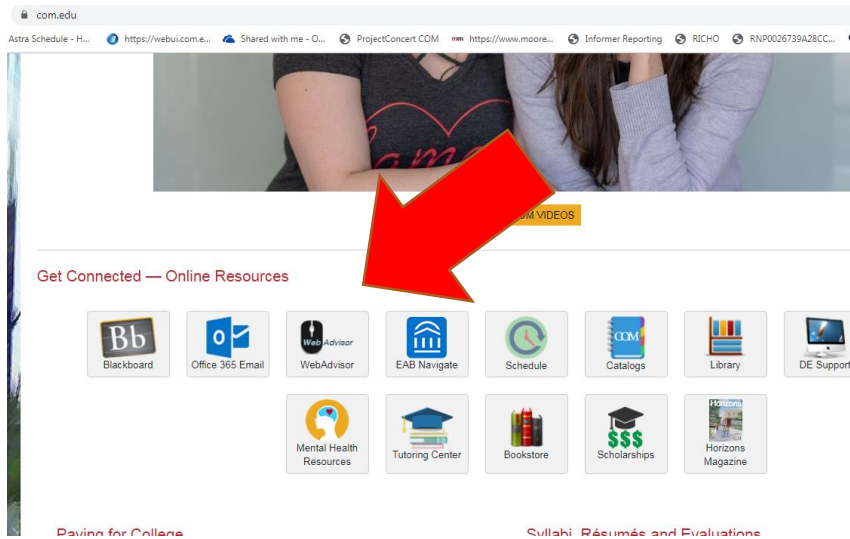Nursing Application Instructions

Go to www.com.edu and scroll down to the Get Connected-Online Resources section and click on the WebAdvisor tab.

On the next page click Log In

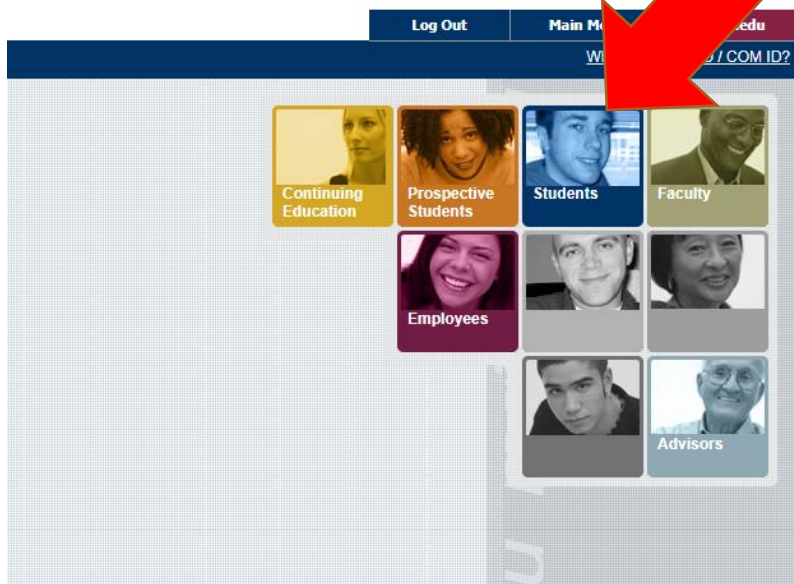Use your user name and password to log in and click submit

Click students

On the next screen under Academic Planning click Nursing Applications Directory

College of the Mainland

For assistance, call the **Student Help Center** at
409-938-1211 or **1-888-258-8859 ext. 8663**
or visit **www.com.edu/helpdesk**

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CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

This will bring you to the Nursing Applications Directory screen. Here you can see any previous and/or active applications. You may select an active application or Submit New Application.

If you submit a new application, you will go to the next screen:

CURRENT STUDENTS

Submit New Application

Application Dates:
LVN-RN Transition (TRN):

- **Summer 2019:** November 15th, 2018 - March 22nd, 2019

Full-Time Pre-Licensure (FTPL) & Part-Time Pre-Licensure (PTPL):

- **Fall 2019:** November 15th, 2018 - May 24th, 2019
- **Spring 2020:** January 15th, 2019 - September 15th, 2019

Vocational Nursing (VN):

- **Spring 2020:** January 14th, 2019 - September 16th, 2019

To start your nursing application, fill out the fields below.

- **Application Term:** Select the term in which you wish to enter the nursing program.
- **Program:** Select the nursing program that you wish to apply for. More information about each program.
  - **Vocational Nursing (VN):** Prepares students to become licensed vocational nurses.
  - **LVN-RN Transition (TRN):** Prepares students who are licensed specify the VN program you completed and your VN license information.
  - **Full-Time Pre-Licensure (FTPL):** Prepares students who are
  - **Part-Time Pre-Licensure (PTPL):** Prepares students who are
- **Applicant Type:** Specify whether you are new to the nursing program, or are a transfer student who is transferring in nursing credits (T - Transfer Student). If you aren't sure if credits you have transferred in are nursing credits, speak with your advisor.

