Applying to start or continue your nursing education is an exciting step in your life. We are here to assist you.
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Application Instructions

Detailed application instructions are posted at: [http://nursing.ouhsc.edu/FutureStudents/Applications.aspx](http://nursing.ouhsc.edu/FutureStudents/Applications.aspx).
# Application Tutorial

## Easy 2-Step Process (Must complete both steps)

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

<table>
<thead>
<tr>
<th>Application Step 1</th>
<th>Application Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NursingCAS Admission Application</strong></td>
<td><strong>Supplemental Nursing Application</strong></td>
</tr>
</tbody>
</table>
| 2. 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 | 2. 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, LIB 121  
  Oklahoma City, OK 73126 |
| 3. Check application “Quick Status” to confirm all transcripts are received and verified. http://nursingcas.liaisoncas.com | 3. Check “Application Status” to confirm all supplemental materials are received. https://apps.ouhsc.edu/admissions/ |
| Questions: nursingcasinfo@nursingcas.org (617) 612-2880 | Questions: Debbie-Shell@ouhsc.edu (405) 271-2359 |
NursingCAS Admission Application Pointers

Accessing the Application

- Access the Admission Application at: [http://nursingcas.liaisoncas.com](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

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Start Term</th>
<th>Program Delivery</th>
<th>Enrollment Options</th>
<th>Campus Locations</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traditional BSN</strong></td>
<td>Fall</td>
<td>On Campus</td>
<td>Full-Time Only</td>
<td>Select campus priorities in NursingCAS Application</td>
<td>Entry-level program for college juniors with 67 prescribed prerequisite hours. Two-year completion.</td>
</tr>
<tr>
<td><strong>Traditional BSN – OU Norman Early Admission</strong></td>
<td>Fall</td>
<td>On Campus</td>
<td>Full-Time Only</td>
<td>Select campus priorities in NursingCAS Application</td>
<td>Early admission track for eligible Traditional BSN applicants completing prerequisite courses at OU-Norman campus. See link for requirements.</td>
</tr>
<tr>
<td><strong>Accelerated BSN for Second Degree Students</strong></td>
<td>Spring (Lawton) Summer (OKC, Tulsa)</td>
<td>On Campus</td>
<td>Full-Time Only</td>
<td>Select campus priorities in NursingCAS Application</td>
<td>Entry-level program for those seeking second baccalaureate degrees that have no prior nursing licensure. 14-month completion.</td>
</tr>
<tr>
<td><strong>LPN-BSN</strong></td>
<td>Spring</td>
<td>Hybrid (on-campus time in Oklahoma required)</td>
<td>Full-Time Part-Time</td>
<td>Select one campus location in NursingCAS Application</td>
<td>Degree completion for LPNs licensed in Oklahoma with 67 prescribed prerequisite hours. Full-time, nine-month completion or part-time, two-year completion available. Spring-start offers a three-semester track (Spring, Fall, Spring).</td>
</tr>
<tr>
<td><strong>RN-BSN</strong></td>
<td>Spring</td>
<td>Hybrid (on-campus time in Oklahoma required)</td>
<td>Full-Time Part-Time</td>
<td>Select one campus location in NursingCAS Application</td>
<td>Degree completion for RNs licensed in Oklahoma with 67 prescribed prerequisite hours. Full-time, nine-month completion or part-time, two-year completion available. Spring-start offers a three-semester track (Spring, Fall, Spring).</td>
</tr>
</tbody>
</table>

