The background of the slide is a faded image of the Golden Gate Bridge in Oakland, California, with the city lights visible in the distance.

# Welcome

Oakland, CA  
**Samuel Merritt University**

**July 27, 2016**

## **Presenters:**

**Caroline Allen**, *NursingCAS Director, the American Association of Colleges of Nursing*

**Ann Donnelly**, *Account Management Director for NursingCAS, Liaison*

**Robert Strachan**, *Assistant Director of Nursing Admissions, SF State*

**Kate Owen**, *WebAdMIT Support Specialist, Liaison*

# **NursingCAS Learning & Networking Day**

Let us know who you are and what school you are representing and 1 other insight such as...

- *What you hope to learn today OR*
- *Something you like about NursingCAS OR*
- *Something you find challenging about NursingCAS OR*
- *A NursingCAS tip or strategy*

**Introductions**



**American Association  
of Colleges of Nursing**

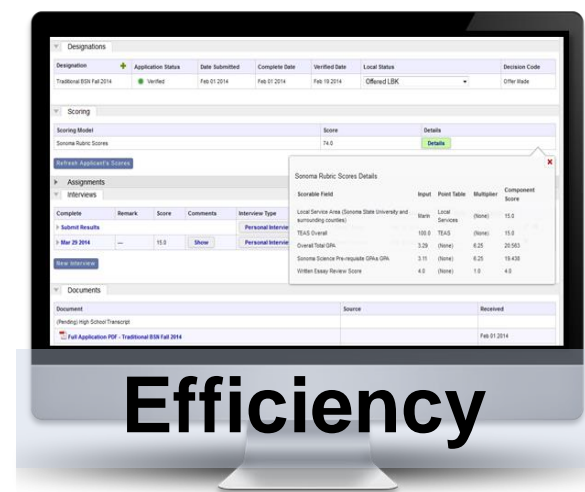
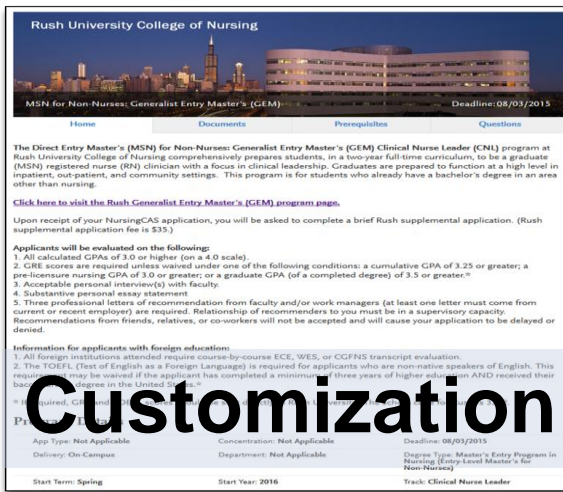
AACN is the national membership organization for over 780 nursing schools; providing public support for professional nursing education, research, and practice

Liaison International provides the software, processing, and support to applicants and participating schools. Industry leader with 20 years of experience working with 25 different health profession to administer CAS's.



NursingCAS partners with participating schools to provide an online application to students who wish to apply to that school's programs and processes applications on their behalf

# Partnership



Efficient method to research and apply to multiple programs with one, online service. Increase your program's exposure.

Ability to customize your admissions requirements and brand your school's listing on a per program basis.

Use the free tools in NursingCAS to manage your admissions and/or download and import the data and documents into existing systems.

