

ADN Online Application Instructions

- **BEFORE YOU START THE ONLINE APPLICATION:** If you are not currently a Modesto Junior College (MJC) student, go to www.mjc.edu and select APPLY NOW. Students receive their Student ID ‘W’ number via email three to ten business days after applying to the college. Applicants must have an MJC student identification ‘W’ number, PiratesNet password, and an MJC student email address.
- Review all of the instructions below before you proceed to the [MJC ADN ONLINE APPLICATION](#)

GENERAL INFORMATION ABOUT THE APPLICATION:

1. Applications are accepted for the ADN program annually from May 1 through May 31. Students are selected from the annual applicant pool for both fall and spring semesters of the upcoming year. **Applicants must choose to attend classes on the MJC or Columbia College campus. An applicant may not select both.**
2. Applicants will be selected based on a multicriteria screening process modeled after Assembly Bill 548. Selected applicants will be required to provide information in five separate categories and will be awarded points based on the information provided. Initially 120 applicants for the MJC campus and the 40 applicants for the Columbia College campus with the highest points will be selected to provide supporting documentation. The final pool will consist of 80 students for the MJC campus and 20 students for the Columbia College campus.
3. Students will be randomized for the fall and spring semesters and a randomized selection process will be used to prioritize students with tied points. Semester placement is not negotiable and students are not allowed to “trade semesters.”
4. The Advanced Placement Pathway for Licensed Vocational Nurse (LVN) and Licensed Psychiatric Technician (LPT) applicants and applicants transferring from other nursing programs will be placed in separate applicant pools. When possible, selection will honor the applicant’s preference of attending classes on either the MJC or the Columbia College campus. Placement into the program is a competitive process that will be determined on a case by case basis according to educational background and space availability.
5. All correspondence from the college regarding the application process will be sent to the MJC student email address. It is the student’s responsibility to review and respond to email within prescribed timelines.
6. **Program information posted on social media websites such as Facebook, Instagram, Snapchat and Twitter are NOT official MJC information.**

NAVAGATING THROUGH THE ONLINE APPLICATION:

- The online application is set to time out after **15** minutes therefore, be sure to select SAVE to avoid losing information. Selecting SAVE and RETURN LATER will close the page; Selecting SAVE and CONTINUE will take you to the next page. If required information is omitted in a section of the application, the applicant will not be able to proceed to the next page.
- **Do NOT use the back arrow for your browser.** Use the back button on the bottom of the online application page.
- Once the application is completed, select the SUBMIT button. Upon submission, a CONFIRMATION RECEIPT OF APPLICATION will be sent to the student’s MJC email account. The email will include links to the application and the application SUMMARY. If you do not receive a CONFIRMATION OF RECEIPT OF APPLICATION within 24 hours, check your Spam folder.
- A student can revisit the application to make changes during the application period however; no changes can be made to the application once the application period closes.
- After receiving the online application, emails will be sent regarding the applicant’s status. See [Status Definitions and Codes for the ADN Online Application](#). **Status codes may change so the applicants who were initially qualified but not selected, are encouraged to check their status code weekly.**
- **Do not** call the Allied Health office to check on the status of your application.

TROUBLE SHOOTING:

Please email any questions and/or problems using the guidelines below:

TOPIC	EMAIL TO:	IN THE EMAIL SUBJECT LINE ENTER:
General questions	mjcnursing@mjc.edu	Question
Technical Problems with the application/software	mjcnursing@mjc.edu	Application Error Claim
Suspect a processing error on your application (i.e. point spread is different than what you calculated or you were disqualified for an unknown reason)	mjcnursing@mjc.edu	Application Processing Claim
Did not receive the summary/confirmation receipt	mjcnursing@mjc.edu	Missing Confirmation Receipt

FOR STUDENTS WHO ARE REQUESTED TO SUBMIT SUPPORTING DOCUMENTATION:

1. After all of the online applications have been prioritized according to points, the top applicants will be contacted via the MJC student email and asked to provide supporting documentation.
2. Supporting documentation will be used to determine program eligibility. **Incomplete or inconsistent documentation will automatically disqualify the applicant.** NOTE: **Being selected to provide supporting documentation does not mean program acceptance**, but it does mean you are among the top candidates being considered. To print out the Supporting Documentation Form install **Adobe Reader** on your computer. [Supporting Documentation Forms](#)
3. Submit all required documentation in person or by mail by the specified deadline. **Coursework with grade and/or a college degree must be posted on the official transcript to receive points.** Current official transcripts, AP scores or Assessment Test results already on file in MJC Enrollment Services or in the Columbia College Records Office will not need to be submitted again.
4. **IMPORTANT: Students must submit a copy of their application SUMMARY as evidence of interest in the program even if transcripts are already on file the MJC Records office.** The application SUMMARY will include the points received for the criteria on the online application as well as the required documentation required for submission.

MISC. INFORMATION TO ASSIST THE APPLICANT:

1. Applicants applying for the first semester of the ADN program will be disqualified for entering prerequisite coursework from non-accredited institutions. Applicants applying as transfers from other nursing programs or LVNs and LPTs from non-accredited institutions will be reviewed on a case-by-case basis. To determine if a college is accredited by one of the accrediting agencies recognized by the U.S. click on [Graduate Guide for Accreditation of Postsecondary Education](#)
2. To submit an Advanced Placement score to meet the Math Competency or the English 101 prerequisite, contact the Advanced Placement Board and request that AP Score(s) be sent to MJC Enrollment Services. **On this application you must enter a letter grade of C for an AP score.** If you completed English 103, you may enter the letter grade for that course in lieu of the C for the English AP score.
3. Math Assessment Test scores will be accepted from any California community college. Make a specific request for the Math Assessment Test score to be sent to MJC Enrollment Services as assessment test scores are not included on official transcripts.