

## STAGE II WORKSHEET FAQs

Read **ALL** instructions on the Stage II Worksheet carefully. Worksheets which are not completed properly may have points deducted.

Ask your assigned academic advisor if you do not understand the instructions or have questions.

### **1. Where do I turn in the Stage II worksheet?**

Stage II worksheets should be submitted to the Nursing Department in **Room 125 Kennedy Hall**.

### **2. How do I find out who my advisor is?**

Call or visit Admissions or the Student Success Center in Stone Hall. Your advisor's name is printed on your course schedule, and should be printed on a neon green sticker on a letter sent/given to you by the Student Success Center.

### **3. How do I find out what my student ID number is?**

Call or visit Admission or the Student Success Center in Stone Hall. Your student ID number is printed on your course schedule and your student ID card, and is also printed on the welcome letter sent to you by the Admissions office when you applied to the College.

### **4. How do I find out what my email address is?**

Call or visit Admissions or the Student Success Center in Stone Hall. If you have not yet set up your email account, you will need to do so immediately by clicking here:

[http://myscc.sandhills.edu/index\\_password\\_management.php](http://myscc.sandhills.edu/index_password_management.php)

### **5. Do I need to attach my transcripts?**

Only if you are using high school points or transfer credit. You can use the *Transfer Equivalency Report* from the Registrar's office if it displays your grades from the original college. If your report does not show your grades from the original college, you will need to attach transcripts from the original college. All transferred courses listed on the worksheet must also be highlighted on the *Transfer Equivalency Report* or transcripts.

### **6. Do they have to be official (sealed) transcripts?**

No, transcripts attached to the Stage II Worksheet can be unofficial (copies).

### **7. College Points Sheet - Which GPA should I list?**

You should list the cumulative GPA from your last semester in college, wherever that was. If you took classes during Fall 2015, you need to list your cumulative GPA as of the end of Fall 2015.

### **8. Can I fax or email my worksheet?**

We strongly encourage applicants to submit Stage II Worksheets in person. If this is not possible, please call the Nursing Department at 910-695-3834 for instructions.

**9. I'm using transfer credit. Which course number do I list?**

You must use the SCC course number for all courses listed on the Stage II Worksheet. All courses must be from the approved ADN Stage II College Course List, found here:

[http://www.sandhills.edu/programs/nursing/associate/adnstage2courselist\\_2014.php](http://www.sandhills.edu/programs/nursing/associate/adnstage2courselist_2014.php)

**10. I'm using transfer credit. How do I know that the SCC course number is?**

The SCC course number for any transfer credit you received is listed on your *Transfer Equivalency Report*.

**11. Where can I get a copy of my *Transfer Equivalency Report*?**

If you no longer have the copy that was mailed to you, you can visit the Registrar's desk in Stone Hall for another copy.

**12. Do I get more points for using the classes already printed on the worksheet?**

No. Use whichever classes from the approved ADN Stage II College Course List that give you the most points.