Nursing CAS Checklist & FAQ

Prelicensure BSN

Before Starting CAS Application

☐ Review the [admissions criteria](#) to ensure you meet the requirements
☐ Confirm that you are ready by consulting with an [academic advisor](#) at the campus where you plan to apply.

Starting – NursingCAS

☐ Navigate to [NursingCAS](#) to begin process.
☐ Select the APPLY NOW button at the top of the homepage and select the term that you are applying for (such as Spring 2023). Click apply to set up your account. Check your junk mail and spam folder for the initial account confirmation to ensure that NursingCAS emails are safely going to your inbox.

☐ Select "Add a Program." Search for "Washington State University." Select "BSN [Term]"
   *Note - Depending on when you apply, there might be additional applications open for WSU, so it's important you select the "BSN [Term]" so your application goes to the right place.

   *Note - In NursingCAS, all WSU campuses are combined as Spokane/Tri-Cities/Yakima, WA. After you begin the application, you will be able to select up to two campus you want to apply for. The campus selection is a required question so you will have to answer it. You only need to choose one campus, but you are allowed to indicate a second campus if you like. Once you submit your application, your campus decision(s) cannot be changed.

☐ Select the My Application tab to begin filling out your application

Within CAS: Personal Information

☐ Fill out all sections. Make sure you click "save and continue" at the bottom of each section."
☐ Ensure that your contact info is accurate – your email is what we use to contact you for issues and info

Within CAS: Academic History

☐ Fill out all 4 sections
☐ For *Colleges Attended*, click "add a college" and input every college you have ever attended. Complete the questions asked for each college you added.

☐ You will need to order official transcripts for <u>every</u> college/university you have attended. We recommend ordering an electronic transcript if possible. If you school does not offer electronic transcripts through one of the 3 companies that NursingCAS uses, please follow the instructions for "Option 2: Order a Mailed Paper Transcript."

☐ For *Transcript Entry*, input <u>every</u> course exactly as it appears on that institution's transcript. <u>NursingCAS will reject an application if the transcript entry does not match the transcript.</u> We recommend pulling up an unofficial transcript so you can copy over the classes accurately. ***Note** – If you use the Paid Transcript Entry function, please allow a large amount of time for CAS to finish that process. If you are late on a deadline or miss something due to PTE the responsibility is still with you. After you receive notification from NursingCAS that the PTE is complete, you must log back into your application and approve the coursework entry before your application will be submitted.

*Note – do your best with the course subject drop-down. It will not cover every option possible, and as long as it is close enough we will know what you are going for. It is the other components that are blank fields (grades/credits) that are the most important to us.

☐ Once you have completed the transcript entry, choose to review and finalize your transcripts.

☐ Ensure that you accurately indicate repeated classes. Type out exactly what is on your transcript.

☐ For the BSN program, we require a TEAS test score of 70 or higher, with scores good for 12 months. In the *Academic History* section, select *Standardized Tests*. Scroll down to TEAS. Click the pencil to add in your TEAS score. Ensure that your score has all relevant fields filled out, including the Cumulative Score. Otherwise, your cumulative score defaults to a zero score and you risk ineligibility. ***Note -** Be aware that you will also need to upload your TEAS Individual Performance Profile in the *Documents* section located in *Program Materials*.

Within CAS: Supporting Information

☐ Fill out all 3 sections. We don't require you to include any "achievements" or "licensure and certifications," but you can if you want to or if you are applying to other schools that require it. If you are not including any achievements or licensure & certifications, click on each tab and select "I am not adding any…" to complete the section and turn it green.

☐ For WSU's BSN program, we require a minimum of 50 work/volunteer hours in the healthcare-related field, though other experiences are considered with your application. All experiences will need to have supervisor reference information to be considered. Ensure you have that information in advance.

☐ To add experiences, select *Experiences*. Select add an experience. From the Experience Type, select either Employment, Patient/Healthcare Experience, or Community Enrichment ***Employment** = any job NOT related to healthcare (ex. restaurant or retail job)

*Patient/Healthcare experience = any work/volunteer experience that is in healthcare (ex. CNA/long term care volunteer/hospital volunteer)

****Community Enrichment** = any volunteer work not related to healthcare (ex. Volunteering at animal rescue center, Big Brothers/Big Sisters-type mentoring programs)

Fill out the Organization, Supervisor, Experience Dates, and Experience Details for EACH experience you selected. Save and continue.

☐ Repeat this process until you have put in all of your experiences. Once done move onto the next section.

Within CAS: Program Materials

☐ Review the home tab first, then fill out the remaining 3 tabs (*Questions*, *Documents, Prerequisites)*

☐ For *Questions*, thoroughly read through each and answer appropriately – if you answer yes to a question, and later it turns out you should have answered no, you risk ineligibility.

