Before CAS
☐ Confirm that your prerequisite classes will transfer over
☐ BSN and IH: Confirm that your gen ed classes will transfer over and you have a plan for missing ones
☐ Confirm you meet minimum GPA requirements (3.0 prerequisite and 3.0 secondary) to apply
☐ Confirm you meet minimum HESI score (75%) to apply. HESI score is comprised solely of average of 4 sections that UA CON needs, taken within a year of application deadline
☐ Watch CAS tutorial video from Vimeo
☐ Recommended: Meet with UA CON Advisor
☐ Navigate to Nursing CAS from UA CON website, begin process. Check your junk mail and spam folder for the initial account confirmation to ensure that CAS emails are safely going to your inbox.
☐ Write down your login and password to remember as well.

Within CAS: Personal Information
☐ Fill out all 7 sections
☐ Ensure that your contact info is accurate – your email is what we use to contact you for issues and info

Within CAS: Academic History
☐ Fill out all 4 sections
☐ For Colleges Attended, input every college you have ever attended
☐ For Colleges Attended, order transcripts to CAS from every college you have ever attended
  ☐ Refer to Vimeo tutorial for instructions on how to order transcripts. Confirm they have arrived too.
☐ For Transcript Entry, input every course as it appears on that institution’s transcript exactly
  ☐ Refer to Vimeo tutorial for instructions on how to input classes. We recommend against PTE to be safe.
☐ For Transcript Entry, once completed, choose to review and finalize transcripts.
  ☐ Ensure that you accurately indicate repeated classes
☐ For Standardized Tests, input your HESI score that you wish to apply with
  ☐ Ensure that you have a score with only the sections that UA CON needs
  ☐ Ensure that your score has all relevant fields filled out, including the bottom right Cumulative Score, comprised only of the average amongst the sections that UA CON needs
  ☐ Ensure again that everything is in correctly – if it is not, your score defaults to 0 and you risk ineligibility due to a HESI score below minimum requirement. You cannot edit this after submission.

Within CAS: Supporting Information
☐ Fill out, or opt out, of all 3 sections
☐ For Experiences, ensure you have contact information and a description for each experience you add

Within CAS: Program Materials
☐ Fill out the 3 tabs (Documents, Prerequisites, Questions)
☐ For Documents, upload the corresponding HESI score sheet to the score you input in Standardized Tests
☐ For Prerequisites, select only one course for each of the required prerequisites
☐ For Questions, thoroughly read through each and answer appropriately – if you indicate that you did review something and agree to a question, and later it turns out you did not, you risk ineligibility

Submitting CAS:
☐ Navigate to “Submit Application” up top and pay application fee by deadline (11:59pm EST) of that program
☐ Wait – we will send updates via email within 4 weeks of application deadline