The Associate Degree Registered Nursing (RN) program application and admission criteria are subject to change from year to year. It is the applicant’s responsibility to follow current application instructions and meet all requirements and due dates.

The Cuesta College RN program is approved by the California Board of Registered Nurses (BRN). This two-year (four-semester) program prepares students to graduate with an Associate’s Degree in Nursing (ADN). Graduates are eligible to take the National Council Examination for Registered Nurses (NCLEX-RN), leading to licensure as a Registered Nurse (RN). Cuesta College RN program licensure exam pass rates are listed at: www.rn.ca.gov/education/passrates.shtml. A Cuesta College ADN to BSN collaborative pathway is now available through CSU Monterey Bay with local classes for Cuesta College RN students.

Class selection is determined using a multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor’s Office. Points are awarded in the areas of: academic performance; work or volunteer experience; foreign language skills; life experiences or special circumstances; and a diagnostic assessment test. Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie. There is no wait list for the RN program. Applicants not admitted to the program must reapply in a future application cycle.

Note: Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. Meet with the Director of Nursing to discuss any concerns before applying to the program.
APPLICATION ELIGIBILITY REQUIREMENTS
Refer to the Application Instructions for detailed information and steps for submitting your online application.

1. Prerequisite coursework completed by August 31, 2017, with a grade of ‘C’ or better.

<table>
<thead>
<tr>
<th>Prerequisite courses</th>
<th>Minimum semester credits</th>
<th>Cuesta equivalent*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Microbiology, including lab</td>
<td>4.0</td>
<td>BIO 204 (5 credits)</td>
</tr>
<tr>
<td>2. Human Anatomy, including lab</td>
<td>4.0</td>
<td>BIO 205 (4 credits)</td>
</tr>
<tr>
<td>3. Human Physiology, including lab</td>
<td>4.0</td>
<td>BIO 206 (5 credits)</td>
</tr>
<tr>
<td>4. English Composition</td>
<td>3.0</td>
<td>ENGL 201A (4 credits)</td>
</tr>
</tbody>
</table>

- A combined GPA of 2.50 or higher is required in the science courses (no rounding).
- **Online and distance education science labs are not accepted.**
- Grades of ‘C minus’ and below are not accepted in any course.
- 3 or more repeats result in ineligibility. Repeats include grades of C-, D, F, I, U, W, and FW.

* Make no assumptions about course equivalency. For courses not taken at Cuesta, applicants should first consult the online Cuesta College RN Prerequisite Equivalency chart to see if their course(s) have been approved for equivalency. For courses or colleges not listed on this chart, contact Counseling to see if you need to complete a Pre RN Course Equivalency form to have your course(s) evaluated.

2. ATI TEAS (Test of Essential Academic Skills) test score, with a minimum Adjusted Individual Test Score of 62%, submitted by Dec 2, 2017.

- Only the ATI TEAS test will be accepted. The previous TEAS V test cannot be accepted.
- For information about this test, refer to the Pre-Nursing School FAQ on ATI’s website. Also review the Application Instructions and ATI TEAS Information & Test Dates at Cuesta College pages, included in this packet.

3. Official transcripts from ALL colleges attended.

- Refer to the Submitting Transcripts page for additional information.

4. Cuesta College Associate Degree General Education and Board of Registered Nursing (BRN) licensure required coursework, completed by June 1, 2018, with non-Cuesta transcripts submitted by June 30, 2018.

These courses fulfill the general education requirements to earn an Associate’s Degree in Nursing at Cuesta College and California BRN licensure examination eligibility (NCLEX) requirements. They may be taken after your application is submitted, but must be completed by June 1st, with official transcripts submitted by the due dates.

For courses not completed at Cuesta, contact Counseling to determine course equivalency.

a. **Cuesta College Associate Degree General Education Required Courses:**

1. History/Political Science (American Institutions)
2. Arts/Humanities
3. Intermediate Algebra (or higher)

   Applicants with a Bachelor’s degree from a regionally accredited institution may be able to waive the General Education courses listed above. See a counselor to determine if this applies to your situation.

b. **RN Licensure (BRN) Required Courses:**

4. Introduction to Sociology/Cultural Anthropology
5. Speech/Communication
6. General Psychology

RN Licensure courses may not be waived for any reason.
Applicants are INELIGIBLE for admission in the following situations:

1. A combined GPA of less than 2.50 (no rounding) in the science prerequisite courses, or a grade less than ‘C’ in the English composition prerequisite. If you are ineligible for one of these reasons, contact the Counseling department for academic planning and advisement on how you might become an eligible applicant in the future. For a GPA calculator: [http://www.cuesta.edu/student/counseling/tools.html](http://www.cuesta.edu/student/counseling/tools.html)

2. Three or more repeats in the prerequisite courses. Repeats include grades of C-, D, F, I, U, W, & FW. If you are ineligible for this reason due to extenuating circumstances, you may appeal your ineligibility by submitting a statement detailing your personal situation with your application. Instructions are provided in the online application. Not all appeals are granted.

