

Los Angeles Harbor College Associate Degree Nursing Program

Requirements & How to Apply

Please read the contents of this document in its entirety. Included are
Program Requirements
Application Process Overview
Application Form Sample

Los Angeles Harbor College | Nursing & Health Sciences

Updated 1/1/2019



I) Complete the following

A. Eligibility includes proof of education (Graduation from a U.S. accredited high school, GED, or completion of A.A. or higher degree from a U.S. accredited college or university) as evidenced by official transcripts.

B. Program applicants and candidates for licensure are required to provide a Social Security Number (SSN) or Individual Tax Identification Number (ITIN).

C. Attend an Information Session

It is *required* that interested prospects attend an Information Session within one year of applying to the nursing program.. Proof of attendance will be provided and is required to be included with your application. Find dates at https://effectiveness.lahc.edu/academic_affairs/healthsci/nursing/SitePages/Home.aspx (Prospective Students).

D. Meet with a Counselor

While not required, we *highly recommend* that you meet with a college counselor to ensure you meet the requirements to apply. Contact the Counseling division at 310-233-4230.

E. Pre- and Co-requisites

	Course Name	Generic	LVN-RN
Pre-requisites (LACCD Course)	Must be completed prior to applying (no recency requirement)		
Anatomy 001 with lab*	Introduction to Human Anatomy	X	X
Physiology 001 with lab*	Introduction to Human Physiology	X	X
Microbiology 020 with lab*	General Microbiology	X	X
*Sciences: A cumulative GPA of 2.5 or greater for above science courses, with no grade less than a “C” (not “C-”), and no more than ONE repetition of any one of these courses.			
English 101	College Reading & Composition	X	X
Psychology 001	General Psychology	X	X
Psychology 041	Life-Span Psychology	X	X
Chemistry with lab OR One year High School Chemistry	Introductory General Chemistry	X	X
Math 123C OR 125 or higher	Intermediate Algebra	X	X
Co-Requisites	Highly recommended to complete before applying (no recency requirement)		
Communication Studies 101 or 121	Public Speaking or Interpersonal Communication	X	X
Sociology 001 or Anthropology 102	Introduction to Sociology or Anthropology	X	X
American Institutions**	Minimum 3 semester units	X	X
Humanities**	Minimum 3 semester units	X	X
LVN-RN Transition	Must be taken during application period		
Nursing 329A/329B, 311, 321 / Current CA LVN license	Role Transition, Communication, Nursing Process		X
“C” or better (not “C-”) in all pre-requisite coursework AND cumulative GPA of 2.5 or higher on all coursework.			

**See “LAHC Nursing Program Checklist” for applicable courses. Also consult the LAHC College Catalog for graduation requirements.

It is your responsibility to meet with a college counselor to verify equivalency of courses taken at other institutions outside LAHC. This includes, but is not limited to, foreign, out-of-state and private institutions.

Petitions must be approved prior to submitting your application. Please allow adequate time for processing petitions. Approved courses must be listed on the LAHC transcript memorandum, or a copy of the *signed* petition(s) must be included with the application.

2) Submit an Application

Apply to Harbor College at <http://www.lahc.edu/> to obtain an LACCD student ID number and email (@student.laccd.edu). These will be *required* on the application.

Visit the LAHC Nursing website to obtain an Application Form at https://effectiveness.lahc.edu/academic_affairs/healthsci/nursing/SitePages/Home.aspx (Prospective Students).

Follow application instructions. *Type*—do not write on this application except for signature.

Order two (2) copies of transcripts. One copy is submitted with your application. The other copy is mailed directly to LAHC Admissions and Records. Important points to follow:

- ✓ All transcripts from **all institutions** attended must be attached to this application. They become property of the college.
- ✓ Transcripts must be official (sealed, unopened). **Exception are all LACCD colleges, which may be unofficial.**
- ✓ Foreign transcripts must include evaluations; these too must be official. Visit Counseling for a list for evaluation agencies.
- ✓ **High school transcripts** (or equivalent e.g. GED) are required if: no previous degree (Associate's or higher) OR using for High School Chemistry (even with higher degree).
- ✓ Do not mail transcripts separately to the Nursing Department. They will not be matched up with your application.

