

DELGADO/CHARITY SCHOOL OF NURSING CHECKLIST

TRANSFER STUDENT SPRING 2013

Name _____ CWID# _____

APPLICANTS MUST SUBMIT A COMPLETE APPLICATION PACKET TO THE CSN ADMISSIONS OFFICE ON OR BEFORE THE DEADLINE. INCOMPLETE PACKAGES WILL NOT BE CONSIDERED IN THE SELECTION PROCESS AND WILL BE RETURNED TO THE APPLICANT. FAXED PACKETS WILL NOT BE ACCEPTED.

The application packet material must be submitted in an envelope with this checklist completed.

- Delgado/Charity School of Nursing application typed, signed and completed with DCC ID #.
- Completed Letter of Good Standing form signed by Director/Dean of previous nursing school. Form or letter must include eligibility to return to nursing program.
- Technical Standards form read and signed.
- Documentation of content for the nursing course completed. The documentation should be in the form of course syllabus (theory and clinical) and catalog descriptions.

- Official transcripts from every college previously attended other than DCC. Separate official transcripts are required from each college attended although that course work may be printed on another transcript as transferred coursework. Please note: Transcript photocopies issued to the student or issued by a registrar's office are not acceptable as official transcripts. Unofficial advising reports are not acceptable. If a college will not release an official transcript to a student and must mail it directly to Delgado, the student must request that the transcript be mailed to Charity School of Nursing. Documentation verifying the date the student requested the transcript (a copy of the transcript order form) must be included with the application package.

The applicant is completely responsible for ensuring that transcripts which are to be sent directly to the CSN campus are received *before* the application deadline.

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- A **catalog course description** for each course taken outside the DCC curriculum which applies to the nursing Curriculum (please refer to course curriculum page) Course descriptions may be photocopies or printouts from online catalogs. The course numbers on catalog course descriptions must match those on the transcript. The **student's name and DCC ID number** should be listed on the course description. Course descriptions are not needed for course completed at DCC campuses.
- The HESI A2 score sheet(s) indicating achievement of a minimum composite score of 70 or higher.
- The curriculum self assessment page. All students must have English 101, College Algebra or a higher algebra course (Pre-Calculus,) and Human Anatomy and Physiology I lab and lecture or it equivalent completed to be eligible. All students must have successfully completed with a grade of "C" or higher the following courses" English 101, College Algebra or a higher Algebra (Pre-Calculus) and Human Anatomy and Physiology I lecture and lab.