

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. Applicants who submit incomplete applications or who are missing any required documents will automatically be ineligible.

(NOTE: Submission of the online Request for Nursing Prerequisite Evaluation* serves only for application to the Nursing program. This is different than any transcript evaluation completed by a counselor or through Admissions and Records).

- 1. I have submitted a College of the Canyons application to Admission & Records.
- 2. I have received and set up the following College of the Canyons account information.
 - Student Identification (ID) number from Admissions & Records
 - Set up My Canyons account
 - Set up my.canyons.edu email address
- 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 Sunday, January 31, 2021.**
 - Current official transcripts from all colleges attended, except COC (must include all coursework regardless if nursing prerequisite or not, including accredited, non-accredited and technical schools – ALL COLLEGES)
 - For transcripts from other countries, an official sealed foreign transcript evaluation from a **NACES approved agency**
 - Official military transcripts
 - Official LVN program transcripts (if you are an LVN)
 - Math placement test results, if needed for documentation of eligibility for Intermediate Algebra
 - Official College Board AP Transcripts – ALL SUBJECTS (only if received a 3 or higher) **Since Advanced Placement is given college credit, it is considered a college transcript.**
 - Official College Board CLEP Math score (only if using for Math credit)
 - Make sure all submitted transcripts are current and have grades posted with no “IN PROGRESS” noted (this may require ordering updated copy of official transcript)
 - *If you have LACCD transcripts, make sure your official transcripts are not electronic copies – must have overall GPA on transcripts submitted.*

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

- 4. I was given and have completed a COC Nursing Program Remediation Plan in a previous application period.
 - 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 in the past stating I was eligible to apply (skip to #8)
- 6. Now you can submit the online [Request for Nursing Prerequisite Evaluation](#) available at [Nursing Website](#) **between the dates of December 1, 2020-deadline of Sunday, January 31, 2021.**
- 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 a counselor)
 - NO, I have not received my results yet

(If you do not receive results by Thursday, February 25, 2021 please proceed to submit your online nursing application by the deadline of Sunday, February 28, 2021).

- 8. I have read and understood the [Online Nursing Program Application Information](#) and have all necessary information and required documents prepared to submit the online Nursing Program Application between February 1-28, 2021 (proceed to #9).
- 9. I have submitted the online [Nursing Program Application](#) and all required documentations (.pdf format only) **by the deadline of Sunday, February 28, 2021.** Applications will also be evaluated based on documents submitted to Admissions and Records by the deadline referred to in Step #3.