

Vocational Nursing Enrollment Practice Policy

It is the policy of the Shasta College Vocational Nursing (LVN) Program to accept students for enrollment according to the following policies and procedures:

INITIAL ENROLLMENT IN VOCATIONAL NURSING (LVN) PROGRAM

The Vocational Nursing program enrolls students in accordance with current California Community College Chancellor's Office guidelines. Currently, the college uses a waiting list system of qualified applicants who meet minimum prerequisite requirements. Students are enrolled as space becomes available according to their qualifying date of application (all applications received on the same date are randomly ranked by computer).

There are two enrollment-filing periods each year; one during the fall semester and one during the spring semester. Enrollment packets will be available at the Admissions and Records Office throughout the enrollment-filing period during normal hours of operation.

The waiting list is ongoing with new qualified applicants' added sequentially following validation of completed prerequisite requirements. Applications are randomly ranked when more than one qualified application is received on the same date.

Currently, students may apply to the program during the enrollment period following completion of their last prerequisite course.

Students seeking entry into the Vocational Nursing program who have failed another VN program for academic insufficiency are not eligible for Advanced Placement (second semester). These students may meet with the Health Sciences Division staff/faculty for development of a remediation plan. Upon completion of the remediation plan, the student will be evaluated for eligibility to make application to the Vocational Nursing Program and will be admitted on a space available basis.

All enrollment placements will be based on space availability. Students may not be offered enrolled in the subsequent term of their qualified application due to limited class size. As enrollment spaces are determined, students scheduled for enrollment in the next class will receive written notification of their status and an invitation to enroll.

Deferment

When offered an invitation of enrollment, applicants are given a deadline for response to the invitation. During that response time, those applicants who choose not to accept the invitation to enroll have the option of requesting deferment. The option to defer is available **one time only**. Should an applicant choose to defer when offered enrollment, their name will be moved to the bottom of the Wait List. If the applicant declines to enroll when invited following a previous deferment, their name will be removed from the Wait List. If interested in the VN Program at a later date, the applicant must reapply to the Wait List during an application period.

Applicants who accept the invitation to enroll initially and then withdraw prior to the start of the class will be removed from the Wait List. If interested in the VN Program at a later date, the applicant must reapply to the Wait List during an application period.

Following the initial responses to an enrollment invitation, alternates will be invited to the alternate status and given a deadline for response to the alternate status invitation. If the applicant accepts the alternate status, the applicant must be ready to enroll in the semester for which they are granted alternate status. If the applicant declines the alternate status, their name will be moved to the bottom of the Wait List.

Clinical Requirements

To be eligible for enrollment in the VN Program, applicants, at their own expense, will be required to complete and submit documentation of all Clinical Requirements by the designated deadline indicated in the Enrollment Invitation Letter. Clinical requirements include indication of good health (physical examination and all required immunizations), clear criminal history, negative drug screen, and CPR certification for Basic Life Support for the Health Care Professional valid for the complete first semester.

Mandatory Orientation

Once accepted for enrollment into the Vocational Nursing program, attendance at the program orientation is mandatory for all students. If student does not attend, or notify the Health Sciences & University Programs office prior to the date of the Orientation, the next alternate is admitted.

Students dropped from the class, for non-attendance without prior notification, will not retain any enrollment rights and must submit a new application and begin the Wait List process again.

- Physical violence (battery)
- Falsifying the medical record
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from clinical site, college, or faculty
- Rejection for clinical placement by a clinical affiliate

Students who wish to remain eligible for re-entry upon withdrawal for academic insufficiency must meet with their course faculty and the Dean prior to withdrawing to establish a Re-Entry Remediation Contract specifying actions that must be completed to establish eligibility for re-entry. Students who withdraw for academic insufficiency must complete their Re-Entry contract and request re-enrollment within two years of leaving the program. The request letter must document completion of the Re-Entry contract. Students who do not complete their required re-entry remediation contract established with course faculty prior to withdrawal, will not be granted Re-Enrollment.

As letters requesting re-enrollment are received, they are date stamped and students are added to the re-enrollment list of the respective term in the order they are received. Students will be eligible for re-enrollment on a space available basis.

