



Nursing A.S. Day and Evening Application Process

Please read carefully. You may have already completed some of these steps, if so you will not have to repeat them.

1. Attend a **Nursing A.S. Day and Evening** program Information Session. For a list of dates and times and to make a reservation call the Health Hot Line at **781/239-2505**. To view the dates visit the MassBay website at www.massbay.edu.
2. Apply to the General Studies Health program with a track to the Associate Degree Nursing A.S. . Please select day or evening option.
3. Submit proof of high school graduation (high school diploma or official high school transcript), GED certificate or an Associate's Degree or higher degree.
4. Submit **all official** college transcripts to the Office of Enrollment Services Wellesley Hills Campus, 50 Oakland Street, Wellesley Hills, MA 02481 or Framingham Campus, 19 Flagg Drive, Framingham, MA 01702.
5. Meet with the Office of Financial Aid and the Office of Student Accounts to make certain that you have your finances in place. Students who do not pay their account on time will be dropped from classes.
6. Once you complete Steps 2-5, you will need to schedule an appointment to meet with an Advisor to review the requirement checklist and to ensure that you are taking the courses necessary to meet the admissions requirements for program consideration. **DO NOT SELF-ADVISE! To schedule an appointment with a Nursing Advisor in the Nursing Department contact Kerry at (508) 270-4022 or Denise at (508) 270-4024.**
7. Once it has been established that all admissions requirements have been successfully met, you are now ready to apply to the Nursing A.S. program using the new Nursing A.S. application. Please indicate the Day or Evening option. Your advisor must sign and date your admissions application to confirm that all requirements have been met.
8. Once the Nursing A.S. program application has been processed a letter of acknowledgement will be mailed to you.
9. All admissions requirements must be posted on your MassBay transcript by February 1, 2012. The Nursing Admissions Committee will meet after February 1st to review the qualified candidates and select the class. Students who are not accepted may be offered a space on the waitlist and may be accepted if a space becomes available. Acceptance, waitlist and denial letters will be mailed by April 1st.
10. If you are accepted, you will receive an acceptance package that includes several enclosures and an *Intent to Register* form. You must complete and submit this form whether you accept or decline admissions. If you accept admissions, you need to submit the Intent to Register form with a \$100.00 non-refundable tuition deposit to hold your space in the program to the Office of Admissions Framingham Campus by May 1st.
11. Accepted students who deposited will receive information from the Division of Health Sciences regarding program Orientation. **Orientations are mandatory!** Program advising and registration will be part of the Nursing A.S. Orientation.
12. The final steps are to make certain that you have reviewed all of the enclosed material in your acceptance package and submit all necessary documents to the Division of Health Sciences as designated in the acceptance package.