American River College
Nursing Program
Application Checklist

Students MUST include the following items in the application packet. Applications missing required documents will be marked Not Qualified. Applications missing documents for optional criteria will not receive points for that criteria.

FIRST TIME APPLICANT - CHECKLIST

NURSING APPLICATION PACKET MUST INCLUDE:

I. APPLICATION CHECKLIST (this form completed and signed) AND

II. ARC ADN PROGRAM ENROLLMENT PRESCREENING CRITERIA FORM (completed) AND

III. COVER PAGE from the online application AND

IV. REQUIRED SUPPORTING DOCUMENTS (Choose one of the option applicable from each category):

1. ☐ Proof of high school completion or AA degree. Choose either a or b below. Students with an AA/AS degree do not need to provide proof of high school completion.
   a) Proof of high school graduation or equivalent:
      • Unofficial copy of high school transcript with graduation date highlighted. Copy of diploma is not acceptable
      • GED Scores
      • CHSPE Certificate of Proficiency Exam
   - OR -
   b) Proof of AA/AS degree or higher (5 points awarded):
      • Official transcript with AA/AS or higher degree posted/awarded.
      • Transcripts from outside the U.S. must be evaluated by a NACES or AICE member company.

2. ☐ Proof of 3.0 cumulative GPA in the Sciences (Anatomy, Physiology, Microbiology)*

3. ☐ Proof of 2.5 cumulative GPA in the Non-Sciences (English, Psychology, Nutrition)*

*College transcripts MUST be submitted in the packet as follows:
   Unofficial transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC)
   Official (sealed) transcripts from schools outside the Los Rios Community College**

**If transcripts were submitted to ARC prior to the application period, a copy can be obtained in the Counseling Department at the Quick Question desk.

**Courses NOT listed on the "ARC Nursing Program Articulation Grid" must be evaluated by ARC counseling. Call (916) 484-8572 for an appointment. ACT NOW! Course approval may take up to 2 months!

**If your course requires a petition, a copy of the approved petition must be submitted in your packet.

***Students using AP scores to meet prerequisite requirements must:
   1) Request for AP Score to be sent directly to American River College
   2) Obtain a copy from the Counseling Department at the Quick Question Window
   3) Submit the copy with application packet
4. □ TEAS Test scores (62% composite minimum score)**

**Submit a hard copy of TEAS test scores. If you repeated the TEAS test within 365 days, you must also submit an approved “Remediation/Retest Approval Request” form with your application.

Note: Electronic transfer of your TEAS scores will be required upon acceptance.

V. **OPTIONAL SUPPORTING DOCUMENTS:**

5. □ Copy of Relevant Healthcare Certification/License
   • Volunteer work does not qualify for this category.

6. ✓ Documentation of Life Experiences/Special Circumstances
   • No support document required. Every applicant will be awarded 5 points.

7. □ Proof of Veteran Status/Eligible Spouse
   • Veterans – Form DD214, Member 4 copy indicating Honorable Discharge from Active Duty
   • Eligible Spouses – See [Veterans and Eligible Spouse document](#) on the Nursing website for document options.

8. □ Language Proficiency Verification
   • [ARC Language Proficiency Verification form](#) completed and signed by a community member, not a relative.

RETURNING QUALIFIED APPLICANT - CHECKLIST

To be considered a returning qualified applicant, you must apply each semester. If you skip a semester, your application materials are shredded and you must apply as a new applicant.

NURSING APPLICATION PACKET MUST INCLUDE:

I. Application Checklist (this form completed and signed) AND □
   II. ARC ADN Program Enrollment Prescreening Criteria form (completed) AND □
   III. Cover Page from the online application □

Selection Process: Each incoming class will be randomly selected from candidates who have 70 points total or more. Students with less than 70 points are not eligible to apply.

Questions? Send us an email at ARCNursingApplication@losrios.edu

To my knowledge, my application has 70 total points or higher. I have included complete and accurate documentation in the nursing application packet. I understand, if any of the required documentation is missing or is not complete, my application will be marked ‘Not Qualified’ for admission into the Nursing Program.

Student Signature ________________________ Date__________________
# ARC Nursing Prescreening Criteria & Application Checklist

