

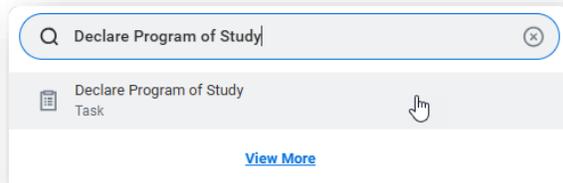


Student Help Guide

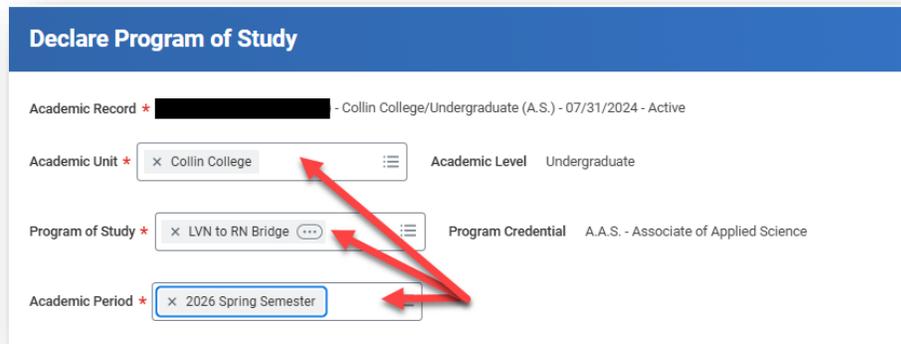
Declare Program of Study – Selective Admissions

Student applying to Selective Admission program, will submit an 'Declare Program of Study' request in Workday. This will be your application to the program.

- 1) Log into your Workday Student Account
- 2) In the search bar, search "Declare Program of Study"
- 3) Select "Declare Program of Study"



- 4) You will need to enter the following information:
Academic Unit: Collin College
Program of Study: The selective admission program to which you are applying (example: LVN to RN Bridge).
Academic Period: The term to which you are applying (example: 2026 Spring Semester)



A screenshot of the "Declare Program of Study" form in Workday. The form has a blue header with the title "Declare Program of Study". Below the header, there is a section for "Academic Record" with a red asterisk and a blacked-out field, followed by the text "- Collin College/Undergraduate (A.S.) - 07/31/2024 - Active". Below this, there are four fields with red asterisks and dropdown menus:

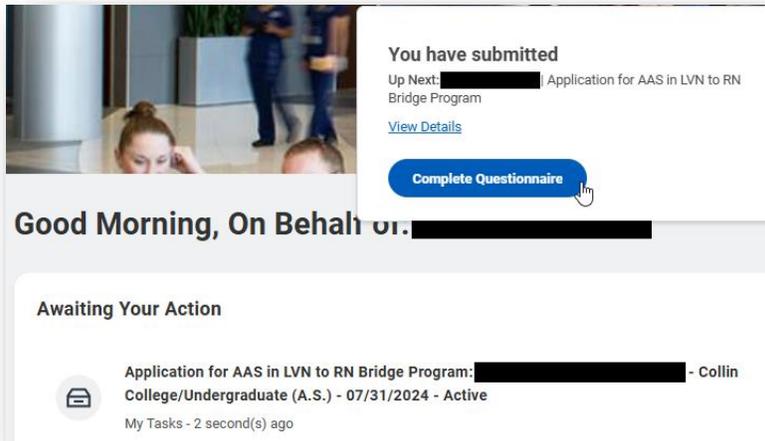
- "Academic Unit" with a dropdown menu showing "Collin College" and a red arrow pointing to it.
- "Academic Level" with the text "Undergraduate".
- "Program of Study" with a dropdown menu showing "LVN to RN Bridge" and a red arrow pointing to it.
- "Program Credential" with the text "A.A.S. - Associate of Applied Science".
- "Academic Period" with a dropdown menu showing "2026 Spring Semester" and a red arrow pointing to it.

