

## Open Admission 2025 - Instructions for applying to the BSN program:

**Completed applications must be submitted through NursingCAS on or before January 22, 2025, 5pm (MT)**

### STEP 1 – Admission to UNC (must be completed first)

To apply for admission to the Bachelor of Science nursing program, you must first be admitted to the University of Northern Colorado (UNC).

- If you have never attended UNC, you must apply to the University:
  - Formal applications to UNC are found at [www.unco.edu/admissions](http://www.unco.edu/admissions).
  - Apply as an undergraduate transfer student 'Nursing-Exploring' if you do not have a previous bachelor's degree.
  - Apply as an 'undeclared' transfer student if you have a previously earned bachelor's degree or will graduate in spring 2025.
  - Use the code 'UNCnursing' to waive the application fee.

*It is recommended that you START the process of admission to UNC no later than December 1<sup>st</sup> to ensure completion of admission in time for application. It can take 8 weeks (or longer) for admission to UNC to be completed.*

- If you are presently enrolled at UNC or were recently enrolled and withdrew in good academic standing, you only need to apply to the School of Nursing. You do not need to reapply to UNC.
- If you graduated with a degree from UNC or it has been more than one year since you have attended, you will need to complete the [Student Information Form](#) through the UNC Office of the Registrar to reactivate your student account.

### TRANSCRIPTS:

You must submit official transcripts to UNC from **ALL** colleges or universities attended if you have not previously done so. These transcripts must:

- Include any high school concurrent (or dual) enrollment credits earned (if applicable)
- Include proof of any previous degree (if applicable)
- Include Fall 2024 semester grades (if applicable)
- Include Interim 2024-2025 semester grades (if applicable)

Please note—You do not need to send a UNC transcript to UNC, but you do need to send them to NursingCAS! This is only for other colleges/universities attended so all transfer credit can be accounted for.

Official transcripts are routed to the Office of the Registrar for evaluation upon admission to the University. Questions may be directed to [transfereval@unco.edu](mailto:transfereval@unco.edu).

- Transcripts for already admitted undergraduate students should be sent to:

[transfereval@unco.edu](mailto:transfereval@unco.edu)

- Transcripts for new undergraduate applicants not yet admitted should be sent to:

[transfereval@unco.edu](mailto:transfereval@unco.edu)

## STEP 2 – Application to the School of Nursing BSN Program

- Applications for the nursing program must be submitted through [NursingCAS](#).
- You must have a UNC Bear Number to upload into NursingCAS (example: 801XXXXXX).
- DUE DATE for submission of the completed School of Nursing application and ALL MATERIALS is Monday, January 22<sup>nd</sup>, 2024, at 5pm (MT).
- PLEASE note, if you make any errors in NursingCAS or are missing a transcript, your application will be sent back to you. It is strongly recommended that you SUBMIT your materials to NursingCAS no later than Sunday, January 12<sup>th</sup>, 2025, to ensure time to complete any necessary corrections BEFORE the deadline of January 22<sup>nd</sup>, 2025. If there are errors or if your application is still in process after 5pm (MT) on January 22<sup>nd</sup>, 2025, your application will not be processed.
- You may submit your application at any time before the due date. Before submission, double check:
  - all your materials are uploaded,
  - the application is complete, and
  - all Fall 2024/Interim 2024-2025 course grades are in.
- No requests for an application extension will be granted.

### A complete School of Nursing application includes the following:

*\*\*It is highly recommended that ALL applicants to the UNC BSN programs first meet with a pre-nursing advisor. To meet with an advisor, you must be first admitted to UNC and have a bear number. You may still apply without completing this step, but please note that if you are missing any items your application will be rejected.*

#### 1. Application:

- All applications must be submitted through NursingCAS.
  - i. All questions must be answered, and all appropriate documents must be uploaded to submit your application.
  - ii. Set up an account with NursingCAS. Please go to [www.nursingcas.org](http://www.nursingcas.org) to create an account and start the application for UNC Second-degree or Traditional BSN program. You may not apply to both programs; you must choose one or the other.
  - iii. The cost to apply to the program through NursingCAS is \$60.00 and will be paid to NursingCAS (not the School of Nursing) through their online portal.
  - iv. ALL materials and transcripts must be loaded into NursingCAS. You should SUBMIT your application no later than January 12<sup>th</sup>, 2025, to allow time to fix any errors by the deadline of January 22<sup>nd</sup>, 2025.

