

WCU's BSN: Complete Application Instructions (12/14/21)

WCU School of Nursing uses a two-step process for admissions: application and admission to WCU in general, and application and admission to the BSN program through NursingCAS (centralized application service). Both admission to WCU and to the BSN are required to start the program. Detailed instructions for both applications are as follows.

1. Admission to WCU

a. *If you are transferring into WCU, apply to WCU in general using the **WCU Transfer Application**: Deadline is February 1 for Fall start; Sept 1 for Spring Start*

i. Pick “undeclared: interested in nursing” as your major; please note that if you are granted admission by WCU in general it will be as an “interested-in-nursing” student, with the intention of going into the BSN. Most students who are transferring in will apply to WCU for at least one semester prior to their intended BSN program start, as this will give time to complete the pre-requisites at WCU.

ii. Transcripts

1 Upload unofficial transcripts to your WCU application

2 Though WCU itself does not require official transcripts at this time, the School of Nursing does. Therefore, as part of the WCU application, you must submit official transcripts from all schools attended, and they must include final grades for all courses taken through the end of the 2021 calendar year. They may be sent electronically to admiss@wcu.edu (quickest and preferred method). If the school does not have the capability to send transcripts electronically, they may mail them to:

WCU Office of Undergraduate Admissions
University Way
110 F. Robinson Building
Cullowhee, NC 28723

iii. Once WCU receives your official transcripts, the Registrar will evaluate them for transfer equivalency

b. **If you are currently a WCU student, you do not have to re-apply to WCU.** As with all students, you will be required to submit official transcripts to WCU for any coursework that you have not already transferred in with final grades from courses completed up through the end of 2021 (use the process above)

c. **If you graduated from WCU and want to do the BSN (not the ABSN), submit all official transcripts for non-WCU coursework to WCU Admissions and contact Admissions to ask how to complete the WCU application for the BSN:** admiss@wcu.edu

2. *Apply through NursingCAS to be admitted to WCU's BSN program: Deadline-Feb 15 for Fall start and Sept 15 for Spring Start*

WCU NursingCAS Instructions

Note: Chrome and Firefox are the preferred browsers for NCAS.

If you are applying to any other school, make sure that you complete all portions of the application that are required for those schools as well. These instructions are just for WCU.

1. Go to NursingCas and select the term for which you are applying:
<https://nursingcas.liasoncas.org/apply/>
2. Create an account in NursingCAS
3. Log in, and select Western Carolina's BSN for the semester that you want (this will be your intended start semester)
4. Complete each section (Note: some sections will end without a "continue" button; use the menu on the left to continue.)
5. Special instructions for Academic History section:
 - a. High school attended: enter this info
 - b. Colleges attended
 - i. Enter each college you have attended
 - ii. A screen will appear letting you know the transcript requirements for each of the nursing schools to which you are applying
 - iii. **For WCU, it will ask for unofficial transcripts; these are REQUIRED-**
-Upload an *unofficial* transcript for any school(s) you listed/attended; this includes WCU if you have attended/are attending here; include transcripts with final grades through the end of 2021
 - iv. Note: do not request official transcripts or pay for their transcript review inside of NursingCAS; as listed above, official transcripts must be submitted to WCU directly (not through an NCAS request)
 - v. When you apply to the BSN through NCAS, your official transcripts will be used to calculate your overall GPA for all attempted college credits: a minimum of a 3.0 overall is required to be eligible to apply. In addition, applicants will be screened for completion of all required pre-reqs with required grades using official transcripts. Lack of pre-req completion or in-progress pre-reqs will result in disqualification from consideration.
 - c. Transcript entry
 - i. This is a spot that allows people to enter every course they have taken and their grades
 - ii. This is not required for WCU and will not be reviewed
 - d. Standardized tests
 - i. ACT
 1. Scroll down to ACT test
 2. Enter your highest overall score and the date that you took it: this is REQUIRED
 3. You will upload a copy of your test score later
 - ii. TEAS (follow the same steps as ACT); this is required

- iii. If you took AP tests for pre-requisites enter info on these tests
- 6. Special instructions for the Supporting Information section:
 - a. WCU does not require or review anything here
 - b. If WCU is your only school, indicate that you are not including anything here
- 7. Special instructions for the Program Materials section:
 - a. This section has three tabs: details, questions, and documents
 - b. Questions:
 - i. Enter the 920 student number issued to you by Western Carolina University. After submitting your WCU application, you should have received this by email.
 - ii. Carefully read and agree to the terms of the application
 - iii. Submit and continue
 - c. Documents: upload the following required documents
 - i. ACT test score results: [We will verify this score; if you believe that this is on file officially with WCU, please verify this; if it not on file with WCU officially, then you must request that official scores be sent to WCU admissions; if we cannot verify your score, your application will be disqualified
 - ii. TEAS test score results: "Test Score Results" [We will verify this unofficial report with official reports stored with ATI or sent directly to us]
 - a. If you took the TEAS at WCU or listed WCU as a recipient of these scores when you took the test, then we will verify your score through the ATI/TEAS website.
 - b. If you took the TEAS outside of WCU and did *not* indicate that WCU was to receive your scores, then there is one more step, which happens outside of NCAS. You must have your official scores sent to WCU's School of Nursing. These must come from ATI/TEAS. Further instructions are on the [ATI/TEAS transcript page](#). If you need an email to which ATI can send the scores, it should be wcnursing@wcu.edu; ***These scores should be submitted ASAP to allow for processing time; you do not have to wait until your NCAS app is complete!***
- 2. Course Completion Plan: upload under "Other"
 - a. This is the pre-requisite completion plan. All courses that you have not yet completed and will be taking prior to the program start should be listed on the plan. Consult the pre-requisite worksheet linked elsewhere on the BSN website.
 - b. The template can be found [here](#). To save changes print "as a PDF" and upload your new document.
- iii. Optional documents, as they apply to your situation
 - 1. Any AP, CLEP, DANTEs, etc. test scores:
 - a. If you have unreported scores for the above (this will not apply to most people), upload score reports and request

- official documents to be sent to the WCU Admissions
(using the info above, under Transcripts)
2. "Catalog Course Descriptions": use this area to upload copies of any email conversations about approved pre-reqs or any course descriptions or syllabi for coursework that does not appear in WCU's [LookUp tool](#)
 8. Review your application for completion
 9. Submit and pay the NursingCAS processing fee
 10. Check your application status:
 - a. If it is truly complete, it should say COMPLETE
 - b. If it says RECEIVED, this means that it has been submitted but is not complete; check for common errors
 - i. Missing unofficial transcripts under Academic History: Colleges Attended
 - ii. Missing other required documents under Program Materials: Documents
 - iii. Missing ID number under Program Materials: Questions

If you are able to submit both applications before the deadline, you will be helping us here in the School of Nursing. Thanks in advance, and don't hesitate to reach out.

Questions may be directed to wcunursing@wcu.edu or 828-227-2892. Wishing you the best!