Dear Future Registered Nursing Student:

Thank you for your interest in the Registered Nursing (RN) program at Allan Hancock College!

This program trains the next generation of healthcare heroes—fluent in both patient care and critical thinking. It is for people who are naturally driven to help others—even when it's hard, messy, or emotionally tough.

This application is for NEW applicants ONLY who do not currently have an AHC RN waitlist number and not in our current LVN program.

The Health Sciences Department must receive a completed application packet by the end of the day on July 31, 2025, or, if mailed, it must be postmarked by the deadline.

For confidentiality reasons, we cannot provide application updates via phone or email. Applicants will be contacted once if corrections are needed to the application via email.

There are changes in the MATH prerequisite. For this 2025 application cycle, MATH 331 or higher will still be accepted. For 2026 application cycle, a transfer-level (100- level) MATH will be required for all new and re-applicants. For students who are planning to pursue a bachelor's degree, STAT C1000 (MATH 123) is the CSU/UC transfer requirement.

Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. Make and keep a copy of all documents you turn into the office for your reference.

If you have questions regarding the program, please look at the Nursing website
https://www.hancockcollege.edu/pathways/health-sciences/nursing.php

Sincerely,
Tawnya Karstrom
Program Specialist
healthsciences@hancockcollege.edu

To be considered for the RN program, please submit the attached application along with all required documents on or before July 31, 2025, end of day. This application is specific to the current application period. Be sure to thoroughly review the entire packet and submit a complete application. A randomized lottery will take place for new applicants only. The waitlist number will go down every year that you apply until you are given a seat.

<u>Eligibility and Application Requirements</u>

To apply, you must first complete the college admissions process and have a myHancock account with a username, password, and student ID number (H#).

- o Submit a completed RN program application by the deadline date.
    - o Incomplete applications: Applicants will receive one email notification at the address listed on their application. If the required corrections are not made by the indicated email deadline, the application will be disregarded.

- o Applicants must hold a current, valid and unencumbered California license through the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Proof must be turned in with this application and must have expiration and issuance date.

- o Applicants must be a U.S. high school graduate or have an equivalent qualification, such as a GED (General Educational Development) or CHSPE (California High School Proficiency Examination).
    - o U.S. High School Transcripts: As a first-time applicant you must submit an official, unopened U.S. high school transcript, GED, or CHSPE with the application. Copies or electronic transcripts to the department will not be accepted.
    - o Transcripts submitted to the AHC Admissions and Records office are not required unless an AP course from high school is being used for equivalency. If this is the case, you must still attach an official transcript to the application.
    - o Applicants who do not hold an AA degree or higher must submit an official high school transcript or equivalent with their application.

- o Applicants must turn in official transcript(s) from all other colleges with this application AND with AHC Admissions and Records, if applicable. The program and the college work in separate systems. Copies or electronic transcripts to the department will not be accepted. AHC Admissions and Records is the designated office for receiving electronic transcripts.

  - o AHC Admissions and Records must have the latest transcripts on file so you can receive credit for courses taken elsewhere. Without courses showing in your portal, you do not have credit for them with the program. You are sent an email from AHC Admissions & Records when received and completed.

  - o The RN program application must have the latest official transcripts from all other colleges attached to the application. Without these documents your application is incomplete.

  - o All college prerequisite coursework must show completion at time of application; no "in progress" prerequisite courses will be accepted.

- o ADN Requirements - A bachelor's degree does not override BRN requirements. (COMM 101 or COMM 102 and ANTH 101 or SOC 101 are required for the Board of Registered Nursing licensure, regardless of a bachelor's degree, and cannot be waived.)

- o Once the merit-based admissions test is paid, you will need to turn in the receipt with your application packet if payment is made in person.

Please note: The transcriber does not accept emailed or unofficial transcripts. Official transcripts must be provided through the proper systems. It may take several weeks for your transcripts to arrive and be transferred into AHC system.

- o Print out and submit your AHC unofficial transcript (all pages) showing completion of academic prerequisites with a grade of "C" or better.

