Electronic Form instructions for Health Sciences Intent to Apply Checklist

This set of instructions will help you navigate through your Intent to Apply to CFCC Nursing and Health Science programs. Please be aware of the following:

To file your Intent to Apply you need to meet the minimum requirements as explained in each program's information packet on the program's website.

New for Fall 2023: due to the decision by the PSB company to discontinue offering their tests, CFCC has decided to choose the TEAS test (versions 6 and 7). **Applicants to all selective admissions programs other than Pharmacy Technology need to complete the TEAS test and request that official scores be made accessible to CFCC prior to filing an Intent to Apply.** The Intent form has a section that requires the nine digit TEAS test student number, as well as the date the TEAS test was taken. Cut off score requirements apply to some programs; please see information packets.

Once you are sure that you meet these requirements you may choose to file your Intent to Apply. During each program's application period you will file your Intent online by clicking "*File Your Intent to Apply Here*" on the website page of the program you are applying to. You will complete an electronic form (details below), review the application terms, and may then submit your Intent. **If you wish to attach documentation but fail to do so prior to hitting submit, please do not submit another *Intent.* Please email documents to healthsciences@cfcc.edu.**

The staff of the Health Science Enrollment Center will audit your Intent to Apply. If you meet the eligibility requirements, we will send you an e-mail with a point count sheet after the application period for your review. Decision emails will be sent the following week.

If your Intent to Apply does not meet eligibility requirements you will receive an e-mail from the Health Science Enrollment Center detailing the reasons and you will have an opportunity to re-file the Intent should you have enough time to address them. Please do not use Etrieve (the software used to file your Intent) or its e-mail notifications as a tool to communicate back and forth; instead, e-mail us at the Health Science Enrollment Center your questions on how to get the missing requirements completed. Then resubmit your Intent in Etrieve.

If you have any questions, please contact the staff at the Health Science Enrollment Center: healthsciences@cfcc.edu. We can also be reached at 910-362-7719.

Filing Your Intent Online
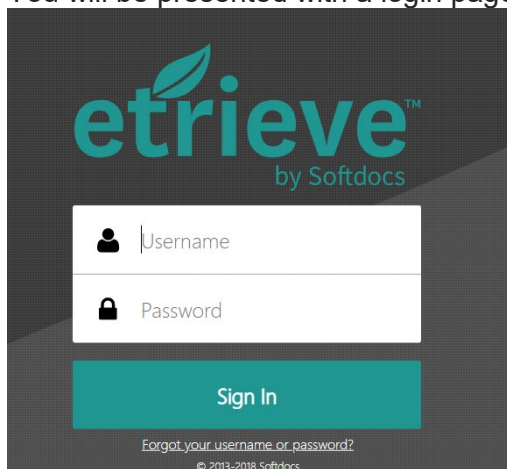
CFCC uses Softdocs Etrieve Central for electronic forms.
==Use your CFCC username and password to login to the software.==

You can get to the software in four ways;
1) Link from the Health Sciences website
2) Link from myCFCC portal
3) Link from email from Student Services staff
4) Direct link using any web browser on any device connected to the Internet
   https://etcentral.ad.cfcc.edu

You will be presented with a login page

You will then go to the forms section and select the Intent to Apply associated with your Nursing or Health Sciences Program

