

Chicago - NursingCAS Learning & Networking Day

June 16, 2016, 2:30 – 4:15 PM

- **Josh Huber**, WebAdMIT Support Team Manager, Liaison
- **Ann Donnelly**, Account Director for NursingCAS, Liaison

Agenda

- What's New for Next Cycle
- Best Practices for Program Configuration
 - WebAdMIT Training

Breakout Session for Current Users



NursingCAS 2016 – 2017 Cycle

Current NursingCAS Cycle

- Closes on August 15, 2016
 - Last date for deadlines
- Last date for processing is August 19, 2016
 - *it's very important emphasize to applicants to get transcripts in by this date*

- Opens on August 25, 2016
- Configuration Tool for 2016 – 2017 is Open
- Data dictionary draft for NursingCAS 2016 – 2017 will be available the week of July 19
- Programs must be submitted for review by August 8 to be published in time for the cycle launch
 - *Unless you plan to open your programs later on in the cycle like in October or November for example, then you can wait until a later date*

Important Dates

Timeline/FAQs: <http://www.mynursingcas.org/cycle/>

All primary contacts have a personalized URL Webpage that includes links to training, the configuration guide, next steps and other important information to help onboard you to the next NursingCAS Cycle



NursingCAS

The Centralized Application Service for Nursing Programs

Home

- Register for Configuration Training
- In-Person Events
- Configuration Manager Help Guide
- Resources

NursingCAS Configuration Portal Training
Sign up for the next available date: 6/20/2016

Welcome to your personalized NursingCAS Member experience, Caroline.

To help prepare your school, College of AACN, for the 2016 - 2017 NursingCAS Cycle, we have provided this personal URL page for you so you can register for important training and easily access useful links. Your first step to prepare for the next cycle is to register for a Configuration training Webinar.

If you have questions about NursingCAS, you can complete the form on this page or contact **Ann Donnelly**, your NursingCAS representative, at **617.612.2064** or **ADonnelly@liaisonedu.com**.

The NursingCAS 2016 – 2017 Application Cycle opens on August 25, 2016. And we (the American Association of Colleges of Nursing and Liaison International) are committed to making it the best cycle yet and look forward to working with you.

For more important information [go here](#).

Important Dates to Remember:

- **June 1st - July 18th** — NursingCAS Configuration Portal training offered
- **June 7th** — The Configuration Portal for the 2016-2017 Application Cycle opens
- **August 8th** — If your school will launch programs on August 25th, you must submit your programs for review by August 8th.
- **August 25th** — The 2016-2017 Application Cycle opens



Ann Donnelly
Director, Account Management for
Caroline Allen



American Association
of Colleges of Nursing

Your PURL Page

- **Re-applicant feature** will allow existing applicants to carry over their transcripts and data (*with the exception of references and program-specific materials*)
- **Reference requirements** will be customizable on a **per-program basis**
- **Batch PDF Export Tool** will facilitate batch downloads of applications, transcripts, and other supporting documents (including an API feature)
 - *There will be an enhanced PDF layout for document downloads*
- A **WebAdMIT 2016 – 2017 Cycle Toggle** will be available to switch between viewing applicants from 2016-2017 NursingCAS application cycle and NursingCAS 3.0 (*which is labeled as WebAdMIT 2014 – 2015*)
- **New document types** available in the program materials section
- **Additional Questions** added to the Application
- **Advisor portal** access will be available
- Improved **Search Filter**
- *Pending: Working with ETS now to add official **GRE and TOEFL** Scores*

Updates for the 2016 - 2017 Cycle

Welcome Back

As a previous applicant to ADEA DHCAS, you can speed up the application process by copying data from your previous application. Whether you submitted an application or started an application but did not complete the application process, this time saving process applies to you.

Confirm Your Profile Information



Step 1 in the re-applicant process is to confirm your profile information. Make any necessary updates to your Name, Contact Information and Account Information.

Decide if You Want to Copy Application Data



Step 2 in the re-applicant process is to decide if you want to copy data from a previous application. You will be able to review all of the application sections and decide what you want to copy. Or, you can start with a blank application to clear out all previous application information.

