

## **Copper Mountain College**

### **Associate in Science or Certificate of Achievement in Vocation Nursing Admission Policy**

Copper Mountain College (CMC) offers an Associate of Science and a Certificate of Achievement in Vocational Nursing. The VN Program is approved by the Board of Nursing and Psychiatric Technicians (BVNPT). This policy outlines the admission requirements and selection process for the program.

#### **Application Timeframe**

Applications for admission are accepted from February 1 through February 28<sup>th</sup> each year.

#### **Pre-Requisite and Co-Requisite Course Requirements**

Please refer to Appendix A

#### **Application Packets**

Application packets must include the following:

1. A completed application form (see appendix B). Written applications must be legible.
2. Proof of high school graduation or equivalency demonstrated by any of the following:
  - Official high school transcript
  - Official transcript demonstrating a passing score on the California High School Proficiency examinations
  - Official general education development GED transcript

Note: Foreign high school transcripts must be evaluated and determined to be equivalent by an international evaluation service approved by CMC. Schedule an appointment with a CMC counselor for details regarding the foreign transcript evaluation process.

3. College transcripts demonstrating compliance with all admission requirements (see Appendix A). Official unopened transcripts must be submitted from ALL colleges (including CMC) and post-secondary coursework attempted or completed and provided at the time of application to the VN program. Electronic transcripts are accepted and **MUST** be sent to: [admissions@cmccd.edu](mailto:admissions@cmccd.edu) If sending electronic transcripts, a list of Educational Institutions **MUST** be listed on the application. It is the applicant's responsibility to provide official unopened transcripts or electronic transcripts and any additional requested evidence (such as a course syllabus) of meeting all admission criteria. Foreign transcripts must be evaluated by a foreign transcript evaluator approved by CMC.

#### **1. 4. CMC Transcripts**

**Current or former CMC students may request a free CMC transcript directly from Admissions & Records for a CMC Nursing program application.** If you previously attended Copper Mountain College and need to submit CMC transcripts as part of your Health Sciences application, you do not need to purchase a CMC transcript through the online ordering service. To request your free transcript, please

contact Admissions & Records and indicate that the transcript is for a CMC Nursing Program application.

## **Application Submission Methods**

There are two options for application submission:

1. Hand-deliver the application to the Office of Nursing and Health Sciences (Room 214). Office hours are Monday through Friday between the hours of 8:00 AM and 4:00 PM. If the office is closed, please drop off the application packet in the white box outside of Academic Services in Room 115. The application packet must arrive in a sealed manila envelope. Please address the front of the envelope as follows:

Attn: Admissions Committee, VN Program

2. Send the application via the US Postal Service

Attn: Nursing Department

P.O. Box 1398

Joshua Tree, Ca. 92252

NOTE: The envelope must be postmarked by February 28<sup>th</sup>.

## **Screening Process**

1. **The application screening process takes approximately 4 to 6 weeks after the application period has ended.**
2. All applicants must be at least 17 years of age.
3. The applications will be reviewed to ensure all information is accurate and complete. The Office of Nursing and Health Sciences is not responsible for email addresses that are not clearly legible when communicating with applicants regarding their admission status.
4. All college level coursework must be completed with a cumulative GPA 2.75 or higher. All college level attempts at courses taken at any accredited school will be used to calculate the GPA, including those with a grade of I, W, D and/or F.
5. Applicants not invited into the VN Program are welcome to reapply in the future.
6. Failure to respond to email notifications, attend orientation, or complete requirements by the specified deadlines may result in removal from the applicant pool.

## **Admission Priority**

1. First Priority is given to students who are seeking an AS degree in Vocational Nursing and have completed all prerequisites with a "B" or higher and completed corequisites with a "C" or higher.
2. Second Priority will be given to applicants seeking an AS degree in Vocational Nursing who have course work in progress and /or one prerequisite course with a "C" grade.
3. Third priority will be given to applicants who are seeking a certificate rather than an AS in Vocational Nursing.

## Health and Physical Standards

The following health and physical standards must be confirmed by a healthcare provider prior to beginning the program.

### Physical Demands

- Must be able to be on feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching.
- Lift and adjust positions of bedridden patients including pulling as much as 12 inches toward the head of the bed.
- Physically apply up to ten pounds of pressure to bleeding sites or to the chest in the performance of CPR using hands, wrists, and arms.
- Maneuver in small spaces quickly and with ease.
- Perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment and syringes.
- Feel and compress tissues to assess for size, shape, texture, and temperature.
- Lift up to 50 pounds and transfer adults and children from a stooped to an upright position to accomplish transfers that include activities such as bed-to-chair and chair-to-bed transfers.

### Sensory Demands

- Visually read calibrated scales in increments of one-hundredth of an inch on a device measuring not more than three inches.
- Perform close and distinct visual activities involving persons, paperwork and devices.
- Visually discriminate depth and possess color perception.
- Identify and distinguish odors that are pungent or the products of infection or metabolic imbalance (i.e., ketones).
- Respond and react immediately to auditory instruction, requests, signals, and monitoring equipment.
- Perform auditory assessments requiring the distinguishing of variances in sounds (i.e. tones and pitches).