3. Any hold on your Cuesta student account. All holds must be cleared by the application due date in order for the applicant to remain eligible for program admission in the current application cycle. In situations of financial hardship, applicants may appeal their situation by submitting a statement detailing your situation. Instructions are provided in the online application. Not all appeals are granted.

4. Incomplete or in progress applications not submitted by the due date.

5. Failure to meet any ATI TEAS requirements.

6. Failure to meet any deadlines and/or respond to time-sensitive emails sent to their myCuesta email account.

7. Failure to submit by their due dates all official, sealed transcripts for all coursework completed and from ALL colleges and universities attended (other than Cuesta) even for non-program prerequisites and/or if you withdrew.

8. Failure of accepted applicants to meet final program admission requirements.
APPLICATION INSTRUCTIONS

1. Complete all application requirements by their due dates.

2. Apply for admission to Cuesta College:
   • You must apply for admission to Cuesta College if:
     - you have never been a student at Cuesta College.
     - you have not attended Cuesta College for two or more consecutive semesters.
   • Apply online at: http://cuesta.edu/admissionsaid/apply/index.html. After submitting your application, you will receive a welcome email that includes important information regarding your myCuesta log-in information, your my.cuesta.edu email account, and your student ID number, beginning with “900”. You will need this number to complete the application.

3. Contact a Cuesta College counselor with any questions about the application, program prerequisites, requirements, and/or course equivalencies.
   • Recommended: If you have completed coursework at schools other than Cuesta, contact a Cuesta counselor at least 3 weeks in advance of the application due date to find out if you need to submit a Pre-RN/Pre-LVN Course Equivalency Form. If advised by a counselor to use this form, follow the instructions on the form and allow sufficient time for processing. DO NOT submit this form with your application.
     - 805-546-3138 Counseling Department, San Luis Obispo campus
     - 805-591-6225 Counseling Department, North County campus (Paso Robles)

4. Request official, sealed transcripts, from ALL colleges attended and submit them to the Cuesta College Admissions and Records by 4:00 p.m. on October 31, 2017:
   • Transcripts for all coursework and from every college or university attended must be submitted, even for non-program prerequisites, and even if you withdrew. Cuesta transcripts do not need to be submitted.
   • Refer to the Submitting Transcripts page for additional information.

5. Prepare all applicable supporting documents to scan and submit with your online application. The Admissions and Records office will not do this for you.
   • Refer to the Multi-Criteria Point Allocation page to see what documents are required.

6. Complete and submit the online application, including all required documentation, between October 1-October 31, 2017, by the 4:00 pm deadline:
   • Applications must be submitted online. No printed applications will be accepted.
   • The Admissions and Records office will not make copies of transcripts or other documents and will not upload documents to your application for you.
   • Plan ahead to submit your application before the deadline. Access to the online application will be automatically disabled at 4:00pm (Pacific Standard Time) on October 31, 2017. Applications not submitted by this time cannot be accepted, including applications in progress.
   • After submitting your application, a confirmation that your application has been received will be emailed to your my.cuesta email account. This notification is to confirm the receipt of your application only and does not reflect program eligibility or acceptance into the program. If you do not receive a confirmation email immediately after submitting your application, it is your responsibility to contact the Admissions & Records office before the application deadline at 805-546-3100, ext. 2555 to inquire about the status of your application
   • Print or save a copy of all application instructions and documents submitted for your records.

7. Take the ATI TEAS assessment test and submit score to Cuesta College by December 2, 2017:
   • Cuesta College will offer one ATI TEAS exam per 12-month period (365 days) to RN applicants. There is no charge for this test. Refer to the ATI TEAS Information and Test Dates at Cuesta College page for detailed information on this test and your pre-assigned test date.
   • As of August 2016, applicants to the RN and AP LVN to RN programs are only allowed to take the ATI TEAS test one time in a 12-month period (365 days). If you have taken ATI TEAS exam more than once in a 12-month period, only the first exam results will be accepted. Please be aware that the results report for
the ATI TEAS indicates how many times the exam has been taken and how many days have passed since the prior attempt. **No exceptions to this policy will be made.**

- A minimum Adjusted Individual Total Score of 62% is required for program eligibility.
- Remediation is required for a score lower than 62% on any ATI TEAS taken since August 31, 2016. If you scored lower than 62%, contact the RN Success Specialist at Cuesta College to complete an acceptable remediation plan. Call 805-546-3100, ext. 2579, or email ursula_bishop@cuesta.edu.
- If you take the ATI TEAS at Cuesta, we will automatically receive your score. If you test at another location, it is your responsibility to have your score submitted to Cuesta College by the due date.
- For general test information, refer to the [Pre-Nursing School FAQ](#) on ATI’s website. For pre-assigned test dates at Cuesta and other important test information, refer to the [ATI TEAS Information & Test Dates at Cuesta College](#) pages included in this packet.