Choose Your Programs



Once you have updated your profile and decided which application data to copy, you will start your new application. The first step is selecting the programs to which you want to apply.

Review Application Sections



Every section of the application for which you choose to copy application data will initially be marked with the ! icon. You will need to visit each of these application sections to confirm the data is accurate or make updates.

Ready To Begin?

[Start Reapplication](#)

What carries over?

- CAS ID
- Data in personal information section
- Data in academic history section
- Transcripts

What doesn't carry over?

- References
- Questions or documents from the program materials section
- The fee resets
- SSNs don't carry over

Re-Applicant Feature

If they are applying to programs between now – August 15, 2016 then remind them that the last date for transcript processing is August 19, 2016 so they need to get in their documents in advance of that date.

If they are applying to programs between August 25, 2016 – August 15, 2017 then they should wait to either create their NursingCAS account or log into the application until the NursingCAS 2016 – 2017 application opens on August 25th.

As a reminder, there will be a re-applicant feature that will allow them to carry over their data.

Information and FAQs are posted on <http://www.nursingcas.org/cycle-faqs/>

APPLICATION CYCLE FAQs FOR APPLICANTS

The current NursingCAS application cycle will officially close on August 15, 2016 and the NursingCAS 2016 - 2017 Application Cycle will open on August 25, 2016. It's important to note that if you are applying to programs with an August deadline then you must get your transcripts in by August 19 since that is the last date for processing for this cycle. Some programs may have adjusted their deadline date so please be sure to log into your application and click on the "Submit Application" tab at the top to view any potential changes. The NursingCAS 3.0 application has been open since October 2014, so you may have noticed old program d...

READ MORE

What should we tell applicants?



OSU Dental Hygiene Baccalaureate Degree Completion Program

The Dental Hygiene Baccalaureate Degree Completion Program is a flexible, online program for licensed dental hygienists who hold an associate degree from a CODA accredited dental hygiene program. Students will expand their knowledge of research and patient care and prepare for additional roles in dental hygiene education, research, public health, business or administration.

This program combines the general education aspects of a baccalaureate degree with advanced education in dental hygiene. Scheduling is flexible and students may enroll part-time or full-time. Dental hygiene courses and most general education courses are offered in a distance learning format designed to be convenient for working students. Basic science courses that cannot be completed online can be completed at any of Ohio State's five campuses or may be transferred from other institutions.

Program Details

Level: Bachelor Start Term: Fall Start Year: 2016

Program Evaluations

Minimum Required	<input type="text" value="3"/>	Minimum required must be completed for application to be submitted for review	<input checked="" type="radio"/> Yes <input type="radio"/> No
Maximum Accepted	<input type="text" value="5"/>		

References (referred to as “Evaluations”) will move into the “Program Materials” section and you will be able to customize your requirements on a per program basis.

For example, your RN to BSN program could require 2 references and your PhD could require 0 references.

You will also be able to configure if an applicant will be required to submit references to advance to a complete status in WebAdMIT.

Reference Requirements

List of Document Types

You can configure which types of documents an applicant should upload (*required or optional*) on a per program basis

Documents

- Submit a current Curriculum Vitae/Resume
- Personal Statement: **Plans and Aspirations (800 words or less)**

As part of the application we require a one page personal statement. Please include a one-page, typed personal statement highlighting why you wish to pursue this degree and how you will benefit, both personally and professionally.

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.

CV/Resume

Personal Statement

- Certification*
- Catalog Course Description*
- CV/Resume*
- Health Records*
- High School Transcript*
- License*
- Military Papers*
- Personal Statement*
- Research/Publication*
- Shadowing/Healthcare Hours*
- Test Score Report*
- Writing Sample*
- Other*

**Items italicized are new types*

New Types

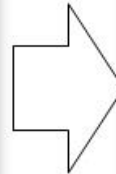
Ability to conduct bulk downloads of PDF documents from WebAdMIT

Document Export Manager

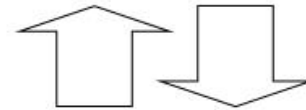
Export all for to a file named

Name each file using the following convention:

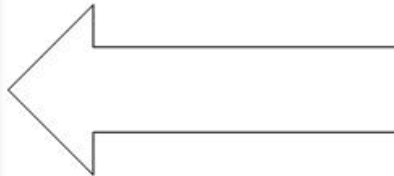
These settings can be seen by and appear on the toolbar.