  - o English 101/ ENGL C1000 - Freshman Composition
  - o Math 100 – Statistics preferred. (read page one regarding math)
  - o Psychology 101/PSYC C1000 – Introduction to Psychology
  - o Biology 124 - Anatomy with lab
  - o Biology 125 - Physiology with lab
  - o Biology 128 – Microbiology with lab

If you would like credit for any course taken towards your ADN, it must show on your AHC unofficial printout. Your unofficial transcript print out must be date stamped.

<u>NO OTHER UNOFFICIAL TRANSCRIPTS FROM ANY OTHER COLLEGE WILL BE ACCEPTED</u>

Foreign High School/College/University Transcripts

Before you decide to pay to have your foreign transcripts evaluated, please contact the AHC Admissions and Records office to determine if your course work will be accepted.

Foreign College/University transcripts will be accepted if evaluation reports have been certified by NACES® (National Association of Credential Evaluation Services) & AICE® (Association of International Credential Evaluators). Completed coursework will be considered for lower-division unit credit ONLY if the foreign institution is listed in the American Council on Education (ACE) Book.

If you are submitting COLLEGE/UNIVERSITY transcripts, make sure that the evaluation is "Detailed or Comprehensive" and that it includes the following items:

- o Name of the Institution, dates attended, degrees earned, and graduation dates
- o Course/Subject Level Identification (lower and upper division, etc.)
- o Overall Grade Point Average
- o List the semester unit value and grade equivalencies

The official transcript(s) must be mailed to: Allan Hancock College, Attn: Transcript Evaluator, 800 S. College Drive, Santa Maria, CA 93454 OR you may walk your transcripts into the Admissions & Records Dept. (building A)

You may skip the evaluation process above and take your GED to speed up the process.

Once you have all application requirements completed and together, hand-deliver to the packet to the Santa Maria campus, W Building, Office W-11, or place in the M100/200 building mailbox directly across from the M132 office door. It is best to have all paperwork secure and together.

Alternatively, you can mail the documents to the college, addressed to the attention of Tawnya Karstrom.

Allan Hancock College Health Sciences office is NOT responsible for lost or misdirected applications. Copies of all required documents and documentation for mailing should be kept in case proof of completion by the filing deadline is needed.

No information will be given over the phone or email regarding application status. Applications received after July 31 will only be accepted if the post mark is on or before July 31.

Merit Based Admission Criteria

To be considered for the Registered Nursing (ADN) program, applicants must:
- Meet all prerequisite course requirements.
- Qualify for and complete the merit-based admission test (fees apply).
- Have no more than four science course repeats (Anatomy, Physiology, or Microbiology) before earning a grade of "C" or better.
- You must have an account with Assessment Technologies Institute (ATI) to take this test. If you already have an account with ATI, you will not need to create a new account, but it would be best to update your information https://www.atitesting.com/Home.aspx

Admission eligibility is determined using a formula based on your overall cumulative GPA and the number of science course repetitions. The merit-based admission criteria table is available on the AHC nursing webpage.

Applicants have two attempts to meet the required cut score:
- First Attempt: When submitting the initial application.
- Second Attempt: If the cut score is not met on the first attempt, you must meet with the Program Director (or designee) to create a remediation plan—no earlier than March 1, 2026. This plan must be completed before the 2026 application period.
- If you are not successful on your second attempt, you will no longer be eligible to apply to the nursing program at Allan Hancock College.

To register for the merit-based admissions exam:
- Complete the attached exam form.
- Submit it to the Cashier's Office in time for processing before the test date.
- The Cashier's Office will forward the completed form and payment receipt to the Health Sciences Department for verification.

Merit Based Admissions Test:

- The cost of the entrance exam is currently $74.00 (price is subject to change).
- Test Date and Time (**No other test dates will be scheduled**)
    - **Friday August 8, 2025; 10:00am - 1:00pm**

Day of Test:

- Get to the college early enough and follow all college parking rules, including paying for parking.
- You will be given 180 minutes (3 hours) to complete the test. The test will be held in the computer lab at AHC on the Santa Maria campus (Bldg. M100/200). Room M-116.
- You will need to bring:
    - Valid picture ID (Driver's license, Passport, Military ID)
    - Scratch paper and pencil (if you desire) – Paper will be turned in at the end of the test. (NO calculators)

You may only take the test if your application is complete and submitted in advance. Do not wait until the day of the test to pay or submit your application—it won't be processed in time.