8. **Check your myCuesta email for the following important and time sensitive notifications:**

   a. **After submitting your application:** You will receive an email notification that your online application was successfully submitted. If you do not receive this email by **November 1, 2017**, it is your responsibility to contact Adrienne Smith in the Admissions & Records Office at adrienne_smith@cuesta.edu to confirm the status of your application.

   b. **November 30, 2017:** Applicants who submitted an appeal with their online application to waive point deductions (for 1 or 2 prerequisite repeats) or their ineligible status (for 3 or more prerequisite repeats) will receive an email stating whether or not their appeal request has been granted. All decisions are final.

   c. **January 12, 2018:** Notification of program eligibility and points awarded will be emailed to all applicants on this date. It is your responsibility to follow the instructions in this email and respond to any point discrepancies by January 26, 2018. Responses received after this due date cannot be considered.

   d. **February 9, 2018:** Notification of admission status will be emailed to all eligible applicants on this date. Letters will also be sent by U.S. mail to conditionally accepted students.

   **NOTE:** If any of these email notifications have not arrived in your my.cuesta.edu mailbox by the dates provided, you must contact the Admissions & Record Office immediately and in advance of any deadlines by calling (805) 546-3100 ext. 2555. Be sure to check your myCuesta email inbox directly, even if email forwarding has been enabled, to ensure that these emails are not filtering into your spam/junk mail folders. **Missed deadlines due to non-receipt of emails cannot be accommodated.**

9. **Associate Degree and BRN licensure coursework** not completed prior to submitting your application must be fulfilled by June 1, 2018, with official transcripts received by Admissions & Records by June 30, 2018. Refer to the [Submitting Transcripts](#) page, included in this packet.

10. **Updating Your Contact Information:** If there has been any change to your name, address, email, or phone number after submitting your application, you must update it immediately by notifying Admissions & Records at 805-546-3100, ext. 2555. Updating your information in myCuesta alone will not update your RN Program application. **Failure to notify Admissions & Records with any changes to your contact information may result in delays or non-receipt of important information and cause your application to become ineligible.**

**FINANCIAL AID AND SCHOLARSHIP INFORMATION**

- **Contact the Financial Aid Office at 805-546-3143, or go to the Financial Aid webpage at [http://www.cuesta.edu/student/studentservices/finaid/index.html](http://www.cuesta.edu/student/studentservices/finaid/index.html) to learn about various funding sources available to students, including financial aid and scholarships. It is the applicant’s responsibility to be aware of and meet all deadlines.**

- **Complete the Free Application for Federal Student Aid (FAFSA)** to be eligible for state and federal financial aid resources. The FAFSA is also required for many Cuesta College Scholarships. The FAFSA can be viewed at [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) or accessed from Cuesta’s Financial Aid webpage after January 1st.

- **Complete a Cuesta College scholarship application on Cuesta’s Financial Aid webpage** to be eligible to apply for nursing program scholarships. It is the applicant’s responsibility to monitor the Financial Aid webpage for information regarding when the Cuesta scholarship application is due.

**Estimated program costs:** An [estimated cost sheet](#) can be viewed on the Student Resources link on the Nursing and Allied Health department webpage.
SUBMITTING TRANSCRIPTS

1. All transcripts must be submitted to the Cuesta College Records Office by the application due date:
   - Cuesta transcripts do not need to be submitted.
   - Request official, sealed, transcripts from other colleges early! It can take several weeks for them to arrive.
   - Unsealed transcripts and informal academic records are not official and cannot be accepted.
   - If you have previously submitted sealed, official transcripts for all coursework taken at other colleges, you do not need to send new transcripts unless you have since taken additional coursework.
   - Call the Records office at 805-546-3139 to confirm that all of your transcripts have been received and recorded.

