | RNURS 26 | Nursing in Health & Illness I             | 9     |
|              | RNURS 27 | Nursing Skills Simulation II               | 1     |
|              | RNURS 28 | Pharm for RN Prog II                      | 1     |

| 3rd Semester | RNURS 31 | Nursing in Health & Illness II            | 9     |
|              | RNURS 33 | Nursing Skills Simulation III              | 1     |
|              | RNURS 34 | Pharm for RN Prog III                     | 1     |

| 4th Semester | RNURS 30 | Leadership/Management                     | 1     |
|              | RNURS 36 | Nursing in Health & Illness III            | 9     |
|              | RNURS 38 | Nursing Skills Simulation IV               | 1     |
|              | RNURS 39 | Pharm for RN Prog IV                      | 1     |

*or pass examination
Admission and Selection Policies/Procedures
Candidates are selected for the Los Medanos College Registered Nursing Program from among qualified applicants. Meeting minimum requirements will not guarantee admission; selection is made by random computerized selection. Changes in the criteria for selection may be made due to extenuating circumstances. Repeat candidates in the qualified applicant pool will be given additional consideration in the randomized selection process by having their names entered twice. If a qualified candidate has applied twice previously, their names will be entered four times and if not selected this time, they will be placed at the top of the alternate list.

Minimum Requirements for Selection
A. A grade of “C” or better must be earned in each course. An overall GPA must be 3.0 in prerequisite courses to qualify for the RN candidate pool. The prerequisite courses must be completed by the end of the Spring semester prior to entering the program. Applicants are advised to complete all prerequisite courses at Los Medanos College to avoid any confusion regarding equivalency. The Admissions Office determines equivalency of courses. Note: A waiver of recency requirement for science courses because of experience, training, or education may be requested in writing and submitted to the Admissions Office on forms available in that office. The same process applies to appeals regarding any Handbook Policy.
B. Evidence of good physical and emotional health (physical exam required of selectees).
C. Successful completion of Los Medanos College proficiency examination in math if course not taken.
D. Submission of all required application materials* to the Office of Admissions by the deadlines.
E. Work Experience: Documentation of volunteer or paid work experience in a healthcare setting. A specific number of hours is no longer required, however it is beneficial to have some experience in the healthcare field to validate your career choice.

Application Procedure
A. Submit the RN program application form and the Los Medanos College admissions form to the Admissions Office between December 1 and March 15.
B. Submit official copies of all college transcripts* to the Los Medanos College Admissions Office by March 15 (addressed: ATTN: RN Program). Foreign student transcripts MUST be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions Office and at the Counseling Desk.
C. Document satisfactory completion of each Spring “in progress” prerequisite course that you are taking at other colleges. Have your instructor(s) complete the appropriate forms in your application packet (COURSE COMPLETION FORM--Colleges other than LMC) and submit it to the Los Medanos College Admissions Office by June 6, 2005.*

ALL APPLICATION MATERIALS NECESSARY TO THE ADMISSIONS PROCESS ARE AVAILABLE IN THE BACK OF THE APPLICANT HANDBOOK AND IN THE ADMISSIONS OFFICE. PLEASE NOTE DEADLINES AS NO LATE MATERIALS WILL BE ACCEPTED.

*Do not call the Admissions Office for verification of receipt. Please include a self-addressed, stamped postcard with each form or transcript submitted by mail to verify receipt. Identify on the postcard what form/transcript you are submitting.
Los Medanos College  
Nursing Applicant Handbook  

Selection Criteria  
The selection process seeks to identify those individuals who have the necessary knowledge, abilities, and commitment to undertake and successfully complete the Registered Nursing Program. Applicants with a 3.0 grade point average in prerequisite courses and documented volunteer or paid work experience in a healthcare setting will be placed in the applicant pool. Candidates will be chosen by computerized random selection for entrance into the Registered Nursing Program. Changes in the criteria for selection may be made due to extenuating circumstances.

