



# NURSING DEPARTMENT

50 PHELAN AVENUE • C340 • SAN FRANCISCO, CA 94112 • 415. 239.3218 • FAX 415. 239.3989

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## RN PROGRAM

We are pleased to hear of your interest in the field of Nursing and it is our pleasure to send you information on our R.N. Program. It is strongly recommended that you review the college catalog for detailed information on the Nursing Program.

### PURPOSE

The R.N. Program is an integral part of the Community College and combines general education and nursing courses. The aim of the program is to prepare selected candidates to function at the entry level position of R.N. in health facilities and agencies.

### INFORMATION

The R.N. Nursing Program is designed to meet the California Board of Registered Nurses' requirements for Nursing School and also to meet the College requirements for graduation and hence, eligibility for the A.S. Degree. The course of study may be completed in two academic years. Community hospitals and health agencies will be utilized for clinical laboratory experience.

Upon completion of the Nursing Program, and having met the CCSF requirements for graduation, the student is eligible to apply and receive an Associate in Science Degree. The student will also be eligible to sit for the California State Board Examination for licensure, and on passing this, will receive the Registered Nurse License for the State of California. A student who completes the nursing requirements but not the degree requirements will be licensed as a "non-graduate". Licensure under this category may not be accepted in other states.

A Licensed Vocational Nurse, with a valid California license who completes the 30-Unit Option requirements, is eligible to sit for the NCLEX in California as a "30-Unit Option". This licensure is only good for California.

Enrollment is open to all regardless of race, color,, ethnicity, national origin, religion, sex, sexual orientation, marital status, age, handicap or disability.

The licensing process for becoming a registered nurse in California is under the jurisdiction of the BRN (Board of Registered Nursing). The BRN requires disclosure of all misdemeanor and felony convictions for all license applicants and disclosure of all disciplinary actions taken against a license applicant who already has a practical nurse, vocational nurse or other professional license. Fingerprinting is also required.

**ADMISSION**

Because the number of enrollees for admission to the Nursing Curriculum greatly exceeds the staff and facilities which the Program can provide, enrollment is necessarily limited. Enrollees are, therefore, cautioned that satisfaction of the prerequisite requirements qualifies them only for consideration for admission to the curriculum and in no way guarantees admission to the Nursing Program.

The deadline for submitting enrollment form at this time is February 20 for Fall and Spring. If this date falls on a holiday or weekend, the deadline for submitting enrollment form will be the following working day. Please call the RN Nursing Department @ 415-239-3218 for update on enrollment deadline.

The enrollment process follows several steps. Please read the following pages carefully and note the steps to be taken.

Consideration for enrollment to this program will be based on:

**STEP I: ACADEMIC QUALIFICATION**

- A. The academic qualifications for this Nursing Program may differ from other Nursing Program or schools (combined courses of sciences, e.g. Anatomy & Physiology may not be accepted).
- B. **Complete all courses** in Column A

<u>Column GROUP A</u>	<u>Units</u>	
Anatomy 25 .....	4	
Physiology 1 or 12 .....	4	<b>Math 840</b> ..... 3 Units
Microbiology 12 .....	4	<b>or</b> placed into Math 860
English 1A .....	3	

**Please Note:** No “In Progress Courses” are considered for meeting course prerequisites upon Nursing enrollment.

- C. **Must have an overall GPA of 2.5 in science and English 1A courses. No grade lower than a “C” in any of the above prerequisite courses.** Please refer to College Catalog for determining your grade point average.
- D. An applicant can repeat only one of the science courses. More than one repetition of any of these courses will disqualify the applicant. Repetition of a science course is defined as repeating a course due to a previous grade of “D”, “F” or “W”.
- E. **ANATOMY, PHYSIOLOGY, AND MICROBIOLOGY MUST HAVE BEEN COMPLETED WITHIN THE LAST SEVEN (7) YEARS AT THE TIME OF ENROLLMENT TO THE NURSING PROGRAM.**
- G. Courses in Column B with asterisk (\*) must be successfully completed with grade “C” or higher prior to taking the NCLEX. Due to the rigor of the program, it is strongly recommended that these courses be taken prior to enrollment in the Nursing Program.

<u>Column GROUP B</u>	<u>Units</u>
*Sociology 1 .....	3
*Psychology 1 .....	3
*Speech 1A or 4 or 11 or 12 or 20 or ESL 79 .....	3

- H. Graduation requirement from the R.N. Program will include all courses in Groups A & B plus **additional General Education Courses**. Please consult the CCSF Catalog for “Graduation Requirements”.

## **STEP II**

- A. Complete an application for admission or readmission to the College at the Registrar's Office.

If you are currently enrolled in CCSF, this will not be necessary.

- B. 1. If you have taken English 1A and Math 840 (Elementary Algebra) or higher at CCSF, you must submit official transcript with your application which includes your final grade in English 1A and Math 840 or higher.

2. If you have never taken any college math at any college, you must take the CCSF Math Placement Test and score at Math 860 or higher. You may go directly to the Testing Office located in Room E203 (Conlan Hall/Educational Bldg.), where you can be scheduled.

