

step in your life. We are

here to assist you.

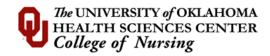
APPLICATION TUTORIAL



2014-2015 Application Tutorial
Last Updated: October 20, 2014
Updated by the OU CON Office of Student Affairs
nursing@ouhsc.edu

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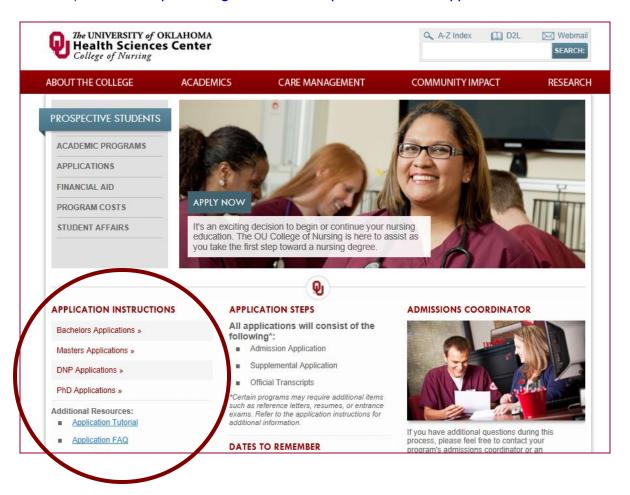


APPLICATION TUTORIAL

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OU College of Nursing	

Application Instructions

Detailed application instructions are posted at: http://nursing.ouhsc.edu/Prospective-Students/applications.cfm.



Easy 2-Step Process (Must complete both steps)

We hope you find the application process to be straight-forward and user-friendly. Please do not hesitate to contact us with any questions or concerns!

Application Step 1	Application Step 2
NursingCAS Admission Application	Supplemental Nursing Application
 Create an Account at: http://nursingcas.liaisoncas.com. Complete fields marked required. Mail to the Nursing CAS Transcript Department: Official transcripts from each school previously and currently attended Nursing CAS Transcript Department PO Box 9201 Watertown, MA 02471 Check application "Quick Status" to confirm all transcripts are received and verified. http://nursingcas.liaisoncas.com Questions: nursingcasinfo@nursingcas.org 617) 612–2888 	 Create an Account at: https://apps.ouhsc.edu/admissions/ If needed, mail additional documentation or test scores to: Residency documentation Official CLEP score reports Any international paperwork OUHSC Office of Admissions & Records PO Box 26901, BSEB 200 Oklahoma City, OK 73126 Check "Application Status" to confirm all supplemental materials are received. http://ouhsc.edu/studentinfo/applicationstatus.aspx Questions: Debbie-Shell@ouhsc.edu (405) 271-2359

NursingCAS Admission Application Pointers

Accessing the Application

- Access the Admission Application at: http://nursingcas.liaisoncas.com.
- First-time users: first click "Create an Account"
- Write down user name and password for later use.

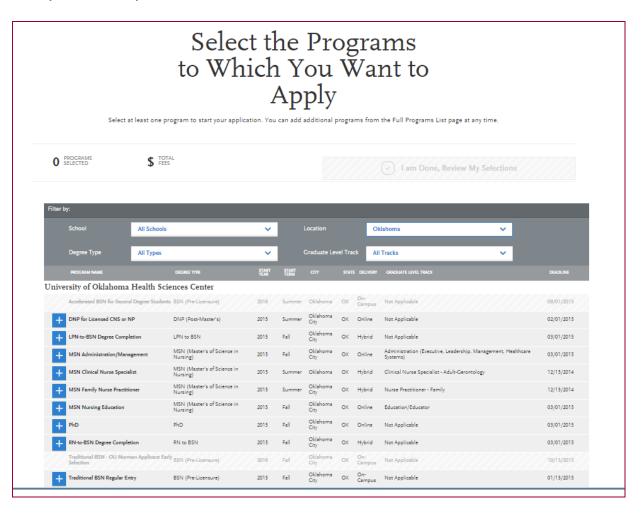


Application Tip

The application does not need to be completed all at once. Applicants may save their application and access it again at a later time.

Program Selection

- Must select one program/school to begin.
- May select multiple tracks at once.



Application Tip

Limited search options result in more program listings. Try searching only by school name or only by location.

