



SCHOOL OF NURSING

Traditional Bachelor of Science in Nursing Application Instructions

TWO-STEP PROCESS

1. **Apply to the University** <http://www.csus.edu/admissions/transfer/index.html>.
 - Spring – August 1 - due August 31
 - Fall – October 1 - due November 30
 - **Cal State Apply** replaced CSU Mentor Spring 2018—due to the change, we recommend you apply before the deadline!
 - Select **Nursing** as your major—do **not** select Nursing CCE Extension. Your major will be changed to Expressed Interest Nursing automatically by the University, Admissions & Outreach office after admission.
 - Submit current transcripts for **all** colleges attended, **other than Sac State**, to the University—do **not** upload to Cal State Apply—do **not** send to the School of Nursing.
 - Select the **Transcripts** tab for detailed instructions and deadlines, <http://www.csus.edu/admissions/transfer/i%20have%20applied.html#locationlocation>.
 - **Second Bachelors** - To facilitate the change to an online application, apply to the University **before** you submit your supplemental nursing application—see **Second Bachelors – University Application Instructions** at the end of this document for special instructions.
2. **Apply to the School of Nursing** <http://www.csus.edu/hhs/nrs/programs/undergraduate/traditional/>
 - Spring - September 1 - due October 1
 - Fall - February 1 - due March 1
 - If the 1st falls on a weekend, the deadline will be extended to the following Monday for the application and TEAS assessment.
 - Good news—no more paper applications! We piloted our new online application Spring 2018. Our application is processed in-house—**we do NOT use NursingCAS**.
 - **Do NOT submit ANY documentation to the School of Nursing.**
 - **Transcripts** – current transcripts for all colleges attended, **other than Sac State**, must be on file with the University by the following deadlines: 1) new students—follow instructions

provided by the University, 2) continuing Sac State students—follow instructions provided with the supplemental nursing application.

- **Optional Criteria Documentation** – scan and upload to the **Nursing Document Upload** site—detailed instructions and upload link will be provided with the application.
- **High School Transcripts** – If needed, and not already on file, submit official (sealed) transcripts to the University. Do **not** upload with your Optional Criteria documentation—once opened they are no longer official!
- **Applied Previously** – We regret, since we are moving to an online platform, you need to resubmit all optional criteria documentation to the **Nursing Document Upload** site—the link and instructions will be provided with the application. If you have any questions or concerns, please feel free to email Heidi Travis, BSN Admissions Coordinator, at heidi.travis@csus.edu with APP in caps in the subject line.

SECOND BACHELORS – UNIVERSITY APPLICATION INSTRUCTIONS

- University admission is closed to Second Bachelors, but **there is an exception for Nursing!**
- **Apply to the University before you submit your supplemental nursing application.**
- After you create your Cal State Apply, ID and Password—select **Undergraduate and Seeking a Second Bachelor's Degree**. Do **not** select "Graduate" Application!
- Second Bachelors are **not** required to enter course work for all colleges attended in the **Transcript** entry section—please ignore multiple error messages. If you already entered course information, that is absolutely okay—do not delete! This exception is allowed for Second Bachelors only—all other applicants are required to enter ALL course information.
- After you submit your University application, you will be prompted by email to create a Sac State, SacLink **Username** and **Password**—this may take a few days! **You will need your SacLink Username and Password to submit your supplemental nursing application.**
- Good news! All applicants are required to submit **one** set of transcripts for all colleges attended, **other than Sac State**, to the University **only**—do **not** send any documentation to the School of Nursing.
- Admission to the University is contingent on admission to the Traditional BSN program. If you are selected for admission, the BSN Admissions Coordinator will forward your name and Sac State ID to the University Admissions and Outreach Office for processing.
- Nursing, Second Bachelor applicants are **not** allowed to change their major at any time during the admissions process.