Solano Community College – School of Health Sciences
Registered Nursing Program
APPLICATION GUIDELINES

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

- **READ** the *Nursing Program General Information Sheet* and related documents on the Solano Community College (SCC) Nursing Program website ([http://www.solano.edu/health/disciplines.php#nursing](http://www.solano.edu/health/disciplines.php#nursing)). Please refer to the Registered Nursing section. It includes the Nursing Program General Information Sheet.

- **COMPLETE ALL PRE-MAJOR AND GENERAL EDUCATION COURSES BEFORE YOU SUBMIT YOUR SCC NURSING APPLICATION.** Transcripts with courses in progress at the time of application will be voided or not accepted. Please refer to the nursing website for more information.

- **APPLY** for admission to SCC online.
  - Students who have never attended SCC **must** submit an online application. Go to the SCC home page ([www.solano.edu](http://www.solano.edu)) and click on Application.
    - **Note:** Returning SCC students who did not attend last semester **must** complete a new SCC application before accessing the Nursing Application.
  - **STUDENT ID NUMBER.** After submitting your online application, allow 30 minutes for processing. An email will be sent to the email address provided in the application and it will include your SCC ID number, username and password for your MySolano account.
    - When completing a new application to Solano, if you already have an ID number, the system will re-activate the same ID number. After this step, you can complete the Nursing Application.
  - **MYSOLANO EMAIL ACCOUNT.** All correspondence regarding the application status will be sent to your SCC email address. Applicants will not receive any paper or phone verification regarding their status.

- **COUNSELING SERVICES for FIRST-TIME NURSING APPLICANTS.** An appointment with a Solano Community College (SCC) Counselor is required to obtain a *Nursing Pre-Major and General Education Requirement Check Sheet* to document completion of all eligibility requirements. This is especially important when coursework is not completed at SCC. A copy of this document can be found at: [http://www.solano.edu/health/disciplines.php#nursing](http://www.solano.edu/health/disciplines.php#nursing)
  - **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 a Counselor. During the appointment the Counselor can assist with completion of the *Nursing Pre-Major and General Education Requirement Check Sheet*, petitioning of course equivalencies, requirements for foreign transcripts, and degree completion requirements. Official transcripts from other colleges should be brought to this appointment. If you completed Anatomy, Physiology, or Microbiology at an international college or university, please bring course descriptions in addition to transcripts.
  - **Drop-In Meetings:** Drop-in meetings are only 15 - 20 minute sessions with counselors to address general counseling questions and **NOT** for completing a *Nursing Pre-Major and General Education Requirement Check Sheet*, petitioning of course equivalencies, requirements for
foreign transcripts, and / or degree completion requirements. To find out when drop-ins are offered call (707) 864-7101.

✓ **Counseling Email:** If you have a general counseling question that requires minimal research and can be resolved in a couple of minutes, please contact the e-counselor at e-counselor@solano.edu

**TO APPLY to the NURSING PROGRAM at SCC:**

✓ Log-in to the SCC website
✓ From the A-Z index locate the Registered Nursing website
(http://www.solano.edu/health/disciplines.php#nursing)
✓ Click the “Registered Nursing Application” link
✓ Complete all required data elements on the Application packet
✓ Once you have completed all documents print the Application packet

✓ **TOOLS** to assist with the Nursing Program Application Process.
  o Students should refer to the nursing website for step-by-step instructions on how to complete the Application for the Nursing Program.
  o Email Support: Questions related to the nursing application process may be sent to Janet.Schwartz@solano.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 only to student emails.

**SUBMITTING your Nursing Program Application.** All first-time and returning applicants must submit their Application Packet and required supporting documentation, if applicable, to SCC Nursing Department (Building 800, Room 805B) by the deadline date and time in a large 9 ½ x 11 self-addressed stamped envelope. Late Application Packets will not be accepted.

✓ If your application is not chosen to fill the incoming class, your Application Packet will be mailed back to you in the large 9 ½ x 11 self-addressed stamped envelope you submitted at the time you applied.