

SMC Associate Degree Nursing (ADN) Application Checklist

PRIOR to Application

- New students must apply to Santa Monica College through [SMC Admissions and Records Office](#)
- Returning students: if you have not attended SMC for two consecutive semesters, you must reapply to SMC
- Application to the SMC Nursing Program will require an applicant to login with their SMC username and password
- Request ALL official college/university transcripts (excluding SMC), [College Board AP Exam Score Report](#), evaluated foreign transcript be sent to [SMC Admissions & Records Office](#)
 - Mailing Address: Santa Monica College, Admissions and Records, 1900 Pico Blvd., Santa Monica, CA 90405
 - Electronically: transcripts@smc.edu

Prerequisites: Completed prerequisite requirements with grades posted (as of Fall 2020) on your official transcript: ENGL 1, ANATMY 1, PHYS 3, MCRBIO 1

- For any non-SMC science prerequisite course completed outside of the California Community College system, please have course syllabi or descriptions to upload.

PDF File (additional tips found at the end of document): for easy upload with your application, create an SMC Nursing Program folder on your desktop to include applicable documents:

- Unofficial SMC transcript (available on Corsair Connect)
- Copy of official transcript for each college attended/attending
 - Unofficial transcript from student portal will not be accepted
- [College Board AP Exam Score Report](#)
- Evaluated foreign coursework
- Relevant work or volunteer verification letter
 - Copy of certification or licensure
- Proof of [Life Experience Verification](#) documentation from one area: disabilities, low family income, need to work, disadvantaged social or educational environment, refugee, veteran status or eligible spouse

DURING the application period: Complete all sections of the ADN Application. Incomplete applications will not be accepted. There are NO EXCEPTIONS.

- The application is timed to 45 minutes, you may save and continue at a later time
- Upload all relevant supporting documentation
- Do NOT submit the application while filling out/reviewing application

- Once the application is submitted you cannot edit the application

AFTER the application period: Review [Post-Application Timeline](#)

PDF Tips and Suggestions:

- If you do not have a printer to scan and upload official printed documents, you may use a free scanning app on your mobile device to take pictures and upload official documents:
 - For iPhone users: [Scannable](#) or Scanner App: PDF Document Scan
 - For android users: [Clear Scan](#)
- How to convert Word documents into PDF files:
 - Open the Word Document
 - Click the File button on the upper left-hand corner
 - Click Save As
 - In the File Name list, type or select a name for the document.
 - In the Save as type list, click the arrow for the drop-down menu and select PDF.
 - Click publish.
 - If you want to open the file immediately after saving it, select file again and click Open file after publishing

Helpful Information:

- Information regarding program updates/changes and admission criteria/selection process is available on the [SMC ADN website](#)
- Optional: View [Nursing information session video](#)
 - Disclaimer: application process has changed due to COVID-19/campus closure