College of Sequoias Associate Degree In Nursing Program
Program Application Packet

The College of Sequoias Registered Nursing Program welcomes your application.
This packet contains all application instructions and forms required for program application.
This packet is available on-line at: https://www.cos.edu/en-us/academics/nursing-allied-health/application

1. **Program Application Submission Periods and Timeframes**
   - The COS RN program accepts applications twice each year.
   - November 1 through February 1. Applications submitted during this period are only evaluated for admission to the fall semester of the same year.
   - May 1 through July 15. Applications submitted during this period are only evaluated for admission to the spring semester of the following calendar year.
   - If the application deadline date falls on a weekend, the deadline will be the following Monday
   - All applications must be submitted to the COS Nursing Office (Hospital Rock 101) **in person**. Applications will not be accepted by mail, email, or fax. Applications will only be accepted on regular business days, between the hours of 8:00 AM and 4:30 PM. Summer hours are Monday through Thursday 7:30 AM to 5:00 PM and Friday 7:30 AM to 11:30 AM.

2. **Application Packet Instructions and Verification Requirements**

   - Print the entire application and instruction packet and complete all sections as instructed. Sign, initial, and date as indicated.
   - Include all required documentation listed on the application or the criteria selection matrix with your application packet. Enter your criteria score in each area and total your points at the end of the selection matrix. Every applicant is responsible for completing their criteria scoring section. All points will be evaluated by the Nursing Office for qualification.
   - Include the completed and signed Nursing Program Information Tutorial Test. In order for an application to be valid for evaluation a minimum of twelve (12) questions must be answered correctly on the Information Tutorial Test. Failure to meet the minimum score is considered to be an incomplete application, resulting in denial. All answers can be found on the Information Tutorial: https://www.cos.edu/en-us/academics/nursing-allied-health/information-tutorial.
   - Place the completed application packet in a 9" x 12" manila envelope with your name printed on the front of it. Submit your application in person to Hospital Rock 101 (Nursing Office) at 915 S. Mooney Blvd., Visalia, CA 93277, and obtain a receipt from the Nursing Office staff.

Only complete application packets with all listed verifications submitted within the specified acceptance periods will be evaluated for admission to the program.

Make and retain a copy of your application and applicable documentation (DO NOT OPEN OFFICIAL TRANSCRIPTS). No applications or documents will be returned once submitted, and no copies of any part your application packet will be made in the nursing office.

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College of Sequoias Associate Degree In Nursing Program
Program Application Packet

APPLICATION SUBMISSION CHECKLIST

Please **initial** each reminder, print your name, and sign and date as indicated.

— I am verifying that the personal information I have provided is current and I understand I am responsible for notifying the COS Nursing office if there are changes.

— I understand that the demographic information requested has no bearing on my selection for the program. It is only used to track the program's success in maintaining a diverse student nurse population.

— I understand if I do not provide complete information about all colleges and nursing programs that I have attended, and this is later discovered, I will be ineligible for admission in the program. If in the program, I will be dismissed.

— If I have already earned a relevant diploma or certificate, I have provided appropriate documentation including transcripts.

— If, during the last 24 months, I have at least 200 hours of direct patient care in work or volunteer service, I have provided appropriate documentation.

— I have provided two official copies of transcripts from all colleges attended. If any of my coursework has been completed at COS, I have provided one unofficial transcript. **OR** I have ordered electronic transcripts from all colleges attended to be sent to College of the Sequoias and included unofficial transcripts with my application and a receipt of electronic transfer for all colleges attended.

— I have reviewed the transcripts of my anatomy, physiology, and microbiology courses and recorded the number of repeats.

— I have reviewed my ATI TEAS report and used my Adjusted Individual Total Score to establish and record my points.

— I have provided my ATI TEAS Adjusted Individual Score Report and the receipt showing electronic transfer of score to COS if applicable.

— I have reviewed the eligible life experiences and circumstances listed in criterion 8, and, if appropriate, provided my documentation.

— If I am fluent in a language other than English I have included my points for this criterion and provided the required documentation.

— If I am applying to the LVN-RN Advanced Placement Program I have included a copy of my LVN Program Certificate, LVN License, and two (2) official transcripts from my LVN program.

— I have read the Nursing Program Information Tutorial found on the Nursing website and have included my completed and signed Nursing Program Information Tutorial Test with this application.

— I have made copies of my application, and I understand that the nursing office will not make copies of my application or documentation for me.

— I give permission for the Nursing office to verify any information submitted including contacting persons who have supplied verification letters and certification of language proficiency.