If the student declines re-enrollment when an available class position is offered, they will be removed from the re-enrollment list and will not be eligible to return to the Shasta College Vocational Nursing program

Students with a history of failing from another nursing program, who subsequently withdraw for academic insufficiency or a non-academic failure during any semester of the Shasta College Vocational Nursing Program, are not eligible for re-enrollment. (Participation and/or dismissal from another nursing program, must be disclosed on the Student Data Form).

ADVANCED PLACEMENT

Students may be accepted to the Vocational Nursing Program in the second semester if they transfer in good standing from another nursing program or meet the criteria for Special Enrollment via Challenge Exams.

Students are **ineligible** for advanced placement if they have been dismissed from any program for any of the following circumstances:

- Positive drug screen for cause
- Criminal background issue during program
- Unsafe clinical practice/Clinical Failure
- Violation of Shasta College Student Code of Conduct

- Gross negligence resulting in actual or potential harm to client or family
- Verbal threat of physical harm (assault)
- Physical violence (battery)
- Falsifying the medical record
- Carrying a weapon or illicit drugs/drug paraphernalia
- Stealing from clinical site, college, or faculty
- Rejection for clinical placement by a clinical affiliate

A. TRANSFER REQUESTS

Transfer credit will be given for all general education courses demonstrated to be equivalent to those required in the VN curriculum. Transfer credit for non-nursing courses is granted by the Office of Admissions and the Matriculation Information Office based on equivalent evaluation of official transcripts from a regionally accredited college.

Transfer credit for nursing courses will be evaluated on an individual basis. Students who have successfully completed Vocational Nursing courses demonstrated to be equivalent to VOCN 160 & VOCN 161 from a regionally accredited college **within the last two (2) years**, will be given transfer credit providing all prerequisites have been met. Students must meet the same pre-requisite course requirements as students in the semester in which they are seeking placement.

Equivalency evaluation for nursing courses is completed by the program director and course faculty based on the catalog description, course outline, and verification of successful completion by official transcript.

Equivalency of clinical performance is based on documentation of previous program clinical objectives and evaluations, recommendations of previous clinical instructors and program director. Students are required to submit letters of recommendation from their previous program director and clinical instructors with their application. Phone conferencing with previous instructors and directors is required.

Transfer Students seeking re-enrollment or advanced placement following failure or dismissal from another program are not eligible for Advanced Placement or Re-Enrollment. Students who are not eligible to return to their previous program are not eligible for transfer placement according to the space available priority placement policy.

Applicants who have been denied Advanced Placement due to failure from another nursing program, may seek one opportunity for application to the Wait List for initial enrollment to the VN Program following consultation with the Health Sciences Dean for development and completion of a remediation plan.

All transfer placements are enrolled on a space available basis.

Transfer Application Requirements:

Applicants are required to submit:

- Cover letter requesting transfer explaining the reason for the request and standing in the previous program.
- Official college transcripts of all colleges attended.
- Transcribed grades or grade sheet of last term attended.
- Official high school transcripts showing date of graduation, completion of California High School Proficiency Examination, or verified copy of G.E.D. test results (transcript of any college-level degree may be substituted)
- Official nursing course descriptions and course outlines for evaluation of nursing content as necessary.
- Letter from previous program director stating status, reason for leaving program and eligibility to return.
- Copies of all clinical evaluations from previous program
- Letter(s) from previous clinical instructor(s)
- Written authorization for Shasta College Health Sciences personnel to conference with previous clinical instructor(s).

B. CHALLENGE POLICY

All Vocational Nursing courses required for California licensure may be challenged by qualified applicants. Program Director and course faculty determine if a candidate is qualified to challenge a course. A qualified applicant must meet all pre-requisite program requirements and have successfully completed previous educational programs or course work.

Examples of qualified applicants at various levels would be: Licensed Psychiatric Technicians, Armed Services Medical Personnel, and/or students who have successfully completed a portion of a nursing program which would lead to Vocational Nursing licensure. It is the applicant's responsibility to submit proof of eligibility and supporting materials. Equivalency of clinical performance is based on documentation of previous program clinical objectives and evaluations, recommendations of previous clinical

instructors and program director. Phone conferencing with previous instructors and directors is required.

