

# Cerritos College - Registered Nursing Program



## Application Instructions Option A Possible admission to Fall of 2024 or Spring of 2025

Application Cycle: Spring 2024

January 2, 2024 – February 15, 2024

Thank you for your interest in Cerritos College Registered Nursing Program.  
We have an electronic process for application submission.  
**PLEASE READ ALL INSTRUCTIONS CAREFULLY!**

Applications will not be accepted after 5:00 pm on February 15, 2024 (Pacific Standard Time). Incomplete and/or late applications will not be considered.

**STEP ONE:** Please review the admission requirements for the Nursing Program found on the Nursing website.

**STEP TWO:** Attend a meeting with a Health Sciences and Wellness Pathway Counselor\* OR review the video with PowerPoint on the Nursing website to ensure that you are clear on the admission requirements and application process. Be sure that you have completed all prerequisite courses AND grade point average requirements. *\*Meeting with a Counselor is not required, but highly recommended.*

All prerequisite coursework must be completed at the time of application. Only ONE of the prerequisite courses (A&P 150, A&P 151, ENGL 100, MICR 200) can be repeated for a grade of “C” or higher. Two or more repeated prerequisites due to grades of “D” or “F” will disqualify the applicant. If an applicant repeats a prerequisite for "recency" but passed the prerequisite with a “C” or higher the first time taken, that is not considered a “repeat prerequisite.” Six-year recency on all prerequisites is highly recommended, not required. Be sure that you do not fall below the 2.5 GPA requirement. TEAS 7 exam with score of 62% or higher **MUST BE COMPLETED PRIOR TO APPLICATION SUBMISSION.**

**STEP THREE:** Gather and complete ALL required documentation and application materials.

- [Option A Application](#) (MultiSelective Criterion - MSC)
  - Complete ALL pages, including check list, signature, initials, dates, and total your units, grade point averages, and MSC points.
  - Gather supporting documents for MSC.
  - Work / Volunteer Letters- Must be on letterhead and signed by your employer and include: employment status, paid PT or FT or volunteer, job title, dates of employment or volunteer work, how many hours completed, duties and responsibilities.
  
- Unofficial transcripts for all college work: You MUST submit these transcripts for verification of completed prerequisite courses, as well as for any courses you would like considered for points. When admitted to the program, the student will then supply OFFICIAL transcripts to Admissions and Records.

**STEP FOUR:** Combine all documents into one PDF file\* in the following order:

1. Completed [application](#) (including checklist)
2. Unofficial transcripts
3. Supporting documents (including work/volunteer experience, degrees/certificates, TEAS or HESI score, military paperwork, life experience documentation)

\*Final PDF files MUST be 10 MB or LESS in size. It is the applicant's responsibility to ensure that all necessary items are included and received, as well as legible. Once submitted, changes or updates will not be accepted. Applications submitted after February 15, 2024 at 5:00 pm (Pacific Standard Time) will not be accepted.

Adobe Acrobat and other scanning apps for smart phones will allow for adding pages to one document and/or adjusting file size. Please check the QUALITY of your scanned file to make sure all items are legible and have not lost formatting.

**STEP FIVE:** Name your PDF file as follows:

- Last Name \_ First Name \_ Option of Entry into the Program \_ App2024  
*Example: Nightingale \_ Florence \_ OptionA \_ App2024*

**STEP SIX:** Email your PDF file to [Nursing-Apps@cerritos.edu](mailto:Nursing-Apps@cerritos.edu)

1. Please include in the SUBJECT LINE:  
your First and Last Name and Option of Entry and APP2024  
*Example: "Florence Nightingale - OptionA – APP2024"*
2. Attach your ONE PDF file to the email. Be sure that the email attachment is not greater than 10MB in size.

**Do NOT send multiple scanned items nor multiple emails with varied items and formats. We will accept ONE EMAIL with ONE PDF file attachment.**

Once you have submitted your application successfully, you should receive an auto-reply email from [Nursing-Apps@cerritos.edu](mailto:Nursing-Apps@cerritos.edu).

If you do not receive an auto-reply email after submitting your application, please do the following:

1. Double check your spam or junk folder.
2. Make sure that you followed all instructions and the file size and type was accurate and < 10MB.
3. Reach out to [Nursing-Apps@cerritos.edu](mailto:Nursing-Apps@cerritos.edu) to inquire if you feel you submitted all documents correctly and cannot find the confirmation.

THANK YOU!

WE LOOK FORWARD TO REVIEWING YOUR APPLICATION.

Cerritos College Nursing Program