



NURSING

NursingCAS Student Guide

BSN Scholars and Transfer BSN

Before Starting NursingCAS Application

- Review the CON BSN webpage.
- Plan to submit your application one week prior to the deadline.
 - This ensures it can be verified by NursingCAS.
- Confirm that any transfer coursework is equivalent via the transfer equivalency table.
 - Courses must have an exact course code at UTK to be equivalent. “LD” and “UD” courses are not equivalent.
- Confirm that you meet the minimum 3.2 GPA requirement.
 - This includes any transfer coursework in a combined GPA.
- Confirm that you will complete Anatomy and Physiology with a C or higher by the end of Fall semester.
 - Anatomy must be equivalent to EEB 250+251 or ANTH 250+251 or NURS 250+251.
 - Physiology must be equivalent to BCMB 230.
 - If taking Anatomy & Physiology I and II at another institution, both must be completed at the same institution. They cannot be combined with EEB 250+251 or BCMB 230.
- Confirm that you will complete Microbiology and/or Human Development with a C or higher by the end of Fall semester.
 - Microbiology must be equivalent to MICR 210 or BIOL 220+229.
 - Human Development must be equivalent to HDFS 210 or CFS 210 or PSYC 300.

- 1 of these courses may be completed during the Spring admit term.
- ❑ Confirm that you will complete 44 credits of VolCore (general education) courses by the end of Fall semester.
 - Consult the [BSN catalog page](#) and [transfer equivalency table](#) for guidance. Terms 1, 2, and 3 on the catalog page must be complete prior to admission.
 - 2 of the VolCore courses may be completed during the Spring admit term.
- ❑ Confirm that you meet the American history requirement.
- ❑ Recommended: Meet with your current advisor to review minimum admission criteria.
- ❑ Navigate to NursingCAS from the [CON BSN webpage](#).
 - Check your junk mail and spam folder for the initial account confirmation. Add WebAdMIT to your list of safe senders.
- ❑ If you are not a current UTK student, complete an [UTK Transfer Application](#).

Within NursingCAS: Personal Information

- ❑ Fill out all 7 sections.
- ❑ Confirm that your contact info is correct — your email in NursingCAS is what we will use to contact you.

Within NursingCAS: Academic History

- ❑ Fill out 3 sections — Standardized Tests are not required and will not be considered.
- ❑ For Colleges Attended, input every college you have attended.
- ❑ For Colleges Attended, order transcripts to NursingCAS from every college you have attended.
 - NursingCAS will not prompt you to send transcripts after you have submitted your application. You will need to return to the Colleges Attended section and click “Order” next to each college.
 - Review the NursingCAS guide on [How to Send Transcripts](#).

- ❑ For Transcript Entry, input every course as it appears on that institution's transcript exactly.
 - This ensures the timely processing of your application.
 - You do NOT need to pay for Professional Transcript Entry. Select “No thanks, I’ll hand it myself” and “Continue.”

Within NursingCAS: Supporting Information

- ❑ The Supporting Information section is not considered for UTK CON admission and you do not need to complete it.

Within NursingCAS: Program Materials

- ❑ Review the information on the Home page.
- ❑ Fill out the 3 tabs (Questions, Documents, Prerequisites).
- ❑ For Documents, submit a high school transcript only if (1) you need it to fulfill the American history requirement and if (2) you have not already submitted one to the UTK Transfer Application.
- ❑ For Prerequisites, select 1 of your entered courses for each prerequisite.
 - This can only be done after completing the Transcript Entry section.

Submitting NursingCAS Application

- ❑ Click the Submit Application tab at the top and pay the app fee.
 - Submit your application as early as possible so that it is in “Verified” status by the deadline.
- ❑ Order transcripts for each college if you have not done so already.
- ❑ Click the Check Status tab and make sure your application gets verified.
 - Check your application status frequently. Applications must be in “Verified” status by the deadline to be reviewed.
- ❑ Wait — CON will send email updates as applications are reviewed. If there are no issues with your application, you will not hear anything until decisions are made.

NursingCAS FAQs

BSN Scholars and Transfer BSN

General Questions

1. How will I hear about decisions or issues with my application?
 - a. All communication happens through the NursingCAS WebAdMIT tool. Make sure the email you enter is one you check regularly. Check your spam/junk folders and add WebAdMIT to your safe senders list.
2. What happens if I never get an email?
 - a. If there are no issues with your application, you will not receive an email until decisions are made.
3. When will I know if I got in?
 - a. For BSN Scholars — Admissions decisions are made on a rolling basis.
 - b. For Transfer BSN — Admission decisions are made once all applicants have been reviewed, which is not until after the application has closed.
4. There's something wrong with my application. Who can help me?

If your application is not “Verified,” meaning it has the status of “In-Progress,” “Received,” “Complete,” or “Undelivered,” you will likely get better support from a NursingCAS representative. Contact NursingCAS by email at webadmitsupport@liaisonedu.com or by phone at 857-304-2020.

If your application is “Verified,” please reach out to the CON Office of Student Services by email at conprospect@utk.edu or by phone at 865-974-7606.

Academic History & Transcript Questions

1. Why do I need to send my transcripts to NursingCAS and UTK?
 - a. NursingCAS must verify and authenticate your coursework before CON can review your application. NursingCAS only verifies once they have all your materials, so we recommend

ordering your transcripts as soon as you can to mitigate any issues.

2. What if I took classes in high school, like Dual Enrollment classes?
 - a. Since those are technically also college credits, you can include them on the Transcript Entry like your other courses. Make sure you list that institution and order transcripts from it.
3. Where should I send my transcripts? What if they are delayed?

Send your transcripts to NursingCAS, not CON. We are unable to send them to NursingCAS if you send them to us. If you are not a current UTK student, however, you will additionally need to send your transcripts to UTK Undergraduate Admissions.

Additionally, we understand that there may be issues beyond your control. If you have ordered your transcripts and do not see them in NursingCAS after a week, please reach out to conprospect@utk.edu to let us know. We will do our best to ensure your application is reviewed.

Please read this guide thoroughly!

We recommend consulting with your current advisor.

Email us early if you have questions or issues.

conprospect@utk.edu