* = Required

Email: szavala@com.edu

Select the program you wish to apply for.

Application Term:* [▼]
Program:* [▼]
Applicant Type:* [▼]

Choose the term you wish to be considered for. Select program and application type.

LVN student applying to transition only

LVN-RN Transition Track Only:
Name of VN Training Program [ ] Completion Date (MM/DD/YY) [ ]
License Number: [ ] License Expiration Date (MM/DD/YY) [ ]

Re-Admission Students Only:
What year did you exit COM's nursing program?
[ ]
From what course(s) did you exit?
[ ]
Briefly describe the circumstances or problems that interfered with your success in the course(s)
[ ]
Describe your plan for success. What will you do differently to succeed if granted readmission into the nursing program? Be specific.
[ ]

Re-Admission Students Fill out this part

[SUBMIT]

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Please select a Term, Type and Program from the drop-down menu. The drop-down menu is populated with the open terms. If you do not see the term you are applying for that means that the application is not open for that term. DO NOT apply if your term is not available. Contact the Nursing Department for more information on the term you wish to apply for. Applications are closed and made inactive once the application term closes. Click submit and go to the next screen.

In order for your application to be submitted to the Nursing Department for approval, you must complete the Application Items listed below. Check the box next to an Application Item and the

Your application was successfully created. You must now complete the application items listed below.

Program: Full-Time Pre-Licensure
Application Term: Fall 2019
Applicant Type: New Student

Application Status: **Application Initiated**   Status Date: **10/30/19**

Status Explanation

Your application has been initiated and will be reviewed by an
Advisor. Your pre-requisite courses are now under review. Please allow
up to two weeks for an to review your pre-requisite courses. All
transcripts must be received in Admissions along with a Transcript
Evaluation form before Admissions will evaluate your transcripts. You
may download the transcript evaluation form here https://www.
com.edu/admissions/transcript-evaluations. Please keep in mind
that the Advisor will not be able to review your pre-requisites if
they have not been evaluated by Admissions.

☐
☐

Select?	Application Item	Completed?
☐	Pre Requisites Met?	No
☐	Confirm Degrees/Certifications	No
☐	Pre-Nursing Orientation	No
☐	Confirm Pre-Nursing Orientation	No
☐	Eligibility Questions	No
☐	Clinical Readiness Information	No
☐	Submit HESI A2 Results	No

Return to Applications Directory: ☐

Each one of these boxes allow you to go to a different section of the application. ALL sections must say YES for your application to be considered complete. Each section is shown below. The Pre-Requisites Met? Will show completed when all the pre-requisite courses for the program you are applying to are in our system. The Confirm Degrees/Certifications portion must be completed by the student.

CURRENT STUDENTS

Confirm Degrees or Certifications

Please list previous degrees and certifications in the spaces below. Include the title of the degree or certification, date it was earned, the name of the institution that awarded it, and the type/level of credential it is (Certificate, Associate's Degree, etc..) Leave all spaces blank if you do not have applicable certificates or degrees. Applicable health-related certificates include: Certified Nursing Assistant (CNA), Emergency Medical Technician (EMT), Paramedic, Medical Assistant, and Licensed Vocational Nursing (LVN) Certifications. Certificates must be current and approved by a state agency to be considered for points.

Applicable previous degrees include: Doctorate, Master's Degree in Science, Master's Degree in Arts, Bachelor's Degree in Science, Bachelor's Degree in Arts, Associate's Degree in Science, or Associate's Degree in Arts. Points will only be awarded for the highest applicable degree or certificate submitted.

Applicable degrees must be on file with the College of the Mainland Admissions Department. Degrees that are not on file with the COM Admission Department will not be considered for educational points.

Applicable certificates must be emailed to nu_____docs@com.edu. Applicable certificates must be emailed to the Nursing Department to be considered for educational points.

Once you have done so, you can check the _____ m? to and then click SUBMIT to complete this application item.

Application Item St_____

Academic Cred____tial T_	_ate Earned (MM/DD/YY):	Awarding Institution:	Credential Type:
			▼
			▼
			▼
			▼
			▼

Confirm? ☐ By checking this box and clicking SUBMIT, you are confirming that the information listed above is accurate, and that you have submitted documentation of the degree or certificate to College of the Mainland's Admissions & Records department. Any credentials listed here that are not submitted to Admissions & Records will not be counted as Education Points towards your Nursing Application. If you have no credentials, leave the above rows blank and click CONFIRM.