2. Official, sealed transcripts from colleges or institutions outside Cuesta may be sent to the Cuesta College Records office either electronically or by mail. (If mailing your transcripts, the envelope must be postmarked by October 31, 2017).
   - To submit your official U.S. (non-foreign) transcripts electronically: request that the other school(s)/institution(s) send them to the Cuesta College Records office.
   - To submit your official U.S. (non-foreign) transcripts by mail: request that the other school(s)/institution(s) mail them to you, and you can then mail them to Cuesta. If you choose to mail your transcripts to Cuesta, DO NOT OPEN them! They must remain sealed or they will no longer be official. Mailing transcripts takes considerably longer than sending them electronically, so plan accordingly.
     - If mailing your U.S. transcripts to Cuesta, you are strongly advised to use the “Return Receipt” service through the United States Postal Service so you can receive a notice showing proof of receipt. Mail your official, sealed, U.S. transcripts to:

   ```
   Cuesta College
   Office of Admissions & Records
   c/o RN Application
   P.O. Box 8106
   San Luis Obispo, CA  93403-8106
   ```

   - If using AP Scores for equivalency of program prerequisite or Associate degree coursework: Official, sealed test scores must be submitted to Cuesta by the application due date. To view your scores and send them to Cuesta, go to the AP Scores page on the College Board AP website.

   - Foreign Transcripts: Transcripts of all prerequisite coursework and/or college degree(s) from schools or institutions outside of the United States must be translated by ACEI (Academic Credential Evaluation Institute, Inc.) or another agency approved by Cuesta College Admissions and Records. Once officially submitted to Cuesta, the evaluation process takes additional time. For this reason, official foreign transcripts are due at least two weeks in advance of the application due date. Plan ahead and start this process early.
     - Contact the Admissions & Records office at 805-546-3140 to find out how to get an application for Academic Credential Evaluation Institute, Inc. (ACEI), or to ask what other agencies are accepted.

3. It is the applicant’s responsibility to call the Cuesta Records office to confirm that ALL official transcripts, with final grades posted, have been received before the relevant dates stated in application. To confirm, call 805-546-3139.
The following mandatory final admission requirements must be completed by all students accepted into the nursing program before the program begins, and by the due dates provided at the pre-program orientation. Failure to meet any of these requirements will result in being dropped from the admit roster. Only applicants selected for admission need to complete the following final admission requirements. All final program requirements are to be completed at the applicant’s expense prior to their final acceptance into the RN program. Further details and forms will be provided at the mandatory pre-program orientation.

1. **Pre-Program Orientation in June 2018**
   Applicants selected for admission will be provided with the date and time of the mandatory pre-program orientation in their notification of admission status letter.

2. **Background Check and Drug Screen**
   A background check and drug screen, required by clinical agencies, must be completed at the admitted applicant’s expense and at an approved location to be assigned. Instructions and forms will be given to admitted students at the pre-program orientation. A list of convictions that would prevent clinical participation are included in the Central Coast Consortium Background and Drug Screen Policy on the Nursing department webpage. If you have any questions about these requirements, please contact the Nursing department at 805-546-3119 and ask to speak to the Director of Nursing.

3. **Physical Examination and Proof of Immunity**
   A physical exam and proof of immunity are required at the applicant’s expense. Students admitted into the program will receive forms and instructions for completing these requirements at their pre-program orientation. Cuesta College forms must be used. Proof of immunity is required for:
   - Measles, Mumps, Rubella (MMR) x 2
   - Varicella (Chickenpox) x 2
   - Hepatitis B series x 3
   - Tetanus, Diphtheria, Pertussis (Tdap)
   - Tuberculosis screening*
   - Seasonal influenza (flu) (to be obtained in Fall 2018)

   *To remain current throughout the first year of the RN program, the annual Tuberculosis (TB) screening requirement must be completed between June 1 and August 1, 2018. An updated TB clearance between these same dates in 2019 will be required for the 2nd academic year of the RN program.

4. **American Heart Association Healthcare Provider CPR Certification**
   To remain current throughout the nursing program, this course must be taken between June 1 and August 1, 2018. Information on CPR requirements and local training sites is available on the nursing department webpage.
1. **Academic degree, license or relevant certificate held by applicant. Points are awarded in ONE of the following categories only. Maximum points = 10**

<table>
<thead>
<tr>
<th>Degree, License or Certificate</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| 1a. Associate’s degree or higher | 10     | • Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. Cuesta transcripts do not need to be submitted.  
• Transcripts must show degree awarded if points are to be applied in this category. |
| 1b. Licensed Health Care Worker: (LVN, Psych Tech, Paramedic) | 8      | • Copy of current California license with license number, date issued, and expiration date. No points will be awarded for out of state or expired licensure. |
| 1c. Certificated Health Care Worker: (Nurse Assistant, Medical Assistant, Phlebotomist, EMT) | 6      | • Copy of current California certificate with certificate number, date issued, and expiration date. No points will be awarded for out of state or expired certificates. Course completion certificates are not accepted. |