☐ For *Documents*, upload the Individual Performance Profile of your TEAS test (under Test Score Report)

☐ For *Prerequisites*, select the assign course button to match your courses to each specific prerequisite course. Use the prerequisite descriptions to make sure you are including all that you need to include. ***Note -** Use your best matching possible from what you have taken, but we may correct it after you submit your application. If you are unsure about whether or not a class will count as a prerequisite, reach out to the campus immediately as the course may not meet our prerequisite requirement.

Submitting CAS:

☐ Navigate to "*Submit Application*" on the top of the page and pay application fee. **Note that the deadline time is 11:59pm EST for reach deadline.**

☐ Wait – we will send updates via email following our [application timeline](#).

Remember – Email an advisor early on if you anticipate any issues. Triple-check the checklist as well, particularly the red sections that cause the most ineligibilities.

1. How will I hear about decisions or issues with my application?
   All communication happens through the NursingCAS webadmit tool. Make sure you create an account with an email you check regularly, and check spam and junk emails regularly as well. Verify your information is accurate in the Personal Information section as well. Both WSU and NursingCAS can/will contact you through the email you provided when applying.

2. What happens if I never get an email?
   Luckily for you, we also send you an email when you are fully reviewed! If you get an email saying that you have been reviewed, that means there were no errors in your application and you may rest easy until decisions go out.

3. What happens if I get an email about issues I have?
   If the issues with your application are minimal and not duplicitous, we will reach out via email and give approximately 2 business days to update your application with fixed information. Again, for that reason, regularly check for emails from NursingCAS itself and in all folders.

   Replying to that email will put you in contact with your reviewer, so if you do not understand what you need to fix, or have fixed what you needed to, please let your reviewer know. This will continue the review process of your application. There is often something called an Academic Update needed, which can take time. Letting us know you've seen what you need to do and are working on it is good practice.

4. How long does it take to get a decision?
   We aim to stick as closely to our timeline as possible.

5. I was asked a question on how COVID impacted my life, why was this asked?
   That was a question included by NursingCAS itself. We will not use the answer in our admissions process, so you may opt out of answering that if you so wish.

6. Why am I not able to submit my application?
   There could be a few issues. First, double check that everything is filled out (all 4 quadrant circles are green) to show you've completed everything. If that is the case and you still are not sure, contact your campus advisor who can look over it with you.

7. How do I reach out to NursingCAS?
   If you look at your name on the application, there will be a "?" icon next to it. If you click that you will be connected with the CAS helpdesk as well as find their contact email.

8. What if I took classes in high school, like Dual Enrollment classes?
   Those are technically college credits and will be included in your history as well. Make sure you list that institution and order transcripts from them as well.

9. What if I did AP credit instead?
   You will also need to enter these so we know. It can be tricky as you combine them into one sum of units. For example, if you took AP U.S. History and AP English Literature, and you got 3 units of work for history and 4 units of work for English, you would list it as: "AP Credits" for 7 units total for your first term for the school that granted you the credit. For the grade you may put CR to indicate it is for credit.

10. Do I really need to order official transcripts from everywhere I've been?
    Yes. We need CAS to verify your coursework before we can take a look as reviewers, and CAS only verifies once they have everything. We recommend ordering your transcripts as soon as you can to mitigate issues.

11. How do I order my transcripts then?
    For 99% of institutions you will be able to order them through the application on NursingCAS. If your college is not listed within CAS, please contact us.

12. Where do my transcripts go to? What if there is a mail delay?
    You want to make sure your transcripts go to NursingCAS, and NOT to WSU. We are unable to pass them to CAS if you send them to us. Please make sure that transcripts are ordered at minimum 6 weeks before the start of the term as well.

    Additionally, we understand that life does happen and tech issues may rarely occur. We recommend that you save ordering receipts for this reason. Further, you are able to submit your completed CAS application with pending transcripts if this does happen.

    Lastly, it can take a few days for CAS to process your transcripts. It is normal to get confirmation they were sent, then have a few days before CAS notes them as received on your account. If it has been more than a week between sending and receiving please reach out, otherwise the timing is normal.

13. Do I need high school transcripts too?
    Luckily no! CAS will ask you where you attended, but you do not need to provide proof or transcripts for that section.

14. When I put in my classes, what do I pick for the status?
    You can do your best guess here. If you were taking it early on, it's okay to put first year/freshman there. Same thing if it's been about a year you can put sophomore. We do not look in detail at this section so you do not need to worry about mistakes here.

15. I took a random class, what do I put for the subject area?
    Subject is another part that doesn't matter as much to us. Use your best guess as to what makes sense, and when in doubt you can pick the "Special Topics" option without issue.