Programs - Undergraduate

Program Name	Start Term	Program Delivery	Enrollment Options	Campus Locations	Program Description
Traditional BSN	Fall 2015	On Campus	Full-Time Only	Select campus priorities in Nursing Supplemental Application	Entry-level program for college juniors with 67 prescribed prerequisite hours. Two-year completion.
Traditional BSN – OU Norman Early Admission	Fall 2015	On Campus	Full-Time Only	Select campus priorities in Nursing Supplemental Application	Early admission track for eligible Traditional BSN applicants completing prerequisite courses at OU-Norman campus. See link for requirements.
Accelerated BSN for Second Degree Students	SP 2016 (Lawton) SU 2016 (OKC, Tulsa)	On Campus	Full-Time Only	Select campus priorities in Nursing Supplemental Application	Entry-level program for those seeking second baccalaureate degrees that have no prior nursing licensure. I4-month completion.
LPN-BSN	Fall 2015	Hybrid (on-campus time in Oklahoma required)	Full-Time Part-Time	Select one campus location in Nursing Supplemental Application	Degree completion for LPNs licensed in Oklahoma with 67 prescribed prerequisite hours. Full-time, nine-month completion or part-time, two-year completion available.
RN-BSN	Fall 2015	Hybrid (on-campus time in Oklahoma required)	Full-Time Part-Time	Select one campus location in Nursing Supplemental Application	Degree completion for RNs licensed in Oklahoma with 67 prescribed prerequisite hours. Full-time, nine-month completion or part-time, two-year completion available.

Application Tip

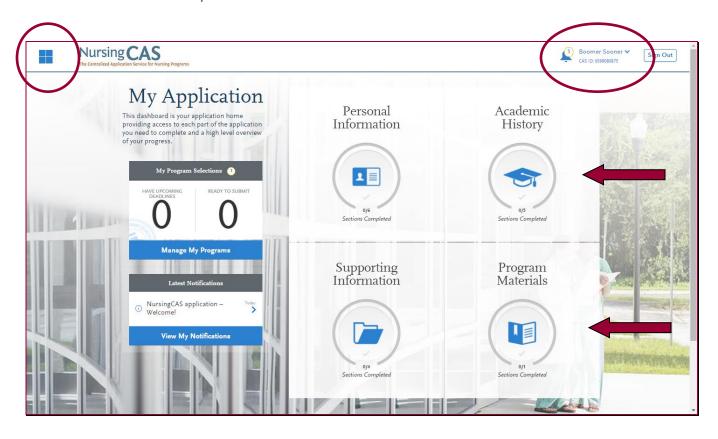
Contact an <u>Academic Advisor</u> for additional information regarding a program.

Programs - Professional and Doctoral

Program Name	Start Term	Program Delivery	Enrollment Options	Campus Locations	Program Description
MSN –	Fall 2015	Online	Full-Time	Select enrollment center:	For RNs with a BSN degree. 33 credit hour, online program.
Administration Management	Spring 2016		Part-Time	Lawton, Oklahoma City or Tulsa	
<u> </u>				(online program)	
MSN – Nurse	Fall 2015	Online	Full-Time	Select enrollment center:	For RNs with a BSN degree. 32 credit hour, online program.
<u>Education</u>	Spring 2016		Part-Time	Lawton, Oklahoma City or Tulsa	
				(online program)	
MSN – Clinical	Su 2015 (f/t)	On Campus	Full-Time	Select one campus:	For RNs licensed in Oklahoma with a BSN degree. An
Nurse Specialist	Fa 2015 (p/t)		Part-Time	Lawton, Oklahoma City or Tulsa	advanced practice role offering clinical specialization in Gero-Adult.
MSN-Family	Summer 2015	On Campus	Full-Time	Select one campus:	For RNs licensed in Oklahoma with a BSN degree. An
Nurse Practitioner			Part-Time	Oklahoma City or Tulsa	advanced practice role offering clinical specialization in Family populations. This is a 48-50+ credit hour hybrid program.
DNP for licensed	Summer 2015	Online	Full-Time	Enrollment center:	A clinical doctoral degree for those with advanced practice licensure as a NP or CNS. 38 credit hour, online program.
CNS or NP			Part-Time	Oklahoma City (online program)	
<u>PhD</u>	Fall 2015	Online	Full-Time	Enrollment center:	A research doctoral degree for those with a BSN degree or
			Part-Time	Oklahoma City (online program)	higher. Credit hours vary by student. This is an online program.

