Nursing Application Instructions

Go to [www.com.edu](http://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
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:

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.

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.

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.

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

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

The last section is for HESI A2 Scores. See this section for instructions on how to submit your HESI A2 scores.

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

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:** 10/31/19  
**Status Explanation:**

- **College of the Mainland:** You must accept or decline your position in the College of the Mainland. Your status will be changed to **not accepted** if you select **Decline.**
- **WebAdvisor:** You have been accepted into the nursing program. You must accept or decline your position in WebAdvisor within one week, or your status will be changed to **Not Accepted**.
- **Clinical Readiness Information:** You have been accepted into the nursing program. You must meet the requirements for the upcoming semester. If you select **Decline**, you must submit a new application for future application periods.

**Select?**  
**Application Item**  
**Completed?**

- [ ] Pre-Requisites: Yes
- [ ] Confirm Degree/Certifications: Yes
- [ ] Pre-Nursing Orientation: Yes
- [ ] Clinical Readiness Information: Yes

Or

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 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 applying 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](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.

Log in to the Nursing student portal

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