# Flexible to Meet Your Needs



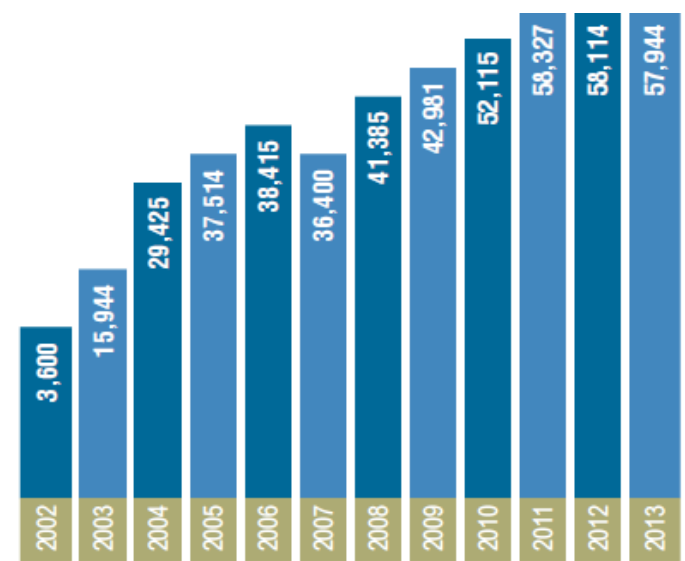
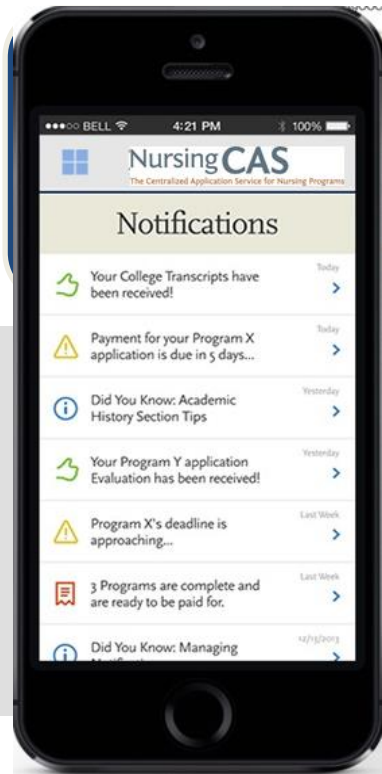
Streamline the application process for prospective students

- A single, online resource to research and apply to participating programs

Maximize capacity in schools of nursing and help fill available seats

- Qualified applicants are turned away from nursing schools annually even though more than 14,000 seats were unfilled

- Notify applicants about available seats at participating schools, new programs and deadline extensions



SOURCE: American Association of Colleges of Nursing, Research and Data Center, 2002-2013. AACN is not responsible for reporting errors by respondent institutions.



# Goal of NursingCAS



SAN FRANCISCO  
STATE UNIVERSITY

**Their Experience**



## 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 25<sup>th</sup>.

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?



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.

#### 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"/>		

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

The screenshot shows the NursingCAS application portal for Watertown University. The user is logged in as Jane Smith. The page displays the 'Documents' section for the MSN Family Nurse Practitioner program. The document types listed are CV/Resume, Personal Statement, and Other. Each type has a toggle switch and an 'Add Document' button. The CV/Resume and Personal Statement toggles are currently turned on, while the Other toggle is turned off. The page also displays the user's name (Jane Smith) and a 'Sign Out' button.

*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 **Full Application PDFs** for **Matriculating In-State Applicants**  
to a **Zip archive (.zip)** file named **matric\_apps.zip**

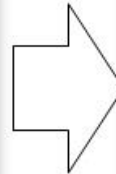
Name each file using the following convention:

Insert merge field

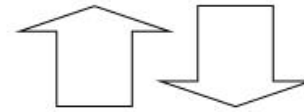
**State University CAS ID** **Last Name** **Full Application PDF**

These settings can be seen by **only myself**  
and **will not** appear on the toolbar.