Dashboard Navigation

- Click on the blue square icon at the top left corner to return to the navigation page.
- Click on circles to complete the four sections.

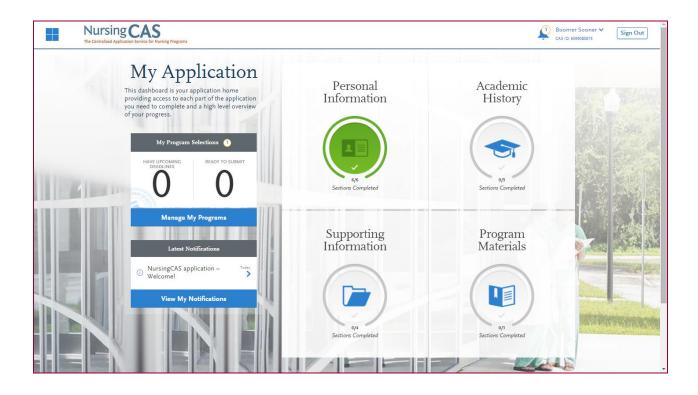


Application Tip

Application Instructions
Click on the down-arrow by
the sign-out button for helpful
tips and FAQ.

Application Progression

- Navigation circles will track progress through the various sections.
- A green circle indicates this section is complete.

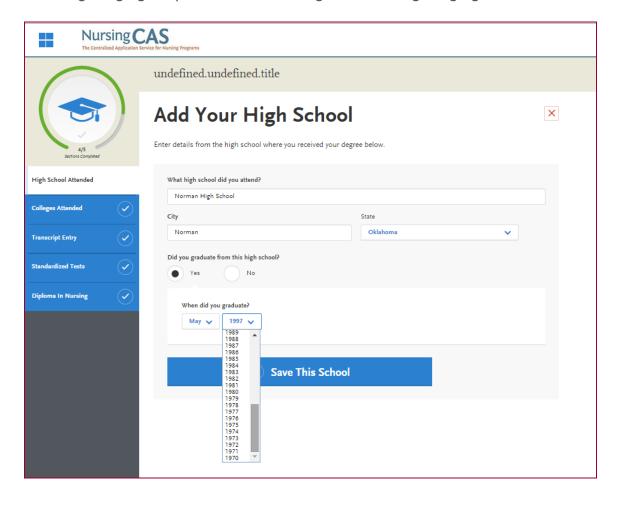


Application Tip

There may be missing information if a section is not marked complete. The application cannot be submitted until all sections are complete.

Academic History - High School

- All applicants list high school information.
- A high school transcript is needed for BSN applicants requesting exemption from the foreign language requirement based on high school foreign language coursework.

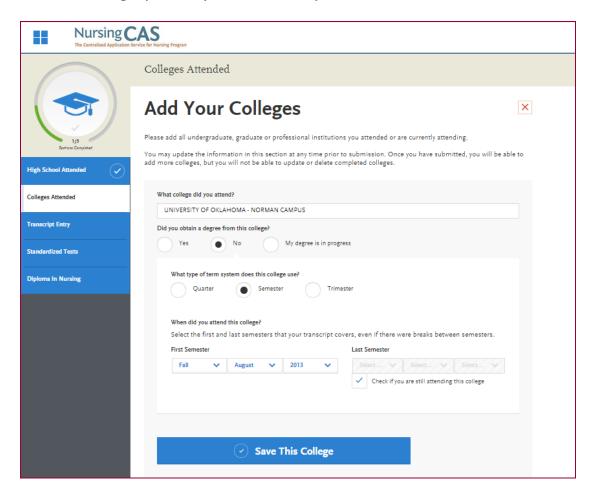


Application Tip

HS graduation prior to 1970? Please enter 1970 for the grad year regardless of graduation date prior, pending a fix to the system defaults.

Academic History - Colleges Attended

• List all colleges previously and/or currently attended.