Application period dates will also be available online. Applications will not be accepted before or after these dates; nor will they be accepted on weekends or holidays.

Drop off your application in-person at the Nursing building in designated areas. Observe current operating hours. Applications are not accepted by mail, but you are welcome to have someone else drop off your application for you.

Your application will be processed as-is. Please allow 4-6 weeks for comprehensive evaluation of all applications. Any missing/incomplete information or transcripts will make your application ineligible.

Check your LACCD student email (@student.laccd.edu) for updates. This will be the sole means of communication regarding your application. The Nursing department will not attempt to correct any misspelled email addresses and will be marked as ineligible.

3) ATI TEAS

Visit www.atitesting.com for study guide information.

Requirement for eligibility: A cumulative cut score of **62%** on the **first attempt** is required to advance in the application process.

The **ATI TEAS** will be used for the nursing entrance exam. This is a computerized exam taken on-campus (not open to the public). Scores from previous version will not be accepted.

Eligible applicants will be invited to take the ATI Test of Essential Academic Skills (ATI TEAS). If the number of eligible applicants exceed number of vacancies, a **random lottery** will be conducted to select applicants for invitation.

The ATI TEAS is a computerized multiple-choice assessment of basic academic knowledge in reading, mathematics, science and English and language usage. Each of the four sections is timed for a total of 209 minutes.

If you have taken the ATI TEAS previously, do not include or send your score until requested to do so.

Contact the Nursing department if testing accommodations are required.

If you pass the ATI TEAS, you will move forward to the final lottery selection.

4) Selection for Admission

If the number of eligible applicants still exceed number of vacancies, a **random lottery** will be conducted to determine the incoming class.

Eligible LVNs who have successfully completed 329A/329B, 311, and 321 are accepted into the program based on *space availability*.

Check your LACCD student email (@student.laccd.edu) for final letters of decision.

Got Accepted?

Incoming 1st semester and LVN students must attend a mandatory orientation session.

During orientation, students will be informed of program requirements such as personal background checks and all health requirements, as well as LAHC student support services. Here are some tips for success.

- ✓ Attend Family Night | Look for a special invitation prior to the start of your first semester.
- ✓ Make sure members of your support system (family, significant other, friends, etc.) understand your need to be totally committed to the program from your first day as a nursing student until your graduation.
- ✓ If you work over 20 hours per week your chances of success are greatly reduced. Approximately 24-36 hours per week of studying outside of class and clinic hours is to be expected in order to be successful.
- ✓ Contact the BRN at <http://www.rn.ca.gov/> or to see if any past legal problems will prevent licensure.

Not Selected?

Were you **eligible**? If you were not selected, you are welcome to re-apply next semester. Fill out the “Application to Reapply,” found on the nursing website, and submit along with updated transcripts (only if any new classes were taken).

Were you **ineligible**? Did you not meet the minimum eligibility requirements? Use the following resources to your benefit.

- ✓ College Counselors 310-233-4230 | Nursing Personnel 310-233-4368 or 4262
- ✓ Nursinginfo@lahc.edu | https://effectiveness.lahc.edu/academic_affairs/healthsci/nursing/SitePages/Home.aspx

Didn't Pass the TEAS?

If you did not achieve an “Adjusted Individual Total Score” of 62% or greater, remediation is available. Remediation is an individualized plan to strengthen deficient concepts. Once remediation is completed in the determined timeframe, candidates may re-take the ATI TEAS. Those who retake the exam must achieve a score of 62% or greater in all four areas. Please contact the Division of Nursing & Health Sciences at 310-233-4638 or 4262 for more information.

