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.
   - 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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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 7, 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
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Student Information Section

Admission to:	**Spring 2025 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

Address: _____

Mailing Address   Apartment/Unit Number   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:**
Male
Female
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 | **Language Spoken at Home:** (mark only one)
Arabic
Chinese (various dialects)
English
Farsi
Russian
Spanish
Tagalog
One of the various languages of the Indian sub-continent and Southeast Asia
Other |

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#	ADMISSION CRITERIA	REQUIRED DOCUMENTATION TO EARN CRITERIA POINTS
1.	**Complete the following table for all colleges attended, in any location, at any time, whether or not a degree was awarded.**	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.

Table for Criteria 1:

College Name	City & State	Dates Attended	Degree Awarded

Have you already earned a college degree from a Regionally Accredited U.S. College or University?
☐ Yes   ☐ No

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

2.	**Have you earned a relevant License or Certificate? You may choose only 1.**	Licensed or certified healthcare worker requires a copy of the current active and unrestricted **California** license/certificate including name, license/certificate number, date of issue and date of expiration.
	Licensed Vocational Nurse = **10 Points** Paramedic = **10 Points** Psychiatric Technician = **10 Points** Physical Therapist Assistant = **10 Points** Certified Nursing Assistant = **5 Points** Emergency Medical Technician = **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** Medical Scribe = **5 Points** Athletic Trainer (>1000 hours) = **5 Points** Pharmacy Technician= **5 Points** EKG/ECG Technician = **5 Points**	*If applying as LVN-RN Advanced Placement, attach 2 official transcripts from LVN school showing completion of LVN program. Points will only be awarded for one eligible license or certificate.
3.	**Do you have recent work or volunteer experience *with direct patient care in relevant jobs (examples of direct patient care positions listed above)? You may choose only 1.** ☐ 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.	Original letter on organization letterhead with an original signature from current/former employer. Must include: Name, start date and end date (if applicable), employee status (full-time/part-time/volunteer), Number of hours worked per week (or total hours from/to date), job title and department, and job duty examples.

| 4. | **Pre-Requisite Course Work** | | | | | 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. |

Pre-Requisite Course Work

This course work only includes Anatomy, Physiology, Microbiology, and English 1.

You must pass Anatomy, Physiology, and Microbiology at a regionally 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.*
   o   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 10 = **Points _____** (To nearest hundredth decimal)

You must pass English 1 with a minimum 'C' grade.

Course	Course Units	Grade	Term/Year	College
English 1				

*AP credit: 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 required for consideration of admission to the COS RN Program.

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 in with your application packet.

5.	Did you repeat any of your <u>prerequisite</u> science 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.	Please see criterion 4 for transcript requirements.

Course	Number of Repeats	Points Deducted
Anatomy		
Physiology		
Microbiology		
Total Repeats		

6.	**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 for this application period. TEAS 6 and prior versions are no longer accepted.	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, **and** a copy of the Transfer Receipt or an email verification showing payment for transfer of scores to COS from www.atitesting.com is required.

7.	**Do you have special life experiences or special circumstances?**	Current proof of eligibility means within the current academic year.
	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, <u>you will be awarded points for **one** eligible</u> 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. **5 points**

Disabilities: Provide proof of <u>current</u> 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 <u>enrolled in prerequisite courses</u> 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

8.	**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	**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			
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/nursing
   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, 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. General education courses (Humanities, American Institutions) must be completed.
    a) In order to take the RN-NCLEX exam
    b) For the Associate of Science in Nursing degree, unless the student already holds a Bachelor's 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 16 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: _____

