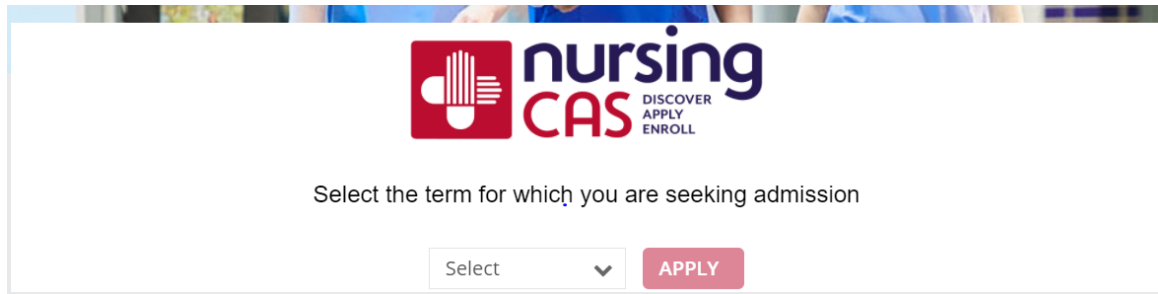


Application Instructions

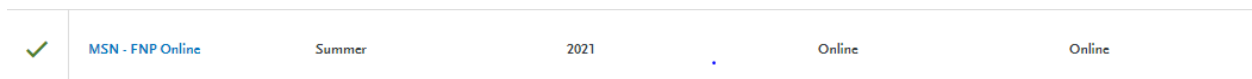
Go to: <https://nursingcas.liasoncas.org/apply/>

Create your account and locate the year you are applying for



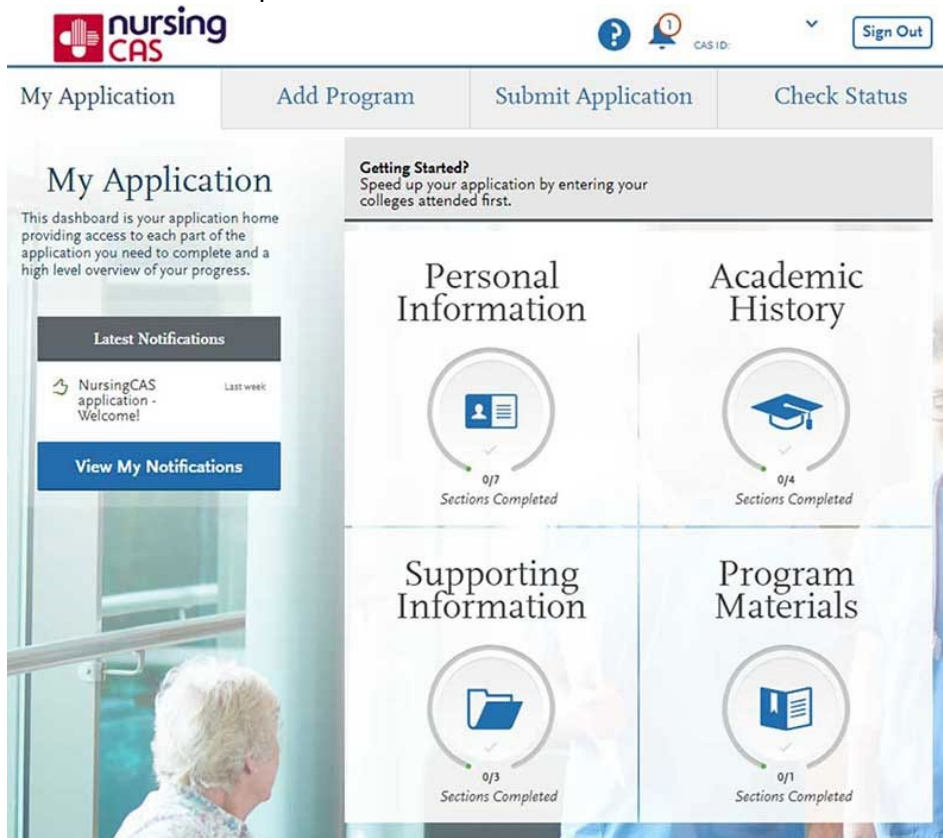
The screenshot shows the NursingCAS logo with the tagline "DISCOVER APPLY ENROLL". Below the logo, the text reads "Select the term for which you are seeking admission". There is a dropdown menu labeled "Select" and a pink "APPLY" button.

Add a program- Search and select "Samuel Merritt University MSN-FNP online" for the term you are applying for



The screenshot shows a row of application details: a green checkmark, "MSN - FNP Online", "Summer", "2021", "Online", and "Online".

Once you have set this up, you will be able to see a page with 4 squares. Please follow these instructions to complete each section.



