Application Instructions for Traditional Students

Applications may be started at any time, but the following deadlines will be strictly adhered to by the NursingCAS:

**Spring Admission:** August 15th  
**Fall Admission:** February 1st

**Important deadline information:** In order to meet deadline requirements, applications must be received and verified by the above dates. The School of Nursing recommends that you submit the application 4-6 weeks prior to these deadline dates to insure that your application is verified.

The School of Nursing requires submission of the NursingCAS Application which may be found at [https://portal.nursingcas.org](https://portal.nursingcas.org). NursingCAS is a centralized application system (CAS) that allows students to apply to multiple schools and/or programs with a single application. Please do not let these instructions confuse you; once you are on the NursingCAS website, it will become clear. Instructional videos and other helps are included on the CAS system website.

**Admission Requirements**

A class of 60-80 students will be admitted each fall and spring semester based on completion of prerequisite course work and admission criteria. The number of students admitted each semester may vary due to Board of Nursing (BON) requirements of student-to-instructor ratios and available applicant pool. Admission is competitive and is based on the student’s overall GPA, science GPA, and scores received on the admission test. At the present time, the DeWitt School of Nursing (SON) is using the TEAS V Admission Test. This test can be scheduled through the Testing Services Office at SFASU (936-468-3958). Students may also take this test at another facility of their choice as long as it is the above named test and version.

**To be considered for admission the student must:**

- Must have a science GPA of 2.75 or above. This GPA is calculated using the student’s grades in Anatomy and Physiology I & II, Microbiology, Chemistry and Pathophysiology. If any of these courses were repeated, the grades will be averaged to determine the science GPA;
- Must have an overall GPA of 2.5 or above for all prerequisite courses completed;
- Must be admitted to Stephen F. Austin State University;
- Must complete or be in the process of completing all prerequisite courses;
- Must obtain competitive scores on the TEAS V test

**Completing the NursingCAS Application**

You will need to create a NursingCAS account by going to [https://portal.nursingcas.org](https://portal.nursingcas.org). When creating your account, it is imperative that you follow NursingCAS’s instructions on adding their email address to your safe sender list. We may communicate with you through NursingCAS about your application. Please complete all sections on the application checklist, providing as much detail as possible. The Designations Section of the application is where you will indicate the program or programs you wish to receive your application. When selecting the designated school, do not check graduate program in your profile. Graduate programs are on the Master’s level.

NursingCAS charges a fee based on the number of schools to which you apply. You will be charged $45 for the first school designation and $30 for any additional designations. After creating your account through the NursingCAS portal,
you will see four blue links: My Application, My Profile, My Messages, and Instructions. First, read any messages you have and then go to Instructions where you will find detailed information needed to fill out each section of the application. There is also an extensive list of Frequently Asked Questions (FAQs), as well as support staff available via phone or email, if needed. Under Participating Nursing Programs, you will be able to select Stephen F. Austin State University, DeWitt School of Nursing as a designated school. All documentation (transcripts, letters of reference, personal statement/essay) should be submitted directly to NursingCAS, not to the School of Nursing. These items MUST be received and verified by Nursing CAS by the posted deadline (August 15th for spring admission and February 1st for fall admission).

Transcripts

To submit transcripts, applicants must use the Nursing CAS Transcript Matching Form. The Secondary (High) School & Colleges Attended section of the NursingCAS application allows you to print Transcript Request Forms. NursingCAS strongly recommends that you print the Transcript Request Form provided and advise your registrar's office to attach this form to your official transcript. This form helps NursingCAS properly match your official transcripts to your NursingCAS application. If your current name is different from the name listed on your transcript, you MUST include both your current and former name on the Transcript Request Form. All college transcripts, from each institution that you have attended, must be submitted to Nursing CAS; you do not need to submit your high school transcript. If you took dual credit in high school, the transcript from the college/university is to be submitted, not the high school transcript. NOTE: Transcripts do not need to be received by Nursing CAS before you submit your application, but must be received and verified by the posted application deadline.

Coursework

When entering coursework in NursingCAS, you must enter all courses ever taken for college credit, including high school classes that were dual credit. You must also list those that are in progress or planned for future terms. Once you receive grades for these courses, you must log back into NursingCAS, add the course as a new course, and note the grade earned.

Remember that in addition to NursingCAS, you must also apply to SFASU and submit official transcripts to the Office of Admissions, if you have not already done so.

Entrance Test Requirement

The SFASU DeWitt School of Nursing requires the TEAS V Admissions Assessment Test for students applying for admission. The applicant may only take the test once per application period. This test must be taken and submitted prior to the posted application deadline. Test scores received after the application deadline will not be considered. TEAS V scores will be sent directly from the testing company for students who register and designate SFASU DeWitt School of Nursing as their school of choice. If SFASU is not designated at the time of testing, it will be the responsibility of the student to submit those scores. If the TEAS test has been taken multiple times, a copy of all scores must be submitted to the School of Nursing.

Note: TEAS V entrance scores are not placed on NursingCAS. As indicated in the underlined sentence above, scores may be sent directly to SFA, if taken at another facility. If the test is taken at SFA, the student will be given the test scores following the testing. It is the applicant’s responsibility to have a copy of page one of the test results sent to the School of Nursing Advisor and for you to verify that we have received this copy. The student may fax or scan and email scores to the School of Nursing.

Contact Information:

Mailing Address:
Nursing Advisor
School of Nursing
5707 North Street
Nacogdoches, TX 75965

Email: stronghc@sfasu.edu
Fax Number: (936)-468-7752

Petitions

If you have petitioned a course and received notification of either acceptance or denial from the School of Nursing, a copy of this petition letter will need to be submitted to the School of Nursing. These petitions may involve Grade Forgiveness or Course Substitutions. It can be sent to the School of Nursing advisor via e-mail, hand delivered or regular mail at the above address.

Always keep a copy for your records!

References

The DeWitt School of Nursing requires three personal references. At least one of these references should be from a previous faculty member. Requests for references will be made through the NursingCAS system under the Reference section.

Personal Statement

Write an essay stating your rationale for choosing nursing as a career and what you have identified as your strengths and weaknesses. The essay must be typed and no longer than 450 words in length. Please check for grammar and spelling errors prior to submission. This document may then be uploaded into the NursingCAS system under the Personal Statement section.

Please check your application carefully before submission and note that the DeWitt School of Nursing requires that the following sections be completed on the NursingCAS application:

- Biographical Information
- Personal Data
- Parent and Family Information
- Background Information
- Colleges Attended (this includes the college in which a dual credit course(s) were taken)
- Coursework
- Tests
- References
- Personal Statement
- Privacy Statement
- Designation

Additional Instructions
Additional information may be requested after you have submitted your application to NursingCAS, so please check your email frequently. Please try to have the additional information requested turned in as rapidly as possible. If you have questions that involve the School of Nursing, send an email to the admissions website, stronghc@sfasu.edu. If your questions involve the NursingCAS application, use their “help number”.