Name ________________________________  Student ID ________________

Application Semester (Fall/Spring) ______________  Year ________________  

If REAPPLYING, has your criteria changed?  ○ Yes  ○ No

### Criteria Circle Points Required Supporting Documents

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Circle Points</th>
<th>Required Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previous Academic Degrees - MAXIMUM 5 POINTS</td>
<td></td>
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<tr>
<td>Required AA/AS degree or higher</td>
<td>○ Yes  ○ No 5</td>
<td>Official transcript from regionally accredited U.S. colleges or universities with degree posted. Unofficial transcript accepted for Los Rios Community College District (ARC, SCC, CRC, FLC) degrees. IN PROGRESS NOT ACCEPTED. STUDENTS WHO DO NOT HAVE AA/AS DEGREE OR HIGHER MUST PROVIDE PROOF OF HIGH SCHOOL GRADUATION OR EQUIVALENT. Unofficial High School transcript required. (Title 16, Division 14, Article 1, Section 1412 California Code of Regulation). Copy of high school diploma not acceptable.</td>
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<tr>
<td>2. Grade Point Average - Science - MAXIMUM 30 POINTS</td>
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<tr>
<td>Required Minimum 3.0 GPA in Anatomy, Physiology, &amp; Microbiology (BIOL 430 and BIOL 431 and BIOL 440 or BIOL 442)</td>
<td>○ GPA = 3.30 - 4.00 (30)  ○ GPA = 3.00 - 3.29 (15) 30 15</td>
<td>Application must include all college transcripts documenting completion of prerequisite courses as follows: Unofficial transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC) Official (sealed) transcripts from schools outside the Los Rios Community College</td>
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<tr>
<td>3. Grade Point Average - Non-Science - MAXIMUM 15 POINTS</td>
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<tr>
<td>Required Minimum 2.5 Non-science GPA in English, Nutrition, Psychology (ENGWR 300, NUTRI 300, and PSYC 300)</td>
<td>○ GPA = 3.50 - 4.00 (15)  ○ GPA = 3.00 - 3.49 (10)  ○ GPA = 2.50 - 2.99 (5) 15 10 5</td>
<td>All prerequisite courses must be completed with a grade of “C” or better and final grades must be posted on a transcript. No in progress coursework accepted. Courses not listed on the ARC Nursing Program Articulation Grid found on the Nursing Program website must be approved prior to submission. Please see ARC counseling for assistance: 916-484-8572 ACT NOW! Course approval may take up to 2 months!</td>
</tr>
<tr>
<td>4. Approved Diagnostic Assessment Tool, Test of Essential Academic Skills (TEAS) - MAXIMUM 30 POINTS</td>
<td>(See Assessment Testing (TEAS) Information Required for Nursing Program)</td>
<td>Students are required to take the latest version of “Test of Essential Academic Skills (TEAS)” developed by the Assessment Technologies Institute (ATI). A minimum passing composite score of 62% is required for entry into the ARC Nursing program. Students who score less than 62% will be required to remediate prior to retesting. Students who wish to improve their score (original score greater than 62%) may also remediate and retest. See the “ARC TEAS Test Flow Chart” for information related to remediation and retesting. A print out of the TEAS test is required in the application packet. Click here for an example of the correct version. Electronic transfer of TEAS score will be required upon acceptance.</td>
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GPA:  
- GPA = 3.30 - 4.00 (30)  
- GPA = 3.00 - 3.29 (15)  
- GPA = 3.50 - 4.00 (15)  
- GPA = 3.00 - 3.49 (10)  
- GPA = 2.50 - 2.99 (5)  
- < 2.50 - Not Qualified: Needs to Remediate

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Revised June 2018

Page 1 of 2
## ARC Nursing Prescreening Criteria & Application Checklist

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Circle Points</th>
<th>Required Supporting Documents</th>
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<tbody>
<tr>
<td>5. Relevant Health Care Certification – MAXIMUM 5 Points</td>
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<tr>
<td><strong>Optional</strong></td>
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<tr>
<td>Currently licensed LVN, Paramedic, Respiratory Therapist, Occupational Therapy Assistant, Physical Therapy Assistant, Certified CNA, EMT, Psych Technician, Medical Assistant, Veterinary Technician</td>
<td>5</td>
<td>Copy of license or certificate with license number, date of issue, and date of expiration. Items listed are examples only and not an exhaustive list of certifications/licenses that MAY be accepted. The admissions committee will make the final determination of acceptance of work experience. Credit for volunteer work is not accepted.</td>
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<tr>
<td>6. Life Experiences or Special Circumstances – All Applicants will receive 5 POINTS in this category</td>
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<td>No documentation is required.</td>
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<td>7. Veteran Status – MAXIMUM 5 POINTS</td>
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<tr>
<td><strong>Optional</strong></td>
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<tr>
<td>Veteran Status or eligible spouse status</td>
<td>5</td>
<td>Submit copy of Defense Form DD-214 Honorable Discharge or alternate documentation per Veterans and Eligible Spouses</td>
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<tr>
<td>8. Language Proficiency – MAXIMUM 5 POINTS</td>
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<tr>
<td><strong>Optional</strong></td>
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<tr>
<td>Proficiency in a language other than English</td>
<td>5</td>
<td>Submit ARC Language Proficiency Verification form</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>Maximum Total Points (100)</strong></td>
<td>Total Your Circled Points for ADN Program Prescreening Criteria 1 through 8. Submit this prescreening criteria form and cover page from the online application with your packet.</td>
</tr>
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</table>

### Selection Process:
Each incoming class will be randomly selected from candidates who have 70 points or more. Students with less than 70 points are not eligible to apply.

For more information regarding this form or the application, go to the **ARC Nursing Website**.