Notification of Acceptance  
Applicants will be notified by mail of acceptance or non-acceptance into the RN program at the end of June.  
Please do not call the admissions office or the health sciences office regarding the date of mailing or your status, as the volume of phone calls delays timely notification of candidates.

A written response regarding accepting a space in the program must be received by the date specified on the reply form in the acceptance packet. If no response is received by this date, it will be assumed that the applicant is no longer interested in admission to the program.

If accepted into the program, the student must be able to:

1. Work day or evening shifts, in scheduled clinical facilities. Typical hours are either 0700-1500 or 1500 to 2300.
2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.
3. Spend a minimum of three hours/week in simulated lab (RNURS 23, 27, 33 & 38).
4. Pass a physical exam, including negative tuberculosis testing or a normal chest x-ray, rubeola and rubella titre, varicella positive immunity, polio immunity, and be covered by personal health insurance throughout the program. Each student is also required to obtain Hepatitis B immunization. Due to the demanding rigors of the nursing programs, each student must meet the physical requirements stated in Appendix B.
5. Submit additional evidence of negative tuberculosis testing or a normal chest x-ray prior to progression to the second year of the program.
6. Submit proof of current CPR certification annually.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE  
The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners.
LICENSED VOCATIONAL NURSING TO REGISTERED NURSING PROGRAM

This program was developed because of a strong belief in the principle of providing an opportunity for nurses to move from one level of nursing practice to another without unnecessary duplication of previously learned knowledge and skills. The philosophy and objectives for this program are the same as those for the basic Registered Nursing Program.

This program provides an opportunity for California Licensed Vocational Nurses to enter the second year of the Registered Nursing Program after completing the stated prerequisites. A waiver of the first year nursing courses acknowledges previous VN education as evidenced by a valid California Vocational Nursing License. Each student who successfully completes the requirements earns an Associate in Science Degree in Nursing and is qualified to take the California State Board examination for licensure to practice as a registered nurse.

LVN TO RN PROGRAM CURRICULUM
Prerequisite Courses

- Note that a grade of "C" or better must be earned in each course.
- Overall GPA must be 3.0 in prerequisite courses to qualify for the RN candidate pool.
- Prerequisite courses must be completed by the end of the Spring semester prior to entering the program

The Nursing Career Seminar is a requirement for all applicants and should be taken early, as it will be valuable in planning for your nursing career. This one-day seminar will provide excellent information about nursing careers, nursing education and the nursing programs at LMC. A panel with current students will share their experiences and answer questions.

English, Math and Psychology are part of the prerequisite courses. Nurses need strong skills in writing, as part of their daily work will include various kinds of documentation. Math skills are essential as nurses must be able to calculate drug dosages correctly. Fall 2004 a new math class, (Math 18-Math for Health Sciences) will be available for nursing students. This class provides an excellent opportunity to learn the specific drug calculations required for nursing. The Board of Registered Nursing requires a course in general psychology.

The sciences – Anatomy, Physiology and Microbiology – are three major prerequisite courses with lab components.

Note that at LMC Microbiology has a chemistry prerequisite. Microbiology relies heavily on chemistry for many topics and requires comfort with basic laboratory technique. CHEM 5 meets this prerequisite, but this course does not transfer and if you plan to continue your education you may want a different chemistry class. Please talk to your counselor.

It is recommended that you start with Anatomy and Chem 5 and take Physiology and Microbiology later. All three science courses are challenging and require significant time commitment. If you have extensive job and/or family commitments, you will probably be better off taking one science course per semester.

Note: There is a recency requirement for the sciences; they must be completed within 10 years. It is possible to request a waiver of the recency because of experience, training or education. This form is available in the Admissions Office.
GRADUATION REQUIREMENTS

These courses are general education requirements for LMC, except the *Speech* class, which is required by the Board of Registered Nursing. It is strongly suggested that as many of these courses as possible are completed prior to entering the RN Program. If you have a degree from another college or university you might already have met some of these general education requirements. Request that official transcript be sent to the Admissions Office at LMC for evaluation.

