



## Common Application Mistakes

**\*\*Disclaimer:** These are common mistakes but may not be representative of all the mistakes seen by application evaluators.\*\*

Common Mistakes	How to Fix
<b>Category 1: Degree</b> <ul style="list-style-type: none"><li>Applicant claims points for a degree with a <i>copy</i> of the degree as supporting documentation.</li></ul>	<ul style="list-style-type: none"><li>The claimed degree needs to be posted on the college transcript to earn points. A <i>copy</i> of the degree will not suffice.</li></ul>
<b>Category 2: Relevant License/Certification</b> <ul style="list-style-type: none"><li>Applicant submits a CPR-BLS Certification as a relevant degree/certification.</li><li>Medical Assistant certificate does not state that it is back office.</li></ul>	<ul style="list-style-type: none"><li>CPR – BLS Certification does not qualify for points for the area. (Refer to the list for eligible license/certification)</li><li>Include documentation that lists the medical assistant program entailed back-office work.</li></ul>
<b>Category 3: Work/Volunteer Experience</b> <ul style="list-style-type: none"><li>Applicant submits work experience letter from private individuals.</li><li>Work/Volunteer experience is out of allowable time period.</li><li>Applicant submits letter of work or volunteer experience from not related to direct patient care.</li><li>Work experience letter is not dated, and hours worked cannot be calculated.</li></ul>	<ul style="list-style-type: none"><li>Work Experience letter must be from an established organization/business. Letters from private individuals are not eligible for points.</li><li>200 hours of work/volunteer experience must be completed within two years of application deadline.</li><li>Work/volunteer experience must be in direct patient care. (of humans)</li><li>To award points, evaluators must be able to calculate 200 hours worked within two years of application deadline. Make sure the letter is dated so</li></ul>



	that if it states “employee work from this date to present” evaluators know what present means.
<b>Category 4: Biology GPA</b>	
<b>Category 5: English GPA</b>	
<b>Category 6: Biology Repeats</b> <ul style="list-style-type: none"> <li>▪ Applicant miscounts deduction points for repeated courses.</li> <li>▪ Applicant has two repeats in one biology course.</li> </ul>	<ul style="list-style-type: none"> <li>▪ One repeat does not have a deduction of points. Two repeats is -3 points. A repeat of a third bio course is an additional -5 points, totaling -8 for the category.</li> <li>▪ Only one repeat is allowed for each of the three biology prerequisites. Two or more repeats in one biology course will result in denial.</li> </ul>
<b>Category 7: TEAS Score</b> <ul style="list-style-type: none"> <li>▪ Applicant does not send scores to College of the Sequoias A.D.N (If taken at a location other than COS).</li> <li>▪ Applicant does not include Individual Performance Profile Report.</li> <li>▪ Applicant has too many attempts.</li> <li>▪ Applicant does not have 45 days in-between attempts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If taken at a location <u>other</u> than COS, transfer scores to “<i>College of the Sequoias A.D.N.</i>”, this can be done through ATI. Include the receipt <u>and</u> your Individual Performance Profile Report.</li> <li>▪ Every applicant must provide a printout of their Individual Performance Profile Report regardless of test location.</li> <li>▪ Only one of the first two attempts with 45 days in-between are accepted.</li> <li>▪ Applicant must wait a minimum of 45 days between the first and second attempt. If less than 45 days between attempts then applicant must</li> </ul>



