Bachelor of Science in Nursing
Online Program Application Instructions

Application Overview
The Bachelor of Science in Nursing (BSN) Program 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 period.

Program Selection Process
The BSN Program selection process is based on a Point System. Points are awarded on the core curriculum, percentage of core curriculum completion, GPA of conferred Associate of Applied Science in Nursing, GPA of the core curriculum, percentage of core completion, and STC alumni.

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.

Note: The applicant must submit 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 the required documents as PDF files and label them 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 reflected on your Degree Works. If you have questions, please email admissions@southtexascollege.edu

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

- ☐ Official transcripts of record that include the following: (save as PDF)
  - STC ADN Graduate may submit the BSN Degree Works from Jagnet
  - Transfer student
    - must submit a copy of their transcript where the Associate Degree in Nursing was awarded
    - transferred core curriculum must be reflected on the degree works

- ☐ 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 must be emailed to BSNdept@southtexascollege.edu by the deadline.

You are ready to APPLY

Once you have checked the above, you can 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. The academic coach will inform you through Jag email if corrected information needs to be included during the reviewing process. Any tampering of documents or reporting false information will result in disqualification from the application pool and the program.

Let's begin the application.

☐ Log on to https://applynah.southtexascollege.edu/login use Google Chrome or Microsoft Edge when logging in

☐ Read the Application Overview, then click next

☐ Review your TSI status and click next.

☐ Please review your Student Information and click next.

☐ Use your transcripts to answer the questions, then click next. Answer as best you can; the program will review it.

☐ Now upload your documents to the application in each category. Make sure this part is complete and documents are visible. The application will not let you progress unless you upload the documents.

☐ 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 Complete, Pending, or Incomplete.

– **Complete** – means your application is complete and will be considered.

– **Pending**—means your application is pending an item or clarification that needs to be fixed and submitted by the deadline, but it will be considered.

– **Incomplete** – means you are missing requirements or the uploaded documents you submitted do not meet the criteria. You will receive an email with a list of missing items and submit it by the deadline. If you do not submit by the deadline, your application will be classified as incomplete and not considered.

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