NURSING COURSES

The LVN to RN Program requires 2 semesters beyond the prerequisites; students will enter into the third semester of the RN Program. An average weekly schedule includes: 5-6 hours of lecture, 3 hours lab on campus and 15 hours clinical experience. The lectures are usually on Tue/Wed and clinical Thu/Fri days. In some semesters the clinical will be on evening shifts either Wed/Thu or Thu/Fri. Occasionally other days of the week will be used for clinical. Students are expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical experience will be provided in a variety of local healthcare facilities and specialty areas.
**Prerequisite Courses:** These courses must be completed by the end of the Spring Semester prior to entering the Nursing Program. A 3.0 grade point average for prerequisite courses is needed to qualify for the applicant pool. Prerequisite course grades of less than 2.0 or “C” are not accepted.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1</td>
<td>Nursing Careers Seminar</td>
<td>.3</td>
</tr>
<tr>
<td>ENGL 10S</td>
<td>College Composition #</td>
<td>3</td>
</tr>
<tr>
<td>MATH 18 or 15</td>
<td>Math for Health Sciences or Liberal Arts Math* or higher#</td>
<td>3</td>
</tr>
<tr>
<td>BIOSC 40</td>
<td>Human Anatomy**</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology**</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50LS</td>
<td>Intro to Microbiology**</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 11 or 10</td>
<td>Gen. Psychology # (Psych 11 preferred)</td>
<td>3</td>
</tr>
</tbody>
</table>

Take one of the following **Social Science GE** courses:
- ECON 10LS, POLSC 43LS, SOCS 45LS, ADJUS 120L
- HIST 34LS, 35LS, 36LS, 37LS, 38LS

Take one of the following **Creative Arts GE** courses:
- ART 5LS, 6LS, 7LS, 8LS, DRAMA 15LS, 70LS
- MUSIC 10LS, 12LS, 15LS

SOCSC 45LS and DRAMA 15LS are approved to fulfill requirements for GE and Ethnic/Multicultural course.

**GRADUATION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 49</td>
<td>Computer literacy*</td>
<td>1.5</td>
</tr>
<tr>
<td>or one:</td>
<td>BUS 18, 65, 66, 67, 68;</td>
<td>(3-4)</td>
</tr>
<tr>
<td></td>
<td>COMSC 40, 60, 83</td>
<td></td>
</tr>
<tr>
<td>POLSC 5LS or 6LS</td>
<td>American Inst. &amp; Ideals</td>
<td>3</td>
</tr>
<tr>
<td>SPEECH 40LS</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Ethnic/Multicultural Course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 15LS and SOCSC 45LS are approved to fulfill requirements for GE and Ethnic/Multicultural course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*2 Units of PE are required for graduation

**REGISTERED NURSING CURRICULUM**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 20</td>
<td>Bridge for Transition students</td>
<td>1</td>
</tr>
</tbody>
</table>

**3rd Semester**
- RNURS 31 Nursing in Health & Illness II 9
- RNURS 33 Nursing Skills Simulation III 1
- RNURS 34 Pharm for RN Prog III 1

**4th Semester**
- RNURS 30 Leadership/Management 1
- RNURS 36 Nursing in Health & Illness III 9
- RNURS 38 Nursing Skills Simulation IV 1
- RNURS 39 Pharm for RN Prog IV 1

* Or pass examination
** Chemistry prerequisite for Microbiology at LMC
Admission and Selection Procedures
Candidates are selected for the Los Medanos College LVN to RN Program from among those applicants who meet the pre-entrance requirements. Meeting minimum requirements will not guarantee admission; selection is made by random computerized selection from qualified applicants. Changes in the criteria for selection may be made due to extenuating circumstances. Repeat candidates in the qualified applicant pool will be given additional consideration in the randomized selection process by having their names entered twice. If a qualified candidate has applied twice previously, their names will be entered four times and if not selected this time, they will be placed at the top of the alternate list.

Minimum Requirements for Selection
A. Completion of prerequisite courses with a GPA of 3.0 or higher and at least a grade of "C" or better in each course by the end of Spring semester of the year for which application is made. Applicants are advised to complete all prerequisite courses at Los Medanos College to avoid any confusion regarding equivalency. The Admissions Office determines equivalency of courses.

