OHSU School of Nursing

How to Apply: NursingCAS application, transcripts, and other helpful tips

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Contacts & Links

OHSU School of Nursing Admissions
- Email: proginfo@ohsu.edu
- Phone: 503-494-7725

NursingCAS Customer Service
- Email: nursingcasinfo@nursingcas.org
- Phone: 617-612-2880

- Admissions Requirements
- Prerequisite Course Equivalency Guides
- Steps to Apply
- Application Deadlines
- Information Sessions
- Tuition and Fees
- Scholarships
- NursingCAS Help Center
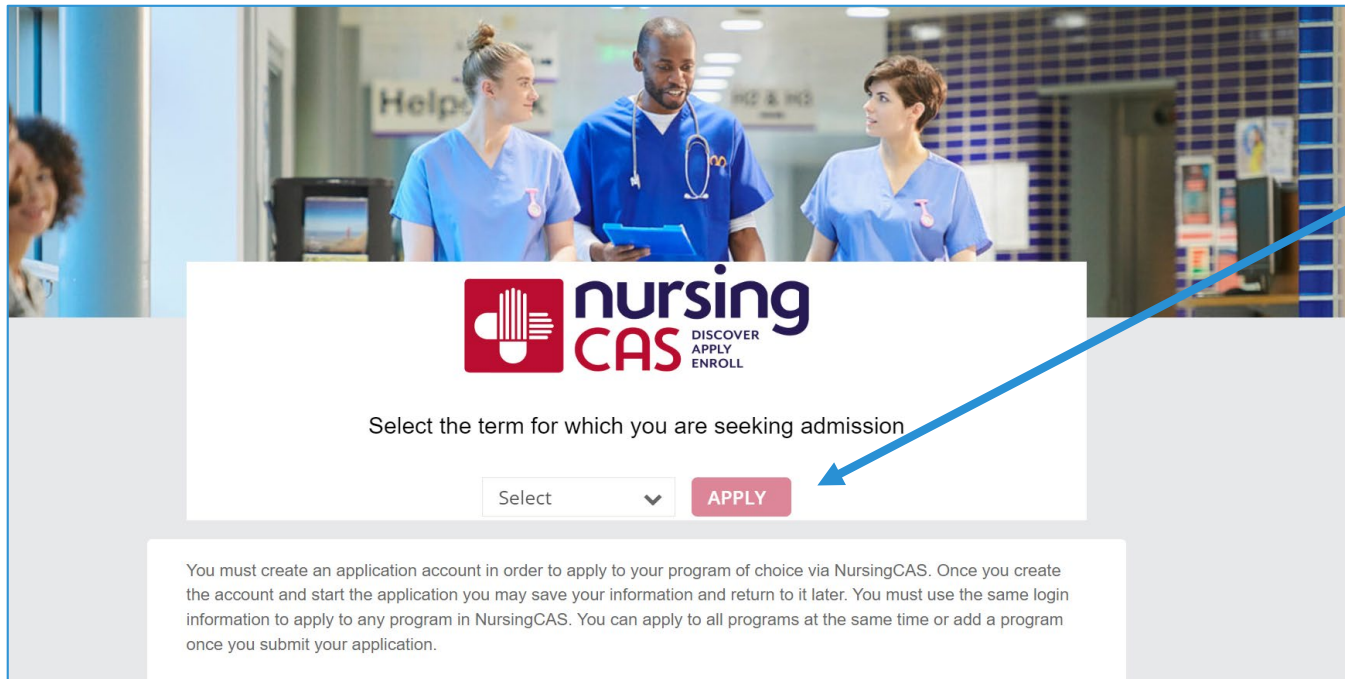- NursingCAS Fee Assistance Program

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Starting your NursingCAS Account

Go to https://nursingcas.liaisoncas.org/apply/.

Select the term for which you are seeking admission

Select   APPLY

You must create an application account in order to apply to your program of choice via NursingCAS. Once you create the account and start the application you may save your information and return to it later. You must use the same login information to apply to any program in NursingCAS. You can apply to all programs at the same time or add a program once you submit your application.

Click the drop down menu to select the start term you plan to apply to. Then click Apply.

Not sure which term is the right one? Double-check with our office at proginfo@ohsu.edu.

