

**CHECKLIST for all LPN-RN Online Nursing Program Applicants
(to be considered for acceptance into the Online Program)**

THINGS YOU NEED TO DO:	DONE
Review all information regarding the LPN-RN Online Nursing Program found on the Nursing website	
Apply online to ACM (select Pre-Online LPN-RN as your Program of Study)	
Have all <u>official</u> transcripts sent directly from the Institution you attended to ACM either by mail or electronically to acmtranscripts@allegany.edu	
If you have never completed college-level courses, register to take the Accuplacer placement test	
Once transcripts have been evaluated OR you have completed the Accuplacer, contact your advisor to determine which courses you still need to complete	
<p>The following Gen Ed pre-requisites must be completed before entering the online program:</p> <ul style="list-style-type: none"> • A/P 207** • A/P 208** • Micro 204** • English 101 • Psych 101 • Intro to Sociology 101 • Psych 203 (Human Growth & Development) • Math 102 or 109 • TWO Humanities electives <p>(All of these courses are offered through ACM online. If you take any of these courses elsewhere, BE SURE they will transfer to us as the courses we require) **Please advise us if your Sciences are over 10 years old so we can discuss that with you</p>	
<p>Complete the 5-Step Process found on the website. <u>BE SURE to fill out and submit the application for the online program found in Step 3, and BE SURE to submit transcripts and all supporting documents found in Step 4 by the following deadlines:</u></p> <ul style="list-style-type: none"> • January 15 to begin Transitions in May of the same year • July 1 to begin Transitions in January of the following year 	
Be sure to register early each semester to better your chances of getting a seat in the course you would like to take	
Be sure to check your STUDENT E-MAIL for correspondence from the college and the Online Program	
<p>Make contact with your advisor on a regular basis to insure you are completing all you need to do. We can be reached at:</p> <ul style="list-style-type: none"> • Trina Geisler (Advising Specialist) tgeisler@allegany.edu or 301-784-5570 • Aimee Younkin (Asst. Director of Online Program) ayounkin@allegany.edu or 301-784-5563 	