Instructions for Completing the Nursing Admission Checklist

All nursing program applicants must submit the Nursing Admission Checklist form on-line in addition to the STCC Admission Application.

Preference is that the Admission Application, which includes the Change of Major Form for current students, 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, CONTACT THE SCHOOL OF HEALTH & PATIENT SIMULATION PER THE CONTACT INFORMATION BELOW.

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

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, which includes the Change of Major Form for current students, submitted online through the STCC Admissions Office.
• MATH REQUIREMENT: Completion of one of the following within the past five years (For Fall 2020 Admission, must have been taken no earlier than the Spring Semester of 2015):
  o Algebra 2 (grade 80 or higher), or its equivalent, at a high school or accredited college OR
  o Placement at the college-math level on the STCC placement exam OR
  o Higher level math course (with a grade of 77 or higher) (UPLOAD EMAIL FROM DIRECTOR OF NURSING CONFIRMING WAIVER OF 5-YEAR MATH REQUIREMENT - IF APPLICABLE.)
• TEAS VI 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. 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.
• 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 needs to be submitted to the STCC Admissions Office by February 1.)

- English Comp I and II
- General Psych
- Growth and Development
- A&P I and II (For Fall 2020 Admission, must have been taken no earlier than Spring Semester 2015)
- Sociology
- Microbiology (For Fall 2020 Admission, must have been taken no earlier than Spring Semester 2015)
- General Elective

You will need to indicate if you have completed any of the following courses that are part of the STCC Health Science Program curriculum.

- HSC110 - Communication and Professionalism in Health Care
- HSC150 - Patient Care and Safety
- EMT125/125L - EMT Basic Certification (This is only for those who completed the course for credit)

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 provide a letter from your employer confirming your experience. You will have the opportunity to upload documentation supporting your experience to the checklist. If you are unable to upload documentation to the checklist, you may also provide the documentation directly to the Admissions Office.
  - **Direct Patient Care:**
    - LPN
    - CNA
    - PCT
    - EMT
    - Paramedic
    - Medical Assistant
  - **Indirect Patient Care:**
    - Medical Secretary
    - Cardiac Monitor
    - Phlebotomist
    - Group Home
    - Behavioral Care
    - Surgical Technologist

Be sure to UPLOAD LETTER FROM EMPLOYER CONFIRMING EXPERIENCE TO 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.

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.