The same grading policy is applied to theory challenge examinations as for course work in the nursing program. Skill testing follows the pattern used for clinical competency in the particular area being challenged. The nature of the challenge examination for clinical proficiency will vary with the particular course's clinical expectancies. They are designed to validate: 1) a working knowledge of the nursing process, 2) ability to perform a comprehensive health assessment, 3) ability to provide care for a patient and/or family and provide health teaching. The same grading policy is applied to clinical challenge examinations as for clinical completed in the nursing program.

PROCEDURES FOR CHALLENGE

- First and second semester of the Vocational Nursing Program may be challenged at Shasta College. Completion of the third semester is necessary to fulfill the residency requirement for Shasta College. To successfully complete a Semester Challenge, all courses must be successfully challenged in the challenged semester.
- The qualified applicant will notify the faculty of the course to be challenged prior to the Course Orientation. Copies of materials to verify qualification (licensure, transcripts and descriptions of completed course work, certificates) must be available to course faculty prior to Course Orientation.
- The qualified applicant will meet with course faculty to obtain the necessary paperwork to complete before sitting the Theory Challenge Examination; to further clarify course content/objectives/textbooks received at Course Orientation; to obtain the date of the Theory Challenge Examination; and to review other challenge activities (Clinical Challenge; possible theory session attendance, and possible written Papers (i.e. Nursing Process Papers).
- The course faculty will give the applicant the Petition for Credit by Examination. The applicant is to complete in the following sequence:
 - Complete the petition
 - Secure the course faculty member's and Vocational Nursing Program Director's signature
 - Present completed signed petition with the nonrefundable fee to the business office
 - Bring the petition and receipt to course faculty prior to sitting the scheduled Theory Challenge Examination.
- The Theory Challenge Examination will be scheduled no later than the second Friday of the semester in which the student is enrolled.

- If the applicant does not successfully pass the Theory Challenge Examination, the applicant will resume all class activities for the duration of the course.
- If the applicant does successfully complete the Theory Challenge Examination, the applicant will meet with course faculty to delineate and review the remainder of the Course Challenge, which will include a Clinical Challenge and, possibly, theory session attendance and written papers. A written plan for completion of the challenge activities will be completed.
- With successful completion of a Semester Challenge, the student and Vocational Nursing Program Director will be notified of the course grades.

SPACE AVAILABILITY PRIORITY:

VOCN 160: Active enrollment will be determined by the following process:

- a) Enrollment Invitation letters are sent to the first thirty-four students on the VN master wait list.
- b) Any open spaces after response to invitations have been returned will be offered to students on the re-enrollment wait list. (See Re-Enrollment/Advanced Placement space available priority placement)
- c) If there are still open spaces in the class after the first two steps, the remaining spaces will be filled by going back to the VN master wait list of students.
- d) Selected alternates from the VN master wait list may be invited to attend the Mandatory Orientation in the event spaces become available prior to first day of class.

Subsequent VOCN Courses: For all other VOCN Courses, students are advanced to the next semester based on successful completion of the previous semester. If open spaces occur in the class, students from the Re-Enrollment/Advanced Placement wait list will be moved into them based upon the completion of their re-entry remediation contract and the date on their re-enrollment wait list letter (Re-Enrollment) or date of acceptance of application (Advanced Placement).

Any student desiring advanced placement in the Vocational Nursing program after the first semester or interested in re-enrollment into a specific semester is subject to the Re-Enrollment/Advanced Space Availability Priority Placement. “Student” refers to any person desiring space-available placement, be they returning or transfer.

Students who have failed another nursing program are not eligible for Advanced Placement or Re-Enrollment.

Each student requesting Re-Entry or Advanced Placement must meet criteria specific to their individual situation for entry. Priority for space availability is determined by two factors:

- 1) Priority category (as listed below)
- 2) The date on the letter requesting Re-Enrollment/Advanced Placement Enrollment addressed to the Vocational Nursing Program Director.

Once a student is notified of enrollment, the offer of enrollment is secure and cannot be changed by receipt of a later request from a higher priority group.

Space availability priority is determined in the following order within each semester group:

- **First priority:** Shasta College students who withdrew in good academic standing for extenuating circumstances.
- **Second priority:** Shasta College student who withdrew and successfully completed a Re-Entry Remediation Contract.
- **Third priority:** Shasta College student who is eligible for a second re-entry due to extenuating circumstances.
- **Fourth priority:** Transfer students who left a previous program in good standing and are requesting Advanced Placement.