



PREREQUISITES MUST BE COMPLETED OR IN FINAL SEMESTER OF COMPLETION BEFORE SUBMITTING AN EVALUATION REQUEST.**

****If in the final semester, please state so in comments and attach proof of enrollment in course.**

REQUIREMENTS: (Please check √ if completed)

- All Official Transcripts from other colleges attended must be submitted or already on file before your evaluation can be completed. **(Electronic transcripts must be submitted to officialtranscripts@msjc.edu)**
- Student has met with an MSJC counselor to review: pre-requisite requirements, official transcripts from all institutions attended, and verification of science courses.
- Attach in class verification of science courses, if not taken at MSJC or taken prior to Spring 2020 due to "stay at home" policy (EXAMPLE: Registration statement, Class schedule, etc.)
- As of now, the School of Nursing & Allied Health is accepting online/hybrid courses ONLY taken Spring 2020 or after, until courses return to on campus.
- If in final semester of prerequisites, it is stated in the comments with attached proof (unofficial transcript showing enrollment in course.)
- If applying for graduation during the Spring or Fall semester, it is stated in the comments.

Evaluation Request form must first be verified and signed by a counselor; student must then digitally submit the form to Enrollment Services through MSJC's Student Support Hub, www.msjc.edu/hub. Upload evaluation form under, "**e-Document Submissions: Secure Document Upload.**" Please review your **MSJC student email** for confirmation of submission as **ALL** communication will be sent to your MSJC Student Email account.

*****Any incomplete packets will be returned to the student if failure to provide the above*****

EVALUATION REQUEST FORM – MSJC NURSING & ALLIED HEALTH PROGRAMS

THIS IS NOT AN APPLICATION FOR THE NURSING OR DMS PROGRAM

Evaluation Request form must first be verified and signed by a counselor; student must then digitally submit the form to Enrollment Services through MSJC's Student Support Hub, www.msjc.edu/hub. Upload evaluation form under, "**e-Document Submissions: Secure Document Upload.**" Please review your **MSJC student email** for confirmation of submission as **ALL** communication will be sent to your MSJC Student Email account.

Counselor Signature _____ Date _____

Incomplete packets will be returned to the student if failure to provide required documentation, signature by counselor, student information, and/or unchecked program(s).

EVALUATION REQUEST DEADLINES

ADN

Evaluations will be accepted:
July 1st - December 1st (For Feb. 1 App)
April 1st – July 1st (For Sept. 1 App)

DMS

Evaluations will be accepted:
July 1st - December 1st

LVN-RN Transition

Evaluations will be accepted:
April 1st - July 1st

Evaluate my transcripts to verify program course prerequisites, GPA, and degree requirements for the following Nursing & Allied Health Program:

Check the program(s) you are requesting to be evaluated.

- ADN Program**
- DMS Program**
- LVN-RN Program***

***LVN-RN students: please submit a print out of your license from the Breeze website with request form**

Student Name: _____ ID#: _____
Mailing Address: _____ Phone #: _____
City _____ State _____ Zip _____ MSJC Email: _____

List all colleges attended: _____

Comments: _____

I understand all pre-requisite coursework must be completed or in progress (final semester). I have submitted OFFICIAL transcripts from all schools attended to Enrollment Services. I am requesting evaluation for NAHD program eligibility. I understand this is **NOT** an Application into any of the above mentioned Nursing and Allied Health Programs. Once I have received confirmation of eligibility to apply, I will need to complete and submit an application to the Nursing and Allied Health Department during the above program application filing period. *If evaluation does not have an expiration date, it will expire 9 months after date listed on cover letter. All communication will be through MSJC Student email **ONLY**.*

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Course prerequisites completed Course prerequisites incomplete See enclosed Academic Evaluation

Comments: _____

Evaluation Completed by: _____ Date: _____