

# College of Nursing Application Checklist:

**Register** for TEAS Exam. The deadline to take the TEAS is the same as the application deadline Note: you can submit your application prior to taking the TEAS \*\* LPN to BSN students do not take the TEAS

**Complete** your NursingCAS application at <http://www.nursingcas.org/> (There are two ETSU applications in NursingCAS: LPN to BSN students and for non-nurse Traditional/Accelerated students. Be sure to select the correct application).

**Apply** to ETSU if you are not already enrolled. You'll need to apply to ETSU Admissions in addition to apply to the College of Nursing through NursingCAS. Apply as an Undergraduate Transfer Student-Major: Health Professions Nursing Interest (HPNU). You can do this at the same time you apply in CAS or before. Here is the link: <https://www.etsu.edu/admissions/apply/transfer/>

**Request** transcripts from ALL Colleges through NursingCAS. If you are not already an ETSU student also have your transcripts sent to ETSU Admissions.

**Confirm** that you have completed your application, pay required application fee to Nursing CAS, and submit your application.

**\*\*\*Your application is ready to be evaluated when it is in Verified status in NursingCAS\*\*\***

# College of Nursing Application Deadlines

## Deadlines for LPN to BSN post licensure program and Traditional/Accelerated BSN Programs for Non-Nurses

	NursingCAS Opens	NursingCAS Deadline
<b>Fall</b>	Mid-April	June 1st
<b>Spring</b>	Mid-August	October 1st
<b>Summer</b>	Mid-December	February 1st

## LPN to BSN Locations

For locations by semester: visit [https://www.etsu.edu/nursing/undergrad/lpn\\_bsn.php](https://www.etsu.edu/nursing/undergrad/lpn_bsn.php)

Johnson City	TCAT Shelbyville	TCAT Pulaski
ETSU Sevierville	TCAT Nashville	More in progress
Erlanger Hospital (employees given first preference)	TCAT Covington	
Vanderbilt (Employees only)	TCAT Newbern	
TCAT Crossville	TCAT McMinnville	

## BSN Locations for Non-Nurses (Traditional/Accelerated)

	Fall	Spring	Summer
Johnson City	Traditional (open to all students), Accelerated (open to all students)	Traditional (open to all students)	Accelerated (open to students with a 4-year Bachelor's degree)
Kingsport	Accelerated (open to all students)	Accelerated (open to all students)	Accelerated (open to all students)
Sevierville	Accelerated (open to all students)	Accelerated (open to all students)	Accelerated (open to all students)

## CAS Quick Facts

- ❖ Remember there are two different NursingCAS applications (1. LPN to BSN and 2. Traditional/Accelerated for non-nurses). Be sure you select the correct application.
- ❖ Enter ALL of your College level coursework in the Transcript Entry Area.
- ❖ Request official transcripts from all colleges—DON'T forget Dual Enrollment in high school.
- ❖ SUBMIT your application when you have filled out all the sections.
- ❖ You DO NOT have to wait until your transcripts arrive at CAS to SUBMIT your application
- ❖ If you take the TEAS through ETSU, you DO NOT have to wait until you take the TEAS to submit your application. **Remember, LPN students do not take the TEAS.**
- ❖ EMAIL notifications of the Admission Decisions will go out 4 weeks (approximately) after the deadline.
- ❖ In NursingCAS
  - Received = NursingCAS has received your submitted application
  - Complete = NursingCAS has determined that your application includes all parts including official transcripts.
  - Verified = Your application is ready to be evaluated.
  - **You'll want your application to be in Verified Status**

# NursingCAS Application:

There are two ETSU applications in NursingCAS: LPN to BSN students and for non-nurse Traditional/Accelerated students. Be sure to select the correct application.

## **There are 4 parts to Complete**



### ❖ Personal Information Section

- ETSU Students use ETSU email address
- Fill in name, address, etc.