Print Name:_____

Signature:_____

Date:_____

College of Sequoias Associate Degree In Nursing
Program Program Application Packet

Student Information Section

Admission to: **Fall 2027 Semester**

Program Option: **(Select one)** ☐ RN Program ☐ LVN-RN Advanced Placement/Apprenticeship ☐ LVN-RN 30 Unit Option

Personal Information

Full Name: _____
Last First Middle Initial Previous Last Name

Physical Address: _____
Address and Street Apt./Unit # City State Zip Code

Mailing Address: _____
(If different)
Address and Street Apt./Unit # City State Zip Code

County of Residence: _____ Email: _____

Main Telephone: _____ Alternate Telephone: _____ Military Service/Veteran Status: Yes ☐ No ☐

Birthdate: _____ Social Security Number: _____ COS Student ID # @ _____
MM/DD/YYYY (or TIN) REQUIRED

Have you previously **applied** to the College of Sequoias Registered Nursing Program? Yes ☐ No ☐ Last Application Date: _____

If Yes, under what name? _____ Were you selected as an alternate? Yes ☐ No ☐

Have you ever **enrolled** in any RN Nursing Program? Yes ☐ No ☐ If Yes, Where? _____ When? _____

Do you plan to receive a Bachelor's degree in Nursing? Yes ☐ No ☐ Official transcripts: ☐ eTranscripts ☐ Included w/application

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Demographic Information
Optional and Not Used in Determining Program Entry

Gender:
- ☐ Female
- ☐ Male
- ☐ Non-Binary or Third Gender

Age:
- ☐ 17-20 years
- ☐ 21-25 years
- ☐ 26-30 years
- ☐ 31-40 years
- ☐ 41-50 years
- ☐ 51-60 years
- ☐ ≥ 61 years

Ethnicity: (Mark only **one**)
- ☐ Black/African American
- ☐ American Indian or Alaska Native
- ☐ South Asian (e.g., Indian, Pakistani, etc.)
- ☐ Filipino
- ☐ Native Hawaiian
- ☐ Other Asian
- ☐ Other Pacific Islander
- ☐ White/Caucasian
- ☐ Hispanic/Latino
- ☐ Mixed Race
- ☐ Other Race

Proficient Language(s): (select all that apply)
- ☐ American Sign Language
- ☐ Arabic
- ☐ Armenian
- ☐ Chinese (any dialect)
- ☐ Farsi/Persian
- ☐ French
- ☐ German
- ☐ Japanese
- ☐ Korean
- ☐ Languages of India (Bengali, Hindi, Punjabi, etc.)
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog
- ☐ Vietnamese

<table>
<tr><th>#</th><th>ADMISSION CRITERIA</th><th>REQUIRED DOCUMENTATION TO EARN CRITERIA POINTS</th></tr>
<tr><td>1.</td><td>

Complete the following table for all colleges attended, in any location, at any time, whether or not a degree was awarded. Points are awarded for only one degree.

<table>
<tr><th>College Name</th><th>City & State</th><th>Dates Attended</th><th>Degree Awarded</th></tr>
<tr><td></td><td></td><td></td><td></td></tr>
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</table>

Have you already earned a college degree from an institutionally accredited U.S. college or university?

☐ Yes ☐ No

<u>You may choose only 1:</u>

☐ **BA/BS/MA/MS/PhD = 5 Points**
☐ **AA/AS = 5 Points**
☐ **Foreign Degree equivalent to BS/AS degree = 1 Point**

</td><td>Degree Conferment must be posted on your transcript.

Please see criteria 4 for details on transcript requirements.

All transcripts from outside the United States must be evaluated by an ECC-approved foreign evaluation service.

Failure to submit official transcripts with all grades posted will result in disqualification from the application process.</td></tr>
</table>

