

# Cerritos College - Registered Nursing Program

## Electronic Application Instructions

### Spring 2022

*\*For Admission Cohorts Fall 2022 and Spring 2023*

**Application Due Date: March 15<sup>th</sup>, 2022 @ 5:00pm**

Incomplete and/or late applications will NOT be considered

Thank you for your interest in applying for admittance to our Nursing Program. We have moved to an electronic process for application submission. PLEASE READ ALL INSTRUCTIONS CAREFULLY! We look forward to reviewing your complete application.

**STEP ONE:** Please review the General Admission Qualifications for the Nursing Program, found on the nursing website.

**STEP TWO:** Be sure to attend a Nursing Application Workshop with Counseling to ensure that you meet all necessary prerequisite courses AND grade point average guidelines.

Be sure that you have not exhausted the “repeat prerequisite rule” nor fall below the 2.5gpa requirement. In addition, we do not accept coursework “in progress”. All classwork must be completed.

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

- Option A Application (MultiSelective Criterion - MSC)
  - Complete ALL pages, including checkoff list, signature and dates, and total your units and gpa and points for MSC.
  - Gather supporting documents for MSC
  - Work / Volunteer Letters: Must be on letterhead and signed by your employer and include: employment status, paid or PT or FT or volunteer, job title, dates of employment or volunteer work, how many hours completed of volunteer work
- Option C/D Application
  - Work Verification Letter: Must be on letterhead and signed by your employer and include: employment status, PT or FT, job title and responsibilities, dates of employment

- LVN License Verification
- 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. IF admitted to the program, the applicant will then supply OFFICIAL transcripts to the Nursing Department.

**STEP FOUR:** Scan all applicable documents IN THE FOLLOWING ORDER:

- Completed Application
- Unofficial Transcripts
- Supporting Documents (including work experience, volunteer, degrees/certificates, TEAS or HESI Score, military paperwork, “life experience” paperwork)

Scanned documents MUST be 10 MB or LESS in size

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 document to make sure all items are legible.

**STEP FIVE:** Rename your PDF files as follows:

- Last Name\_First Name\_App2022  
*Example: Nightengale\_Florence\_App2022*
- Last Name\_First Name\_UnofficialTranscripts2022  
*Example: Nightengale\_Florence\_UnofficialTranscripts2022*
- Last Name\_First Name\_SupportingDocuments2022  
*Example: Nightengale\_Florence\_SupportingDocuments2022*

**STEP SIX:** Mail your (3) pdfs to [Nursing-Apps@cerritos.edu](mailto:Nursing-Apps@cerritos.edu)

Please include in the SUBJECT LINE: Nursing Application 2022 – your First and Last Name

*Example: “Nursing Application 2022 – Florence Nightengale”*

Attach all (3) pdfs to the email in order. Be sure that the email attachments are not greater than 10MB in size.

**THANK YOU!**