

# VERMONT TECH

## Accepted PN Student Check List

Your acceptance packet contains multiple items, most with important deadlines. For your convenience, we have made a check list to help you keep track of these items and several others you will need to do over the next few months. Please contact the Admissions Office at 800-442-8821 if you have any further questions.

DONE	DEADLINE	TASK
	Immediately	Activate your Portal Account if you have not done so <a href="https://portal.vsc.edu">https://portal.vsc.edu</a>
	<b>ASAP</b>	<b>Complete FAFSA form at <a href="https://fafsa.ed.gov/">https://fafsa.ed.gov/</a></b> (if you are applying for Financial Aid)
	<b>ASAP</b>	<b>Go to <a href="http://www.vtc.edu/accepted-students">www.vtc.edu/accepted-students</a> to view a list of required documents</b>
	Varies	Attend site orientation – details will be mailed at a later date
	Varies	Notify work
	Varies	Arrange child care and/or other life needs
	<b>May 1</b>	<b>MANDATORY – Pay \$200 tuition deposit on the Portal no later than May 1 or you will lose your seat – see back of sheet for details</b>
	May 1	Pay \$100 housing deposit on the portal – if living on campus
	<b>June 15</b>	<b>MANDATORY – Complete Castle Branch Criminal Background Check &amp; Fingerprinting online – see enclosed sheet for further instructions</b>
	Varies	Order books online – Registrar’s Office will send information via USPS mail once you’ve been scheduled for classes – usually by mid-July
	July 1	Submit Health Form – go to <a href="https://www.vtc.edu/admissions-aid/accepted-students">https://www.vtc.edu/admissions-aid/accepted-students</a> to obtain a copy of the form *
	July 1	Submit copy of current CPR Card**
	July 15	Send digital photo for Student ID – see back of sheet for details
	July 15	Order needed uniform items – see form from JoAnn’s Uniforms
	July 29	Order Student Lab Kit online – see enclosed order form
	TBD	Attend 1 day College Orientation – date, time & location will be sent later
	TBD	Online – Pay fall semester bill – complete health insurance waiver form (if applicable)
	TBD	First day of class

\*A copy of your health form **MUST** be uploaded onto the Background Check website **BEFORE** mailing form

\*\* Healthcare Provider CPR or CPR for Professional Rescuer valid thru at least June 2018

**To Pay Your Tuition Deposit, Please Pick One of the Options Below:**

1. Pay Online
  - a. Go to <https://portal.vsc.edu>
  - b. Once logged-in follow these steps:
    1. You will see "Helpful Quick Links" on the left of the page
    2. Select "Pay your tuition and/or housing deposit!"
    3. Select your starting term and follow instructions
2. Pay Over the Phone with a Credit/Debit Card
  - a. Call **800-442-8821** to pay over the phone
3. Mail a Check/Money Order to:
  - a. **Office of Admissions**  
**Vermont Technical College**  
**PO Box 500**  
**Randolph Center, VT 05061**
  - b. Please make sure your check/money order is made out to **VTC** and must include your student ID# on them

**Submitting a Digital Photo for your Student ID:**

In an effort to reduce/eliminate the time spent standing in line on Orientation day, we would like you to submit a digital image of yourself so we can produce your college ID prior to your arrival. Please use the following guidelines:

1. Use a digital camera.
2. Student (subject) should be 3-4 feet away from the camera for the photograph; no selfies.
3. The photograph should have the student centered, include the head and stop at mid torso (upper chest).
4. *Background **must be** a plain white or very pale colored wall with no other objects in the frame.*
5. Please email the photo as an attachment to [healthmajors@vtc.edu](mailto:healthmajors@vtc.edu) no later than July 15<sup>th</sup>. The email **must include** the student's **first name, middle initial, and last name** as well as your **student ID#** and your **nursing site** (example: Bennington Campus, Brattleboro Campus).