2019 NURSING (RN & LPN) PROGRAM APPLICATION CHECKLIST

The following is intended as a general guideline to make sure you have completed the necessary steps to apply to the nursing program. It is the applicant’s responsibility to ensure that all items arrive prior to the deadline. **Late application materials may make the applicant ineligible for the 2019 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 additional information. Every effort will be made to provide clear instructions to applicants needing to provide such information. **Please sign this checklist and enclose it in your packet.**

☐ Are you registered as a student at DCC
☐ 2019 Nursing program application
☐ Copy of Kaplan Entrance test scores
☐ A current copy of your unofficial Virginia Community College System transcript
☐ Official high school transcript or GED certificate
☐ Official college transcripts from all other colleges attended (have sent to Attention of Nursing Department)
☐ Request for Re-entry form (if applicable)

Add: If RN applicant: completed developmental math units 1-5

Applicants are responsible for ensuring that the official transcripts submitted with the nursing application include all grades for the most currently completed coursework as well as any courses in which you are currently enrolled.

**You need an official college transcript from all transferring colleges (outside of the VCCS). They should be included in your nursing application packet. Also include an up to date copy of unofficial transcripts of any VCCS transcript.**

Instructions: **All official transcripts: High school** or an official copy of your GED certificate and all **college transcripts in the original sealed envelope**

Do not open any envelope which contains a transcript, they are no longer official when opened.

You **do not** need to request official transcripts from DCC or any other community college in Virginia. You must include a **printed copy** of your **unofficial** Virginia Community College transcript with your nursing application. Transfer information provided on a subsequent schools transcript is not acceptable in lieu of the actual originating schools transcript.

Home-schooled students must provide a detailed curriculum progress/grade report from their school administrator.

☐ Signed Application Checklist (please enclose this form)
☐ Have GPA of 2.5 or higher based on the pre-requisite courses for applying to the RN program or GPA of 2.0 for LPN program.
☐ Keep Nursing Department Office informed of all name, address, email, and phone number changes.

☐ Signature__________________________________________________________

**Please note: Your application cannot not be processed if it is incomplete.**