NursingCAS 2018 – 2019 Application Cycle

Contents

The 2018– 2019 Cycle will open to applicants and school users on August 15.

In order to be responsive to feedback from users we have developed a solution to eliminate downtime between cycles by having a short duration of crossover time when both cycles will be open simultaneously. The 2017 - 2018 Application Cycle will close on September 17.

Key Dates

- **June 4** – the 2018 – 2019 Configuration portal will open
- **July 26** – deadline to submit program configurations to be reviewed and approved in time to open on the cycle launch date
- **August 15 –** the NursingCAS 2018 – 2019 Application Cycle opens!
- **September 15** – the NursingCAS 2017 – 2018 Application Cycle closes, last date for deadlines and applicant submission
- **September 21** – last date for processing of transcripts and references for the 2017 – 2018 cycle

Detailed Timeline
June

- Configuration Portal for the NursingCAS 2018 – 2019 Application Cycle will open on June 4
    - o Users will be able to complete program configurations and preview how programs will appear on the NursingCAS application June 5 – July 26
    - o Program data will rollover in the Configuration Portal so that you won't have to build your programs from scratch and can edit and update existing programs for the 18-19 cycle.
- Also on June 4, the configuration tool that allows users to update their listing on the current 2017 – 2018 NursingCAS application will be disabled. Any program update requests including deadline extensions, edits, or new programs will be completed by NursingCAS staff. Email Ann to complete the request

- Configuration Virtual Help Sessions will be offered on June 5 and June 14

July

- Configuration Virtual Help Sessions will be offered on July 9 and July 11
- Programs you wish to post on NursingCAS 2018 – 2019 when the application opens should be configured and submitted for review and approval by July 26
  - Please note if you miss this deadline, the next eligible date to open your programs is August 20
  - July 27 – August 15, the Configuration Portal will be closed for final review and approval of all programs prior to the application launch

August

- The 2018 – 2019 NursingCAS Application Cycle will open on August 15, 2018
  - The final version of the Data Dictionary (otherwise known as the Custom Export Layout) will also be available on August 15. *A draft version will be available as early as June 28.*
  - Applicants can log into the system at this point and start applying to programs
  - Reminder: applicants can carry their data and transcripts over from the NursingCAS 2017 - 2018 application (with the exception of references and program-specific materials) by using the "Re-Applicant" feature
- Applicant data from the NursingCAS 2018 – 2019 Application will start to populate in WebAdMIT 2018 – 2019 on August 15 too. Please note that verification typically begins a week after the cycle opens once transcripts start to come in.
- The Configuration Portal will re-open on August 16 and will remain open throughout the cycle so programs can be added by users at any time

September

- The NursingCAS 2017 - 2018 Application Cycle closes on September 15. That is the last date for applicant submission for the current cycle and the last deadline date that can be posted on the current cycle.
- The final date for transcript and reference processing for the NursingCAS 2017 – 2018 cycle is September 21.
- The last date for verification and all activity for the 2017 – 2018 cycle is September 28.

Frequently Asked Questions
Cycle-Related Questions

1. **When does the current, 2017 – 2018 NursingCAS Application Cycle close?**

   The current, 2017 – 2018 application will close on September 15, 2018. So no deadlines beyond September 15 can be posted on the current application and it is also the last date

for applicant submission. Transcript and reference processing will end on September 21. And verification will close out on September 27.

2. **What is the final deadline I can post on the 2017 – 2018 NursingCAS Cycle?**

   Programs with deadlines through September 15, 2018 can be posted on the current application.

3. **What is the last deadline extension date for the current NursingCAS Application Cycle?**

   The last date to offer an individual applicant deadline extension is September 17, 2018.

4. **What is the Application Cycle for NursingCAS 2018 – 2019?**

   The NursingCAS 2018 – 2019 Application will open on August 15, 2018 and will close in mid-September 2019.

5. **When can I open up programs on the 2018 – 2019 NursingCAS Cycle?**

   The earliest date a program can open on the 2018-2019 application cycle is August 15, 2018.

6. **What deadlines will be published on NursingCAS 2018 – 2019?**

   Any deadlines that occur between September 2018 and September 2019 can be posted on the NursingCAS 2018 – 2019 application. Note the cycle year is not related to the term of entry of the program(s) you are posting on the application, you can post programs with 2020 start dates as long as the deadline falls between September 2018 and mid-September 2019.

7. **What if I have a program with a September deadline?**

   We have extended the 2017 – 2018 application cycle in order to better accommodate September deadlines. You can post a program with a deadline between September 1 – 15 on the current application, but please keep in mind that the 2017 – 2018 cycle will close out on September 15 – that's the final date for applicant submission. Transcript and reference processing will end for the current cycle on September 21 and verification will close out on September 27, so it's important to remind applicants to get their materials in by the deadline.