Understanding the LVN to RN Bridge Seating Procedure

Our LVN to RN bridge program is for our current LVN class at Allan Hancock College. Students seated in the current LVN program who have completed the following requirements by June 30, will be given priority seating in the next RN class:

o All RN pre-requisites
o ADN and BRN degree Requirements
o Meet and pass the merit-based admission test
o Applicants with military education and experience related to the practice of nursing may have priority into the RN program (limited to two seats per year). Refer to the website for more information and requirements on SB 466.
o Qualified new candidates completing other VN programs and qualified LVN applicants from the community will be considered for the remaining seats in the program via the waitlist. Subsequent classes will be filled as indicated above from the AHC LVN class and then from the wait list. New applicants waitlist numbers are assigned through a computerized random selection (lottery) process and placed at the end of the current waitlist. Every year that you re-apply, your waitlist number will be closer to acceptance.

Once you are Accepted:

o Students who will begin the program in January will be sent a packet to be completed before the start of the RN program (packet emailed in November). This includes a physical exam, and immunizations completed with proof of titers or boosters. Documentation will be required for the following immunizations:

  o Tuberculin skin test (expires annually on date given and must be kept current during the entire program). Positive PPD requires a standard negative chest film with medical consultation. (Expires every 2 years)

  o Diphtheria, Pertussis, and Tetanus Toxoid (DPT)

  o Measles, Mumps, Rubella (MMR)

  o Hepatitis B Series Vaccine

  o Varicella (chicken pox – be sure to mention to your physician if you have had them)

  o Flu Vaccine October - March (You must submit proof of a valid flu vaccine from the current flu season, even if previous documentation hasn't technically expired.)

o A current and valid CPR certification must be maintained by the student throughout the entire nursing program. **Only Healthcare Provider or BLS are accepted.**

o All students given a seat in the program are required to do a background check and drug screening prior to starting the program.

  o The drug screening must be negative to proceed in the program. A failed or diluted test counts as an attempt and results in forfeiture of your seat. Students are allowed only one drug screening per year and a maximum of two (2) total attempts in the nursing programs.

  o The background check must be free of infractions, probations, or pending court cases. Misdemeanor charges within the past seven years will be reviewed by the department and may result in non-admittance or dismissal from the program. Felony convictions will result in automatic non-admittance.

o <u>Implications For Nursing Licensure By A **State** Regulatory Body</u> - Please note that fingerprinting is required for licensure as a California Vocational Nurse. Persons who have been convicted of a felony are subject to close scrutiny by the Board of Vocational Nursing on an individual basis. The board may refuse to issue a license even after successful completion of the NCLEX-PN if a background check reveals a significant infraction. Specific policy regarding procedures of the Board of Vocational Nursing is available from that Board. Call (916) 263-7800, should you have any questions or concerns about such policy.

o **Dress Code:** A students appearance reflects the clinical facility and college standards and indicates to patients and co-workers your pride and interest in your profession. These standards are maintained by personal neatness and cleanliness, by wearing only the authorized uniform and by avoiding the use of elaborate jewelry and cosmetics. Details will be included in the information packet once you are accepted.

o **Financial Aid**: It is the responsibility of all applicants to check with the Financial Aid Office regarding loans, scholarships, state and federal grants.

> It is the responsibility of the applicant to notify Allan Hancock College Health Sciences office, in writing, of any changes in candidate status, address, email or phone number. Copies of all required documents and documentation for mailing should be kept in case proof of completion by the filing deadline is needed. Applications received in the office after July 31 date stamp will not be considered.

(Note: VN licensure must be current, valid, and unencumbered at the time of application and remain current, valid, and unencumbered throughout the entire program, meaning no probationary licenses will be accepted.)

