



NURSING PROGRAM APPLICATION CHECKLIST

Follow these steps **IN ORDER** to make sure you have completed the application process thoroughly and accurately. Be sure to read the entire checklist to ensure eligibility. All deadlines must be met. No section on the application may be left blank. Incomplete applications will not be eligible.

- 1. I have submitted a College of the Canyons application to Admission & Records.
- 2. I have received my Student Identification (ID) number from Admissions & Records.
- 3. I have requested the following documents be sent to Admissions & Records. *It is my responsibility to ensure all documentation is received in Admissions & Records by the deadline of Wednesday, August 1, 2012.*
 - Official sealed transcripts from **all** colleges attended, except COC (must include all coursework regardless if nursing prerequisite or not).
 - For transcripts from other countries, an official sealed foreign transcript evaluation from a **NACES approved agency**
 - Math placement test results, if needed for documentation of eligibility for Intermediate Algebra
 - Official College Board AP English, AP Math, and AP Psychology scores
 - Official College Board CLEP Math score
 - A copy of high school transcript, copy of diploma, **OR** copy of GED certificate (if no college degree is posted on transcripts)

WHEN YOU HAVE COMPLETED ALL OF THE ABOVE, YOU MAY CONTINUE:

- 4. I was given and have completed a COC Nursing Program Remediation Plan
 - NO (proceed to #5)
 - YES (skip to #8)
- 5. I have submitted (in a *previous* application period) an online [Request for Nursing Prerequisite Evaluation](#) and, at that time, was notified that I was eligible to apply.
 - NO (proceed to #6)
 - YES, I received an email stating I was eligible to apply (skip to #8)
- 6. I have submitted the online [Request for Nursing Prerequisite Evaluation](#) available at www.canyons.edu/nursing by the deadline of Wednesday, August 1, 2012.
- 7. I have received the results of the [Request for Nursing Prerequisite Evaluation](#):
 - YES, **I am eligible** to apply (proceed to #8)
 - YES, but **I am not eligible** at this time (make an appointment with nursing counselor)
 - NO, I have not received my results yet (if you do not receive results by Monday, August 27, please proceed to submit your nursing application by the deadline of August 31).
- 8. I have thoroughly completed a [Nursing Program Application](#) **NEW PROCEDURE**: A second set of documents are no longer required. The only documents that must be submitted with the application, if applicable, are noted under the *Check all that apply* section on the application. Applications will also be evaluated based on documents submitted to Admissions and Records by the deadline (Refer to Step #3)
- 9. I have submitted (in person or by mail) my [Nursing Program Application](#) with required attachments to the Allied Health and Public Safety Division Office **by the deadline of Friday, August 31, 2012** at:
College of the Canyons, Allied Health and Public Safety Division Office, ALLB-307
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
- 10. I understand it is my responsibility to ensure my application is **received** (not postmarked) by the deadline of Friday, August 31, 2012.