Electronic Application Instructions
Lone Star College-CyFair, Montgomery, North Harris and Tomball
Basic Track Program
Application period: 1/7/19 - 4/12/19, 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 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 – 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)**
   - **High School Diploma, Transcript or GED** (REQUIRED for ALL Applicants).

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.