

San Diego City College Nursing Education Program
Application Instructions

COMPLETE THE FOLLOWING STEPS 1-7 BEFORE SUBMITTING YOUR APPLICATION

- 1.** Download the Informational Packet for RN and LVN-RN students.
<https://www.sdccity.edu/academics/schools-programs/math-sci-nurse/nursing/index.aspx>
Read the packet completely and all the requirements described in the Multi-Criteria Point System

- 2. Apply to the college.** Students must apply to the San Diego Community College District (SDCCD) online at <http://applyonline.communitycollege.net/studentappview.cfm>. **You will need a student ID to apply.**

- 3.** Submit ALL official transcripts to the DISTRICT Transcript office
<https://www.sdccd.edu/students/evaluations/transcripts-information.aspx>

This is not needed for courses taken within the San Diego Community College District.

- 4.** Transcript evaluation must be completed after the transcripts have been received at the district.

- 5.** Request a copy of all OFFICIAL transcripts to be sent to you to upload to your application. The committee understands once opened, the transcript is not official; the committee knows what to look for on the transcript.

- 6.** Students who have completed courses at a foreign school or university **MUST** meet with counseling before submitting transcripts for evaluation.

- 7. Academic Counseling:**
After the student receives a notification that the transcripts are evaluated, the student may review the evaluation on the student portal. If there are questions, regarding the evaluation the student may contact the counseling office for an appointment.
<https://www.sdccity.edu/students/counseling/index.aspx>
Or email Bernice Lorenzo at blorenzo@sdccd.edu or Laura Renker at lrenker@sdccd.edu.

- 8.** All requirements for submission to the nursing program must be a single pdf. Each document should be saved in pdf format with the student's name and title of the document. **ZIP FILES WILL NOT BE ACCEPTED AND WILL BE DISQUALIFIED. SCREENSHOTS WILL NOT BE ACCEPTED AND WILL BE DISQUALIFIED. PDF FILES NAMES SHOULD APPEAR AS FOLLOWED John Does TEAS exam results.pdf**

- 9.** Make sure to have current copies of licenses and certifications. **Licenses or certifications that are expired will be disqualified.**