

My BSN Application Cycle Start _____ and End Date: _____

COMPLETION OF THIS CHECKLIST DOES NOT GUARANTEE ADMISSION TO THE NURSING PROGRAM

Step 1: APPLY or REAPPLY TO UTRGV and Submit Official Transcripts:

_____ I have applied or reapplied to UTRGV via [applytexas.org](#). If you are a current UTRGV student in your last semester and will be graduating, reapply before completing your last term after completing your Application for Graduation.

Currently enrolled first degree seeking who are not graduating with a bachelor's degree before applying to the UTRGV School of Nursing, do not need to apply or reapply (your major will be changed if accepted to the BSN Generic Program).

We recommend applying via [ApplyTexas.org](#) and submitting Official Transcripts to UTRGV Undergraduate Admissions at least six weeks before the cycle opens.

- Steps to apply are here: www.utrgv.edu/admissions/apply/
- If you have questions, contact Admissions: www.utrgv.edu/undergraduate-admissions/contact-us/

_____ I understand that my application cannot be processed if I am not accepted to UTRGV first, including submitting all Official Transcripts from other institutions where I took any required courses to Undergraduate Admissions before the cycle closes (highly recommend that they are sent six weeks prior to the cycle opening).

OFFICIAL TRANSCRIPT REQUIREMENTS and CREDIT BY EXAM (CLEP, Advanced Placement (IP), etc.):

_____ I have submitted **all** my official college and/or university transcripts where I **originally** earned any of my required BSN prerequisites and core (63 hrs.) to the UTRGV Undergraduate Admissions Office for official evaluation before the cycle closed. Transcripts with "transfer credit" notations **cannot** be evaluated by UTRGV for credit.

_____ I understand that my Official transcripts must be submitted to Undergraduate Admissions and evaluated to determine my eligibility for the nursing program. www.utrgv.edu/undergraduate-admissions; and I will check my UTRGV Academic Record to ensure it reflects that all my transcripts have been evaluated (Contact the UTRGV Registrar Dept. if you have any questions).

_____ **2nd Degree BSN Applicants Only:** I am applying to the 2nd degree BSN program and understand that I must also order Official Transcripts for every college and/or university I attended, including UTRGV to be sent to NursingCAS (order them directly from the platform where you enter every college you attended).

_____ **2nd Degree BSN applications Only:** I understand that I must receive the **VERIFIED** status by NursingCAS, which indicates they received all your Official Transcripts and verified your college and transcript entries. Verified status must be obtained soon after the cycle closing and before UAPG meets to make admission decisions. Applicants are responsible for ensuring their applications are complete and checking with NursingCAS to ensure a **VERIFIED** status is received.

_____ I understand that acceptance and admission to the BSN Generic program or 2nd degree BSN program **cannot** be determined unless my [Credit by Exam](#), if applicable (CLEP, Advanced Placement, etc.) and Official Transcripts for each institution where I earned the required BSN prerequisites and core courses are sent to UTRGV Undergraduate Admissions.

- We highly recommend that the transcripts and official credit by exam scores be sent to Undergraduate Admissions six weeks before cycle opens to avoid any admissions processing and evaluation delays.
- We are unable to process or consider your SON application if your Official Transcripts are not received and evaluated by UTRGV Undergraduate Admissions.
- Check your Academic Record on Assist to ensure credits have been evaluated within two weeks of the cycle closing. Contact the [Registrar](#) Dept. if you have any questions.

_____ I have [signed in](#) to UTRGV to see my Transcript and all my expected credits to meet the BSN required courses are reflected (click Assist, then click “Student Profile” and then click “Academic Record”. If available, you may also review “Degree Works” and “what if”).

- *2nd degree applicants may not have credits reflected on DegreeWorks if they did not previously attend UTRGV. DegreeWorks will have your course information if you are accepted to the nursing program. Review your Academic Record on Assist.*

Step 2: APPLY TO THE SCHOOL OF NURSING:

Generic Applicants and 2nd degree BSN applicants must apply and submit their application on NursingCAS after ensuring you have completed your ApplyTexas.org application for UTRGV (Step 1 above).

