

# Application Checklist for Associate Degree Nursing

Your application is **NOT COMPLETE** and will not be considered until **ALL** forms and any required documentation is submitted. Use this checklist to verify all information is included. Sign, date, and submit this form with the indicated information to the Associate Degree Nursing Program (ADN) Department Administrative Secretary. All current and accurate information is required by the application deadline for Fall 2024 semester is **May 15, 2024 at 4 pm**, and for the LVN to ADN Summer 2024 transition course is **March 18, 2024 at 4 pm**, Spring 2025 is **October 18, 2024**, and Fall 2025 is **May 12, 2025**.

- Application for Admission to McLennan Community College. MCC Student ID#: \_\_\_\_\_

Completed application must be sent to the MCC Office of Student Admissions. Law requires meningitis immunization for first-time students under age 22.

- Application for the Associate Degree Nursing Program.  
Completed application must be sent to the Associate Degree Nursing Program Administrative Secretary.
- Documentation– Must be TSI complete in reading, writing, and math.  
Include test scores in Reading, Writing, and Mathematics or placement test Exemption Status.  
If not taken yet, indicate date when test will be completed. \_\_\_\_\_  
This information must be submitted to both the ADN Program Director and the Office of Student Admissions.
- Documentation–Official and unofficial transcripts from all colleges where you have earned credit.
- Official transcripts go to the Office of Student Admissions Department.
  - Unofficial transcripts go to the ADN Program with the application.
  - It is the applicant’s responsibility to submit official updated transcripts to the Office of Student Admissions and unofficial updated transcripts to the ADN Program as additional courses are completed.
- Documentation–HESI-A2 RN Exam must be taken at MCC. Requirement: Must complete all eight (8) sections. Must make a percentile of 78% or higher on Anatomy & Physiology, Grammar, Math, Reading, and Vocabulary & General Knowledge. Learning Styles and Personality Profile must be completed with no minimum score requirement.
- Documentation–Proof of residency.  
Attach a utility bill or property tax statement showing residence in McLennan County to receive residence points.
- Documentation–Test of English as a Foreign Language (TOEFL).  
See McLennan Community College requirements.
- Provide proof of current, unencumbered license to practice as a Licensed Vocational or Licensed Practical Nurse
- Documentation–Proof of Application Fee Payment. Pay \$20 Application Fee at Business Office either in person or go to MCC website, Click Community, Under Quick Links, Click Marketplace and Click Nursing Application Fee. Attach receipt to Associate Degree Nursing application.

After you have completed and checked all applicable items above, you are now ready to turn in your application.

Signature

Date



**MCLENNAN**  
COMMUNITY COLLEGE

1400 College Drive • Waco, TX 76708  
[www.mclennan.edu/departments/hsp](http://www.mclennan.edu/departments/hsp)

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*McLennan Community College no discrimina a ninguna persona independientemente de la raza, color, origen nacional o étnico, género, discapacidad, o edad en sus programas, actividades o empleo. Para obtener información sobre el cumplimiento de esta política de no discriminación por parte de la institución, comuníquese con el siguiente administrador: Dr. Claudette Jackson, Director, Accommodations & Title IX & Title IX Coordinator, 1400 College Drive, 254-299-8465, [titleix@mclennan.edu](mailto:titleix@mclennan.edu). La falta de conocimiento del idioma inglés no será un impedimento para la admisión y participación en programas de educación técnica y profesional.*

*For students in these Health Profession programs who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or program director. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.*