### ❖ Academic History Section

- We do not require high school information
- Request Transcripts from All Colleges-INCLUDING ETSU
- Use CAS Transcript Request form
- AP and Dual Enrollment credit goes under first semester of college
- Enter coursework as it appears on each original transcript.  
Here is what you will see:

\* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2020	Freshman	Completed

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
Engl 1010	Critical Reading and E	English	3	00	A- A-
Hist 2020	The United States sin	History	3	00	B B
Hsci 2010	Anatomy and Physiolo	Anatomy & Physiology	4	00	B+ B+
Preh 1350	Health Professions Ex	Orientation	3	00	A A

e.g., BIO 101      e.g., Introduction to Biology      e.g., 3.00      e.g., 85 or B

+ Add A Course      + Add A Semester      Cancel Save

- Professional Transcript entry is available BUT Costly! You can enter your courses yourself.
- If you use the CAS professional transcript entry service you STILL HAVE TO REQUEST YOUR TRANSCRIPTS
- The ONLY standardized test we require is the TEAS (Remember LPN students do not take the TEAS).
  - If you take the TEAS at ETSU- we have your score(s)
  - If you take the TEAS anywhere else, you will upload your Individual Performance Profile as a PDF
- Freshman Experience courses- ex. ETSU 1020 or PREH 1350- Choose *Orientation* from the subject dropdown

## ❖ Supporting Information Section

### ○ LPN to BSN students

- In the question section, you'll list your current state license number. We do not need a copy of your license.
- We do not require any of the three categories: Achievements, Experience, or Licensure

- Click the following for each section:

I Am Not Adding Any Achievements

I Am Not Adding Any Experiences

I Am Not Adding Any Licensure or Certifications

- **Non-nurses - Traditional/Accelerated**

- We do not require any of the three categories: Achievements, Experience, Licensure/Certifications\*
- Click the following for each section:

I Am Not Adding Any Achievements

I Am Not Adding Any Experiences

I Am Not Adding Any Licensure or Certifications

This will complete this section.

*\*if you are applying to other schools' programs you may need to upload information here—this is just for ETSU's programs*

## ❖ Program Materials Section

- There are 3 parts to this section:

Home

Documents

Questions



- Home contains Information about the program

- The documents area is where you will upload your TEAS Individual Performance Profile if you did not take the TEAS at ETSU
- Documents area is where you will upload your current (in progress) schedule if you do not attend ETSU

The screenshot shows two document upload sections. The top section is titled 'Other' and contains a blue button with a plus sign and the text 'Add Document'. The bottom section is titled 'Test Score Report' and also contains a blue button with a plus sign and the text 'Add Document'.

use the “Other” for your schedule/ Test Score Report for TEAS

- If you do not any documents to upload, click this button to complete the document section:

A rectangular button with a blue border and the text 'I Am Not Adding Any Documents' in blue.

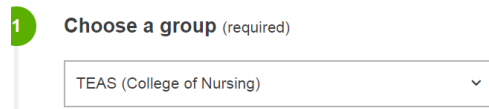
- **The Questions section is required.** You will need to answer every question to complete your application.
- This section is where you will indicate your 1<sup>st</sup> choice of program. You can also choose an alternate program that you would be willing to accept. Don’t choose a program you cannot realistically attend:
- Alternative Program(s): Select alternate(s) if you're not admitted for your first choice. Please only check alternative program(s) you are prepared to accept and attend should you not be admitted to your first choice. **Do not select a location as a backup if you are not prepared to attend that program.**

**You have now completed the Application! You can pay and SUBMIT IT- even if your transcripts have not arrived at CAS.**

# TEAS Registration

## **Remember LPNs do not take the TEAS**

1. Go to [www.atitesting.com](http://www.atitesting.com) and create an ATI account.
2. Make sure to write down your Username and Password, as you will need this to log into ATI when you sit down at the computer to take your test
3. Go to the ETSU Testing Center Site:  
<http://www.etsu.edu/uged/cfaa/testing/default.php>
4. Click on “FOR ALL ON-SITE EXAMS: START HERE”:
5. Choose TEAS from the “Choose a Group” drop-down box



A screenshot of a web form. On the left, there is a green circle with a white exclamation mark. To its right, the text reads "Choose a group (required)". Below this text is a white rectangular dropdown menu with a downward-pointing arrow on the right side. The text inside the dropdown menu is "TEAS (College of Nursing)".

6. Continue to follow the prompts “Choose an exam,” etc. until you have successfully registered and purchased your seat.
  - a. NOTE: It costs \$15 to reserve your seat; it will cost ADDITIONAL money the day you take the test.
  - b. You must bring a method of payment (debit/credit card) the day you take the test.
  - c. You must bring a government issued ID with a signature, such as a driver’s license the day you take the test. Your student ID does not meet this standard.

