

NURSING CHECKLIST

The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Nursing program. **It is the applicant's responsibility to insure that all items arrive prior to the March 1, 2021 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2021 program.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do **NOT** need to return it to us.

- VWCC college application—(Encouraged to complete on-line. See forms “Application Instructions” if need assistance.)
- 2021 Nursing program application form (restricted admission program)
- Priority consideration is given to those with any of the following: (CNA or CCMA credential, EMT, paramedic, corpsman, certified phlebotomist or 12 months of healthcare experience in patient care related role with letter of recommendation from supervisor). **Please submit copy of certification or healthcare credential with application. Healthcare experience without a credential is considered with a supervisor's recommendation indicating 12 months of healthcare experience related to patient care. Please submit recommendation letter with application.**
- Official High School transcript (*Required for all applicants, including those with previous college degrees.*)
All transcripts **must be sent** to Pam Woody **prior to March 1, 2021** (it must be in the **original envelope with the envelope seal intact** from the school that issues it, please do not open it).
- GED copy of scores (*if applicable*)
 - High School transcripts are still **required if** you completed at least 9th grade.
- Official college transcripts from all colleges attended (**except** VWCC or any Virginia Community College)
Official transcripts are still in the original **sealed envelope** from the school that issues it, please **do not** open.
Applicants should remember that if you register for any college courses after your application is on file, **you will be** responsible for having “official” transcripts sent to us directly from any **non-Virginia Community College** after Fall 2020 grades are posted by that institution (before 3/1/21 deadline). These transcripts are required and may serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite.
- Once all your transcripts are received by the advisor (Miss Woody) a 2-page form letter will be sent (allow 4-5 weeks after submitting) – includes information about your **prerequisites: Algebra I, Biology, Chemistry, and the college Bio141, Eng111, Psy230, and SDV101.**
 - _____ **Algebra I** completed with a grade of “C” or better by the end of the Spring 2021 semester (high school or equivalent MTE units 1 - 5)
 - _____ **Biology and Chemistry** (high school **or** college) - completed with a grade of “C” or better by the end of Spring 2021 semester (**must** have lab components). VWCC courses are Bio101 and Chm 5
 - _____ **BIO 141** - college Human Anatomy/Physiology I (or equivalent) must be completed with a grade of “C” or better by the end of Spring 2021 (must include lab component and be less than 5 years prior).
 - _____ **ENG 111, PSY 230, and SDV 101** must be completed by the end of Spring 2021 with a “C” or better.
- The prerequisite GPA (Bio141, Eng111, Psy230, SDV101) must be **2.50** or higher. The cumulative GPA must be 2.0 or above at the most recent school attended full-time at end of prior fall (2020).
- (*If applicable*) Request **updated** official college transcripts of courses completed summer and fall 2020 (at any non-Virginia community college). All transcripts **must be sent** to advisor at P. Woody-VWCC, 3091 Colonial Ave., Roanoke, VA 24015, **prior to March 1, 2021.**
- Register and attend a **mandatory informational session** that will discuss: Cost of program, Rigor of Program, Faculty/Student Expectations, Concept-Based Nursing Education, Role of Nurses in 2021, Employment while enrolled in the nursing program, if accepted, and other related information. Please watch nursing website for dates and times and instructions on how to register

for session. Typically the informational sessions will be loaded **on the website in December** and we usually have one session per month for January through March. Normally applicants register at the Extended Services Application (ESA) at <https://apps.virginiawestern.edu/esa>. The links for the School of Health Professions is located under “Health Professions Services” on the ESA website. Please note the Informational Sessions loaded to the site in November are for the LPN to RN applicants applying for the summer transition program only. Therefore, the traditional nursing informational session dates will be loaded in December to reflect the **sessions held January through March** for the traditional nursing program applicant. Typically there is one informational session per month January through March.



The above criteria must be met to be eligible and continue in the process for consideration for 2021.



- Keep the Health Professions advisor informed of all name and address changes. (*Nursing applicant database for all program mailings is separate from the college.*)
- Kaplan** entrance test scheduled/taken – A letter should be mailed or sent to your school email account between mid-late March to qualified applicants with the testing details. If not received, you should contact advisor (Miss Woody) before March 22. Letters are also mailed (or emailed) to ineligible applicants, who registered and attended an informational session in the spring, informing them what requirements are not met or why they are not being considered.
- Complete the Kaplan. Note: applicants must score a 45% or higher on **each** section of the Kaplan (Science, Writing, Math, Reading and Critical Thinking).
- Notification of status in fall program will be sent (either mail or to student email account) in late May after spring grades are posted so pre-requisite GPA can be calculated for those enrolled in any prerequisite course(s) in spring.