

Electronic Application Instructions

Lone Star College-CyFair, Montgomery, North Harris and Tomball Basic Track ADN

Application period: January 4, 2021-April 16, 2021, 4pm.

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. 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** – 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 – Cy Fair	281-290-3991	cfnursing@lonestar.edu
LSC – Montgomery	936-273-7012	Kaitlin.D.Long@lonestar.edu
LSC – North Harris	281-765-7896	Juanita.Garcia@lonestar.edu
LSC – Tomball	281-826-5388	TC-nursing@lonestar.edu

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 **Current** Credit Advising Transcript:
 - Log into your **“MyLonestar”** account (Username and password assistance: 832-813-6600)

- Click on the “**Student**” icon
- Click on the “**Academic Records**” icon ○ Select “**View Unofficial Transcript**”
 - Select “**Advising Transcript**” in the Report Type drop-down menu
- Click “**Submit**”. 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).**

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.