Name	Size	Packed	Type	Modified	CRC32
File folder					
20120612345.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432
20120612346.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432
20120612347.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432
20120612348.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432
20120612349.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432
20120612350.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432
20120612351.pdf	418,888	385,764	Adobe Acrobat Do...	6/28/2011 5:44 ...	68120432



```
#! /bin/bash
# Database Backup
if [ -f /home/user/backup/trac.tar ]
then
  echo "Backing trac.tar"
  cd /home/user/backup/trac.tar
  backup.sh
else
  echo "Skipping backup of trac.tar"
fi
else
  backup.sh
fi
# done backing up
echo "Done"
fi
```



Access [FAQs](#) on this new tool, the PDF Manager, which will be available in WebAdMIT in late August.

Batch PDF Download

- Your access to WebAdMIT will not be impacted by the cycle switchover
- Applicant data from the 2016 – 2017 cycle will flow into WebAdMIT beginning on August 26th
- The 2015 – 2016 Cycle in WebAdMIT does not technically exist since the current application has been open since 2014. *Applicants who submitted during 2016 currently appear in your “2014 – 2015” view.*



Applicants who applied between October 15, 2014 – August 15, 2016 will appear in your “2014 – 2015” view in WebAdMIT

Applicants who applied between August 25, 2016 – August 15, 2017 will appear in your “2016 – 2017” view in WebAdMIT

WebAdMIT 2016 – 2017 Toggle View

Background Information

Check if any of the following apply to you:

Optional

- I graduated from a high school from which a low percentage of seniors receive a high school diploma.
- I graduated from a high school at which many of the enrolled students are eligible for free or reduced price lunches.
- I am from a family that receives public assistance (e.g. Aid to Families with Dependent Children, food stamps, Medicaid, public housing) or I receive public assistance.
- I am from a family that lives in an area that is designated as a Health Professional Shortage Area or a Medically Underserved Area.
- I participated in an academic enrichment program funded in whole or in part by the Health Careers Opportunity Program.
- I am a high-school drop-out who received AHS diploma or GED.
- I am from a school district where 50% or less of graduates go to college or where college education is not encouraged.
- I am the first generation in my family to attend college (neither my mother nor my father attended college).
- English is not my primary language.

By designating any of the above, you are considered to have met the criteria for education defined by the above guidelines.


To determine if you come from an economically disadvantaged background, you are household (number of exemptions listed on parent's Federal 1040 income tax forms provided in the link below. The chart is based on 200 percent of Federal low-income most recent tax forms regardless of age.

Your parent's family income falls within the table's guidelines and you are considered to have met the criteria for economically disadvantaged.

Optional

Yes No

What is the type of geographic area where you were raised?

Select GeographicArea 

Disadvantaged Background ?

Military Status

Indicate your anticipated United States Military status at the time you enroll? Optional

Select Military Status



Please specify branch of the United States Armed Forces Optional

Select Armed Forces Branch



Service Began Optional



MM/DD/YYYY

Are you still serving? Optional

Yes

No

Service Ended Optional



MM/DD/YYYY

Military Discharge

Were you honorably discharged from the military?

Yes

No

I did not serve

Enhanced Military Questions

To start a new search, select a different option and then click Search

Degree Type

School Location

Graduate Level Track Delivery

Show Available Programs Past Programs Future Programs

DEGREE PROGRAM NAME CONCENTRATION START TERM START YEAR CITY STATE DELIVERY APPLICANT TYPE DEADLINE

- Primary filter of degree type will help with programs list load faster
- Applicants will be able to search for programs by delivery – online, on-campus or hybrid format
- Applicants can use toggles to hide past programs, show available programs, and/or display future programs that haven't opened yet

Improved Search Filter

Dashboard

Welcome to your new Dashboard! Keep checking back as NursingCAS experience.

Add Content to the Applicant Newsletter

School *

Name *

 +

Name of person submitting form

Email *

Email of person submitting form

NursingCAS Applicant Newsletter

Stay connected and informed.