NursingCAS Account (cont'd)

After you select the start term you are interested in, NursingCAS will automatically direct you to the correct application cycle.

Select Create An Account to set up your NursingCAS account.

Be sure to enter an email address you will have access to for the whole application cycle.

Adding an OHSU Application

Now that you have a NursingCAS account, you will need to select the program(s) you want to apply to and add them to your application.

Click on Add Program at the top of your NursingCAS Account.

In the search box, we recommend only searching the word "Oregon" to make sure NursingCAS finds all OHSU applications.

Adding an OHSU Application (cont'd)

Click the Plus Sign + to add an application.
The applications will be listed in alphabetical order.
- 3-year applications will be listed as "BS in Nursing – [Campus name]"
- Accelerated BS applications will be listed as "Accelerated BS in Nursing [Campus and Term]"
- Accelerated BS to DNP/PhD Applications will be listed as "Accelerated BS in Nursing to [DNP specialty or PhD]"
- RNBS applications will be listed as "Baccalaureate Completion for RN's [Term] [OCNE or non-OCNE graduates].

For help finding the right application, email us at proginfo@ohsu.edu.
Please note that you may only submit one application per campus per program each application cycle.

Add	Program Name	Start Term	Start Year
	OREGON HEALTH & SCIENCE UNIVERSITY SCHOOL OF NURSING		
+	Baccalaureate Completion for RN's Fall 2023 (OCNE graduates)	Fall	2023

Example

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Personal Information

Release Statement	➤ NCAS will ask you to submit their release and certification statement.
Biographic Information	➤ Fill out name, gender, pronouns, and birth information.
Contact Information	➤ Current and permanent address, phone number, and email.
Citizenship Information	➤ Citizenship and Residency information (and Visa if applicable).
Family Information	➤ It is optional to add parental information for data/recruitment.
Race & Ethnicity	➤ It is optional to add race and ethnicity for statistical data.
Other Information	➤ Language proficiency, military status, background, etc.

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Academic History

High School Attended
- School Name, City, State, Graduation Status

Colleges Attended
- Click Add a College or University
- Search the name of your college
    - If you are unable to find your college, click Can't find your school?
- Once you find the name of your college, select it.
- Answer Yes or No if you obtained a degree from this college.
    - If Yes, enter degree information, the type of term system, and the dates attended.
    - If No, enter the type of term system and the dates attended.

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Academic History (cont'd)

After entering the Colleges Attended, you will be prompted to Order Transcripts. All transcripts must be sent directly to NursingCAS. Do not send your official transcripts to OHSU.

You can order transcripts through your college or you can order them through NursingCAS. Click Order to see your options for ordering transcripts for each college.

For more instructions, visit NursingCAS's website!
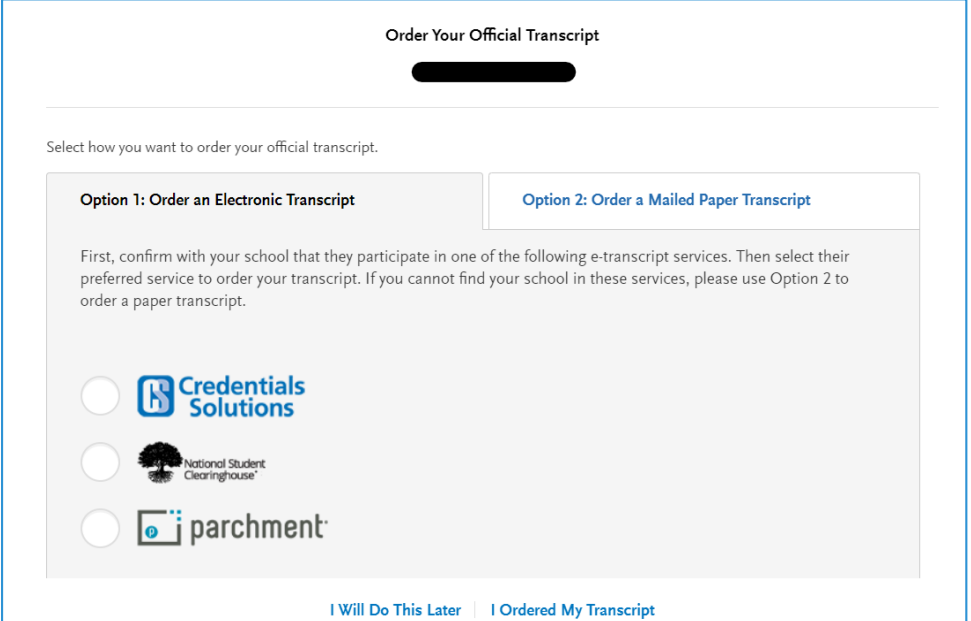
Transcript Types

Official Transcript ⓘ   Not Yet Received   Order

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Academic History (cont'd)

After you click Order, this screen should pop up. If you already ordered your transcripts, you can click I Ordered My Transcript.