_____ I have completed the School of Nursing Application on NursingCAS and clicked SUBMIT.

- *If you do not click submit, you will not be considered as an applicant.*
- *Applications must upload all valid HESI score documents, **including Critical Thinking**, which is on a separate score sheet, before the cycle closing. Late scores are not accepted.*
- *Applicants must ensure all Official Transcripts for all institutions **where you earned** any of the 63 hours in the required prerequisites have been sent to UTRGV Undergraduate Admissions and that they are evaluated (Check Assist and your Academic Record).*
- *2nd Degree Applicant must ensure that all Official Transcripts for all institutions you attended are ordered and sent to NursingCAS, including your UTRGV transcript, if applicable.*

- **READ** [HESI FAQs and HESI Requirements and Information for important information about valid HESI scores and other requirements](#)

STEP 3: VERIFY YOU HAVE THE REQUIRED COURSES BY CHECKING DEGREEWORKS, YOUR TRANSCRIPTS, and “ACADEMIC RECORD”

_____ I completed all the following required **application criteria courses** with a minimum grade of C:

All the following courses must be completed before the application cycle closes. These are the application eligibility courses. If you have any in progress while the application cycle is open, they must be completed before the application cycle closes.* A courtesy secondary review may be provided before the UAPG meets to make decisions if they are not. This secondary review is not guaranteed (see website and information below for further details).	Grade (Min. Grade of C)
GPA For Science Courses – is 40% of your Rank Score for your School of Nursing Application	
BIOL 2401 Anatomy and Physiology I	
BIOL 2402 Anatomy and Physiology II	
CHEM 1311 General Chemistry	
CHEM 1111 General Chemistry Lab	
CLSC 2429 Clinical Microbiology	
GPA for Strategic Courses is 20% of your Rank Score for your School of Nursing Application	
Math 1342 Elementary Statistical Methods or 1343 Introduction to Biostatistics	
PSYC 2301 General Psychology	
PSYC 2314 Psychology of Lifespan	
SOCI 1301 or ANTH 2351 Introduction to Sociology	
You will not be a qualified applicant, and your application will be incomplete and not ranked if the above-required application criteria courses are not completed before the cycle closes. See below for a courtesy review of your unofficial transcript if the courses are in progress but will be completed before the committee meets to make acceptance decisions (not guaranteed).	

_____ I understand that the **application criteria courses above should not be in progress after the cycle closes.**

If they are completed after the cycle closes and the selection committee has not met to make selections, a courtesy secondary review may be provided, but this is not guaranteed.

_____ I have reviewed the 63 BSN credits that need to be completed for admission on the 2nd degree or Generic BSN Roadmap. <https://www.utrgv.edu/advising/one-stop-shop/know-your-roadmap-to-graduation/index.htm#n>

_____ I understand that I must have a minimum cumulative GPA requirement of 3.0 for all required BSN Courses (63 hours) to be admitted to the program.

_____ I have completed all required BSN prerequisites and core (63 hours) with a C or higher, or will complete the admission criteria courses before admission to the program (start the program).

_____ For any courses in progress that are completed after submitting your application: I have submitted an my Official Transcript to UTRGV Undergraduate Admissions and unofficial transcript to utrgvschoolofnursing@utrgv.edu after I completed my courses in progress, and I submitted a copy to schoolofnursing@utrgv.edu.

- It is very important to provide this proof of completion before the committee meets to make acceptance decisions.
- The committee meets approximately two weeks before the decision letters go out (dates are announced on the website and are subject to change).

_____ I understand that it is best to register for any Admission Criteria after the cycle closes as soon as I can, as the committee will want to review if you have or will have any admission courses completed by the time you are admitted to the program. If you are attending another university, upload your unofficial transcript under “Documents” in NursingCAS reflecting the courses in progress.

The above step helps the application processors provide a complete picture of the status of any Admission Criteria Courses pending completion to the selection committee.

_____ I have or will order and submit all Official Transcripts for any courses in progress that are completed at other institutions to UTRGV Undergraduate Admissions as soon as they are completed.