Note: A waiver of recency requirement for science courses because of experience, training, or education may be requested in writing and submitted to the Admissions Office on forms available in that office. The same process applies to appeals regarding any Handbook Policy.

B. Evidence of good physical and emotional health (physical exam required of selectees).

C. Successful completion of Los Medanos College proficiency examination in math if course not taken.

D. Submission of all required application materials* to the Office of Admissions by the deadlines.

E. Work Experience: Documentation of work experience as an LVN/Interim permittee.

Application Procedure
A. Submit the LVN to RN program Application and the LMC Admissions form to the Admissions Office between December 1 and March 15.

B. Submit official copies of all college transcripts to the LMC Admissions Office by March 15 (addressed: ATTN: LVN-to-RN Transition Program).

Foreign student transcripts MUST be officially evaluated* by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions Office and at the Counseling Desk.

C. Document satisfactory completion of each Spring "in-progress" prerequisite course that you are taking at other colleges. Have your instructor(s) complete the appropriate form in your application packet (COURSE COMPLETION FORM--Colleges Other than Los Medanos College (included after Application form) and submit* it to the Los Medanos College Admissions Office by June 6, 2005.

ALL APPLICATION MATERIALS NECESSARY TO THE ADMISSIONS PROCESS ARE AVAILABLE IN THE BACK OF THE APPLICANT HANDBOOK AND THE OFFICE OF ADMISSIONS

*Do not call the Admissions Office for verification of receipt. Please include a self-addressed, stamped postcard with each form or transcript submitted by mail to verify receipt. Identify on the postcard what form/transcript you are submitting.
Selection Criteria
The selection process seeks to identify those individuals who have the necessary knowledge, abilities, and commitment to undertake and successfully complete the RN program. Qualified candidates will be placed in the applicant pool. Candidates will be chosen by computerized random selection for entrance into the RN program. Changes in the criteria for selection may be made due to extenuating circumstances.

Notification of Acceptance
Applicants will be notified by mail of acceptance or non-acceptance into the Lvn-to-RN transition program at the end of June.

PLEASE DO NOT CALL THE ADMISSIONS OFFICE OR THE HEALTH SCIENCES OFFICE REGARDING THE DATE OF MAILING OR YOUR STATUS AS THE VOLUME OF TELEPHONE CALLS DELAYS TIMELY NOTIFICATION OF CANDIDATES.

A written response regarding accepting a space in the program must be received by the date specified on the reply form in the acceptance packet. If no response is received by this date, it will be assumed that the applicant is no longer interested in admission to the program.

If accepted into the program, the student must be able to:
1. Work day or evening shifts, in scheduled clinical facilities. Typical hours are either 0700-1500 or 1500 to 2300.
2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.
3. Spend a minimum of three hours/week in simulated lab (RNURS 33 & 38).
4. Pass a physical exam, including negative tuberculosis testing or a normal chest x-ray, rubeola and rubella titre, varicella positive immunity, polio immunity, and be covered by personal health insurance throughout the program. Each student is also required to obtain Hepatitis B immunization. Due to the demanding physical rigors of the nursing programs, each student must meet the physical requirements stated in Appendix B.
5. Submit proof of current CPR certification.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners.
REGISTERED NURSING NON-DEGREE PROGRAM

Board of Registered Nursing Policy (Section 1435.5)

California licensed vocational nurses may apply for the non-degree program. This program is commonly referred to as the "30-unit" option and consists of a minimum of 10 units of biological science courses and a minimum of 20 units of second year registered nursing courses. Completion of the 30 units entitles the student to take the NCLEX Examination. Successful passage entitles practice only in California. This program does not lead to an Associate in Science Degree in Registered Nursing on graduation from a State approved RN program. It entitles the graduate to write the examination for licensure as a Registered Nurse only in the State of California.

Minimum Requirements for Selection
A. Hold a valid California VN license
B. Possess good physical and emotional health (physical exam will be required of selectees).
C. Completion of BIOSC 45 (5 units), 50 (4 units), and BIOSC 98 - Independent Study (1 unit). BIOSC 40 is recommended but not required.

