

# Electronic Application Instructions

## LSC-Montgomery LVN program

Application period: 10/17/16 – 3/22/17

**NOTE:** The electronic application process applies **ONLY to the LVN program at LSC-Montgomery during the October 17, 2016 to March 22, 2017** application period. All other application processes for all other nursing programs will continue to require that the student complete both the online application and submit required documents to their first choice campus nursing department.

**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/nash/>

- 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. PLEASE 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 and phone 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 sign 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 the Lone Star College Montgomery Nursing office: 936-273-7012. After all issues are resolved, read the statement at the bottom, then type your name into the box as it appears on the application. Click **SAVE for LATER. Click FAQ for general questions and answers.**
  4. **Click the Document Uploading tab to upload your Documents** – Scan and upload the following documents into their separate drop boxes: Questions? **Check the FAQ tab for more information.**
    - **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 “MyLonestar” 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)**
    - **Proof of GED** (if applicable)

**NOTE: All documents must be uploaded and both signatures present before the SUBMIT button becomes available. The SUBMIT button is at the bottom of the Application Page.**

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