Leveraging NursingCAS to Manage Admission and Application Processes
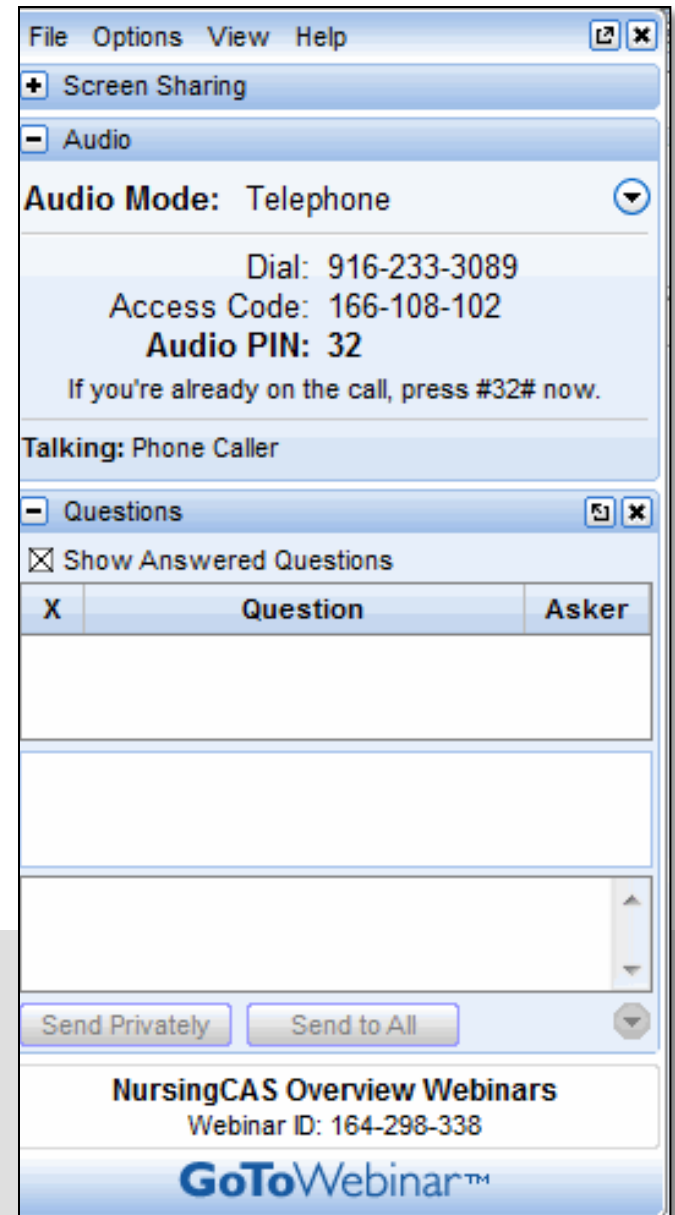
Featured Speaker: **Robert Strachan, Assistant Director for Admissions, SF State School of Nursing**

SF STATE

- Questions will be addressed at the end of the Webinar

- Type your questions into the designated Question box shown at right of your screen

Please Ask Questions!

File Options View Help

+ Screen Sharing

– Audio

Audio Mode: Telephone

Dial: 916-233-3089
Access Code: 166-108-102
Audio PIN: 32
If you're already on the call, press #32# now.

Talking: Phone Caller

– Questions

☒ Show Answered Questions

X	Question	Asker

Send Privately   Send to All

NursingCAS Overview Webinars
Webinar ID: 164-298-338

GoToWebinar™

A **Centralized Application Service** for prospective students to research and apply to RN diploma, associate degree, baccalaureate, master's, and doctoral programs at participating nursing schools nationwide using one, online application.

Powerful Admissions Software for staff to manage and analyze their applicant pool. Schools can have an unlimited number of users with customized access. **Ongoing training and support is provided.**

Integrated Administrative Services including the processing and management of transcripts, supporting materials, calculating GPAs, and providing applicant service and support.

American Association *of Colleges of Nursing*

LIAISON INTERNATIONAL

Partnership

Our Application Process Overview

The SF State School of Nursing has been using NursingCAS since 2011 to manage graduate supplemental application and admission processes. Undergraduate programs were added to the service in 2014.

Admission into SF State School of Nursing (SoN) programs involves a two-part concurrent application process. 1) General university application; 2) SoN supplemental application.

SF STATE

Example of How Applicants View SF State on NursingCAS

San Francisco State University

Accelerated Entry Level MSN Adult - Gerontology CNS - Sp 2017   Deadline: 09/05/2016

Home	Documents	Evaluations	Prerequisites	Questions

About the Program

The Accelerated Entry Level MSN program is designed for individuals who possess a non-nursing bachelor's degree and are seeking to enter the nursing profession. The two year full-time program, including summers, prepares students to become eligible for the national RN licensing exam (NCLEX-RN) after completion of 1 ½ years of study and it culminates with a nursing applied research course or a master's thesis. Graduates will earn a BSN and the MSN degree. This School of Nursing/Extended Learning program is open to both California and other U.S. residents. The cost is $675 per unit for the 97 unit program.

Eligibility Requirements

- Baccalaureate or higher degree from a regionally accredited institution of higher learning
- GPA of 3.0 or above in the last 60 semester units earned
- GRE Analytical Writing Score of 4 or above by the time of application
- Health-related work or volunteer experience
- Completed all prerequisite coursework with a C or higher by the time of application

Application Process

Admission to all SF State graduate and post graduate programs is a two-part process and two sets of transcripts are required.

1) A Spring 2017 CSU Mentor application to the San Francisco State University Division of Graduate Studies must be submitted. The program of interest selection must be: "Nursing (Accelerated Entry Level)-MS"

- We strongly recommend completing the CSU Mentor application first (early in the application period) as applicants will need to provide the assigned SF State ID# on the School of Nursing supplemental application
- Complete details concerning this portion of the process are available on the SF State Division of Graduate Studies web site.

Select Approaches to Leveraging NursingCAS/WebAdmit

✧Screen Applicants

✧Track Applicants Throughout the Process

✧Communicate with Applicants

✧Evaluate Applications
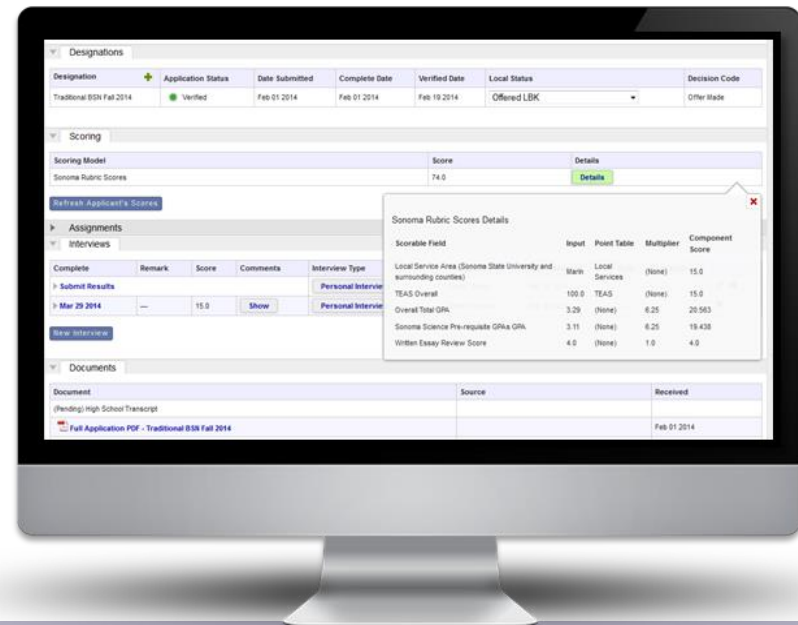
Screen Applicants Using Requirements Feature

Setup checklists to facilitate screening for minimum requirements.

