When completing your NursingCAS application you will be required to match specific courses from your academic history to UW prerequisite coursework in the “Program Materials” section.

Some prerequisite courses can be met with specified UW course or transfer equivalency, Credit by Examination [Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP)], as well as Math placement exams/scores [ACT, SAT, MPE].

If you have met a prerequisite course(s) through an exam/test source (e.g. AP, MPE), then you will need to input an “in progress” course in your “Academic History” section in order to complete your NursingCAS application.

Follow the instructions on the next few slides carefully in order to ensure that you input your information correctly in order to meet the prerequisite coursework.

To start, click on the “Academic History” section.

Disclaimer: This practice is only applicable for UW programs.
Once you are in the “Academic History” section click on “Colleges Attended”.
Click on “Add a College”
Type “University of Wyoming” in the box, select the University of Wyoming from the list.
Answer “No” to the question “Did you obtain a degree from this college?” unless you actually did earn a degree from UW.

Answer “Semester” to “What type of term system does this college use?”

Select Spring, January, and 2015 (Basic BSN) or Fall, September, and 2014 (RN/BSN) from the dropdown menus underneath “When did you attend this college” and check the box “Check if you are still attending this college”.

Hit “Save This College”.

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Select Spring, January, and 2015 (Basic BSN) or Fall, September, and 2014 (RN/BSN) from the dropdown menus underneath “When did you attend this college” and check the box “Check if you are still attending this college”.

Hit “Save This College”.
Then click “Transcript Entry”
Click “Start” or “Continue”

Transcript Entry

Each Program you are applying to can request different type of transcript entry or none at all.

If your program needs transcript entry, enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course. After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

If your program needs transcript entry for prerequisites only, enter course information exactly as it appears on your transcripts for only those courses that fulfill the program prerequisites listed below. When you have finished entering your prerequisite coursework, return to the Program Materials section of your application and identify the courses that fulfill each of your program prerequisites.

UNIVERSITY OF WYOMING

Continue

Preview this Transcript
Click “Add Semester”

Alright, start by adding a semester.
Select Spring, 2015 (**Basic BSN**) or Fall, 2014 (**RN/BSN**), and Sophomore from the drop down lists and **MOST IMPORTANTLY CLICK “In progress/planned”**. Then click “Add a Course”.

Prerequisites Information:
For prerequisite courses satisfied and/or waived through exams/test scores, input the Course Code and Course Title of the applicable UW prerequisite course that is being cleared with an exam/test. Then select the appropriate subject from the dropdown menu and input the number of credit hours.

DO NOT INPUT A GRADE. Leave the grade field blank and hit “Save”.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>SUBJECT</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>CAS GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1400</td>
<td>College Algebra</td>
<td>Algebra</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology</td>
<td>Biology</td>
<td>4</td>
<td>85 or B</td>
<td>85 or B</td>
</tr>
</tbody>
</table>

Examples: BIO 101 Introduction to Biology | Biology | 4 | 85 or B | 85 or B
Once the data is saved, review it for accuracy, and hit “Save and Exit”.

Transcript Entry

NursingCAS calculates a Nursing GPA from all courses with the subject "Nursing". Please use Nursing as the subject only if the course is clearly a Nursing course. Do not mark prerequisite courses in other subject areas (such as an Anatomy and Physiology course) with the subject of Nursing or your application will be sent back to you, and this will result in delays in submitting your application. If your program chooses to collect prerequisites, you will be prompted to identify prerequisites for each program within the Program Materials section of the application.

UNIVERSITY OF WYOMING
Transcript
Spring January 2015 - Still Attending Semester System

Spring 2015 Sophomore is in progress

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>SUBJECT</th>
<th>CREDITS</th>
<th>GRADE</th>
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</thead>
<tbody>
<tr>
<td>MATH 1400</td>
<td>College Algebra</td>
<td>Algebra</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Success! Now add the rest of your courses, making sure to add them under their proper semester.
After you hit “Save and Exit” you will return to the NursingCAS homepage, click on the “Program Materials”
Once you are in the Program Materials section, click on UW’s BSN program and toggle to the “Questions” tab and make sure you respond to Questions 6 & 7 (Basic BSN) or 7 & 8 (RN/BSN) to indicate which exam and/or test score meets the prerequisite course requirement.

6 or 7. Courses can be met with specified UW course or transfer equivalency, Credit by Examination [Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP)], as well as Math placement exams/scores [ACT, SAT, MPE]. Were any of the required prerequisite courses satisfied and/or waived through exams/test scores?

• Select Yes

7 or 8. If the answer to question #6 regarding exams/test scores was no, please type "Not Applicable" in the box below. If the answer to question #6 regarding exams/test scores was yes, please identify which prerequisite course(s) was met and through which exam/test source (e.g. AP, MPE), along with course information and semester/date taken. Official scores must be on record with UW by the application deadline documenting this information. Within the “Prerequisites” tab, please enter the appropriate UW course into the prerequisite space as that section connects with your transcript entry and may not take other information (refer to instructions on "Prerequisite" tab). Questions, please contact nursing program staff (see nursing website).

• I received a 4 on the UW Math Placement Exam in order meet the College Algebra requirement
Step 1: Click on “Assign Course”

Step 2: Assign the appropriate course by matching the course name to the “in progress” course you inputted in your academic history section that will appear on the screen.