2. **Grade point average in relevant coursework. GPA cannot be rounded. Maximum points = 50**

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| 2a. Combined Prerequisite Science GPA: (Anatomy, Physiology, Microbiology) | 40     | • Official, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.  
• GPA calculator: [http://www.cuesta.edu/student/counseling/tools.html](http://www.cuesta.edu/student/counseling/tools.html) |
| 2b. Combined English AND Math GPA: (English Composition and Associate Degree Math requirement*) | 10     | • Official, sealed transcripts from regionally accredited U.S. colleges or universities showing course completion by the due date.  
AND/OR  
• Official, AP Scores for accepted courses  
Advanced Placement (AP) test scores of 3, 4 or 5 for the following courses will be accepted in lieu of coursework:  
- AP English Language & Composition  
- AP English Literature & Composition  
- AP Calculus AB  
- AP Calculus BC  
- AP Statistics  
AP Score 5 = 4.0 GPA  
AP Score 4 = 3.0 GPA  
AP Score 3 = 2.0 GPA  
• GPA calculator: [http://www.cuesta.edu/student/counseling/tools.html](http://www.cuesta.edu/student/counseling/tools.html) |

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*The current Associate’s Degree math requirement is Intermediate Algebra, but may vary depending on catalog year. A higher level of math is also accepted.**

Applicants waiving the Associate’s Degree math requirement based on having a Bachelor’s Degree and no equivalent math course will use the following conversion:

- TEAS >95% = 4.0 GPA  
- TEAS >85% = 3.5 GPA  
- TEAS >75% = 3.0 GPA  
- TEAS >62% = 2.5 GPA
<table>
<thead>
<tr>
<th>RN Program Prerequisites</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| 2c. Repeats in Science or English prerequisite coursework:  
(Repeats include grades of C-, D, F, I, U, W, and FW) | 1 repeat: -5  
2 repeats: -10  
3 repeats: Ineligible | • In cases of extenuating circumstances, applicants may choose to:  
1. Appeal their ineligible status for 3 or more repeats  OR  
2. Request a waiver of point deductions for 1 or 2 repeats  
For either option, a detailed written statement of 500 words or less is required. Instructions are included in the online application.  
Not all appeals or petitions are granted. Appeals accepted only at time of application. |

3. Work or volunteer experience in healthcare. Maximum points = 5

<table>
<thead>
<tr>
<th>Work or Volunteer Experience</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| 3a. 200 hours or more working in healthcare, within the last 2 years  
(October 1, 2015 through October 31, 2017) | 5.0 | • “Work or Volunteer Experience in Healthcare Verification” form. |
| 3b. 200 hours or more volunteering in healthcare, within the last 2 years  
(October 1, 2015 through October 31, 2017) | 2.5 | • “Work or Volunteer Experience in Healthcare Verification” form. |

4. Life experiences or special circumstances. While more than one of the following criteria may apply, only 2.5 points can be awarded in this category. Maximum points = 2.5

<table>
<thead>
<tr>
<th>Life Experience or Circumstance</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4a. Disability</td>
<td>2.5</td>
<td>• Proof of eligibility for Disabled Student Programs and Services (DSPS).</td>
</tr>
<tr>
<td>4b. Family income</td>
<td>2.5</td>
<td>• Proof of eligibility or receipt of financial aid under a program that may include but is not limited to: a fee waiver from the Board of Governors, Cal Grant Program, Federal Pell Grant program; or Cal Works.</td>
</tr>
<tr>
<td>4c. First generation to attend college</td>
<td>2.5</td>
<td>• Personal written statement.</td>
</tr>
<tr>
<td>4d. Need to work - student worked at least part-time while completing RN prerequisite course(s).</td>
<td>2.5</td>
<td>• Paycheck stub from the period of time you were enrolled in RN prerequisite courses, or a letter from employer (must be on organization letterhead) verifying employment was at least part-time while completing courses.</td>
</tr>
<tr>
<td>4e. Disadvantaged social or educational environment</td>
<td>2.5</td>
<td>• Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS).</td>
</tr>
<tr>
<td>4f. Difficult personal or family situation or circumstances</td>
<td>2.5</td>
<td>• Personal written statement.</td>
</tr>
<tr>
<td>4g. Veteran status</td>
<td>2.5</td>
<td>• Copy of form DD214.</td>
</tr>
<tr>
<td>4h. Refugee status</td>
<td>2.5</td>
<td>• Documentation or letter from USCIS.</td>
</tr>
</tbody>
</table>

