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AP 5010 Admissions

(Replaces current SBCCD AP 5010)

~~**NOTE:** The language in red ink is legally required. Local practice can be inserted here, as long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:~~

- ~~• Designated authority and responsibility for the admissions process~~
- ~~• Admission procedures for students over 18 with a high school diploma~~
- ~~• Admission criteria and procedures for students over 18 without a high school diploma~~
- ~~• Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)~~
- ~~• Publication of admissions policies and procedures~~

The Chief Instructional Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

- ~~• From current SBCCD AP 5010 titled Admissions~~

~~**NOTE:** The current SBCCD AP 5010 is dated August 8, 1991. Please confirm the details contained therein are still accurate.~~

REGULAR ADMISSION

- A. The colleges of the District shall admit any California resident, and may admit any nonresident, who possesses a high school diploma or the equivalent thereof. (See AP 5012 titled International Students as well as BP/AP 5020 titled Nonresident Tuition)
- B. The colleges may admit any other person who is over 18 years of age and who, in the judgment of the Board or the college president, is capable of profiting from the instruction offered. Any such person who enrolls as a full-time student shall be admitted as a provisional student and there-after shall be required to comply with the rules and regulations prescribed by the Board of Governors of the California Community Colleges or the Chancellor's Office pertaining to the scholastic achievement and other standards to be met by provisional or probationary students, as a condition to being readmitted in any succeeding semester.
- C. Capability to "profit from instruction" shall be determined through the regular college assessment process.
- D. The colleges may admit special full-time and part-time students as allowed by the California Education

Code.

- E. Each person who applies for admittance shall complete the college admissions application form and all related forms required by state or federal government agencies.

~~Approved: August 8, 1991~~

SPECIAL ADMISSION OF K-12 STUDENTS

(See AP 5011 titled Admission of High School and Other Young Students)

Any pupil enrolled in grades K-12 from a public school district may apply for admission to a District college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

K-12 Students who enroll in a college of the District shall be exempt from payment of the enrollment fee. All other appropriate fees shall be assessed.

NURSING PROGRAM ADMISSIONS

(See BP/AP 4106 titled Nursing Programs)

- A. Students shall be admitted to the San Bernardino Valley College Nursing Program in the fall and spring semesters of each year. In addition to the general requirements for admission to the college, nursing applicants shall be admitted to the Nursing Program subject to the provisions of this policy.
- B. **Information Meeting**
An information meeting open to all pre-nursing students will be offered by the Nursing Department on a regular basis.
- C. **Pre-program Admission Requirements**
1. Graduation from high school or its equivalent (G.E.D., or the California State High School Proficiency Exam)
 2. Admission to San Bernardino Valley College
 3. ~~Placement Testing/Evaluation~~ Placement Testing/Evaluation

The student may qualify by attaining the placement test scores listed or by presenting evidence of previous course work or the equivalent in the following areas:

a. **Math**

SCAT-30th percentile; ACT - 24th percentile; SAT - score of 400; CGP - standard score of 68 (test C, 52 test D), or 43 (test E); Asset - Elementary Algebra score of 35. If the math placement test score is below the score listed, the student will be required to complete Math 090 or the equivalent with a "C" grade or better prior to admission to Nursing courses.

b. **Reading**

Nelson-Denny - 12th grade reading; CGP - standard score of 52; Asset - score below 50. If the reading score is below the scores listed, the student will be advised to complete a course in developmental reading with a grade of "C" or better prior to admission to nursing courses.

c. **English**

CGP - standard score of 52 or higher on the sentence portions; Asset - score 42 or higher on the English portion; or a grade of "C" or better in English 015.

d. **Chemistry**

Introductory college chemistry (Chemistry 101) is a prerequisite for Physiology and Microbiology.

D. Admission to the Program

1. Records

The student must submit all of the following to the Nursing Department by March 1 for Fall admission and by October 1 for Spring admission.

- a. Nursing Department application
- b. Placement test scores or equivalent course work
- c. High school transcript(s) or diploma, or G.E.D. scores, or California State High School Proficiency exam score.

2. Grade Point Average

The student must earn a grade of "C" or better in each of the required core courses listed in the college catalog under "Associate of Science Nursing Program." In addition, a minimum grade point average (GPA) of 2.5 must be earned overall in the required core courses and maintained throughout the program in order to remain eligible.

