

ST. JOSEPH'S COLLEGE OF NURSING

NEW STUDENT CHECKLIST: 90 DAY

	Checklist Item Description:	Action Item:	Checklist Item Link:	Mark Complete
A	Pending Admission Documents - If you have taken & completed additional coursework during the application process or after being accepted, you will need to produce official documents before classes start.	A1. Submit Transcripts (if applicable)		
	Need Help? admissions@sjhcon.edu			
B	CastleBranch – CastleBranch is the college's online portal for accumulating all required documentation for students to start nursing school. Once you have successfully created an account with CastleBranch, follow the step-by-step instructions that are provided as you navigate through the system.	B1. Setup CastleBranch Account	(link)	
	Important Information July Start: Evening\Weekend Package Code: SV61eve August Start: Weekday Student Package Code: SV61day	B2. Complete Background Check	included in purchase in above link	
	Castle Branch Clinical Requirements Complete and upload all to CastleBranch:	B3. CastleBranch Checklist	(link)	
	<ul style="list-style-type: none"> Physical Exam Form (link) Immunizations Requirements (link) Acknowledgement of Essential Functions (link) Student Health History Form (link) Health Insurance (upload copy) BLS CPR Requirement- completed during the 60- Day onboarding 	B4. Complete All Clinical Requirements	see adjacent listing	
NOTE: FAILURE TO COMPLETE ALL REQUIREMENTS IN CASTLEBRANCH WILL RESULT IN THE STUDENT BEING INELIGIBLE TO ATTEND THE PROGRAM.				
		Need Help? beth.purcell@sjhcon.edu or 1.888.723.4263		