The screenshot shows the NursingCAS dashboard. At the top, there is a navigation bar with "My Application", "Add Program", "Submit Application", and "Check Status". Below this, there is a "Getting Started?" section with the text "Speed up your application by entering your colleges attended first." The main dashboard is divided into four sections, each with a circular progress indicator and a "Sections Completed" count:

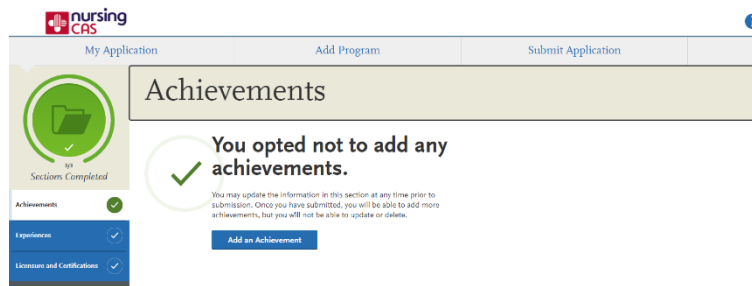
- Personal Information:** 0/7 Sections Completed
- Academic History:** 0/4 Sections Completed
- Supporting Information:** 0/3 Sections Completed
- Program Materials:** 0/1 Sections Completed

On the left side, there is a "My Application" section with a "Latest Notifications" box showing a "NursingCAS application - Welcome!" notification from "Last week" and a "View My Notifications" button.

Supporting Information

- **Achievements**

- Click on "I Am Not Adding Any Achievements"
- The green check mark shows that section is complete
- Click on "Experiences" on the left side menu



- **Experiences**

- Click on "I Am Not Adding Any Achievements"
- The green check mark shows that section is complete
- Click on "Licensure and Certifications" on the left side menu

- **Licensure and Certifications**

- Click on "I Am Not Adding Any Achievements"
- The green check mark shows that section is complete
- *Verify that 3 of 3 sections are complete.*
- *Click on "My Application" tab at the top left side of page.*

Academic History

- **High School Attended**

- Click on "Add Your High School"
- Complete All sections
- Click on "Save This School"
- The green check mark shows that section is complete
- Click on "Colleges Attended" on the left side menu

- **Colleges Attended**

- Click on "Add a College or University"
- ALL Colleges Attended MUST BE listed
- View Transcript Request Form (this does not have to be printed and mailed)
 - Order Official Transcripts through one of the electronic services, it might be easier to go directly to your schools site to see what they use and then follow the process **to send to NursingCAS**
 - If your school does not use any of the electronic options then these can be mailed to NursingCAS (address is listed in Transcript Request form)

- You can also email official copies to your admissions counselor if electronic delivery options are not available
- The green check mark shows that section is complete.

Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. [Click here](#) for more information.

Each program decides the types of transcripts you must submit; this information is displayed at the bottom of this page.

- If your program requires official transcripts, you can request these electronically from Credentials Solutions, National Student Clearinghouse, and Parchment, or by mail. [Click here](#) for more information.
- If your program requires unofficial transcripts, click the **Upload Transcript** button and upload any associated transcripts.

For more information about transcript requirements, visit <http://www.nursingcas.org/application-instructions/transcript-processing/>.

Once you submit your application, you cannot edit previously entered colleges and universities. You can add new institutions and update ones where your attendance is listed as **Still Attending**.

[Add a College or University](#)

Colleges and Universities Attended

<p>ARIZONA STATE UNIVERSITY - DOWNTOWN PHOENIX</p> <p>August 2013 - December 2017 Semester System Bachelor of Science Degree Earned: December 2017</p> <p>Required Transcript Types</p> <p>Official Transcript ⓘ Not Yet Received Order</p>	<p>Transcripts Are Required</p> <p>You can submit your application before transcripts are received. However, you must submit all required documents in order to complete your application.</p> <p>Why am I being asked for this?</p> <p>Your programs require specific transcript types from your colleges and universities attended.</p> <p>Official Transcripts Required for:</p> <ul style="list-style-type: none"> • Samuel Merritt University : MSN - FNP Online
<p>UNIVERSITY OF PHOENIX (AZ)</p> <p>January 2018 - December 2020 Quarter System Bachelor of Science in Nursing Degree Earned: December 2020</p> <p>Required Transcript Types</p> <p>Official Transcript ⓘ Not Yet Received Order</p>	

Saved to this PC

- **Transcript Entry**

- This section requires you to enter your statistics course info, you do NOT need to enter all courses.
- The final step in this section allows you to 'review and finalize' where it will ask some additional questions as well.
 - Your colleges that you have attended must be in, to add the statistics course
 - Images are below to help guide you

My Application Add Program Submit Application

Transcript Entry

To complete this section accurately:

- Report all courses on your transcripts. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, 800 courses, orientations, or other non-graded courses.
- Use official copies of your transcripts. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript.

