

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, 2026 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2026 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 must be 18 years of age by June 1 prior to fall admission to be eligible for consideration for fall program.*

☐ VWCC college application—(Must complete on-line. See forms “Application Instructions” if need assistance.). Please select the **Introduction to Nursing CSC plan of study**. This step is very important to complete prior to transcripts arriving on campus.

☐ 2026 Nursing program application form (restricted admission program). Please, when completing the on-line application, be aware of your email account on the Navigate platform. Application deadline is **March 1, 2026**. This is an important step in the application process. No advising information can be given to you, until the on-line application is complete. If you are interested in applying for the fall 2027 nursing program only, please complete the fall 2026 application and we can move your academic file for fall 2027 consideration, when you notify of your desired application year. Here is the on-line link for the fall 2026 Nursing Application Form (if you have a valid school email ____@email.vccs.edu):
<https://dynamicforms.ngwebsolutions.com/Submit/Start/ab933765-1063-418c-96ee-47e88b515e87?SSO=N>

Please use this link **if you do not have the email account** ____@email.vccs.edu to sign in to Dynamic Forms:

Here is the link:

<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://identity.my.vccs.edu/idp&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fab933765-1063-418c-96ee-47e88b515e87>

NOTE: During the application process, we will communicate with applicants through Navigate. Please be aware of the email associated with your Navigate platform and be sure and turn on your notifications so that you will receive communication from Health Professions Advising and Applications Office. We typically use the Navigate platform, in March, to inform eligible candidates how to register for the Kaplan Entrance Test. We may also use the Navigate platform, in May, to relay admission status information for fall. Also, in March, be sure and check your “spam” folder with the email associated in Navigate as well.

☐ 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. Please be prepared to submit this information when completing the on-line nursing application.** Healthcare experience, without a credential, is considered with a *supervisor's recommendation indicating 12 months of healthcare experience related to patient care*. Please be prepared to email letter only if you have 12 months of patient care experience and do not have a current healthcare license or certification to submit with application. (Note: the letter of recommendation from the supervisor for those without the healthcare certification/licensure can be emailed at a later date. **Letter should come from supervisor to pwoody@virginiawestern.edu or healthprofessions@virginiawestern.edu.**) Letter is due by the application deadline of **March 1**.

Applicants are encouraged to attend the “Best Practices for Applications to Health Professions Programs” which is held the first Friday of each month (except July). The sessions are held in Fralin, Room 210 at 1:00 and will last one and one-half hours. The session will help prospective Health Professions Applicants walk through the application process and time-line for each Health Professions program. **Please note:** this session **is different** from the **required** Nursing Information Session that you register with ESA. (Link to session is listed below in steps.)

- ☐ 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, 2026** (it must be in the **original envelope with the envelope seal intact** from the school that issues it, please do not open it).

NOTE: Official Electronic transcripts (from High School and colleges) can be accepted from such platforms as Parchment, Scribbles, National Clearinghouse and etc. Please use pwoody@viriniawestern.edu or if using Parchment, select, **VWCC-Health Professions as the destination.**

Note: we will also need **official AP scores** submitted as well. Especially, if you completed an AP exam for a course prerequisite. To learn more abt AP and order an official transcript: <https://apscore.collegeboard.org/scores/score-reporting>

- ☐ 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/attempted (**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 2025 grades are posted by that institution (before 3/1/26 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 Health Professions Advising and Academic Office, **a 2-page form letter will be sent to the email account on your SIS**. Please allow 4-5 weeks after submitting – includes information about your **prerequisites**: High School level Chemistry, and the college level BIO 141, ENG 111, PSY 230, and SDV 101 course prerequisites.

_____ **Chemistry** (high school **or** college) - completed with a grade of “C” or better by the end of Spring 2026 semester (**must** have lab components). VWCC equivalent course is CHM 5. MDE 10 or college-level math placement (or Direct Enrollment into college level math) is the prerequisite for enrollment into CHM 5 at VWCC.

_____ **BIO 141** - college Human Anatomy/Physiology I (or equivalent) must be completed with a grade of “C” or better by the end of Spring 2026 (must include lab component and be less than 5 years prior). Prerequisite for BIO 141, at VWCC, is successful “C” or higher grade or grade of “S” in BIO 101 or NAS 2 within the last three years prior to enrolling in BIO 141. Math prerequisite for BIO 101/NAS 2 is recent completion of MDE 10 (if indicated by HS GPA and math courses completed) or Direct Enrollment into college-level math.