Pre-requisites	✓	IP	X
Anatomy 001 with lab			
Physiology 001 with lab			
Microbiology 020 with lab			
English 101 (College Reading and Composition)			
Psychology 001 (General Psychology)			
Psychology 041 (Life Span Psychology)			
Chemistry with lab <ul style="list-style-type: none"> Chemistry (General Chemistry) OR 1 year of High School Chemistry passed with a "C" or better (not "C-") for both semesters 			
Mathematics <ul style="list-style-type: none"> Math123C OR 125 (Intermediate Algebra) or higher 			

Co-requisites	✓	IP	X
Communication Studies 121 (Interpersonal) or 101 (Public Speaking)			
Sociology 001 or Anthropology 102			
BI. American Institutions - Minimum 3 semester units <ul style="list-style-type: none"> History 005, 006, 011, 012, 041, 042, 043, 044, 052, 058, *081, *082, Political Science I, 30 			
C. Humanities - Minimum 3 semester units <ul style="list-style-type: none"> Architecture 132, 133, Art 100, 101, 102, 103, 111, 201, Dance Studies 805, English 203, 204, 205, 206, 207, 208, 209, 211, 214, 215, 218, 219, 234, 239, 240, 251, 260, 265, 270, 271 French 001, 002, 003, 010, 025, 026 History 074, *081, *082, 086, 087, Human 001, 006, 017, 060, Japanese 021, 022 Music 100, 101, 111, 116, 118, 141, 216-1, 216-4, Philosophy 001, 020, 033, Photo 121, Spanish 001, 002, 003, 004, 012, 021, 022, 035, 036, Theater 100 			
<i>*History 81 or 82 may be counted for one area only, not both.</i>			

Co-requisites	✓	IP	X
EI. Health Education <ul style="list-style-type: none"> Please note: Students graduating from the RN program at LAHC will be waived from taking the GE grad requirement, Area EI (Health Education). 	✓		

See LAHC College Catalog for specific Associate Degree graduation requirements.

CSU GE Area (for transfer)**	✓	IP	X
Area A3 Critical Thinking <ul style="list-style-type: none"> English 102 (RN to BSN req.) 			
Area B1 & B3 Physical Universe w/ Lab <ul style="list-style-type: none"> Chemistry 065 or 066 (RN to BSN req.) 			
Area B4 Mathematics <ul style="list-style-type: none"> Math 227 (Statistics, RN to BSN req.) 			
Area C1 Arts <ul style="list-style-type: none"> 3 units of any CSU/GE course (CSU grad req.) 			
Area C2 Humanities <ul style="list-style-type: none"> 3 units of any CSU/GE course (CSU grad req.) 			
Area EI Lifelong Understanding & Self Development <ul style="list-style-type: none"> 3 units of any CSU/GE course (CSU grad req.) 			
CSU Statutory Requirement <ul style="list-style-type: none"> 6 units; select one course from "A" and one course from "B" below: <ul style="list-style-type: none"> A. Political Science 001, 30 B. History 006, 011, 012, 041, 042, 043, 044, 052, 058, 081, 082 (CSU grad req.) 			

**Please visit <http://www.assist.org/> and see a counselor for more detailed information about transfer preparation.

LAHC Nursing Program Checklist

Notes

Get the FAQs!

Los Angeles Harbor College Associate Degree Registered Nursing Program

I think I have all my requirements done. How can I find out if I do?

You can start off by reviewing the information on the Nursing website at https://effectiveness.lahc.edu/academic_affairs/healthsci/nursing/SitePages/Home.aspx (Prospective Students).

We highly recommend that you meet with a college counselor to ensure you meet the requirements to apply.

I took [some class] from [some institution]. How do I know which courses will be eligible?

We recommend making an appointment with a college counselor to determine transferable courses and equivalency. Courses, including those taken at another country, out-of-state or at a private institution, may require a petition for equivalency to be submitted.

I took classes from another country. Can I use those classes to apply?

Foreign transcripts must be evaluated by an evaluation agency. Official copies of the transcripts and the evaluation results must be included with your application. We recommend that you meet with a college counselor regarding course equivalencies.

Do withdrawals ("W") count as a repeat?

Effective for the Fall 2019 application period, W's will not count towards the repeat policy.

I took a Biology 020 course (Anatomy and Physiology) and did not pass? Does that count as one or two attempts?

A combined science course such as Anatomy and Physiology will count as one attempt.

If I took a separate lecture course (Anatomy, Physiology, Microbiology) from a lab, will that count as one or two attempts?

A repeat of both lecture and lab within the same science course will be considered **one** repetition.

I had to retake my sciences due to recency policies for other schools? How are these grades used?

