

# REGISTERED NURSING

City College of San Francisco

Registered Nursing Department:

50 Frida Kahlo Way, Box C40, San Francisco, CA 94112 | (415) 239-3218

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## Important Announcement

**New required prerequisites** for the CCSF Nursing Program for Fall 2021/ Spring 2022 Admission: **Math 80 Statistics (5 units)** and **Chemistry 32 Intro to Medical Chemistry (4 units)** must be completed before the next application cycle: **January 20 – February 20, 2021.**

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It is our pleasure to provide you with the information regarding the Registered Nursing (R.N.) Program at City College of San Francisco. It is strongly recommended that you read this information brochure completely AND review the college catalog for more detailed information about the Registered Nursing Program before submitting an application.

## PURPOSE

The R.N. Program is an integral part of the Community College and combines general education and nursing courses. The goal of the program is to prepare selected candidates to function as an entry level Registered Nurse in health facilities and agencies.

## ACCREDITATION

The R.N. Nursing Program curriculum meets the California Board of Registered Nursing requirement for pre licensure education as well as meets the College requirements for Associate of Science Degree, Registered Nursing Major. The course of study may be completed in two academic years. Community hospitals health agencies and San Francisco Unified School District will be utilized for clinical laboratory experience.

The graduate will be eligible to sit for the California State Board Examination, the NCLEX-RN (National Council of Licensing Exams for Registered Nursing), and on passing this, will receive the Registered Nurse License for the State of California.

The licensing process for becoming a registered nurse in California is under the jurisdiction of the California State Board of Registered Nursing (BRN). The BRN requires disclosure of all misdemeanor and felony convictions for all license applicants and disclosure of all disciplinary actions taken against a license applicant who already has a practical nurse, vocational nurse or other professional license. Fingerprinting is also required.

Our office is located at: Cloud Hall, Room 340

50 Frida Kahlo Way (Ocean Campus) San Francisco, CA 94112

## ADMISSION INFORMATION

Because the number of enrollees for admission to the Nursing Curriculum greatly exceeds the staff and facilities which the Program can provide, enrollment is necessarily limited. Enrollees are, therefore, cautioned that satisfaction of the prerequisite requirements qualifies them only for consideration for admission and in no way guarantees admission to the Nursing Program.

We select by current admission requirements and multi-criteria AFTER completion of academic prerequisites. Final admission will be determined by additional factors: Criminal background screening, Drug/Alcohol screening, health exam, ATI TEAS score and academic remediation.

### I. ACADEMIC PREREQUISITES

- A. The academic qualifications for this Nursing Program may differ from other Nursing Program or schools. All of the courses listed in Group A must be completed. The course numbers are those listed for City College of San Francisco. Courses taken at other colleges or universities are subject to evaluation for equivalency (combined courses of sciences, e.g. Anatomy & Physiology may not be accepted).

<b>GROUP A Required Prerequisites</b> (or the equivalents)	<b>Semester Units</b>
<b>Biology 108</b> - General Human Anatomy	4
<b>Biology 111 or 112</b> - Intro to Human Physiology	4
<b>Biology 120</b> - Introduction to Microbiology	4
<b>Chemistry 32</b> - Intro to Medical Chemistry	4
<b>English 1A</b> – University Read & Composition	4
<b>Math 80</b> -Probability and Statistics	5

**No “In Progress Courses”** are considered for meeting course prerequisites upon nursing enrollment. Do not ask or complete an RN Program admission form until above prerequisites are successfully completed.

- B. **Must have an overall GPA of 2.5 in Anatomy, Physiology, Microbiology, Chemistry, and English 1A courses. No grade lower than a “C” in any of the above prerequisite courses.** Please refer to College Catalog for determining your grade point average.
- C. An applicant can repeat only one of the science courses listed in Group A: Anatomy, Physiology, Microbiology and Chemistry. More than one repetition of any of these courses will disqualify the applicant. Repetition of a science course is defined as repeating a course due to a previous grade of “D”, “F” or “W”.
- D. **ANATOMY, PHYSIOLOGY, MICROBIOLOGY, AND CHEMISTRY MUST HAVE BEEN COMPLETED WITHIN THE LAST SEVEN (7) YEARS AT THE TIME OF ENROLLMENT TO THE NURSING PROGRAM.**
- E. Courses in Group B with asterisk (\*) must be successfully completed with grade “C” or higher prior to taking the NCLEX-RN. Due to the rigor of the program, it is strongly recommended that these courses be taken prior to enrollment in the Nursing Program.

