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

1. **READ** the Nursing Program General Information Sheet and related documents on the [ARC Nursing Program Website](http://www.arc.losrios.edu).

2. **APPLY TO ARC BY SUBMITTING AN ONLINE APPLICATION.**
   a. Students who have never attended Los Rios Community College District (LRCCD), i.e., American River College (ARC), Cosumnes River (CRC), Folsom Lake (FLC), Sacramento City (SCC), must submit an application. Go to the [ARC home page](http://www.arc.losrios.edu) and click on the Application tab. You can fill it out online OR download, print, and return it to the admissions office at any of the colleges.
   
   **Note:** Students who did not attend an LRCCD college last semester, MUST complete a new application before accessing the Online Nursing Application.

3. **GET YOUR STUDENT ID NUMBER.** After submitting your online application, allow 30 minutes for processing. When completing a new application to the school, if you already have an ID number, the system should recognize it and you will retain the same ID. Once processed, you can complete the [ARC Online Nursing Application](http://www.arc.losrios.edu).

4. **UPDATE THE SUPPLEMENTAL DATA SHEET.** Students who applied and attended an LRCCD college in the previous semester must update the supplemental data sheet before beginning theARC Online Nursing Application.

5. **ACTIVATE YOUR LRCCD GMAIL ACCOUNT.** Once you have been assigned a student ID, it is critical that you activate your Los Rios Gmail account by utilizing your unified login "w"+ student ID and password. All correspondence regarding status will be sent to your Los Rios Gmail account. Applicants will not receive any paper or phone verification regarding their status. To login, select the following link: [http://www.losrios.edu/lrc/lrc_email.php](http://www.losrios.edu/lrc/lrc_email.php)

6. **COMPLETE ALL PREREQUISITE COURSES BEFORE YOU SUBMIT YOUR ARC NURSING APPLICATION.** Courses in progress will not be accepted. Please refer to the nursing website. It includes the Nursing Program General Information Sheet and the ARC Nursing Program Articulation Grid.

7. **COUNSELING SERVICES FOR FIRST-TIME NURSING APPLICANTS**
   An appointment with an ARC counselor is highly encouraged to obtain a Curriculum Planning Summary Sheet to document completion of all eligibility requirements. This is especially important when coursework is not listed on the ARC Nursing Program Articulation Grid. Counselors are available to provide information and assistance on eligibility and qualification requirements.
   - **Counseling Dept. Telephone:** General information is available by calling (916) 484-8572
   - **Counseling Email:** counseling@arc.losrios.edu. Please allow five (5) business days for a reply.
   - **Quick Question Counselor:** Counselors are available at the counter to provide information that requires minimal research and can be resolved in a couple of minutes.
   - **Counseling Appointment or Drop-In:** A counseling appointment or drop-in visit allows for the development of all eligibility issues, completion of a Curriculum Planning Summary Sheet, petitioning for course equivalencies, requirements for foreign transcripts, and degree completion requirements. Transcripts and course descriptions should be brought to this meeting. Appointment scheduling and drop-in information can be obtained by calling (916) 484-8572.
8. **TOOLS TO ASSIST STUDENTS WITH THE ONLINE NURSING PROGRAM APPLICATION PROCESS**
   - Students should refer to the two tutorials on the nursing website that will provide step-by-step instructions on how to complete the Online Application for the Nursing Program. Refer to the:
     - "Online Nursing Application" Tutorial and if applicable,
     - "How to Transfer External Credits on Your Online Nursing Application" Tutorial
   - **Email Support**: Questions related to the online nursing application process may be sent to ARCNRNursingApplication@losrios.edu. Please allow five (5) business days for a reply. Due to the high volume of calls, **do not call** ARC Enrollment Services, Health & Education Division, or the Nursing Department. We will respond to student emails.

9. **TO APPLY TO THE ASSOCIATE DEGREE NURSING PROGRAM**:
   - Log onto eServices with your student ID and password
   - Click the "Programs and Interests" tab on the top of the page
   - Click the "Nursing Program Application"
   - Select "Registered Nursing Program Application for ARC Enrollment"
   - **NOTE**: Students applying to SCC must read the SCC Nursing Program General Information Sheet and follow the SCC online guidelines.

10. **SUBMITTING YOUR APPLICATION IS A TWO-STEP PROCESS**:
   - Upon completing all required entries, click the "submit" button
   - Once you have submitted your online application, you must print out your application "cover page" and turn it in to Enrollment Services (Admissions Office) along with your Nursing Application Checklist, ARC ADN Program Enrollment Prescreening Criteria form and any required support documentation.

11. **QUALIFIED RETURNING APPLICANTS**: If you previously applied to the ARC Nursing program, provided support documents and received a confirmation letter stating that you tentatively meet all entrance requirements; additional copies of support documents are not required unless your criteria has changed. Submit Nursing Application Checklist, ARC ADN Program Enrollment Prescreening Criteria form, and "cover page" to Enrollment Services (yes, it is that simple to reapply)!

Effective with our fall 2013 application, additional information may be required to process your application. Details related to new criteria may be found on the ARC website: "ARC ADN Program Enrollment Prescreening Criteria" worksheet. Additional items will vary depending on the applicant's personal situation. The items **may** include:
   - Relevant Health Care Certification
   - Life Experiences or Special Circumstances
   - Language Proficiency Verification

**NOTE**: All first-time and qualified returning applicants must submit their cover page with required support documentation, if applicable, to Enrollment Services (Admissions & Records), located in the administration building by the deadline date & time (indicated on the cover page). The application will not be considered without this final step.

12. **TO CHECK YOUR CURRENT ONLINE NURSING APPLICATION STATUS**:
   It is the student's responsibility to regularly check their application status to see if any further action is required.
   - Log into eServices
   - Click "Programs and Interests"
   - Click "Nursing Program Application"
   - Select "Registered Nursing Program Application for ARC Enrollment" AND "Application Status"