5. Proficiency in languages other than English. Applicant may be proficient in more than one additional language but only 2.5 points can be awarded in this category. Maximum points = 2.5

<table>
<thead>
<tr>
<th>Proficiency in languages other than English*</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| **Credit awarded for languages as identified by the Chancellor's Office, not limited to:**  
  ➢ American Sign Language  
  ➢ Arabic  
  ➢ Chinese  
  ➢ Farsi  
  ➢ Russian  
  ➢ Spanish  
  ➢ Tagalog  
  ➢ Languages of Indian Subcontinent & Southeast Asia | 2.5 | • “Verification of Foreign Language Proficiency” form.  
* Coursework does not equate to proficiency. Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College. |
6. Diagnostic assessment tool (ATI TEAS). *Minimum points = 3, Maximum points = 30*

<table>
<thead>
<tr>
<th>Test of Essential Academic Skills (ATI TEAS)</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATI TEAS Point Allocation:</strong></td>
<td></td>
<td></td>
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<tr>
<td>- 62% is the minimum accepted score.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Applicants with an Overall Score below</td>
<td></td>
<td>• ATI TEAS test transcript (score)</td>
</tr>
<tr>
<td>62% will become ineligible and must</td>
<td></td>
<td>- If you test at Cuesta, your ATI TEAS score is automatically</td>
</tr>
<tr>
<td>meet with the Cuesta College RN Success</td>
<td></td>
<td>received and no other documentation is required.</td>
</tr>
<tr>
<td>Specialist to complete a remediation plan</td>
<td></td>
<td>- If you take the ATI TEAS at any location other than Cuesta,</td>
</tr>
<tr>
<td>to become eligible to apply in a future</td>
<td></td>
<td>you must request to have Assessment Technologies Institute</td>
</tr>
<tr>
<td>application cycle.</td>
<td></td>
<td>(ATI) send your ATI TEAS transcript (score) to Cuesta by</td>
</tr>
<tr>
<td>- Applicants with an Overall Score</td>
<td></td>
<td>going to their website at: <a href="http://www.atitesting.com">www.atitesting.com</a>. Only official</td>
</tr>
<tr>
<td>between 62% and 65% will receive the</td>
<td></td>
<td>ATI TEAS scores will be accepted, no unofficial copies.</td>
</tr>
<tr>
<td>minimum score of 3 points in this</td>
<td></td>
<td>- Your first ATI Teas score within the past 12 months is the</td>
</tr>
<tr>
<td>category.</td>
<td></td>
<td>only score that will be accepted.</td>
</tr>
<tr>
<td>- Applicants with an Overall Score</td>
<td></td>
<td></td>
</tr>
<tr>
<td>between 92% and 100% will receive the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>maximum score of 30 points in this</td>
<td></td>
<td></td>
</tr>
<tr>
<td>category.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- All other applicants will subtract 62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from their Overall Score to calculate their</td>
<td></td>
<td></td>
</tr>
<tr>
<td>points, i.e. an Overall Score of 90% = 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>points awarded (90-62=28).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Score - 62 = Points Awarded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Minimum of 3 points; Maximum of 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>points)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Multi-Criteria Areas 1 – 6: **Total possible points = 100 points**

7. Additional points for previous applicants not selected for admission: *Maximum points = 8*

<table>
<thead>
<tr>
<th>Previous Eligible Applicant Credit</th>
<th>Points</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a. An additional 8 points will be</td>
<td>8</td>
<td>• A letter stating which three years you applied, were deemed eligible</td>
</tr>
<tr>
<td>awarded to eligible applicants who</td>
<td></td>
<td>and were not selected for admission to the Cuesta College RN</td>
</tr>
<tr>
<td>have previously submitted 3 or</td>
<td></td>
<td>program.</td>
</tr>
<tr>
<td>more eligible RN program</td>
<td></td>
<td>• For future planning: applicants will be required to submit copies of all</td>
</tr>
<tr>
<td>applications within the past 5</td>
<td></td>
<td>three 'eligible applicant' notification letters they received from</td>
</tr>
<tr>
<td>years (2012 – 2016) without being</td>
<td></td>
<td>Cuesta with their application. Applicants must save copies of any</td>
</tr>
<tr>
<td>offered admission.</td>
<td></td>
<td>'eligible applicant' notification letters they receive to be awarded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>points in this category.</td>
</tr>
</tbody>
</table>
As part of the Cuesta College nursing program application process, applicants are offered one test at no charge according to the pre-assigned dates below.