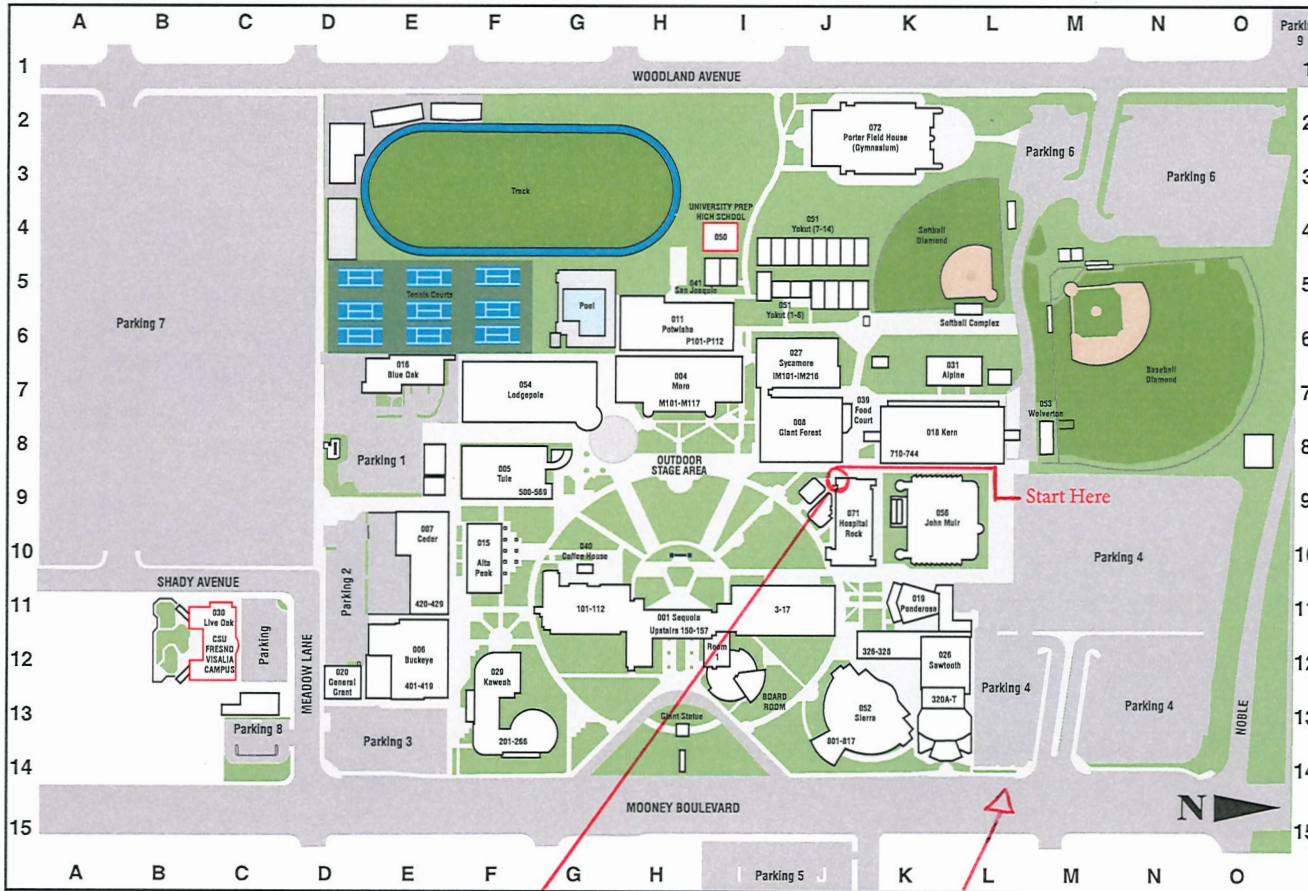# How to get to the Nursing Office (Hospital Rock 101)