2.	**Have you earned a relevant License or Certificate? <u>Points are awarded for only one license/certificate.</u>** ☐ Licensed Vocational Nurse = **10 Points** ☐ Paramedic (National Registry is accepted) = **10 Points** ☐ Psychiatric Technician = **10 Points** ☐ Physical Therapist Assistant = **10 Points** ☐ Certified Nursing Assistant = **5 Points** ☐ Emergency Medical Technician (National Registry is accepted) = **5 Points** ☐ Respiratory Therapist = **5 Points** ☐ Radiology Technician = **5 Points** ☐ Ultrasound Technician = **5 Points** ☐ Medical Military Experience (>1000 hours) = **5 Points** ☐ Phlebotomist = **5 Points** ☐ Health care related therapists or technicians = **5 Points** ☐ Medical Assistant (Back Office) = **5 Points** ☐ Dental Hygienist = **5 Points** ☐ Athletic Trainer (>1000 hours) = **5 Points** ☐ Pharmacy Technician= **5 Points** ☐ EKG/ECG Technician = **5 Points**	Licensed or certified healthcare worker requires a copy of the current active and unrestricted **<u>California</u>** license/certificate including name, license/certificate number, date of issue and date of expiration. *If applying as LVN-RN Advanced Placement, attach 2 official transcripts from LVN school showing completion of LVN program. Note: CA state license/certificates in cosmetology, childcare, or as related to animals do not qualify for points. Licenses/certifications are considered when earned through completion of a full program; continuing education units & short-term course certifications are not accepted.
3.	**Do you have recent work or volunteer experience *with direct patient care in relevant jobs (examples of direct patient care positions listed above)? <u>Points are awarded for only one.</u>** ☐ Yes, documentation of work experience is attached. = **5 Points** ☐ Yes, documentation of volunteer experience is attached. = **2.5 points** ☐ No, I do not have recent work or volunteer experience with direct patient care in a relevant job. *For credit in this criterion, you must have worked or volunteered at least *200 hours within the last twenty-four months.* Hours worked towards earning a relevant Diploma or Certificate cannot be included. No partial credit is awarded in this criterion, and only one category applies. *Direct patient care provided must be given to a person or persons, not animals. Patient care does not include cosmetology or childcare.	Completed Work/Volunteer Experience in Direct Patient Care Form. The form can be found at <u>https://www.cos.edu/en-us/academics/nursing-allied-health/application</u> No other documentation will be considered for this category.

4.

Biology Prerequisite Course Work

This course work only includes Anatomy, Physiology, and Microbiology.

You must pass Anatomy, Physiology, and Microbiology at an institutionally accredited institution with a minimum 'C' grade and have a minimum 2.5 GPA in these courses.

Each science prerequisite must include a lab and be equivalent to 4 semester units. *If you were awarded quarter units, please contact the nursing office at (559) 730-3728 for conversion assistance.*

- You are allowed to repeat each *science* prerequisite one time.

Course	Course Units	Grade	Term/Year	College
Anatomy				
Physiology				
Microbiology				

Grade Point Average in Relevant Course Work

Include only: Anatomy, Physiology, Microbiology

GPA _____ x 9 = **Points _____** (To nearest hundredth decimal)

5.

English Prerequisite Course Work

You must pass English 1 with a minimum "C" grade. English coursework taken at another insitution must be found equivalent to COS English 1/English C1000

Course	Course Units	Grade	Term/Year	College
English C1000				

GPA _____ x 1 = **Points** _____ (to nearest hundredth decimal)

AP Credit:

- AP score of 5 = 4 Points | AP Score of 4 = 3 Points | AP Score of 3 = 2 Points
- If you are claiming that the English 1 requirement is met via AP credit please provide an Official AP Score Report with a test score of 3 or higher. These may be submitted as official hard copies or as an official electronic transcript from the AP Board. Please see the details on transcript requirements in the column to the right

A minimum cumulative 2.5 GPA from all regionally accredited colleges is a requirement for the COS RN Program application.

Failure to submit official transcripts with all grades posted will result in disqualification from the application process. Final grades must be posted on each transcript. Only one repeat is allowed for each *science* prerequisite.

We will accept one current unofficial transcript for coursework completed at College of the Sequoias.

For all other institutions official transcripts will be accepted either in a sealed envelope or electronically.

For hard copy official transcripts included with your application packet: Applicant is required to provide Two official transcripts **(in original sealed/unopened envelope)** for **any and all** U.S. institutions, **regardless of applicability to nursing requirements.** If you choose this option you are not required to apply to College of the Sequoias.

For submission of official electronic transcripts: You **must** apply to COS first before sending your official eTranscripts. Once applicant is issued a Banner ID, the applicant is required to send ONE official eTranscript for **any and all** U.S. institutions, **regardless** of applicability to nursing requirements. Be sure you send your eTranscript to College of ***the*** Sequoias, Admissions and Records Office. You must also include a receipt of electronic transfer **AND** a copy of your unofficial transcripts with your application packet.

<table>
<tr>
<td>6.</td>
<td>
Did you repeat any of your <u>prerequisite science</u> coursework?
Repeats include all grades, NC, No Pass, or “W”.
No more than one repetition in <u>each</u> Biology prerequisite is allowed.

