

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 28th each year.

Primary 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 transcript demonstrating a passing score on the HiSET (High School Equivalency Test)
 - 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 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.

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 nursing 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. If you drop off the application packet in the white box, you must also email nursing@cmccd.edu to confirm it was received. 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 28th.

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. If the number of qualified applicants exceeds the number of available seats, admission will be determined by a random selection (lottery) process. All qualified applicants will have an equal opportunity for selection.
5. If there is an insufficient number of qualified applicants who meet all admission requirements, the VN Program Admission Committee reserves the authority to modify or waive selected admission criteria and consider alternative eligibility factors, including but not limited to minimum formula score requirements, coursework completion status, or other academic factors.

6. Applicants not invited into the VN Program are welcome to reapply in the future. Applicants reapplying to the VN Program must follow the admission requirements in effect at the time of reapplication. A wait list is not maintained
7. Failure to respond to email notifications, attend orientation, or complete requirements by the specified deadlines may result in removal from the applicant pool.

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).

Program Expectations and Attendance Requirements

Enrollment in the nursing program requires a significant time commitment and adherence to professional standards. Attendance at all scheduled theory, laboratory, simulation, and clinical experiences is mandatory. Make-up opportunities are limited and cannot be guaranteed.

Students must comply with the program's dress code and professional appearance standards at all times in classroom and clinical settings. The uniform policy is strictly enforced. For example, artificial nails are not permitted, tattoos must not be visible, and hair must be maintained in natural colors.

The nursing program is a full-time commitment. The program cannot accommodate work schedules, personal conflicts, or transportation issues. Students are responsible for organizing employment, family responsibilities, childcare, and other personal obligations so they do not interfere with program requirements.

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, 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 consistent professional and safe practice behaviors throughout their enrollment.

The Admission Committee will review the applicant's prior performance to determine whether they meet program standards for professionalism, ethical conduct, and safe clinical practice.

Applicants may be denied admission based on documented evidence of any of the following during prior enrollment, regardless of whether the student was formally dismissed from the program: Potential reasons for being denied admission into the generic VN program may include but are not limited to:

- Unsafe clinical performance, including behaviors that placed or had the potential to place patients, peers, or staff at risk
- Acts of dishonesty or unethical behavior, including but not limited to falsification of documentation, academic dishonesty, or breach of confidentiality
- Violation of program professional conduct standards, including unprofessional, disruptive, or non-collaborative behavior with peers, faculty, staff, or clinical partners
- Failure to demonstrate accountability or improvement following documented counseling, remediation, or disciplinary action.

Documentation considered by the Admission Committee may include, but is not limited to:

- Written warnings, emails, and/or faculty notes
- Performance improvement plans or remediation documentation
- Clinical evaluations
- Records of probation or other disciplinary actions

The Admission Committee reserves the right to deny admission based on a comprehensive review of the applicant's prior performance and alignment with program expectations for safe, ethical, and professional nursing practice.

3. Applicants who have been subject to disciplinary action by the College, including but not limited to suspension, expulsion, or serious violations of the Student Code of Conduct, may 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

Copper Mountain College Vocational Nursing Program

Program Requirements

Please refer to the Vocational Nursing Program Admission Policy for more in-depth information. Applicants seeking the Associate of Science Degree in Vocational Nursing must complete **all** required courses. Applicants seeking a Vocational Nursing Certificate are only required to complete the Primary courses. (Please note that a VN Certificate will not grant you entry into the RN Bridge Program) All Primary required courses must be completed BEFORE application to the VN program.

Primary Required Courses must have been completed within the past 5 years with a “B” or better:

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

Required Courses for an AS degree- with a “C” or better have no recency requirement:

☐ PSY-001 / PSYC- C1000	General Psychology	3 units
☐ ENG-003A/ENGL C1000	Academic Reading and Writing	3 units
☐ MATH 010	College Algebra	4 units
or		
☐ Math 014 / STAT C1000	Statistical Methods	4 units
☐ SOCI C1000 Intro to Sociology OR ANTH 002 Cultural Anthropology		3 units

☐ One of the following Speech Courses		
☐ SP-001 / COMM C1004	Interpersonal Communication	3 units
☐ SP-004 / COMM C1000	Public Speaking	3 units
☐ SP-007 / COMM 007	Decision Making and Advocacy	3 units
☐ SP-015 / COMM 015	Intercultural Communication	3 units
☐ Humanities Course		
PHIL-013 is recommended but the requirement can be fulfilled with another Humanities course		3 units
☐ Ethnic Studies course (EGSJ) (all students beginning SP 28)		
☐ EGSJ 020 Native American Studies OR EGSJ 030 Chicano/a Latino/a Studies		3 units
☐ Coursework completed at institutions other than CMC will be evaluated for equivalency to determine fulfillment of Program admission requirements.		

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 equivalent
2. Official Transcripts for college coursework showing completion and grades for pre and co requisites
3. Second page of application must be completed to note the school and grade for all pre-requisites and co-requisites. If a course was repeated, all attempts must be listed

VOCATIONAL NURSING APPLICATION (CONTINUED)

For each course, please list the college, course number, and grade. If a course was repeated, all attempts must be listed.

COURSE	COLLEGE	COURSE NUMBER	SEMESTER COMPLETED	GRADE
HUMAN ANATOMY				
HUMAN PHYSIOLOGY				
DEVELOPEMENTAL PSYCHOLOGY				
PHARMACOLOGY				
GENERAL PSYCHOLOGY				
COLLEGE LEVEL ENGLISH				
COLLEGE ALGEBRA OR STATISTICS				
SPEECH				
HUMANITIES				
ETHNIC STUDIES				

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: _____