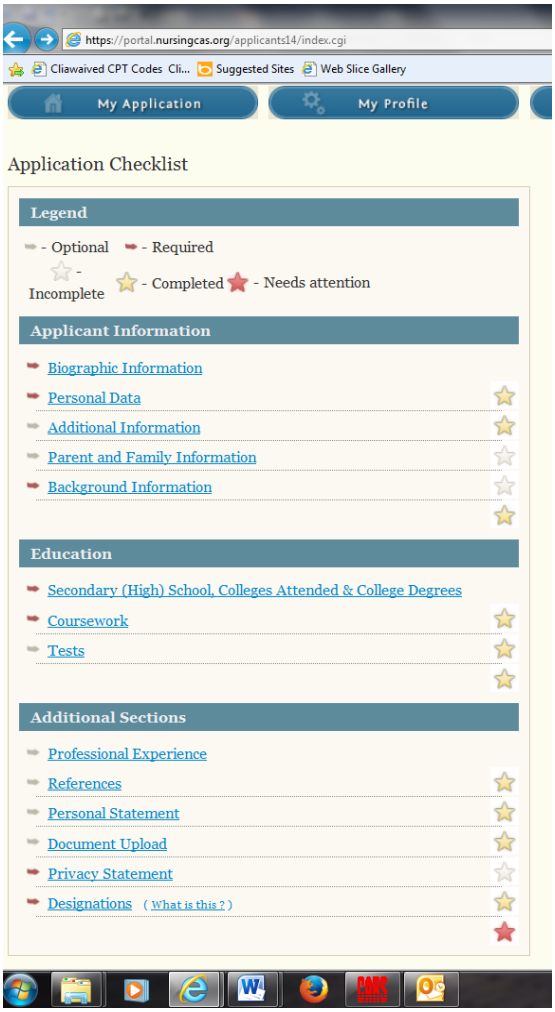
School of Nursing
8432 Magnolia Avenue, Riverside, CA 92504
Telephone: (951) 343-4700 FAX (951) 343-4703
www.calbaptist.edu/nursing/programs

NursingCAS

BSN Program Specific Information

Thank you for considering California Baptist University's **Bachelor of Science in Nursing (BSN)** program. BSN applications are now being processed through NursingCAS. NursingCAS is the online, centralized application service for nursing schools. NursingCAS processes your application and transcripts on behalf of the university. Prior to beginning your CBU NursingCAS application you must apply to CBU and be accepted as a pre-nursing student.



Please carefully review all information. Although some sections of the NursingCAS application are marked "optional," please follow guidelines below for the CBU requirements.

Under Applicant Information complete the following:

- Biographic Information
- Personal Data
- Additional Information
  - Add Entry
  - Type: CBU ID
  - ID: CBU ID Number
  - Please note that if you submit your NursingCAS application without a CBU ID number you will be considered ineligible and your application will be denied.
- Background Information

Please note: The Parent & Family Information is not required in this section

Under the Education Section complete the following:

- **Secondary (High) School & Collages Attended & College Degrees:** For this section, list high-school(s) and college information. Please include **ALL** institutions even if it is only one course. You do NOT need to send High School transcripts to NursingCAS. You DO NOT need to send AP/IB/CLEP/Dantes/SAT/ACT to NursingCAS. You may use your anticipated date of graduation for dates attended.
- **Coursework:** Please first read the instructions for coursework entry prior to beginning. AP/IB/CLEP/Dantes/SAT/ACT credit is entered here if applicable. You may continue to update this section as you complete prerequisites for the program. Updated transcripts must be sent directly to NursingCAS for verification. If you apply with work in progress then updated transcripts MUST be sent to NursingCAS once grades post.
- **Tests:** Select NLN (Nation League for Nursing) and enter your intended/completed date of the RN Pre-Entrance Exam. If you take the exam at CBU no further action is needed. If you take the PAX outside of CBU, please submit official score report to nursing@calbaptist.edu. DO NOT report SAT/ACT scores.

Under the Additional Sections complete the following:

- **Professional Experience:** include all of the applicable listed experiences from the drop down menu. If you have been out of high school for less than 4 years you may use high school information in this section. For example: Health Academy, honor awards.
- **References**: Applicants must have 2 electronic recommendations completed. Recommendations must be from sources who can personally attest to your potential for scholarly and professional success. We highly recommend

one academic recommendation and one work/volunteer recommendation. Personal recommendations are acceptable however family members may not complete recommendations. The first two recommendations received will be used. Others will not be considered.

- **Personal Statement**: You may use this section to share with the BSN Undergraduate Admissions Committee anything you would like them to know about you as an applicant. **The limit is 700 words.**
- **Document Upload:** Scan all documents listed below into one of the acceptable formats listed on NursingCAS prior to uploading. Please note that NursingCAS only accepts a total of five separate documents so it may be necessary to combine several documents into one document before uploading to NursingCAS. If you experience upload difficulties please DO NOT contact the SON. Contact NursingCAS customer service listed below.
    - Complete a Conduct Clearance form for each college/university attended regardless of the amount of units completed or whether online or in person with the exception of CBU. CBU students will fill out the top portion of the form and upload. The SON will submit the form on your behalf to the Student Services office. DO NOT submit this form directly to the CBU Student Services office. All other institutions will complete and return the form to the applicant so you may upload this form to the documents section. This form must be uploaded prior to the deadline so it is recommended that you begin this process early.
    - One copy of the notarized Release & Waiver form . **This form must be notarized**. A notary public is a person who you take this form to. They work in banks, postal stores and AAA. They will verify your identity with a government issued ID and then stamp your form or attach an additional form to it. You may use any official notary public to notarize this form. This form is used to request information from colleges & universities (not High School) you have attended as well as health information for clinical clearances. You will attach a copy of this form to each of your Conduct Clearance Forms that you send to institutions. This gives other institutions permission to disclose private information. Some intuitions may not require this form to complete the conduct clearance form. You will need to check with institutions on their requirements for completing this form. All applicants must upload a completed notarized form.
    - Documentation verifying any Health Related Certification or Training, Patient/Health Related Experience, Certifications or Licensure listed in the Professional Experience section.
    - CBU Privacy Statement form
- **Privacy Statement** for NursingCAS
- **Designations**: Please select only one application period

Helpful Information:

- Review the NursingCAS application instructions prior to beginning your application
- Order all transcripts early using the NursingCAS form. All transcripts must be received by NursingCAS by the deadline to be considered for the application period. Verification may take a few weeks from the time of receipt and will not prevent you from being considered.
- If you are re-applying to the program via NursingCAS please review the Re-Applicant Information
- Add NursingCAS to your contacts. If you do not get any confirmation of your account then check spam/junk.

NursingCAS Customer Support
617-612-2880
Monday–Thursday
9:00 am–7:00 pm ET
Friday
9:00 am–5:00 pm ET
nursingcasinfo@nursingcas.org

Mail Transcripts to:
NursingCAS
PO Box 9201
Watertown, MA 02471

CBU BSN Admissions Counselor
Beth Wagner, MPA

951-343-4336
bwagner@calbaptist.edu