CHECK-OFF LIST FOR APPLICANTS TO COMPLETE THE APPLICATION PROCESS

It is the responsibility of the applicant to complete the application process by returning all the requested items applicable to you by the deadline dates listed to be considered for the nursing program.

1. Submit an Online Application for the Nursing Program. **Note:** (Applicants must make application to the College before making application to the nursing program).
2. A **hard copy** of the Test of Essential Academic Skills V (TEAS) score sheet must be turned into Sharon Spence (Office 2703) by application deadline. **Note:** This score must be within the last three (3) years.
3. **Submit the “Transcript Verification Form”** to the SSCC Enrollment Services Office prior to the application deadline date to request all the applicant’s transcripts be evaluated. **(Note:** The applicant **must use this form** in order to complete the application process. Failure to do so will prevent the application packet from being compete and accepted by SSCC. Once all Transcripts have been received and evaluated the SSCC Enrollment Services Office will forward a copy of “Transcript Verification Form” to the Nursing Admissions Office for the applicant’s Transcript to be reviewed.
4. Submit an **Official High School Transcript or Official GED Score Report** if applicable. **Note:** This is required for High School Graduates or GED recipients with no college credit. Applicants who completed a High School Health Professions Program are required to provide an official high school transcript to the Nursing Admissions Office. Applicants who have taken the GED must have Official High School Transcript showing grades for highest level courses completed for SSCC Enrollment Services.
5. Verification of eligibility to enroll in MTH 100, ENG 101 & BIO 201. (Note: MTH 100 – Intermediate Algebra is a higher level math than MTH 116 – Math Applications) If the applicant is enrolled in the course prerequisite or the actual course you must include a **hard copy** of your current student schedule.
6. Turn verification of **volunteer or work experience** in the medical field for at least 6 months in to Sharon Spence (Office 2703). This **must** be on **company letterhead** and have the **Supervisor’s Signature** (ADN Two Year Track applicants only) **Note:** This is not required; however, this will earn the applicant extra points for selection.
7. Copy of unencumbered Practical Nursing License (**Mobility applicants only**)

SHELTON STATE COMMUNITY COLLEGE
ADMISSIONS / RECORDS OFFICE
TRANSCRIPT PROCEDURE

- **The applicant with no college credit** who wants his/her high school transcript to be considered with the application should request the **official transcript** from the high school to be submitted to the SSCC Enrollment Services Office. It is the applicant’s responsibility to request the transcript in time to meet the SSCC Nursing deadline. **(Note:** You may print and use the Transcript Request Form).
- **The applicant who has completed all college work at SCC** should submit the “**Transcript Verification Form**” to the SSCC Enrollment Services Office. The SSCC Enrollment Services Office will forward a copy of “**Transcript Verification Form**” to the Nursing Admissions Office for the applicant’s Transcript to be reviewed. **(Note:** It is the responsibility of the applicant to turn in the “**Transcript Verification Form**” to the SSCC Enrollment Services Office by the application deadline date).
- **The applicant that has college work from other college(s),** the applicant is responsible for requesting the Official Transcripts with final grades which includes final grades of the most recent completed term from all other colleges/universities attended be sent to SSCC Enrollment Services Office. **(Note:** The applicant may print and use the Transcript Request Form). The applicant **must** also print and return the “**Transcript Verification Form**” to the SSCC Enrollment Services Office they will provide the applicant with instructions to verify that all transcripts have been received. Once all Transcripts have been received and evaluated the SSCC Enrollment Services Office will forward a copy of the “**Transcript Verification Form**” to the Nursing Admissions Office for the applicant’s Transcript to be reviewed. **Note:** It is the responsibility of the applicant to verify that the **SSCC Enrollment Services Office** has received all final transcripts from other colleges/universities that you have attended and the “**Transcript Verification Form**” by the deadline date.

The **“Transcript Verification Form”** from the Nursing Application **must be submitted to the SCCC Enrollment Services Office** in order to complete the application process. The Enrollment Services Office is responsible **ONLY** for the evaluation of transcripts for the applicants that have completed the application process by the deadline date. **Note:**. If you are unsure that your application is complete, have questions or concerns please contact: Sharon Spence by phone: 205.391.2443 or e-mail: sspence@sheltonstate.edu for confirmation.

NURSING APPLICATION DEADLINE DATES: **JUNE 1st – ADN Two-Year & Practical Nursing Program - Fall Admission**

It is the policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.