**LSC Nursing Electronic Application Instructions**

**Montgomery, North Harris, Tomball 2017 Transition Programs ONLY**

**Transfer Students: Please call your LSC campus of first choice regarding the GPA error message.**

**HOW TO APPLY:**

Go to the Health Occupation Application page at[**https://webapps1.lonestar.edu/nash/**](https://webapps1.lonestar.edu/nash/)

* Choose your program
* Log in with your Lone Star username and password

1. Review the ***Requirements Tab*** to see what items you need to complete the application. Make sure you have all required documents in PDF format.
2. Click on the ***Application Tab*** to review your Application Page. Click ***FAQ*** for general questions & answers. PLEASE be sure to read and understand the **Hepatitis B titer** requirements. It is a 7 month process to complete.

If any of your personal information has changed, please STOP NOW and go to [www.lonestar.edu](http://www.lonestar.edu). Log into your My.Lonestar account. Click on the ***Personal Info*** box on the left to view and update your full legal name, address and phone numbers. Applicants seeking licensure by the Texas Board of Nursing MUST provide CURRENT demographic data, including full legal name, address and phone number. Once updated, you can return to the application page to:

* + Complete the remaining high-lighted sections on the application
  + Add any colleges or universities attended. ***Click Add School***.
  + Read the disclaimer and electronically sign to accept.
  + Click ***SAVE for Later.***

1. Click the ***Score Sheet Tab*** to review your Score Sheet—if there are any errors or missing items, please contact the College campus of your first choice at the number listed below.

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| --- | --- |
| LSC Montgomery | 936-273-7012 |
| LSC North Harris | 281-943-6906 |
| LSC Tomball | 281-826-5388 |

After all issues are resolved, read the statement at the bottom, then type your full legal name into the box as it appears on the application. Click ***SAVE for Later.*** You can click the ***FAQ Tab*** for general questions and answers.

1. Next click on the ***Document Uploading Tab*** to upload your **PDF Documents**. Scan and upload the following documents into their separate boxes: Questions? Check the ***FAQ Tab*** for more information. The following are REQUIRED:

* **FERPA Form for NURSING**: Please print, read, fill in your full legal name at the top, sign, date & provide LSC ID #.

<http://www.lonestar.edu/14570.htm>

* **Credit Advising Transcript**—How to get your Credit Advising Transcript:
  + Log into your “*My.Lonestar.edu”* account
  + Click on *“My Classes”*
  + Click on *“View Unofficial Transcript”*
    - Academic Institution: *“Lone Star College System”*
    - Report Type: *“Advising Transcript”*
  + Click on “View Report”. The report will open as a PDF document. Save it or print then scan it to upload.
* **Proof of Hepatitis B Quantitative Titer** (Please read details on top of Application Page).
* **Proof of GED, LVN license or Paramedic License** *(If applicable to you).*

**RETURN to the APPLICATION TAB to SUBMIT your Application**

*Changes CANNOT be made to the Application once you choose “SUBMIT”*