Admission Procedure
A. Submit verification of a valid California LVN license.
B. Submit the Non-Degree RN program Application Form and the Los Medanos College Admissions Application Form to the Admissions Office between December 1 and March 15.

Policy Regarding Non-Degree Application Selection (30-Unit Option)
30-unit option candidates will be considered for admission to the third semester under the following circumstances:
A. Competition for any available space(s) will be according to the following priorities:
   1. Los Medanos College re-entering students
   2. Qualified LVN-RN degree applicants beyond those accepted in the regular transition spaces
   3. Advanced placement students
   4. Qualified non-degree applicants

Course Curriculum
This program requires successful completion of the following courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50LS</td>
<td>Introduction to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIOSC courses must be completed with a GPA of 3.0 or better</td>
<td></td>
</tr>
<tr>
<td>RNURS 30</td>
<td>Leadership/Management &amp; Professionalism in Nursing</td>
<td>1</td>
</tr>
<tr>
<td>RNURS 31</td>
<td>Nursing In Health and Illness II</td>
<td>9</td>
</tr>
<tr>
<td>RNURS 34</td>
<td>Pharmacology for RN Program III</td>
<td>1</td>
</tr>
<tr>
<td>RNURS 36</td>
<td>Nursing in Health and Illness III</td>
<td>9</td>
</tr>
<tr>
<td>RNURS 39</td>
<td>Pharmacology for RN Program IV</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Nursing courses must be completed with a GPA of 2.0 or better</td>
<td>30</td>
</tr>
</tbody>
</table>
This program does not lead to an Associate in Science Degree in Registered Nursing on graduation from a State approved RN program. It entitles the graduate to write the examination for licensure as a registered nurse only in the State of California.

**Qualified Candidates**
Selection for available space(s) will be determined by random computerized selection ranking according to the following point system:

<table>
<thead>
<tr>
<th>GPA 30 Points</th>
<th>Thirty points will be awarded for a GPA of 3.0 attained for the following courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BIOSC 45</td>
</tr>
<tr>
<td></td>
<td>BIOSC 50LS</td>
</tr>
<tr>
<td>Work Experience 10 Points</td>
<td>One point will be awarded for every 10 hours of satisfactorily documented work experience as an LVN/interim permittee.</td>
</tr>
</tbody>
</table>
RN PROGRAM ASSOCIATE DEGREE
ADVANCED PLACEMENT ADMISSIONS PROCEDURES

Qualified applicants may apply for advanced placement in the RN program. Advanced placement is defined as entering the program at a level beyond the first semester.

Applicants will be admitted on a space-available basis only.

Applicants who may qualify for this selection include students with previous experience in a registered nursing program. Application procedures for advanced placement are as follows:

1. Meet the minimum requirements for consideration for selection (Section 4.5).

2. Complete courses equivalent to those required in the curriculum prior to semester of application (Section 4.3). Biological Science 40, 45, and 50LS must have been completed within ten (10) years of acceptance into the program.

   Note: A waiver of recency requirements for science courses because of experience, training, or education may be requested in writing and submitted to the Admissions Office.

3. Complete the Los Medanos College Admissions Application and the Nursing Advanced Placement Application forms* and return completed forms to the Admissions Office during the following dates:
   - Fall Semester ..................January 15 to March 15
   - Spring Semester ..............August 15 to November 15

4. Have official copies of all college transcripts* sent directly from prior college(s) to the Los Medanos College Admissions Office during the dates specified (addressed: ATTN: RN Program - Advanced Placement).

   Foreign student transcripts must be officially evaluated by an approved foreign transcript evaluation service.* Application forms for this service are available in the Admissions Office and at the Counseling Desk.

5. Submit course outlines syllabi, or other materials giving evidence of content to the Health Science office. The applicant may be required to pass written and performance placement examinations, encompassing previously learned nursing content with a maximum of "C" grade in each test.

