PRACTICAL 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 Practical Nursing 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. In addition, ***applicants need to be 18 years of age by start of the program*** *to be eligible for consideration for program.*

- ❑ VWCC college application–(Complete on-line.) Indicate your plan of study as CSC: Introduction to Practical Nursing
- ❑ 2027 Practical Nursing program application form (for full-time program) submitted by **February 15, 2027 for Fall 2027 admission.**

❑ **Official** High School transcript. Submit an official High School transcript in a sealed envelope from your High School if you are mailing the document. Please do not open them if they are sent or given to you first. This requirement applies to all applicants, including those who have already graduated from college. Mail transcripts to: VWCC Records Office, 3094 Colonial Ave. SW, Roanoke, VA 24015. If your High School send transcripts electronically through Parchment, Scribbles, National Student Clearinghouse, or another electronic service, submit it directly to the Records Office at records@virginiawestern.edu. Important: You must also submit your official AP exam scores, especially if an AP exam fulfills a course prerequisite.

- ❑ GED copy of scores (*if applicable*)
  - High School transcripts are still required if you completed at least 9th grade.

❑ **Official college transcripts**. Please submit official college transcripts from all colleges attended/attempted (**except** VWCC or any Virginia Community College). Official transcripts **are still in the** original sealed envelope from the institution that issued it, please **do not open.** Mail transcripts to : VWCC Records Office 3094 Colonial Ave., SW, Roanoke, VA 24015. If your college sends transcripts electronically through Parchment, Scribbles, or National Clearinghouse, or another electronic service, submit them directly to the Records Office at records@virginiawestern.edu. Please note: if you attended college and completed just one course, we will need that official transcript to be sent to Records to complete your academic file. **We will need official transcripts from all colleges attempted** to complete your academic file. Applicants should remember that if you register for any college course(s) 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 semester grades are posted by the Institution. Before February 15, 2027.

These transcripts are required and may serve to update your GPA, academic progress, and completion or enrollment is specific required prerequisite(s).

It is important that you have an active application at VWCC and be currently enrolled in the CSC: Introduction to Practical Nursing plan of study prior to any transcripts arriving at VWCC. Do not select "Personal Satisfaction" as a plan of study. In addition, if accepted into the fall cohort, official final college transcripts will be due within two weeks upon completion of the spring semester to verify grades in prerequisites and if applicable, conferring of degree.

After you have submitted all of the above, to be considered you must meet the following:

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- ❑ After you have requested all official transcripts and you have verified with the Records Office (records@virginiawestsern.edu) receipt of official transcripts, please notify the HPAAO (healthprofessions@virginiawestsern.edu with your name, seven-digit student id number and a note that you are applying to the Practical Nursing program and want to confirm receipt of all application materials. Please keep in mind that as the application deadline approaches February 15 and after), HPAAO will be unable to confirm receipt of application materials due to the large number of application information received in the weeks leading to multiple Health Profession program deadlines. In addition, November to December 2026 the HPAAO will receive a large volume of application materials for other Health Professions programs.

- ❑ You must have a cumulative GPA of **2.0** or higher at the end of **Fall 2026**.
- ❑ An entrance test **(HESI** & self-pay**)** will be required in the spring (tentatively April). Instructions will be sent to your student or personal email account listed on the Navigate platform. **Please be aware of the email associated with Navigate,** as most communication regarding admissions, after the "process letter" will be sent to your email associated with Navigate. In addition, **turn on your notifications in Navigate** as well. Please also view your "spam" folder during this time-period for communication from HPAAO. Typically, the minimum score required for consideration is 70 or better. Details regarding the minimum score will be communicated when the HESI instructions are sent to applicants.
- ❑ To prepare for the math component on the HESI Entrance Exam and the math skills necessary for Drug Dosage calculations, if accepted into the program, you may wish to review the self-evaluation for math skills **posted on the "Applications Forms and Resources" and "Apply Now" links.** In addition, at testprepreview.com, there are practice test for the HESI. Please plan to pay approximately $60-80.00 for the HESI. (Financial Assistance will not cover this cost.)
- ❑ An interview may be required (during April). The Health Professions Advising and Applications Office staff will inform you during the testing process if interviews will occur. If interviews occur, plan on completing a written prompt as part of the interview process.

- ❑ Program admission decision letters will be emailed by end of May (if not before). Applicants need to make arrangements to attend a mandatory orientation that is held, typically in June, prior to fall admission.
- ❑ To better prepare to enter the program, if accepted, applicants are strongly encouraged to complete a Medical Terminology course and basic math for pharmacology (see above math statement) prior to entry.
- ❑ **Applicants are encouraged to attend an Application Informational Session that is held the first Friday of each month (except July) at 1:00 in Fralin, Room 210.** We discuss timelines, application tips, application process, and interview tips and etc. for all the Health Professions programs.