   You also have the option of posting your program(s) with September deadlines on the 2018 – 2019 application cycle but keep in mind that the 2018 – 2019 cycle does not open until August 15, 2018. So if your program has a September 1 deadline then that would only allow for a 17 day window for applicants to apply. If you have a September 15 deadline then that would allow for a 31 day window for applicants to apply. So we would

recommend posting any programs with deadlines after September 15 on the 2018 – 2019 application cycle only.

8. **Can I post "Rolling" deadlines on NursingCAS 2018 – 2019?**

   Yes. You can post a deadline that displays as "Rolling" but as with the previous cycle, you will need to pick a back-end deadline date when you configure the program that doesn't display to applicants but does generate a cut-off date in the system so that programs do not remain open indefinitely after they have already started.

9. **Is NursingCAS 2018 – 2019 a new software platform?**

   No. All of the functionality that currently exists in the NursingCAS Application and WebAdMIT (the admissions software) will remain the same with a few functionality updates.

10. **How was the cycle date determined?**

    These dates are consistent with the cycle timeframe that was established last year. With the added change of extending the current cycle through mid-September and having both cycles open at the same time for a few weeks in order to eliminate any downtime between cycles.

11. **What updates will be implemented for the 2018 – 2019 application cycle?**

    We are still finalizing the list of planned updates that will be implemented for next cycle. Check back for details. A separate announcement will be sent out as well.

Configuration-Related Questions

1. **Will program configurations from the NursingCAS 2017 – 2018 cycle carry over to NursingCAS 2018 – 2019?**

   Yes, any programs in the status of Active or Closed will be carried over to the 2018-2019 Configuration Portal. Any programs left in Draft status will not carry over. This is important so you will not have to start completely from scratch when updating your program listing on the NursingCAS 2018 – 2019 application.

2. **Will I be able to preview my programs prior to opening them on the NursingCAS 2018 – 2019 Application Cycle?**

   Yes. The preview function in the Configuration Tool will be available and you can preview your listing as it will appear on the application prior to going live.

3. **What if I need help with my program set-up and configuration on NursingCAS 2018 – 2019?**

The NursingCAS staff are available to assist you. Contact Ann or Joe with questions or access the Configuration help center. Additionally, Configuration Training Webinars will be offered on June 5, 11:00 AM ET, June 14, 4:00 PM ET, July 9, 11:00 AM ET, and July 11, 4:00 PM ET for NursingCAS users. You can also access the Configuration Help Center.

4. **When do I need to complete my program configuration on NursingCAS 2018 – 2019?**

If you want applicants to be able to apply to your programs starting on August 15 when the NursingCAS 2018 – 2019 Application Cycle launches then you must have your configurations completed and submitted for approval by July 26.

5. **How much time will I have to complete my program configurations prior to the launch?**

You will have approximately 2 months. The Configuration Tool for NursingCAS 2017 – 2018 will open on June 4 and will close on July 26. Programs need to be configured and submitted for review and approval by the NursingCAS staff by July 26 in order to be published in time for the launch.

6. **What happens if I do not complete my program configurations by July 26?**

The Configuration Tool will re-open on August 16 and the next date we will publish new programs on the 2018 - 2019 application will be August 20. *Please note these dates are subject to change and the tool may re-open at an earlier date.*

7. **When will the 2018-2019 configuration tool not be available to users?**

During July 27 – August 15, the Configuration Tool will be disabled to users in preparation for the launch and immediately following launch to ensure that all program data can be reviewed and finalized.

8. **When will the Configuration Tool be disabled for the current NursingCAS 2017 – 2018 application?**

On June 4, 2018 the configuration tool that allows users to update their listing on the current 2017 – 2018 NursingCAS application will be disabled. Any program update requests including deadline extensions, edits, or new programs will be completed by the NursingCAS staff on your behalf. Email Ann to complete the request.

WebAdMIT-Related Questions

1. **Will I be able to transfer settings from my current WebAdMIT portal (labeled 2017 – 2018) to WebAdMIT 2018 – 2019?**

   Yes. Settings that transfer over include: lists, exports, custom fields, local statuses, local GPAs, pre-requisite GPAs, requirements, scoring, assignments, interviews, and email templates. Reports do not carry over. Please note that new this year, you will be able to transfer over workgroup and users with the transfer settings button.