- Only ATI TEAS test scores will be accepted. The previous TEAS V test is no longer accepted.
- If multiple ATI TEAS tests have been taken in the past year (365 days), the first score is the only score that can be accepted.
- Testing at Cuesta College is only available to applicants to the Cuesta College RN program for August 2018 admission who have submitted a complete application by the application due date.

Pre-Assigned Test Dates for Applicants Testing at Cuesta College:

- THIS IS THE ONLY NOTIFICATION OF YOUR TEST DATE YOU WILL RECEIVE.
- NO FOLLOW-UP EMAIL OR OTHER REMINDER WILL BE SENT.
- PLEASE NOTE YOUR PRE-ASSIGNED TEST DATE IN YOUR CALENDAR AND SHOW UP TO TEST ON THAT DATE

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-B</td>
<td>Friday, November 3, 2017</td>
</tr>
<tr>
<td>Bm-C</td>
<td>Monday, November 6, 2017</td>
</tr>
<tr>
<td>D-E</td>
<td>Tuesday, November 7, 2017</td>
</tr>
<tr>
<td>F-Ha</td>
<td>Thursday, November 9, 2017</td>
</tr>
<tr>
<td>Hb-K</td>
<td>Monday, November 13, 2017</td>
</tr>
<tr>
<td>L-M</td>
<td>Tuesday, November 14, 2017</td>
</tr>
<tr>
<td>N-R</td>
<td>Thursday, November 16, 2017</td>
</tr>
<tr>
<td>S-T</td>
<td>Friday, November 17, 2017</td>
</tr>
<tr>
<td>U-Z</td>
<td>Monday, November 20, 2017</td>
</tr>
</tbody>
</table>

Test Time:
Check-in promptly at 9:00 a.m. Test begins at 9:30 a.m. The ATI TEAS is a timed test: Please allow 3 ½ hours for testing. Late arrivals will not be allowed to test.

Test Location:
Cuesta College San Luis Obispo Campus on the 2nd floor of the High Tech Center, Bldg. 3400, Room 3414.

Parking on Campus:
Parking regulations are enforced on weekends and parking permits are required in all parking lots. You may purchase a $2 daily parking permit at one of the yellow permit kiosks located in all paved lots. Dollar bills and quarters are accepted. Permit machines do not give change. Come prepared! Building 3400 is most easily accessible from parking lots 2, 3, 4 and 5. Please refer to the San Luis Obispo campus map for detailed information:
http://www.cuesta.edu/student/findingway/bldgs_maps/sanlucampusmap.html

Register with ATI prior to your test date:
Cuesta College requires that you register with ATI for the TEAS exam prior to your testing date. Create an account by going to www.atitesting.com and click on create a new account then follow the screen prompts. You are not registering for the exam; you are simply creating an account with ATI. When creating an account, the Institution will be – Cuesta College ADN. You will need your ATI username and password to take your online test at Cuesta College. Please bring this information with you to the testing center on your test date.
Pre-Assigned Test Date Conflicts:
Applicants who cannot attend their pre-assigned date are not guaranteed an alternate test date at Cuesta College. Pre-assigned dates are published in advance so applicants can make arrangements to attend on their assigned date. Before contacting us with a test date conflict, make every effort to arrange to test on your assigned test date. If you believe you have a legitimate test date conflict, call Ursula Bishop at 805-546-3100, ext. 2579, or email to: ursula_bishop@cuesta.edu. In emergency situations we will make an effort to assist you, but due to the large number of applicants an alternate test date may not be available. In either case, applicants will be responsible for taking the ATI TEAS at another test site, at their own cost, and submitting test scores by the due date. Documentation of test date conflicts or emergency situations may be requested.

DSPS Information:
Applicants eligible for Disabled Students Programs and Services must request testing accommodations by Friday, October 20th, 2017. Contact Ursula Bishop at 805-546-3100, ext. 2579 or ursula_bishop@cuesta.edu. Requests received after this date cannot be considered.

Things to remember on test day:
- Arrive early to purchase a parking permit, find a parking spot and arrive on time for check-in.
- Bring your photo ID - your name will be checked against our list of eligible applicants.
- Bring your ATI user name and password.
- Bring water or other drink.
- Bring earplugs, if desired.
- Scratch paper and pencils will be provided.
- A four-function calculator will be provided
- Testing is in an enclosed classroom. Please refrain from using scented grooming products for the comfort of other participants.

