Solano Community College – School of Health Sciences
CERTIFIED NURSING PROGRAM
STUDENT APPLICATION CHECKLIST   **Spring 2018**

In order to be cleared to register for the Spring 2018 Certified Nursing Assistant course, please see below:

- ✓ **Required: Mandatory Pre-entry Meeting**
  - o November 16, 2017 – 9:00 am to 11:00, Main Campus, Room 704 **OR**
  - o November 16, 2017 –5:30 pm to 7:00 pm, Main Campus, Room 706

- ✓ **Required:** If you have never attended SCC, you must submit an online application for admission. Go to the SCC home page (www.solano.edu) and click on Application. After submitting your online application, allow 30 minutes for processing. An email will be sent to the email address provided in the application and it will include your SCC ID number, username and password for your MySolano account.

- ✓ **Required:** Complete Certified Nursing Assistant Application (see link). Applications will be available at the mandatory pre-entry meeting on November 16, 2017.

- ✓ **Required:** Submit Application to the School of Health Sciences office, Room 805B, **between November 16, 2017 and December 1, 2017 (by 4:30 pm)**. **Students will be cleared to register for Spring 2018 classes on a first-come, first-served basis.**

    Once a student has been advised that they have been cleared, they will need to do the following:

- ✓ **Required:** Register for the CRN provided in the email advising you of acceptance. **Registration must be completed by December 14, 2017.**

- ✓ **Required:** If you have submitted an application and decide that you *cannot* participate in the Spring 2018 class, you *must* advise the School of Health Sciences *in writing* by *December 14, 2017* AND drop the class if you have registered.

- ✓ **Required:** Complete all documents, health examination and LiveScan requirements, drug test, and CPR and submit to the School of Health Sciences office, Room 805B, by **January 8, 2018 (4:30 pm)**.

    Please note that the Administrative Assistant's office will be closed December 20, 2017 through January 5, 2018.

For additional information or to have questions answered, please send an email to janet.schwartz@solano.edu.