- ✧ ELMSN PROGRAM: Completion of prerequisite coursework, GRE score, 3 references submitted, minimum GPA, personal statement submitted.
- ✧ RN-BSN PROGRAM: Completion of prerequisite coursework, personal statement submitted, RN license received.

SF STATE

NursingCAS > Requiremen... +

🔒 https://nursingcas.webadmit.org/requirements ▼ C 🔍 Search

NursingCAS / San Francisco State University (Graduate) (2013 - 2014) ▾

NursingCAS
The Centralized Application Service for Nursing Schools

San Francisco State University | San Francisco State University (Graduate) | 2013 - 2014 Cycle | Admissions

▾ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

Undelivered Applicants

Search Correspondence

▸ Applicant Lists

▸ Reports & Exports

▾ Management

Admissions Users

Custom Fields

Local Status

Local GPAs

Prerequisite GPAs

Requirements

Scoring

Assignments

Interviewing

Email Templates

Requirements Manager   New Requirement

All gmsn prerequisites have been completed   🖉 ✗ · add criterion

Details	
GMSN Prerequisite Grid	🖉 . ✗

Goal statement received   🖉 ✗ · add criterion

Details	
Goal Statement Received	🖉 . ✗

Health related work/volunteer experience has been documented   🖉 ✗ · add criterion

Details	
Health-related Work/Volunteer Experience Documented	🖉 . ✗

Last 60 units gpa is 3.0 or higher   🖉 ✗ · add criterion

Details	
Last 60 Units GPA 3.0 or Higher	🖉 . ✗

Received 4 or higher on the gre analytical writing section   🖉 ✗ · add criterion

Details	
Analytical Writing GRE 4 or Higher	🖉 . ✗

Three references received   🖉 ✗ · add criterion

Details	
Three References Received	🖉 . ✗

About Requirements

The Requirements Manager page displays any additional requirements mandated by your program and provides you with a way to manage your requirements checklist. Also from this screen you can create new (click on New Requirement), edit (click on the pencil icon) and deactivate (click on the red x) Requirement. Lastly for each Requirement, criteria should be added. To do this you can add (click on add criterion), edit (click edit, found in the table) or delete (click delete, found in the table) a criterion at any time.

NursingCAS
The Centralized Application Service for Nursing Schools

Locating Requirements Manager in WebAdmit

Robert Strachan 　Dashboard　Account　Logout

NursingCAS / San Francisco State University (2016 - 2017)

California State University | San Francisco State University | 2016 - 2017 Cycle | Admiss

▶ Applicants

▶ Applicant Lists

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▼ Usage Help

WebAdMIT Basic Training Course

FAQ's

Help Manual

Support Resources

Web**AdMIT**

Requirements Manager

(3) → New Requirement

No active Requirements.

(1)

(2)

About Requirements

The Requirements Manager page displays any additional requirements mandated by your program and provi you with a way to manage your requirements checklist. Also from this screen you can create new (click on N Requirement), edit (click on the penci icon) and deactivate (click on the red Requirement. Lastly for each Requirement, criteria should be added To do this you can add (click on add criterion), edit (click edit, found in the table) or delete (click delete, found in table) a criterion at any time.

Name the Requirement and Select Appropriate Programs

New Requirement

Name [   ]

Programs

- ☐ BSN On-campus
- ☑ Entry Level MSN - Adult Acute/Critical Care CNS
- ☑ Entry Level MSN - Community/Public Health
- ☑ Entry Level MSN - Nursing Administration
- ☑ Entry Level MSN - Pediatric CNS
- ☑ Entry Level MSN - Women's Health CNS
- ☐ Post Master's FNP Certificate
- ☐ RN-BSN
- ☐ RN-MSN - Community/Public Health Nursing
- ☐ RN-MSN - FNP Concentration
- ☐ RN-MSN - Nursing Administration

[Check All] [Uncheck All]

[Submit] [Return to Requirements Manager]

► Education

▼ **Requirements**

Sample ELMSN Requirements view on an Applicant's Record

All GMSN Prerequisites Have Been Completed

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
unfulfilled	GMSN Prerequisite Grid	N/A	N/A	No ⇅		N/A	N/A

✅ Goal Statement Received

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✅	Goal Statement Received	N/A	Dec 19, 2013 at 3:45 PM	Yes ⇅		N/A	Robert Strachan

✅ Health Related Work/Volunter Experience Has Been Documented

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✅	Health-related Work/Volunteer Experience Documented	N/A	Dec 19, 2013 at 3:45 PM	Yes ⇅		N/A	Robert Strachan

✅ Last 60 Units GPA is 3.0 or Higher

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✅	Last 60 Units GPA 3.0 or Higher	N/A	Dec 19, 2013 at 3:44 PM	Yes ⇅	N/A	N/A	Robert Strachan

Received 4 or Higher on the GRE Analytical Writing Section

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
unfulfilled	Analytical Writing GRE 4 or Higher	N/A	N/A	No ⇅		N/A	N/A

✅ Three References Received

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✅	Three References Received	N/A	Dec 19, 2013 at 3:43 PM	Yes ⇅		N/A	Robert Strachan

Custom Fields

► GPA Overview

Sample RN-BSN Requirements on an Applicant's Record

► Standardized Tests

► Education

▼ Requirements

✅ **BSN At least 7 of 8 Preqs Completed**

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✓	At least 7 of 8 prereqs completed	N/A	Mar 11, 2015 at 3:46 PM	Yes ⬍		N/A	Chantal Tom

✅ **Personal Statement Received**

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✓	Goal Statement Received	N/A	Mar 11, 2015 at 3:46 PM	Yes ⬍		N/A	Chantal Tom

✅ **Valid CA RN License Received (or anticipated receipt date)**

	Description	Due Date	Date Fulfilled	Force Fulfill	Notes	Comments	Fulfilled By
✓	CA RN License Received	N/A	Mar 11, 2015 at 3:46 PM	Yes ⬍	N/A	CA RN Licence Anticipated by ⬍	Chantal Tom