Registered Nursing Program Estimated Student Fees

Application Expenses	
MERIT BASED ADMISSIONS EXAM	$74.00
Total is estimated excluding variable costs	**$74.00**
Health Packet Expenses	
PHYSICAL EXAM – private physician	Variable Cost
IMMUNIZATIONS – Hep B Series, Varicella, DPT, MMR, Flu Vaccine, TB	Variable Cost
AHC STUDENT ID CARD WITH PICTURE	FREE
IDENTIFICATION NAME PIN—First one free	FREE
UNIFORM (Shoes) - (3 top and bottom scrubs paid for by the College—$350 savings)	$50.00 (est)
CPR FOR HEALTHCARE PROVIDERS EMS 306 ($23 ½ unit) ($13.46 material fee) ($25.25 textbook)	$55.75 (AHC)
BACKGROUND CHECK – Corporate Screening	$49.92
DRUG SCREENING – Med Plus Central Coast on Depot Street (AKA Dignity Health Urgent Care)	$55.00
SKILLS KIT	$96.00
WATCH (Not digital, must have seconds hand)	$30.00 (est)
STETHOSCOPE (Prestige Medical/Littman's recommended)	$50.00 (est)
Total is estimated excluding variable costs	**$386.67**
Spring Semester	
COMPUTER INTERNET— Mandatory for the year/Printing and Supplies	Variable Cost
TUITION (13.5 units @ $46/unit)	$621.00
PARKING ($2.00 PER DAY OR $20.00 FOR SEMESTER)	$20.00
HEALTH FEE ($26), STUDENT CENTER FEES ($1 PER UNIT/$10 MAX), STUDENT REP FEE ($2 OPTIONAL)	$38.00
REQUIRED SPRING TEXTBOOKS—New through AHC	$370.25
MISCELLANEOUS SUPPLIES (flash drive, notebooks, pens, paper, scissors, etc)	Variable Cost
Total is estimated	**$1049.25**
Fall Semester	
TUITION (13 units @ $46/unit)	$598.00
PARKING ($2.00 PER DAY OR $20.00 FOR SEMESTER)	$20.00
HEALTH FEE ($26), STUDENT CENTER FEES ($1 PER UNIT/$10 MAX), STUDENT REP FEE ($2 OPTIONAL)	$38.00
REQUIRED FALL TEXTBOOKS—New through AHC	$504.00 (new AHC)
PRECEPTORSHIP COSTS (estimated transportation / gas costs)	$200.00
Total is estimated	**$1360.00**
State Licensure Fees	
APPLICATION FOR LICENSURE	$300.00
FINGERPRINTING	$70.00
Total is estimated	**$370.00**

TOTAL ESTIMATED COSTS TO ACHIEVE REGISTERED NURSING LICENSE
$3,239.92 (excluding variable costs) *Prices are subject to change*

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.

Applying for: ☐ ADN   OR   ☐ 30 Unit Option*   AHC Student ID#_____

*Please refer to the California Board of Registered Nursing for details regarding the 30-unit option. All prerequisite requirements and waitlist times remain the same. (if you are interested, you must meet with the Director of the nursing program prior to turning in an application)

Personal Information

The name you provide on this application must match the name in the college system. If they do not match, the college system name will be used.

Full Name:

Other Names that May Appear on Transcripts:
(use commas to separate, if providing more than one)

Mailing Address:

City, State, Zip:

Home Phone: Cellphone:

Social Security or Tax ID Number: Date of Birth:

Email Address:
(only use one for correspondence)

Admission Information

| Pre-requisites must be complete and in your AHC portal or your application will be rejected. | Current, Valid, Unencumbered CA LVN / English 101 / Math 100 / Psychology 101 / Anatomy with lab / Physiology with lab / Microbiology with lab |

CA LVN License number and Expiration date:

You must attach a copy of your certificate from the state website showing issuance and expiration date as proof

Are you currently working as a nurse or in a related healthcare role? If yes, please tell us where and what your role is:

Confidential Applicant Survey
Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement we are requesting that you complete the below.