- 5) Click "OK"

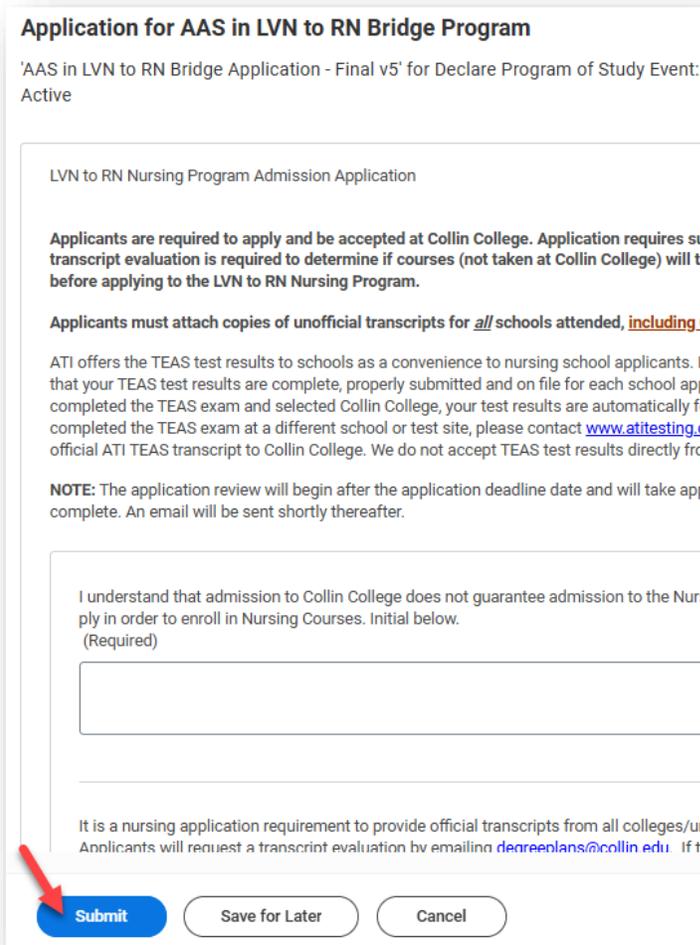




- 6) You will see a popup appear, stating you have submitted.
- 7) You will then complete the questionnaire. You can click on the “Complete Questionnaire from the popup, or you can see the questionnaire in your “Awaiting Your Action” section on the home page of your Workday.



- 8) Complete the questionnaire and click Submit.



The image shows a web form titled "Application for AAS in LVN to RN Bridge Program". The form header includes the title and a subtitle: "'AAS in LVN to RN Bridge Application - Final v5' for Declare Program of Study Event: Active". The main content area contains the following text:

LVN to RN Nursing Program Admission Application

Applicants are required to apply and be accepted at Collin College. Application requires successful transcript evaluation is required to determine if courses (not taken at Collin College) will transfer before applying to the LVN to RN Nursing Program.

Applicants must attach copies of unofficial transcripts for all schools attended, including Collin College.

ATI offers the TEAS test results to schools as a convenience to nursing school applicants. If your TEAS test results are complete, properly submitted and on file for each school you completed the TEAS exam and selected Collin College, your test results are automatically forwarded to Collin College. If you completed the TEAS exam at a different school or test site, please contact www.atitesting.com for an official ATI TEAS transcript to Collin College. We do not accept TEAS test results directly from other schools.

NOTE: The application review will begin after the application deadline date and will take approximately 2-3 weeks to complete. An email will be sent shortly thereafter.

I understand that admission to Collin College does not guarantee admission to the Nursing Program in order to enroll in Nursing Courses. Initial below.
(Required)

[Empty text input field]

It is a nursing application requirement to provide official transcripts from all colleges/universities. Applicants will request a transcript evaluation by emailing degreenlans@collin.edu. If the transcript is not received by the deadline, the application will be considered incomplete.

At the bottom of the form, there are three buttons: "Submit" (highlighted with a red arrow), "Save for Later", and "Cancel".