

# Electronic Application Instructions

## Lone Star College- Montgomery, North Harris and Tomball

### Transition Program

Application period: January 4, 2021-April 9, 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](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** – 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 – Montgomery	936-273-7012	<a href="mailto:Kaitlin.D.Long@Lonestar.edu">Kaitlin.D.Long@Lonestar.edu</a>
LSC – North Harris	281-765-7896	<a href="mailto:Juanita.Garcia@Lonestar.edu">Juanita.Garcia@Lonestar.edu</a>
LSC – Tomball	281-826-5388	<a href="mailto:TC-nursing@Lonestar.edu">TC-nursing@Lonestar.edu</a>

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 **“My.Lonestar”** 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).**

▪ **CURRENT Paramedic or LVN License (with expiration date).**

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.