

Information needed when emailing, **Janet Corcoran,** (Ohlone nursing counselor) in order to **schedule the “MANDATORY” nursing evaluation**

Please respond to the following questions or information asked for, and email your information to Janet Corcoran at: jcorcoran@ohlone.edu

- **What is your name?**
- **What is your Ohlone student id#?**
- **What is your email address?**
- **List all the US Colleges you have attended in your lifetime**
You are required to submit official sealed transcripts from all colleges you have attended regardless of whether or not you completed nursing prerequisite courses at these colleges. We look at everything! If you show up to your nursing evaluation appointment with any transcripts missing or showing work in progress for coursework you have clearly completed, we will not be able to sign off on your evaluation. We require two official sealed transcripts from each college you have attended. One is for your application and the other is for your evaluation.
- **The date you attended a spring, 2012 orientation**
- **How did you clear the Ohlone Nursing program reading requirement?** Let me know if you cleared it using Ohlone’s ACCUPLACER English assessment or your grade from English 163 or course completed from our approved reading substitution GRID (see back page of nursing application for list). If you took Ohlone’s ACCUPLACER exam, what was the date you took it?
- **Do you have a degree from a 4 year US college?** If so, what college did you earn it from?
- **Are you using AP credit for English or Math?** If so, you’ll need official sealed test results. Contact me (Janet Corcoran) at jcorcoran@ohlone.edu if you need more information about this.
- **Please include the following in your email to me regarding your English, Math, Anatomy, Physiology, Microbiology, Nutrition, Developmental Psychology and Speech courses:**

For each of these courses tell me the college you attended, course title, course number, grade earned (include minus or plus grades if they apply to you), units earned, semester or quarter course was taken.

Here are 3 examples of what I need regarding each course taken from list above:

- **Chabot College, fall 2007, English 1A, Freshman Composition, 3 semester units, “B”**
- **Las Positas College, spring 2012, Speech 13, Interpersonal Communication, 3 semester units, in progress (in progress course work must show on your transcript)**
- **DeAnza, winter 2003, BIO 40A, Anatomy & Physiology, 5 quarter units, “B-“**
- **Did you retake Anatomy, Physiology, or Microbiology** due to substandard grades or Withdrawals (C-, D, F, or W or No credit or No pass)? If so, please let me know how many you have on your transcript? We examine your entire college record no matter how long ago you took these courses.
--I need to know the name of the college, course title, course number, grade earned and semester or quarter course was taken for all C-, D, F’s or W’s earned in Anatomy, Physiology and Microbiology.

Plan to send me a **“LARGE LIST” (meaning more than a couple choices)** of dates and times that will work for you in scheduling a nursing evaluation appointment. Nursing evaluation counselors are available Monday through Thursday from 9am to 4pm (excluding noontime). **YOU MUST SCHEDULE THIS APPOINTMENT THROUGH ME!**

Do not call the student service desk. They will refer you back to me. Once I review your responses to the above requested information, I will get back to you in order to let you know the next step to take.

Things you must bring to your nursing evaluation:

--2 official sealed transcripts from each college attended in the USA, including Ohlone College if you ever attended.

--If you are in progress with Nutrition, Developmental Psychology or Speech, the in-progress coursework must be included in your official transcript or added as an addition to the transcript and verified with a stamp or signature from the college admission office where you are taking the course(s).

--Your nursing application from the spring 2012 orientation you attended.

--If you are using out of state or private college coursework, please provide copies of your processed substitution /waivers obtained from the various Ohlone Departments. See below for further explanation.

How to have your out –of- state or private coursework evaluated and obtain a substitution/waiver: Please note: if your coursework is found on the Nursing Articulation GRID on page 3 of the Nursing application, you do not need a substitution/waiver processed)

***Students who are using coursework from a private or out of state college must have substitution waivers evaluated by the various Ohlone Deans and approved.** You will need to obtain waiver substitutions before meeting for your mandatory Nursing evaluation if you took English, Math, Anatomy, Physiology &/or Microbiology at a private or out-of-state college. You will contact the various Ohlone Departments for processing your waiver. You will need a copy of the course description, and a copy of an official transcript showing the course(s) completed and grade earned. Allow plenty of time for this as it can take a few weeks to get the results back from the various deans at Ohlone.

The phone number for processing your Anatomy, Physiology, and Microbiology waivers is: (510) 659-6191 (Irene Benavidez- Executive Assistant to the Dean of Science, Technology, and Engineering—Dean Ronald Quinta. The phone number for processing your English and Math waiver is: (510) 659-6080--MATH (Sila Marques) and ENGLISH (510) 659-6173(Kathleen Martinez) both women are Executive Assistants to the Dean of Humanities, Social Science, and Mathematics—Dean Mikelyn Stacey. You may be able to obtain a FAX number in order to send your pertinent paperwork via FAX by asking the various departments when you make your call to them. Be sure to obtain a copy for your nursing evaluation since your evaluation will not be able to be signed off without this paperwork.

Information about what you’ll need in order to take the ACCUPLACER exam

Please note: You’ll need to apply to Ohlone College and obtain a student id# in order to sit for the English ACCUPLACER exam. Apply online at www.ohlone.edu ; click on “Admissions” at main webpage.

For ACCUPLACER schedule, click on “A-Z index” on college main webpage, then “P”, then “placement center”, then “placement test schedule” found on left side of webpage. Scroll down to find schedule. There may or may not be test dates specific to RN testing; however, you can take any ACCUPLACER tests available. RN testing dates and regular testing dates use the same exact ACCUPLACER test. They are exactly the same! It is best to take the test as soon as you can. You must schedule a time to take the ACCUPLACER exam. You will sign up for the ACCUPLACER exam at the Placement website.

Remember, you must have Ohlone student id # in order to take the ACCUPLACER exam.

If you’ve taken Intermediate Algebra or any higher level college Math course and earned a grade of C or higher, you will not need to take the Ohlone Math ACCUPLACER exam. If you have not completed a Math course at this level, you will need to take the Ohlone Math ACCUPLACER exam.