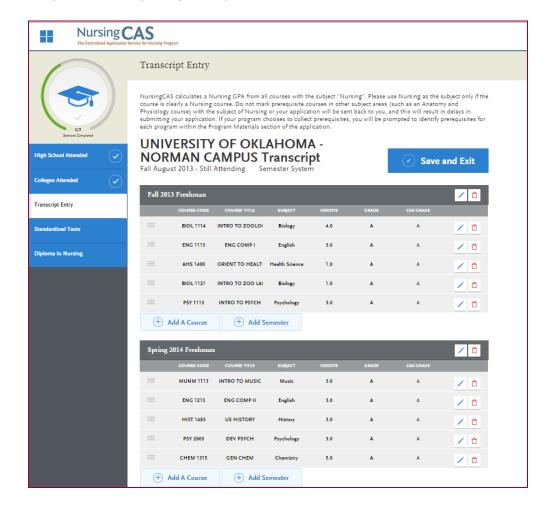


Application Tip

If currently enrolled or planning to take additional courses, check the "still attending" box at the bottom.

Academic History - Transcript Entry

- Enter coursework as it appears on the official transcript.
- List all planned/in-progress courses. It is important we know your plans for completing all requirements.



Application Tip

Applicants should have their transcript available while completing this section.

Application Tip

Planned/in-progress courses: Leave the grade blank for planned courses.

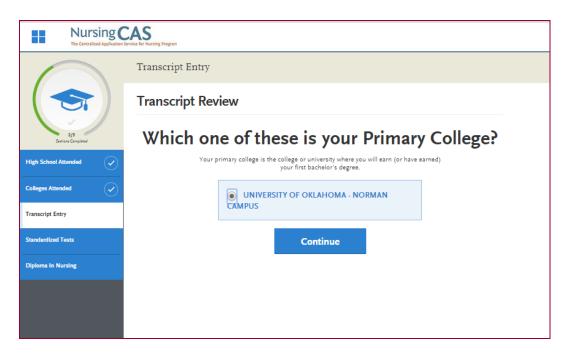
Application Tip

List all courses.

Transcript entry must match the official transcript. Failure to submit correct information may cause delays in processing the application which may affect admission status.

Academic History - Transcript Review

- Enter a primary college regardless if a degree will be earned.
- "Primary:" The school where the majority of coursework was completed.

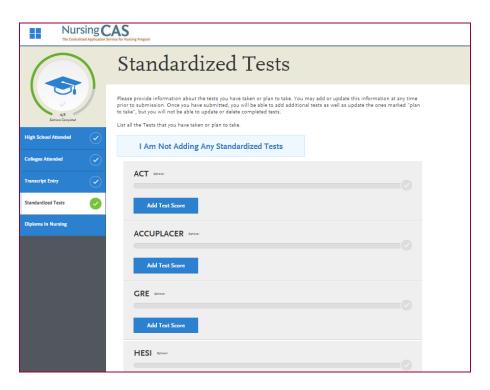


Application Tip

Additional fields will request information regarding advanced placement, challenge exams, repeated courses, etc.
Respond accordingly.

Academic History – Standardized Tests

- BSN: No tests are required or will be reviewed in this section.
- LPN-BSN: NLN Exams will be retained by the College. Do not enter here.
- MSN: No tests are required or will be reviewed in this section.
- DNP: No tests are required or will be reviewed in this section.
- PhD: GRE Exams may be reported here. However, additional questions are asked in the Program Materials section and a GRE Report must be submitted to the OUHSC Office of Admissions & Records.

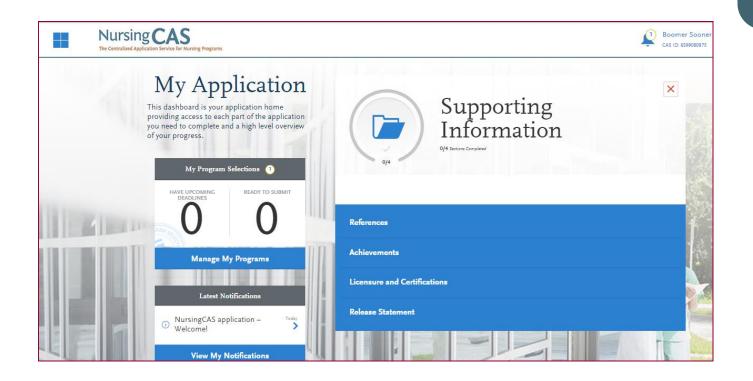


Application Tip

PhD Applicants
GRE Reports should be sent to: OUHSC Office of Admissions & Records, PO Box 26901, Oklahoma City, OK 73126.

Supporting Information

- BSN: No supporting information is required or will be reviewed in this section.
- MSN: Submit three (3) references.
- DNP: Submit three (3) references.
- PhD: Submit three (3) references.