[Click here](#) for more information.

Once you submit your application, you cannot edit previously entered coursework. You can add new coursework and update courses and terms listed as **In Progress/Planned**.

Transcript Review
 Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

[Review & Finalize My Transcripts](#)

ARIZONA STATE UNIVERSITY - DOWNTOWN PHOENIX

[Start](#)

Start by adding the semester you took your statistics course at (ie: Spring/ Fall)

Transcript Entry

NursingCAS calculates a Nursing GPA from all courses with the subject "Nursing". Please use Nursing as the subject only if the course is clearly a Nursing course. Do not mark prerequisite courses in other subject areas (such as an Anatomy and Physiology course) with the subject of Nursing or your application will be sent back to you, and this will result in delays in submitting your application. If your program chooses to collect prerequisites, you will be prompted to identify prerequisites for each program within the Program Materials section of the application.

ARIZONA STATE UNIVERSITY - DOWNTOWN PHOENIX

Transcript

Summer August 2013 - Fall December 2017

* Indicates required field

Alright, start by adding a semester.
[+ Add A Semester](#)

Is entering your coursework taking too long? **Save Time**
 Is entering your coursework taking too long? Save significant time and ensure accuracy by having our specialists do it for you. [Tell me more](#)

Prerequisites Information:
 Some programs to which you are applying have prerequisites. Please enter coursework that fulfills these prerequisites.

Samuel Merritt University MSN - FNP Online

Statistics

You will then fill out your term, year, academic status, and completion status then select "Add Course"

* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Select	Select	Select	Select

+ Add A Course + Add A Semester Cancel Save

Enter in the class information, this can be found on your unofficial transcripts or student portal if you still have access. Hit save then go to the Transcript Entry page to continue on to “Review and Finalize My Transcripts”

* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Spring	2014	Sophomore	Completed

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
STA	101	Statistics	3	00	A
<small>e.g., BIO 101</small>	<small>e.g., Introduction to Biology</small>		<small>e.g., 3.00</small>	<small>e.g., 85 or B</small>	

+ Add A Course + Add A Semester Cancel Save

Enter your courses first. For any courses you took that fall outside of the typical academic statuses, choose Freshman. After you enter all courses, you will start Transcript Review where you will be asked to identify courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad. ✕

Transcript Entry

To complete this section accurately:

- Report all courses on your transcripts. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
- Use official copies of your transcripts. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript.

[Click here](#) for more information.

Once you submit your application, you cannot edit previously entered coursework. You can add new coursework and update courses and terms listed as **In Progress/Planned**.

Transcript Review

Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

Review & Finalize My Transcripts

The Transcript Review Step will ask a series of questions, answer accordingly.

Primary college= Where you obtained your BSN/ RN

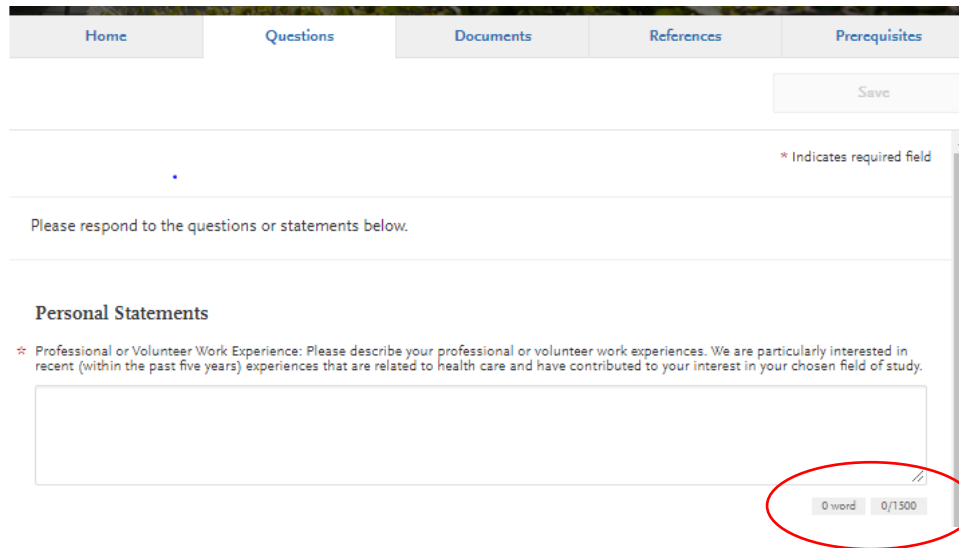
- **Standardized Tests**
 - Click on "I Am Not Adding Any Standardized Tests"
 - The green check mark shows that section is complete
- *Click on "My Application" tab at the top left side of page.*