#### 2. Casper Assessment:

- All applicants applying to the BSN program at UNC must complete Acuity Insights Assessments' [Casper](#) exam for the 2024/2025 admissions cycle. This is a 90 -110 minute online, open-response situational judgment test. The cost of the examination is \$50.
- Casper is a standardized, multi-part online assessment that measures different competencies and attributes that we believe are important for successful students and graduates of our program. These assessments will complement the other tools that we use for applicant review and evaluation. In implementing Casper examination, we are trying to further enhance fairness and objectivity in our selection process.

- How to complete the Casper assessment: You will be responsible for securing access to a laptop or desktop computer with webcam and audio capabilities and a reliable internet connection with an internet speed of at least 1.5 Mbps and upload speed of at least 2 Mbps. Both account creation and completing the Casper assessment require you have the following items:
  - i. Government-issued photo ID (English/French) for account validation
  - ii. Valid email address (the same one you will use to submit your application)
  - iii. Desktop or laptop computer
  - iv. Working webcam
  - v. Working microphone
  - vi. Reliable high-speed internet connection
- Please go to [www.acuityinsights.app](http://www.acuityinsights.app) to sign up for Acuity Insights Assessments for is CSP-10106 – U.S. Undergraduate Health Sciences, under your specific country, and register using your name, UNC Bear email, and a piece of government-issued photo ID.
- Select a Casper test date. You will be provided with a limited number of testing dates and times: November 14, 2024, 6:00 PM MST, December 5, 2024, 6:00 PM MST, and Jan 14, 2025, 6:00 PM MST Please note that these are the only testing dates available for your UNCO Casper test. There will be no additional tests scheduled. Please use an email address that you check regularly and that you have used for your application; there may be updates to the test schedule.
- Important: To account for identity verification and payment processing timelines, ensure that you register for your test at least 3 days before your preferred test date and time. Last-minute bookings are not recommended.
- Ensure you have selected University of Northern Colorado School of Nursing and choose a test date before January 22, 2025.
- Please direct any inquiries on Acuity Insights Assessments to [support@acuityinsights.app](mailto:support@acuityinsights.app). Alternatively, you may use the chat bubble in the bottom right corner of your screen on the [www.acuityinsights.app](http://www.acuityinsights.app) website.
- Practice tests are available and can be accessed at <https://acuityinsights.app/test-prep-casper/>. Practice tests are optional but highly recommended, and you can access practice exams any time prior to your Casper test date. There is no additional cost to complete the practice test, and it will help prepare you for the test format and the types of scenarios you can expect to see on the test.

### 3. STANDARDIZED RECOMMENDATION SURVEYS (SRS):

- You must have 2 standardized recommendation surveys completed for your application – one from an academic reference and one from a supervisory reference.
- The SRS will be in the form of a survey that will be sent to your reference(s) requesting information about your ability to work with others, communication, flexibility, problem-solving skills, and other professional attributes you possess on a 1-5-point scale.
- The recommendation should take no longer than 10 minutes for your reference to complete.
  - i. Academic Reference: The academic reference must be from someone who has instructed a course you have taken in the past 3 years. You may request an SLOR from an online or in-person instructor you had in high school, college, or a vocational school. You may also ask a TA from your college/university attended, or a CNA instructor. If you have not taken a course in the past 3 years, then you can submit 2 supervisory references.
  - ii. Supervisory Reference: The supervisory reference should come from someone who has had direct oversight of work that you have done in the past. This could come from an employer, work-related

supervisor, a volunteer coordinator, coach, military commander, etc. If you do not have any work or volunteer experience, you can submit 2 academic references.