STEP 4: CHECK MY HESI REQUIREMENTS: *(plan accordingly to take your HESI Exam, seats fill up fast at the UTRGV Testing Center, and you can only retest after 3 weeks). You may not submit HESI scores after the cycle closing date. You may want to take your HESI exam before the cycle opens to allow enough time to retest, if needed.*

_____ I made a minimum of 75 in each HESI component below and 750 for Critical Thinking is required:

HESI Exam: Your Total **Cumulative Score is 20% of your Rank Score** for your School of Nursing Application

My HESI Cumulative Score is _____ (must have taken all HESI sections in one sitting, including any retests if you would like a new Cumulative Score). Critical Thinking may be taken in a separate sitting, as that is not part of your Cumulative Score. We will take the highest valid Cumulative Score.

My Second Attempt HESI Cumulative Score is _____ **(Reminder: all components, except Critical Thinking must be taken or retaken in one sitting to get a new Cumulative score).** Critical Thinking score is not part of your Cumulative score, but it is required.

See HESI Requirements and Information for further information on the SON Website.

Components	1st attempt HESI Score	2 nd Attempt HESI Score (if taken)
75 Minimum Score		
Grammar		
Reading		
Vocabulary		
A & P		
Math		
Critical Thinking 750 Minimum Score		

Critical Thinking Score is 20% of your Rank Score _____		
Review BSN Admission Criteria for further information		

_____ I uploaded a copy of all my official HESI scores, including my [Critical Thinking Score](#) to my nursing application (you may not take HESI and submit those scores after the cycle closes). Your application will be incomplete if you have missing HESI scores, and it will not be ranked or considered.

_____ My HESI scores were **not** expired (scores are only valid for one year from the date you took them until the date you upload them to your nursing application). Your application will be incomplete and will not be considered if you submit invalid expired scores.

_____ I did not take my HESI exam or any section less than three weeks apart. I understand that any section or exam taken less than three weeks apart is not valid and will not be considered for admission.

_____ I understand that I must take all components in each sitting if I wish to receive a new Cumulative HESI score (Critical Thinking does not need to be retaken to obtain a new HESI cumulative score unless you scored less than 750). We will take the highest valid cumulative score.

_____ I understand that I can only take the HESI exam or any component twice in an academic year (September 1-August 31). A third exam in an academic year is marked invalid and not considered.

_____ I understand that I may elect to retake and submit only HESI components for which I did not make the minimum score, but my first cumulative score will stand unless I take all components together in one sitting again (Critical Thinking does not need to be retaken for a new cumulative score unless you scored less than 750).

_____ I read the [HESI Requirements and FAQs](#).

_____ I followed instructions and completed all application requirements on my nursing application.

_____ I have also reviewed the [NursingCAS checklist](#).

_____ I will check NursingCAS platform for any notifications from NursingCAS

NOTE: Applications will be marked **undelivered** in NursingCAS if an applicant did not order an official transcript from every institution they attended, did not correctly enter courses, etc.

Helpful Application Tips:

- Apply and submit your transcripts early. See [When and How to Apply](#).
- Applicants may attend a virtual [NursingCAS Q & A Virtual Walk-in Sessions](#) if they have any questions regarding the NursingCAS application.

- For NursingCAS assistance, review [How to Apply](#) and [the Application Help Center](#).
- Applicants will receive a courtesy Notification from the School of Nursing via their UTRGV email if their application has any deficiencies before the UAPG meets to make acceptance decisions. Be sure to review that Notification.
- Applicants will get notifications on the platform if there are pending NursingCAS issues that you need to resolve. If your application is returned and marked undelivered. Correct immediately with NursingCAS.
- Read the [HESI Requirements and FAQs](#)
- Review the [Testing Center HESI information and flyer](#) on their website.
- See [Demographics of Previously Accepted Applicants](#)

The BSN Applicant Checklist is subject to change. Check the SON website for the most current checklist.

Attend BSN Workshops (offered each fall and spring term)

[BSN Information Sessions](#)