

# 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<br><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 information session– details will be emailed 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MANDATORY – Pay \$200 tuition deposit no later than May 1 or you will be withdrawn from the program– see reverse for details</b>   |
|      | May 1         | Pay \$100 housing deposit and complete housing form – if living on campus—see reverse for details   |
|      | <b>June 1</b> | <b>MANDATORY – Complete CastleBranch Criminal Background Check &amp; Fingerprinting online – see enclosed sheet for further instructions. Students who do not begin this process by June 1 may be withdrawn from the program. Proof of package purchase must be provided to Admissions by June 1 via email.</b> |
|      | Varies        | Order books online – Registrar’s Office will email notification once you’ve been scheduled for classes – usually by mid-July  |
|      | June 1        | Send digital photo for Student ID – see back of sheet for details   |
|      | June 1        | Submit Vermont Tech Health Forms (4 complete pages) – go to <a href="https://www.vtc.edu/accepted-students">https://www.vtc.edu/accepted-students</a> to obtain a copy of the form *  |
|      | July 1        | Order Student Lab Kit online – see order form on website  |
|      | July 1        | Submit copy of current <b>BLS Card</b> (BLS for Healthcare Providers or BLS for Professional Rescuer valid thru at least June 2023. BLS certification must be issued by the <b>American Heart Association or the Red Cross</b> . Other provider certifications will not be accepted.)                           |
|      | July 15       | Order needed uniform items – see form from JoAnn’s Uniforms   |
|      | 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

See additional information on reverse →

**Your seat in the class will not be secure until you follow these steps:**

1. Complete your **Admitted Student Reply Form** by logging into your **Applicant Status Page** at <https://apply.vtc.edu/status>
2. Pay your tuition deposit (and housing deposit if you will be requesting on-campus housing)
  - a. Log into your **Applicant Status Page** by going to <https://apply.vtc.edu/status>
  - b. Underneath the **Payment Due** click the link to **Submit Payment**
  - c. Follow the instructions from there to submit your deposit
  - d. If you are unable to pay electronically, please contact Admissions for alternative options. 800-442-8821

**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 **idphoto@vtc.edu** no later than June 1 or as soon as possible thereafter. 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).