AMERICAN RIVER COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

ONLINE APPLICATION GUIDELINES FOR THE NURSING PROGRAM

Before starting the nursing program online application, read these guidelines carefully to ensure your online experience runs smoothly and is successful.

1. **READ** the **Nursing Program General Information Sheet** and related documents on the **ARC Nursing Program Website.**

2. **APPLY TO ARC BY SUBMITTING AN ONLINE APPLICATION.**
   - Students who have never attended Los Rios Community College District (LRCCD), i.e., American River College (ARC), Cosumnes River (CRC), Folsom Lake (FLC), Sacramento City (SCC), must submit an application. Go to the **ARC home page** and under 'Admissions' click **Get Started and Apply**.

   > Note: **Students who did not attend** an LRCCD college last semester, MUST complete a new application before accessing the Online Nursing Application.

3. **GET YOUR STUDENT ID NUMBER**. After submitting your online application, allow 30 minutes for processing. When completing a new application to the school, if you already have an ID number, the system should recognize it and you will retain the same ID. Once processed, you can complete the **ARC Online Nursing Application**.

4. **UPDATE THE SUPPLEMENTAL DATA SHEET**. Students who applied and attended an LRCCD college in the previous semester may need to update the supplemental data sheet before beginning the **ARC Online Nursing Application**.

5. **LOGIN TO YOUR PREFERRED EMAIL ACCOUNT**. All correspondence regarding status will be sent to your preferred email account. Applicants will not receive any paper or phone verification regarding their status.

6. **COMPLETE ALL PREREQUISITE COURSES BEFORE YOU SUBMIT YOUR ARC NURSING APPLICATION.** Courses in progress will not be accepted. Please refer to the **nursing website.** It includes the **Nursing Program General Information Sheet** and the **ARC Nursing Program Articulation Grid.**

7. **COUNSELING SERVICES FOR FIRST-TIME NURSING APPLICANTS**
   New to ARC are "HomeBase Communities," a one-stop hub for students pursuing Health and Well Being majors/programs. You have access to a Success Team comprised of a Coach, Peer Mentors, Counselors and Instructional Faculty.

   When coursework is **not listed** on the **ARC Nursing Program Articulation Grid**, it is highly encouraged to schedule an appointment with an ARC Health and Well Being HomeBase Counselor to obtain a Curriculum Planning Summary Sheet to document completion of all eligibility requirements. They can also provide assistance on eligibility and qualification requirements. Please contact the Health and Well Being Homebase or the General Counseling Center to schedule an appointment. Come prepared to your counseling appointment by bringing the following: Transcripts (unofficial will work for appointment, but will need official transcript when applying to Nursing program), and if possible, course descriptions as well. *Note*: Counseling appointments do fill quickly and are booked two weeks in advance.

   Health and Well Being Homebase Information:

   - **Homebase Telephone:** (916) 484-8577
   - **Homebase Location:** Health Education Division Room HEED 715
   - **Homebase Email:** AskHB-HealthEd@arc.losrios.edu
   - **In-Person Services:** Monday – Thursday 8:00am - 5:00pm

General Counseling Department Information:

- **General Counseling Quick Question Counselor:** Counselors are available at the main counter to provide information that requires *minimal research and can be resolved in a couple of minutes*. For more complex issues plan to meet with a Health and Well Being HomeBase Counselor.

- **General Counseling Dept. Telephone:** (916) 484-8572

- **Schedule the Counseling appointment yourself at:** https://arc.losrios.edu/student-resources/counseling

- **Counseling Appointment or Drop-In:** Meet with these counselors for specifics issues related to your questions. These counselors can answer questions related to eligibility for programs, completion of a Curriculum Planning Summary Sheet, petitioning for course equivalencies, requirements for foreign transcripts, and degree completion requirements.
  by emailing or using online system

8. **TOOLS TO ASSIST STUDENTS WITH THE ONLINE NURSING PROGRAM APPLICATION PROCESS**
   - Students should refer to the two tutorials on the **nursing website** that will provide step-by-step instructions on how to complete the Online Application for the Nursing Program. Refer to the:
     ‣ "Online Nursing Application" Tutorial and if applicable,
     ‣ "How to Transfer External Credits on Your Online Nursing Application" Tutorial
   - Email Support: Questions related to the online nursing application process may be sent to **ARCNursingApplication@losrios.edu**. Please allow five (5) business days for a reply. Due to the high volume of calls, **do not call** the Nursing Department. We will respond to student emails.

9. **TO APPLY TO THE ASSOCIATE DEGREE NURSING PROGRAM**:
   - Sign into **eServices** with your student ID and password
   - Click the "Other Resources" tab
   - Click the "Nursing Programs"
   - Click the "Nursing Program Application"
   - Select "Registered Nursing Program Application for ARC Enrollment"

10. **SUBMITTING YOUR APPLICATION IS A TWO-STEP PROCESS:**
    - Upon completing all required entries, click the "submit" button
    - Once you have submitted your online application, you must print out the following:
      o Application Cover Page
      o Application Checklist
      o ARC ADN Program Enrollment Prescreening Criteria form
      o Any required support documentation
    - Mail or deliver packet to American River College as instructed on Cover Page by the deadline date

11. **TO CHECK THAT YOUR NURSING APPLICATION WAS RECEIVED:**
    - Sign into **eServices**
    - Click "Other Resources"
    - Click "Nursing Programs"
    - Click "Nursing Program Application"
    - Select "Registered Nursing Program Application for ARC Enrollment"
    - View "Application Process Status" line

Final notification regarding the application status will be sent to the preferred email listed in the system.
It is the student's responsibility to check the email regularly and respond accordingly.