



Nursing CAS Checklist & FAQ

RN-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.
- Navigate to Nursing CAS to begin process.
 - Check your junk mail and spam folder for the initial account confirmation to ensure that CAS emails are safely going to your inbox.
 - Write down your login and password to remember as well.
- Find the RN-BSN program in CAS and get ready to begin the application!

Within CAS: Personal Information

- Fill out all sections
- 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*, input every college you have ever attended
- For *Colleges Attended*, order official transcripts to CAS from every college you have ever attended
- For *Transcript Entry*, input every course as it appears on that institution's transcript exactly
 - *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.
 - *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. The other components that are blank fields are the most important to us.
- For *Transcript Entry*, once completed, choose to review and finalize transcripts.
 - Ensure that you accurately indicate repeated classes
- For the RN-BSN program we do not consider test scores as part of the review. If you see anything requiring those you may safely opt out. It will not hurt your application strength.



Within CAS: Supporting Information

- Fill out, or opt out, of all 3 sections. For the RN-BSN program we do not consider this as part of the review and opting out will not hurt your application strength. To opt out, click the "I am not adding any achievements, experiences, or licensure/certification" button at the bottom of each respective section.

Within CAS: Program Materials

- Review the home tab first, then fill out the remaining 3 tabs (*Documents, Prerequisites, Questions*)
 - For *Documents*, if you have your RN License document upload that. If you do not, click the "I am not adding any documents" button at the bottom.
 - For *Prerequisites*, select your matching courses from your transcript history. Use the prerequisite descriptions to make sure you are including all that you need to include.
- *Note – if you have a RN-DTA/MRP that will cover nutrition, psychology, and sociology. Use your best matching possible from what you have taken, but we will correct it after you submit your application. Make sure your campus advisor knows that you are coming in with a RN-DTA/MRP
- For *Questions*, thoroughly read through each and answer appropriately – if you indicate that you did review something and agree to a question, and later it turns out you did not, you risk ineligibility

Submitting CAS:

- Navigate to "*Submit Application*" up top and pay application fee. While the RNB program is rolling, we do encourage you to try your best to make the priority deadline. **Note that the deadline time is 11:59pm EST of that date**
- Wait – we will send updates via email within 6 weeks of application deadline

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

CAS FAQs - General

1. How will I hear about decisions or issues with my application?
All communication happens through the CAS 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.



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 CAS 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 for a 6-week process. The admissions committee meets monthly to decide on RNB admissions, and notification of that decision is sent out shortly thereafter to applicants.

5. I was asked a question on how COVID impacted my life, why was this asked?

That was a question included by CAS 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 done 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 CAS?

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.

CAS FAQs - Academic History & Transcripts

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 Psych and AP Stats, and you got 3 units of work for psych and 4 units of work for stats, 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 CAS. 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 Nursing CAS, 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.

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