The following items are not allowed in the testing area so please leave them at home or in your vehicle:

- Cell phones
- Electronic devices
- Personal calculator
- Personal items
- Food
- Headphones
- Recorders
- Purse/Backpack
- Books/Dictionary
- PDAs

Additional Pre- and Post- ATI TEAS Assessment Test Information:

WHAT RESOURCES ARE AVAILABLE TO PREPARE FOR THE ATI TEAS?
- ATI has several test preparation products. Information about purchasing these materials is available at: https://atitesting.com/Solutions/pre-program/TEAS.aspx
- Current Cuesta College students are eligible to participate in the PLATO TEAS Test Preparation Program. For information contact Cuesta’s Student Success Center at 805-546-3150.
- Consider using online resources like Khan Academy to refresh memory in individual subject areas.

HOW WILL I KNOW IF I HAVE “PASSED” THE ATI TEAS?
- Applicants must attain a minimum Adjusted Individual Total Score of 62% on the Test of Essential Academic Skills (ATI TEAS) to continue in the application process. This score is found on the top right corner of your ATI TEAS report.

WHAT IF I SCORE BELOW 62%?
- An applicant who has scored below the 62% minimum Adjusted Total Individual Score on any ATI TEAS test score is ineligible to start/continue in the application process, and will be required to complete a remediation plan for future applications. Contact the RN Student Success Specialist to complete an appropriate remediation plan, or to provide evidence of successful completion of a remediation plan at another school or university.

HOW WILL I GET MY ATI TEAS SCORES TO CUESTA COLLEGE?
- If you take the ATI TEAS at Cuesta, we will automatically receive your scores.
- If you take the ATI TEAS at another location it is your responsibility to have your scores submitted to Cuesta College by our deadline. We will only accept official scores sent directly to us from Assessment Technologies Institute (ATI).
ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM
Work or Volunteer Experience in Healthcare Verification Form
For the October 2017 Application Period

Instructions to Applicant:

1. Print this form and complete sections A and B.
2. Ask your employer/volunteer coordinator to complete section C and return this form and their cover letter to you. (Complete and submit one form & cover letter for each job you want to be considered.)
3. Follow the instructions provided in the online application to submit this form and cover letter with your online application by the due date.

A. Applicant Information (to be completed by Applicant)

<table>
<thead>
<tr>
<th>Name:</th>
<th>first                                                               middle                                                        last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>number &amp; street                                              city                                                                 state                            zip code</td>
</tr>
<tr>
<td>Contact information:</td>
<td>primary phone number                     secondary phone number                     my.cuesta.edu email address:</td>
</tr>
<tr>
<td></td>
<td>(           )                                      (           )</td>
</tr>
</tbody>
</table>

B. Work or Volunteer Experience Verification (to be completed by Employer or Coordinator)

<table>
<thead>
<tr>
<th>Employer/Volunteer Facility Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Healthcare Facility:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Title of Supervisor:</th>
</tr>
</thead>
</table>

| Address: | number & street                                                  city                                                                  state                              zip code |
| Work Phone Number: (          ) |
| Work Email: |

C. Employer or Volunteer Coordinator: Please complete this section

Position held by applicant:

| Start Date | End Date | ☐ Full Time | ☐ Paid Work | ☐ Part Time | ☐ Volunteer Work |

TOTAL NUMBER OF HOURS WORKED DURING ABOVE TIME PERIOD:

☐ Please attach a cover letter on agency letterhead describing the applicant’s work and/or volunteer experience. This form will only be accepted if attached to a cover letter.

- Letter must include the applicant’s name, start date, end date (if applicable), employment status (full-time/part-time/volunteer), number of hours worked per week and total hours worked. Include job title, department (if applicable), and examples of duties (including patient interaction).

Name and Title of Employer or Coordinator (please print)

Signature of Employer or Coordinator Date
**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM**

**Foreign Language Proficiency Verification Form**

**For the October 2017 Application Period**

**Instructions to Applicant:**

1. Print this form.
2. Ask a community member with whom you have had sufficient interaction and who can verify that you are proficient in a language other than English to complete the Community Member Language Proficiency Verification section. This person must not be a relative or family member.
3. Sign and date the Applicant’s Acknowledgment section.
4. Follow the instructions provided in the online application to submit this form with your application by the due date*.

* A link to online application will be posted on the Nursing department webpage during the October 1st – 31st acceptance period.

**Community Member Language Proficiency Verification:**

**Please print clearly:**

I verify that __________________________ is able to speak, read, and write in __________________________ at a level that allows common everyday communication, and has the ability to translate in a medical emergency.

Signed: __________________________
Date: __________________________

Name: __________________________
Address: __________________________

Phone: __________________________
Email: __________________________

**Please describe your relationship to the applicant (you must not be a relative or family member):**


**Applicant’s Acknowledgement:**

I acknowledge, by my signature below, that the information on this form is true and correct.

Applicant’s name __________________________
Applicant’s Signature __________________________
Date __________________________