Following acceptance to the program, the student will be required to complete all requirements for the Associate in Science Degree in Registered Nursing.

*Do not call the Admissions Office for verification of receipt. Please include a self-addressed, stamped postcard with each form or transcript submitted by mail to verify receipt. Identify on the postcard what form/transcript you are submitting.
GENERAL INFORMATION FOR NURSING APPLICANTS

Approximate Costs

<table>
<thead>
<tr>
<th></th>
<th>LVN 3 Semesters</th>
<th>RN 4 Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee:</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Physical examination, lab fees, and immunizations**</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Uniforms, shoes, stethoscope, lab coat, watch with second hand</td>
<td>200.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Books</td>
<td>600.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Lab Kits</td>
<td>70.00</td>
<td>60.00 - 150.00 per year</td>
</tr>
<tr>
<td>Licensure expenses (at completion of program)</td>
<td>250.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Parking per semester</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td><strong>+$1405.00</strong></td>
<td><strong>+$1935.00</strong></td>
</tr>
</tbody>
</table>

Non-California residents may owe an additional fee per unit (see Section 11.2 of this Handbook and the college catalog). Fees may be increased annually.

**Immunization mandatory for clinical

There are no dormitories or college supervised housing accommodations available at Los Medanos College. Students assume responsibility for their own room, board, and transportation.

Transportation
The students’ clinical times and clinical sites will vary depending on the hospital. Some of the hospitals utilized may be outside of Contra Costa County. It is advisable that all students have a valid California driver’s license and a reliable car at their disposal.

Age
There is no upper age limit.

Advisory Committees
The nursing programs are served by a Nursing Advisory Committee composed of representatives from local health care facilities, faculty and students. The committee assists in planning and evaluating the curriculum to ensure currency of content and practice.
Student Services
See the college catalog for a complete list of student services.

Financial Aid: Financial aid is available to students in the form of loans, grants, enrollment fee waivers, and employment. For information, contact the Financial Aid Office at Los Medanos College, (925) 439-2181; Concord area: (925) 798-3500, ext. 3291.

Counseling Services: The College provides a staff of professional instructors and counselors. You are encouraged to make use of the services. To do so, please contact the receptionist at the Counseling Center (room 413) for information and/or make an appointment with the counselor of your choice. Telephone number: (925) 439-2181, ext. 3334.
LOS MEDANOS COLLEGE
VOCATIONAL NURSING PROGRAM

SPRING SEMESTER 2005
APPLICATION
Los Medanos College
Vocational Nursing Program
Application Information

APPLICATION PERIOD:  AUGUST 15, 2004 TO NOVEMBER 15, 2004

For necessary information on the selection procedure, requirements, and your responsibilities in this process, please purchase The Nursing Applicant Handbook, Fall 2004 – Spring 2005, from the Los Medanos College Bookstore and read it carefully. All applications will be processed subject to the policies and requirements stated in the current (2004-2005) edition of this handbook.

APPLICATION PROCESS:

*Complete and return the attached form and a Los Medanos College Admissions application to the Los Medanos College Admissions Office.**

*Complete RNURS 1 at Los Medanos College (required). See current schedule of classes.

*Highly recommended courses completed at other colleges must have official transcripts in a sealed envelope sent directly from the college(s) to the Los Medanos College Admissions Office.**

(If you are enrolled during the Fall 2004 term in a highly recommended course(s), you must submit additional documentation as noted below).

*Submit documentation of work experience on the authorized form. Work experience verification forms must be mailed directly to Los Medanos Admissions Office by your employer in the employer’s letterhead envelope. Work experience forms submitted in any other manner are subject to disqualification.

*If you are enrolled in highly recommended courses at other colleges during the SPRING 2004 Term, you must submit the following records to the Los Medanos College Admissions Office no later than the indicated dates below:

1) MARCH 15, 2004: An unofficial copy of your Fall 2004 schedule;
2) MAY 23, 2004: Copies of CONFIRMATION OF COURSE COMPLETION signed by instructor(s) for all in-progress courses;

See Nursing Applicant Handbook for additional required deadline dates.