==*(Note: this is an example of "Nursing Transition"; steps/screens will vary depending on your chosen program)*==
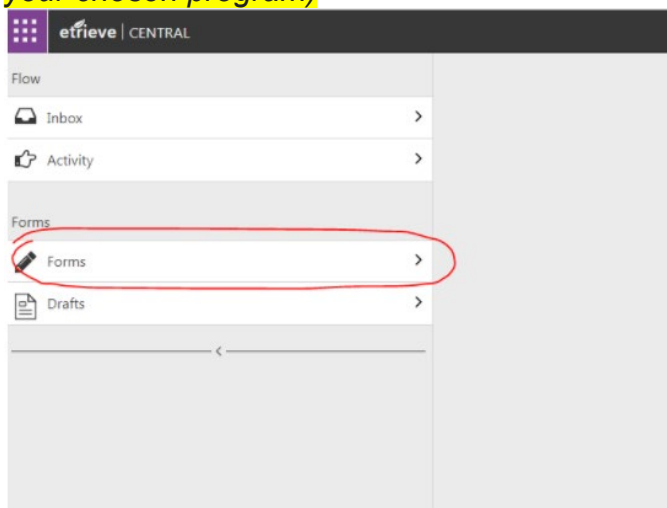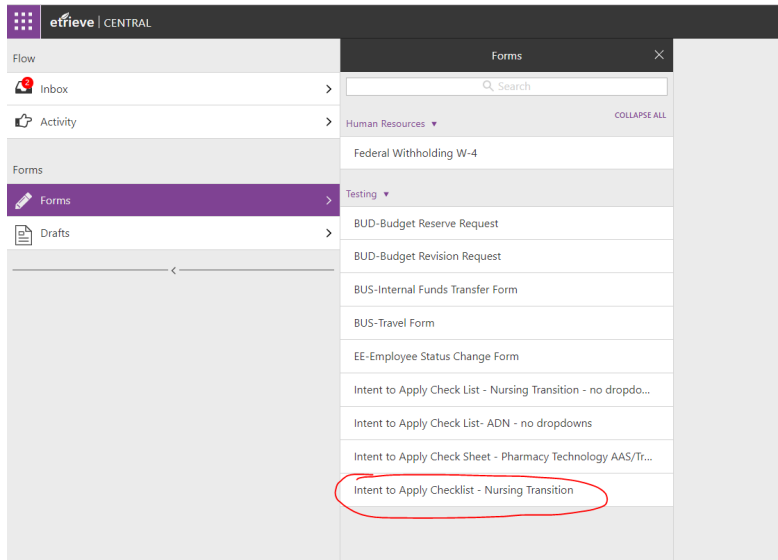
Your First Name, Last Name, CFCC ID and CFCC email address will automatically fill-in for you. All the items with checkboxes must be completed in order to Submit the application form.
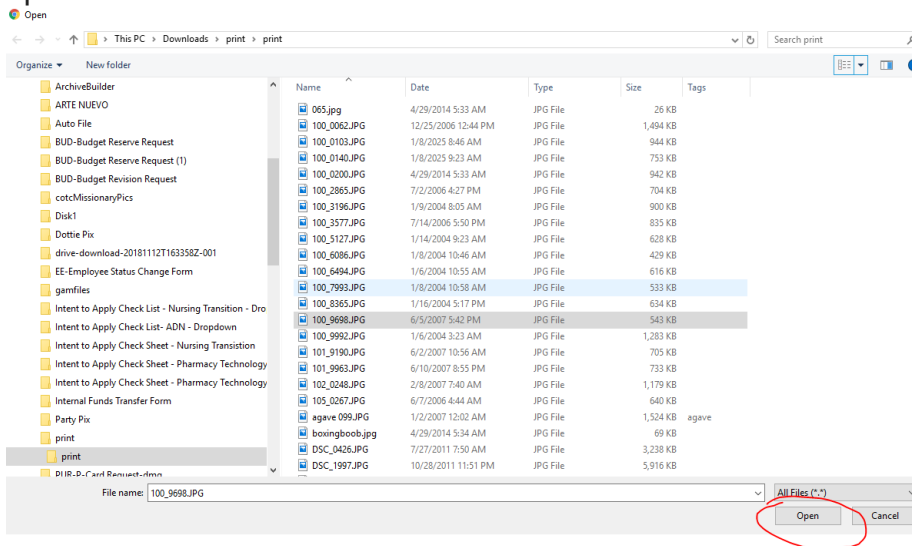