<b>GROUP B</b>	<b>Semester Units</b>
*Sociology 1 OR Anthropology 3 OR Anthropology 3AC	3
*Psychology 1	3
*CMST 1A or 4 or 11 or 12 or 20 or ESL 79	3

- F. Graduation requirement from the R.N. Program will include all courses in Groups A & B plus **additional General Education Courses**. Please consult the CCSF Catalog for “Graduation Requirements”.

## II. ADMINISTRATIVE PREREQUISITES

- A. You must have a valid Social Security Number to put on the enrollment form. Since, in some cases, it takes more than one year to obtain a Social Security Number from the government, we cannot accept applications from anyone without possession of this number at the time of application. This number is used to run part of the Criminal Background check.
- B. Complete an application for admission or readmission to the College at the Registrar's Office in order to obtain a City College of San Francisco student ID number. This ID number must also be written in the enrollment form.

## III. ENROLLMENT FORM AVAILABILITY

- Applications will be accepted once a year, January 20 – February 20 for the fall and spring semester.
- You may pick up the application on available **starting date** from the Nursing Office, Cloud Hall Room 340, Ocean Campus or download an enrollment form from our website: [Registered Nursing](#)
- The deadline to submit the completed application form AND all official transcripts/supporting documents no later than 4:00pm on February 20.
- If January 20 or February 20 fall on a Saturday, Sunday, or school holiday, then the deadline will be the subsequent school day. Please note: if you mail the enrollment forms to our office, it must be IN our office by 4:00pm NOT postmarked "4:00pm" of the deadline date.

## IV. TRANSCRIPTS, COLLEGE AND/OR TEST DATA, AND MATH PLACEMENT TEST POLICY

- A. Official Transcript(s) which lists all the final grades of academic prerequisites, all the nursing courses, and all general education courses must be submitted in a sealed envelope with the school official seal and the Nursing Application by the deadline date. This includes the City College of San Francisco official transcript.
- B. An alternate way to satisfy the assessment component is to submit documentation that applicant have taken college-level English and/or math courses and/or specific test data. **Please provide the transcript** showing the English and/or math course that you successfully (received a C or higher) took at another college **AND a course description from the college catalog** (usually available on the college website). If you are using a test score to complete assessment, please provide a copy of your test scores. **Download and fill out a [College and/or Test Data Form](#). To complete assessment, submit your transcript, course description or test scores and College and/or Test Data form to the CCSF Assessment Center (Matriculation)** located in Conlan Hall Room 204, Ocean Campus. [College and/or Test Data Form](#) must be attached with the completed enrollment form and the official transcripts.
- C. Placement Test Waivers for English may also be obtained if the applicant has satisfied the college's requirements with the SAT or Advanced Placement scores. Please bring the test scores to the City College of San Francisco Assessment Center (Matriculation) for review and, if satisfactory, receive a waiver, which must be submitted with the completed enrollment form and official transcripts.
- D. Complete Assessment, Per Assembly Bill (AB) 705, the college no longer offer the English and Math placement tests. For more information, please visit [Math and English Placement, about AB 705](#)

**ALL COMPLETED ENROLLMENT FORMS, COLLEGE/TEST DATA FORM, ENGLISH/MATH COURSE WAIVERS MATH TEST SCORES, AND OFFICIAL TRANSCRIPTS WILL ONLY BE ACCEPTED DURING THE ABOVE STATED ENROLLMENT DATES. WE DO NOT KEEP ANY APPLICATIONS, COLLEGE/TEST DATA FORMS, TEST SCORES, OR TRANSCRIPTS OF THOSE NOT SELECTED INTO THE PROGRAM.**

## V. ENROLLMENT SELECTION

- A. Selection of enrollees is by current admission requirements and multi-criteria. The department will review the enrollment forms, official transcripts, College and/or Test Data form or test scores to insure we select ONLY qualified applicants to fill our available slots.
- B. Qualified applicants will be sent notification by mail (U.S. Post) of **Conditional Enrollment** selection and must notify us within the specified time stated of acceptance or refusal. If there is no response within the stated time, the applicant will be disqualified and another person will be selected in their place with the same stipulations.

IT IS THE APPLICANTS' RESPONSIBILITY TO INSURE THEIR CONTACT ADDRESSES AND PHONE NUMBERS ARE KEPT CURRENT WITH OUR DEPARTMENT.

Disqualified applicants will be notified by mail (U.S. Post) along with the reason(s) for the disqualifications.

- C. Beginning of Fall 2017 enrollment, all qualified applicants selected for conditional enrollment for FALL or SPRING semester will be required to take the **ATI "Test for Essential Academic Skills"** (TEAS). The applicant must submit their FIRST ATTEMPT score of **ATI TEAS**. TEAS V or lower versions WILL NOT be accepted. The applicant must receive an overall composite score of 62% passing on ATI TEAS first attempt in order to be eligible to enroll in the program. More information about the TEAS test, ATI TEAS 6<sup>th</sup> edition study guide, and practice tests are available at ATI website ([Assessment Technologies Institute](#)) to prepare for the test.