1 repeated class, deduct 0 points
2 repeated classes, deduct 3 points
3 repeated classes, deduct 5 points
A total of up to 8 points may be deducted.
<table>
<tr><th>Course</th><th>Number of Repeats</th><th>Points Deducted</th></tr>
<tr><td>Anatomy</td><td></td><td></td></tr>
<tr><td>Physiology</td><td></td><td></td></tr>
<tr><td>Microbiology</td><td></td><td></td></tr>
<tr><td>Total Repeats</td><td></td><td></td></tr>
</table>
</td>
<td>Please see criterion 4 for transcript requirements.</td>
</tr>
<tr>
<td>7.</td>
<td>
What was your Individual Adjusted Score on the ATI TEAS 7?

☐ 92.0% - 100% = 30 points
☐ 91.9% - 65.1% = TEAS score minus 62 = _____ points (Applicant must calculate points)
☐ 62.0% - 65.0% = 3 points

Example calculation:
Say you received 80.7% TEAS score you would subtract 62 from 80.7, leaving you with 18.7 points for this criterion. 80.7-62=18.7

Only TEAS 7 will be accepted. TEAS 6 and prior versions are no longer accepted.
</td>
<td>Only one repeat of TEAS will be allowed. A minimum of 45 days between exams is required.

If TEAS was taken at COS, a printed copy of the TEAS Individual Performance Profile report is required.

If TEAS was taken at a location other than COS, a printed copy of the Individual Performance Profile Report, <u>and</u> a copy of the Transfer Receipt or an email verification showing payment for transfer of scores to COS from www.atitesting.com is required.</td>
</tr>
</table>

8. **Do you have special life experiences or special circumstances?**

Please review the list below and determine if any one of these experiences/circumstances apply to you. If so, and you provide the required documentation, you will be awarded points for **one** eligible experience/circumstance.

- ☐ **Eligible Veteran/Active Duty or Spouse of Eligible Veteran/Active Duty**: Provide copy of Defense Department Form 214 (DD214, Member 4 Form). Honorable discharge required or a copy of current active military identification. **7.5 points**
- ☐ **Medically Underserved Primary Care HPSA:** Living in a medically underserved Primary Care HPSA as designated by the federal Health Resources and Services Administration. Provide proof of service address with a utility bill within the application period **7.5 points**
- ☐ **Disabilities:** Provide proof of current eligibility from COS Access & Ability Center or other qualified disability evaluation specialist. **2.5 points**
- ☐ **Low Family Income:** Provide proof of current eligibility or eligibility during prerequisite coursework with a receipt of financial aid under a program that may include but is not limited to: a fee waiver from the California Promise Grant, the CalGrant program, the Federal Pell Grant program, or CalWorks. **2.5 points**
- ☐ **First Generation to Attend College:** Provide description below. **2.5 points**
- ☐ **Need to Work:** Provide paycheck stub from period of time enrolled in prerequisite courses or letter from employer. **2.5 points**
- ☐ **Social or Environmental Disadvantages:** Provide proof of current eligibility or eligibility during prerequisite coursework for Extended Opportunity Programs and Services (EOP&S) **2.5 points**
- ☐ **Difficult Personal or Family Situations or Circumstances:** Provide description below. **2.5 points**
- ☐ **Refugee Status:** Provide documentation or letter from United States Citizens and Immigration Service (USCIS) **2.5 points**

If claiming the circumstance of first in your family to attend college, or difficult personal family situations/circumstances, please provide a brief description below:

_____

_____

_____

_____

_____

_____

_____

_____

Your Signature/Date

Current proof of eligibility means within the current academic year.

To verify that you reside in a Medically Underserved Primary Care HPSA please use the address tool on the HRSA website: https://data.hrsa.gov/tools/shortage-area/by-address
If your address has a green check mark next to Primary Care HPSA, then it is a qualifying address. If it has a red "X" next to Primary Care HPSA, then the address does not qualify for these points.

9.	**Are you proficient or have advanced level coursework in languages other than English?** **Eligible languages identified by Chancellor's Office are:** If so, and you provide the required documentation, you will be awarded **5 points** for <u>one</u> of the following: ☐ American Sign Language ☐ Arabic ☐ Chinese (including its various dialects) ☐ Farsi ☐ Russian ☐ Spanish ☐ Tagalog ☐ One of the various languages of the Indian sub-continent and Southeast Asia ☐ One of the various languages of the African continent	**Native Speaker:** Completed and signed Certificate of Language Proficiency form **OR** **Second Language:** Official Transcript showing completion of 3 years high school courses in same language through the intermediate level with a "C" or better, or college course/s in the same language through the intermediate level with a "C" or better **OR** **<u>Official</u>** AP score Report with a test score of 3 or higher or appropriate SAT Subject test score in language.

