Applying to the Upper Division Nursing Major
(Pre-licensure Nursing Program)

Effective November 30, 2010, all applicants must complete the online centralized nursing application, NursingCAS. The application can be found at https://portal.nursingcas.org. NursingCAS is a centralized application system (CAS) that allows students to apply to multiple schools and/or programs with a single application. NursingCAS charges a fee based on the number of schools to which you apply. General information about NursingCAS is available at http://nursingcas.org.

Admission is competitive and not all applicants who meet the minimum requirements/qualifications will be admitted to the BSN Upper Division nursing major.

Checklist for Applying to the Upper Division Nursing Major

☐ **Review** all the criteria that you MUST meet to be considered for admission. Click [here](http://nursingcas.org) and scroll to the section titled “Requirements for Eligibility for Admission to Upper Division Nursing”.

☐ **Create** a NursingCAS account using [https://portal.nursingcas.org](https://portal.nursingcas.org).
  o General information about NursingCAS is available at [http://nursingcas.org](http://nursingcas.org).

☐ **Read** any messages you may have through the 'My Messages' link on NursingCAS.

☐ **Read** information needed to fill out each section of the application through the ‘Instructions’ link on NursingCAS.
  o View the extensive list of Frequently Asked Questions (FAQs).

☐ **Complete** all required sections of the NursingCAS application indicated by a red arrow.
  o Provide as much detail as possible before submitting.
  o Proofread your work to avoid typos in course names or numbers.
  o UNC Charlotte School of Nursing will NOT review Optional areas.

☐ **Enter** names of colleges and universities you attended.
  o Print transcript request forms for each institution.
  o Send or deliver request forms to each institution.
  o Request transcripts **well in advance** of the application deadline, to allow time for processing.
  o All official transcripts must be sent to NursingCAS, not to the School of Nursing.
  o All grades for completed courses must be posted on the transcripts. All courses currently in progress must appear on transcripts.
☐ IF YOU ATTENDED AN INTERNATIONAL INSTITUTION OR INSTITUTIONS:
  o Enter the name of the transcript evaluation service (IEE, WES, etc.) you used.
  o Print transcript request forms for each service.
  o Send or deliver request forms to each service.
  o Request transcripts well in advance of the application deadline, to allow time for processing.
  o All international transfer credit evaluation reports must be sent directly to NursingCAS, not to the School of Nursing.
  o All grades for completed courses must be posted on the reports.
  o All students with international evaluations are strongly encouraged to apply to the University prior to submitting their application to NursingCAS so that all courses can be evaluated for transfer credit.

☐ Complete coursework section of application carefully and accurately. The Admissions Committee will review only the information that you have entered into this section of the application. Please complete the mini-checklist below.

☐ Did you include all courses you have taken, including those reflected on foreign transcript evaluations?
☐ Did you include all in progress courses for the current semester?
  * IMPORTANT: If you are replacing a previous grade that would make you ineligible, the grade replacement must be completed at the time of the application, NOT in progress.
☐ Are all grades accurate?
☐ Do your pre-requisite courses and grades meet the application criteria for the School of Nursing?
☐ If you already have a bachelor’s degree, have you taken the approved equivalents of the English and Math pre-requisite courses that you must have to apply to the program?

☐ Check your application status and verify with NursingCAS that transcripts have been received and processed.

☐ Be sure to SUBMIT your application to the current designation to which you are applying.

☐ Submit Optional Healthcare Experience Verification form after reading instructions on completion here: link to instructions. This form must be uploaded to Nursing CAS to section entitled “Applicant Uploaded Document”. You must use the Healthcare Experience Verification form located on the UNC Charlotte website. We do not consider information entered by the applicant in the section entitled “Experience” -> “Health Related Experience”- You MUST upload the UNCC SON form.

  o Make sure that your supervisor or the person completing the form describes the responsibilities of your role, not an evaluation of your performance.
☐ **Contact** NursingCAS Customer Service if you need additional instructions or experience difficulties.

(617) 612–2880  
Monday – Friday 9:00am–5:00pm  
**DO NOT CONTACT THE SCHOOL OF NURSING.**

☐ **Apply** to additional schools, if desired. Be aware that each school may have different requirements.

**General Education Requirements**

The University has certain General Education courses that are required for graduation. The School of Nursing highly recommends that students complete these requirements prior to admission to the BSN program.