You may also attach documents to the application should your Health Science program require extra documentation. Click the Attachments icon at the bottom of the forms window.
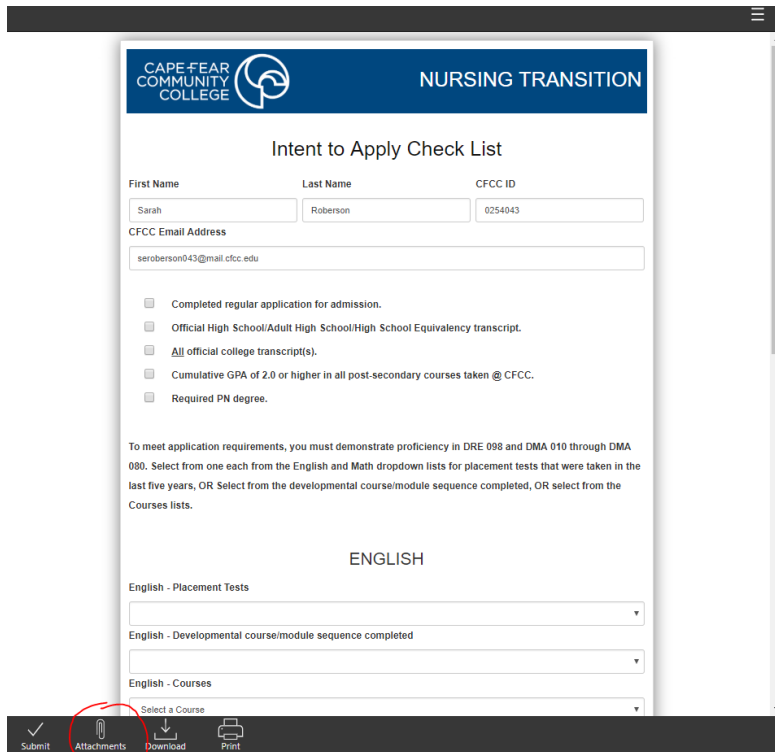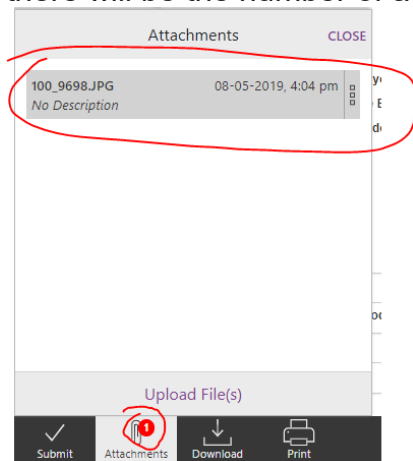
This will bring up a smaller window, click on Upload File(s)
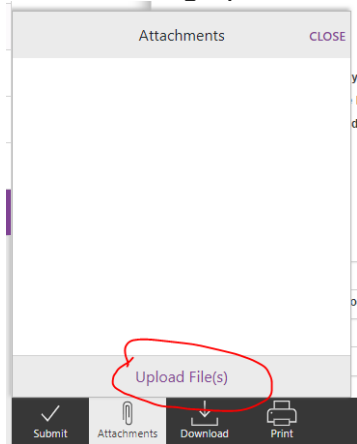
You will then be presented with file explorer so you can search for your file and click open.