- The recommendations may NOT come from anyone who currently works in the UNC School of Nursing or the NHS Advising Center. This includes pre-nursing advisors and NHS Advising Center Director, School of Nursing BSN program coordinators, School of Nursing faculty, or Student Nurses Association advisors. Recommendations may also NOT come from other students, friends, or family.
- Directions on how to complete the SRS will be provided through NursingCAS. There will not be an option for the individual providing the reference to upload a letter.
- To obtain the recommendations, you will need to input the contact information (name and email address) of the 2 people you have asked to complete the recommendations in NursingCAS.

#### **4. HESI ADMISSION ASSESSMENT:**

- The HESI score is generated by averaging the scores from the 4 test categories (required subcategories- Reading Comprehension, Vocabulary and General Knowledge, Basic Math Skills, Anatomy and Physiology). There is no total or subcategory minimum score.
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- The cost for the HESI exam is \$54 plus a proctor fee. The proctor fee at Aims Community College is \$25.
- You may only submit one HESI score/transcript each calendar year. You may submit HESI scores that are more than a year old.
- You may only take the exam once within the window of December 1<sup>st</sup>, 2024, and Friday, January 17<sup>th</sup>, 2025, by 5pm.
- Detailed instructions on how to register for the HESI exam will be available on the School of Nursing website.

#### **5. ENGLISH PROFICIENCY REQUIREMENT:**

- If your primary language is not English, you are an International Student, or you have not earned a high school or college level degree in the United States, you will need to include in your application demonstration of English proficiency. Please contact the UNC Office of Global Engagement at [global@unco.edu](mailto:global@unco.edu) for evaluation of English proficiency or for assistance to provide proof of English proficiency.
- One of the following must be included with your application:
  - i. TOEFL (Test of English as a Foreign Language) scores, OR
  - ii. IELTS (International English Language Testing System) scores, OR
  - iii. Demonstration of successful completion of the Intensive English Proficiency Program at UNC.

Please contact the UNC Office of Global Engagement at [global@unco.edu](mailto:global@unco.edu) with questions about this process.

#### **6. VERIFICATION OF ENROLLMENT FOR UNCOMPLETED PREREQUISITE COURSES:**

- You may only be enrolled in a maximum of 4 prerequisite courses at the time of application. All prerequisite courses must be completed by May 9<sup>th</sup>, 2025, with a grade of 'C-/S+' or higher.
- To verify enrollment in prerequisite courses you are taking during the Spring 2025 semester, upload an official transcript into NursingCAS (see transcript section).
- Prerequisites for ALL students admitted for summer or fall 2024 must be completed by May 9<sup>th</sup>, 2025. No Summer 2025 coursework will be accepted. This includes courses taken in trimester or quarter systems which will not be complete by May 9<sup>th</sup>, 2025.

**7. TRANSCRIPTS and COURSE DATA ENTRY:**

- You must submit official transcripts from ALL (including UNC) schools currently attending and previously attending into the NursingCAS application platform (this is in addition to the set of transcripts that are/were sent to the UNC Office of the Registrar). These transcripts must:
  - i. Include proof of previous degree (if applicable)
  - ii. Include Fall 2024 semester grades (if applicable)
  - iii. Include Interim 2024-2025 session grades (if applicable)
  - iv. Include current, in-progress courses for Spring 2025 (if applicable)
- You must send UNC transcripts to NursingCAS to be considered for application.
- NursingCAS requires you enter course information into the application, including course name, where and when the course was taken. The data entered will be verified with the official transcripts you submit. ALL courses, completed and in-progress, must be entered. NursingCAS does offer to complete the data entry for you for a small fee if you choose to use this service; PLEASE NOTE this service can take up to one month to process and may delay your application.

**Contact the School of Nursing at 970-351-2293 or [nursing@unco.edu](mailto:nursing@unco.edu) if you have ANY questions.**