**Create File** **Save Export Settings** **Return to Export Manager**



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



```
## BACKUP DATABASE SCRIPT
if [ -f /home/user/backup/trac.tar ]
then
  echo "Backing trac.tar"
  cp -R /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 26<sup>th</sup>
- 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 educationally disadvantaged.


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 the 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/](http://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/](http://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/](http://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

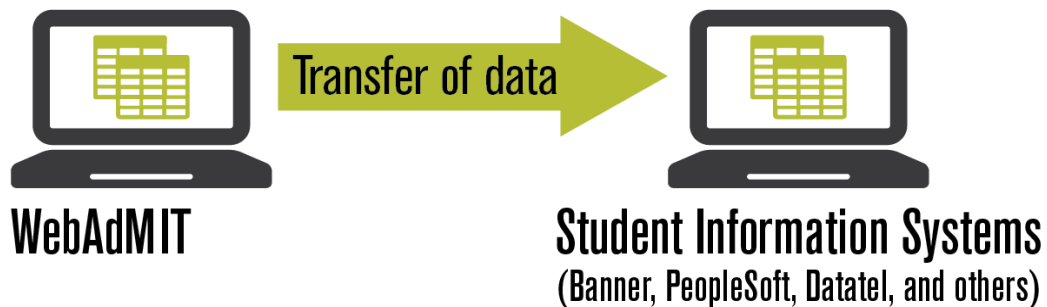
If you use CastleBranch or would like to partner with CastleBranch for your background check you can use the link below and the contact form to learn more about:

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

# Background Check Option

[go.castlebranch.com/nursingCAS](https://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://nursing.uthscsa.edu/students/apply.asp>



University: [Home](#) | [Calendar](#) | [Maps](#)  
WE MAKE LIVES BETTER®

Site  University

- Prospective Students Home
- Undergraduate Admissions
- Graduate Admissions
- Information Sessions
- Application Instructions
- Required Prerequisite Courses
- Financial Aid & Scholarships
- International Applicants
- Articulation Agreements
- Commonly Asked Questions
- Contact Information
- About San Antonio
- School of Nursing Home
- Apply Now
- Request More Info
- Media Center



## Ready to Apply

**Undergraduate Application Instructions** ↓

**Graduate Application Instructions** ↓

### Prior to Application Deadline:

- Submit an online application via NursingCAS, the Centralized Application Service for Nursing Programs by 10:59pm on the day of the application deadline.
- Submit the School of Nursing non-refundable \$45 application fee by the application deadline. (Instructions are included inside the NursingCAS application)
- Submit official transcripts for each college/university attended to NursingCAS by the application deadline. If you attended a non-U.S. college/university, please refer to international applicant instructions by clicking [here](#).

**Please submit all official transcripts to:**  
NursingCAS  
