

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 | |
| | | B3. CastleBranch Checklist | (link) | |
| | | B4. Complete All Clinical Requirements | see adjacent listing | |
| | Castle Branch Clinical Requirements Complete and upload all to CastleBranch: <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 | | | |
| 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 | | |