_____ **ENG 111, PSY 230, and SDV 101** must be completed by the end of Spring 2026 with a “C” or better. (con’t)

- ❑ 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 (or cumulative GPA based on at least 12 credit hours of college credit) at end of prior fall (2025). Please note the prerequisite GPA is used in the admission rubric. Also be aware if all prerequisite course grades are “C”, then you will not meet the prerequisite GPA of 2.5 or higher to be considered for the fall 2026 program. (The prerequisite GPA would be a 2.0 if all prerequisite courses were a “c”.)

- ❑ Once the application and all transcripts have been requested to be sent to VWCC Health Professions, expect the two-page letter. Please reach out after three weeks (there will be a delay from January through March 1 due to other program deadlines) if you have not received the two-page letter. It is your responsibility to verify receipt of all official transcripts on your behalf, if you do not receive the two-page form letter verifying prerequisites and support classes, then you are not being considered for a class position.

- ❑ Complete the math review skills link and follow through with any recommendations. It is important to have the math skills in order to be successful with the Drug Dosage and other aspects of the nursing program. A review of your math skills can also assist with the math portion on the Kaplan. The [self-evaluation for the math skills is posted here](#) with the [answers as well](#). This is self-guided and you will be responsible for knowing the math content to assist with success.

- ❑ *(If applicable)* Request **updated** official college transcripts of courses completed summer and fall 2025 (at any non-Virginia community college). All transcripts **must be sent** to advisor at P. Woody-VWCC, 3091 Colonial Ave., Roanoke, VA 24015, **on or prior to March 1, 2026**.

- ❑ **Register and attend a mandatory Nursing informational session that will discuss:** Cost of program, Rigor of Program, Faculty/Student Expectations, Concept-Based Nursing Education, Role of Nurses in 2026, Employment while enrolled in the nursing program, if accepted, and other related information. Typically, the informational sessions will be loaded **on the ESA website in September** and we usually have one session per month through March. Applicants register at the Extended Services Application (ESA) at <https://apps.virginiawestern.edu/esa>. The link for the School of Health Professions is located under “**Health Professions Services**” on the ESA website. (Do not Select “Register for Discover”—**Select Health Professions Services.**) Please note the Informational Sessions are currently loaded to the site for the fall sessions (September through November). However, some of **the focus in fall will be for LPN to RN bridge applicants**. Typically, there is one informational session, per month, January through March that will focus more on the **traditional applicant for the RN program**. However, traditional nursing applicants may register and attend one of the mandatory Informational sessions, for fall 2026 consideration, September 2025 through March 2026. Attendance at one of the Informational Sessions must be completed between September 2025 and March 2026 to qualify for consideration for fall 2026 Traditional Nursing program. **Please note:** this required Nursing Informational session is different than the First Friday sessions held to assist applicants in the Health Professions programs in the application process.

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The above criteria must be met to be eligible and continue in the process for consideration for 2026.

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- ❑ Keep the Health Professions advisor informed of all name and email address changes (healthprofessions@virginiawestern.edu). *(Nursing applicant database for all program mailings is separate from the college.)*

- ❑ **Kaplan** entrance test scheduled/taken – A letter will be sent, using the Navigate platform, in **mid-late March** to qualified applicants with the testing details. If not received, you should contact Health Profession Advising and Applications Office **before March 30**. Letters are also emailed to ineligible applicants, who registered and attended an informational session in the spring, informing them what requirements are not met and/or why they are not being considered.
- ❑ Complete the Kaplan. Note: applicants **must** score a 45% or higher on the Composite of the Kaplan and then a *preferred* 45% or higher on **each** section of the Kaplan (Science, Writing, Math, Reading and Critical Thinking).
- ❑ Notification of status in fall program will be emailed 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. This notification will occur with the Navigate email.
- ❑ If accepted, plan to attend orientation for fall nursing program, typically held the third week of June. Details regarding the orientation date is typically shared in the Kaplan testing letter mailed in late March or early April.

Tentative 2026 Nursing orientation will be one day the second or third week of June from 9-12.

Tentative Time-Line: Apply from now until March 1. Submit application, healthcare licensure, official transcripts, including official AP scores, by deadline of March 1. (Early application and submission of materials is strongly encouraged and attendance in “Best Practices” First Friday sessions.) Register and attend mandatory nursing informational session from September 2025-March 2026. Late March, check Navigate, for Kaplan Testing Instructions. Testing occurs in April. Notifications for Fall occur in late May. Orientation is in June and the program will begin in August.