Those applicants who do not receive an overall composite score of 62% on the ATI TEAS exam must pass remediation coursework and retake the ATI TEAS exam in one year. Students who fail to test within one year and achieve the required score of 62% will be disqualified for enrollment.

The remediation plan and remediation coursework, the student must demonstrate successful completion of the remediation plan over one year and successful retaking of the ATI TEAS test with a passing score in order to be eligible for admission. If an applicant does not successfully complete the remediation plan and coursework, or pass the exam the applicant is disqualified. The applicant will not be able to enroll in the Nursing Program and must reapply at a later date.

If an applicant selected for conditional enrollment has taken the ATI TEAS test previously, you may request that your first attempt test results be submitted electronically to our college from ATI ([Assessment Technologies Institute](#)) or other designated vendor. We will not accept any other form of submission. The same passing score criteria will apply.

- D. Many of our hospitals with which we affiliate require that all students undergo Criminal Background Check and urine screening for drugs and alcohol. These services are provided by Castlebranch.com, a third party affiliate, and the cost for these services must be paid for by the students. We will provide the written instructions for your online registration and payment. A breakdown of the costs will be provided during orientation. If hospitals do not accept the findings from either screening, your nursing education may be delayed or you may not be able to attend the nursing program at City College of San Francisco due to inability to attend the hospitals for the clinical component of each core nursing course.

## VI. ATTENDED CCSF RN PROGRAM OR ANOTHER REGISTERED NURSING PROGRAM

- A. At present time, no student will be admitted who has failed a nursing course, Clinical or Theory, in another Nursing Program.

- B. In order for our Department to consider your application, you must submit a letter on official school stationery from the Director of the Nursing Department at the college in which you were enrolled. It must address the following:
1. Length of the time you were enrolled.
  2. Must have statement that demonstrates that you were in good standing at the time of withdrawal from their Nursing Program, with no history of failing any of the nursing courses, Theory or Clinical.

## VII. ACADEMIC CHALLENGE OF NURSING COURSES

### BRN Rules & Regulation Business Code 2786.6

- A. Consideration for challenging a Nursing course will be on an individual basis based on previous education and/ or experience. It is the responsibility of the candidate, who wishes to be considered entry or waiver via challenge exam, to notify the Nursing Department Chair of his/ her request. The Enrollment Committee of the Nursing Department will review & recommend their findings to the Nursing Department Chair and the Nursing Department faculty for their endorsement. College Catalog requirements on “Credit by Examination” will be adhered.

Candidates eligible for specific Challenge Exams are: re-entry nursing students (in good academic standing when last enrolled in the program), Advanced Placement LVNs or nursing students transfer from another R.N. Program.

Challenge Exams may consist of nursing theory, medical math calculations, and/or clinical simulation. All candidates eligible for challenge exam will be informed of the criteria for passing such exams. Admission to the program or placement into certain nursing courses is based upon space availability.

## VIII. ADVANCED PLACEMENT L.V.N. (DEGREE OPTION)

- A. Licensed Vocational Nurses with a current and active California license may apply to the Nursing Program as “Advanced Placement” status. All of the academic and administrative prerequisites listed on page 2 and 3 must be completed and can apply during the regular enrollment time as stated on page 3 use the same application form as all other applicants.
- B. These candidates may enter via Challenge Exam and will have waiver of the first semester Fundamentals of Nursing (Nursing 50) and Skills courses (Nursing 50L) OR enter via the LVN to RN bridge course.
- C. Entry to the nursing courses is based upon space availability.

## IX. TRANSFER

- A. The CCSF Nursing Department accepts Transfer Students who have successfully completed some **Nursing credits** from other accredited R.N. Programs.
- B. Applicants must complete the same application at the enrollment time stated on page 3 and include reason for transfer and submit outlines/course syllabi from previous R.N. Program. Applicants must have a letter from their previous school of nursing director that states that student was in good standing at the time of the withdrawal.
- C. The application, transcripts, course syllabi and letters from previous R.N. Program will be reviewed by our nursing faculty for equivalency and determination of specific nursing courses in our R.N. Program required to complete prelicensure requirements.
- D. Admission into the program is subject to space availability.
- E. At present time, no student is admitted who have failed a nursing course, Clinical or Theory, in another Nursing Program.