### Application Tip

Contact an Academic Advisor for additional information regarding a program.
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Start Term</th>
<th>Program Delivery</th>
<th>Enrollment Options</th>
<th>Campus Locations</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MSN – Administration Management</strong></td>
<td>Fall or Spring</td>
<td>Online</td>
<td>Full-Time</td>
<td>Select enrollment center: Lawton, Oklahoma City or Tulsa (online program)</td>
<td>For RNs with a BSN degree. 33 credit hour, online program. Post-Masters option available.</td>
</tr>
<tr>
<td><strong>MSN – Nurse Education</strong></td>
<td>Fall or Spring</td>
<td>Online</td>
<td>Full-Time</td>
<td>Select enrollment center: Lawton, Oklahoma City or Tulsa (online program)</td>
<td>For RNs with a BSN degree. 32 credit hour, online program. Post-Masters option available.</td>
</tr>
<tr>
<td><strong>MSN – Clinical Nurse Specialist</strong></td>
<td>Summer (f/t)</td>
<td>On Campus/Hybrid</td>
<td>Full-Time</td>
<td>Select one campus: Lawton, Oklahoma City or Tulsa</td>
<td>For RNs licensed in Oklahoma with a BSN degree. An advanced practice role offering clinical specialization in Adult/Gero. Post-Masters option available.</td>
</tr>
<tr>
<td><strong>MSN-Family Nurse Practitioner</strong></td>
<td>Summer</td>
<td>On Campus/Hybrid</td>
<td>Full-Time</td>
<td>Select one campus: Oklahoma City or Tulsa</td>
<td>For RNs licensed in Oklahoma with a BSN degree. An advanced practice role offering clinical specialization in Family populations. This is a 47 credit hour hybrid program. Post-Masters option available.</td>
</tr>
<tr>
<td><strong>DNP (Post-Masters)</strong></td>
<td>Summer</td>
<td>Online</td>
<td>Full-Time</td>
<td>Enrollment center: Oklahoma City (online program)</td>
<td>A clinical doctoral degree for those with a MSN degree. 38 credit hour, online program.</td>
</tr>
<tr>
<td><strong>PhD</strong></td>
<td>Fall</td>
<td>Online</td>
<td>Full-Time</td>
<td>Enrollment center: Oklahoma City (online program)</td>
<td>A research doctoral degree for those with a BSN degree or higher. Credit hours vary by student. This is an online program.</td>
</tr>
</tbody>
</table>
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.

**Application Tip**
The application can be submitted while the references are pending. A short grace period is provided for references.
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/LinkClick.aspx?fileticket=s03DdFr7HoY%3d&portalid=37](http://nursing.ouhsc.edu/LinkClick.aspx?fileticket=s03DdFr7HoY%3d&portalid=37).
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, click the blue “I Am Not Matching Any Course to this Prerequisite” box at the top.
- 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.
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, LIB 121  
  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/Academics.aspx.
- 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, LIB 121  
  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

<table>
<thead>
<tr>
<th>NursingCAS Admission Application</th>
<th>Supplemental Nursing Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check “Program Status” to confirm all transcripts are received and verified. <a href="https://nursingcas.liaisoncas.com/">https://nursingcas.liaisoncas.com/</a></td>
<td>Check “Application Status” to confirm all supplemental materials are received. <a href="https://apps.ouhsc.edu/admissions/">https://apps.ouhsc.edu/admissions/</a>.</td>
</tr>
<tr>
<td>Questions: <a href="mailto:nursingcasinfo@nursingcas.org">nursingcasinfo@nursingcas.org</a></td>
<td>Questions: <a href="mailto:Debbie-Shell@ouhsc.edu">Debbie-Shell@ouhsc.edu</a></td>
</tr>
<tr>
<td>(617) 612–2880</td>
<td>(405) 271-2359</td>
</tr>
</tbody>
</table>

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.
- The Admissions Coordinator can be reached by email at NursingAdmissions@ouhsc.edu.

Application Tip

Check application status online routinely 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.

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, LIB 121
Oklahoma City, OK  73126
Admission Decisions

- All applicants will receive a final email regarding their admission status.
- Initial admission status emails will be sent through the NursingCAS admission process.
- Additional information will be sent by email 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/FutureStudents/StudentAffairs.aspx.

Application Tip

Applicants should check their email routinely for any correspondence sent by the University of Oklahoma Health Sciences Center or the NursingCAS 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:

NursingAdmissions@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.