Criteria Score/Points:

Criteria Category	Points Earned (TO BE FILLED IN BY APPLICANT)	Points Awarded OFFICE USE ONLY	Verification Included OFFICE USE ONLY
1			
2			
3			
4			
5			
6	-	-	
7			
8			
9			
TOTAL			

I certify to the best of my knowledge all information provided on this document is complete and accurate. I understand and acknowledge it is my responsibility to verify that all required documents are included with this application. I understand that failure to include any required documents will result in loss of points awarded or disqualification of my application.

Signature: _____ **Date: _____**

Nursing Program Information Tutorial Test

A minimum of 12 questions must be answered correctly for an application to be complete. The Nursing Office will not answer test questions.

1. International coursework must be evaluated by
   - a) COS Admissions & Records
   - b) COS Counseling Department
   - c) COS Nursing Counselor
   - d) A COS approved transcript evaluation service

2. The COS Nursing Program website is
   - a) www.cos/nursingisgreat
   - b) www.cos/careercenter/nursing
   - c) www.cos.edu/studentservices/nursing
   - d) www.cos.edu/nursing

3. Criminal background checks are ordered by each student prior to beginning the program. If a background check is "flagged"
   - a) A flagged background has no effect on admission to the program
   - b) Acceptance depends upon approval of the clinical agency
   - c) The student will have to remediate and reapply
   - d) The student is automatically denied admission to the program

4. Completing the online tutorial and this quiz is _____ in order to apply to the Nursing Program.
   - a) Optional
   - b) Recommended
   - c) Highly recommended
   - d) Mandatory

5. Which of the following is required for the application process
   - a) Successful completion of the Nursing Program Information Tutorial Test only
   - b) Unofficial transcripts for all prerequisite courses, successful completion of the Nursing Program Information Tutorial Test
   - c) Two official transcripts (or 1 eTranscript & corresponding unofficial printouts) from all colleges/universities attended, TEAS documentation, successful completion of the Nursing Program Information Tutorial Test
   - d) One official transcript from COS, successful completion of the Nursing Program Information Tutorial Test

6. The courses which require a subset GPA of at least 2.5 are:
   - a) Anatomy, Physiology, and Microbiology
   - b) English, Anatomy, Physiology and Psychology
   - c) Speech, English, Anatomy & Physiology
   - d) Anatomy, Physiology, Microbiology & Chemistry

7. The application deadlines are which of the following
   - a) November 1 – January 15
   - b) February 1 & July 15
   - c) May 1 – July 15
   - d) January 1 & July 15

8. If a fully qualified applicant is not admitted, he/she
   - a) Must re-apply next year
   - b) Can reapply for admission to the next or any subsequent semester
   - c) Cannot reapply
   - d) Does not have to reapply, their waitlist number rolls over to the next year

9. An applicant is ineligible if he/she
   - a) Lives in Sacramento
   - b) Submits their application on January 2
   - c) Is not a current COS student
   - d) Has a prerequisite course in progress at the time of application

10. The 2-step TB requires _____visits to a healthcare provider/facility.
    - a) 2
    - b) 3
    - c) 4
    - d) 6

11. Co-requisite courses must be completed
    - a) While in the RN program
    - b) For the Associate of Science in Nursing degree
    - c) After the nursing program is completed
    - d) In order to apply to the nursing program

12. If offered a seat in the COS RN Program, proof of immunizations will be required for the following vaccines:
    - a) MMR, Varicella, Hep B, COVID-19, Influenza, and Tdap
    - b) MMR, Varicella, Hep B, and Tdap
    - c) MMR, Varicella, Hep B, Influenza, and Tdap
    - d) Proof of immunizations are recommended but not required for the COS RN Program.