Please identify the ethnicity you most identify with or the one that best represents your background. This is for demographic purposes and will help us better understand our student population.

☐ African American / Black   ☐ Hispanic / Latino
☐ American Indian / Alaska Native   ☐ Native Hawaiian
☐ Asian   ☐ Other Pacific Islander
☐ Other Asian   ☐ Caucasian / White
☐ South Asian / Indian, Pakistani etc. ☐ Mixed race
☐ Filipino

Gender _____ Preferred language at home _____

Allan Hancock Joint Community College District strictly prohibits discrimination based on race, color, ancestry, religion, gender, national origin, age, physical or mental disability, medical condition, marital status, or sexual orientation. Additionally, information about an applicant's name is kept confidential and is not shared with any other agency.

List All Colleges/Universities Attended After High School

College/University	City & State	Dates Attended	List Degree

If you list any colleges or universities on your application or with the college, you must submit an official transcript to the Admissions and Records Office, as well as include an official copy with this application. You must also print your AHC unofficial transcript so staff can verify how your courses were evaluated. If your coursework hasn't been transcribed, your application will not be accepted. Transcribed courses will appear on the unofficial transcript page in your student portal.

Nursing Prerequisite Courses – You must fill in

Required Prerequisites	Semester / Year	Grade	Course Name if different from AHC	Where was the course taken
CA. Vocational Nursing Program				
ENGLISH 101 (Freshman Comp. Exp)				
AHC Math _____ (Statistics highly recommended)				
PSYCHOLOGY 101 (General Psychology)				
BIOLOGY 124 (Human Anatomy)				
BIOLOGY 125 (Human Physiology)				
BIOLOGY 128 (Microbiology)				

Understanding and acknowledgement checklist:

☐ I understand that I am required to provide proof of completion and/or equivalency of all prerequisites with a grade of "C" or better through my AHC unofficial transcripts.

☐ I acknowledge that my official transcripts from all other colleges are processed through Admissions and Records before I submit my unofficial AHC transcripts showing completion of these prerequisites.

☐ I understand that notification letters will be mailed out to the address I put on this application by the end of the day on August 31, 2025. I will not contact the office regarding my application status or notification letter mailing. (If you give clear information regarding your address, you will receive a letter)

❑ I will submit the MBA test form and payment as outlined in this packet. I understand it is my responsibility to arrive on time for the MBA test on the scheduled date and to present a valid photo ID. I acknowledge that my application is not complete until all requirements are fulfilled. I also understand that I must meet and pass the Merit-Based Admission (MBA) criteria to be considered for placement on the RN program waitlist.

❑ I understand I must possess a current, valid, and unencumbered California LVN License and will turn in a copy with this application packet.

☐ I must reapply every year until I am given a seat in the program. I must abide by all new requirements stated in future applications.

❑ No individual student information will be released over the phone or email.

❑ If I mail in my application and all paperwork to the address on the first page of this packet, I will mail it with a tracking number for my verification of delivery. If proof needs to be shown, this is the **only** verification accepted as proof.

☐ The Health Sciences Department does not make copies; it is my responsibility to make copies of all paperwork prior to turning in the application packet.

☐ My application packet is complete, or my application will not be considered.

I certify that I have read and understand the statements made in this application packet. To the best of my knowledge, the information provided is true and complete. I acknowledge that any false or misleading information may result in denial of admittance.

SIGNATURE: _____ **DATE:** _____

Applications are reviewed after application closing date. Status notification will be mailed by the end of the day August 31, 2025. Please type or print clearly. This application will only be used for this 2026 RN application pool.

MERIT BASED ADMISSIONS TEST PAYMENT

Payment for the Merit Based Admissions test is REQUIRED to sit for the test. The cost of the test is currently $74.00. This process will go through the cashier's office and once payment has been applied, the payment receipt and forms are electronically sent to the Health Sciences Office. **Do not wait until the last day of the application period to send in payment and forms.**

No phone verifications will be given; please ensure you choose the best option for your documentation.