2. **How will this impact my export?**

   As in the past, exports may change based on changes to the data dictionary, including the addition, removal, or editing of fields and field names. The updated draft data dictionary for NursingCAS 2018 – 2019 will be available on June 28 and the final version will be available on August 15.

3. **Will the Website for WebAdMIT change?**

   No. The Website to log into WebAdMIT will remain the same, https://nursingcas.webadmit.org/. Your username and password will remain the same as well. Please continue to take advantage of the WebAdMIT Help Center and training resources.

4. **Will my access to WebAdMIT be impacted by the release of NursingCAS 2018 – 2019?**

   No. Applicant data from both the current NursingCAS 2017 - 2018 application and the NursingCAS 2018 – 2019 application cycle will be accessible through your current WebAdMIT portal. You will <u>not</u> need to log into a different WebAdMIT portal once NursingCAS 2018 – 2019 launches. You will be able to toggle to view applications submitted via previous NursingCAS cycles using the dropdown toggle cycle switcher menu option in WebAdMIT.

5. **When will applications from the NursingCAS 2018 – 2019 Application Cycle be viewable in WebAdMIT?**

   On August 15, 2018 (*the day the application opens*) the applicant data and any supporting documents will populate into your WebAdMIT 2018 – 2019 portal.

6. **Which applicants will I be able to view in WebAdMIT 2018 – 2019?**

   You will be able to view applicants who applied using the NursingCAS 2018 – 2019 cycle and submitted an application between August 15, 2018 and mid-September 2019. Please note, applicant data from previous cycles in WebAdMIT will NOT disappear and

you will be able to continue to view applications that were submitted during previous cycle(s).

7. **Which applicants will I be able to view in WebAdMIT 2017 – 2018?**

   You will be able to view applicants who applied anytime during August 23, 2017 through September 15, 2018 using the NursingCAS 2017 – 2018 application.

Applicant-Related Questions

1. **Is there a "Re-Applicant" feature for NursingCAS 2018 – 2019?**

   Yes. Applicants from the current NursingCAS 2017 – 2018 cycle will be able to carry over their data (including their academic history and coursework data) to the NursingCAS 2018 – 2019 Application Cycle. Their transcripts will also carry over. References from the previous cycle and program-specific materials will not carry over.

2. **Will Re-Applicants need to send their transcripts to NursingCAS again?**

   No. If an applicant already had their official transcripts processed during the NursingCAS 2017 – 2018 application cycle then they do not need to re-send their transcripts. Applicants can send any new transcripts as needed if they have taken additional coursework since they last applied. Additional coursework data will be verified (if you choose that configuration option). Note, if an applicant has completed new coursework and that school's transcript is already on file with NursingCAS then they will need to request that an updated transcript be sent to NursingCAS in order to accurately reflect their academic history information.

   NursingCAS accepts e-transcripts from Parchment, Credential Solutions, and a new integration with another large, e-transcript provider, the National Student Clearinghouse will be in place when the 2018 – 2019 cycle opens.

3. **Will the applicant fees change for the NursingCAS 2018 – 2019 Cycle?**

   No, the applicant fee structure will remain the same. There will be no fee increase for the 2018 – 2019 cycle and the fee waiver program will be available again as well.

4. **Will the Website for the 2018 – 2019 NursingCAS Application change?**

   No. The Website will remain the same. The main applicant and student Website is www.nursingcas.org and the direct link to the applicant portal login page remains as https://nursingcas.liaisoncas.com.

5. **How will applicants know where to access the appropriate application during the crossover time when both cycles are open?**

The landing page on https://nursingcas.liaisoncas.com where applicants log into their NursingCAS account will have clear instructions to help guide applicants to the appropriate login for the short duration of time when both the 2017 – 2018 and the 2018 – 2019 applications will be open simultaneously. And we will also be messaging applicants and posting FAQs on nursingcas.org.

6. **What information should we provide to applicants about the NursingCAS 2018 – 2019 Cycle?**

   Prospective students and applicants should be notified that they can apply to programs using the NursingCAS 2018 – 2019 application starting on August 15, 2018. Applicants who previously created an account on NursingCAS should use the "Re-Applicant" feature to carry over any of their existing data and transcripts from the previous cycle, with the exception of program materials, including references. Any new applicant can create their account on NursingCAS once it opens on August 15.

7. **Will applicants be notified by NursingCAS about the cycle switchover?**

   Yes. The NursingCAS team will send out a series of communications via email and notifications to applicants leading up to the launch of the NursingCAS 2018 – 2019 Application Cycle to communicate important information and details. FAQs will be posted on nursingcas.org.

Questions?

Contact Ann Donnelly or Joe Clark if you have questions or concerns.