COLLEGE OF THE SEQUOIAS
COLLEGE OF THE SEQUOIAS

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

COS 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

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

WOODLAND AVENUE

072 Porter Field House (Gymnasium)

Parking 6
Parking 6

Track

UNIVERSITY PREP HIGH SCHOOL
050
051 Yokut (7-14)
Softball Diamond

041 San Joaquin

Parking 7

Tennis Courts

Pool

011 Potwisha P101-P112

051 Yokut (1-6)
Softball Complex

Baseball Diamond

016 Blue Oak

054 Lodgepole M101-M117

004 Moro

027 Sycamore IM101-IM216

031 Alpine

039 Food Court

053 Wolverton

008 Giant Forest

018 Kern 710-744

Parking 1

005 Tule 500-560

OUTDOOR STAGE AREA

071 Hospital Rock

056 John Muir

Start Here

Parking 4

007 Cedar

015 Alta Peak

040 Coffee House

SHADY AVENUE

030 Live Oak

CSU FRESNO VISALIA CAMPUS

420-429

101-112

001 Sequoia Upstairs 150-157

3-17

019 Ponderosa

Parking 4

MEADOW LANE

006 Buckeye

Room 1

326-328

026 Sawtooth

020 General Grant 401-419

029 Kaweah

BOARD ROOM

320A-T

Parking 4

Parking 4

NOBLE

Parking 8

Parking 3

201-266

Giant Statue

052 Sierra

801-817

N

MOONEY BOULEVARD

Parking 5

YOU ARE HERE

Nursing Office (HR101)

Parking Lot #4 YOU ARE HERE **is the closest**

Common Application Mistakes

Disclaimer: These are common mistakes, but may not be representative of all of 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 official 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. ▪ Medical Assistant certificate does not state that it is back office.	▪ CPR – BLS Certification does not qualify for points for the area. (Refer to the list for eligible license/certification) ▪ 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/Volunteer experience is out of allowable time period. ▪ Applicant submits letter of work or volunteer experience from not related to direct patient care.	▪ Work Experience letter must be from an established organization/business. Letters from private individuals are not eligible for points. ▪ 200 hours of work/volunteer experience must be completed within two years of application deadline. ▪ Work/volunteer experience must be in direct patient care (of humans).
Category 4: Biology GPA	

Category 5: Biology Repeats	
Category 6: TEAS Score	
▪ Applicant does not send scores to College of the Sequoias A.D.N (If taken at a location other than COS).	▪ If taken at a location other than COS, transfer scores to *"College of the Sequoias A.D.N.",* this can be done through ATI. Include the receipt **and** your Individual Performance Profile Report.
▪ Applicant does not include Individual Performance Profile Report.	▪ Every applicant must provide a printout of their Individual Performance Profile Report regardless of test location.
▪ Applicant has too many attempts.	▪ Only one of the first two attempts with 45 days in-between are accepted.
▪ Applicant does not have 45 days in-between attempts.	▪ Applicant must wait 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%.
Category 7: Special Life Experiences/Circumstances	
▪ Applicant accumulates points for several subcategories.	▪ Calculate for only 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 previous years or not during the time of prerequisite coursework.	▪ Proof of financial aid documentation must be from the **current** academic year, or during the time a prerequisite course (English 1, Anatomy, Physiology, or Microbiology).

▪ 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.
Category 8: Foreign Language ▪ Applicant does not provide **<u>official</u>** AP score report.	▪ Electronically send official AP scores to COS Admissions and Records **<u>or</u>** 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 **official**, in a sealed envelope **<u>or</u>** 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 **<u>all</u>** 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 Area Mistakes:
▪ Applicant fails to include:
   o **Application Submission Checklist**
     (Incomplete or not included)
 	
   o **Information Tutorial Test**
     (Incomplete, not signed,or not included)
 	
   o **All pages of the application**
     (Not included)
 	
▪ Application is to a previous application period.
	▪ Include all pages of the application packet (pages 1-9 and Information Tutorial Test), completely initialed and signed.
	▪ Thoroughly review the Information Tutorial PowerPoint where all answers can be found.
	
	▪ Application instructions change from time to time. Use the correct application. Double check the term listed on the application and make sure it is the term in which you are intending to apply.