How To Pay:

- o Order by fax (credit card payment only): (805) 922-3682 - Receipt and form will be e-mailed to the health sciences office.

- o Order by mail: Please return the entire order form with a money order, check or credit card information. (NO CASH ACCEPTED) Make check payable to Allan Hancock College.
    - o Allan Hancock College, Attention: Cashier Services, 800 South College Drive, Santa Maria, CA 93454
    - o No phone orders will be accepted

- o You may walk into the cashier and pay for the test in person as well, please fill out the form and hand it to the cashier along with your payment.

Merit Based Admissions Exam Form

All new applicants are required to take the merit-based admissions exam as part of the application process for the Allan Hancock College Registered Nursing Program. Students will only need to take the exam once if passed the first time. Students will only be allowed to retest one time if they fail. **The cost of the exam is currently $74.00.**

Test Date and Time (No other test date will be scheduled)
  o Friday, August 8, 2025. 10:00 AM -1:00 PM

Registration Instructions and Payment Information
  1. Fill out form below
  2. Payment can be on the attached credit card form or a check or money order.
  3. Mail this form and payment to the address on previous page. (If you are not paying by credit card, you will not need to send the credit card form in.)
  4. Make a copy of the form for your records.

Day of Test - The ATI PN Predictor is a 180 minutes (3 hour) test that will be held in the computer lab (M-116). You will need to bring:
  o Valid picture ID (Driver's license, Passport, Military ID)
  o Scratch paper and pencil (if you desire) – Paper will be turned in at the end of the test. NO calculator will be allowed.

_____
Name

H_____   _____
AHC Student ID Number   **Phone**

_____   _____
Signature   **Date**

You must have an account with ATI to take this test. If you already have an account with ATI, you will not need to create a new account, but it would be best to update your information.
https://www.atitesting.com/Home.aspx

Cashier's Instructions:
1. Please process and send both forms and receipt to tawnya.karstrom@hancockcollege.edu or inter-office to Health Sciences office, W-11, Mailbag 33.
2. Budget account code (FOAP) related to this sheet is: 1-110001-BHS-431100-123010
     1. Detail Code **RNEX**
                  Any questions, please contact the Health Sciences office at ext. 3384.

Credit Card Authorization Form

> If you will be making a credit card payment for the MBA test, you must fill out this form and turn it in with the exam form on the previous page.

I,_____give Allan Hancock College
(Cardholder's name – please print)

permission to charge up to $ _74.00_____on my credit card to pay fees for

_____, _**H**_____
(Student First and Last Name – please print)   **(Student I.D. Number)**

Credit card/Debit card Type   ☐Visa   ☐MasterCard   ☐Discover   ☐American Express

Credit Card Number _____

Card Street Address (number only)_____Zip Code _____
(Example 123 Maple, you would enter 123)

Expiration Date _____   Security Code: _____
(MM/YY)   (3 or 4 digits)

Authorizing Signature:_____Date: _____
(Cardholder Signature)

All fields must be complete in order to process your credit card transaction. Fax your authorization form to 805.922.3682 Monday – Friday, 8am -4pm.

Questions regarding your payment may be directed to the Santa Maria cashier office, 805.922.6966 ext. 3270 or 3626.

Fax Authorization Disclaimer – You assume full responsibility for using fax credit card authorizations. The fax transaction is not guaranteed and you understand and agree that Allan Hancock College is neither responsible nor liable for any claim, loss or damage resulting from your use of fax credit card authorizations.

Application items to be turned in as an entire packet

Check	Item	What to turn in
	Application	3-pages
	Official U.S. high school transcript/GED, if applicable	Official means in an unopened envelope
	Official college transcript from other colleges, if applicable	Official means in an unopened envelope
	Allan Hancock College unofficial transcripts	Printed from your AHC portal showing all courses taken at AHC as well as the transferred courses from all other colleges.
	Print out of LVN license	Copy must be current, valid and unencumbered showing expiration date. This can be printed from the BVNPT website.
	MBA Test	You must have this paid for prior to turning in an application.