



2021-2022 Application Cycle: Quick Start Guide and FAQs

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Quick Start Guide: 2021-2022 Application Cycle Overview

The 2021-2022 Application Cycle will open on August 12, 2021.

The 2021-2022 Application Cycle will close on January 31, 2023. Between August 12, 2021 – January 31, 2022, both the 2020-2021 and 2021-2022 Application Cycles will be open simultaneously.

Each cycle runs for 17 months, from early August to late January in the following year. Schools may set the start and end dates for their programs for the terms available within an application cycle and within the date range of an open cycle. Review the NursingCAS Cycle Dates and Matriculation Terms table below for more information.

NursingCAS Cycle Dates			
CYCLE	CYCLE START DATE	CYCLE END DATE	SEMESTER OF STUDENT MATRICULATION
2020-2021	August 13, 2020	January 31, 2022	Summer 2021 Fall 2021 Winter 2022 Spring 2022
2021-2022	August 12, 2021	January 31, 2023	Summer 2022 Fall 2022 Winter 2023 Spring 2023



Quick Start Guide: Key Dates

Date	Event	Cycle
May 25, 2021	Configuration opened in prelaunch	2021-2022
June 30, 2021	Configuration deadline to ensure launch on August 12, 2021 (cycle open date)	2021-2022
August 12, 2021	New application cycle opens	2021-2022
January 31, 2022	Final applicant submission date	2020-2021
February 14, 2022	Deadline for document processing	2020-2021
February 22, 2022	Final date for verification, cycle officially ends	2020-2021

Quick Start Guide: Detailed Timeline

May

- Configuration Portal for the 2021-2022 Application Cycle opened on May 25, 2021.
 - All NursingCAS administrators should have received an email invitation to access their NEW personalized URL (PURL) with detailed configuration instructions. Users who did not receive a PURL on May 25, should contact [Dan Hyman](#), NursingCAS Recruitment Manager.
 - Configuring and submitting programs for review through the Configuration Portal is required every year for programs to launch. The Configuration Portal allows users to edit program pages, features, and requirements for the upcoming cycle.
 - Program data (in the approved or closed status) rolled over to the [Prelaunch Environment of the Configuration Portal](#) so that users won't have to build programs from scratch and can edit and update existing programs for the 2021-2022 Application Cycle.
- The tools in the [Production Environment of the Configuration Portal](#) that allow users to add and copy programs in the 2020-2021 Application Cycle were also disabled on May 25, 2021. Schools that wish to add program designations to the 2020-2021 cycle should complete and submit program configuration in the [2020-2021 NursingCAS Prelaunch Environment](#). Users must email [Karen Jacobs](#), VP of Account Management and NursingCAS Account Manager, and [Joe Clark](#), NursingCAS Client Success Manager, to notify them of submission and allow for a 2-week turnaround/review period before programs will be approved and launched.
- AACN shared critical information with NursingCAS school administrators on May 26. NursingCAS will remove four applicant background questions from the core application beginning with the 2021-22 NursingCAS cycle (set to launch August 2021). It is the responsibility of each school to work with their internal legal counsel annually to determine if or how they should collect this information in the Custom Questions section of the NursingCAS application or post-admissions per individual state laws. Liaison International and AACN will not be responsible for any questions or content added by NursingCAS participating programs. Content contained within the Custom Questions is the responsibility of each institution. All schools are required to review the content in the original email or on the [NursingCAS website](#).
- **NursingCAS Branding and Program Page Best Practices Webinar** was offered on May 6, 2021. This webinar provided an overview of how to design NursingCAS branding and program pages to help nursing school's recruitment efforts. A [recording](#) is available for viewing on-demand.

June

- AACN provided two **NursingCAS Configuration Overview Webinars**. Every NursingCAS school should ensure their NursingCAS administrator (or all users!) have watched this [webinar](#) before submitting NursingCAS pages for review. A critical update regarding the

removal of 4 background questions from the application is discussed by AACN. [Guidance](#) is provided on the NursingCAS website. Watch the [webinar](#) and view the [presentation slides](#) for an overview of configuration steps, tips for cycle rollover, and important changes.