March 22, 2016

Open Seats One of the benefits of NursingCAS is to provide notifications to applicants about programs that have available space. Did you know that more than 14,000 seats go unfilled annually? Review the listing below to determine if you would like to apply to one of these programs.

Deadline Extensions Programs often extend their deadlines in order

Reminders

Submit content to the applicant newsletter at

www.mynursingcas.org/dashboard/



- Many schools have inquired about opportunities to promote their programs to prospective applicants beyond the NursingCAS Newsletter so we partnered with [Echo-Interactive, LLC](#) to establish an: [Echo-Targeting Program](#), an affordable banner advertising tool that allows schools to market their nursing program to prospects online
For more information, including pricing, visit www.mynursingcas.org/users/echo-interactive-recruitment/

Echo-Targeting Option

Jane Smith

NursingCAS ID: 999999999 Verified Academic Update ← Indicates applicant has started Academic Update

Last NursingCAS Update on Jul 17, 2015 at 6:03 AM

Academic Update Status

Designation	Application Status	Academic Update	Date Submitted	Complete Date	Verified Date	Local Status
BSN Spring 2016	Verified	AU Received	Mar 02 2015	Sep 29 2015	Oct 01 2015	none

2016 – 2017 Academic Update (AU) periods are planned for:

- December 15, 2016 – February 15, 2017
- *May 30 - July 25, 2017*

Applicants can update their grades and send in new transcripts.

Applicants can change any "Planned/In-Progress" coursework to "Completed", so updated GPAs can be generated.

Designations by Academic Update Status - This channel shows every applicant based upon their application processing after an academic update period

Designations by Academic Update

- 5 AU In Progress
- 13 AU Received
- 0 AU Complete
- 4 AU Verified
- 22 Total

Academic Update

www.mynursingcas.org/users/academic-update/

New Benefit for NursingCAS Users

Integrated Background Screening from CastleBranch

NursingCAS users can now access the CastleBranch industry leading background screening tools directly within NursingCAS, making the entire application process even more convenient, easy and efficient.

Everything you need. All in one place. Conveniently online.

How it Works



As the exclusive background screening provider for NursingCAS, CastleBranch provides users:

Customizable background screening options
Real time background check order status

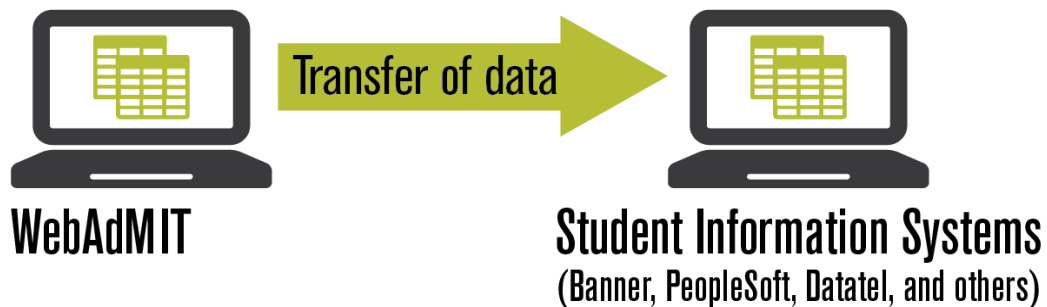
If you use CastleBranch or would like to partner with CastleBranch for your background check you can use the link below and the contact form to learn more about:

- Customizable background screening options
- Online, real-time order status
- Fast set-up and system integration with WebAdMIT

Background Check Option

go.castlebranch.com/nursingCAS

Did you know you can schedule automatic data transfers from WebAdMIT to your internal system(s)?



Transfers are completed on:



The Export API allows technical users to run export files from a back-end API: set up the export file (or files) one time in the WebAdMIT user interface and all subsequent export files can be run without having to log into WebAdMIT and download a file.

