Application Information

You will search for “UNM” in the search bar. These are the options that should show up.

For the BSN dual degree program, you will NOT select the “UNM-Valencia BSN Dual Degree.” You WILL select the “NMNEC UNM-Valencia/UNM Dual Degree Option.”
You may begin filling out the application as soon as it is available, and the transcript entry portion may be time consuming.

All applications will be submitted via the online Nursing Central Application System (CAS). The applications must be completed by May 27, 2019. The link for the application is nursingcas.org

The NursingCAS application is used to apply for the UNM-Valencia AASN and/or the NMNEC UNM-Valencia/UNM Dual Degree BSN Option. This will be a competitive application screening, with 8 available Dual Degree (AASN/BSN) slots and 8 AASN slots. There will be a total of 16 students admitted once per year. The application cycle is during the spring semester and it is for admittance to the fall semester of that year.

Minimum Application Requirements

- Complete all required prerequisite classes with a grade of “C” (not “C–”) or better before the application deadline.
- Achieve at least a 2.75 grade point average (GPA) in the required prerequisite classes.
- Complete the Kaplan Admission Test with a 68% (55th percentile) or higher
- Complete the NursingCAS application from March 29-May 27, 2019 by 9:59 MT.
- Send official college transcripts from all institutions attended to NursingCAS at P.O. Box 9201 Watertown, MA 02471 for verification and processing by May 27, 2019. The transcripts must be sent from the registrar, not the student.
- Be eligible for admission to UNM. For information regarding eligibility, visit www.unm.edu/apply.

Timeline for Fall 2019 Admission

- March 29, 2019: NMNEC UNM-Valencia/UNM Dual Degree Option NursingCAS application period opens.
- May 27, 2019 by 9:59 MST: Fall 2019 NursingCAS application deadline. Meaning that applications must be submitted and paid for by the indicated day and time.
- May 27, 2019: official transcripts must be received, but not verified, by NursingCAS. This is not a postmarked deadline.
- July 2019: applicants will be notified of the admission decision by July via the email they used on their application to NursingCAS. All admission decisions are final.

* Applicants offered admission to the UNM-Valencia/UNM Dual Degree students must successfully complete all in-progress classes, before final admission status is complete. This will be verified by submission of an official transcript to UNM CON.

- Prior to the Fall 2019 start date: a mandatory NMNEC UNM-Valencia/UNM Dual Degree Option Orientation will be held via an online Zoom Orientation.
- Fall 2019: classes start.
Transcript Information

Transcripts must meet the following requirements to be considered “official” by NursingCAS:

1. The transcript must be sent directly to NursingCAS from the Registrar’s Office of each institution ever attended.
2. A Registrar’s seal and/or legible signature must be included on the transcript.
3. The transcript cannot be marked “Issued to Student” or “Student Copy.”
4. The transcript must reflect all relevant, correct information for the applicant identified on the application.

All questions regarding transcript specifics must be directed to NursingCAS, as they have exclusive access until they are verified.

Nursing CAS Information

All four of these areas must be green prior to application submission.

If you are applying to multiple programs: Personal information, academic history, and supporting information will be the same for all programs. The “Program Materials” is program specific and will differ between programs.
Under the “Program Materials” section:

Under the “Documents” tab in “Program Materials”:

Documents

You are required to upload a copy of your Kaplan Admission Test score under the "Test Score Report" section.

You are required to upload proof of residency, either a copy of your utility bill or rent/mortgage document.

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<thead>
<tr>
<th>UPLOAD TIPS</th>
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<tbody>
<tr>
<td><strong>Review Uploaded Documents</strong></td>
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<tr>
<td>The uploading process may have altered your formatting. Please review before submitting.</td>
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<tr>
<td><strong>Accepted File Types</strong></td>
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<tr>
<td>doc, docx, pdf, rtf, txt, jpg, jpeg, png. The size limit for each file upload is 15MB.</td>
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<td><strong>Do Not Password Protect Your Documents</strong></td>
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<tr>
<td>Protected documents will not be sent with your application.</td>
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<td><strong>Conceal Your Social Security Number (SSN)</strong></td>
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<tr>
<td>Only use correction fluid or a redacting marker to conceal your SSN before uploading.</td>
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Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

If applying for local area residency: Please upload an official document (Utility bill, bank statement, etc)

If applying for veteran status: You will upload a DD-214

If applying for the BSN dual degree and the ADN programs: You will upload a document stating that you would like to be considered for the ADN degree track as well as the BSN.

This is also where you will attach you Kaplan score sheet. If you have taken the exam more than once, you must upload all score sheets. If there is one not attached, your application will not be accepted until you do.

The required documents vary between the ADN and the BSN dual degree programs.
Under the “Academic History” section:

The Kaplan entrance exam is not an option under the standardized tests. You will select the “I am not adding any standardized tests” for this portion or the section will not turn green. You will upload all scores sheets under the “Documents” tab (see above).

After you have added a College or University, there will be an option to download the transcript request form. This form will assist the registrar in sending the transcripts.

Under the “Transcript Entry” section you must enter all courses ever taken at every institution. This could potentially be a lengthy process. It is recommended you start this portion as soon as possible. Nursing CAS will compare entries to your student profiles and will send back the application if there is any unreported courses or institutions. Enter all courses even if the credits are old, taken during high school (concurrent/dual enrollment), withdrawal, fail, or audited.
All areas in red **must** be filled out as it appears on your transcripts.

### Sending Transcripts Electronically

Please note that **electronic transcripts are not the same as emailed transcripts. We cannot accept transcripts sent via email.**

NursingCAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If your school does not offer any of these services, your transcript must be sent by mail.

When you are in the “Transcript Entry” portion, there is a tutorial video that may help as well. It is on the far left side of the screen.
What is the process for submitting transcripts?

1. **Send “Transcript Request form” to the registrar’s office at institutions attended**
   - Download Transcript Request Form(s) from Academic History section of NursingCAS application. You will need to input your colleges attended in order to download the Transcript Request Form(s).

2. **NursingCAS receives transcripts from Institutions**
   - You are responsible for monitoring the status of your application and making sure that all materials arrive at NursingCAS for processing.

3. **Transcript Processing**
   - May take 7-10 business days. Log into NursingCAS and click on the “Check Status” tab to see if the status of your transcript(s).

4. **Verification Queue***
   - Only takes place after ALL transcripts have been received. May take up to 2 weeks.

5. **GPAs Calculated**
   - GPAs are calculated depending on the Verification requirements for each program.

6. **Transcripts and GPAs available to Programs**
   - PDF versions of your transcripts and Verification data are made available to the Programs you have designated.