



2019 – 2020 Application Cycle

Frequently Asked Questions (FAQs)

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The 2019– 2020 Cycle will open on August 15.

There will be no downtime between cycles again this year. During August 15 – September 16, there will be a short duration of crossover time when both cycles will be open simultaneously. The 2017 - 2018 Application Cycle will close on September 16.

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NursingCAS 2019 - 2020 Application Cycle Opens

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NursingCAS 2018 - 2019 Application Cycle Closes

Key Dates

Date	Event	Cycle
June 4	Configuration opens in prelaunch	2019 – 2020
July 19	Configuration deadline prior to launch	2019 – 2020
July 26	Configuration re-opens	2019 – 2020
August 15	New application cycle opens	2019 – 2020
September 16	Final applicant submission date	2018 – 2019
October 4	Deadline for document processing	2018 – 2019
October 11	Final date for verification, cycle officially ends	2018 – 2019

Detailed Timeline

June

- Configuration Portal for the NursingCAS 2018 – 2019 Application Cycle opens on June 4
 - Users will be able to complete program configurations and preview how programs will appear on the NursingCAS application June 4 – July 19

- Program data (in the approved or closed status) will rollover in the Configuration Portal so that you won't have to build your programs from scratch and can edit and update existing programs for the 19-20 cycle.
- Also on June 4, the configuration tool that allows users to update their listing on the current 2018 – 2019 NursingCAS application will be disabled. Any program update requests including deadline extensions, edits, or new programs will be completed by NursingCAS staff. Email [Ann](#) to complete the request
- Configuration Virtual Help Sessions will be offered on June 5 and June 13

July

- Configuration Virtual Help Sessions will be offered on July 9 and July 11
- Programs you wish to post on NursingCAS 2019 – 2020 when the application opens should be configured and submitted for review and approval by July 19
 - July 19 – July 26, the Configuration Portal will be closed for final review and approval of all programs prior to the application launch
- The Configuration Portal will re-open to users on July 26

August

- The 2019 – 2020 NursingCAS Application Cycle will open on August 15, 2019
 - Applicants can log into the system at this point and start applying to programs
 - Reminder: applicants can carry their data and transcripts over from the NursingCAS 2018 - 2019 application (with the exception of references and program-specific materials) by using the "[Re-Applicant](#)" feature
- Applicant data from the NursingCAS 2019 – 2020 Application will start to populate in WebAdMIT 2019 – 2020 on August 15 too (*if you have approved and open programs*).
 - Remember to check off your programs assignments in WebAdMIT in order to [view your applicants](#)
 - Please note that verification typically begins a week after the cycle opens once transcripts start to come in.
- The final version of the Data Dictionary (otherwise known as the Custom Export Layout) will be available on August 16. *A draft version will be available as early as July 2.*
- The Configuration Portal will re-open on August 16 and will remain open throughout the cycle so programs can be added by users at any time

September

- The NursingCAS 2018 - 2019 Application Cycle closes on September 16.
 - That is the last date for applicant submission for the current cycle and the last deadline date that can be posted on the current cycle.

October

- The final date for transcript and reference processing for the NursingCAS 2018 – 2019 cycle is October 4.
- The last date for verification and all activity for the 2018 – 2019 cycle is October 11.

Frequently Asked Questions

Cycle-Related Questions

1. When does the current, 2018 – 2019 NursingCAS Application Cycle close?

The current, 2018 – 2019 application will close on September 16, 2019. No deadlines beyond September 16 can be posted on the current application and it is also the last date for applicant submission. Transcript and reference processing will end on October 4. And verification will close out on October 11.

2. What is the final deadline I can post on the 2018 – 2019 NursingCAS Cycle?

Programs with deadlines through September 16, 2019 can be posted on the current application.

3. What is the last deadline extension date for the current NursingCAS Application Cycle?

The last date to offer an individual applicant deadline extension is September 16, 2019.

4. What is the Application Cycle timeframe for NursingCAS 2019 – 2020?

The NursingCAS 2019 – 2020 Application will open on August 15, 2019 and will close in mid-September 2020.

5. When can I open up programs on the 2019 – 2020 NursingCAS Cycle?

The earliest date a program can open on the 2019-2020 application cycle is August 15, 2019.

6. What deadlines will be published on NursingCAS 2019 – 2020?

Any deadlines that occur between September 2019 and September 2020 can be posted on the NursingCAS 2019– 2020 application. Note the cycle year is not related to the term of entry of the program(s) you are posting on the application, you can post programs with 2021 start dates as long as the deadline falls between September 2019 and mid-September 2020.