In this case, only the grades from your earlier attempt will be used towards eligibility. However, the recent attempts will be calculated towards your cumulative GPA.

Is Chemistry counted towards the sciences prerequisites policy?

No it is not.

Can I use Chemistry from high school?

Yes, one year of high school Chemistry is acceptable. However, we encourage students to consider transfer to a 4-year institution, in which college-level Chemistry is required. We recommend that you meet with a college counselor regarding transfer requirements.

What if I completed high school in another country?

Foreign transcripts must be evaluated by an evaluation agency. Official copies of the transcripts and the evaluation results must be included with your application.

Does your school have a recency requirement (e.g. coursework within a 5-year period)?

No we do not.

I attended a school within the LACCD (e.g. City, East, Valley, etc.). Do I need to submit official transcripts from them?

No. You may submit an unofficial transcript which will include all coursework taken within the LACCD. It is not required to send LACCD transcripts to LAHC Admissions and Records.

I attended an institution whose coursework does not apply towards the program requirements. Do I still need to submit a transcript from that institution?

Official transcripts must be submitted from **all** institutions attended, even if the coursework will not apply towards program requirements. Your coursework will be counted towards your cumulative GPA.

I'm ready to apply. What do I need to submit?

You will find the Application Form on our website. Fill out the required information as completely as possible and print it out to submit to our office.

Along with your application, you are required to attach official transcripts of all institutions you have attended. The exception are all LACCD school, which may be unofficial.

Can I submit an application now?

You may submit application during posted application filing periods. Please call us or visit the website for this information.

I just registered at LAHC and will get my ID and email the day after the deadline. Can I still submit my application?

No, you are required to provide your student ID and email on your application.

I have not received an email lately about my application? When will I hear from you?

We understand the anticipation from each applicant during this process. Please check your LACCD student email (@student.laccd.edu) for any correspondence.

How will I be updated about my application?

We will use your LACCD student email (@student.laccd.edu) as the sole method of communication regarding your application. Please ensure if it correct on your application, as the Nursing department will not attempt to correct a misspelled email address and will simply mark your application as ineligible.

Can I send you my ATI TEAS score now?

Eligible candidates will receive an email containing instructions for the ATI TEAS. If you have not taken the exam previously you will reply to an invitation. If you have taken the ATI TEAS previously, you will be instructed to send your scores through the ATI website. Any scores sent outside of that will not be considered.

I took the TEAS and didn't pass the first time; but I took it again with a better score? Am I eligible to apply?

Our policy states that we only look at the first attempt/score.

I didn't pass the TEAS at LAHC. What now?

Remediation is available. Once remediation is completed in the determined timeframe, candidates may re-take the ATI TEAS. Those who retake the exam must achieve a score of 62% or greater in all content areas. Please contact the Division of Nursing & Health Sciences at 310-233-4368 or 4262 for more information.

Do you offer remediation if I didn't pass the TEAS somewhere else?

No. Please check with the institution you took the exam and see if remediation is available there.

Can I take the ATI TEAS with you even if I'm not applying to your program?

No. The ATI TEAS exam is only offered to eligible candidates who have applied to our program.

When should I start studying for the ATI TEAS?

You are recommended to start studying for the ATI TEAS as soon as you can, just in case of the event you are invited to take it. Everyone has their own learning style and pace and should take the necessary steps to prepare for this exam.

How do you choose your incoming class?

If there are more eligible candidates than available spaces, a non-selective lottery will be conducted.

How often do you accept applications?

Twice a year: one for the Fall semester and one for the Spring semester. Visit the website for available application filing dates.

If I have previous work experience or a 4.0 GPA, will that make me more eligible than other applicants?

No, our selection process uses a non-selective lottery.

My friend received an invitation to the program and I didn't? What gives?

When we send out an initial batch of invitations, the application process is still not yet done. Depending on applicant responses, we may find it necessary to select more eligible candidates. Regardless, all applicants will receive a letter of decision, acceptance or otherwise, through their student email.

What are some reasons an application may not be accepted?

In no particular order, reasons include but are not limited to incomplete application information (of any kind), excessive science repeats, science or cumulative GPA below 2.5, need to petition coursework for equivalency, missing pre-requisites, incomplete transcript submissions, or providing untruthful information.

