

**Springfield Technical Community College Department of Nursing
FALL 2024 INSTRUCTIONS FOR COMPLETING THE NURSING ADMISSION CHECKLIST**

All Nursing Program applicants must submit the **Nursing Admission Checklist** form online in **addition to the STCC Admission Application**.

Preference is that the Admission Application be completed and submitted prior to the checklist.

The STCC Admission Application is available at the following link: <https://www.stcc.edu/apply/>

The checklist must be completed all in one session. You will NOT be able to save the checklist once started. If you leave, all data and information you entered will be lost, and you will need to start again. AFTER SUBMITTING THE CHECKLIST, YOU WILL RECEIVE AN EMAIL CONFIRMATION. IF YOU DO NOT RECEIVE AN EMAIL AFTER SEVERAL MINUTES, AND YOU HAVE CHECKED YOUR SPAM FOLDER, CONTACT THE SCHOOL OF HEALTH & PATIENT SIMULATION at 413-755-7477 or shps@stcc.edu.

The information you will need to provide on the checklist is summarized below. Please be sure that you are able to provide the following information that is applicable to you before attempting to complete the checklist:

PERSONAL INFORMATION:

Name	Email Address
Address	STCC Student ID # (if applicable)
Telephone Number	

COMPLETION OF ADMISSION PREREQUISITES- THE FOLLOWING MUST BE COMPLETED IN ORDER TO APPLY TO THE NURSING PROGRAM. YOU WILL BE ASKED IF THESE REQUIREMENTS HAVE BEEN COMPLETED:

- APPLICATION: Submission of the [STCC Application for Admission](#) submitted online through the STCC Admissions Office.
- MATH REQUIREMENT: Completion of one of the following within the past 5 years 3 months* (For Fall 2024 Admission, must have been taken no earlier than the Spring Semester of 2019):
 - Algebra 2 (grade 80 or higher), or its equivalent, at a high school or accredited college (STCC MAT063 or MAT097) **OR**
 - Placement at the college-math level on the STCC placement exam (Accuplacer MAT101 or ALEKS 100p) (Being waived from taking the STCC math placement exam due to high school GPA DOES NOT meet the Nursing Program math requirement) **OR**
 - College level (100 or higher) math course with a grade of 77 or higher

*If the applicant met the minimum grade requirement for the math course, but the course was taken prior to the spring semester of 2019, the outdated math course will be accepted if the applicant has obtained the TEAS math subtest benchmark score of 69.

- TEAS TEST: You will be asked to provide the highest math, science, English and reading subtest scores you received within the last three years on the Test of Essential Academic Skills, Version 6 or Version 7. **Documentation of results should be submitted to the STCC Admissions Office, and if available UPLOAD SCORE RESULTS TO THE CHECKLIST.** You may obtain a copy of your TEAS score report at www.atitesting.com/login. After logging in, you will need to select the MY RESULTS tab. Then scroll down and select the TEAS assessment that you would like to obtain a score report for. Please be sure the score report includes subtest scores. TEAS scores must have been taken within three years of the February 1 application deadline. For the Fall 2024 application cycle, TEAS scores must have been taken February 1, 2021 or later.
- **OFFICIAL TRANSCRIPT(S):** Submission of an official transcript from ALL colleges or universities where you have completed academic coursework, including high school, to the STCC Admissions Office. Transcripts need to be received by February 1 in order for your application to be complete. (Note: For in progress courses it is best to wait until final grades appear on your transcript before requesting that the transcript be sent to the STCC Admissions Office. YOU DO NOT NEED TO SUBMIT A TRANSCRIPT FOR COURSEWORK TAKEN AT STCC.)

EDUCATION (ACADEMIC) HISTORY:

- High School Credential Received: Diploma, HiSET, or GED
- Previously earned college degrees (if applicable)
- Grades achieved on the following required courses taken at STCC or transferred in (if applicable). **Please note that a C+ or higher is required for all courses that are part of the Nursing Program curriculum. Official transcripts supporting grades for courses listed below, need to be submitted to the STCC Admissions Office by February 1.**
 - English Composition 1
 - English Composition 2
 - General Psychology
 - Lifespan Human Growth and Development
 - Anatomy & Physiology 1* (For Fall 2024 Admission, must have been taken no earlier than Spring Semester 2019)
 - Anatomy & Physiology 2* (For Fall 2024 Admission, must have been taken no earlier than Spring Semester 2019)
 - Introduction to Sociology
 - Microbiology* (For Fall 2024 Admission, must have been taken no earlier than Spring Semester 2019)
 - General Elective(*If the applicant met the minimum grade requirement for the A&P courses or Microbiology course, but the course was taken prior to the Spring semester of 2019, the outdated science course will be accepted if the applicant has obtained the TEAS science benchmark score of 54.)
- If you have taken three or more college honors courses, you will be asked to list the courses taken and the grades received. (Please note: Taking honors courses is not a requirement of the Nursing Program, but may strengthen your application.)
- You will need to indicate if you have completed any of the following courses. (Please note: completing these courses is not required for the Nursing Program.)
 - HSC110 - Communication and Professionalism in Health Care
 - HSC150 - Patient Care and Safety
 - HSC125/125L - EMT Basic Certification (This is only for those who completed the course for credit)
 - HSC151/151L/156 – Patient Care Technician Course, Lab and Clinical
 - HSC180/180L/185 - Phlebotomy Technician Course, Lab, and Clinical
 - FYE101- First Year Experience sections D08, D09 or D10 – for students interested in a competitive health care program. (Fall 2022 is the first semester this version of the course was offered.)

PATIENT CARE EXPERIENCE AND RELEVANT CERTIFICATIONS (if applicable):

If you have any of the following direct or indirect patient care experience, you MAY receive extra points on your application if you complete and submit the DIRECT AND INDIRECT PATIENT CARE EMPLOYMENT VERIFICATION FORM. You can access this form by clicking [here](#). No other reference or recommendation letter should be submitted. You will have the opportunity to upload your completed and signed Direct and Indirect Patient Care Employment Verification Form to the checklist. If you are unable to upload the completed form to the checklist, you may also forward the document directly to the Admissions Office.

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| ○ <u>Direct Patient Care:</u> | ○ <u>Indirect Patient Care:</u> |
| LPN | Medical Secretary |
| CNA | Cardiac Monitor |
| PCT | Phlebotomist |
| EMT | Group Home |
| Paramedic | Behavioral Care |
| Medical Assistant | Surgical Technologist |

Be sure to UPLOAD THE DIRECT AND INDIRECT PATIENT CARE EMPLOYMENT VERIFICATION FORM TO THE CHECKLIST OR SUBMIT TO THE ADMISSIONS OFFICE BY FEBRUARY 1.

You will be asked to list any healthcare certifications you hold. Please note: You DO NOT need to upload proof of certifications to the checklist, or provide documentation to the Admissions Office.

MEDICAL RECORDS:

You will be asked about your ability to provide vaccination/immunity records. Upon acceptance into the Nursing Program you will need to provide proof of the following: Hepatitis B vaccines AND titer showing immunity, 2 MMR and 2 Varicella vaccines, COVID-19 vaccination, and a current TDaP. Proof of hepatitis B immunity has been a problematic requirement for students to complete on time. **On the checklist, you will specifically be asked about your ability to provide a hepatitis B surface antibody lab results report. If you do not have a hepatitis B surface antibody report showing a "positive" or "reactive" result, you will want to have your provider order one immediately. The protocol for revaccination can be lengthy. Accepted students who are not compliant may not be eligible to continue in the program.** Contact compliance@stcc.edu with questions.

GOOD MORAL CHARACTER:

The Massachusetts Board of Registration requires compliance with the Good Moral Character Policy. Non-compliance with this policy can prevent individuals from getting a nursing license. You will be asked to acknowledge that you have read and understand the [Good Moral Character \(GMC\) and Licensure Policy](#).

PLEASE NOTE: If after submission of the Nursing Admission Checklist you need to make changes or add additional information, including uploading documents, do not submit an additional checklist. INSTEAD SEND AN EMAIL TO SHPS@STCC.EDU. IN THE SUBJECT LINE PUT YOUR NAME-NURSING ADMISSION CHECKLIST (i.e. John Smith- Nursing Admission Checklist). IN THE BODY OF THE EMAIL DOCUMENT THE ADDITIONAL INFORMATION YOU WOULD LIKE ADDED TO YOUR CHECKLIST. YOU CAN ALSO UPLOAD DOCUMENTATION TO THIS EMAIL. For questions in regard to completing the Nursing Admission Checklist, please contact the School of Health & Patient Simulation at 413-755-7477 or shps@stcc.edu.

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