SOUTH TEXAS COLLEGE

Bachelor of Science in Nursing
Online Program Application Instructions

Selective Program
The Bachelor of Science in Nursing (BSN) Program is a selective program which requires students to meet all program application requirements before being eligible to apply. To be considered for the program, an application must be submitted during the application periods. Due to limited resources, some applicants who meet all program application requirements may not be admitted to the program for the current application period.

Program Selection Process
The BSN Program selection process is **Competitive Entry** and is **based on a Point System**. Points are awarded on core curriculum, percentage of core curriculum completion, GPA of conferred Associates of Applied Science in Nursing, number of years of RN experience and additional points. There is a **Cutoff Score** each application period based on the applicant pool, the number of slots available, and varies per application period. Qualified applicants are ranked from highest to lowest points and admission is based solely on this ranking.

BSN Program Timeline
Please view updates and application timelines on the BSN webpage
https://nah.southtexascollege.edu/bsn/index.html.

Notification of Application Status
Applicants will be notified of application status through Jag email. Applicants with total points **above** the cutoff score will be admitted and applicants with total points **below** the cutoff score will be denied. Applicants with total points **equal** to the cutoff score will be designated as alternates. Should any of the admitted applicants decline admission, an alternate will be admitted to the program. A random draw (through a lottery system) of alternate applicants will be used as needed.

Note: The applicant is responsible for submitting all the required information and documents through the BSN Online Application. Incomplete applications will not be considered.

BSN Application – Instructions and Checklist

__Please read the instructions carefully__. Use the checklist to gather the necessary documentation before beginning the Online Application. If you do not have all the required information or documentation, the Application will not save, and you will have to restart the Application. Save required documents as PDF files and label accordingly.

- ☐ You will need your STC username and password, and it is the same one used for Jagnet
  For technical issues, please visit Tech support https://www.southtexascollege.edu/jagmail/

- ☐ If you are a transfer student from another college/university, please verify that your transcripts have been evaluated and reflect on your Degree Works. If you have questions, please email admissions@southtexascollege.edu

- ☐ Please download the BSN Core Curriculum Worksheet and complete it. Complete it on Excel so that the grades calculate your GPA and percentage, then save it as a PDF. The Worksheet will be part of the Application to upload and to answer questions on the Application.

- ☐ Download a copy of your current, unencumbered RN license to practice in Texas or an Enhanced Nurse Licensure Compact RN License, please obtain from the Texas Board of Nursing website. (save as PDF)

- ☐ Official transcripts of record that include the following: (save as PDF)
  - Conferred Associate of Applied Science – Associate Degree Nursing (AAS-ADN)
    - STC ADN Graduates may submit the BSN Degree Works from Jagnet
  - With a cumulative GPA of 2.5 or higher
  - Completed at least a minimum of 30 credits of Core Curriculum with a cumulative GPA of 2.5 or higher

- ☐ Information Session Certificate of Completion (save as PDF)
  If you cannot open the questions for the certificate, please go to the BSN Website and click on Post Exam.

- ☐ Personal letter of intent – tell us why you are pursuing your BSN – please make sure it is signed and saved as a PDF

- ☐ Curriculum Vitae (CV) detailing your academic career and professional experience; see sample and instructions of CV. (save as PDF)

- ☐ Two completed Applicant Reference Forms of professional recommendation from faculty members, colleagues or employees, forms must be emailed to BSNdept@southtexascollege.edu by the deadline.

- Official documentation of all required immunizations – All immunizations/titers must be from a US medical source. The student may contact [Clinical Affairs Specialist](#) to have their immunizations (shot record) reviewed or questions. (save as PDF)
    - Tetanus/Diphtheria/Pertussis (Tdap) – within in last ten years
    - Hepatitis B – complete three (3) vaccine series (series takes 4-6 months to complete) or titer report proving immunity
    - MMR (Measles, Mumps, Rubella) – Two (2) doses required or titer report proving immunity
    - Varicella (Chicken Pox) – Two (2) doses required or titer report proving immunity
    - Meningitis (for entering students 21 years old and under) – one (1) dose is accepted if within the last five years or must have two completed doses

Note: If you are a former STC ADN student, you may upload your COMPLIO Summary Report.

Once you have checked the above, you are ready to apply to the BSN Online Program Application. You will upload the items listed below to the Online Application. Therefore, save documents as PDF files before uploading. The uploaded documents will be reviewed for accuracy and validation. If the documents are not visible or missing information during the reviewing process, the Academic Coach will inform you through Jag email. Any tampering of documents or reporting false information will result in disqualification from the application pool and the program.

- Upload the RN License from the TBON website

- Upload the BSN Core Curriculum Worksheet

- Upload the Official transcripts

- Upload the Information Session Certificate of Completion

- Upload the Personal letter of intent

- Upload the Curriculum Vitae

- Upload the Official documentation of all required immunizations requirements (save as PDF)
    - Tetanus/Diphtheria/Pertussis (Tdap) – within in last ten years
    - Hepatitis B – complete three (3) vaccine series (series takes 4-6 months to complete) or titer report proving immunity
    - MMR (Measles, Mumps, Rubella) – Two (2) doses required or titer report proving immunity
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Let's begin the Application.

- [ ] Log on to https://applynah.southtexascollege.edu/login
- [ ] Read the Application Overview, then click next
- [ ] Review your TSI status, and click next.
- [ ] Review your Student Information; if this is incorrect, please follow the steps above. If you have already changed it, please click next. It takes a while to update.
- [ ] Use the Core Curriculum Worksheet, Curriculum Vitae, and Transcript to answer the questions, then click next.
- [ ] Now upload your documents to the Application in each category. Make sure this part is complete and documents are visible. Incomplete applications will not be considered.
- [ ] Review your points. If there is a discrepancy, please email Academic Coach at BSNdept@southtexascollege.edu to verify, if applicable.
- [ ] Read carefully and click each Acknowledgement, then click next.
- [ ] Review the entire Application, then click Submit.
- [ ] Log back into the Application.

  If it reads, **Under Review**, your Application was submitted and is waiting to be reviewed. Once it is reviewed, it will change to either **Complete, Pending,** or **Incomplete**.

  – **Complete** – means your Application is complete and will be considered in the application pool.
  – **Pending** – means your Application is pending an item or clarification which needs to be fixed and submitted by the deadline, but it will be considered in the application pool.
  – **Incomplete** – means you are missing requirements or the uploaded documents you submitted do not meet the criteria. The program will email you regarding what is missing to your Jag email to resubmit the proper documents by the set deadline in the email, if not submitted by the deadline, your application will be classified as incomplete and not be considered in the application pool.

  If you have any questions, please contact Ms. Claudia Camacho at 956-872-3132.