Before You Start Your Application

We appreciate your interest in the University of Saint Mary Traditional BSN Nursing Program. Here you’ll find detailed information about the requirements for applying to USM’s Nursing Program(s).

» Applications for any USM pre-licensure nursing programs are only accepted through NursingCAS.

» If you are interested in BOTH USM’s Accelerated BSN AND Traditional BSN, you must apply for BOTH programs in NursingCAS.

For more detailed information, refer to the instructions on the NursingCAS website: http://help.unicas.com:8888/nursingcasHelpPages/instructions/index.html

What is NursingCAS?

NursingCAS is an online common application system that allows applicants to apply to various nursing schools using one platform to organize and process application materials (recommendation letters, transcripts, essays, etc.) for multiple schools.

» All admissions decisions for the University of Saint Mary are made by the University of Saint Mary.

Notes:

» You may submit your application while in the process of finishing some prerequisite courses.

» You may also submit your application if you still have yet to take the TEAS.

Your application will not be evaluated until all application materials have been submitted and your NursingCAS application reaches the “verified” stage.

This process can take up to 4-6 weeks.

SUBMIT YOUR APPLICATION 4-6 WEEKS BEFORE YOUR DEADLINE.
DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR APPLICATION.
Traditional BSN Application Instructions

Admission Requirements—Traditional BSN

☐ Successful completion (grade “C-” or better) of all prerequisite courses by August 15, 2016:
  ○ *Biology w/lab—must have a genetics component (at least 3 credit hours)
  ○ *Chemistry w/lab (at least 4 credit hours)
  ○ *Microbiology w/lab (at least 3 credit hours)
  ○ *Anatomy and Physiology I and II w/lab OR Anatomy w/lab and Physiology w/lab (8-10 credit hours)
  ○ Intermediate Algebra—or higher level math course (3 credit hours)
  ○ Introductory Statistics (3 credit hours)
  ○ Introduction to Psychology OR Introduction to Sociology (3 credit hours)
  ○ Psychology of Childhood and Adolescence OR Human Growth and Development (3 credit hours)

  *Completed within the last 5 years

☐ Minimum 2.5 cumulative GPA (calculated on a 4.0 scale)
☐ Minimum 2.5 science prerequisite GPA—Biology w/lab, Chemistry w/lab, Microbiology w/lab, Anatomy and Physiology I and II w/lab (calculated on a 4.0 scale)
☐ Minimum TEAS score of 70% (taken at University of Saint Mary OR sent to Emily Jefferies: emily.jefferies@stmary.edu)
☐ Two Academic/Professional References
☐ Personal Essay—minimum 500 words (topic in NursingCAS and NursingCAS Application Checklist)
☐ NursingCAS Application Fee—$45 for the first submitted application, $30 for each subsequent application —(Application fee FAQ’s: http://help.unicas.com:8888/nursingcasHelpPages/frequently-asked-questions/application-fees/index.html)

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Traditional BSN Application Instructions

NursingCAS—Application Guide

⇒ Contact and Help Information
  o For questions regarding the NursingCAS application process, please contact NursingCAS Support:
  o PHONE: 617-612-4880, Monday-Thursday 9am-7pm (EST) and Friday 9am-5pm (EST)
  o EMAIL: nursingcasinfo@nursingcas.org
  o INSTRUCTIONAL VIDEOS: https://www.youtube.com/user/nursingcas

⇒ Start your application EARLY

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT
  o Allow 4-6 weeks for your application to become verified AFTER you hit “submit.”
  o We cannot view your application until it has reached verified status AND Emily Jefferies has received a TEAS score (70% or better).
  o Pay close attention to the deadlines below and submit your application 4-6 weeks before your deadline.

⇒ Deadlines—Applications open October 15, 2015 for 2016 start dates (2015-2016 designation)
  o Traditional BSN Program—courses starts mid-August, 2016

EARLY DECISION DEADLINE:
  o Early Decision Deadline: February 1, 2016—decision by April 1, 2016

PRIORITY DEADLINE:
  ▪ Priority Deadline: March 15, 2016—decision by May 1, 2016
  ▪ Rolling admissions will continue after deadlines until seats fill

All decisions are made after application becomes verified in NursingCAS and is complete (with TEAS score 70% or better).

SUBMIT YOUR APPLICATION 4-6 WEEKS BEFORE YOUR DEADLINE.
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Traditional BSN Application Instructions

NursingCAS—Application Checklist

Use this checklist as a guild when gathering documents and information. Also refer to the instructions on the NursingCAS website: (http://help.unicas.com:8888/nursingcasHelpPages/instructions/index.html).