Personal Information

- **Release Statement**
 - Read through the NursingCAS Release Statement then check the box below that you understand and accept the terms
 - Read the Advisor Release; then check yes or no
 - Click on "Save and Continue"
 - Click on the confirmation to go to next section
- **Biographic Information**
 - Enter your name, alternate name, gender and birth information.
 - Click on "Save and Continue"
 - Click on the confirmation to go to the next section
- **Contact Information**
 - Enter your current address
 - Enter your permanent address information if your current address is not your permanent address.
 - Enter your phone number and email
 - Click on "Save and Continue"
 - Click on the confirmation to go to the next section
- **Citizenship Information**
 - Enter your Citizenship, Residency and Visa information if applicable
 - Click on "Save and Continue"
 - Click on the confirmation to go to the next section
- **Family Information**
 - Enter information to the best of your knowledge. This does not impact your application, it is for statistical use only.
 - Click on the next section "Race and Ethnicity" on the left hand menu
- **Race & Ethnicity**
 - Complete the Ethnicity and Race prompts
 - Click on "Save and Continue"
 - Click on the confirmation to go to the next section
- **Other Information**
 - Complete the prompts
 - Click on "Save and Continue"
- *Click on "My Application" tab at the top left side of page.*

Program Materials **MSN-FNP Online**

- Complete each tab as instructed.
- You can send me your personal statements before copy/ paste for some feedback.
- *Be mindful of the word count with each question, it is suggested to write your questions in a Word Document for spell/ grammar check then copy and paste in the following fields.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Home', 'Questions', 'Documents', 'References', and 'Prerequisites'. Below the navigation bar is a 'Save' button. The main content area contains a message: 'Please respond to the questions or statements below.' followed by a section titled 'Personal Statements'. A red asterisk indicates a required field: '* Professional or Volunteer Work Experience: Please describe your professional or volunteer work experiences. We are particularly interested in recent (within the past five years) experiences that are related to health care and have contributed to your interest in your chosen field of study.' Below this text is a large text input area. At the bottom right of the input area, a word count indicator shows '0 word' and '0/1300', which is circled in red.

Under the documents tab is where you will upload an updated resume and screenshot of your license.





Here is the website where you can search your name and take a snapshot of the license information: <https://rn.ca.gov/online/verify.shtml>

*Be sure to include ALL information in your screenshot: Licensing details, disciplinary actions, etc

Documents

- Please upload a copy of your Resume/CV
- Please upload a copy of your CA BreZE print out or your RN license
- Please upload any additional document(s) you would like to include in your application

UPLOAD TIPS

 Review Uploaded Documents The uploading process may have altered your formatting. Please review before submitting.	 Accepted File Types .doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.	 Do Not Password Protect Your Documents Protected documents will not be sent with your application.	 Conceal Your Social Security Number (SSN) Only use correction fluid or a redacting marker to conceal your SSN before uploading.
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* Indicates required field

Required Documents

CV/Resume

License

Your next step will be to **insert two references**.

- * It is suggested to insert a due date of one week following of referrers submission
- * Please also note to insert a personal message, it will not let you continue without doing so. A simple "Thank You" works great!
- * Select "No" when waiving your right of reference, this will ensure that the letter is sent to your email for approval to verify criteria is met (ie: Institution letterhead)

Letter Upload and Likert Scale Rating Reference Request!



Once you have saved the reference request, an email request will be sent to the referer on your behalf. Please advise your referer to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

* Indicates required field

Referer's Information

- * First Name
- * Last Name
- * Email Address
- * Due Date
- * Personal Message/Notes
0 word | 0/500

Waiver of Reference

- * I waive my right of access to this reference. Yes No
- * **Permission to Contact Recommender**
 I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.
- * **Permission for Schools to Contact Recommender**
 I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

Pre-requisites: Must complete Transcript Entry before this step, then select “Assign Course”

Prerequisites

You must complete your Transcript Entry in the Academic History section before you can identify prerequisites. Please match your entered coursework that fulfills our listed prerequisite course below.

Statistics

Select your statistics course entered with the plus sign, then save & exit

Prerequisites

Statistics ▼ ✓ Save and Exit

Select Your Statistics Course

I Am Not Matching Any Courses to this Prerequisite

Minimum Credits 3 | Minimum Grades 1.7

- ARIZONA STATE UNIVERSITY - DOWNTOWN PHOENIX Transcript 0
- UNIVERSITY OF PHOENIX (AZ) Transcript 0
- LANEY COLLEGE Transcript 0

Spring 2014					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	STA	101	Statistics	3.00	A

Once you have completed these sections, you should be able to see them all lit up in green. From there, you can submit your application. There is a \$75 application fee. Once it is submitted, I will be able to view the entire application.