My application did not get accepted for [ineligible reason]. What can I do?

We recommend that you make an appointment with a college counselor to review program requirements.

I am an LVN. How do I apply to the LVN-RN Bridge program?

In addition to the program requirements, you will need to enroll in four Nursing courses: 329A, 329B, 321, and 311. This should be done at the time you are applying. You also need to provide a copy of your active LVN license.

How are LVNs selected?

Eligible candidates who successfully complete the four Nursing courses and pass the ATI TEAS will be admitted based on space availability.

I attended another registered nursing program and would consider transferring to your program.

Please contact the Division of Nursing & Health Sciences at 310-233-4368 or 4262 or

https://effectiveness.lahc.edu/academic_affairs/healthsci/nursing/SitePages/Home.aspx for more information.

Foreign Transcript Evaluation Agencies

Academic & Professional International Evaluations, Inc. (APIE)

P.O. Box 5787
Los Alamitos, CA 90721-5787
(562) 594-6498
Website: <http://www.apie.org>

Academic Credentials Evaluation Institute (ACEI)

P.O. Box 6908
Beverly Hills, CA 90212
Toll Free: (800) 234-1597 (USA Only)
(310) 275-3530
Fax: (310) 275-3528
Email: acei@acei.com
Website: <http://www.acei.com>

- **Los Angeles:** 9854 National Blvd, Box 186, Los Angeles, CA 90034
- **Monterey Park:** 333 W. Garvey Street, Box 254-B, Monterey Park, CA 91754
- **West Los Angeles:** 9461 Charleville Blvd., Box 188, Beverly Hills, CA 90212

Academic & Credential Records, Evaluation & Verification Services (ACREVS)

1776 Clear Lake Avenue
Milpitas, California 95035-7014
(866) 583-4834 Toll Free
(408) 719-0015
Email: info@acrevs.com
Website: <http://www.acrevs.com>

American Education Research Corporation (AERC)

P.O. Box 996
West Covina, CA 91793-0996

(626) 339-4404
Fax: (626) 339-9081
Website: <http://www.aerc-eval.com>

Educational Credential Evaluators, Inc. (ECE)

P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
Fax: (414) 289-3411
Email: eval@ece.org
Website: <http://www.ece.org>

Educational Records Evaluation Service (ERES)

601 University Avenue, Suite 127
Sacramento, CA 95825
(866) 411-3737
(916) 921-0790
Fax: (916) 921-0793
Email: edu@eres.com
Website: <http://www.eres.com>

Foreign Credential Services of America (FCSA)

Contact: Lydia Hancock
1910 Justin Lane
Austin, TX 78757
Phone: (512) 459-8428
Fax: (512) 459-4565
Email: info@foreigncredentials.org
Website: www.foreigncredentials.org

Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)

Phone: (831) 372-1466
Fax: (831) 372-1441
www.foreigncredentials.org

Institute for International Credentials Evaluations at California State University, Fresno (IICE)

5150 North Maple Avenue, M/S JA56
At California State University, Fresno
Fresno, CA 93740-8026
(559) 278-7622
Fax: (559) 278-7879
Email: credeval@iicecsufresno.net
Website: <http://www.csufresno.edu/issp/home/index.shtml>

International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)

P.O. Box 3665
Culver City, CA 90231-3665
(310) 258-9451
Fax: (310) 342-7086
Email: info@ierf.org
Website: <http://www.ierf.org>

World Education Services (WES)

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Fax: (212) 739-6239
Email: info@wes.org
Website: <http://www.wes.org>

