

# Electronic Application Instructions

## Lone Star College-North Harris

### Basic Track ADN

Application period: 01/06/2020-04/09/2020, 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 MyLonestar 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.

LSC –North Harris	281-765-7896	<a href="mailto:Juanita.Garcia@Lonestar.edu">Juanita.Garcia@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 **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.