

## The UNM College of Nursing Basic Entry BSN NursingCAS Application Information and FAQ's

The UNM College of Nursing (CON) utilizes NursingCAS for all undergraduate Basic Entry BSN applications including applications to NMNEC partner schools.

### We require:

- The applicant to enter all academic coursework for all college level institutions, even if it is not a prerequisite or directly related to the nursing major.
- The applicant to submit all official transcripts to NursingCAS for verification and processing. The CON no longer accepts transcripts for applications.

### Transcripts must meet the following requirements to be considered “official” by NursingCAS:

1. A Registrar's seal and/or legible signature included on the transcript,
2. Must be mailed **directly** to NursingCAS from the Registrar's Office from the school the course was taken,
3. Cannot be marked “Issued to Student” or “Student Copy”,
4. Must reflect all relevant, correct information for the applicant identified on the application,
5. Transcripts cannot be gathered by the student and then mailed to NursingCAS. As stated above, they must come directly from the institution's Registrar's Office.

All questions regarding transcripts must be directed to NursingCAS as the CON does not have access to them until they have been received and processed by NursingCAS.

NursingCAS email: [nursingcasinfo@nursingcas.org](mailto:nursingcasinfo@nursingcas.org)

(617) 612-2880

### NursingCAS Application Checklist and Tips

Before starting your application, it's recommended that you gather all required information and materials:

- Check [nursing.unm.edu](http://nursing.unm.edu) for application deadlines and details.
- Obtain and print out unofficial transcripts from all college level institutions attended.
- As you are entering your academic history, we suggest you go line by line, highlighting or checking off classes as you enter them.
- Give yourself plenty of time to complete the NursingCAS application, the average time for completion is between 1-2 hours, depending on the amount of coursework.
- We do not require any information, including references, in the “Supporting Information” section. Materials submitted will not be reviewed, please do not submit them.
- For any foreign language (e.g. Spanish, French, ASL, ect) select “Foreign Language” for the subject.
- When selecting subjects, stay as general or as close to the course code as possible. For example, when inputting “Anatomy & Physiology I” select Biology instead of Anatomy.
- For Certified Nursing Assistant classes, we suggest they are entered as Nursing for the subject.

## FAQs regarding the NursingCAS Application

### **Do I have to enter my entire academic history in addition to the prerequisites?**

Yes, you need to enter all college level course work in addition to the required prerequisites in order to complete the application.

### **It is asking me for references, do I need to include references or other information in the “Supporting Information” section?**

As stated in this section of the application, these are not required and will not be looked at when ranking applicants. Please do not include them in your application.

### **If I have already sent my official transcripts to UNM, do I still need to send them to NursingCAS?**

Yes, you still need to send all official transcripts to NursingCAS for processing and verification. The CON will not accept application transcripts under any circumstances.

### **The NursingCAS application is asking me to list my classes by Freshman, Sophomore, ect. How do I figure that out?**

UNM and other institutions use the following breakdown:

|                  |                            |
|------------------|----------------------------|
| <b>Freshman</b>  | <b>0 - 26 hours</b>        |
| <b>Sophomore</b> | <b>27 - 59 hours</b>       |
| <b>Junior</b>    | <b>60 - 89 hours</b>       |
| <b>Senior</b>    | <b>90 hours and beyond</b> |

This is general and is for reporting purposes only. It is not considered in your individual applications.

### **Do I have to submit my high school transcript?**

No, we do not require high school transcripts. The only transcripts we require are official college transcripts sent directly to NursingCAS for processing and verification. See above for the official transcript requirements.