

## VOCATIONAL NURSING APPLICATION INSTRUCTIONS

1. Read the Nursing Application Instructions completely. If you have questions on the application, you can email [Nursingadmissions@collegeofthedesert.edu](mailto:Nursingadmissions@collegeofthedesert.edu)
2. You must [apply to College of the Desert](#) and be accepted PRIOR to applying to the nursing program or submitting any documentation. Failure to have a COD application will result in ineligibility.
3. Once you have opened the application, you must complete and submit it. There is no option to save and come back later.
4. Do NOT apply more than once. Submission of more than one application can result in voiding the application and/or the loss of your application information. If an application has been submitted with errors, contact [nursingadmissions@collegeofthedesert.edu](mailto:nursingadmissions@collegeofthedesert.edu) for recommendations.
5. Please note that required fields are identified by an asterisk (\*) on the application. Only PDF and JPG files are accepted in the application.
6. Official transcript(s) for all colleges (except for COD) listed on the application must be submitted through the institution's electronic transcript system or in original sealed envelope(s), seals unbroken, to the Admissions & Records Office by the time of the application deadline. Omission of any transcript(s) other than for COD will void your application. All transfer courses from other institutions must be from an accredited institution.
7. Official high school transcripts and/or High school diploma MUST be on file. The COD attestation is NOT an acceptable document for this requirement. Students must verify all transcripts and required documentation are on file with Admissions and Records by the application deadline.
8. By the time the application is submitted, **all courses must be completed with a final grade reported on the official transcript.**
9. Gather necessary information, documents, and evidence necessary for the application prior to opening the application. Information necessary will include:

### REQUIRED ITEMS FOR ALL APPLICANTS:

- Information for all prerequisite or required courses: college attended, number of units for the course, semester completed, grade.
  - Required prerequisite courses
    - HS-062: Your Living Body OR Anatomy & Physiology sequence
    - HS-013: General Nutrition
    - HS-067: Introduction to Medical Dosage Calculation
    - PSY 001: General Psychology
  - In addition, the following items are required for application
    - Valid Government ID to determine age of 17 years or older
    - High school diploma (read # 5 on instructions)
    - 2.5 combined GPA in all prerequisite courses ([GPA calculator](#))

**ADDITIONAL INFORMATION FOR MULTICRITERIA POINTS:** This is information that is not required but will improve chances for the applicant to gain entry to the program based on the multicriteria points. Gather information for the following items if they apply to you (Please note (?) for additional information regarding required verification documentation):

- CNA License number, copy of license, & expiration date
- Letters of employment verification from employers (can serve as evidence for 500+ hours of work in healthcare-related fields and/or bilingual ability)
- Evidence of high school health academy attendance via transcripts or certificate
- Veteran DD214 verification
- Evidence of any disability via transcript or DSPS accommodation form
- Copy of financial aid award letter (if claiming financial disadvantage)
- 250-500 word Personal statement (for evidence of disadvantaged environment, first generation college student, difficult circumstance or refugee)
- Fluent in additional languages (250-500 word personal statement that addresses how you are fluent,



situations the additional language is used, how often you use the additional language and level of comfort using additional language in a medical setting).

- Information for all support courses: college attended, number of units for the course, semester completed, grade.
  - General Education courses related to nursing
    - **One** of the following speech/communication courses or equivalent or COMM- C1000:
      - Introduction to Public Speaking (COMM-001)
      - Introduction to Interpersonal Communication (COMM-009)
      - Small Group Communication (COMM-013)
      - Intercultural Communication (COMM-017)
    - Intermediate Algebra (MATH-049) or higher or Statistics or COD GE Area C2: Mathematical Concepts and Quantitative Reasoning
    - General Psychology (PSY-001), Developmental Psychology (PSY-003) or PSYC-C100 or equivalent
    - Sociology – **one** of the following, equivalent or COD GE Area C6: Ethnic Studies
      - Introductory Sociology (SOC-001)
      - Introduction to Race & Ethnicity (SOC-014)
      - Mexican American Culture & Society (SOC-015)
      - Cultural Anthropology (ANTH-002)
      - Anthropology of Religion, Magic, Witchcraft, and Healing (ANTH-007)
  - Nursing Support Courses
    - Medical Terminology (HS-061)
    - Basic Pharmacology (HS-065)
    - Strategies for Success/Nursing Program (HS-071)
    - Human Relations in the Workplace (BUMA-032)

10. Official International transcript evaluation detailed report is required for all international transcripts. An official report must be submitted in the application packet. The evaluation must state the level of learning equivalent to U.S. associate or bachelor's degree. It is highly recommended that applicants, ordering from an official agency, order at least three (3) applicant copies for future application packets. For a list of approved evaluating agencies or see <https://www.collegeofthedesert.edu/web-items/documents/pdf-files/international/international-transfer-credit.pdf>
11. Only prerequisite courses will be evaluated in the nursing program acceptance process. Additional courses are required for the AS Degree in Vocational Nursing. Refer to the [college catalog](#) for the remaining general education course descriptions for the degree. Students are advised to see a [college counselor](#) for advisement regarding degree required general education courses.
12. All initial application-related communication will occur via email. COD student email. Accepted applicants will receive notification within six (6) weeks after noon application deadline. Please monitor email frequently during this timeframe. With the emailed notification, applicants will be given a deadline by which an email response must be made. The applicant will lose the offered seat if required responses are not received by the deadline.
13. Once you have read through these instructions and have gathered all the information listed above, [click here](#) to complete the application.