

## Springfield Technical Community College Department of Nursing

### FALL 2021 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	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, 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 5 years 3 months (For Fall 2021 Admission, must have been taken no earlier than the Spring Semester of 2016):
  - Algebra 2 (grade 80 or higher), or its equivalent, at a high school or accredited college OR
  - Placement at the college-math level on the STCC placement exam (Being waived from taking the STCC math placement exam due to high school GPA DOES NOT meet the Nursing Program math requirement) OR
  - Higher level math course (with a grade of 77 or higher)(If the minimum grade for the math course was met, but the course was taken prior to the Spring semester of 2016, the math requirement can alternatively be satisfied if ONE of the following is true: TEAS math benchmark score of 69 has been met, actively working as an LPN or paramedic, have previously earned a college degree, associate degree or higher.)
- **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](http://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 2021 application cycle, TEAS scores must have been taken February 1, 2018 or later. (Priority will be given to applicants who have met the minimum TEAS benchmark scores. However, scores falling below the minimum benchmark scores will be considered if the scores are competitive within the applicant pool.)
- **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 2021 Admission, must have been taken no earlier than Spring Semester 2016)
  - Sociology
  - Microbiology (For Fall 2021 Admission, must have been taken no earlier than Spring Semester 2016)
  - General Elective(If the minimum grade requirement was met for the A&P courses or Microbiology course, but the course was taken prior to the Spring semester of 2016, the course will be accepted if ONE of the following is true: TEAS science benchmark score of 54 has been met, actively working as an LPN or paramedic, previously earned a college degree, associate degree or higher.)
- You will need to indicate if 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
  - SMC125/125L - EMT Basic Certification (This is only for those who completed the course for credit)
  - SMC180/180L/185 - Phlebotomy Technician Course, Lab, and Clinical

## 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 an official letter from your employer describing your position and length of time in the position. No other reference or recommendation letter should be submitted. You will have the opportunity to upload the documentation from your employer 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.

## 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, 2 MMR vaccines, TDap, and 2 Varicella immunizations. 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 antibody medical report/documentation. If you do not have a hepatitis B surface antibody medical report/documentation showing a "positive" or "reactive" result, you will want to have your provider order one immediately. The process can be lengthy. There have been students accepted into the program who have had to withdraw because they were not able to provide the necessary hepatitis B medical report/documentation.**

**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.**