► Prerequisite GPAs

► Electronic Transcript

► Experiences

► Achievements

► Licenses and Certifications

► Emails

► Notes

► History
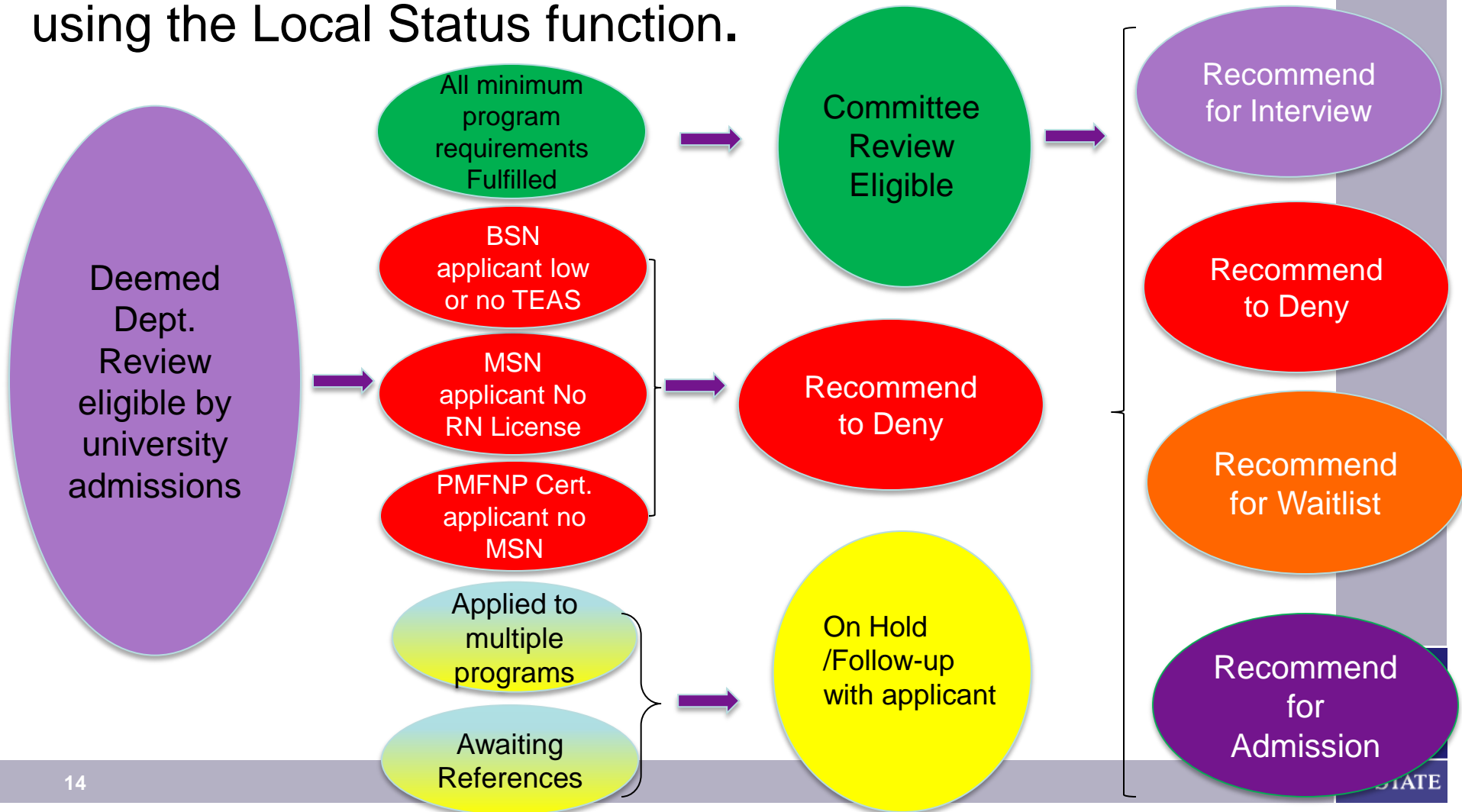
Track Applicants Throughout the Process
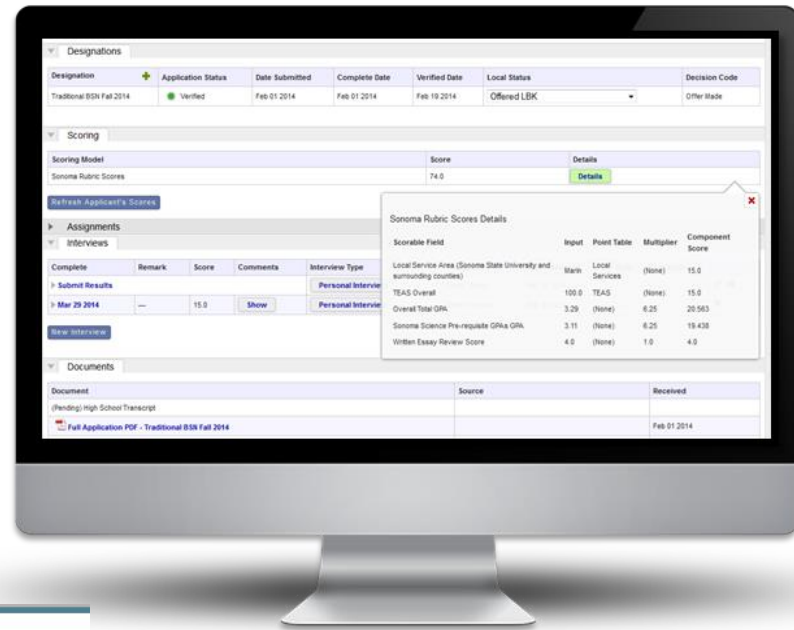
Nursing **CAS**
The Centralized Application Service for Nursing Schools

Track Applicants Using Local Status

Track applicants' status throughout the process using the Local Status function.

Deemed Dept. Review eligible by university admissions

→

All minimum program requirements Fulfilled → Committee Review Eligible → Recommend for Interview

BSN applicant low or no TEAS

MSN applicant No RN License → Recommend to Deny

PMFNP Cert. applicant no MSN

Recommend to Deny

Recommend for Waitlist

Applied to multiple programs

Awaiting References → On Hold /Follow-up with applicant

Recommend for Admission

Nursing CAS
The Centralized Application Service for Nursing Schools

California State University | San Francisco State

▶ Applicants

▶ Applicant Lists

▶ Reports & Exports

▼ Management ⟵──────── (1)

Admissions Users

Work Groups

Custom Fields

Local Status ⟵──────── (2)

Local GPAs

Prerequisite GPAs

Requirements

Scoring

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Interviewing

Email Templates

Email Addresses

Applicant Header

▼ Usage Help

WebAdMIT Basic Training Course

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Help Manual

Support Resources

Web AdMIT

Local Status Manager

(3) ──────────▶ New Local Status

Title	Decision	Color Code	Description	Actions

New Local Status

Title:

☑ Active

Decision Code:

Custom Color:

No Color Set (Click to Edit)

Send Email:

Description:

Programs:

- ☐ Accelerated Entry Level MSN - Adult Acute/Critical Care CNS
- ☐ Accelerated Entry Level MSN - Community/Public Health
- ☐ Accelerated Entry Level MSN - Nursing Administration
- ☐ Accelerated Entry Level MSN - Pediatric CNS
- ☐ Accelerated Entry Level MSN - Women's Health CNS
- ☐ BSN On-campus
- ☐ Entry Level MSN - Adult Acute/Critical Care CNS
- ☐ Entry Level MSN - Community/Public Health
- ☐ Entry Level MSN - Nursing Administration
- ☐ Entry Level MSN - Pediatric CNS
- ☐ Entry Level MSN - Women's Health CNS

[Check All] [Uncheck All]

[Submit] [Return to Local Status Manager]

Sample Local Status view on an applicant's record.