**All correspondence should be sent to the following address:
Los Medanos College – Admissions Office
Attn: Vocational Nursing Program
2700 East Leland Rd.
Pittsburg, CA  94565

IMPORTANT: ALL APPLICATION PAPERWORK IS DUE IN THE LOS MEDANOS ADMISSIONS OFFICE NO LATER THAN NOVEMBER 15, 2004 (No exceptions)
LOS MEDANOS COLLEGE
VOCATIONAL NURSING APPLICATION

Complete and return to LMC Admissions Office no later than November 15, 2004.

NAME:________________________________________________________________________

LAST    FIRST    MIDDLE    SS#
Maiden or other names(s) pertaining to scholastic records: _______________________________
Address: ________________________________________ Phone: ________________________
City: ____________________________________________ Zip: _________________________
E-Mail Address:____________________________________ Cell Phone:___________________

Have you previously applied to the LMC Vocational Nursing Program? YES (   ) NO (   )

I have read the CURRENT Nursing Applicant Handbook and understand my responsibilities. I attest

to the accuracy of the information entered on this application form.

SIGNATURE: __________________________________________Date:____________________

Return this form to:
Los Medanos College--Admissions Office
Attn: Vocational Nursing Program
2700 East Leland Rd.
Pittsburg, CA  94565

DEADLINE: NOVEMBER 15, 2004

******DO NOT WRITE BELOW THIS LINE******

Prerequisites and Course Completion

Prerequisites: High School Graduation (or U.S. 12th grade equivalency) [ ] YES [ ] NO
RNURS 1 – Nursing Seminar: Semester Taken ______________

Course completion:

<table>
<thead>
<tr>
<th>SM/YR</th>
<th>College</th>
<th>GRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 30**</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>ENGL 90</td>
<td>__________________________</td>
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</tr>
<tr>
<td>NUTRI 55</td>
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<td>PSYCH 11LS</td>
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<td>MATH 1 &amp; 2*+#</td>
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<td>COMSC Proficiency</td>
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Work Experience: _____________________        Course Completion Pts: ______________
Previous Degree [ ] Yes [ ] No
Date: _____________________Total: ______________

**Must be completed within 10 yrs prior to acceptance into program  
# “C” or better for proficiency
*OR may be satisfied with proficiency test
+OR any 3 semester unit college math
LOS MEDANOS COLLEGE
VERIFICATION OF WORK EXPERIENCE

Applicant: Please complete top section – DO NOT LEAVE ANY BLANK SPACES

Print:___________________________________________________________________________

Applicant’s Name   Applicant’s SS#

Applicant’s Job Title:______________________________________________________________

Employer:________________________________________________________________________

Hospital/Medical Office/Other

Employer’s Address: ______________________________________________________________

Street & Number     City & State   Zip

Employer’s Phone:__________________________________

Note: Employment dates may not extend beyond last date of application period NOVEMBER 15, 2004 and/or date of verification signed form.

Employed From:________________________     to     ___________________________________________

Month &  Year         Month & Year

AVERAGE hours employee worked per week ________X__________=Total Hours Worked_____________

No. Wks. Worked

DO NOT DETACH THIS BOTTOM PORTION - KEEP FORM INTACT

****************************************************************************************

This section to be completed by EMPLOYER, returned in letterhead business envelope and mailed by Employer directly to: Los Medanos College Admissions Office, Attn: Nursing Program Applications, 2700 E. Leland Rd., Pittsburg, CA 94565

The dates of employment & average hours worked per Week indicated above by the applicant are correct:   YES (   )       NO (   )

If no, please indicate correction here:_____________________________

-----------------------------------------------------------------------------------------------------------------------------------------

While in my employment, the applicant’s work experience involved
DIRECT PATIENT CARE in a clinical setting or its equivalent,
e.g., Nurse Aide/Orderly, Psychiatric Technician,
Practicing EMT, etc.:     or Medical Assistant                                                YES (   )       NO (   )