3. Minimum Requirements to Qualify for Entry

- a. Eligibility for English 101
 - b. Completion or current enrollment in Math 090 or equivalent
 - c. Completion or current enrollment in Biology 250, 251, 260, 261, 270
 - d. Completion or current enrollment in Psychology 100.
- 4. Physiology and Microbiology requirements taken more than five years prior to admission to the Nursing Program will not be counted.
 - 5. Courses in progress must be completed by the end of the semester.
 - 6. When the number of applicants who have completed all admission requirements exceeds the number of available spaces, selection of students shall be based on the Nursing Admissions Point System.
 - 7. Point System

a. **Point Summary**

Core Required Courses	25 points
Humanities	6 points
SBCCD Units	10 points
Three or More Applications	10 points

Total Maximum Points	51 points

b. Selection Process

All students who meet minimum requirements will be ranked according to the number of accumulated points. Students will be admitted by point ranking until the available space in the class is filled. Class size is limited by funding, clinical site space, and classroom space. An additional 20 students will be placed on a waiting list by point ranking to be admitted to the program if space becomes available prior to the second day of class. Up to ten students from the waiting list will be admitted in the following semester. All other students must submit a request in writing by the application deadline to be considered for entry in the following semester. Applications must be updated by providing evidence of additional course work completed or in progress.

- c. Points earned for units completed or in progress in (1) Core Required Courses, (2) Humanities Courses which meet SBVC graduation requirements, (3) units completed in other courses within the District, and (4) the number of times a qualified application has been submitted by an individual.**

d. Core Required Courses

Points are earned for completion of the following courses or the equivalent in the semester or summer preceding the deadline for application:

Biology 250 or 260	4 points
Biology 251 or 261	4 points
Biology 270	5 points
English	3 points
Speech 100 or 111	3 points
Sociology 100 or Anthropology 102	3 points
Psychology 100	3 points

e. Core Courses in Progress

Students who are enrolled in Core Required Courses at the time of application will also be considered for admission to the Nursing Program. The number of points awarded for classes in progress at the time of selection will be determined by multiplying the course units by 50%.

f. Humanities Courses

Six units of Humanities are required for graduation with an Associate of Science Degree in Nursing. It is not mandatory that these courses be completed prior to admission to the Nursing Program; however, additional points can be earned for Humanities courses completed with a grade of "C" or better prior to application. Upon submission of official grades with the Nursing application, one point will be awarded for each unit of Humanities completed. Courses must meet San Bernardino Valley College graduation requirements.

g. Units Completed

Points may be awarded for the number of units completed in the San Bernardino Community College District as follows:

Units	Points
12	1
14	2
16	3
18	4
20	5
22	6
24	7
26	8
28	9
30	10

h. Applications Meeting Minimum Requirements

Second qualified application	5 points
Three or more qualified applications	10 points

8. Procedure of Acceptance

- a. Applicants will be admitted by using total points in descending order until the class is filled.

~~Approved March 9, 1995~~

INTERNATIONAL STUDENTS

(See AP 5012 titled International Students)

The District is authorized under Federal law to enroll F-1 non-immigrant students. The District shall admit students who meet the following requirements:

Applicants Overseas

- Complete an International Student Application.
- TOEFL score of 500 on the paper-based test or 173 on the computer-based test or 61 on the internet-based test. The TOEFL requirement may be waived, if an applicant whose native language is English and who have attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction. The reporting code for CHC is 4126.
- Official transcripts from high school and/or college or university. If the transcript is not in English, an official translation in English is needed.
- Financial statement showing that students have the sufficient funds for tuition and estimated living expenses for one year. There is no financial aid available for international students.
- \$25 non-refundable application processing fee.
- Essay (describing the reasons for applying to Crafton Hills College usually one to two pages).

Applicants within USA must submit all of the above including:

- Transfer Eligibility Form
- Copy of passport
- Copy of visa
- Copy of I-94
- Copy of previous school's I-20

References:

Education Code Sections 76000, 76141; 76142;

34 FR Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.C.6

Attachments:

[AP 5010 Admissions - Comments](#)

[AP 5010 Admissions - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Academic Senates	Mark McConnell	pending
Academic Senates	Academic Senates Academic Senates:	pending
Academic Senates	Celia Huston: Approver	pending
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017
Chapter owners are notified	Chancellor's Cabinet Chancellor's Cabinet: [SN]	03/2017

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