

STEPHEN F. AUSTIN STATE UNIVERSITY
DEWITT SCHOOL OF NURSING
Pre-licensure BSN Program Application Instructions

Application Deadlines:

Spring Admission: September 15th

Fall Admission: March 15th

Important deadline information: *Applications must be received and verified by NursingCAS by the above dates to be considered for admission. The School of Nursing recommends that you submit the application 4-6 weeks prior to these deadline dates to ensure that your application is verified.*

The School of Nursing requires submission of the NursingCAS Application which may be found at <https://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

Students will be admitted each application cycle 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 GPA and admission exam scores. Applicants may be interviewed during the application review process at the discretion of the Admissions Committee.

To be considered for admission the student must:

- Be admitted to Stephen F. Austin State University and be in good academic standing;
- Have a total score of 58.7 on the Test of Essential Academic Skills (TEAS) test;
- Complete prerequisite coursework with a 3.0 GPA;
- Have no more than 4 remaining courses from the required courses for degree completion list.

****Note:** Complete admission criteria can be found on the DeWitt School of Nursing website.

Completing the NursingCAS Application

You will need to create a NursingCAS account by going to <https://nursingcas.org/>. When creating your account, it is imperative that you follow NursingCAS 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 section of the application labeled *My Program Selections* 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 for students seeking a Master or Doctorate degree.

NursingCAS charges a fee based on the number of schools to which you apply. You will be charged \$60 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: *Personal Information*, *Academic History*, *Supporting Information*, and *Program Materials*. The DeWitt School of Nursing does not require information to be input into the *Supporting Information* section. Begin by accepting the release statement under the *Personal Information* section. Then, read any notifications you have and proceed through each section. Under *My Program Selections*, you will be able to select Stephen F. Austin State University, DeWitt School of Nursing as a designated school. All documentation (transcripts, etc.) should

be submitted directly to NursingCAS, not to the School of Nursing. **These items MUST be received and verified by NursingCAS by the posted 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 to update the coursework.

**Note: To update in progress courses, you should go into NursingCAS and change the course from in progress to complete. You can then change the grade. If you did not list the course in progress, you should be able to just add it. You may have to go back in after you do this and review and finalize your transcripts again.

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.

Students applying for spring admission must have all prerequisites complete by the end of the preceding fall semester. Students applying for fall admission must have all science prerequisites complete by July 15th and all other prerequisites complete by the preceding summer semester. If you have any questions regarding this, please contact an academic advisor.

**Note: Coursework includes any withdraws, drops, and/or failures. If you have not completed all prerequisite courses and/or do not meet the GPA requirements at the end of the semester preceding your admission, you will not be eligible for admission into the program.

Transcripts

To submit transcripts, applicants must order transcripts in the *Colleges Attended* section by clicking the “Order” link. You may choose an electronic copy or order a mailed paper transcript. Follow the instructions provided for the desired method of transcript submission. 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. Transcripts do not have to be received by NursingCAS before you submit your application, but **must** be received and verified by the posted application deadline for your application to be considered.

Students may pay for professional transcript entry, and employees at NursingCAS will enter students’ coursework into the NursingCAS application for a fee. However, this is not required. It could result in an application delay if transcripts are not ordered in advance. Students are responsible for any delays in transcript entry.

Entrance Test Requirement

At the present time, the DeWitt School of Nursing (SON) is using the ATI Test of Essential Academic Skills (TEAS) as the admission exam. This test can be scheduled through the Testing Services Office at SFASU (936-468-3958). Students may choose to take the TEAS at any facility that offers the exam.

The applicant may only take the test twice per application cycle. The TEAS **must** be taken and submitted prior to the posted application deadline. Test scores received after the application deadline will not be considered. The **Individual Performance Profile** that includes reading, math, and science scores should be uploaded into the NursingCAS application. Scores may be sent directly through ATI for students who register and designate SFASU DeWitt School of Nursing as their school of choice. However, even if scores are sent through ATI, students should still upload their Individual Performance Profile to the application. If the TEAS test has been taken multiple times, a copy of all scores should be submitted. Preference for admission will be given to students whose application is complete upon submission with the appropriate copy of the TEAS scores uploaded into NursingCAS. If you have questions regarding submission of TEAS scores, please contact nursing@sfasu.edu.

Petitions

If you have submitted a petition for grade forgiveness or course substitution and received notification of acceptance or denial from the School of Nursing, it is your responsibility to submit a copy of the petition letter with your NursingCAS application. It can be uploaded in the *Program Materials* section under “documents.” Adjustments will not be made to GPAs without this documentation.

Please check your application carefully before submission. Keep a copy of all required documents for your personal records.