Return to Previous Screen: ☑
Exit to Menu: ☐

[SUBMIT]

After adding the information for your degrees and/or certificates check the Confirm? Box and click submit. The Pre-Nursing Orientation section will be filled out by the advisor once the student meets this requirement. The student must either meet with the Advisor one on one or attend a pre-nursing

orientation (PNO). If you have met this requirement and see that the advisor has not signed off you must contact the advisor.

Pre-Nursing Orientation

This application item will be marked complete once you have contacted your advisor and gone over Pre-Nursing Orientation with them. If you have already completed Pre-Nursing Orientation, double check with your advisor.

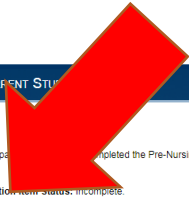**Application Item Status:** Incomplete.

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SUBMIT

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Once the Advisor has signed off on this requirement the student must move on to the next section and Confirm Pre-Nursing Orientation.

CURRENT STU

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Confirm Pre-Nursing Orientation

Please return to this pa... ...mpleted the Pre-Nursing Orientation with the Nursing Advisor. You must check the box below to confirm that you have reviewed and understand the topics covered in the Pre-Nursing Orientation.

Application Item Status: Incomplete.
Confirm? ☐ I confirm that I have reviewed the Pre-Nursing Orientation with the Nursing Advisor for the Nursing Track I am applying for.I have understand the topics covered in the Pre-Nursing Orientation.

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SUBMIT

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The student will then Confirm Eligibility. You must read the statement and Confirm.

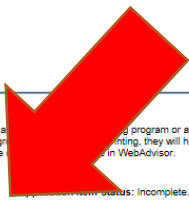### Confirm Eligibility Questions

Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: https://www.bon.t exas.gov/licensure_eligibility.asp.

Should you wish to request a review of the impact of criminal history on your potential Vocational Nurse License prior to or during your quest for a degree, you can visit this link and request a Criminal History Evaluation: https://www.bon.t exas.gov/licensure_endorsement.asp.

This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Texas Board of Nursing
333 Guadalupe, Suite 3-460
Austin, TX 78701-3944
P: (512) 305-7400 | F: (512) 305-7401
http://www.bon.texas.gov

To protect and promote the welfare of the people of Texas.

If you are selected a... ...g program or are selected as an Alternate, your **name and *personal* email** that is on file with College of the Mainland Admissions Department will be sent to the Board of Nursing. If the Board of Nursing requires you to complete an additional backgr... ...nting, they will have Identigo (the finger printing company), contact you by your personal email on file with the COM Admissions Department. Please ensure that your **legal name (*as it appears on your Driver's License*) and personal email are** ... in WebAdvisor.

... ...tus: Incomplete.
Confirm? ☐ Check the box to the left and click SUBMIT to confirm that to confirm that you have read and understood the information listed above. By checking this box, you also confirm that your legal name is on file with the Admissions Department at College of the Mainland and that your personal email is on file with the Admissions Department at College of the Mainland.

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SUBMIT

To have the Clinical Readiness section complete you must email nursingappdocs@com.edu to request access to the student portal. You must have initiated an application and submitted acceptable and complete HESI A2 scores. See information in the next section for more information.

Clinical Readiness Information

You must submit clinical readiness documentation to the nursing department. You will upload your clinical readiness documents through the Nursing Portal. To obtain access to the nursing portal you must email nursingappdocs@com.edu requesting access. Please allow 24 to 48 hours after you request access for full access. Instructions to access the Nursing Portal will be sent to you College of the Mainland email address.

Application Item Status: Incomplete.
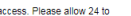
Return to Previous Page: ☑
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The last section is for HESI A2 Scores. See this section for instructions on how to submit your HESI A2 scores.

CURRENT STUDENTS

Submit HESI A2 Results

You must have a transcript of your HESI A2 results sent by Elsevier to nursingappdocs@com.edu. You may have up to 3 transcripts sent to nursingappdocs@com.edu per application period. Additional transcripts will not be considered if received. You must score at least 75% on all required sections to be eligible to apply. HESI A2 scores are valid for a three year period. The average score of all sections multiplied by .50 will be the HESI A2 points on your application. Please allow 24 to 48 hours for the Nursing Department to review your HESI A2 scores after receiving them from Elsevier.

Application Item Status: Incomplete. Your HESI A2 results have either not been submitted to the nursing department, or have not yet been processed by the Nursing Department.

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Once all areas are complete you will see that status on your webadvisor

Review Nursing Application

In order for your application to be submitted to the Nursing Department for approval, you must complete the Application Items listed below. Check the box next to an Application Item and then click PROCEED to learn more about it.

You have completed all of your application items. Please wait approximately one to two weeks after the application deadline closes to receive an update regarding your acceptance status.