Search

NursingCAS
The Centralized Application Service for Nursing Schools

Robert Strachan 👥 Dashboard Account Logout

NursingCAS / San Francisco State University (2014 - 2015)

San Francisco State University | San Francisco State University | 2014 - 2015 Cycle | Admissions

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

Undelivered Applicants

Search Correspondence

▼ Applicant Lists

RN-BSN

BSN On-campus

BSN Sequoia

FNP concentration

FNP Certificate

List Manager

▼ Reports & Exports

Export Manager

Report Manager

Recent Files

▼ Management

Admissions Users

CAS Configuration Portal

Verified
Last NursingCAS Update on Sep 30, 2015 at 6:15 PM

Upload

Add to Clipboard

Contact Information

▼ Designations

Designation ➕	Application Status	Academic Update	Date Submitted	Complete Date	Verified Date	Local Status	Decision Code
BSN On-campus	🟢 Verified		Jan 15 2015	Feb 06 2015	Mar 06 2015	Incomplete w/ Univ. Admissions ⬍	Unassigned
SF State/Sequoia BSN at Cañada College	🟢 Verified		Jan 15 2015	Feb 06 2015	Mar 06 2015	Do Not Consider for this Track ⬍	Withdrawn

▶ Scoring

▶ Assignments

▶ Interviews

▶ Documents

▶ Personal Information

▶ Infractions

▶ NursingCAS Custom Questions

▶ Custom Questions

▶ Custom Fields

▶ GPA Overview

▼ Designations by Local Status

View the number of applicants in Given Local Status.

2	**None**
0	**SF State Eligible/Dept Review**
1	**Incomplete w/ Grad Admissions**
0	**Program of Interest Discrepancy**
3	**Denied by SF State Grad Admissions**
0	**Under Evaluation w/ SF State Grad Admissions**
1	**No CSU Mentor Application**
10	**Last 60 Units Lower than 3.0**
0	**Awaiting N-CAS Verification**
14	**Lower than 4 on GRE Analytical Writing**
0	**GMSN No GRE Results Submitted**
5	**GMSN Prerequisite Grid Needed**
0	**GMSN Prerequisites Have Not Been Completed**
0	**Personal/Goal Statement Missing**
3	**Missing or Issue w/ References**
0	**RN-MSN Awaiting GRE Results**
0	**CA RN License Missing**
8	**Recommend for Conditional Admission**
72	**Recommend for Admission**
15	**Recommend for Wait List**
6	**Recommend to Deny Admission**
0	**Second Opinion Needed**
3	**Withdrew Application**
18	**Multiple Application Requirements Missing**
0	**SF State ID Needed**
0	**GRE Results Not Received**
0	**Multiple Tracks/Programs Selected**
2	**Do Not Consider for this Track**
163	**Total**

Track Applicants Using List Manager

Various applicant lists can be created using the List Manager function in WebAdmit.

✧ **We have created lists which are easily accessible from the Applicant Lists panel via List Manager.**

  ✦ Program type
  ✦ Master's Program track
  ✦ Applicant status lists

NursingCAS
The Centralized Application Service for Nursing Schools

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

Undelivered Applicants

Search Correspondence

▼ Applicant Lists

Fall - 2016 FNP Certificate Program

BSN Sequoia 2016

Copy of ELM- All Emphases

List Manager

▼ Reports & Exports

Export Manager

Report Manager

Recent Files

▼ Management

Admissions Users

Work Groups

Custom Fields

Local Status

Local GPAs

List Manager

[New Field List]   [New Composite List]

List Name	Type	Show on Toolbar	
ELM- All Emphases	Field	☐	✏ ✖ 📋 📑 📄
ELM-A All Emphases	Field	☐	✏ ✖ 📋 📑 📄
ELM - Pediatrics	Field	☐	✏ ✖ 📋 📑 📄
RN-BSN	Field	☐	✏ ✖ 📋 📑 📄
ELM - Comm/Public Health	Field	☐	✏ ✖ 📋 📑 📄
Fall 2016 BSN On-campus	Field	☐	✏ ✖ 📋 📑 📄
RN-MSN All Excluding FNP	Field	☐	✏ ✖ 📋 📑 📄
Fall - 2016 FNP Certificate Program	Field		📋 📑 📄
Applied to Multiple Programs: BSN	Composite	☐	✏ ✖ 📋 📑 📄
Post Master FNP Certificate	Field	☐	✏ ✖ 📋 📑 📄
BSN Sequoia 2016	Field		📋 📑 📄
FNP concentration	Field	☐	✏ ✖ 📋 📑 📄
RN-MSN -Pediatrics	Field	☐	✏ ✖ 📋 📑 📄
RN-MSN -Adult	Field	☐	✏ ✖ 📋 📑 📄
RN-MSN - Women's Health	Field	☐	✏ ✖ 📋 📑 📄
RN-MSN Comm/Public Health	Field	☐	✏ ✖ 📋 📑 📄
RN-MSN - Nurs Admin	Field	☐	✏ ✖ 📋 📑 📄
FNP Certificate	Field	☐	✏ ✖ 📋 📑 📄
ELM - Adult	Field	☐	✏ ✖ 📋 📑 📄

About the List Manager

The List Manager page stores information regarding all user generated lists. From this screen you can create new lists, edit or delete lists. You can even export data and email applicants on a list.

WARNING – Please note that deleting a list will also delete any exports linked to that list. Please make sure that no exports are making use of the list you want to delete. You can edit what list your export is using by changing the first drop down in the edit export screen. We recommend you change it back to "Everyone." Please understand deleting lists used in exports will delete all exports using this list including ones created by other users at your school.

Please note that when searching on numeric fields such as GPA or Hours, do not use non numeric characters in the search criteria. For example searching and hours field for '1,000' will not return the expected results. In this case '1000' is the proper search criteria. It is acceptable to use decimal places when needed.

