Nursing CAS Checklist & FAQs: University of Arizona

Before Starting CAS Application

☐ 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 zero and you risk ineligibility due to a HESI score below minimum requirement.

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 6 weeks of application deadline

Nursing CAS FAQS

General CAS Questions:

1. *How will I hear about decisions or issues with my application?*
   All communication happens through the CAS webadmit tool. Make sure you create an account with an email you check regularly, and check spam and junk emails regularly as well. Verify your information is accurate in the Personal Information section as well.

2. *What happens if I get an email about issues I have?*
   If the issues with your application are minimal and not duplicitous, we will reach out via email and give approximately 2 business days to update your application with fixed information. Again, for that reason, regularly check for emails from CAS itself and in all folders.

   Replying to that email will put you in contact with your reviewer, so if you do not understand what you need to fix, or have fixed what you needed to, please let your reviewer know. This will continue the review process of your application. There is often something called an Academic Update needed, which can take time. Letting us know you've seen what you need to do and are working on it is good practice.

3. *What happens if I never get an email?*
   Luckily for you, we also send you an email when you are fully reviewed! If you get an email saying that you have been reviewed, that means there were no errors in your application and you may rest easy until decisions go out.

4. *How long does it take to get a decision?*
   We aim for a 6-week process. The Friday of the 6th week is when we send out interview notices, often in the evening (AZ time). From there, it is an additional 2 weeks until a full decision on admission.

5. *I was asked a question on how COVID impacted my life, why was this asked?*
   That was a question included by CAS itself. We will not use the answer in our admissions process, so you may opt out of answering that if you so wish.

6. *Why am I not able to submit my application?*
   There could be a few issues. First, double check that everything is filled out (all 4 quadrant circles are green) to show you've done everything. Secondly, make sure you are submitting prior to the deadline. Remember that the deadline timing is 11:59pm but in EST, NOT Arizona timing.

7. *How do I reach out to CAS / You told me to reach out to CAS, how do I do that?*
   If you look at your name on the application, there will be a "?" icon next to it. If you click that you will be connected with the CAS helpdesk as well as find their contact email.

HESI Questions:

1. *How do I enter and find my HESI scores?*
   You can find your HESI exam history through your Elsevier account. Additionally, our vimeo on HESI sections will thoroughly review what you need to do.

   The most important part is to make sure you have only put in a score for the sections the UA needs, as well as the average of those 4 sections only. If you neglect this section the computer defaults you to a score of zero due to it being blank.

2. *I took the HESI more than once, which score do I enter?*
   You will enter the score that you wish to use, which should be the highest eligible one! You do not need to enter any other attempts.

Nursing CAS FAQS

Academic History & Transcript Questions:

1. *Do I really need to order official transcripts from everywhere I've been?*
   Yes. We need CAS to verify your coursework before we can take a look as reviewers, and CAS only verifies once they have everything. We recommend ordering your transcripts as soon as you can to mitigate issues.

2. *What if I took classes in high school, like Dual Enrollment classes?*
   Those are technically college credits and will be included in your history as well. Make sure you list that institution and order transcripts from them as well.

3. *What if I did AP credit instead?*
   You will also need to enter these so we know. It can be tricky as you combine them into one sum of units. Helpfully, we have a thorough video that shows how to combine those AP units into a single transcript entry section. Please review the aforementioned vimeo playlist.

4. *How do I order my transcripts then?*
   For 99% of institutions you will be able to order them through CAS. The aforementioned Vimeo link has a tutorial on this section that we recommend reviewing. If your college is not listed within CAS, please contact us.

5. *Where do my transcripts go to? What if there is a mail delay?*
   You want to make sure your transcripts go to Nursing CAS, and **NOT** the UA. We are unable to pass them to CAS if you send them to us.

   Additionally, we understand that life does happen. As long as you have ordered the transcripts by your deadline then we will allow your application. Save ordering receipts for this reason. Fortunately, you are able to submit your completed CAS application with pending transcripts if this does happen.

   Lastly, it can take a few days for CAS to process your transcripts. It is normal to get confirmation they were sent, then have a few days before CAS notes them as received on your account. If it has been more than a week between sending and receiving please reach out, otherwise the timing is normal.

6. *Do I need high school transcripts too?*
   Luckily no! CAS will ask you where you attended, but you do not need to provide proof or transcripts for that section.

7. *When I put in my classes, what do I pick for the status?*
   You can do your best guess here. If you were taking it early on, it's okay to put first year/freshman there. Same thing if it's been about a year you can put sophomore. We do not look in detail at this section so you do not need to worry about mistakes here.

8. *I took a random class, what do I put for the subject area?*
   Subject is another part that doesn't matter as much to us. Use your best guess as to what makes sense, and when in doubt you can pick the "Special Topics" option without issue.

Nursing CAS FAQS

Supporting Information Questions:

1. *I do not have any experiences I can add, will this hurt me?*
    No! Experiences are optional ways to increase your score, but are not required. You will need to choose to opt out of this section in order to proceed, but it will not be negatively judged by the reviewer.

2. *Do I have to put in Achievements or Licensure? What if I did put in something?*
    It can be confusing, for sure! For the UA, we only look at the "Experiences" section. We recommend you opt out of the Licensure and Achievement sections as they will not be looked at. However, it won't be penalized if you have something in there too.

    The way we conceptualize it is that we care less that you are licensed as a CNA, and care more at how many hours you have put towards that work. The process for calculating hours lays in the Experiences Section.

3. *I do not understand the Experiences sections, what do I put where?*
    There are a few options you can use. If you have any healthcare experiences (see below) you can pick that as an option.

    Otherwise, non-healthcare experiences (see below) can be volunteer work (called "community enrichment" in CAS) or can be a steady job that you had ("employment")

    The most important selection at the top is if you did healthcare or non-healthcare for initial categorization.

4. *What can count as healthcare experience?*
    This can certainly be broad! It is okay to do anything that is related to healthcare, as we understand you do not yet have experience as an RN. Anything that gives you insight into healthcare and/or patient records and privacy will count. That can be things like a CNA, EMT for jobs, or hospital volunteer, or working front desk at a dentist or ophthalmology office.

5. *What does not count as healthcare?*
    Anything else that is not healthcare is considered transferrable skills, usually from volunteering or employment. Common examples are jobs like retail or customer service/food service jobs, as well as volunteering at food kitchens or blood drives. If you feel you learned something that will make you be a better nurse, include it! Many applicants bring unique experiences that we love learning about.

6. *Do I need a supervisor release?*
    Yes. If you do not have contact info for someone who can verify those hours, and do not authorize a release for us to contact them in an audit, we will be unable to apply those hours to your application.

7. *Is there a time limit on experiences?*
    There are different limits for our various programs: BSN and BSN IH applications have within the past 4 years to include. For example, applying to the 9/1/2025 deadline would allow you to use experiences from 9/1/2021 and beyond. The MEPN application needs to have experiences from college and beyond.

8. *Do I have to list all these in the program materials section too, when it asks about leadership?*
    You do not have to list them all again, but do list something if you have it. The program materials section needs just one solid example as an additional point. Some folks have experiences without leadership which is why we ask separately too.

Remember – Email us early on if you anticipate any issues. Triple-check the checklist as well, particularly the red sections that cause the more ineligibilities.

con-studentaffairs@email.arizona.edu