

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 first day 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
- ☐ 2026 Practical Nursing program application form (for full-time program) submitted by **September 1, 2025 for Spring 2026 admission.**
- ☐ Essay (**Handwritten**) Required to be submitted by **September 1.**
- ☐ Official High School transcript (Must be received by Sept. 1st, HS seniors must also submit.)
- ☐ GED - copy of scores (*if applicable*)
 - High School transcripts are also required if you completed at least 9th grade.
- ☐ Official transcripts from colleges (**except** VWCC or any community college in Virginia)
 - These must be sent to Pam Woody **prior to** September 1, 2025

- **After you have submitted the above – be aware of the following:**

- ☐ You should receive an Advising Form Letter after submission of all material with application – letter contains information in regards to prerequisites: Algebra I and Biology
 - **Algebra I** –will be completed with a grade of “C” or better by the end of 2025 fall semester. If you need an equivalent developmental course at VWCC, your High School GPA and math courses completed will direct each applicant towards any math classes that need to be completed at VWCC. If you have graduated from High School over five years, then you will direct enrollment into the math course based on the answers to your survey questions when completing the VWCC application. You can also discuss the results with an advisor to determine which class (if any) you will need to complete. You may potentially need to complete MDE 10 dependent on which courses you will need to progress into program. Again, New Student Advising can assist you and/or your Program Advisor, Ms. Julie Ainsley.
 - **Biology** (must have a lab component) – previously completed with a grade of “C” or better by the end of 2025 fall semester. If you will need an equivalent course (Bio 101 or NAS 2) at VWCC, your self-placed math and English results must also be reviewed. Placement out of MDE 10 and a placement recommendation for ENG 111 or ENG 111 + EDE 11 are required at VWCC.
 - Please note that both Algebra I or MDE 10 and either High School Biology or BIO 101 or NAS 2 must be completed within five years of beginning the program (Spring 2026)
- ☐ You must have a cumulative GPA of **2.0** or higher at the end of the **2025 summer** semester.
- ☐ An entrance test (**HESI** & self-pay) will be required in the fall (tentatively October). 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. In addition, be sure and check your “spam” folder during September/October as well.

- ☐ To prepare for the math 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 here](#) and the answers as well, [posted here](#). 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 October/November). The Health Professions Advising and Applications Office staff will inform qualified applicants during the testing process if interviews will occur.

Application material (including application form with handwritten essay) must be received or postmarked by September 1st.

- ☐ Program admission decision letters will be emailed by end of October/beginning November (if not before). Applicants need to make arrangements to attend a mandatory orientation that is held, typically in November, prior to spring 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.