NursingCAS
The Centralized Application Service for Nursing Schools

Simple List Creation Example (continued)

San Francisco State University | San Francisco State

(3)

▼ Applicants

Search

Search Assignments

Search Interviews

Clipboard

In Progress Applicants

Undelivered Applicants

Search Correspondence

▼ Applicant Lists

RN-BSN

BSN On-campus

BSN Sequoia

FNP concentration

FNP Certificate

List Manager

► Reports & Exports

New Applicant Field List

This list, named [   ], can be seen by [only myself ▼] and [will not ▼] appear on the toolbar.

(4)

Included applicants will match [all ▼] of the following rules:

[Local Status ▼]   [equals ▼]   [DENY: TEAS Below Minimum ▼]   ⊖ ⊕

[Submit] [Return to List Manager]

(5)

List Creation Example

San Francisco State University | San Francisco State U
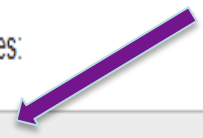
(3)

Edit Applicant List

This list, named ELM-A All Emphases , can be seen by only myself ▼ and will not ▼ appear on the toolbar.

(4)

Included applicants will match any ▼ of the following rules:

Designation ▼	equals ▼	Accelerated Entry Level MSN - Adult Acı ▼	⊖ ⊕
Designation ▼	equals ▼	Accelerated Entry Level MSN - Commur ▼	⊖ ⊕
Designation ▼	equals ▼	Accelerated Entry Level MSN - Nursing ı ▼	⊖ ⊕
Designation ▼	equals ▼	Accelerated Entry Level MSN - Pediatric ▼	⊖ ⊕
Designation ▼	equals ▼	Accelerated Entry Level MSN - Women': ▼	⊖ ⊕

Submit   Return to List Manager

(5)

Communicate with Applicants

Communicate with Applicants

Our admissions team communicates with applicants using the Email function. Both Individually composed correspondence and Email Templates can be sent to applicants.

✧**We have created a number of email templates.**

  ✦ Application deadline reminders;

  ✦ What to expect next correspondence sent after application submission (screening/review timeline, etc.)

  ✦ Program selection issue e.g. Multiple or inappropriate designation.

  ✦ Other application issues: Undelivered status reminder; incomplete app e.g. Missing Transcript, RN license, or other documents

  ✦ Send decision notices

NursingCAS
The Centralized Application Service for Nursing Schools

▶ Applicants

▶ Applicant Lists

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Email Templates

Email Addresses

Applicant Header

▼ Usage Help

WebAdMIT Basic Training Course

FAQ's

Help Manual

Support Resources

Web AdMIT

Email Templates

There are no active email templates defined.

(2) ⟶ New Email Template

(1)

New Email Template

(1)

Name: [_____]

Visibility: [everyone ⌄]   **(2)**

☑ Active

(3)

Programs:

- ☐ Accelerated Entry Level MSN - Adult Acute/Critical Care CNS
- ☐ Accelerated Entry Level MSN - Community/Public Health
- ☐ Accelerated Entry Level MSN - Nursing Administration
- ☐ Accelerated Entry Level MSN - Pediatric CNS
- ☐ Accelerated Entry Level MSN - Women's Health CNS
- ☐ BSN On-campus
- ☐ Entry Level MSN - Adult Acute/Critical Care CNS
- ☐ Entry Level MSN - Community/Public Health
- ☐ Entry Level MSN - Nursing Administration
- ☐ Entry Level MSN - Pediatric CNS

[Check All] [Uncheck All]

(4)

Subject: [_____]

[Save] [Return to Email Templates]

(6)

| B | I | U | Font ⌄ | Size ⌄ | 🔦 | A⌄ | A⌄ | 🔗 | 🔗 | 🖼 | 1≣ | ≣ | ≣ | ≣ | ❞ | ≣ | ≣ | ≣ |

(5)

Sample Email Template

Undelivered Application

Subject: Undelivered Status SF State Nursing Application

First Name Last Name

We are in the process of completing initial screenings of applications. Unfortunately, we are unable to access content of your NursingCAS 3.0 application due to your status of "Undelivered".   You should have received notice from our application service provider, NursingCAS, regarding this status along with an explanation of what you must do to correct the issue (often times it's coursework entry/transcript related). Please contact NursingCAS Customer Service directly to facilitate a resolution. We in the School of Nursing will not have access to your supplemental application content until you have resolved the issue with NursingCAS Customer Service.

Contact them ASAP at:
Phone: (617) 612-2880 (Mon.-Thurs 9am-7pm Eastern Time, Friday 9am-5pm Eastern Time)
Email: nursingcasinfo@nursingcas.org
Facebook: https://www.facebook.com/NursingCAS
Twitter: https://twitter.com/nursingcas

We look forward to screening and evaluating your NursingCAS application after you've resolved the Undelivered status issue.

SF State School of Nursing Admissions Committee

[Edit Email Template]   [Back to Email Templates]

ng Schools **Sample Email Template**   **San Francisco State University | San Francisco State University | 2014 - 2015 (**

Master's Recommend for Admission Notice

Subject: SF State Nursing Decision Recommendation

Dear First Name Last Name ,

The School of Nursing Admission Committee is pleased to inform you that we are recommending the SF State Division of Graduate Studies offer you formal admission into RN-MSN program a Family Nurse Practitioner student. To reserve a space in the program, please complete this informal response form:
https://docs.google.com/forms/d/1WiWVhikhMgeV5E_Ilb JCH6-G4GNT2pp2yf31yiY7Yc/viewform

Those who reserve a space will be sent nursing program orientation information in June. We hope to see you this fall and anticipate your experience here will be both enjoyable and educationally rewarding.

Sincerely,

Mary Ann van Dam, RN, PhD, PNP
Director and Associate Professor
SF State School of Nursing

Edit Email Template   Back to Email Templates

Unverified

Jun 8, 2016 at 8:45 PM

Upload

▶ Contact Information

▼ | Designations

Designation ➕	Application Status	Academic Update	Date Submitted	Complete Date	Verified Date	Local Status
SF State/Sequoia BSN at Cañada College	⭕ Undelivered		Jan 15 2015			none ▼

▶ Scoring

▶ Assignments

▶ Interviews

▶ Documents

▶ Evaluations

▶ Personal Information

▶ Infractions

▶ NursingCAS Custom Questions

▶ Custom Questions

▶ Custom Fields

▶ GPA Overview

▶ Standardized Tests

▶ Education

▶ Requirements

▶ Prerequisite GPAs

▶ Electronic Transcript

▶ Experiences

▶ Achievements

▶ Licenses and Certifications

▼ | Emails

No Emails to this Applicant found.