NOTE: No scheduling can be done over the telephone.

3. **Waiver:** Test waivers for English and Algebra are only for Nursing applicants who have satisfied CCSF placement test requirements through external sources such as other Colleges attended or (e.g. SAT, Advanced Placement) scores. Bring proof (Test Score or Transcripts) to the Matriculation Office, Conlan Hall Bldg., Room E204 to obtain the official waiver.

- C. **It is imperative that the official waiver issued by the CCSF Matriculation Office OR CCSF Placement Test Scores must accompany the nursing enrollment form.**

The **deadline** for submitting enrollment form is currently listed below:

**Applications will be available January 20 – February 20 every year.**

**DEADLINE DATE: Application must be received (not postmarked) in the**

**Nursing Department, Cloud Hall Room C340 by February 20 by 4:00 P.M.**

**Please allow sufficient time for mailed applications to arrive in the**

**Nursing Department by the deadline date. If this date falls on a holiday or weekend, the deadline will be on the following working day.**

## **STEP III: NURSING ENROLLMENT FORM**

- A. Nursing enrollment forms may be obtained from the Nursing Dept. at CCSF, Cloud Hall, C340 or online at [www.ccsf.edu/rn](http://www.ccsf.edu/rn).

- B. Fill out Nursing Enrollment form **COMPLETELY. ANSWER ALL QUESTIONS.**

## **STEP IV: TRANSCRIPTS**

Official Transcript(s) in a sealed envelope must be submitted with the Nursing Application. Transcripts from other colleges (especially out of state) often take from one to two months to arrive, and in some cases even longer.

TWO OFFICIAL TRANSCRIPTS FROM EACH COLLEGE are required:

1. Send one (1) to the Office of Admissions and Records, Room E107
2. One (1) official transcript in a sealed envelope submitted with Nursing Application.

“PIGGYBACK” TRANSCRIPTS ARE NOT ACCEPTABLE (these are transcripts that combine 1-2 schools attended on one transcript).

**UNOFFICIAL TRANSCRIPTS WILL NOT BE ACCEPTED. TRANSCRIPTS WHICH ARRIVE AFTER DEADLINE DATE WILL NOT BE USED FOR ACADEMIC COMPUTATION FOR ADMISSION PURPOSES. “PIGGYBACK” TRANSCRIPTS ARE NOT ACCEPTABLE** (these are transcripts that combine 1-2 schools attended on one transcript.)

Please note that CCSF Transcript Dept. **does not provide same day service.** You must request your CCSF official transcript in advance to meet the RN Program deadlines.

## **V: SPECIAL INFORMATION**

### **A. ENROLLMENT PROCESS**

1. Once your enrollment form and transcripts have been received, they will be reviewed. (see page 3, Step II.)
2. Should you be accepted into the Program, you will receive notification by mail. **YOU MUST NOTIFY US BY MAIL OF YOUR ACCEPTANCE OR REFUSAL WITHIN ONE (1) WEEK OF OUR DATED LETTER.**

If there is no response from you within the stated time (one week), your name will be dropped and the first candidate on the “Stand-by List” will be notified for admission, and the same above mentioned process (2) will be followed. In the event that we are within three weeks before the beginning of instruction and there is still available space, we will **notify** our “stand-by” **by telephone.**

**IT IS, THEREFORE, IMPERATIVE THAT YOU KEEP US INFORMED OF ANY CHANGE OF ADDRESS OR TELEPHONE NUMBERS. WE WILL NOT BE RESPONSIBLE FOR NOTICES NOT RECEIVED.**

**B. STAND-BY AND DISQUALIFICATION**

1. You will be notified if you have been disqualified and the reasons for the disqualification.
2. If you are disqualified, you may reapply after reason for disqualification has been rectified.

**C. CHALLENGE - BRN Rules & Regulation Business Code 2786.6**

All Nursing courses are challengeable. Consideration for challenging a Nursing course will be based on previous education and/ or experience on an individual basis. It is the responsibility of the Nursing student, who wishes to be considered for Challenge, to notify the Nursing Department Chair of his/ her request. The Enrollment Committee of the Nursing Department will review & recommend their findings to the Nursing Department Chair and the Nursing Department faculty for their endorsement. College Catalog requirements on “Credit by Examination” will be adhered to.

1. Re-entry -  
Challenge examination may be given, for credits earned to that student who is reapplying to this program after a lapse of four (4) semesters.
2. Transfer -  
An applicant who wishes to transfer from another accredited Nursing Program & who meets the general prerequisites of this program may be given a challenge Nursing exam, for credit, for Nursing courses completed from their transfer institution.
3. Psych Tech -  
Psych Tech, who have been admitted to the Nursing Program may apply to challenge the Psychosocial Nursing course (N55). They must notify the Nursing Program Chair of their intention to challenge at the beginning of the second semester, Nursing 51.
4. General information as regards to challenge exam. -
  - a. Exams will consist of 2 parts:
    - (1) Theory
    - (2) Clinical Simulation
  - b. Theory exam must be passed with a grade of 75% and a grade of “P” passing for the clinical simulation.