<ul style="list-style-type: none"><li>▪ Transferred scores but no receipt included.</li><li>▪ ATI will not allow applicant to send TEAS score to College of the Sequoias.</li></ul>	<p>submit their first score, pending the score meets the minimum passing score of 62%.</p> <ul style="list-style-type: none"><li>▪ Provide receipt of transfer or email confirmation, if applicable. Please note that for those who take the TEAS through online proctoring, TEAS will send a confirmation once the score is finalized after three business days.</li><li>▪ If the applicant has previously applied to the COS RN Program and they are using the same TEAS score to reapply, the applicant does not have to pay to send the same score a second time. However, make sure to include the Individual Performance Profile Report in with your current application packet. If you still have the receipt or email confirmation of the initial transfer of TEAS score to COS, be sure to include it with your current application packet.</li></ul>
<p><b>Category 8: Special Life Experiences/Circumstances</b></p> <ul style="list-style-type: none"><li>▪ Applicant accumulates points for several subcategories.</li><li>▪ Active-Duty Member/Veteran or spouse submits DD-214, Member 1 form.</li><li>▪ Financial Aid subcategory: Student provides proof of financial aid from various years.</li><li>▪ Need to Work Subcategory: Students submit a W-2</li><li>▪ Applicant does not sign and date statements.</li></ul>	<ul style="list-style-type: none"><li>▪ Calculate for only one (1) eligible special life experience/circumstance.</li><li>▪ The DD-214 must list discharge status, this is commonly found on the DD-214, Member 4 form. Discharge must be <i>Honorable</i> to receive points.</li><li>▪ Proof of financial aid documentation must be from the <b>current</b> academic year or during the time of a prerequisite course.</li><li>▪ The Need to Work subcategory is specific to the semester enrolled in the prerequisite. Submit one paystub that correlates with the semester.</li></ul>



	<ul style="list-style-type: none"> <li>For subcategories that require a personal statement the applicant must sign and date the statement to receive points.</li> </ul>
<b>Category 9: Foreign Language</b> <ul style="list-style-type: none"> <li>Applicant does not provide <b>official</b> AP score report.</li> <li>Applicant does not get the Language Proficiency Form completed by an eligible person.</li> <li>Applicant provides a copy of high school transcript.</li> </ul>	<ul style="list-style-type: none"> <li>Electronically send official AP scores to COS Admissions and Records <b>or</b> include a sealed official AP score report with your application. (For electronic transcripts, receipts of transfer are recommended).</li> <li>Form must be completed by a supervisor (not co-workers), a clergy member (not church parishioners) or a professor of claimed language.</li> <li>High school transcript must be in a sealed envelope (official) <b>or</b> electronically sent to COS Admissions and Records. (For electronic transcripts, receipts of transfer are recommended).</li> </ul>
<b>Transcripts:</b> <ul style="list-style-type: none"> <li>Applicant does not include official transcripts from all colleges attended.</li> <li>Applicant does not include unofficial printout for e-transcripts.</li> <li>Applicant does not include an unofficial transcript printout for COS coursework.</li> <li>Applicant does not apply to the college prior to sending e-transcripts.</li> </ul>	<ul style="list-style-type: none"> <li>Provide official transcripts for <b>all</b> colleges attended, regardless of the courses taken.</li> <li>For all e-transcripts, an unofficial print out is required. Receipts are highly recommended in the case there is an error in receiving the e-transcript.</li> <li>Print one unofficial transcript for coursework completed at COS and include it with your application.</li> <li>To send e-transcripts, you must apply to COS first, so your transcripts attach to your student account and shows in the system.</li> </ul>



<ul style="list-style-type: none"><li>▪ Bakersfield College, Cerro Coso College, and Porterville College official transcripts are not provided individually.</li></ul>	<ul style="list-style-type: none"><li>▪ The listed three colleges are in one district. On their unofficial transcript, all three colleges show but on their official transcripts, they are separate. Official transcripts from these three colleges will need to be sent/provided separately.</li></ul>
<p><b>Other Common Mistakes:</b></p> <ul style="list-style-type: none"><li>▪ Applicant fails to include:<ul style="list-style-type: none"><li>○ <b>Application Submission Checklist</b> (Incomplete or not included)</li><li>○ <b>Information Tutorial Test</b> (Incomplete or not included)</li><li>○ <b>Information Page of Application</b> (Not included)</li><li>○ <b>Application is not for the current application period</b></li><li>○ <b>Missed 3 or more questions on the Informational Tutorial Test</b></li></ul></li></ul>	<ul style="list-style-type: none"><li>▪ Include all pages of the application packet, completely initialed and signed.</li><li>▪ Use the current period application pulled from the COS Nursing website.</li><li>▪ Thoroughly review the Informational Tutorial PowerPoint where all answers can be found.</li></ul>