Nursing CAS Checklist 9/202024

Before Starting CAS Application

☐ Review the BSN Roadmap and confirm your prerequisite classes have been completed.

Use TES Guide to review courses that are equivalent to UTRGV courses.

If you need a possible substitution, Generic applicants discuss substitutions with Academic Advising and 2ⁿᵈ degree BSN applicants may contact the 2ⁿᵈ degree BSN Program Coordinator.

☐ Confirm you meet minimum Application and Admission requirements. Review HESI requirements and UTRGV's HESI FAQs and NursingCAS FAQS.

☐ Review NursingCAS Help Center and tutorial videos.

☐ Review When and How to Apply to UTRGV and the School of Nursing Set up your NursingCAS Account. There is no cost until you submit your application. Check your junk mail and spam folder for the initial account,

IMPORTANT: Apply and get accepted to UTRGV and submit all your **OFFICIAL TRANSCRIPTS** to Undergraduate Admissions for evaluation.

Within CAS: Personal Information

☐ Fill out all 7 sections (**Opt out** of the questions in the **Supporting Information section** SON does not review or require.).

For **Standardized Test Section**: The only exam information we need is HESI scores and you AP or CLEP exams. No Biology or Chemistry Scores are needed for UTRGV. Critical Thinking Score will be reported under your Questions sections. Enter your Cumulative Score where it states Composite.

☐ Ensure that your contact info is accurate – your email is what we use to contact you for issues and info.

☐ Ensure you enter your **Social Security Number** in your application as it is used for the Texas Board of Nursing and your background check if you are to be selected.

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 be sent to CAS from every college you have ever attended, including UTRGV (Parchment)

Reminder: Send your Official Transcripts to UTRGV Undergraduate Admissions from other institutions where you EARNED your 63 credits required for the nursing program. Transfer notations on your transcript will not be evaluated for credit.

☐ Review How to Order Transcripts for NursingCAS.   Confirm they have arrived on your portal.

☐ **For Transcript Entry**, input every course as it appears on that institution's transcript exactly

☐ Once completed, choose to review and finalize transcripts.

☐ Ensure that you accurately indicate repeated classes.

☐ **For Standardized Tests**, input your highest HESI valid score (scores must not be more than one year old and only two score sheets can be submitted under the "documents" tab. HESI should not be taken more than twice in an academic year August 1 through.

☐ **Within CAS: Supporting Information**

  Opt out, of all 3 sections, it is not reviewed or considered by UTRGV.

Within CAS: Program Materials

☐ Fill out the 3 tabs **(Documents, Prerequisites, Questions)**

☐ **For Documents**, upload the HESI score sheet and your retest(s), if applicable

☐ **For Prerequisites**, select a completed course for each of the required prerequisites. You may enter multiple courses for our prerequisites. For example, if you took a separate lab for your Anatomy and Physiology I course.

☐ **For Questions**, thoroughly read through each and answer accurately.

Submitting CAS:

☐ Ensure it is completed!   See NursingCAS submitted instructions and video.

  Navigate to "Submit Application" up top and pay the application fee by deadline (11:59pm **EST)** of that program. Note it is not central time which is 10:59 CT.

☐ We will send you a notification if you are missing any requirements after your have submitted your application. Only **VERIFIED by NursingCAS** applications are sent to the committee for review and consideration.

Submit Academic Update after completing courses in progress (must be done before UAPG meets to decide) and submit Official Transcript to Nursing CAS, including any UTRGV courses you complete after submission.

  Reminder: You must submit your Official Transcript from other institutions for courses in progress as soon as they are completed and send a copy to the School of Nursing as soon as you complete your course.

This checklist is subject to change. Any updates will be posted on the website. Completion of this checklist does not guarantee admission to the School of Nursing. Also, review the BSN Application Checklist.