

Before Starting CAS Application

- ☐ Review the BSN Roadmap and confirm your prerequisite classes have been completed.

Use [TES Guide](#) to review courses that are equivalent to UTRGV courses.

If you need a possible substitution, follow [these steps to request a course substitution review](#).
 - Generic applicants discuss possible substitutions with Academic Advising after you have been accepted to UTRGV. The advisor will contact School of Nursing with your request.
 - 2nd degree BSN applicants may contact the 2nd degree BSN Program Coordinator after following the steps above.
- ☐ Confirm you meet the minimum [Application and Admission requirements](#).
- ☐ Review [HESI requirements and FAQs](#).
- ☐ Review [NursingCAS Help Center](#) and tutorial videos.
- ☐ Review [When and How to Apply](#) . Apply to both UTRGV and the School of Nursing. Set up your NursingCAS Account. There is no cost until you submit your application.

IMPORTANT: Apply and get accepted to UTRGV and submit all your **OFFICIAL TRANSCRIPTS** to Undergraduate Admissions for evaluation.

Within CAS: Personal Information Section

- ☐ Fill out all 7 sections (**Opt out** of the questions in the [Supporting Information section](#) SON does not review or require.).

For **Standardized Test Section**: The only exam information we need is HESI scores and you AP or CLEP exams. No Biology or Chemistry Scores are needed for UTRGV.

Critical Thinking Score will be reported under your Questions sections. Enter your Cumulative Score where it states Composite.

Within CAS: Academic History Section

- ☐ Fill out all 4 sections.
- ☐ For Colleges Attended, input **every college** you have ever attended.

ALL APPLICANTS: Send your Official Transcripts to UTRGV Undergraduate Admissions from other institutions where you EARNED your 63 credits required for the nursing program. Transfer notations on your transcript will not be evaluated for credit.

- ☐ For Colleges Attended section, **2nd degree BSN Applicants** must order Official Transcripts to be sent to CAS from every college you have ever attended, including UTRGV (Parchment)
 - ☐ Review [How to Order Transcripts](#) for NursingCAS. Confirm they have arrived on your portal.
- ☐ **For Transcript Entry**, input every course as it appears on that institution's transcript exactly
- ☐ Once completed, choose to review and finalize transcripts.
- ☐ Ensure that you accurately indicate repeated classes.
- ☐ **For Standardized Tests**, input your highest HESI valid score (scores must not be more than one year old, and upload score sheets under the "documents" tab. HESI should not be taken more than twice in each academic year, September 1-August 31.

Within CAS: Supporting Information

- ☐ Opt out, of all 3 sections, it is not reviewed or considered by UTRGV.

Within CAS: Program Materials Section

- ☐ Complete the 3 tabs (**Documents, Prerequisites, Questions**)
- ☐ **For Documents**, upload the HESI score sheets and your retest(s), if applicable
Do not forget that Critical Thinking is a separate score sheet.
- ☐ **For Prerequisites**, select a completed course for each of the required prerequisites. You may enter multiple courses for our prerequisites. For example, if you took a separate lab for your Anatomy and Physiology I course.
- ☐ **For Questions**, thoroughly read through each question and answer accurately.

Submitting CAS:

- ☐ Ensure it is completed! See [NursingCAS submitted instructions and video](#).
Navigate to "Submit Application" up top and pay the application fee by the deadline (11:59pm **EST**) of that program. Note, it is not central time, which is 10:59 CT.
- ☐ Review your emails (personal and UTRGV). We will send you a Notification if you are missing any requirements after you have submitted your application. NursingCAS will send you a message on your application portal if there are any application issues.
- ☐ **IMPORTANT: 2nd Degree BSN Applicants:** Your application must be **VERIFIED by NursingCAS, or your application will be incomplete**. Verified does not mean that you meet requirements. It means that your official transcripts were received by NursingCAS, and all your transcript course entries were correctly entered. Contact NursingCAS if you have not been verified and troubleshoot any issues.

- **Submit Academic Update** after completing courses in progress (must be done before UAPG meets to decide), and 2nd degree applicants must submit an Official Transcript to Nursing CAS, including any UTRGV transcripts indicating your courses you complete after submission.

Reminder: You must submit your Official Transcript from other institutions to Undergraduate Admissions as soon as the courses in progress are completed and send a copy to the School of Nursing schoolofnursing@utrgv.edu as soon as you complete your course(s).

This checklist is subject to change. Any updates will be posted on the website. Completion of this checklist does not guarantee admission to the School of Nursing.

IMPORTANT:

Also, review the [BSN and 2nd degree Application Checklist](#).