13. Nursing program clinical hours range from 6 to 24 hours per week, depending on the course. Choose the correct statement regarding clinical hours
    - a) Clinical hours are never in the evening
    - b) Clinical hours are always on Tuesdays & Wednesdays
    - c) Clinical hours are not required
    - d) Clinical days and hours vary from course to course

14. For applicants choosing the 30-Unit LVN Option, which of the following are correct
    - a) Must meet with the Director of Nursing before choosing this option
    - b) Admitted on space available basis
    - c) Will have permanent "Non-graduate" designation from CA BRN upon successfully passing the RN-NCLEX exam
    - d) All of the above

15. The minimum cumulative GPA for application consideration to the RN Program is
    - a) 2.5
    - b) 2.0
    - c) 4.0
    - d) 3.2

Applicant Name: _____

Signature of Applicant: _____

How to get to the Nursing Office (Hospital Rock 101)

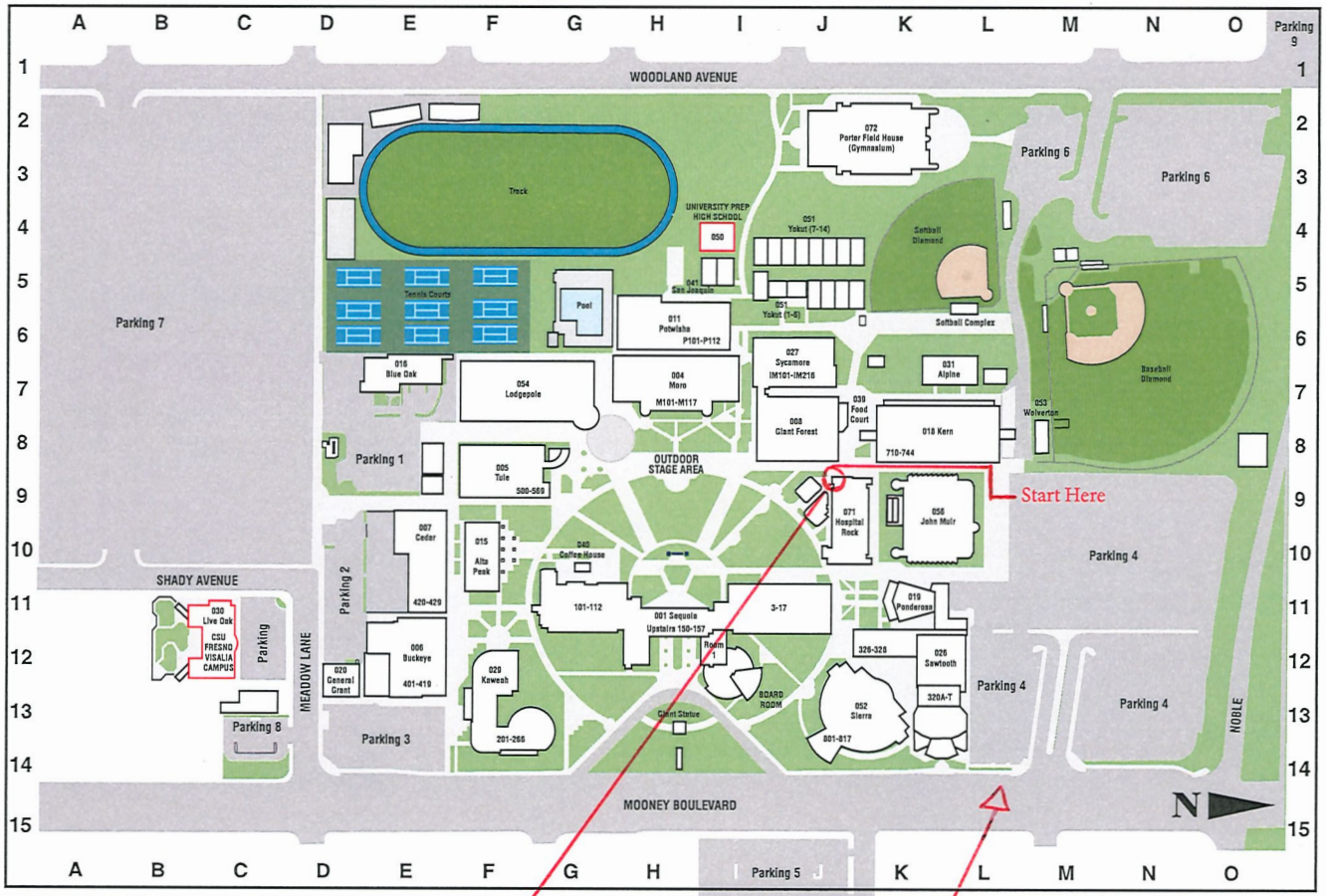
COLLEGE OF THE SEQUOIAS

CAMPUS DIRECTORY

Name	Grid
WELCOME CENTER	G-11
• ADMISSIONS & AID •	
ADMISSIONS AND RECORDS	G-11
ASSESSMENT AND TESTING	H-11
CASHIER'S OFFICE	G-11
COUNSELING	G-11
FINANCIAL AID	G-11
• STUDENT SUPPORT SERVICES •	
ACADEMIC CENTER FOR EXCELLENCE	L-7
ACCESS & ABILITY CENTER	J-11
BOOKSTORE	J-8
CALIFORNIA MINI-CORPS	D-12
CALWORKS	G-11
EOPS AND CARE	G-11
FOSTER CARE AND YESS	K-7
FOUNDATION	I-11
INTERNATIONAL STUDENTS	G-11
LANGUAGE CENTER	K-7
LIBRARY/LEARNING RESOURCE CENTER	F-7
MESA	L-10
PARKING / DISTRICT POLICE	E-7
PUENTE PROJECT	F-9
STUDENT SUCCESS PROGRAM	J-7
TRANSFER & CAREER CENTER	J-8
TRIO	F-7
VETERANS RESOURCE CENTER	G-11
• STUDENT LIFE •	
CAFETERIA	F-10
THE GRIND (COFFEE HOUSE)	G-10
FOOD COURT	J-8
HEALTH SERVICES	I-8
STUDENT ACTIVITIES AND AFFAIRS	J-8
STUDENT LOUNGE	J-8
STUDENT EMPLOYMENT/WORK STUDY	J-7
WORK EXPERIENCE	J-7
• ARTS & EVENTS •	
ART GALLERY	F-13
CONFERENCE ROOM ONE	I-12
PONDEROSA LECTURE HALL	K-11
THEATRE (BOX OFFICE)	K-14
• ACADEMICS •	
NURSING & ALLIED HEALTH	J-10
BUSINESS	K-8
CSU FRESNO, VISALIA CAMPUS	C-12
CONSUMER/FAMILY STUDIES	F-8
FINE ARTS	J-13
INDUSTRY & TECHNOLOGY	E-11/12
LANGUAGE ARTS	F-8
MATH & ENGINEERING	F-13
PHYSICAL EDUCATION	H-7
SCIENCE	K-10
SOCIAL SCIENCES	J-6
UNIVERSITY PREP HIGH SCHOOL	I-4
• DISTRICT ADMINISTRATION •	
PRESIDENT'S OFFICE	I-12
BOARD ROOM	I-12
