

## 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 **must** submit a CCCApply application. Go to the SCC home page ([www.solano.edu](http://www.solano.edu)) and click on the green “MySolano” box which reads “Apply, Register, Get Grades, See Schedule & more...”
    - **Note: Returning SCC students who did not attend SCC last semester must** 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.
    - 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 official Solano 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>
  - **NOTE:** If you have earned an AA/AS or BA/BS degree from a regionally accredited institution in the US or Canada, your General Education (GE) requirements are complete. A Counselor can help determine if you have met *all* the requirements.

- ✓ **Counseling Appointment:** Please use the online booking system at [http://www.solano.edu/counseling/counseling\\_locations.php](http://www.solano.edu/counseling/counseling_locations.php) or 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. Please have available copies of all of your transcripts from other colleges should be brought to this appointment, if they have not been submitted previously. While this appointment is not required, it is *strongly encouraged* so that you can be confident you have met the requirements prior to application.
  - ✓ **General Counseling:** If you have a general counseling question, please see [www.solano.edu/counseling/](http://www.solano.edu/counseling/)
- **TO APPLY TO THE REGISTERED NURSING PROGRAM AT SCC:**
    - ✓ Complete the Nursing Application available on the Registered Nursing website during an open application period (September 1 through September 30 every year for a Fall start the following academic year).
      - **Remember to have your SCC ID number, *Nursing Pre-Major and General Education Requirement Check Sheet* – signed and dated by an SCC Counselor if you met with one, your Solano email address, and proof of high school graduation available.**
      - **All required information for admission to the Registered Nursing program MUST 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 official Solano 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](mailto: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](mailto: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. Applicants should expect to receive notification of their status in February.

***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 instead await notification via email or U.S. Postal Service.***