- To ensure program launch on **August 12, 2021**, the deadline to complete configurations and submit programs for review was **Wednesday, June 30, 2021**. For all programs submitted for review AFTER June 30, users must email [Karen Jacobs](#), VP of Account Management and NursingCAS Account Manager, and [Joe Clark](#), NursingCAS Client Success Manager, to notify them of submission and allow for a 2-week turnaround/review period before programs will be approved and launched.

July

- A webinar dedicated to NursingCAS and WebAdMIT enhancements for the 2021-2022 Application Cycle will take place in July/August 2021. Look out for an email with registration details.

August

- The 2021-2022 Application Cycle will open on August 12, 2021.
 - 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 2020-2021 Application Cycle (except for references and program-specific materials) by using the "[Re-Applicant](#)" feature.
- Applicant data from the NursingCAS 2021-2022 Application Cycle will start to populate in the 2021-2022 WebAdMIT Portal on August 12, 2021, too (*if a school has approved and open programs*).
 - Remember to check off program assignments in the WebAdMIT Portal 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 13, 2021. *A draft version became available on June 22, 2021.*
- The Configuration Portal will remain open throughout the cycle so programs can be added to NursingCAS at any time. Users must email [Karen Jacobs](#), VP of Account Management and NursingCAS Account Manager, and [Joe Clark](#), NursingCAS Client Success Manager, to notify them of submission and allow for a 2-week turnaround/review period before programs will be approved and launched.

January 2022

- The 2020-2021 Application Cycle closes on January 31, 2022. This is the last date for applicant submission and the last deadline date that can be posted on the current cycle.

February 2022

- The final date for transcript and reference processing for the 2020-2021 Application Cycle is

February 14, 2022.

- The last date for verification and all activity for the 2020-2021 Application Cycle is February 22, 2022.

Frequently Asked Questions

Cycle-Related Questions

1. When does the current 2020-2021 Application Cycle close?

The current 2020-2021 Application Cycle will close on January 31, 2022. Only programs with start dates that fall within Summer 2021, Fall 2021, Winter 2022, and Spring 2022 matriculation terms can be listed in the current application cycle. No deadlines beyond January 31, 2022, can be posted on the current application, and it is also the last date for applicant submission. Transcript and reference processing will end on February 14, 2022. And verification will close out on February 22, 2022.

2. What is the final deadline that programs can post on the 2020-2021 Application Cycle?

The final deadline programs can post on the 2020-2021 Application Cycle is January 31, 2022.

3. What is the last deadline extension date for the 2020-2021 Application Cycle?

The last date programs can offer an individual applicant a deadline extension is January 31, 2022.

4. What is the cycle timeframe for the 2021-2022 Application Cycle?

The 2021-2022 Application Cycle will open on August 12, 2021, and close on January 31, 2023.

5. When can schools open up programs on the 2021-2022 Application Cycle?

The earliest date a program can open on the 2021-2022 Application Cycle is August 12, 2021.

6. What deadlines can be published on the 2021-2022 Application Cycle?

Any deadlines between September 2021 and January 2023 can be posted on the NursingCAS 2021-2022 application. Note that the cycle year is not related to the semesters of student matriculation. Only programs with start dates that fall within Summer 2022, Fall 2022, Winter 2023, and Spring 2023 student matriculation terms can be listed on the 2021-2022 application.

7. What if programs have January matriculation dates?

Each cycle runs for 17 months from early August to late January in the following year to better accommodate for January matriculation dates. Users can post programs with deadlines

between September 2020 and January 31, 2022, on the current 2020-2021 application. The current application will only accommodate programs with start dates that fall within Summer 2021, Fall 2021, Winter 2022, and Spring 2022 student matriculation terms.

The 2021-2022 Application Cycle will accommodate programs with start dates that fall within Summer 2022, Fall 2022, Winter 2023, and Spring 2023 student matriculation terms. The cycle will be open from August 12, 2021 – January 31, 2023.