HUMAN RESOURCE SERVICES	I-11
MARKETING & PUBLIC INFORMATION	I-12
PAYROLL	I-12
FACILITIES	E-7

COLLEGE OF THE SEQUOIAS

915 South Mooney Boulevard, • Visalia, CA 93277 • 559.730.3700 • www.cos.edu



BUILDINGS

No.	Name	Grid
001	SEQUOIA	H-11
004	MORO	H-6
005	TULE	F-8
006	BUCKEYE	E-12
007	CEDAR	E-10
008	GIANT FOREST	J-8
011	POTWISHA	H-6
015	ALTA PEAK	F-10
016	BLUE OAK	E-7
018	KERN	K-7
019	PONDEROSA	K-11
020	GENERAL GRANT	D-12
026	SAWTOOTH	K-13
027	SYCAMORE	J-6
029	KAWEAH	F-13
030	CSU FRESNO, VISALIA	C-12
031	ALPINE	K-7
039	FOOD COURT	J-7
040	COFFEE HOUSE	G-10
041	SAN JOAQUIN	I-5
050	UNIVERSITY PREP H.S.	I-4
051	YOKUT	J-4
052	SIERRA	J-13
053	WOLVERTON	M-8
054	LODGEPOLE	F-7
056	JOHN MUIR	L-10
071	HOSPITAL ROCK	J-10
072	PORTER FIELD HOUSE	K-2
077	SOFTBALL COMPLEX	L-5

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
Category 1: Degree ▪ Applicant claims points for a degree with a *copy* of the degree as supporting documentation.	▪ The claimed degree needs to be posted on the college transcript to earn points. A *copy* of the degree will not suffice.
Category 2: Relevant License/Certification ▪ Applicant submits a CPR-BLS Certification as a relevant degree/certification.	▪ CPR – BLS Certification does not qualify for points for the area. (Refer to the list for eligible license/certification)
▪ Medical Assistant certificate does not state that it is back office.	▪ Include documentation that lists the medical assistant program entailed back-office work.
Category 3: Work/Volunteer Experience ▪ Applicant submits work experience letter from private individuals.	▪ Work Experience letter must be from an established organization/business. Letters from private individuals are not eligible for points.
▪ Work/Volunteer experience is out of allowable time period.	▪ 200 hours of work/volunteer experience must be completed within two years of application deadline.
▪ Applicant submits letter of work or volunteer experience not related to direct patient care.	▪ Work/volunteer experience must be in direct patient care (of humans). Cosmetology and childcare do not constitute direct patient care.
▪ Work experience letter is not dated, and hours worked cannot be calculated.	▪ 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 that if it states "employee worded from start date to present,"

