Pre-licensure BSN Program Application Instructions

Application Deadlines:
Spring Admission: August 15th
Summer Fast Track Admission: November 1st
Fall Admission: February 1st

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

A class of 60-80 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 prerequisite GPA, science GPA, and admission exam scores.

To be considered for admission the student must:

- Be admitted to Stephen F. Austin State University;
- 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.
- Have a prerequisite GPA of 2.5 or above;
- Obtain competitive scores on the TEAS test;
- Complete or be in the process of completing all prerequisite courses. See specific guidelines below in *Coursework.*

**Note: If any prerequisite courses are repeated, all attempts will be used to determine the prerequisite GPA and science GPA.

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 (August 15ᵗʰ for spring admission, November 1ˢᵗ for summer admission, and February 1ˢᵗ for fall admission.**

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 summer admission must have all prerequisites complete by the end of the preceding spring semester. Students applying for fall admission must have all science prerequisites complete by July 15th and all other prerequisites complete by the preceding summer 2 semester. Science prerequisites include A&P 1, A&P 2, Chemistry, Microbiology, and Pathophysiology. If you have any questions regarding this, please let your academic advisor know.

**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 once per application cycle and two times total. If the test has been taken more than once per cycle, the first attempt will be accepted. 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 must 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.