7. What if I have a program with a September deadline?

We have extended the 2018 – 2019 application cycle in order to better accommodate September deadlines. You can post a program with a deadline between September 1 – 15 on the current application, but please keep in mind that the 2018 – 2019 cycle will close out on September 16 – that’s the final date for applicant submission. Transcript and reference processing will end for the current cycle on October and verification will close out on October 11, so it’s important to remind applicants to get their materials in by the deadline.

You also have the option of posting your program(s) with September deadlines on the 2019– 2020 application cycle but keep in mind that the 2019 – 2020 cycle does not open until August 15, 2019. So if your program has a September 1 deadline then that would only allow for a 2-week window for applicants to apply. If you have a September 15 deadline then that would allow for a 4-week window for applicants to apply. So we would recommend posting any programs with deadlines after September 15 on the 2019 – 2020 application cycle only.

8. Can I post “Rolling” deadlines on NursingCAS 2019 – 2020?

Yes. You can post a deadline that displays as “Rolling” but as with the previous cycle, you will need to pick a back-end deadline date when you configure the program that doesn’t display to applicants but does generate a cut-off date in the system so that programs do not remain open indefinitely after they have already started.

9. Is NursingCAS 2019 – 2020 a new software platform?

No. All of the functionality that currently exists in the NursingCAS Application and WebAdMIT (the admissions software) will remain the same with a few functionality updates.

10. What updates will be implemented for the 2019 – 2020 application cycle?

We are still finalizing the list of planned updates that will be implemented for next cycle. Check back for details.

Configuration-Related Questions

1. Will program configurations from the NursingCAS 2018 – 2019 cycle carry over to NursingCAS 2019 – 2020?

Yes, any programs in the status of Active or Closed will be carried over to the 2019-2020 Configuration Portal. Any programs left in Draft status will not carry over. This is important so you will not have to start completely from scratch when updating your program listing on the NursingCAS 2019 – 2020 application.

2. Will I be able to preview my programs prior to opening them on the NursingCAS 2019 – 2020 Application Cycle?

Yes. The preview function in the Configuration Tool will be available and you can preview your listing as it will appear on the application prior to going live. You can also open them up on the application playground site as well for testing.

3. What if I need help with my program set-up and configuration on NursingCAS 2019 – 2020?

The NursingCAS staff are available to assist you. Contact [Ann or Joe](#) with questions or access the [Configuration help center](#). Additionally, Configuration Training Webinars will be offered on June 5, 11:00 AM ET, June 13, 3:00 PM ET, July 9, 11:00 AM ET, and July 11, 3:00 PM ET for NursingCAS users. You can also access the [Configuration Help Center](#).

4. When do I need to complete my program configuration on NursingCAS 2019 – 2020?

If you want applicants to be able to apply to your programs starting on August 15 when the NursingCAS 2019 – 2020 Application Cycle launches then you must have your configurations completed and submitted for approval by July 19.

5. How much time will I have to complete my program configurations prior to the launch?

You will have approximately 2 months. The Configuration Tool for NursingCAS 2018 – 2019 will open on June 4 and will close on July 19. Programs need to be configured and submitted for review and approval by the NursingCAS staff by July 19 in order to be published in time for the launch.

6. What happens if I do not complete my program configurations by July 19?

The Configuration Tool will re-open on July 26 and the next date we will publish new programs on the 2019 – 2020 application will be August 20. *Please note these dates are subject to change and the tool may re-open at an earlier date.*

7. When will the 2019-2020 configuration tool not be available to users?

During July 19 – July 26, the Configuration Tool will be disabled to users in preparation for the launch and immediately following launch to ensure that all program data can be reviewed and finalized.

8. When will the Configuration Tool be disabled for the current NursingCAS 2018 – 2019 application?

On June 4, the configuration tool that allows users to update their listing on the current 2018 – 2019 NursingCAS application will be disabled. Any program update requests including deadline extensions, edits, or new programs will be completed by the NursingCAS staff on your behalf. Email [Ann](#) to complete the request.

WebAdMIT-Related Questions

1. Will I be able to transfer settings from my current WebAdMIT portal (labeled 2018 – 2019) to WebAdMIT 2019 – 2020?

Yes. Settings that transfer over include: lists, exports, custom fields, local statuses, local GPAs, pre-requisite GPAs, requirements, scoring, assignments, interviews, and email templates. Reports do not carry over. Please note that new this year, you will be able to transfer over workgroup and users with the transfer settings button. See the [Transfer Settings Guide](#) for full details.