New Email

▶ Notes

▶ History

New Email

To: "Maria G. Barragan" mariabarragan@ucsf.edu

Cc: ☐ Myself Robert Strachan <strachan@sfsu.edu>
☐ SoN Main Email SF State School of Nursing <nursing@sfsu.edu>

Bcc: ☐ Myself Robert Strachan <strachan@sfsu.edu>
☐ SoN Main Email SF State School of Nursing <nursing@sfsu.edu>

Reply-To: ◉ Myself Robert Strachan <strachan@sfsu.edu>
◯ SoN Main Email SF State School of Nursing <nursing@sfsu.edu>

Template: Undelivered Application ⇕

ELM Community/Public Health Admit Recommendation
ELM Nursing Admin Admit Recommendation
ELM Pediatric Admit Recommendation
ELM Women's Health Admit Recommendation
ELM Waitlist Notice
RN-BSN Conditional Admit
BSN Spring 2016 Conditional Admit
RN-BSN Deny
BSN Conditional Admit Fall 2015
BSN Waitlist
BSN Deny
RN-BSN Waitlist
ELM Deny
RN-MSN Deny
Master's Conditional Admit Recommendation Notice
Spring Space Available
In-Progress Graduate Application
In-Progress Undergraduate Application
Application Deadline Reminder
Undelivered Application

Subject:

Priority:

B *I* <u>U</u>   ⫶≣ ⫶≣ 🙶   ≣ ≣ ≣
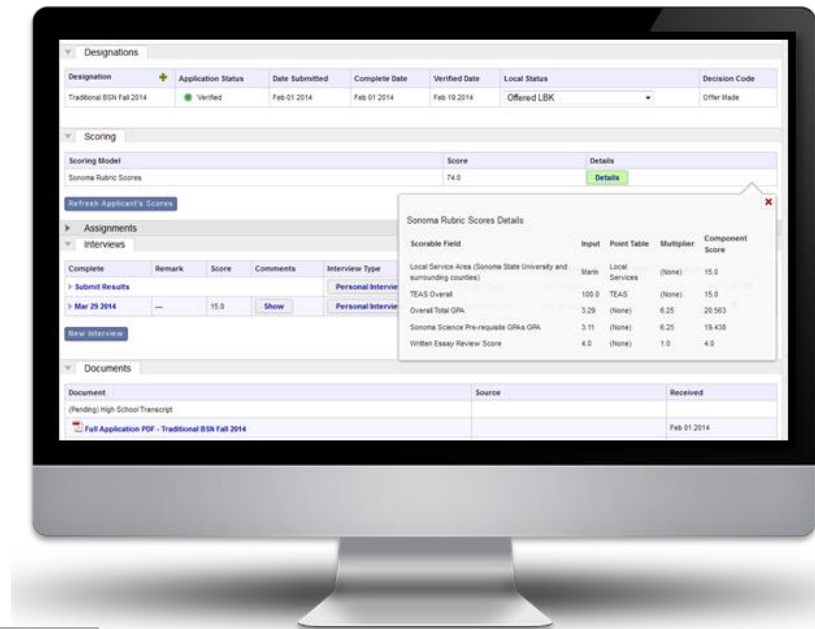
Evaluate Applications

Evaluate Applications

Set up a Scoring Model to accommodate our rubrics.

- ◇ **Scoring model can be configured to give points for applicants fulfilling specific criteria.**
  - ✦ Our grant funded program gives points to applicants who live in certain towns/zip codes or completed coursework in a specific community college district.
  - ✦ Utilizing multi-lingual fluency while obtaining health-related or multicultural experiences.

- ◇ **Faculty or admission committee members can simply rate a personal statement by entering a score or indicate an admission recommendation. Applicant record is assigned to committee reviewer.**

SF STATE

Nursing CAS
The Centralized Application Service for Nursing Schools

San Francisco State University

▶ Applicants

▶ Applicant Lists

▶ Reports & Exports

▼ Management

Admissions Users

CAS Configuration Portal

Work Groups

Custom Fields

Local Status

Local GPAs

Prerequisite GPAs

Requirements

Scoring ←————— (1)

Assignments

Interviewing

Email Templates

Email Addresses

Applicant Header

▼ Usage Help

FAQ's

Help Manual

Support Resources

▶ Transfer Settings from Previous Setup

▶ Notes from NursingCAS

▶ Review Assignments

▶ Recently Submitted Designations

▶ Recently Updated Applicants

▶ Recent Status Changes

San Francisco State University | San Francisco State Univers

Applicants

Applicant Lists

Reports & Exports

Management

Admissions Users

Scoring

Scoring Models | Point Tables

Your Scoring Models

New Scoring Model

BSN On Campus Admissions Score

Description:

Scorable Item	Point Table	Multiplier
Military/Veteran Status	Veteran	
Faculty Review - BSN Multicultural Experience (0, 10, 15 pts) Score	(None)	1.0
Faculty Review - BSN Health Related Experience (0, 10 15 pts) Score	(None)	1.0
TEAS Composite Score	TEAS	
BSN On-campus Prerequisites GPA	BSN Prereq GPA	

Edit Model | Inactivate Model

35

SF STATE

Title *

TEAS

Sample TEAS Points Table

Point table type *

range

(Type cannot be changed once set.)

☑ Active *

Description

New Point Table Entry

Input Condition	Score	
less than 58	0	
greater than or equal to 58.00 , less than 71	5	✖
greater than or equal to 71.00 , less than 76	10	✖
greater than or equal to 76.00 , less than 81	15	✖
greater than or equal to 81.00 , less than 86	20	✖
greater than or equal to 86.00 , less than 91	25	✖
greater than or equal to 91.00 , less than 96	30	✖
greater than or equal to 96	35	

Submit   Return to Scoring

Assignments

Complete	Remark	Score	Comments	Assignment Type	Assigned To	Date Assigned	Due Date	

▸ **Submit Results**

[New Assignment]

▸ Interviews

▸ Documents

▸ Personal Information

▸ Infractions

▸ NursingCAS Custom Questions

▸ Custom Questions

▸ Custom Fields

▸ GPA Overview

▸ Standardized Tests

▸ Education

▸ Requirements

▸ Prerequisite GPAs

▸ Electronic Transcript

▸ Experiences

▸ Achievements

▸ Licenses and Certifications

▾ Emblems **Emails**

← Prev **1** 2 3 Next →

▸ SF State Nursing Committee Recomm

▸ NursingCAS Application/Transcript S

▸ NursingCAS 3.0 Application/Transcript Status for SF State School of Nursing

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Update assignment ✕

	Score	Comments

Health Experience: ■ - Direct Patient Care, ■ - Indirect Patienct Care/community volunteer:

Health Related Experience (   ):

Multicultural Experience: ■-Underserved/multicultural w/ use of bilingual skills, ■-Underserved/multicultural w/o bilingual skills:

Multicultural Experience (   ):

Live/Work in Sequoia Healthcare District: :

Completed 1/2 Prereqs w/in SMCCD: Yes- ■ pts, No- ■ pts:

INTERVIEW QUESTIONS: ■ pts maximum:

Written Question: (   ) rubric:

Oral Questions: (   ) see rubric:

Veteran/Active Duty Military Evidenced by DD-214, DD-2586, or DD295:

Veteran/Active Duty Military (extra credit pts):

Total Score:

[Complete assignment]   [Save without Completing]

