

How to Complete the Nursing Advising Checklist: A Guide for Students and Staff

The advising checklist is a requirement for application, to ensure students are aware of all program application, processes, and completion requirements. Students must complete and submit an advising checklist for each program they intend to apply to by the application deadline. Updated checklists are available on Germanna's Health Science Programs webpage: [Health Science Program Checklists - Google Docs](#)

Documents are fillable PDFs and work best when downloaded from Google Docs.

Once downloaded, open the file and "Save As" keeping the original document name and adding the student's first initial, last name, and student ID number.

EXAMPLE: (RN) Traditional Checklist rev. FA2024 - F. Last Name – Student ID)

Details and links to respective departments have been added to the checklists to guide students and staff through the requirements. Please read carefully and complete the form. Contact the respective departments for assistance or verification of requirements as needed.

Name: enter the name as it appears in SIS.

- If the name has changed, please submit a [Student Record Change](#) form.
- Students can also update their personal information in SIS in addition to the Student Record Change form.

Student ID: enter the student ID number

- Students who do not have an ID number must obtain one by applying to Germanna.
- Students with ID numbers from another VCCS institution must apply to Germanna.
- If a student has more than one student ID number, please include them in parentheses next to the current, active student ID number.

Transcripts: Select "Complete" or "Plan to Complete"

- "Complete" indicates all transcripts are official, evaluated, and verified on file with Germanna in Perceptive Content (PC).
- "Plan to Complete" indicates that the student is aware of the requirement and will have it completed by the application deadline. Please refer to admissions as noted on the form.
- Students who have initiated the appropriate steps and have received documentation from enrollment services such as an email receipt from transcripts@germanna.edu, may select "Complete". If not, students may email a confirmation receipt from the requested institution to transcripts@germanna.edu as proof of completion.

GCC cumulative GPA: Select "Complete", "Plan to Complete", "No GCC GPA", or enter the current GCC cumulative GPA.

- Use Navigate or SIS to determine if the minimum requirement has been met.
- Depending on when you complete the checklist, there is a chance that the GPA is not updated in the system. The GPA must meet the minimum requirement at the time of application.

- If a student does not have a GCC GPA, admissions will either use their most current or manually calculate using all previous coursework completed from other institutions received by enrollment services. Students may contact HealthAdmissions@germanna.edu to verify their calculated GPA.
- Any option selected indicates that the student is aware of the requirement and will have it completed by the application deadline.

Advising Checklist: Select “Complete” or “Plan to Complete”

- “Complete” indicates that the student has completed all pre-application requirements on the checklist.
- “Plan to Complete” indicates that the student is in process of completing all pre-application requirements on the checklist.
- Any option selected indicates that the student is aware of the requirement and will have it completed by the application deadline.

Criminal background: Select “Student Notified”

- There may be conflicting information on the website, or a student may be under the impression that they have to complete this prior to submitting their application. This notifies the student of the current policy.
- Selecting this option indicates that the student is aware of the current policy stated on the checklist.

HESI Mid-Curricular Exam: *For LPN-to-RN Advising Checklist only - Select “Complete”, “Plan to Complete”

- Scores and exam dates must be present in SIS. Please refer to the additional information and link provided on the checklist.
- “Complete” indicates that the student has taken the exam and has met the minimum requirements.
 - Enter the date of completion and score.
- “Plan to Complete” indicates that the student has not completed the HESI Mid-Curricular exam or plans to retake it.
 - Enter the exam date if the student has one scheduled, if not, leave it blank.

TEAS Exam: Select “Complete”, “Plan to Complete”, or “Took HESI A2”

- Scores and exam dates must be present in SIS. Please refer to the additional information and link provided on the checklist.
- “Complete” indicates that the student has taken the exam and has met the minimum requirements.
 - Enter the date of completion and scores.
- “Plan to Complete” indicates that the student has not completed the TEAS or plans to retake it.
 - Enter the exam date if the student has one scheduled, if not, leave it blank.
 - Students are not required to have the TEAS completed to complete the checklist requirement, but they must complete and pass with the minimum requirements by the application deadline.
 - Students have 2 attempts and must take all 4 sections of the exam in one session. The higher score of each subject for the two attempts will be accepted.
 - 3rd attempts require permission. Please refer to the additional information and link provided on the checklist.

- “Took HESI-A2” - HESI A2 exams taken at Germanna are valid for 3 years (until March 2027). Please refer to the additional information and link provided on the checklist.
 - Enter the date of completion
 - Enter scores in the “Notes” section

Prerequisites: Enter the respective course Grades and Term Completed (Semester and Year) – these can be viewed in Navigate or SIS

- Please email transcripts@germanna.edu to verify processed evaluations of transfer credits are on file for students in Perceptive Content (PC).
- Include “T” for transferred courses even if it’s through another VCCS school under the “Term Completed”. Example: “T; SP24” indicates that the course was transferred to Germanna.
- Students with a Bachelor’s Degree automatically receive credit for ENG 111, ENG 112 and SDV. This courtesy credit translates to a grade of “A”.
 - Enter “BA Degree” or “BS Degree” in the “Grade” column.
 - Enter the semester and year of completion in the “Term Completed” column.
- There are 2 blanks for the “Humanities/Transfer Elective” – enter the course ID in the top blank and the grade in the bottom blank
 - The Practical Nursing Advising Checklist has a drop-down for ITE 152 or HLT 143
- If courses are in progress leave the grades blank and enter the current term
- If students are not yet registered leave it blank and refer them to a General Academic Advisor
 - This should correspond with “Plan to Complete” for Advising Documentation above.

Date/Student Signature: Enter the date and signature

- Date and Student Signature certifies that they have read and understand all the requirements of application to the nursing program.
- Completed checklists may be emailed to HealthAdmissions@germanna.edu or uploaded to the online portal.
- Students who have already completed advising checklists with a nursing advisor for the upcoming application cycle do not need to complete a new form. They have been added to the students’ files and have satisfied the advising checklist requirement.

Application link and deadlines: students must click on the link to submit the online application during the open application periods specified on the form.

- The application link is only available during the open application periods specified on the form
- Students will receive a confirmation email of their submission.

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- Students may enter any completed courses or courses students are registered for (usually general education courses).
- Completed courses do not count towards the selective application process.

Notes: use this section to add any additional information related to application requirements.