Solano Community College – School of Health Sciences
Registered Nursing Program
APPLICATION GUIDELINES

Before starting a nursing program application, please read these guidelines carefully to ensure your experience runs smoothly and is successful.

- **READ** the *Nursing Program General Information document* and related documents on the Solano Community College (SCC) Nursing Program website --
  http://www.solano.edu/health/disciplines.php#nursing
- **COMPLETE ALL PRE-MAJOR AND SCC GENERAL EDUCATION COURSES BEFORE YOU SUBMIT YOUR SCC NURSING APPLICATION.** Applications and transcripts with courses labeled in progress at the time of application will *not be accepted*. Please refer to the nursing website for more information.
- **APPLY for admission as a student to SCC online via CCCApply.**
  - ✓ Students who have never attended SCC <u>must</u> submit a CCCApply application. Go to the SCC home page (www.solano.edu) and click on the green "MySolano" box which reads "Apply, Register, Get Grades, See Schedule & more…":
    - o **Note: <u>Returning SCC students who did not attend SCC last semester</u>** <u>must</u> complete a new SCC application before accessing the Nursing application.
  - ✓ **STUDENT ID NUMBER**: After submitting your **CCCApply** application, allow 30 minutes for processing. An email will be sent to the email address you provided in the application and it will include your SCC ID number, username, and password for your MySolano account.
    - o When completing a **CCCApply** application so Solano, if you already have an SCC ID number, the system will re-activate the same ID number. After this step, you can complete the online Registered Nursing (RN) application.
  - ✓ **MYSOLANO EMAIL ACCOUNT.** All correspondence regarding the application status will be sent to the **email address you provide in your online application**. Applicants will **not** receive any paper or phone verification regarding their status.
- **COUNSELING SERVICES FOR FIRST-TIME NURSING APPLICANTS:** An appointment with an SCC Counselor is required to obtain a *Nursing Pre-Major ad General Education Requirement Check Sheet* to document completion of all eligibility requirements. This check sheet is especially important when coursework by the applicant is not completed at SCC. A copy of this document can be found at
  http://www.solano.edu/health/disciplines.php#nursing
  - o **NOTE:** If you have earned a BA/BS degree from a regionally accredited institution in the US or Canada, your General Education (GE) is complete. If you have an AA/AS degree, your GE *is not automatically complete.* You need to meet the SCC GE requirements. A Counselor can help determine if you have met *all* the requirements.

- ✓ **Counseling Appointment: Call (707) 864-7101 to schedule an appointment with a Counselor.** If you have 15 or more units from other colleges, you will need to schedule a one-hour appointment with a Counselor. During the appointment, the Counselor will work with you to complete the *Nursing Pre-Major and General Education Requirement Check Sheet,* petitioning of course equivalencies, requirements for foreign transcripts, and degree completion requirements. Official transcripts from other colleges should be brought to this appointment, if they have not been submitted previously. If you completed Anatomy, Physiology, or Microbiology at an international college or university, please bring course descriptions in addition to transcripts.
- ✓ **Counseling Email:** If you have a general counseling question that requires minimal research and can be resolved in couple of minutes, please contact the e-counselor at e-counselor@solano.edu

- **TO APPLY TO THE REGISTERED NURSING PROGRAM AT SCC:**
  - ✓ Complete the Nursing Application available on the Registered Nursing website during an open application period.
    - o **Remember to have your SCC ID number, unofficial transcripts, *Nursing Pre-Major and General Education Requirement Check Sheet* – signed and dated by a Counselor, proof of high school graduation or equivalent, and a copy of your passing TEAS score**
    - o **All required information for admission to the Registered Nursing program <u>MUST</u> be uploaded to the application.**

- **ONCE THE APPLICATION IS SUBMITTED:**
  - ✓ Email Account: All correspondence regarding the application status will be sent to the email address you provided on the application. Applicants will not receive any paper or phone verification regarding their status. Please notify the Admissions and Records office if you have a change in email address.
  - ✓ New applications will be evaluated following the close of the open application period.

*Remember: Once an application has been completed and submitted online, the evaluation process will begin. Please **do not contact** Admissions and Records or the Registered Nursing department for the status of an application, but await notification via email.*