8. Can programs post "Rolling" deadlines on the 2021-2022 Application Cycle?

Yes. Programs can post a deadline that displays as "Rolling," but users will need to pick a back-end deadline date when configuring the program as with the previous cycle. This date will not be visible to applicants but does generate a cut-off date in the system so that programs do not remain open indefinitely. Programs can have "Rolling" deadlines between September 2021 and January 31, 2023, on the 2021-2022 application.

9. What updates will be implemented for the 2021-2022 Application Cycle?

AACN and Liaison are still finalizing the list of planned updates that will be implemented for the 2021-2022 cycle. A webinar dedicated to enhancements will take place in July/August 2021. Look out for an email with registration details.

Configuration-Related Questions

1. Will program configurations from the 2020-2021 Application Cycle carryover to 2021-2022 Application Cycle?

Yes. On May 25, program data (in the approved or closed status) rolled over to the [Prelaunch Environment of the Configuration Portal](#) so that users won't have to build programs from scratch and can edit and update existing programs for the 2021-2022 cycle.

2. Can users preview their programs prior to opening them on the 2021-2022 Application Cycle?

Yes. A new Preview Feature is now available in the [Prelaunch Environment of the Configuration Portal](#). With this new enhancement, users can now preview programs in the application by clicking the **Preview your program(s) in a testing environment** option. Once activated, a new **Preview Program(s)** button will appear. Users can click this button to be redirected to a test application with the program(s) already selected. Users will then be able to navigate to the **Program Materials** section and preview their configurations. Review the [Preview Your Programs](#) article for more guidance. Be sure to toggle to "Off" the "Preview Your Program(s) in a Testing Environment" feature in the configuration portal either at the Organization or the Program level before submitting programs for review.

3. What if users need help with program set-up and configuration on 2021-2022 Application Cycle?

The NursingCAS Staff are available to assist users. Please contact [Stephanie Wurth](#), AACN's Director of Strategic Partnerships, [Karen Jacobs](#), Liaison's VP of Account Management and NursingCAS Manager, or [Joe Clark](#), NursingCAS Client Success Manager. As always, the WebAdMIT Client Support Specialist Team is also available to help Monday - Friday, 9am-5pm EST via webadmitsupport@liaisonedu.com or (857)304-2020.

Users can also review the [Configuration Portal Training Guide](#) in the WebAdMIT Help Center for more information.

4. When do users need to complete program configuration by for the 2021-2022 Application Cycle?

If users want applicants to apply to programs starting on August 12, 2021, when the 2021-2022 Application Cycle launches, then configurations should have been completed and submitted for approval by June 30, 2021.

5. How much time will users have to complete program configurations before the launch?

Users will have five weeks. The Configuration Tool for the 2021-2022 Application Cycle will open on May 25, 2021. Programs need to be configured and submitted for review and approval by the NursingCAS staff by June 30, 2021. This will ensure programs will launch on the cycle open date.

6. What happens if users do not complete program configurations by June 30, 2021?

The Configuration Tool will stay open for configuration after June 30, 2021. However, completing configurations by this deadline is critical to ensure program(s) will launch on August 12, 2021, and begin to receive applications. Failure to submit configuration portal for review by this date will delay the launch of an application. After June 30, 2021, programs submitted for review will be reviewed and approved on a first-come, first-served basis.

WebAdMIT-Related Questions

1. Will users be able to transfer settings from the current 2020-2021 WebAdMIT Portal to the 2021-2022 WebAdMIT Portal?

Yes. Settings that transfer include lists, exports, custom fields, local statuses, local GPAs, pre-requisite GPAs, requirements, scoring, assignments, interviews, and email templates. Reports do not carryover. Please note the Institution Managers who are in the WebAdMIT Administrators Work Group will be responsible for transferring settings in WebAdMIT from the 2020-2021 Application Cycle to the 2021-2022 Application Cycle. This is a new feature that was implemented in January 2021. See the [Transfer Settings Guide](#) for complete details.

2. How will the launch of the 2021-2022 Application Cycle impact existing WebAdMIT Portal

exports?