	evaluators know what present means.
Category 4: Biology GPA	
Category 5: English GPA	
Category 6: Biology Repeats ▪ Applicant miscounts deduction points for repeated courses. ▪ Applicant has two repeats in one biology course.	 ▪ 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. ▪ Only one repeat is allowed for each of the three biology prerequisites. Two or more repeats in one biology course will result in denial.
Category 7: TEAS Score ▪ Applicant does not send scores to College of the Sequoias A.D.N (If taken at a location other than COS). ▪ Applicant does not include Individual Performance Profile Report. ▪ Applicant has too many attempts. ▪ Applicant does not have 45 days in-between attempts.	 ▪ If taken at a location **<u>other</u>** than COS, transfer scores to *"College of the Sequoias A.D.N.",* this can be done through ATI. Include the receipt **<u>and</u>** your Individual Performance Profile Report. ▪ Every applicant must provide a printout of their Individual Performance Profile Report regardless of test location. ▪ Only one of the first two attempts with 45 days in-between are accepted. ▪ Applicant must wait a minimum of 45 days between the first and second attempt. If less than 45 days between attempts then applicant must

	submit their first score, pending the score meets the minimum passing score of 62%.
▪ Transferred scores but no receipt included.	▪ 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.
▪ ATI will not allow applicant to send TEAS score to College of the Sequoias.	▪ 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.
Category 8: Special Life Experiences/Circumstances	
▪ Applicant accumulates points for several subcategories.	▪ Calculate for only one (1) eligible special life experience/circumstance.
▪ Active-Duty Member/Veteran or spouse submits DD-214, Member 1 form.	▪ The DD-214 must list discharge status, this is commonly found on the DD-214, Member 4 form. Discharge must be *Honorable* to receive points.
▪ Financial Aid subcategory: Student provides proof of financial aid from various years.	▪ Proof of financial aid documentation must be from the **current** academic year or during the time of a prerequisite course.
▪ Need to Work Subcategory: Students submit a W-2	▪ The Need to Work subcategory is specific to the semester enrolled in the prerequisite. Submit one paystub that correlates with the semester.
▪ Applicant does not sign and date statements.	▪ For subcategories that require a personal statement the applicant must sign and date the statement to receive points.

Category 9: Foreign Language ▪ Applicant does not provide **official** AP score report.	▪ Electronically send official AP scores to COS Admissions and Records **or** include a sealed official AP score report with your application. (For electronic transcripts, receipts of transfer are recommended).
▪ Applicant does not get the Language Proficiency Form completed by an eligible person.	▪ Form must be completed by a supervisor (not co-workers), a clergy member (not church parishioners) or a professor of claimed language.
▪ Applicant provides a copy of high school transcript.	▪ High school transcript must be in a sealed envelope (official) **or** electronically sent to COS Admissions and Records. (For electronic transcripts, receipts of transfer are recommended).
Transcripts: ▪ Applicant does not include official transcripts from all colleges attended.	▪ Provide official transcripts for **all** colleges attended, regardless of the courses taken.
▪ Applicant does not include unofficial printout for e-transcripts.	▪ 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.
▪ Applicant does not include an unofficial transcript printout for COS coursework.	▪ Print one unofficial transcript for coursework completed at COS and include it with your application.
▪ Applicant does not apply to the college prior to sending e-transcripts.	▪ To send e-transcripts, you must apply to COS first, so your transcripts attach to your student account and shows in the system.

▪ Bakersfield College, Cerro Coso College, and Porterville College official transcripts are not provided individually.	▪ 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.
Other Common Mistakes: ▪ Applicant fails to include: ○ **Application Submission Checklist** (Incomplete or not included) ○ **Information Tutorial Test** (Incomplete or not included) ○ **Information Page of Application** (Not included)	▪ Include all pages of the application packet, completely initialed and signed.
○ **Application is not for the current application period**	▪ Use the current period application pulled from the COS Nursing website.
○ **Missed 3 or more questions on the Informational Tutorial Test**	▪ Thoroughly review the Informational Tutorial PowerPoint where all answers can be found.