2. How will this impact my export?

As in the past, exports may change based on changes to the data dictionary, including the addition, removal, or editing of fields and field names. The updated custom export layout (data dictionary) for NursingCAS 2019 – 2020 will be available on July 2 and the final version will be available on August 16.

3. Will the Website for WebAdMIT change?

No. The Website to log into WebAdMIT will remain the same, <https://nursingcas.webadmit.org/>. Your username and password will remain the same as well. Please continue to take advantage of the [WebAdMIT Help Center](#) and [training resources](#).

4. Will my access to WebAdMIT be impacted by the opening of NursingCAS 2019 – 2020?

No. Applicant data from both the current NursingCAS 2018 - 2019 application and the NursingCAS 2019 – 2020 application cycle will be accessible through your current WebAdMIT portal. You will not need to log into a different WebAdMIT portal once NursingCAS 2019 – 2020 launches. You will be able to toggle to view applications submitted via previous NursingCAS cycles using the dropdown toggle cycle switcher menu option in WebAdMIT.

5. When will applications from the NursingCAS 2019 – 2020 Application Cycle be viewable in WebAdMIT?

On August 15 (*the day the application opens*) the applicant data and any supporting documents will populate into your WebAdMIT 2019 – 2020 portal.

6. Which applicants will I be able to view in WebAdMIT 2019 – 2020?

You will be able to view applicants who applied using NursingCAS 2019 – 2020 and submitted an application between August 15, 2019 and mid-September 2020. Please note, applicant data from previous cycles in WebAdMIT will NOT disappear and you will be able to continue to view applications that were submitted during previous cycle(s).

7. Which applicants will I be able to view in WebAdMIT 2018 – 2019?

You will be able to view applicants who applied using the NursingCAS 2018 – 2019 application anytime during August 15, 2018 through September 16, 2019.

Applicant-Related Questions

1. Is there a “Re-Applicant” feature for NursingCAS 2019 – 2020?

Yes. Applicants from the current NursingCAS 2018 – 2019 cycle will be able to carry over their data (including their academic history and coursework data) to the NursingCAS 2019 – 2020 Application Cycle. Their transcripts will also carry over. References from the previous cycle and program-specific materials will not carry over.

2. Will Re-Applicants need to send their transcripts to NursingCAS again?

No. If an applicant already had their official transcripts processed during the previous NursingCAS cycle then they do not need to re-send their transcripts. Applicants can send any new transcripts as needed if they have taken additional coursework since they last applied. Additional coursework data will be verified. Note, if an applicant has completed new coursework and that school’s transcript is already on file with NursingCAS then they will need to request that an updated transcript be sent to NursingCAS to accurately reflect their academic history information.

NursingCAS accepts e-transcripts from Parchment, Credential Solutions, and the National Student Clearinghouse.

3. Will the applicant fees change for the NursingCAS 2019 – 2020 Cycle?

No, the applicant [fee](#) structure will remain the same. There will be no fee increase for the 2019 – 2020 cycle and the [fee waiver](#) program will be available again as well.

4. Will the Website for the 2019 – 2020 NursingCAS Application change?

No. The Website will remain the same. The main applicant and student Website is www.nursingcas.org and the direct link to the applicant portal login page remains as <https://nursingcas.liaisoncas.com/applicant-ux/#/login>.

5. How will applicants know where to access the appropriate application during the crossover time when both cycles are open?

The landing page on <https://nursingcas.liaisoncas.com/applicant-ux/#/login> where applicants log into their NursingCAS account will have clear instructions to help guide applicants to the appropriate login for the short duration of time when both the 2018 – 2019 and the 2019 – 2020 applications will be open simultaneously. [FAQs](#) are posted.

6. What information should we provide to applicants about NursingCAS 2019 – 2020?

Prospective students and applicants should be notified that they can apply to programs using the NursingCAS 2019 – 2020 application starting on August 15. Applicants who previously created an account on NursingCAS should use the “[Re-Applicant](#)” feature to carry over any of their existing data and transcripts from the previous cycle, with the exception of program materials, including references. Any new applicant can create their account on NursingCAS once it opens on August 15.

7. Will applicants be notified by NursingCAS about the cycle switchover?

Yes. The NursingCAS team will send out a series of communications via email and notifications to applicants leading up to the launch of the NursingCAS 2019 – 2020 Application Cycle to communicate important information and details. [FAQs](#) are posted on nursingcas.org.

Questions?

Contact [Ann Donnelly](#) or [Joe Clark](#) if you have questions or concerns.