P.O. Box 9201

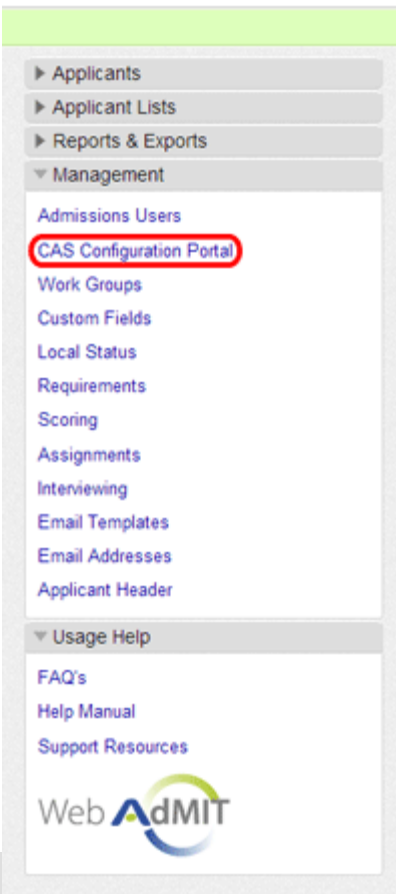
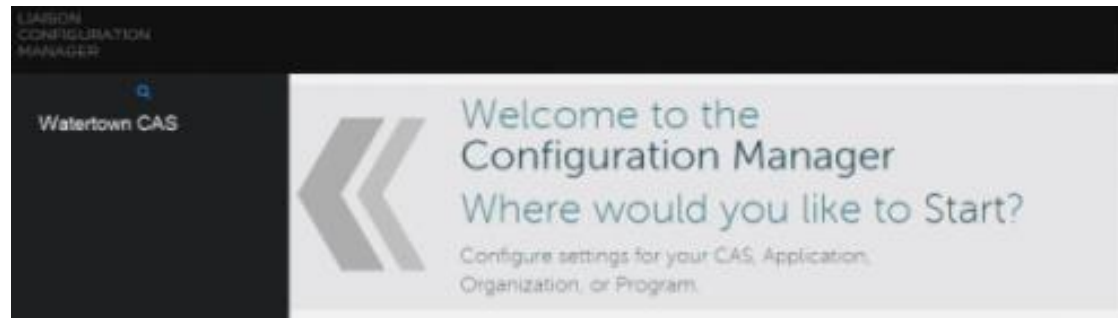
# [www.nursingcas.org](http://www.nursingcas.org)

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](#)

# Live Configuration Training



# Questions

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



**Users/Workgroups**

**Local Statuses**

**Document Access**

**Queries & Lists**

**Emails**

**Tracking**

**Calculating GPAs**

**Tracking Interviews**

**Online Review**

**Scoring & Ranking**

**Issuing Decisions**

**Reports & Exports**

# Live Training

<https://nursingcas.webadmit.org>





# Questions

## **NursingCAS Management Team**

[nursingcasmgr@liaisonedu.com](mailto:nursingcasmgr@liaisonedu.com)

Contact the NursingCAS Management team with any questions regarding the application process (i.e. GPA verification, transcripts, etc.), specific applicant files, processing, individual deadline extensions, or customer service issues.

Ann Donnelly, NursingCAS Director

P: (617)-612-2064

E: [adonnelly@liaisonedu.com](mailto:adonnelly@liaisonedu.com)

[www.mynursingcas.org](http://www.mynursingcas.org)

## **WebAdMIT Support Team**

716-636-7777, option 7

[webadmitsupport@liaisonedu.com](mailto:webadmitsupport@liaisonedu.com)

Contact WebAdMIT Support with questions regarding WebAdMIT, the web-based admissions software. Participating schools can contact WebAdMIT support with any questions or concerns regarding their admissions management tool or to schedule additional training.

# Contact Information



**For being a  
NursingCAS User!**

# **How are we doing?**

- **Do you have feedback or suggestions for improvements?**
- **Do you have best practices, tips or advice to share with your colleagues?**
- **What's working well?**
- **What can be improved?**
- **Any feedback from applicants or students?**

**What questions do you have for us?**

**Discussion Questions  
for the Group**

Enormous potential to produce comprehensive, powerful data that can positively impact the profession

---

Provides an unduplicated head count of applicants – unique NursingCAS ID number assigned to each applicant

---

Provides a vital resource for prospective students and applicants interested in the profession – single source for admissions requirements

---