### **Alternatives to Taking the TEAS at ETSU:**

<https://atitesting.com/teas/register>



# How to get the REQUIRED CAS Transcript Request Form:

1. Create NursingCAS application (<http://www.nursingcas.org/>)
2. From “My Application” homepage, click the “Academic History” section:



3. Click: “Colleges Attended”



4. Use “Add a College” button to enter the College(s) you have or are attending:



5. Click the Button that says Order:

Official Transcript

Order

For ETSU transcripts choose Electronic and Credentials Solutions:

Option 1: Order an Electronic Transcript	Option 2: Order a Mailed Paper Transcript
<p>First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.</p>	
<p><input type="radio"/>  Credentials Solutions</p>	
<p><input type="radio"/>  National Student Clearinghouse</p>	

Follow the instructions.

Don't forget DUAL ENROLLMENT or SUMMER classes!

## Nursing CAS Frequently Asked Questions

1. **Do I have to send my ETSU transcripts to CAS even if I am an ETSU student?**

YES you do.

2. **Can I just get my transcripts in a sealed envelope and send them to CAS myself?**

NO. CAS requires that the transcripts come directly from the Registrar's office. Follow directions in the CAS application under Academic History.

3. **My dual enrollment is on my ETSU transcript, so do I have to request one from the community college where I did my previous work?**

YES you do. The transcript needs to come from the original school.

4. **My CAS GPA does not match my ETSU transcript. Is something wrong?**

CAS does not exclude repeated grades and will be including transfer work that ETSU does not calculate. We will correctly calculate your GPA when we evaluate your application.

5. **I requested my transcripts using the CAS form, and they are still not checked off as received. What should I do?**

It can take up to three weeks for CAS to process them. If it has been longer than that, please contact CAS.

6. **If my application is not verified by the application deadline, am I no longer in the applicant pool?**

As long as you have completed your application, requested your transcripts in a timely manner, submitted your application and paid the fee, **you will still be in the pool.**

7. **Should I submit reference letters, awards, volunteer or experiential hours, and a personal statement?**

We do not require these, and will not look at them. If you are applying to other programs, you may need them, but not for ETSU's application.

8. **Should I put my TEAS scores, My ACT or SAT scores or GRE scores on my application?**

You do not need to put any standardized tests scores on your application. We will put your TEAS scores on when we evaluate your application. If you take the TEAS at a location other than ETSU, you will upload a copy of your Individual Performance Profile (which includes scores for all four sections

and the total score) to the CAS application. **Remember that LPN students do not need to take the TEAS.**

**9. Should I wait until I have taken the TEAS to submit my application?**

ETSU students should not wait. If you are taking the TEAS elsewhere you will need to upload your TEAS Individual Performance Profile to the application before submitting. **Remember that LPN students do not take the TEAS.**

**10. Can I meet with an advisor to go over my application and make sure that everything is correct?**

This is not possible. You have to be responsible for completing your application correctly. You are welcome to ask specific questions about your application.

**11. Will the College of Nursing notify me if I am missing something on my application?**

Nursing CAS will notify you if a mistake needs to be corrected. There is a “Check Status” button at the top of your CAS application page.

**12. When can I expect to hear if I have been accepted?**

February 1 deadline: Early March

June 1 deadline: Early July

October 1 deadline: Early November

**Letters are **emailed** to the address you put on your CAS application**

**13. Should I pay for the Professional Transcript Entry Offered by CAS?**

It can be very expensive, as they charge per transcript. YOU STILL HAVE TO SEND TRANSCRIPTS TO CAS. It is your choice to use or not.

**14. Can I apply to more than one program?**

Yes; You will indicate your First Choice program, and any other locations you would be willing to attend, should you not be admitted to your first choice.

**15. How much does the Nursing CAS application cost?**

The CAS application is \$65.00. If you are a transfer student, the ETSU application is \$25.00.

**16. Do I have to wait for all my transcripts to ARRIVE at CAS to submit my application?**

NO. As long as you have completed all four sections of CAS and have requested your transcripts, you can submit your application.