While in my employment, the applicant’s work experience
DID NOT INVOLVE DIRECT PATIENT CARE
But did involve RELATED HEALTH CARE SERVICE,                YES (   )       NO (   )
e.g., Medical Office Receptionist/Assistant, Admissions Clerk,
Ward Clerk, Physical Therapy Technician, Laboratory Technician,
Clinic Worker:

Signature of verifying personnel:_____________________________ Date:______________________

Printed Name & Title:________________________________________   Phone:______________________

*****************************************************************************************

Admissions only: WORK EXPERIENCE POINTS
LOS MEDANOS COLLEGE
REGISTERED NURSING
PROGRAM

FALL SEMESTER 2005
APPLICATION
APPLICATION TO
THE REGISTERED NURSING PROGRAM
LOS MEDANOS COLLEGE

Applicant: ________________________________________________________

Last First Middle

Other surnames used: ______________________________________

SS#:_________________________

Address:__________________________________________________

Phone:_______________________ email:____________________

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Completed</th>
<th>In Progress:</th>
<th>Where?</th>
<th>When?</th>
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Official transcripts for course work completed outside the Contra Costa College District must be sent to the Admissions Office by March 15.
In progress require proof of registration.

Document work experience in a healthcare setting:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Have you previously applied to the LMC Program? Yes No
Are you applying to other RN Programs? Yes No
If yes, which program(s)

Have you been accepted to other RN Programs? Yes No
Have you attended other RN Programs? Yes No

Reason for not completing:

____________________________________________________________________________

I have read the current NURSING APPLICANT HANDBOOK and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

Signature:_______________________________ Date:________________________

Return this form by March 15 to:    Los Medanos College – ADMISSIONS OFFICE

Attn:  Registered Nursing Program
2700 E. Leland Rd.
Pittsburg, CA  94565

If you would like to verify that we received your application, please include self-addressed, stamped post card.
LOS MEDANOS COLLEGE
LVN TO RN TRANSITION
PROGRAM

FALL 2005
APPLICATION
APPLICATION TO THE
LVN TO RN TRANSITION PROGRAM
LOS MEDANOS COLLEGE

Applicant: ________________________________________________________

Last First Middle

Other surnames used: _____________________________________________

SS#:_________________________   VN License #________________

Address:________________________________________________________

Phone:_______________________       email:____________________

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Official transcripts for course work completed outside the Contra Costa College District must be sent to the Admissions Office by March 15. In progress require proof of registration.

Document work experience as LVN/Interim permittee:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Have you previously applied to the LMC Program?    Yes No
Are you applying to other RN Programs?   Yes No
  If yes, which program(s)

Have you been accepted to other RN Programs?   Yes No
Have you attended other RN Programs?   Yes No

Reason for not completing:

______________________________________________________________________________

I have read the current NURSING APPLICANT HANDBOOK and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

Signature:_______________________________    Date:________________________

Return this form by March 15 to:    Los Medanos College – ADMISSIONS OFFICE
Attn:  Registered Nursing Program
2700 E. Leland Rd.
Pittsburg, CA  94565
If you would like to verify that we received your application, please include self-addressed, stamped post card.

## CONFIRMATION OF COURSE COMPLETION

(For courses in progress at other colleges)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID#</th>
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<tr>
<th>Course</th>
<th>College</th>
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</table>

Circle program(s) for which you are applying:  
LVN    RN    LVN-RN

NOTE TO STUDENT: 
1. Complete the top portion of this form
2. Have instructor complete bottom portion.
3. At end of semester/quarter, have instructor return form to the address below.
4. IMPORTANT: An official transcript must follow.

TO THE INSTRUCTOR: 
This student has applied for admission to the Los Medanos College Nursing Program. Information is needed before official transcripts are generated in order to begin the selection process. Please indicate below, the grade and units the student has earned in your class. Then return this form directly to the address below. Thank You.

Nursing Program  
Admissions Office  
Los Medanos College  
2700 E. Leland Rd.  
Pittsburg, CA 94565

<table>
<thead>
<tr>
<th>Grade</th>
<th>Units</th>
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__________________________  
(sem/qtr)  
Signature