You can tell if your file uploaded successfully because it will be listed in the window and there will be the number of attachments showing next to the word Attachments
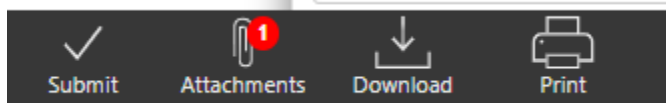
By clicking on the three stacked squares by the file name you have an option to Edit, Delete or View the Attachment
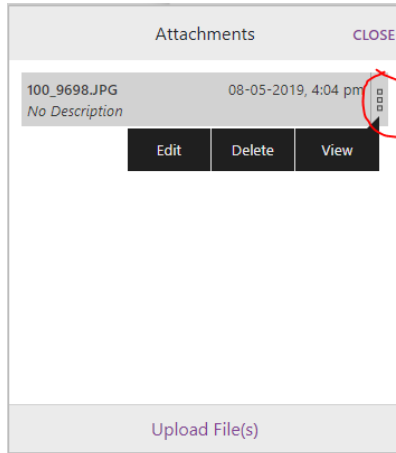
When you click on View, it doesn't open the file, but downloads a copy of the file, where you will need to open it from your downloads folder.

There are three other icons besides Attachments at the bottom of the form.


Download – lets you download the form
Print – lets you print the form
Submit – Once you finished filling out the form and attaching documents, you can click the submit button.   The form is then sent to be reviewed by the staff of the Health Science Enrollment Center.
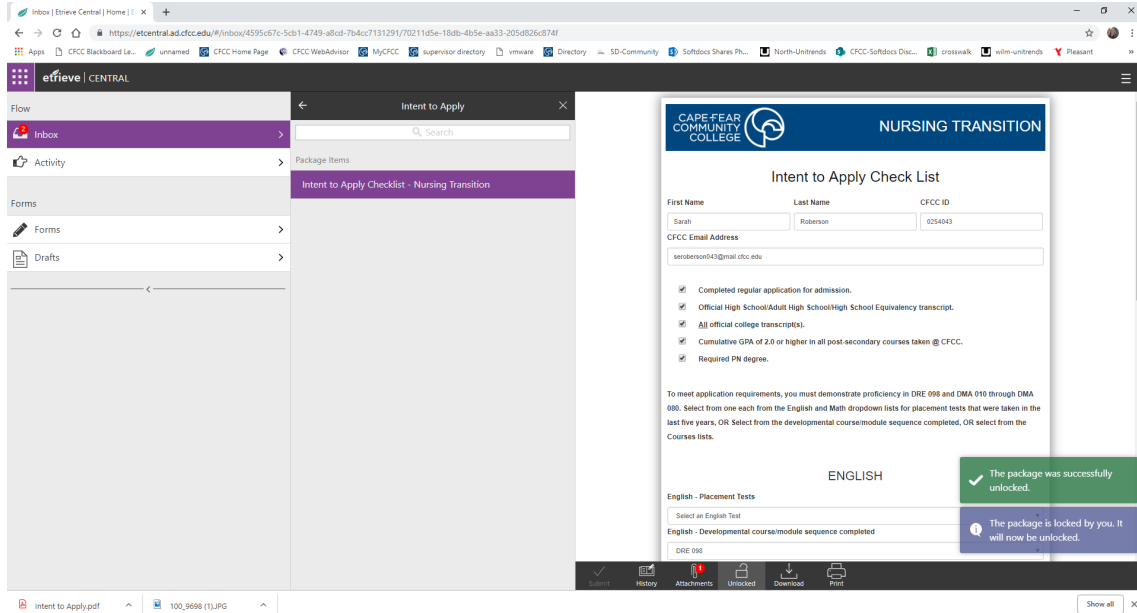
If the Health Science Enrollment Center needs additional information, they will send the form back to you. You will get an email in your CFCC email account with a notification. Which has the name of the person who reviewed the form as well as a direct link to the form.
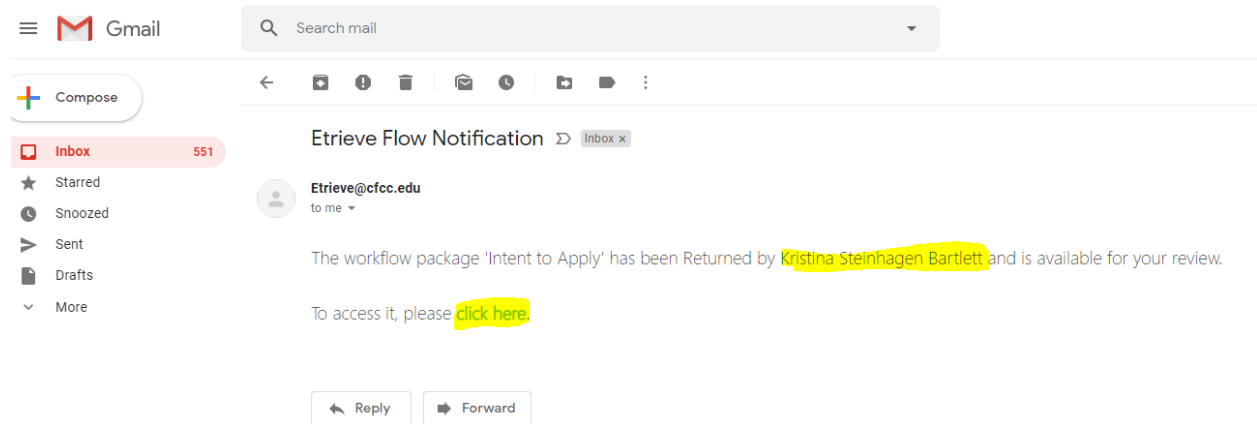

