

Cerritos College - Registered Nursing Program



Electronic Application Instructions for Option C and D

Applications are now only accepted during our application cycle which opens January 2, 2024 and will close on February 15, 2024 at 5:00 pm (Pacific Standard Time) for Options C (LVN to ASN) and D (LVN to RN non-degree). All prerequisite and additionally required courses must be completed in order to apply. Incomplete or applications received outside of the application cycle will NOT be considered.

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

STEP ONE: Please review the General Admission Qualifications for the Nursing Program option you are applying for, 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 meet all prerequisite courses AND grade point average guidelines. **Meeting with a Counselor is not required, but highly recommended.*

All prerequisite (including “bridge”) 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 C or D Application](#)
 - Complete ALL pages, including signature and dates, and total your units, grade point averages.
 - Gather supporting documents.
 - [LVN Work Verification Form](#): Must be signed by your employer and include: employment status, PT or FT, job title, responsibilities, dates of employment.
 - Copy of current LVN License.

- Unofficial Transcripts for all college work: You **MUST** submit these transcripts for verification of completed prerequisite, “bridge” courses, as well as for your LVN coursework. When admitted to the program, the applicant 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](#)
2. Unofficial Transcripts
3. Supporting Documents (including unofficial transcripts, LVN transcripts, [LVN work verification](#), degrees/certificates, TEAS or HESI Score, military paperwork. Option D- include signature page regarding option limitations)

*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 files as follows:

- Last Name_First Name_Option of Entry into the Program_App2024
*Example: Nightingale_Florence_OptionC_App2024 OR
Nightingale_Florence_OptionD_App2024*

STEP SIX: Email your PDF file to 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 - OptionC – 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.

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 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