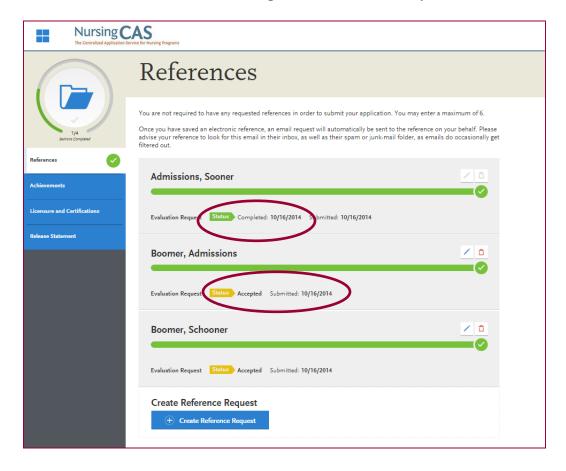


Application Tip

Click on each section and respond to questions to complete information or mark the section complete.

Supporting Information - References

- MSN and Doctoral applicants must submit three (3) references.
- References will be marked with a green arrow when complete.

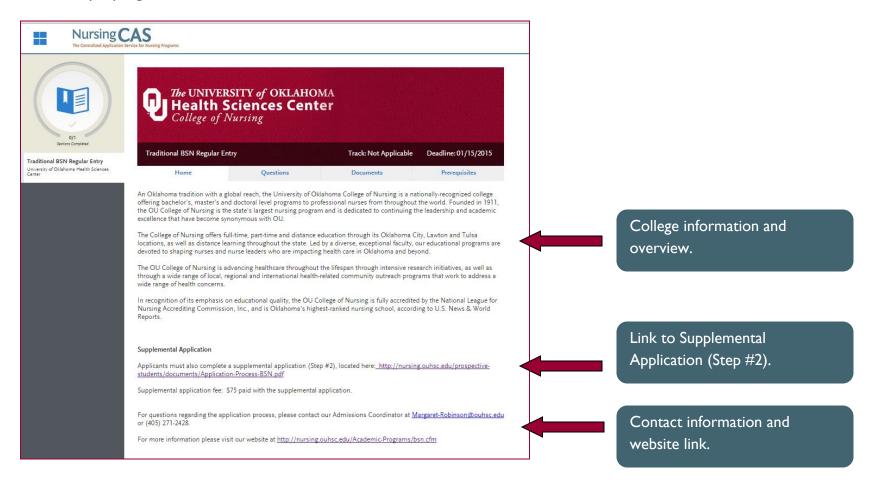


Application Tip

Check application status routinely to confirm if references have been completed.

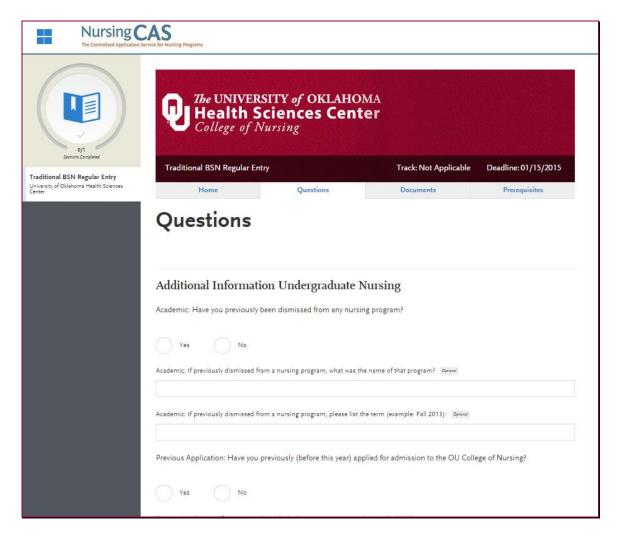
Program Materials

- This section provides information specific to the University of Oklahoma College of Nursing.
- If multiple programs are selected there will be additional boxes listed to the left.



Program Materials - Questions

- Please reply to all required questions.
- Enter N/A as appropriate.