Assists in developing workforce projections, admissions trends, and recruitment strategies

---

Compiles accurate statistics; such as number of applicants and profile (age, ethnicity, gender, geographic, etc.)

---

Helps promote and facilitate academic progress

---



**Benefits to the  
Profession**



## NursingCAS Applicant Newsletter

Stay connected and informed.

In effort to provide better information to you in a more organized format on a regular basis, we are rolling out the NursingCAS Applicant Newsletter, which will be delivered to your email inbox on the 1st and 15th of every month. Look for this informative newsletter to learn about deadline extensions, new programs, programs with available space, upcoming events, and important reminders, when applicable.



**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 to allow applicants more time to complete the admissions process. Review the list below to see if any programs you are interested in have extended their deadline.



**New Programs** New programs are added to NursingCAS frequently so in order to help you discover and learn about new offerings please review the updated list below.

A single online resource to research nursing program options and admissions requirements

Notifications about programs with open seats, new programs, and deadline extensions

A convenient and efficient process to apply to multiple schools using a single Web-based service for a nominal fee

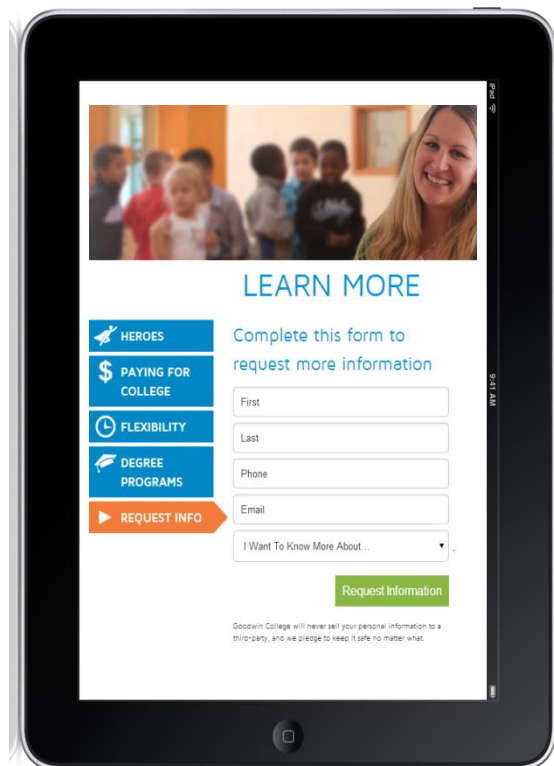
Reduce the need and costs associated with duplicate application data and supporting materials

Provide applicants with online status check and validation rules to reduce errors

# Benefits to the Students



# Questions



- Attend an Upcoming Webinar or Event
- Schedule a Call
- Visit the following site for more information:
  - [www.mynursingcas.org](http://www.mynursingcas.org)
  - [www.mynursingcas.org/join](http://www.mynursingcas.org/join)

## **American Association of Colleges of Nursing**

Caroline Allen, NursingCAS Director

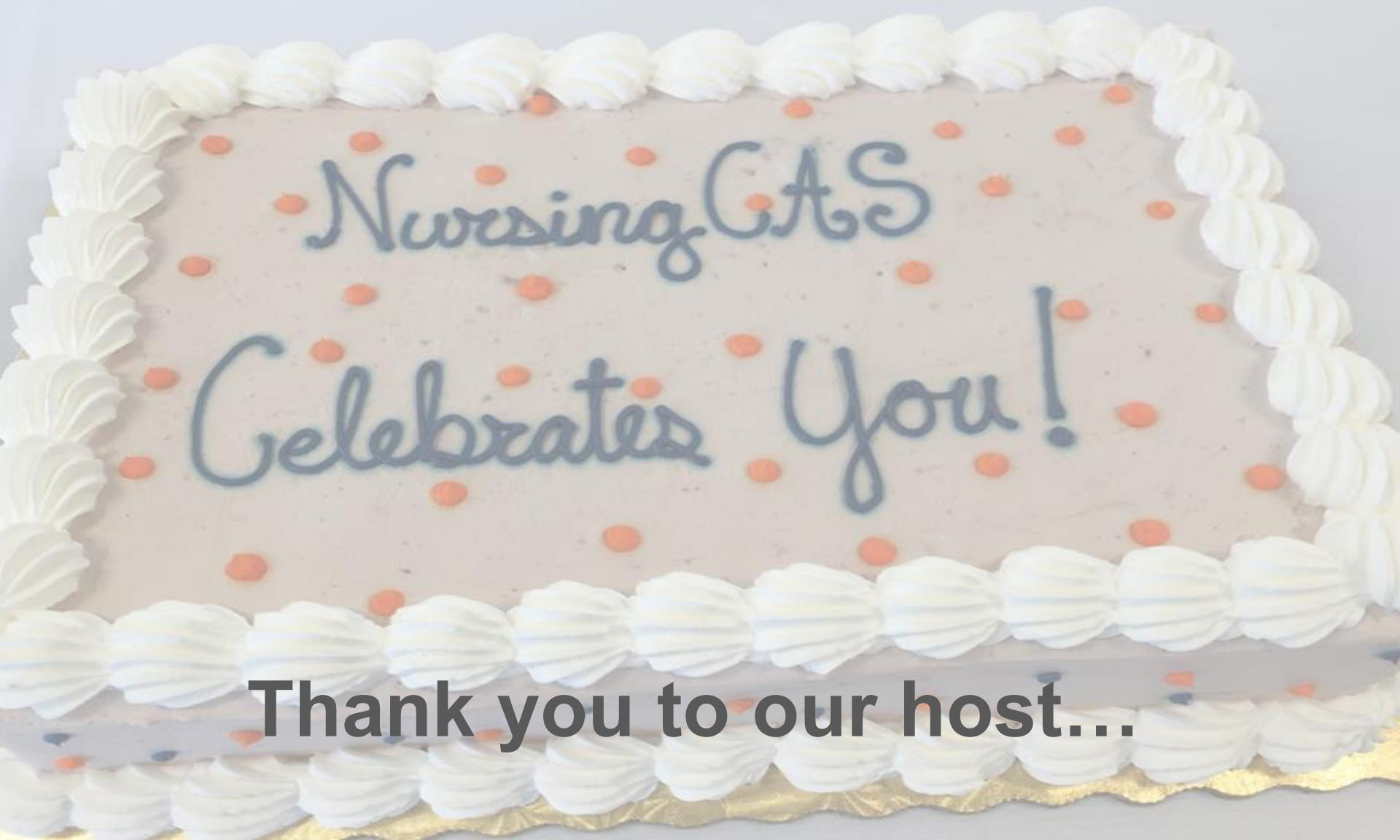
202-463-6930 x258, [callen@aacn.nche.edu](mailto:callen@aacn.nche.edu)

## **Liaison International**

Ann Donnelly, NursingCAS Director

617-612-2064, [adonnelly@liaison-intl.com](mailto:adonnelly@liaison-intl.com)

# More Information



**Thank you to our host...**



**SAMUEL  
MERRITT**  
UNIVERSITY