Program: Full-Time Pre-Licensure
Application Term: Fall 2019
Applicant Type: New Student

Application Status: **Appl Items Completed** Status Date: **10/30/19**

Status Explanation

You have met all requirements to apply for the nursing program. You
will receive an update regarding your acceptance status approximately
one to two weeks after the application deadline closes.

Once you have applied and the applications have been reviewed (approximately two weeks after the application deadline closes) you will see one of the following:

Review Nursing Application

In order for your application to be submitted to the Nursing Department for approval, you must complete the Application Items listed below. Check the box next to an Application Item and then click PROCEED to learn more about it.

Congratulations, you have been accepted into the Nursing Program! Make sure you accept or decline the offer below.

Program: Full-Time Pre-Licensure
Application Term: Fall 2019
Applicant Type: New Student

Application Status: **Accepted Into Program**   Status Date: **10/30/19**

Status Explanation

Congratulations! You have been accepted into the nursing program at College of the Mainland. You must accept or decline your position in Web Advisor within one week or your status will be changed to Not Accepted. If you select "Accept", the nursing department will send you an email to your COM email with specific details and requirements you must meet to start the nursing program for the upcoming semester. If you select "Decline", you must submit a new application for future application periods.

Offer Status: **Offer Made**   Status Date: **10/30/19**
Check This Box and Click PROCEED to Accept this offer: ☐
Check This Box and Click PROCEED to Decline this offer: ☐

Select?	Application Item	Completed?
☐	Pre Requisites Met?	Yes
☐	Confirm Degrees/Certifications	Yes
☐	Pre-Nursing Orientation	Yes
☐	Confirm Pre-Nursing Orientation	Yes
☐	Eligibility Questions	Yes
☐	Clinical Readiness Information	Yes

Or

Review Nursing Applicatio

In order for your application to be submitted to the Nursing Department for approval, you must complete the Application Items listed below. Check the box next to a

Program: Full-Time Pre-Licensure
Application Term: Fall 2019
Applicant Type: New Student

Application Status: **Not Accepted**   Status Date: **10/30/19**

Status Explanation

Thank you for your application to the nursing program at College of the Mainland. We had a very competitive admission period. The nursing department has reviewed your application, however, your application was not selected for this admission period. Please see an Advisor to review recommendations and future application deadlines.
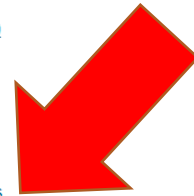
If accepted to multiple program you must choose only ONE.

Immunization requirements:

Go to https://www.com.edu/nursing/nursing-student-resources and download the Clinical Documentation Verification forms and have them filled out by your healthcare professional. You can also find a link to the Nursing Student Portal and the Nursing Student Portal Instructions on this page.

Nursing Department	• Associate Degree Nursing Program Student Handbook 2019-2020
Pre-Nursing Orientation	• Vocational Nursing Program Student Handbook 2018-2019
ADN Pre-licensure Track	• Financial Aid Refunds - Important Information
LVN-RN Transition Track	• Nursing Student Portal Instructions
VN Program	• Nursing Student Portal
Student Resources	• Nursing Student Portal - Clinical Documentation Verification Forms
Job Announcements	• Cost of Obligation Request Form - Please choose your Program and Level appropriately by clicking correct information from the drop down menu. Please be aware that once you have submitted the r given within the form it may take up to 3 business days to receive it via your COM e-mail.
Photo Album	• Need childcare assistance? Call Anna Raumaker (409-933-8391) for possible solutions.

Scholarship Opportunities

Log in to the Nursing student portal

Welcome to the COM Nursing Portal!

Link to COM Nursing page

Username: [   ] *
Password: [•••••••••]

Login

Once you log in click on the documents tab

Scroll down to the bottom of the page and Add Documents. Once you have added your documents click Save.

Once submitted the department will review your documents and update progress on the Clinical Requirements tab. You need to check this tab regularly to make sure you have completed all the requirements. Under details you will find feedback on your documents.

	Clinical Requirements	Details	Notes	Effective Date	Expiration Date
1	CPR				
2	Hepatitis B Titer (1)			04/03/2018	
3	Hepatitis B Vaccine (Series 2 - 2)			04/19/2016	05/12/2017
4	Hepatitis B Vaccine 1 (Series 1)				
5	Hepatitis B Vaccine 2 (Series 1)			04/05/2018	
6	Hepatitis B Vaccine 3 (Series 1)			05/06/2018	
7	Mentoring				12/12/2016
8	Mumps Titer 1			04/19/2016	05/12/2017
9	PPD/TB (1) - Skin Test #1				
10	Seasonal Flu/Influenza Vaccine				
11	Tdap Vaccine				