Solano Community College – School of Health Sciences

Registered Nursing Program
APPLICATION GUIDELINES

Before starting the Solano Community College (SCC) 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 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**. We strongly recommend that you use your Solano student email address when you establish your application account online and use *only* that email address for *all* communications going forward. Please check that email frequently for important messages from the College and/or the Program.
- **COUNSELING SERVICES FOR FIRST-TIME NURSING APPLICANTS:** An appointment with an SCC Counselor is *strongly encouraged* to obtain and complete a ***Nursing Pre-Major and General Education Requirement Check Sheet*** to document completion of all eligibility requirements. This check sheet is especially important when coursework by the applicant has *not been* 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) requirements are 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 an SCC Counselor. During the appointment, the Counselor will work with you to review the ***Nursing Pre-Major and General Education Requirement Check Sheet,*** petitioning of course equivalencies and degree completion requirements. Official sealed transcripts from other colleges should be brought to this appointment, if they have not been submitted previously.
- ✓ **Express Counseling:** If you have a general counseling question not related to specific program prerequisites that would entail minimal research and can be solved in a couple of minutes, please come to the Counseling front desk (Bldg. 400), call (707) 864-7101, or chat with our staff online at http://www.solano.edu/counseling/ecounseling.php. Available M-F 10:30 am – 1:00 pm, M-Th 4:00 pm – 6:00 pm (hours may vary during days when classes are not in session and summer).

- **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, *Nursing Pre-Major and General Education Requirement Check Sheet – signed and dated by an SCC Counselor if available, your Solano email address, and proof of high school graduation available.***
    - 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 provide in your online application**. We strongly recommend that you use your Solano student email address when you establish your application account online and use *only* that email address for *all* communications going forward. Please check that email frequently for important messages from the College and/or the Program. Applicants will ***not*** receive *any phone verification* regarding their status. Please send any changes of address to registered.nurse@solano.edu and enter them online in your MySolano account.
  - ✓ Permanent Address: The Program may also send letters via U.S. Postal Service to your permanent address as provided in your application. Please send any changes of address to registered.nurse@solano.edu and enter them online in your MySolano account.
  - ✓ 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 Record, the Office of the Dean of Health Sciences, or the Registered Nursing department for the status of an application, but await notification via email.*