

# Application Checklist for Associate Degree Nursing Program

Your application is **NOT COMPLETE** and cannot be considered in the admissions process until **ALL** forms and any required documentation is included.

Use the checklist below to verify that all information is included. Sign and date this form. Submit this and the indicated information to the Associate Degree Nursing Program Department Administrative Secretary. These items may be mailed or delivered to the specific departments listed. All information, current and accurate, is required by the application deadline of **May 15** for the day program in the fall, **November 1** for the day program in the spring, and **May 15** and **November 1** for transition from LVN to ADN and Paramedicine to ADN classes.

- Application for Admission to McLennan Community College.**  
Completed application must be sent to the Admissions Department.
- Application for the Associate Degree Nursing Program.**  
Completed application must be sent to the Associate Degree Nursing Program Administrative Assistant.
- Documentation–Proof of completion of any one of the Texas college placement tests (THEA, Accuplacer, etc.) to include test scores in Reading, Writing, and Mathematics or placement test Exemption Status.**  
If not taken yet, indicate date when test will be complete. \_\_\_\_\_  
This information must be supplied to **both** the Associate Degree Nursing Program Director and the Admissions Department.
- Documentation–Transcripts from all colleges where you have earned credit.**  
This information must be supplied to **both** the Associate Degree Nursing Program Director and the Admissions Department. **The Admissions Department MUST have Official Transcripts.** *Note:* It is the applicant’s responsibility to submit updated transcripts to the Office of Student Admissions and program director as additional courses are completed.
- Documentation–Nursing Admission Assessment Test.**  
The Nursing Admission Assessment Test must be taken at MCC. Requirements: reading comprehension and essential math skills scores must be 78 or greater for each.
- Documentation–Proof of Health Career certifications and/or High School Tech-Prep participation if applicable.**  
Include a copy of current certification **and** a letter from employer validating at least six months work experience within the past year.
- Documentation–Immunization Requirements.**  
Students must receive a complete series of hepatitis B vaccine (3 immunizations), varicella (2 immunizations), measles, mumps, rubella, and diphtheria/tetanus vaccines or show serologic confirmation of immunity. Proof of a negative TB test is required.
- Documentation–Proof of residency.**  
Attach a utility bill or property tax statement showing residence in McLennan County to receive residence points.
- Documentation–Test of English as a Foreign Language (TOEFL).**  
International students must have TOEFL scores sent directly to the nursing program from the testing center. A minimum Internet-based TOEFL score of 94 with a minimum Reading score of 22 and a minimum Listening score of 22 or a paper/pencil test score of 587 with a minimum of 56 in Reading and a minimum of 22 in Listening. TOEFL results are only valid up to two years from the testing date, meaning scores will not be considered if they are more than two years old.
- Documentation–Proof of Application Fee Payment.**  
Pay \$20 Application Fee at Business Office. Attach receipt to Associate Degree Nursing application.
- FBI fingerprinting and background check completed by Board of Nursing by the first day of class.**

After you have completed and checked all applicable items above, you are now ready to turn in your application.

Signature \_\_\_\_\_

Date \_\_\_\_\_



1400 College Drive • Waco, TX 76708  
[www.mclennan.edu/departments/hsp](http://www.mclennan.edu/departments/hsp)

*McLennan Community College does not discriminate on the basis of gender, disability, race, creed or religion, color, age, or national origin.*