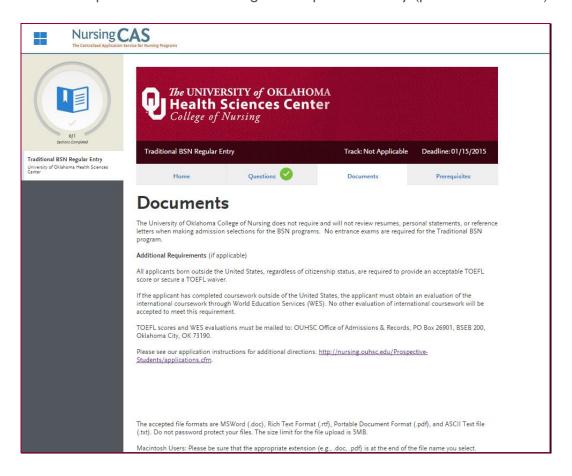


Application Tip

Traditional BSN and Accelerated BSN applicants may be considered for multiple campus locations. List campuses in order of preference if able/willing to attend another campus.

Program Materials - Documents

- BSN: No documents are required or will be reviewed in this section.
- MSN Adm/Mgmt and MSN Education: No documents are required or will be reviewed in this section.
- MSN CNS and MSN NP: Upload a CV/resume and essay (personal statement).
- DNP: Upload a CV/resume and essay (personal statement).
- PhD: Upload a CV/resume using the template and essay (personal statement).



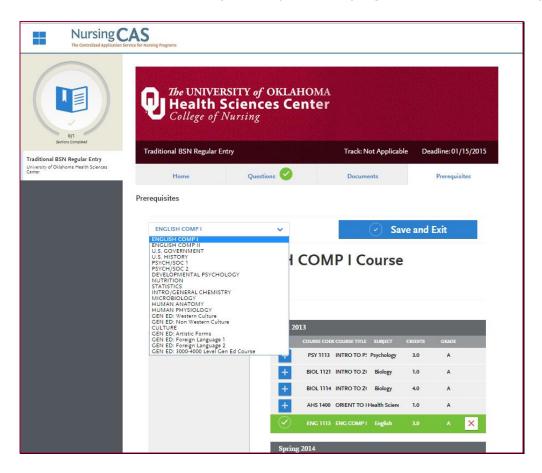
Application Tip

See the application instructions for information regarding essay prompts and the PhD CV template: http://nursing.ouhsc.edu/Prospective-

Students/applications.cfm.

Program Materials - Prerequisites

- Match courses by clicking on the blue "+" sign next to a course.
- Match multiple courses to the same requirement as necessary, such as labs or repeated courses.
- All courses must be completed with a "C" grade or better to complete the requirement.
- If exempt from a requirement, match any course to mark the requirement complete.
- Return to coursework entry to add planned/in-progress courses as necessary.



Application Tip

One course can be matched to multiple prerequisites. Example: one course can match both the BSN Culture and BSN Gen Ed: Non-Western Culture requirements.

Application Tip

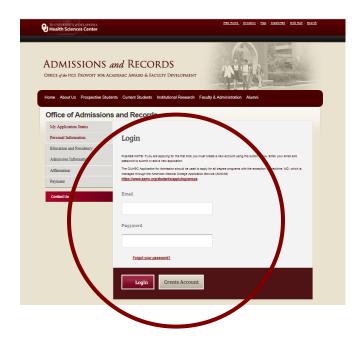
All prerequisites must be matched to a course to complete this section. No application can be submitted if this section is not complete.

Nursing Supplemental Application

- The Nursing Supplemental Application gathers information necessary for the University of Oklahoma Health Sciences Center to process an application.
- As such, certain questions asked in the NursingCAS Admission Application may be requested again in the Nursing Supplemental Application.

Accessing the Supplemental Application

- Access the Nursing Supplemental Application at: https://apps.ouhsc.edu/admissions
- First-time users: first click "Create Account"
- Write down the password for later use.



Application Tip

The supplemental application does not need to be completed all at once.
Applicants may save their supplemental application and access it again at a later time.

Undergraduate Campus Selections

- Applicants to the Accelerated BSN and Traditional BSN programs may be considered for multiple campus sites (Lawton, Oklahoma City or Tulsa).
- Applicants who wish to be considered for multiple campus sites should submit their supplemental application first to their preferred campus, then submit additional supplemental applications to the other campuses in order of preference.
- No additional service fees will be charged to be considered for multiple campus sites in the same term.
- No additional NursingCAS Admission Applications are needed to be considered for multiple campus sites.
- Applicants who do not wish to be considered for multiple campus sites should submit only one supplemental application to the preferred campus.