WES - San Francisco Regional Office

Telephone: (415) 677-9378
Fax: (415) 677-9333
Email: sf@wes.org

Los Angeles Harbor College Associate Degree Nursing Program		Application Form Complete this page			Route	Semester	Year
							0
Last Name	First Name	Middle Name	LACCD Student ID #		Social Security #	Date of Birth	
					@STUDENT.LACCD.EDU		
Street Address		City	State	Zip	LACCD Email Address		Primary Phone
Have you taken the ATI TEAS Previously?		If "YES," where?	First ATI TEAS Score:		DO NOT send scores until requested. Be advised, we accept 62% or greater on the first attempt only .		
Have you ever participated in another RN program?		If "YES," visit the Nursing website for a <i>Transfer Recommendation Form</i> , or contact nursinginfo@lahc.edu for more information.	Are you a US Veteran or their spouse ?		If "YES," you must attach military documentation to your application. (e.g. DD-214)		
Highest education completed	Please list all colleges, universities, and institutions attended in order of <i>most recently attended</i> .						
1)	4)		7)				
2)	5)		8)				
3)	6)		9)				
Transcripts from all institutions listed above must be attached to this application. Please attach in the order you list above. DO NOT mail transcripts separately to the Nursing department.							
Subject e.g. English 101	Semester e.g. Spring	Year e.g. 2010	Grade e.g. A	Units e.g. 3	Repeated? Yes or No	Course Name & Number e.g. English 101	Institution e.g. LAHC
Pre-Requisites	Anatomy 001						
	Anatomy I Lab (if separate)						
	Physiology 001						
	Physiology I Lab (if separate)						
	Microbiology 020						
	Microbiology Lab (if separate)						
	English 101						
	Psychology 001						
	Psychology 041						
	Chemistry with lab						
Math 123C or 125 or higher							
Co-Requisites	Communication Studies 101 or 121						
	Sociology 001 or Anthropology 102						
	American Institutions						
	Humanities						
I verify that all information above is complete and true. I understand that false information will result in disqualification for consideration or admittance to the nursing program. I also understand that my LACCD Email Address must be correct as it will be used SOLELY for any and all communication.					Demographics – THIS IS REQUIRED; however, the information you provide DOES NOT affect your eligibility for admission into the program.		
Printed Name		Signature		Date	Age Group	Gender	Ethnicity
							*If "Other"

This is a sample

Print Form

Reset Form

Los Angeles Harbor College Associate Degree Nursing Program				Application Form For Office Use only				Route	Semester	Year	
										0	
Last Name		First Name		Middle Name		LACCD Student ID #		Social Security #		Date of Birth	
								@STUDENT.LACCD.EDU			
Street Address			City		State	Zip	LACCD Email Address			Primary Phone	
Have you taken the ATI TEAS Previously?		If "YES," where?				First ATI TEAS Score:				DO NOT send scores until requested. Be advised, we accept 62% or greater on the first attempt only.	
Have you ever participated in another RN program?		If "YES," visit the Nursing website for a Transfer Recommendation Form, or contact nursinginfo@lahc.edu for more information.				Are you a US Veteran or their spouse?				If "YES," you must attach military documentation to your application. (e.g. DD-214)	
Highest education completed			Please list all colleges, universities, and institutions attended in order of most recently attended.								
1)			4)			7)					
2)			5)			8)					
3)			6)			9)					
Transcripts from all institutions listed above must be attached to this application. Please attach in the order you list above. DO NOT mail transcripts separately to the Nursing department.											
Subject e.g. English 101		Semester e.g. Spring	Year e.g. 2010	Grade e.g. A	Units e.g. 3	Repeated? Yes or No	Course Name & Number e.g. English 101			Institution e.g. LAHC	
Pre- Requisites	Anatomy 001										
	Anatomy I Lab (if separate)										
	Physiology 001										
	Physiology I Lab (if separate)										
	Microbiology 020										
	Microbiology Lab (if separate)										
	English 101										
	Psychology 001										
	Psychology 041										
	Chemistry with lab										
Math 123C or 125 or higher											
Co- Requisites	Communication Studies 101 or 121										
	Sociology 001 or Anthropology 102										
	American Institutions										
	Humanities										
Science GPA _____	Nursing-A/R	OK	Inc App	Sci Rpt	Low Sci GPA	Low GPA	Inc Petitions	No Transcripts	Low TEAS	Bad Email	Other
Overall GPA _____	ATI TEAS	Invite	Not Selected	Accept	Decline	No Reply	NP (Remediate)	NP (2nd Attempt)			
Evaluator _____	Selection	Invite	Not Selected	Accept	Decline	No Show					
	NOTES										