CMC offers an ACCESS program that provides support services and academic accommodations for students with verified disabilities. Eligibility is based on documentation such as an IEP, 504 Plan, psychological evaluation, or records from a doctor, therapist, or specialist. If you're unable to obtain documentation, ACCESS can help. For more information, call 760-366-5201 ext. 5861, email [access@cmccd.edu](mailto:access@cmccd.edu), or visit Greenleaf Library, Room 311.

**Reasons for Ineligibility or denied admission into the VN Program may include but are not limited to:**

1. Applicants who have been dismissed more than once from any Allied Health/Health Sciences/Nursing program at any school for any of the following reasons are ineligible for admission to the CMC VN Program:
  - Academic and/or clinical failure. (Failure equals a D or an F grade)
  - Unsafe clinical performance
  - Acts of dishonesty or unethical behavior
  - Violation of program professional conduct standards
2. If the applicant seeking admission into the VN Program participated in the Nurse Assistant Program at CMC, they must have demonstrated exemplary behavioral and professional qualities during their time in the NA Program. These qualities include professionalism, amical behavior toward peers, instructors, facility professionals, and working collaboratively as a team. The Admission Committee reserves the right to refuse admission to any applicant based on a student's previous overall performance in the NA program.
3. Applicants who have been subject to any disciplinary actions by the College, including but not limited to academic probation, suspension or expulsion, shall be deemed ineligible for admission to the VN program. The Admissions Committee retains the authority to disqualify candidates based on these criteria to uphold the program standards of professionalism and integrity.
4. The VN program requires a criminal background check and drug screening. Applicants who have a felony on their background check and/or fail the drug screen are ineligible for admission to the VN program. Applicants who have a misdemeanor on their background check **may** be ineligible for admission to the VN Program.

**For any additional questions, please send an email to: [Nursing@cmccd.edu](mailto:Nursing@cmccd.edu)**

## Copper Mountain College Vocational Nursing Program

### Program Requirements

Refer to the Vocational Nursing Program Admission Policy for more in-depth information. All **PREREQUISITE** courses must be completed with a “B” or better. For VN applicants, prerequisite courses must be completed within 5 years of the application period. **COREQUISITE** courses do not have a recency requirement.

The following **PREREQUISITE** courses are required for the VN Program:

❖ BI-022	Human Anatomy	4 units
❖ BI-023	Human Physiology with lab	4 units
❖ PSY-003	Developmental Psychology (Lifespan)	3 units
❖ HS 065	Basic Pharmacology	3 units

The following **COREQUISITE** courses are required to obtain an AS degree in Vocational Nursing and must be completed prior to graduation. Corequisite courses must be completed with a grade of “C” or better. A certificate in Vocational Nursing only requires the Prerequisite courses. (Please see the Admission Priority Section)

❖ PSY-001/PSYC- C1000 General Psychology	3 units
❖ ENG-003A	3 units
❖ Math 010 or 014	
❖ SOC-001 Intro to Sociology	3 units
OR	
❖ ANTH-002 Cultural Anthropology	3 units
❖ One of the following Speech Courses	
❖ SP-001 Intro to Sociology	3 units
❖ SP-004/COMM C10000 Public Speaking	3 units
❖ SP-007 Decision Making and Advocacy	3 units
❖ SP-015 Intercultural Communication	3 units
❖ PHIL-013 is recommended but the requirement can be fulfilled with another Humanities course	3 units
❖ Ethnic Studies course (EGSJ) consult your counselor for catalog rights	3 units

Copper Mountain College  
Vocational Nursing Program  
Application for Admission  
Application Period: February 1st -28th

Last Name: _____				First Name: _____			
Street Address _____		City _____		State _____		Zip _____	
Mailing Address _____		City _____		State _____		Zip _____	
Other Names used (including maiden) _____							
Phone Number _____				Birthdate _____			
Personal Email _____				Birth City _____		State _____	
CMC Email _____				Birth Country _____			
Are you applying for a VN Certificate or and Associates Degree? _____							
If you are submitting electronic transcripts, please include name/s of institution/s _____							
_____							
Are you disabled? Yes/ No _____							
Do you require an accommodation? Yes/No if yes, explain: _____							
Are you a US Citizen? Yes/No If no indicate Alien Status: _____							
Have you ever been enrolled in a VN Program? Yes/No If yes, attach official transcripts and complete the following							
College: _____				Program Director Name _____			
Address _____		City _____		State _____		Zip _____ Phone# _____	

***Required Documents to be submitted with your application:***

1. Official high school Transcript or official GED/High School Completion document
2. Official Transcripts for college coursework showing completion and grades for pre and co requisites.

I wish to be considered for the admission to the Vocational Nursing Program. I certify that, to the best of my knowledge, all of the above information is correct. In addition, I assume responsibility for attaching all required documentation to the application prior to submission. I understand that failure to comply with the deadline automatically disqualifies me.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_