



Associate Degree Nursing Program
Documentation for Admission

Students applying for admission to the Associate Degree Nursing program must submit the following items:

- (A) Application for Admission to San Jacinto College www.sjcd.edu (provided online).
- (B) Associate Degree Nursing Program Request Form (provided online)
- (C) Official transcripts –
 - (1) High school graduates and GED completers, never having attended college, must have an official transcript from their high school or GED testing center mailed directly to the Central Campus Office of Enrollment Services. Applicants enrolled in their senior year of high school should contact the Central Campus Office of Enrollment Services regarding transcript requirements.
 - (2) College transcripts – Applicants must have official transcripts from all colleges previously attended mailed directly to the Central Campus Office of Enrollment Services. Transcripts should be requested as soon as possible. Do not wait until the application period beginning dates of April 1st or September 1st to request transcripts. All courses completed outside the San Jacinto College District should be evaluated by enrollment services, an Evaluation form can be downloaded from the San Jacinto College website.

Note: To insure accuracy, identify all names used in attending prior institutions that differ from the name submitted on the ADN Program Request Form.

- (D) Official test scores – Applicants seeking admission under Option A must submit official ACT and/or SAT scores to the Central Campus Office of Enrollment Services. Official test scores should be requested as soon as possible. Do not wait until the application period beginning dates of April 1st or September 1st to request test scores.
- (E) Email address – Primary/Preferred Mode of Communication – You can get a free email address at www.Yahoo.com or www.Hotmail.com.

Documentation will be accepted for processing as follows:

Fall Term	April 1st – June 1st
Spring Term	September 1st – November 1 st

- A drug screening **WITH NEGATIVE RESULTS** will be required before you will be considered for admission. You must go to Deer Park Family Clinic for your screening. The address is 2910 Center Street, Deer Park, Texas; phone number is 281-479-5941. Please tell them you are a potential San Jacinto College Central Nursing student so that we will get the results. The cost of this screening is \$25.00. You will be required to have a picture I.D. and your social security number. Turn in receipt to Enrollment Services.
- A criminal background check **WITH A CLEAR RECORD** will be required before you will be considered for admission. You will need to request this from PreCheck, Inc. Go to www.precheck.com and click on StudentCheck on the left; then click on Students; under School, select San Jacinto College

Central – Nursing; then follow the directions. Be sure that you select Nursing so that we will get the results. The cost of the background check is \$52.50. Turn in receipt to Enrollment Services.

- The Criminal Background and Drug Screening process should be completed within the application period **ONLY**. Any completed outside the application period will not be considered.
- **All results from drug screen/criminal background check must be sent to San Jacinto College – Central, Veronica Jammer, Department Chair, Associate Degree Nursing, 8060 Spencer Hwy., Pasadena, Texas 77505 by the deadline, November 1st 2009.**

Note: *Please make copies of all documents submitted and they must all be submitted at one time. It is the responsibility of every applicant to monitor the process and determine the Central Campus Office of Enrollment Services has received all documentation and the applicant has been included in the applicant pool for selection to the nursing program. It is strongly recommended applicants contact the Central Campus Office of Enrollment Services monthly to monitor the status of their documentation. Do not mail a request form for required documentation and assume the documents will arrive by the cut-off date. Each applicant should monitor the status of their documentation until the Central Campus Office of Enrollment Services informs them all required documentation has been received and they have been placed in the applicant pool for selection to the Associate Degree Nursing program.*

The Central Campus Office of Enrollment Services must receive all documentation by 5:00 p.m. on the date of the close of the application period. Applicants missing documentation after 5:00 p.m. on the date of the close of the application period will not be included in the applicant pool. Make certain all required documentation is received by the Central Campus Office of Enrollment Services prior to the cut-off date and you are a candidate for selection to the nursing program.

Office of Enrollment Services

Student's Signature