MWSU School of Nursing & Health Professions

Traditional BSN (Pre-Licensure) Program
APPLICATION INSTRUCTIONS

MWSU Nursing admits 60 students into the BSN Pre-Licensure program twice per year in the fall and spring semesters. The application deadlines for each semester are:

➡ Fall semester: ***January 15***   ➡ Spring semester: ***July 31***

1. **Complete required general education and prerequisite coursework.**

    Schedule a meeting with your academic advisor or Andrea Keller, Admission Advisement Director, to review your coursework and assist you in making sure all general education and prerequisite courses are met or will be completed prior to the semester of application. A minimum cumulative GPA of 2.7 or higher is required.

2. **Pass the Test of Essential Academic Skills (ATI TEAS) with a score of Proficient (58.7%) or above.**
    Tests taken within the past 3 years from date of application will be valid. Applicants may take the TEAS exam a total of 2 times per calendar year (January 1-December 31).

3. **Apply to MWSU's BSN program through NursingCAS (Centralized Application Service for Nursing Schools).**

    Submit an application and all other required application documents including a $50 non-refundable application fee through the NursingCAS website at: https://nursingcas.liaisoncas.org/apply/. Additional instructions on reverse side.

    ### *Required documents for NursingCAS include:*
    - ✓ Unofficial college transcripts: From ***ALL*** colleges attended where dual credit & college courses were completed. Transcripts need to be uploaded in the Academic History section (Colleges Attended subsection). Select the "Upload Transcript" button and upload an unofficial transcript for each individual school. You do not need to send official transcripts to NursingCAS.
    - ✓ Personal essay: Provide a personal statement as to why you should be accepted to the MWSU nursing program and describe how you will make an impact on the profession of nursing. Recommended length is 300 words. Upload your statement in the Program Materials section.
    - ✓ TEAS Exam Results: Upload your results in the Program Materials section.
    - ✓ Healthcare experience: Include information regarding work experience in healthcare, licenses or certifications in the Supporting Materials sections.
    - ✓ Reference letters ***are not*** required nor even considered.

4. **Submit a MWSU Admissions Application (if not a current MWSU student).**
    Submit a degree-seeking application to MWSU Admissions Office at the following link (https://www.missouriwestern.edu/admissions/). For questions regarding general admission (including MWSU deadlines), please call (816) 271-4266 or check the MWSU Admissions website.

5. **Submit OFFICIAL transcripts to MWSU Admissions for any outstanding transfer coursework that has not been documented in Griffon GPS.**
    Submit official transcripts from every college or university attended to MWSU Admissions, 4525 Downs Drive, Eder Hall 101, St. Joseph, MO 64507. Do not send transcripts to the School of Nursing. Students currently enrolled at MWSU do NOT have to send transcripts again if they are already on file.

Step-by-Step Instructions for Applying Through NursingCAS:

1. Search for the NursingCAS website at: https://nursingcas.liaisoncas.org/apply/. Select the term you are applying for to begin creating your account. (**Note:** there is no cost to create an account; you are not charged until you submit your application.) Select "Create an Account."
2. You will need to choose at least one program to begin your application. Once you've found the program you wish to apply to, click the blue '+' button on the left to add it to your program selections. Then you will be directed to the "Review Your Program Selections" page. Click on "Continue to My Application" to start filling out the application sections.
3. The application is broken up into 4 distinct sections: Personal Information, Academic History, Supporting Information, and Program Materials. The "Personal Information", "Academic History" and "Supporting Information" sections contain data and questions common among nursing programs.
   - The *Personal Information* section contains questions about biographic, contact, citizenship, race and ethnicity, and other information (language proficiency, military status, legal infractions, and academic infractions). **Important:** The first part in the Personal Information section called "Release Statement" should be read and answered as soon as possible. By answering "yes", you authorize NursingCAS to release your name and contact information to your designated programs before you submit your final application. This will allow your designated programs to send you important information about the local admissions process before you complete your application.
   - The *Academic History* section contains questions regarding your previous academic history. This includes listing colleges attended, inputting **ALL** coursework (not just prerequisites/support courses), uploading unofficial transcripts and entering standardized test scores (ATI TEAS exam).
   - The *Supporting Information* section contains questions about achievements, experiences and licensure/certifications.
4. Program Materials: Each program on the NursingCAS application maintains a customized homepage created by the school. This homepage displays each program's unique requirements for additional custom questions, document types, and prerequisite coursework. Depending on the requirements of a program, they may require you to upload additional documents or ask additional questions not on the other sections. This is also where you can find more program specific information such as supplemental applications and fees, links to their homepage, and additional instructions. Students applying to the MWSU BSN program will upload their TEAS exam results and personal essay in this section.

How to submit your application:
As you move through each section of the application, you are able to see what is complete and what is still in progress. Once everything has been completed, each section will turn 'green' and the number of applications that are ready to submit can be viewed in the "Submit Application" box. To submit your application, click "Submit Application" and a list of what is ready to submit will be displayed. Select "Pay and Submit this Program" once everything is finalized. The cost to submit an application to one school is $50. Additional programs are $35 each. NursingCAS only accepts payments via credit card (Visa or MasterCard) or debit card bearing the logo of a major credit card. Please wait to submit your application until final grades have posted for the current semester. Make sure the academic history section and the unofficial transcripts reflect those grades.

Reapplying to NursingCAS?
If you applied to NursingCAS in the 2019-20 cycle, you can copy data from your previous application. Just log in to NursingCAS with the same username and password from the 2019-20 cycle and you will be walked through the re-applicant process. If you create a new account using a new email address, you will not be prompted to copy data from the past application.

***Continually check your email after submitting your application for communication from NursingCAS, MWSU Admissions or MWSU School of Nursing. Admission decisions are typically issued early March for a fall start and early October for a spring start.