☐ NursingCAS Requirements—must complete all for application to be complete for submission
  - Biographic Information (Contact Information, etc.)
  - Personal Data
  - Background Information
  - Colleges Attended & College Degrees—Instructions:
  - Coursework—Instructions:
  - Tests—TEAS
  - Professional Experience
  - References—Two academic/professional—Instructions:
  - Personal Statement—prompt included below
  - Curriculum Vitae/Resume—only required for Accelerated BSN applicants
  - Privacy Statement
  - Designations—University of Saint Mary Accelerated BSN and/or Traditional BSN (2015-2016)

☐ Transcripts—required—send to NursingCAS
Order ALL official transcripts for any courses taken at the college level or higher to be sent from the issuing institution’s registrar’s office directly to NursingCAS.
  - In order to expedite processing of your transcripts, be sure to have the issuing institution’s registrar’s office include the Transcript Request Form:
  - NursingCAS Mailing Address:
    NursingCAS
    P.O. Box 9201
    Watertown, MA 02471
  - DO NOT send your transcripts to USM.
  - Note: You might also consider ordering unofficial copies to be sent to yourself to aid in the process of entering coursework into your NursingCAS application.

SUBMIT YOUR APPLICATION 4-6 WEEKS BEFORE YOUR DEADLINE.
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NursingCAS—Application Checklist, continued

☐ **Coursework—required**—most time-consuming part of the NursingCAS application
  ❖ Be sure to have a copy of your transcript(s) in hand in order to complete this section.
  ❖ **USM requires FULL COURSEWORK ENTRY:** All college-level coursework (including in-progress coursework) must be entered into the application in this section.
  ❖ **Additional detailed instructions:**

☐ **Contact Information—required**
  ❖ Use current phone number and email address. **Email will be the primary method of contact.**
  ❖ **All snail mail will be sent to the permanent address in your NursingCAS application.**

☐ **Test of Essential Academic Skills (TEAS)—required**
  ❖ Minimum score of 70%
  ❖ The TEAS will be given at USM starting on November 1. You must have designated USM as a school you are applying to in NursingCAS in order for a TEAS to be scheduled at USM. Contact Nancy Hernandez: 913-758-4386 or nancy.hernandez@stmary.edu.
  ❖ At this time, NursingCAS does not verify test results. Please send your official TEAS results to Emily Jefferies (emily.jefferies@stmary.edu) if you take the test somewhere other than USM.
  ❖ **Your application will not be complete or reviewed without a TEAS score.** NursingCAS may verify your application, but we will not be able to make an admissions decision until your TEAS score is received.

☐ **References—required**—Two professional/academic references must be included
  ❖ The recommendation letter should include any skills the applicant has been observed to possess that will help the applicant be successful in nursing school, as well as reasons why the applicant will make a great nurse.
  ❖ Enter contact information (**title, address, email address, and business telephone**) for references into the “References” section in your NursingCAS app. NursingCAS will email your references an evaluation page and instructions for how to fill it out and send it back to NursingCAS, via email, along with their written recommendation letter.
  ❖ **Additional instructions:**

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4100 South 4th Street
Leavenworth, KS 66048
913.682.5151 • Fax: 913.758.6140
stmary.edu

University of Saint Mary
Department of Nursing
NursingCAS—Application Checklist, continued

☐ Personal Statement/Essay—required—minimum 500 words
Tell the admission committee a little bit about yourself. Please include the following:
- Why do you want to be a baccalaureate-prepared nurse?
- Why have you chosen USM Nursing?
- What is your understanding of the rigors of the nursing track that you are applying for (ie: traditional or accelerated)?
- What are your plans to manage your time and resources so you can successfully complete the nursing program?
- Is there anything else you want the admission committee to consider?
- You will want to also explain any incompletes, withdrawals, poor academic performance, if you are changing careers—why?, etc.

☐ Monitoring the Status of Your NursingCAS App
- The “My Messages” section of your NursingCAS app will include any messages that NursingCAS or a school has sent to you. Please check your “My Messages” to see if you have received any vital information about your application. Messages will be sent to the “My Messages” inbox and your personal email address that you created your account with.
- Use the “Quick Status Menu” options to check to see if your Transcript(s), Reference(s), or Payment(s) have been received after you submit them.
- To check to see which “Designations” you have selected (programs you have applied to) by clicking on the “Designations” option under the “Quick Status Menu”.
- The “GPA Calculations” option under the “Quick Status Menu” will display any GPA calculations NursingCAS has generated for you based on the coursework data you entered. Your application has been “verified” once your GPA Calculations are complete. Learn more about verification: http://www.aacn.nche.edu/NursingCAS/What_is_Verification.pdf

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