Instructions for Applying Online to the Moorpark College Associate Degree Nursing Program

Thank you for your interest in applying to the Moorpark College nursing program. To apply to the program, please follow the instructions below carefully. If you have questions, please call the Health Sciences Department office at 805-378-1433.

1) ALL official transcripts from outside of the Ventura County Community College District (Moorpark, Ventura, Oxnard Colleges) must be <u>on file</u> with Moorpark College Admissions and Records <u>BEFORE</u> submitting your application. This includes official transcripts for all courses attempted, even if not a part of the major or the prerequisites; official high school or GED transcripts if no college degree; and Advanced Placement (AP) scores from College Board, if being used for satisfying a prerequisite course; and international transcript evaluation if applicable.

    Admissions and Records accepts transcripts by official electronic method and official hard copy (original, sealed/unopened envelope). Official electronic method is preferred. The addresses for Moorpark College Admissions and Records is:

    > E-mail for official transcripts: mcadmissions@vcccd.edu

    > U.S. mail for official transcripts:
    > Moorpark College
    > ATTN: Admissions and Records
    > 7075 Campus Road
    > Moorpark, CA 93021

    Failure to have all transcripts on file with Moorpark College Admissions and Records with all courses attempted and grades posted will result in disqualification.

    If submitting transcripts from a Los Angeles Community College District college, the hard copy official transcript is preferred over the electronic version.

    Do not send a Moorpark, Ventura, or Oxnard College transcript to the Admissions and Records office.

2) Download a copy of the Moorpark College nursing program application from: https://www.moorparkcollege.edu/departments/academic/nursing-science/forms

3) Complete, sign, and date the nursing application. Please sign the application using handwriting, either by printing the form and signing it; or by using a stylus or your finger on a touchpad or tablet screen to sign. Typed signatures will not be accepted.

4) After completing and signing the nursing application, you must create a **single PDF file** containing the application and the additional documents listed on the application as applicable.

    > **Advanced Placement applicants:** there are additional required documents for applying for Advanced Placement. Please refer to the Advanced Placement application and the

Advanced Placement section of the nursing website for details. If submitting both an Advanced Placement and a Beginning RN Program Application, please note the documents will not be combined. They are considered separate applications. All required documents must be included for each application.

There are multiple ways to create PDF files. Here are two possible options:
- Free trial of Adobe Acrobat DC: https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html
- Instructions for Mac computers: https://support.apple.com/guide/preview/combine-pdfs-prvw43696/mac

If using Adobe Acrobat, one possible method is:
a) Save all of the documents as PDF's to your computer's desktop.
b) Find the file on the desktop that you want to have as the first page. This should be the nursing application. Right-click on it.
c) Select the option that says "Combine files in Acrobat."
d) Click on "Add Files" and select "Add files" again from the drop down list.
e) Start adding in the pdf files from your desktop in the order you want them.
f) Save the single PDF file to your computer, such as to your desktop.

DO NOT save the file as a Portfolio, as it will be unable to be opened by the nursing program.

TIP: One way to see check if the file is a single PDF file is if you can click to open the file and then scroll down to see all of the contained documents as you scroll. If only one page shows, and you have to click on a separate icon within the window in order to see next document, it may be in Portfolio format and you'll need to try again.

TIP: If having difficulty creating a single PDF file, consider printing all of your documents and taking them to a copy shop such as FedEx Kinkos or Staples and have them scan the documents into a single PDF for you.

5) Rename the PDF file in this format: LastName_FirstName_MonthYearApplying

Example: If an applicant's name is Jaime Smith and they are applying during the Fall 2022 application period, the file name should appear as: **Smith_Jaime_Aug2022.pdf**

If the applicant's name is Taylor Reyes and they are applying during the Spring 2023 application period, the file must be named: **Reyes_Taylor_Jan2023.pdf**

6) Log in to the my.vcccd.edu portal and access the @my.vcccd.edu email.

7) Start a new email from your @my.vcccd.edu email.
a) Address the email to: **mchealthsci@vcccd.edu**

b) In the Subject line, type in "nursing application".

- Advanced Placement applicants, type in "Advanced Placement application".

- Advanced Placement applicants, if you wish to also submit a Beginning RN Program

application you will need to send separate emails; one for each application type.

    c) Attach the single PDF file with your application materials to the email. Do not send the PDF file from inside of the Adobe software program.

    d) Please do not include questions with your email; the recipient address is for receiving applications only. If you have questions, please call the Health Sciences Department at 805-378-1433 before sending the application.

    e) Send the email by the application deadline. Within 3 business days, you will receive a reply email that your application was received. This is not a confirmation that your application was complete.

8) After the application period ends, there will be a waiting period of possibly three months for review of the applications that were submitted.

Keys to Remember

- Be mindful of the instructions regarding transcripts above.
- On the application, did you list ALL colleges and universities you attempted coursework with, including schools that you only took online courses with?
- Make sure you signed and dated the application. A typed signature is not acceptable.
- The application materials attached to the email must be in **one single PDF file** where the reader can scroll down and see all pages without needing to click from page to page.
- Applications will not be accepted from non-@my.vcccd.edu email addresses.
- If you have any questions, please call the Health Sciences Department office at 805-378-1433.

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