**D. ADVANCED PLACEMENT: Based on space available -**

1. LVNs may apply to the Nursing Program as “Advanced Placement” status.
  - a. The candidate must have a current valid California LVN License.
  - b. The candidate must complete the same prerequisite courses as all general new applicants.
  - c. Counseling with candidate to review past education and experience, and to plan their curriculum.

E. **L.V.N. THIRTY UNIT OPTION PROGRAM:**

Those Licensed Vocational Nurses who wish to take the 30-Unit Option Program must follow the procedures listed below:

1. Must have a valid California LVN license.
2. Have taken Microbiology and Physiology and successfully completed them with a grade of C or better.
3. Follow Steps **I, II, III & IV.**
4. Make an appointment with the Chairperson of the Nursing Department to plan your program. At the present time, the courses you will be taking will be Nursing 50A & 50B (Pharmacology in Nursing, Parts 1 and 2), Nursing 55 (Psychiatric Nursing), Nursing 56 (Advanced Medical-Surgical Nursing), and Nursing 58 (Trends and Issues in Nursing).
5. For your information, passing the Nursing Boards under this 30-Unit Option Program will grant you the title of "Registered Nurse" and will allow you to practice with that title **only in the State of California.** You cannot also claim to be a graduate of this Nursing Program.
6. Entry into the Nursing Program as a 30-Unit Option is contingent upon space availability.
7. Please check catalog under Nursing (Registered) curriculum for other information concerning the 30-Unit Option Program.
8. Deadline for submitting the Nursing Enrollment Form is the same as the other applicants.

**TRANSFER**

The CCSF Nursing Department accepts Transfer Students who have successfully completed some **Nursing credits** from other accredited R.N. Programs. Applicants must complete application and include reason for transfer and submit outlines/course syllabi from previous Nursing Program. Your records will be reviewed and you will be notified about your placement in the program. Your admission into the program is subject to space availability. At present time, no student is admitted who have failed a nursing course, Clinical or Theory, in another Nursing Program.

All transfer applicants must have a letter from their previous school of nursing director that states that student was in good standing at the time of the withdrawal.

F. **GRADUATES IN NURSING FROM FOREIGN SCHOOL WITH BRN DEFICIENCIES**

Nursing graduates from other countries who are deficient in Nursing units as stipulated by the BRN, may apply to fulfill these deficiencies. Applicants must complete Nursing Enrollment form. You will be notified regarding other requisites. Admission is based on space availability.

G. **BOARD OF REGISTERED NURSING POLICY STATEMENT ON DENIAL OF LICENSURE**

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 496, 810, 820-828, 2750-2756 and 2795-2797.

The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, if evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Administrative Code, Section 1444).

## VI. GENERAL INFORMATION

- A. Fees and other general information may be obtained at the Registrar's Office, E107, 415-239-3358.
- B. Students are responsible for their own board, room, transportation, and other living expenses. Campus housing is not provided
- C. Estimated costs for additional items are:
  - 1. Books and supplies for one year, \$600.
  - 2. Uniforms for two years, bandage scissors, watch with second hand, nursing shoes, stethoscope, \$600.
  - 3. Graduation Pin, \$90.
  - 4. Liability Insurance, \$20/year [amount subject to change]; optional, **but strongly recommended.**

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Students are responsible for their

- E. The Nursing Program classes are given in four (4) semesters.
  - 1. **Nursing 50A & 50B are not open enrollment.** Students enrolled in the Nursing Program must take Nursing 50A concurrently with Nursing 50, and Nursing 50B concurrently with Nursing 51. **OR** as directed by Enrollment Committee.
  - 2. Health 10 (Health & Aging) has been deleted as a co-requisite for the RN Program, however, Health 10 does satisfy the college graduation requirement (A.S. Degree) and is a recommended course.
  - 3. Health 14, which meets the Nursing Department C.P.R. requirement is highly recommended.
- F. A New Co-requisite To The Nursing Program

Applicants who have been accepted into the RN Program will be required to take MABS 25 (Keyboarding) concurrently with their first nursing course **OR** take a challenge test. Dates of the Challenge Test will be made available to all qualified entering students.

# **ATTENTION**

## **CHANGE IN R.N. PROGRAM APPLICATION AVAILABILITY**

**AS OF JANUARY 2008, THE NURSING (R.N.) DEPARTMENT WILL  
NO LONGER ACCEPT APPLICATIONS TWICE A YEAR.  
WE WILL ACCEPT APPLICATIONS ONCE A YEAR TO FILL TWO  
SEMESTERS (Fall & Spring).**

**APPLICATIONS WILL BE AVAILABLE  
JANUARY 20 – FEBRUARY 20 EVERY  
YEAR.**

**DEADLINE DATE: Applications must be  
received (not postmarked) in the  
Nursing Department, Cloud Hall Room C340  
by February 20 at 4:00 p.m. Please allow  
sufficient time for mailed applications to  
arrive in the Nursing Department by the  
deadline date.**

**One lottery each Spring will select applicants for  
FALL & SPRING.**