Application Tip

Applicants to the LPN-to-BSN, RN-to-BSN, and MSN pathways need only list their preferred campus location. No additional campus selections are necessary.

International Documentation

International Transcripts

- All international transcripts must be evaluated by World Education Services (WES).
- Contact www.wes.org.
- WES Evaluations should be mailed to:

OUHSC Office of Admissions & Records PO Box 26901, BSEB 200 Oklahoma City, OK 73126

Application Tip

For assistance with international documentation or requirements, please contact admissions@ouhsc.edu.

TOEFL Scores

- Students born outside of the United States may be required to complete a TOEFL examination.
- Check program admission requirements for additional directions: http://nursing.ouhsc.edu/academic-programs/.
- TOEFL website: http://www.ets.org/toefl/
- Failure to submit a TOEFL score by the application deadline may affect admission opportunities.
- TOEFL scores should be mailed to:

OUHSC Office of Admissions & Records PO Box 26901, BSEB 200 Oklahoma City, OK 73126

Additional Information

International Student Services: http://www.ouhsc.edu/admissions/ProspectiveStudents/InternationalApplicants.aspx.

Application Status

- Applicants may not be contacted if there are errors or missing portions of the application.
- It is the applicant's responsibility to confirm all application materials are complete.
- Applicants are encouraged to check their application status portals routinely.

Application Status Links

NursingCAS Admission Application

Check "Program Status" to confirm all transcripts are received and verified. https://portal.nursingcas.org

Questions: nursingcasinfo@nursingcas.org (617) 612–2880

Supplemental Nursing Application

Check "Application Status" to confirm all supplemental materials are received. http://ouhsc.edu/studentinfo/applicationstatus.aspx

Questions: <u>Debbie-Shell@ouhsc.edu</u> (405) 271-2359

Emailed Correspondence

- Any communication to the applicant will be conducted through email.
- Applicants should check their email account(s) routinely, or have their email forwarded, as necessary.

Application Tip

Check application status weekly for updates.

Next Steps

Admission Processing

- Applications are processed only after the application deadline.
- All applications are reviewed on basis of admission requirements.
- Final review of all applications is completed by the OU College of Nursing admissions committee.

Updated Grades

- Following the initial application process, applicants may need to update their grades/records.
- Example: when "in progress" coursework was reported in the Admission Application.
- Applicants should log back into their NursingCAS application and list newly complete grades.
- Visit: https://nursingcas.liaisoncas.com.

CLEP, GRE, or Test Results

- CLEP results not posted for course credit at another school must be mailed.
- AP results, DSST scores, etc., if not posted for course credit at another school, must be mailed.
- GRE scores must be mailed.
- Test results should be sent to:

OUHSC Office of Admissions & Records PO Box 26901, BSEB 200 Oklahoma City, OK 73126

Application Tip

Failure to submit updated transcripts/grades may affect admission status. Applicants are advised to maintain a current NursingCAS Admission Application at all times.

Admission Decisions

- All applicants will receive a final email and letter regarding their admission status.
- Initial admission status emails will be sent through the NursingCAS admission process.
- Additional information will be sent by regular mail from the OUHSC Office of Admissions & Records.

Admission Offers

- Those offered admission will have a deadline to accept their position.
- Certain programs may require an enrollment deposit to confirm admission.

Alternate (Waitlisted)

- Alternate or Waitlist status indicates the application will remain active.
- Waitlisted applicants are advised to keep their application current.
- Waitlisted applicants may be offered admission only when a space becomes available in the program.

Denied

- Applicants not selected for admission may be denied admission.
- Denied applicants may consult with an advisor for next steps: http://nursing.ouhsc.edu/Prospective-Students/student-affairs.cfm

Application Tip

Applicants should check their email routinely for any correspondence sent by the University of Oklahoma Health Sciences Center or the NrursingCAS application service.

Application Tip

Applicants who move after applying should update their address on file in both the Admission and Supplemental Applications.

Contact Us

Admission Application

For questions regarding the NursingCAS Admission Application: nursingcasinfo@nursingcas.org (617) 612–2880

Nursing Supplemental Application

For questions regarding the Nursing Supplemental Application: Debbie-Shell@ouhsc.edu (405) 271-2359

OU College of Nursing

For questions regarding the Academic Programs available: nursing@ouhsc.edu (877) 367-6876

We understand you have many options when choosing a school for your nursing education.

We are glad you are applying to the University of Oklahoma.