Mar 5 2015 from you

Designations

Designation ✚	Application Status	Academic Update	Date Submitted	Complete Date	Verified Date	Local Status	Decision Code
Fall 2016 SF State/Sequoia BSN	🟢 Verified		Jan 12 2016	Jan 15 2016	Jan 23 2016	Recommend for Conditional Admission ▼	Offer Made

Scoring

Scoring Model	Score	Details
Sequoia BSN Admission Score	110.0	Details

Refresh Applicant's Scores

Assignments

Complete	Remark	Score	Comments	Assignment Type	Assigned To	Date Assigned	Due Date	
Mar 16 2016	—	25.0	—	Faculty Review Sequoia BSN	Middlen, Catherine	Feb 23 2016	None	✖
Submit Results				Faculty Review Sequoia BSN	Strachan, Robert	Aug 04 2016	None	✏ ✖

New Assignment

Scoring Model	Score	Details
Sequoia BSN Admission Score	68.0	Details

Refresh Applicant's Scores

▼ **Assignments**

Complete	Remark	Score	Comments	Assignment Type
▶ Mar 19 2015	—	38.0	—	Faculty Review Sec

New Assignment

▶ Interviews
▶ Documents
▶ Personal Information
▶ Infractions
▶ NursingCAS Custom Questions
▶ Custom Questions
▶ Custom Fields
▶ GPA Overview
▶ Standardized Tests
▶ Education
▶ Requirements
▶ Prerequisite GPAs
▶ Electronic Transcript
▶ Experiences

Sequoia BSN Admission Score Details

Scorable Field	Input	Point Table	Multiplier	Component Score
Faculty Review Sequoia BSN Live/Work in Sequoia Healthcare District: see rubric Score	0.0	(None)	1.0	0.0
Military/Veteran Status	Veteran		(None)	0.0
Faculty Review Sequoia BSN Oral Questions: see rubric Score	8.0	(None)	1.0	8.0
Faculty Review Sequoia BSN Written Question: rubric Score	10.0	(None)	1.0	10.0
Faculty Review Sequoia BSN Completed 1/2 Prereqs w/in SMCCD: Score	0.0	(None)	1.0	0.0
Faculty Review Sequoia BSN Multicultural Experience) Score	5.0	(None)	1.0	5.0
Faculty Review Sequoia BSN Health Related Experience Score	15.0	(None)	1.0	15.0
SF State/Sequoia BSN at Cañada College Prerequisites GPA		BSN Prereq GPA	(None)	25.0
TEAS Composite Score	69.3	TEAS	(None)	5.0

Questions and Answers

Identify stakeholders
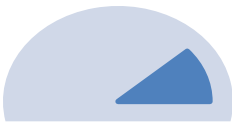
Leadership approval

Determine program set-up needs

On-boarding

Training

- ❑ Dean or Chair
- ❑ Faculty
- ❑ Admissions Office
- ❑ Registrar's Office
- ❑ Advisors
- ❑ IT
- ❑ Institutional Research and Planning
- ❑ Legal *Although participation in NursingCAS is non-binding, you may want to consult with your legal or contracts department*
- ❑ Prospective Students and Applicants

NursingCAS staff can help with stakeholder engagement

How to Partner with NursingCAS

Access

Customization
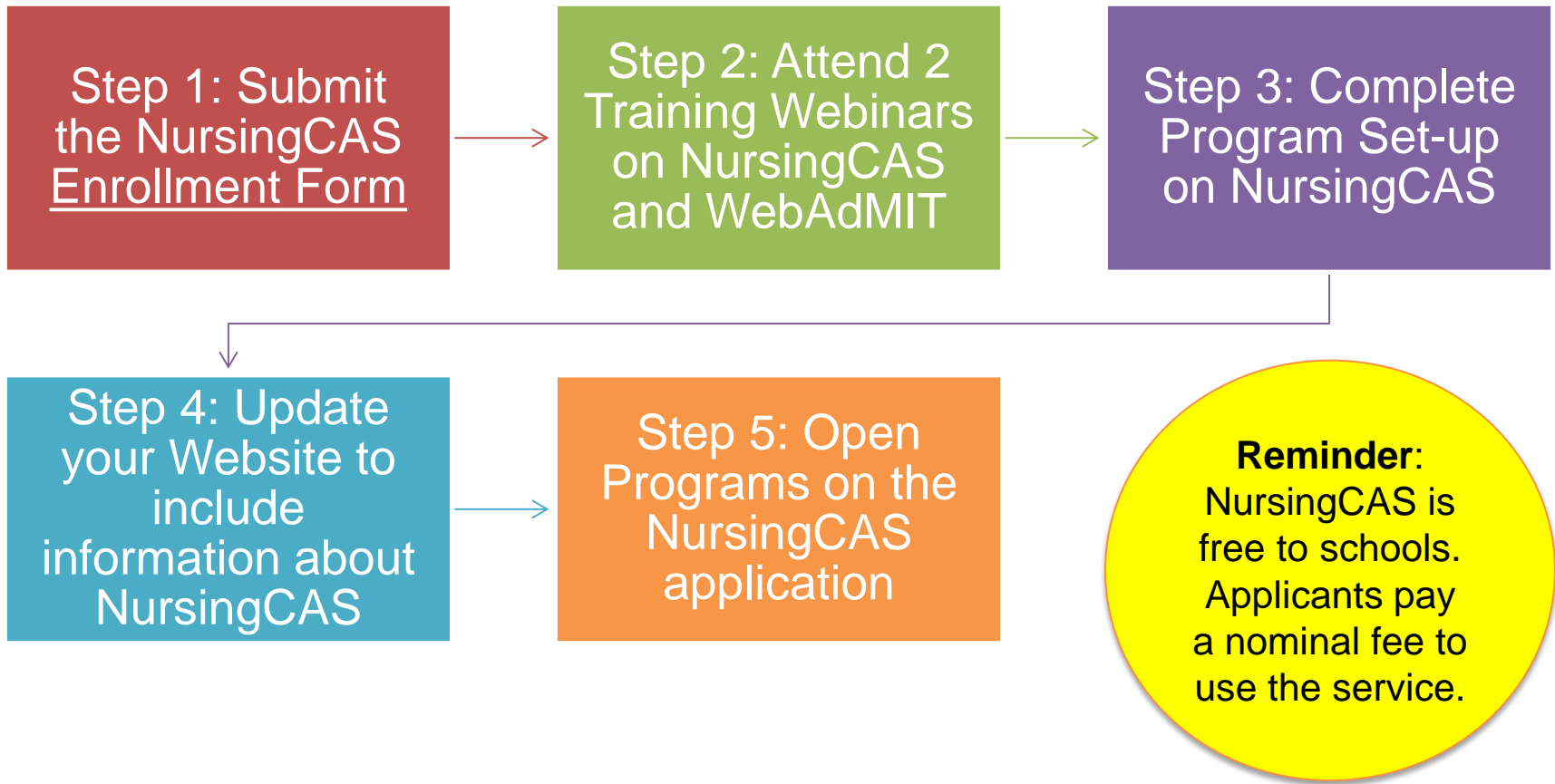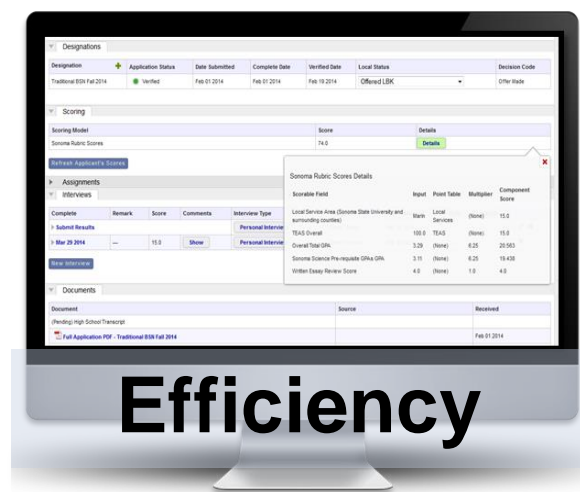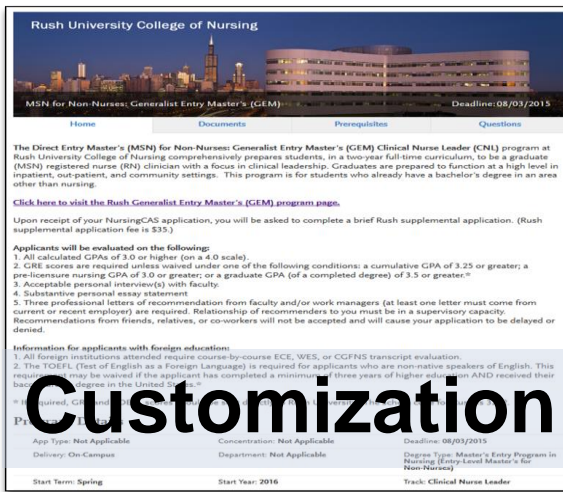
Efficiency

