ONLINE APPLICATION GUIDELINES FOR THE NURSING PROGRAM

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/nursing)

2. **APPLY TO ARC BY SUBMITTING AN ONLINE APPLICATION.**
   - Students who have never attended Los Ríos 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.
   
   **b. 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/nursing).

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 the [ARC Online Nursing Application](http://www.arc.losrios.edu/nursing).

5. **LOGIN TO YOUR LRCCD GMAIL ACCOUNT.** All correspondence regarding status will be sent to your Los Ríos 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](http://www.arc.losrios.edu/nursing). It includes the Nursing Program General Information Sheet and the [ARC Nursing Program Articulation Grid](http://www.arc.losrios.edu/nursing).

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](http://www.arc.losrios.edu/nursing). 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 ARCNursingApplication@losrios.edu. Please allow five (5) business days for a reply. Due to the high volume of calls, do not call 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 "Other Resources" tab on the top of the page
   - Click the "Nursing Programs"
   - Select "Registered Nursing Program Application for ARC Enrollment"

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 the following:
      - Application Cover Page
      - Application Checklist
      - ARC ADN Program Enrollment Prescreening Criteria form
      - Any required support documentation
    - Turn packet in to Enrollment Services by the deadline date

11. **QUALIFIED RETURNING APPLICANTS:** If you previously applied to the ARC Nursing program, provided support documents and received a confirmation email stating that you tentatively meet all entrance requirements, additional copies of support documents are not required. Submit only the following:
    - Application Cover Page
    - Application Checklist
    - ARC ADN Program Enrollment Prescreening Criteria form
      - Do not submit any other documents
    - Turn packet in to Enrollment Services by the deadline date

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 "Other Resources"
    - Click "Nursing Programs"
    - Select "Registered Nursing Program Application for ARC Enrollment"
    - View “Application Process Status” line