API Feature

<http://developer.webadmit.org>

Example: <http://www.rushu.rush.edu/college-nursing/con-admissions/how-apply>

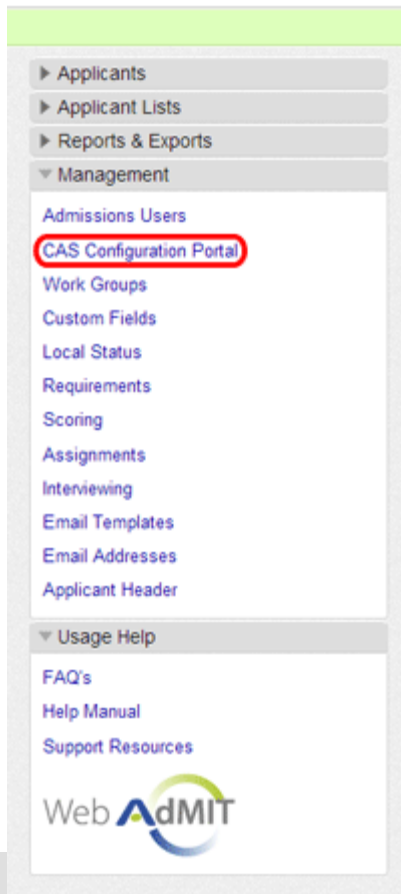
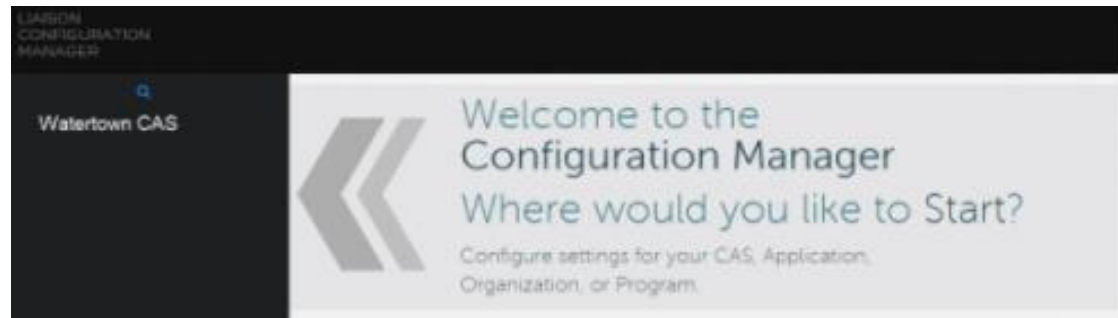
The screenshot shows the top navigation bar of the Rush University website. On the left is the Rush University logo and name. On the right are links for 'Find Faculty' and 'Search'. Below the navigation bar is a green horizontal menu with items: 'Education and Training', 'Admissions', 'The Rush Experience', 'Research', 'News and Events', 'About', and 'Support'. A breadcrumb trail reads: 'Home > College of Nursing > Programs & Admissions > How to Apply'. On the left side of the page content, there is a vertical menu with 'Programs & Admissions' and 'How to Apply' (the latter is highlighted in blue). The main content area features the title 'How to Apply' in a large serif font. Below the title is a paragraph: 'We appreciate your interest in the Rush University College of Nursing. The College participates in [Nursing's Centralized Application Service](#) (NursingCAS), which provides you with an online application. NursingCAS collects and processes your application documents and verifies your transcripts. We receive this information from NursingCAS and use it to make our admission decisions.' Below this is a sub-section titled 'Choosing a Program Designation' followed by another paragraph: 'When you [apply in NursingCAS](#), you will need to choose a specific program and term of entry. You may apply to only one Rush program and one admission cohort. Applying to more than one Rush program or cohort will delay processing your application.'

www.nursingcas.org

Remember to update your school's Website and other materials to direct applicants to NursingCAS



Questions



Items you can configure for each program:

- Homepage text (required)
- Banner image (required)
- Transcript requirement (required)
- Coursework entry requirement (required)
- Custom questions (optional)*
- Documents (optional)*
- Pre-requisites (optional)*
- Evaluations (optional) - NEW*

Configuration Help
[Online Guide](#)
[PDF Guide](#)

Configuration Training



Questions

Applicant statuses, school defined admissions statuses, and onscreen activity channels to easily manage admissions processes



Unlimited User Access

Calculating GPAs

Local Statuses

Tracking Interviews

Document Access

Online Review

Queries & Lists

Scoring & Ranking

Emails

Issuing Decisions

Tracking

Reports & Exports

Live Training



Questions