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.
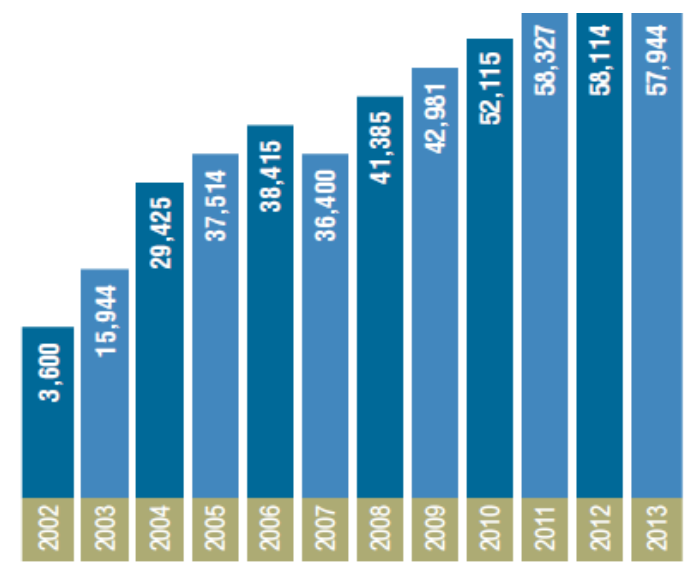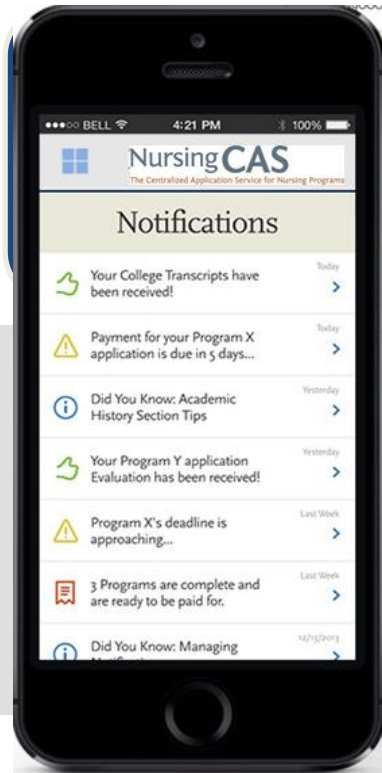
Flexible to Meet Your Needs

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 29,000 seats were unfilled
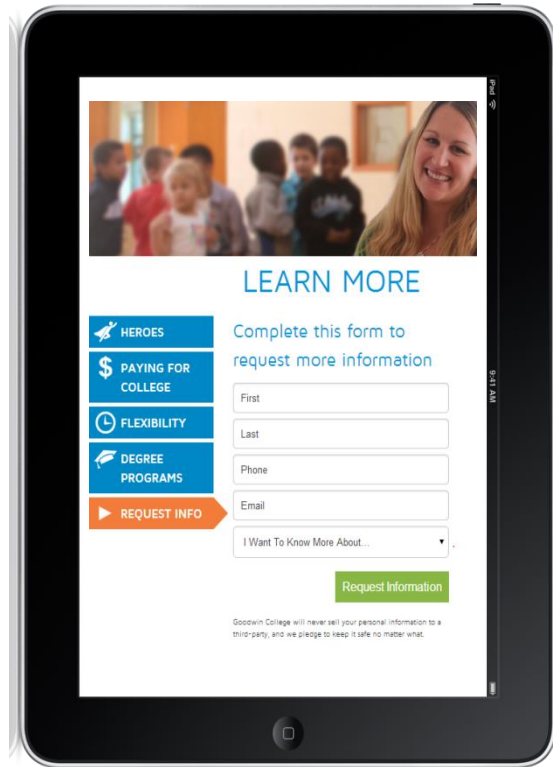
- Notify applicants about available seats at participating schools, new programs and deadline extensions

Bar chart values by year:
2002: 3,600
2003: 15,944
2004: 29,425
2005: 37,514
2006: 38,415
2007: 36,400
2008: 41,385
2009: 42,981
2010: 52,115
2011: 58,327
2012: 58,114
2013: 57,944

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

NursingCAS
The Centralized Application Service for Nursing Programs

Notifications

Your College Transcripts have been received! — Today

Payment for your Program X application is due in 5 days… — Today

Did You Know: Academic History Section Tips — Yesterday

Your Program Y application Evaluation has been received! — Yesterday

Program X's deadline is approaching… — Last Week

3 Programs are complete and are ready to be paid for. — Last Week

Did You Know: Managing — 12/13/2013

Goal of NursingCAS

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

American Association of Colleges of Nursing
Caroline Allen, NursingCAS Director
202-463-6930 x258, callen@aacn.nche.edu
Liaison International
Ann Donnelly, NursingCAS Director
617-612-2064, adonnelly@liaison-intl.com

More Information