Springfield Technical Community College
Department of Nursing

Instructions for Completing the Nursing Admission Checklist

All nursing program applicants must submit the **Nursing Admission Checklist** form <u>on-line</u> 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* requested on the form is summarized below:

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

(2) Confirmation that High School, HiSET or GED has been completed and official transcript or documentation has been submitted to the STCC Admissions Office

(3) Confirmation that STCC Application for Admission, which includes the Change of Major Form for current students, has been submitted online to the STCC Admissions office

(4) Confirmation that Math requirement has been met:
> Completion of Algebra 2 (grade 80+), a STCC placement exam,
> **OR** a college level (100 or above) math course (grade of 77+) within the last five
> years and **official transcripts for any colleges or universities attended other than STCC   have been submitted to the STCC Admissions Office*. (**UPLOAD EMAIL FROM DIRECTOR
> OF NURSING CONFIRMING WAIVER OF 5-YEAR MATH REQUIREMENT - IF APPLICABLE.)

(5) TEAS scores: highest Math, English, Reading, and Science scores achieved within the last the 3-years. Documentation of results should be submitted to the STCC Admissions Office, and if available UPLOAD SCORE RESULTS TO CHECKLIST.

(6) Grades already achieved on any of the required courses – at STCC or transferred in:
> English Comp I and II, General Psych, Growth and Development, A& P I and II,
> Sociology, Microbiology and an Elective; and confirmation official transcripts from any colleges or universities other than STCC have been submitted to the STCC Admissions Office*

(7) Confirmation of completion of HSC or SMC courses (if applicable).

(8) Confirmation and documentation of previous patient care experience (direct or indirect).
UPLOAD LETTER FROM EMPLOYER CONFIRMING EXPERIENCE TO CHECKLIST.

(9) List any previously earned College Degrees. Submit official transcripts for any colleges   or universities where degree(s) were earned to the STCC Admission Office.

(10) List any previously earned certifications. UPLOAD PROOF OF CERTIFICATIONS TO CHECKLIST.

* For in-progress courses, it is best to wait until final grades appear on transcript before requesting that the transcript be sent to the STCC Admissions Office.

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.   11/19/2018 ljm