If you click on the link in the email, it will take you back to the Etrieve software where you will need to login using your CFCC username and password, but should take you directly to the form, once you login. The form is now in your Etrieve Inbox. There are two new icons at the bottom of the form; History and Locked.
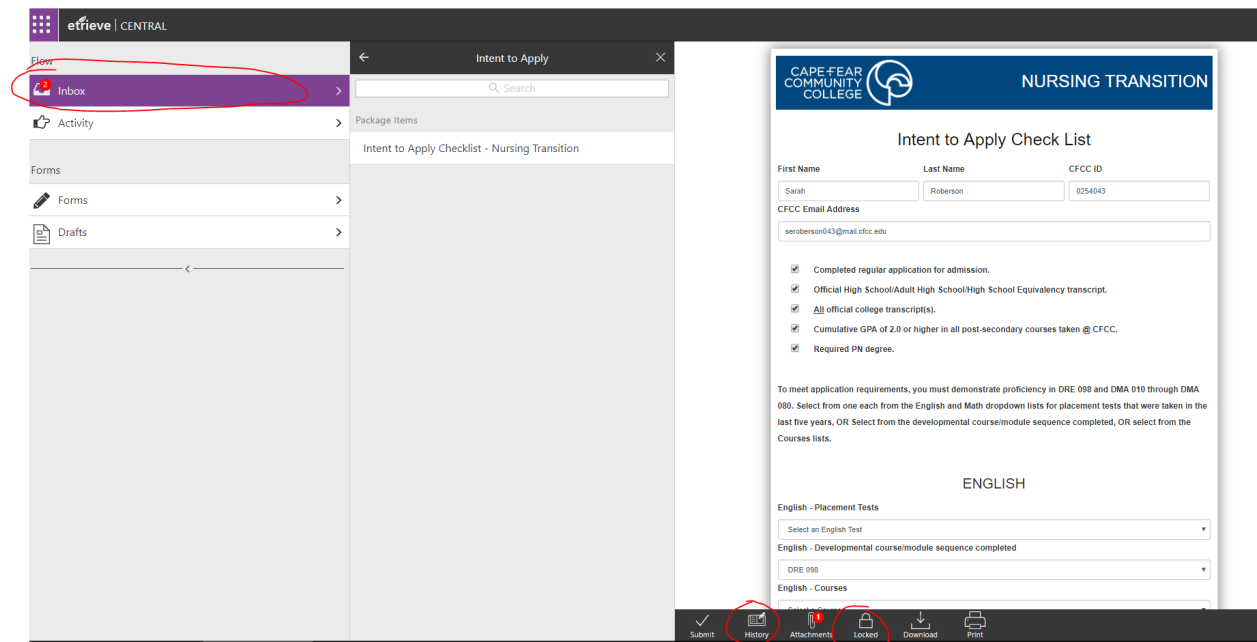
If you click on Locked icon, you can see who has the form locked.

When you click on History, you will see where the form is in the workflow and any comments that were added along the way. This is where you will see the comments from the staff member of the Health Science Enrollment Center informing you of any missing information. You may also add a comment here, if needed, by typing the comment and clicking the Save next to the comment field.
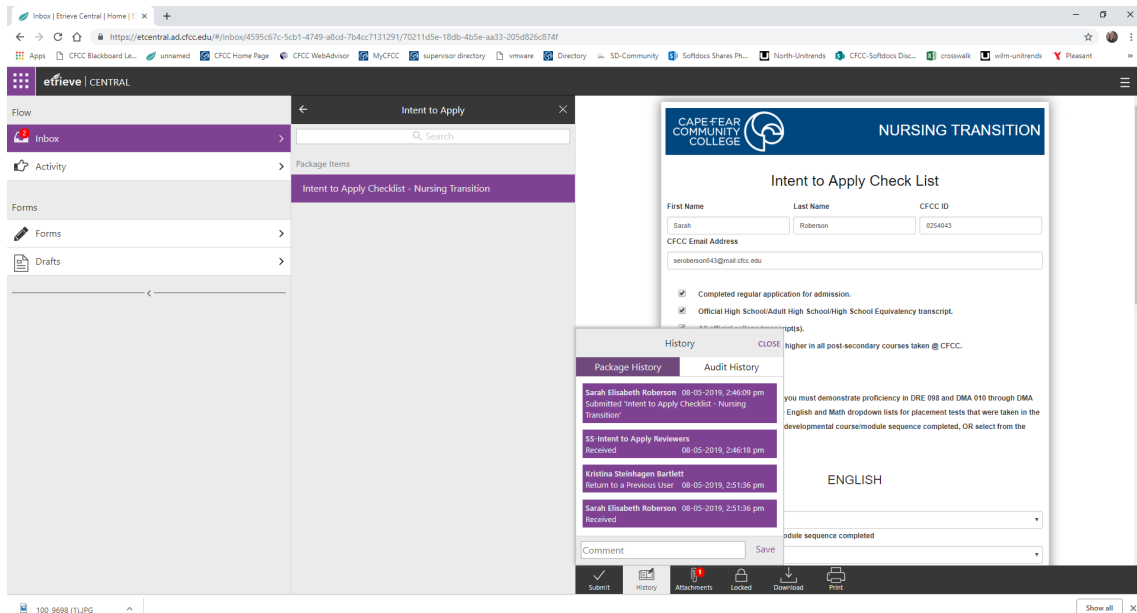
Once you have the required information you can now hit the Submit button to send your form back to the Health Science Enrollment Center.
To check the status of your application, you can look in the Activity section.
Click on your form from the list, then click History. In the example below you see that the form was returned by Kristina Bartlett and received by Sarah Roberson (the student example).