Otherwise, check with your school to see if they use an electronic transcript service.

If your school uses Credentials Solutions, National Student Clearinghouse, or Parchment, select that option and follow the instructions that pop up.

*NOTE: The recipient is NursingCAS and their name will likely appear as "American Association of Colleges of Nursing (NursingCAS)." You must send your transcripts to NursingCAS. Do NOT send your official transcripts to OHSU.

After ordering your transcript, click I Ordered My Transcript.

Academic History (cont'd)

If your college does not use one of the electronic transcript services on the previous slide, then you will have to order a paper transcript mailed to NursingCAS.

In this case, the recipient is still NursingCAS. However, you must include your unique Transcript ID# so that NursingCAS knows which account the transcript belongs to. The Transcript ID# is located on your NursingCAS application.

You may also download the Transcript ID form and send it to your registrar for them to attach it to your transcript when they mail it.

After ordering your transcript, click I Ordered My Transcript.

Order Your Official Transcript

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript	Option 2: Order a Mailed Paper Transcript

Contact your institution's Registrar's Office and request your transcript be mailed to NursingCAS.
Learn more about mailing transcripts here.

Step 1: Use the Transcript ID form to help us match your transcript to your application. (Recommended)

Download Transcript ID Form

Step 2: Mail your transcript to:
Transcript ID#▮▮▮▮▮▮
NursingCAS Transcript Processing Center
P.O. Box 9201
Watertown, MA 02471

I Will Do This Later | I Ordered My Transcript

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Academic History (cont'd)

Transcript Entry
- For the 3-year, ABS, and ABS-DNP/PhD applications, OHSU requires all college-level courses to be entered in the transcript entry.
- Make sure that the dates of the Colleges Attended section are correct. When prompted to enter the term and year a course was completed, NursingCAS will offer the years corresponding to the ones entered in the Colleges Attended section.
- To begin the Transcript Entry, select Start under the college you will begin with.
    - *You may opt for Professional Transcript Entry (PTE). For an additional fee, NursingCAS will enter all of the courses on your transcripts. Note that PTE can only begin after you submit the application and NursingCAS has all transcripts. If you opt for PTE, we recommend submitting your application at least 4 weeks in advance.*
    - Select Add a Semester – Enter the term, year, academic status, and completion status. Click Save.
    - After you add a semester, click Add a Course to add a course to that specific semester.
    - Repeat the two prior steps as needed to complete the transcript entry.

Standardized Tests - OHSU does not require any standardized tests.

Supporting Information

No action required! OHSU does not use the Supporting Information section of the NursingCAS Application.

If applying to other colleges, check with them to see if this section is required.

Program Materials

- ✓ Questions

- ✓ Documents

- ✓ Prerequisites

Program Materials (Questions)

The Program Materials are specific to each individual program. *The ones discussed here are for the 3-year bachelor's and accelerated bachelor's programs and are subject to change each year. Make sure you regularly click Save so that NursingCAS saves your responses to each question.

Under the Questions tab, you will find the Essay Questions, Supplemental Questions, and Course Description boxes (in no particular order).

The Essay Questions will each ask for a 500-word essay discussing your **leadership, community service, and life/healthcare experiences**. Each question is required and each question is considered separate from the others. We recommend typing your response in a separate document and then copying and pasting it into your application.

The Supplemental Questions are optional, but allow us to learn more about each you. We recommend filling out every question. If you do not wish to answer, you can respond with N/A or "prefer not to answer."

Program Materials (cont'd)

For the Course Description boxes, please copy and paste the course descriptions of your prerequisites into their respective boxes. Course descriptions are short paragraphs that explain what the course is about and they can be found on your college's Course Catalog.