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 the 2021-2022 Application Cycle became available on June 22, 2021. The final version will be available on August 13, 2021.

3. Will the website for the WebAdMIT Portal change?

No. The website to log into the WebAdMIT Portal will remain the same, <https://nursingcas.webadmit.org/>. The usernames and passwords will also remain the same.

4. Will the access to the WebAdMIT Portal be impacted by the opening of the 2021-2022 Application Cycle?

No. Applicant data from both the 2020-2021 and 2021-2022 applications will be accessible through the current WebAdMIT portal. Users will not need to log into a different WebAdMIT portal once the 2021-2022 Application Cycle launches. Users will be able to view applications submitted via previous NursingCAS cycles using the dropdown cycle switcher in the top right-hand corner of WebAdMIT Portal.

5. When will applications from the 2021-2022 Application Cycle be viewable in the WebAdMIT Portal?

On August 12, 2021 (*the day the application opens*), the applicant data and any supporting documents will populate into the 2021-2022 WebAdMIT Portal.

6. Which applicants will users be able to view in the 2020-2021 WebAdMIT Portal?

Users will be able to view applicants who applied using the 2021-2022 Application Cycle between August 12, 2021, and January 31, 2023. Please note that applicant data from previous cycles in the WebAdMIT Portal will NOT disappear, and users will be able to continue to view applications submitted during the previous cycle(s).

7. Which applicants will users be able to view in the 2020-2021 WebAdMIT Portal?

Users will be able to view applicants who applied using the 2020-2021 Application Cycle between August 13, 2020, and January 31, 2022.

Applicant-Related Questions

1. Is there a "Re-Applicant" feature for the 2021-2022 Application Cycle?

Yes. Applicants from the current 2020-2021 Application Cycle will be able to carryover their data (including their academic history and coursework data) to the 2021-2022 Application

Cycle. The transcripts will also carryover. References from the previous cycle and program-specific materials will not carryover.

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, 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 that if an applicant has completed new coursework and that the school's transcript is already on file with NursingCAS, they will need to request that an updated transcript be sent to NursingCAS to reflect their academic history information accurately.

NursingCAS accepts e-transcripts from [Parchment](#), [Credential Solutions](#), and the [National Student Clearinghouse](#).

3. Will the applicant fees change for the 2021-2022 Application Cycle?

No. AACN will not increase the NursingCAS application fees for the 2021-2022 Application Cycle. The NursingCAS [Fee Assistance Program](#) will be available again as well.

4. Will the website for the 2021-2022 Application Cycle change?

No. Applicants will continue using the landing page to select the term for which they're seeking admission. The landing page will redirect the applicant to the appropriate application portal login page based on the student's selection. The direct link to the landing page is <https://nursingcas.liaisoncas.org/apply/>. The link to the NursingCAS website will remain the same - www.nursingcas.org.

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

Applicants will continue using the landing page, which will have clear instructions to guide them to the appropriate login page when two cycles are open simultaneously. Applicants will be redirected to the appropriate cycle login page based on the matriculation term selected. The direct link to the landing page is <https://nursingcas.liaisoncas.org/apply/>.

6. What information should programs provide to applicants about the 2021-2022 Application Cycle?

Prospective students and applicants should be notified that they can apply to programs using the 2021-2022 Application Cycle starting on August 12, 2021. Applicants who previously created an account on NursingCAS should use the [Re-Applicant](#) feature to carryover any existing data and transcripts from the previous cycle, except for program materials and references. Any new applicant can create their account on NursingCAS once it opens on August

12, 2021. Schools should direct students to view the [NursingCAS Applicant Help Center](#) for assistance. [NursingCAS Customer Service Team](#) is also available via chat, email, or phone.

7. Will NursingCAS notify applicants 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 2021-2022 Application Cycle to communicate important information and details.

Questions?

The NursingCAS Staff are available to assist all users. Please contact [Stephanie Wurth](#), AACN's Director of Strategic Partnerships, [Karen Jacobs](#), Liaison's VP of Account Management and NursingCAS Account Manager, or [Joe Clark](#), NursingCAS Client Success Manager.