If you start a form, but do not click Submit, you can come back to the form to finish, by going to the Drafts section. Click on the form from the Drafts list. Forms that are in Draft are not visible to the staff member of the Health Science Enrollment Center. It's not until you submit the form that it enters the Health Science Enrollment Center's Inbox.

Reviewer's Actions

Once the form is submitted by the student, the form goes to the *Etrieve* Central Inbox of the reviewing staff. The Package name reflects the student who submitted the form.
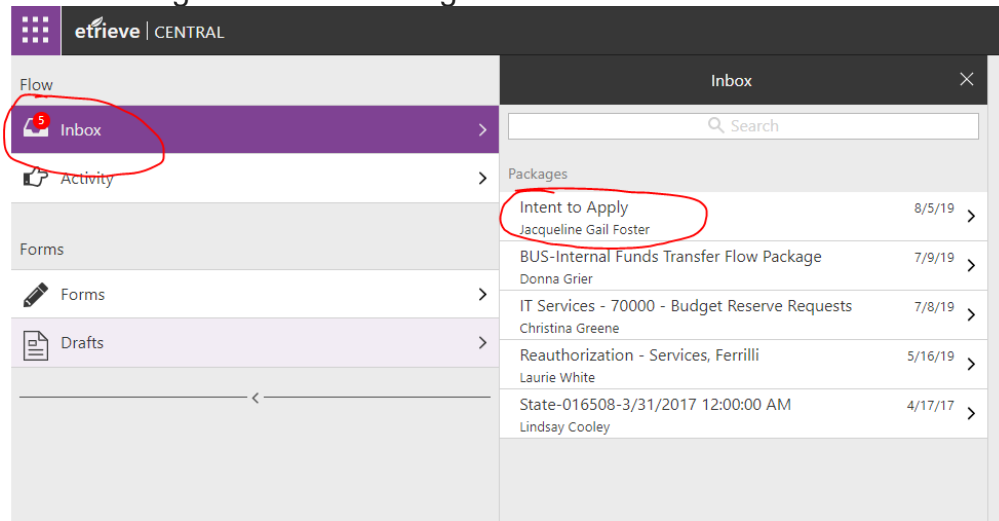
The reviewing staff will open the form to take the following actions by clicking on the icons found at the bottom of the form:

Approve - All requirements are met by the student and the form is sent to the Student's electronic filing cabinet. A notification is sent to the student's CFCC email account stating that the form was Approved and who approved it.

Decline – The deadline has passed or the student has not met the recommended requirements. The form is not saved in the student's electronic filing cabinet. A notification is sent to the student's CFCC email account stating that the form was Declined and who declined it. The student will need to start a new form should they decide to apply during the next application period.

Refer – If the reviewer needs to have another person not typically in the workflow review the form, they can refer the form. The person will get an email notification with a link to the document. That person will then make a comment, if needed, and click the Approve icon. The form then gets sent back to the reviewer who referred it.

Return – If the reviewer finds that the student has not met the requirements or is missing information, they will make a comment and click Return. This will send the form back to the Student's *Etrieve* Central Inbox. The Student will receive a notification via their CFCC email account, as well. Once the student has completed the missing information they will submit the form again and it goes back to the reviewer's Inbox.

History – This is where the Reviewer or Student will go to add or view Comments, as well as see the past actions that have been taken on the form.

Attachments – The reviewer can download the student's attachments or attach additional documents if needed.

Locked – The reviewer can lock or unlock the form. If the reviewer opens the form, it becomes locked so no other reviewer can access the form. The reviewer will need to unlock the document if they want other reviewers to open it.

Download – lets you download the form so you can save it to your computer if needed.

Print – lets you print the form.