## X. GRADUATES IN NURSING FROM FOREIGN SCHOOL WITH BRN DEFICIENCIES

- A. Nursing graduates from other countries who are deficient in Nursing units as stipulated by the California BRN may apply to fulfill these deficiencies.
- B. Applicants must complete same enrollment form during the enrollment time stated on page 3 and include a copy of the letter from the State Board of Nursing with the requirements for class makeup.
- C. Admission is based on space availability.

## XI. L.V.N. THIRTY UNIT OPTION PROGRAM (NON-DEGREE OPTION)

- A. Licensed Vocational Nurses with a current active California license who wish to take the 30-Unit Option Program must complete different academic prerequisites.
- B. Microbiology and Physiology may be taken without recency or repetition limits. The courses must have lecture and lab with a minimum of 4 semester units and be completed with a grade "C" or higher.
- C. Submit the application during the enrollment period stated on page 3 and make an appointment with the Chairperson of the Nursing Department to plan your program. At the present time, the R.N. curriculum courses you will be taking will be Nursing 50A & 50B (Pharmacology in Nursing, Parts 1 and 2), Nursing 55 (Psychiatric Nursing), Nursing 56 (Advanced Medical-Surgical Nursing), and Nursing 58 (Trends and Issues in Nursing). Entry into these nursing courses is contingent upon space availability.
- D. Passing the licensing exam under this 30-Unit Option Program will result in R.N. licensure for California as a "Non Graduate". There is no guarantee that the license is transferable to other states. It is up to the license holder to contact other states' Boards of Registered Nursing to inquire if the California 30-Unit Option Program R.N. license is accepted.

## XII. CHALLENGE/ADVANCED PLACEMENT POLICY FOR MILITARY TRAINED HEALTHCARE PERSONNEL

Military Personnel and Veterans may be eligible to apply for Advanced Placement in the Registered Nursing Program if they provide verifiable education and experience required to meet the equivalency for first semester coursework. Individuals who have held military healthcare occupations in the areas including, but not limited to Basic Medical Technician Corpsmen (Navy HM or Air Force), Army Health Care Specialist, or Air Force Independent Duty Medical Technician may fulfill these requirements. Admission into the Registered Nursing Program as a Military Advanced Placement student is contingent upon space availability.

In order to receive credit and qualify for Military Advanced Placement the candidate must meet the following requirements:

1. Candidates must meet the same eligibility requirements and academic prerequisites (see Admission Requirements) of the CCSF Associate Degree Nursing Program as the generic applicants. This includes meeting the minimum passing score of the ATI Test of Essential Skills (TEAS) exam.
2. Must have proof of Honorable Discharge from the military or current active honorable service.
3. Education and experience within the last five years must meet the equivalency requirements for NURS 50 Fundamentals of Nursing, NURS 50 A Pharmacology in Nursing Part I and NURS 50L Nursing Skills Lab coursework.
4. Military Challenge candidates must meet theory and clinical competency by successfully passing the following: Theory Challenge Exams (NURS 50 & NURS 50A) with 75% or greater; Medical-Math

proficiency exam with 90% or greater; Successful passing of basic fundamental nursing skills competency evaluation.

Individuals with Military Health Care Occupations who hold an active California LVN (Licensed Vocational Nurse) license either through challenge (BVNPT Method 4) or successful completion of an LVN program may apply as an Advanced Placement LVN.

### XIII. BOARD OF REGISTERED NURSING POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 496, 810, 820-828, 2750-2756 and 2795-2797.

The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, evidence present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Administrative Code, Section 1444).

### XIV. GENERAL INFORMATION

- A. Fees and other general information may be found in the CCSF Catalog under Admission to the College.
- B. Readiness Assessment testing (with ATI Test for Essential Academic Skills) is to be completed by all candidates selected by current admission requirements and multi-criteria for conditional enrollment (including transfers and advanced placement) under the terms of the grant funded by the California Community College Chancellor's Office.
- C. Students are responsible for their own board, room, transportation, and other living expenses. Campus housing is not provided.
- D. Estimated costs for additional items are:
  1. Registration, student health fees, books and supplies for one year, \$500 - \$2,500 (first semester cost is highest).
  2. Criminal Background Check, CPR requirement, Health Screening, Immunizations, Antibody titers, Uniforms for two years, bandage scissors, watch with second hand, nursing shoes, stethoscope, \$600 - \$1,000.
  3. Graduation Pin, \$50 - \$100
  4. Liability Insurance, \$35/year [amount subject to change]:
- E. The Nursing Program classes are given in four (4) semesters. **Nursing 50A & 50B are not open enrollment**. Students enrolled in the Nursing Program must take Nursing 50A concurrently with Nursing 50, and Nursing 50B concurrently with Nursing 51 OR as directed by Enrollment Committee.

If you have any questions, please contact us at: (415) 239-3218

OR by mail:  
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