Example: This the course description for Anatomy and Physiology 1 at Portland Community College.

Prerequisite course descriptions

Please provide the course name, number and course description you are hoping to use to meet each prerequisite requirement. Please also include the institution at which you completed the course. If you are using an approved waiver to fulfill any of these requirements, please indicate that in the text field.

* Anatomy & Physiology I with lab - Please note: If the catalog course description does not include evidence of a lab, please upload your syllabus to the documents section to confirm this component.

BI 231. Human Anatomy & Physiology I. 4 Credits. Completed Spring 2019.
Introduces basic anatomical and physiological terms, tissues, the integumentary, skeletal, muscular and nervous systems including nervous histology, physiology, spinal cord and nerves. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. This is the first course in a three-course sequence. Prerequisites: (WR 115 and RD 115) or IRW 115 and MTH 65 or equivalent placement, and BI 112 or (BI 211 and BI 212). Audit available. This course fulfills the following GE requirements: Science, Math, and Computer Sci/SCI

97 words   684/2000

Example

Please enter:
✓ Course number
✓ Course title
✓ Term Completed
✓ Course Description

Program Materials (Documents)

The Documents section is for additional materials. If one of your Anatomy, Physiology, or Microbiology courses has a lab, but the course description does not indicate a lab, you can upload a syllabus to the documents section to show proof of a lab.

"The 3-year, accelerated bachelor's, and RNBS programs do not require any additional materials, so please do not submit a resume or CV. Those are only required for the ABS-DNP/PhD and graduate nursing programs."

Under the Prerequisites section, you will be asked to match specific courses from the transcript entry to each prerequisite. Please check the Admissions Requirements for the prerequisites for each program. Note: Courses cannot fulfill multiple prerequisites.

Not sure if a course will meet a prerequisite? Check out our Course Equivalency Guides. If your course is not on the course equivalency guides, send an email to proginfo@ohsu.edu with the course name, course description, number of credits, and which prerequisite you would like it to meet and we will let you know if it will work!

Program Materials (References)

The References section is only for the ABS-DNP/PhD programs or graduate nursing programs. The Admissions Committee prefers applicants to submit references from the following sources:
- a supervisor,
- an instructor or academic source, and
- a co-worker.

If you do not have a reference from one of these three categories, you can request two references from the same category. Please note: your application may be reviewed with as few as 2 letters of reference, but this may disadvantage your application.

On your application, Click +Request Letter Upload and Likert Scale Rating References. Enter your reference's name and contact information. It is always a good idea to add a personal note as well. After checking permission for NursingCAS and OHSU to reach out to your reference, click Save This Reference Request. After it saves, your reference will automatically receive an email asking them to complete the reference on your behalf.

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Submitting your Application

After every required section of the application has been completed, you may submit your application!

*Note: You may submit your application while waiting for transcripts and references to arrive to NursingCAS.

Click Submit Application at the top of your NursingCAS Application. You will be able to submit the applications that are complete. Click Submit on the application that you are ready to submit and enter your payment information.

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Submitting your Application

After submitting your application, NursingCAS will double-check that everything is correct (and complete the Professional Transcript Entry if requested). You can click Check Status to view the status of your application. **Applications must be <u>verified</u> in order to be reviewed**. We recommend submitting your application 1-2 weeks before the deadline as verification can take 2-4 weeks.

Application Statuses:
- Complete/Received means that your application has been submitted and is being reviewed by NursingCAS.
- Undelivered means your application was returned to you due to some errors. You will need to resubmit your application after correcting the errors.
- Verified means that your application has been reviewed by NursingCAS and passed on to the admissions office.

Notes

- You may only submit one application per campus per program.
  - Example: You may submit one 3-year Portland application and one ABS Portland application.
  - Example: You may not submit a 3-year Monmouth and 3-year Portland application.
- Although separate programs, we do NOT recommend applying to multiple graduate nursing specialties. If you apply to multiple graduate programs, we will ask you which application you would like to move forward with. It is important to the faculty that applicants understand and are fully committed to the graduate specialty they apply to. Please conduct extensive research into the role you are interested in!
- NursingCAS does not offer application refunds. If you apply for a program and withdraw your application, you will not be able to receive a refund.

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Questions?
Contact the School of Nursing
Admissions office!
Email: proginfo@ohsu.edu
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