

# Electronic Application Instructions

## Lone Star College-Tomball

### Vocational Nursing Program

Application period: July 9 - September 7, 2018 at 4:00 PM

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

#### How to Apply:

Go to the Health Occupations Application page, <https://webapps1.lonestar.edu/healthoccupationsonlineapp/>

- Choose the program
  - Log in with your username and password
1. Review the **Requirements tab** to see what items you may still need. **Click FAQ** for general questions & answers.
  2. **Click on the Application tab to review your Application Page. Click FAQ for general questions and answers. BE SURE to read and understand the HepB titer requirements. It is a 7 month process.**

**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 in the **Personal Info** box on the left to view and update your name, address and phone numbers. Applicants seeking licensure by the Texas Board of Nursing **MUST** provide **CURRENT** demographic data, including name, address phone numbers and Social Security Number. Once updated, return to the application page to:

- Complete the remaining highlighted sections on the application.
  - Add any colleges or universities attended. Click **Add School**.
  - Read the disclaimer and **TYPE YOUR NAME** in the box at the bottom of the page to accept.
  - Click **SAVE for LATER**.
3. **Click the Score Sheet tab to review your Score Sheet very carefully— If there are any errors or missing items, please contact your first choice campus at the number or email listed below **PRIOR TO THE DEADLINE. No changes/corrections will be made after the deadline.****

LSC-Tomball	281-826-5388	<a href="mailto:TC-Nursing@lonestar.edu">TC-Nursing@lonestar.edu</a>
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**After** all issues are resolved, read the statement at the bottom, then **TYPE YOUR NAME** into the box as it appears. Click **SAVE for LATER**. **Click FAQ to view general questions and answers.**

4. **Click the Document Uploading tab** – Scan and upload the following documents into their separate drop boxes: Questions? **Check the FAQ tab for more information.** Documents must be in PDF format.
  - **FERPA form** – Please print, read, print name at the top, then sign, date and provide student ID#. <http://www.lonestar.edu/14570.htm>
  - **Credit Advising Transcript** – How to get your Credit Advising Transcript:
    - Log into your “My.Lonestar” account
    - Click on “My Classes”
    - Click on “View Unofficial Transcript”
      - Academic Institution: Lone Star College System
      - Report Type: Advising Transcript
    - Click “View Report”. The report will open as a .pdf. Print or save, then scan and upload.
  - **Proof of Hep B quantitative titer (Please read details on Application Page)**
  - **High School Diploma, Transcript or GED (REQUIRED for ALL Applicants).**
  - **NO CHANGES CAN BE MADE AFTER THE DEADLINE, WHICH IS 4:00 pm September 7, 2018.**
5. **SUBMIT** – Return to the bottom of the Application Page to find the **SUBMIT** button. **All documents must be uploaded and both signatures present before the SUBMIT button becomes available.**

Changes **CANNOT** be made to the application once the SUBMIT button is used.