NursingCAS Breakfast Session

AACN's Spring Meeting
March 19, 2017
8:00 – 9:00 AM
Washington, DC

Featured Speaker: Lisa Rosenberg, PhD, RN, Associate Dean of Students, and Associate Professor, Community, Systems, and Mental Health Nursing, Rush University College of Nursing, Chicago, IL

Caroline Allen,
NursingCAS Director, American Association of Colleges of Nursing

Onward: Implementing Our Preferred Future
AACN is the national membership organization for 800 nursing schools; providing public support for professional nursing education, research, and practice.

Liaison International provides the software, processing, and support to applicants and participating schools. Industry leader with 20 years of experience working with 25 different health profession.

NursingCAS partners with participating schools to provide an online application to students who wish to apply to that school’s programs and processes applications on their behalf.
<table>
<thead>
<tr>
<th><strong>A Centralized Application Service</strong> for prospective students to research and apply to associate degree, baccalaureate, master’s, and doctoral programs at participating nursing schools nationwide using one online application for a nominal fee.</th>
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</thead>
<tbody>
<tr>
<td><strong>Powerful Admissions Software</strong> for staff to manage and analyze their applicant pool. Schools can have an unlimited number of users with customized access at no cost to the institution. Ongoing training and support is provided.</td>
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<tr>
<td><strong>Integrated Administrative Services</strong> including the processing and management of transcripts, supporting materials, calculating GPAs, and providing applicant service and support.</td>
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**Admissions Management**
Top 20 States of Residence:
CA, FL, TX, IL, OH, GA, MN, VA, CO, MI, OK, TN, OR, WI, WA, NY, NE, MD, HI, KY

Total # - 73,119
57,523 submitted applicants and 15,596 not yet submitted applicants
Please visit http://etc.ch/zVbm
Why are you considering joining NursingCAS? *Select all that apply.*

- Increase Program Exposure
- More efficient, paperless process
- Realize cost savings, reduced admin work
- Access to better reporting tools
- Peer or competitor schools are on NursingCAS
- It is a free, AACN-member benefit

http://etc.ch/zVbm
Have you been asked to forecast if you will meet enrollment targets? What tool(s) do you use to forecast?
Have you considered how much time, money, and energy your staff spends on processing applications to your nursing programs each admissions cycle?
How would you calculate the overall cost to process one application for any of your programs?

Have you considered how much time, money, and energy your staff spends on processing applications to your schools’ nursing programs each admissions cycle? NursingCAS helps you cut costs and reduce staff time by managing:

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Opening Mail, Postage, Processing Documents, Filing, Data Entry, Copies, Printing, Answering Calls and Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>Calculating GPAs, Quality Control, Preparing Reports, Notifying of Candidates</td>
</tr>
<tr>
<td>Temporary Help</td>
<td>Helping with Administrative Tasks during busy times such as Answering Phones and Opening Mail</td>
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</table>
If you had more time and an increased budget what types of recruitment activities would you want your staff to pursue?
• Tuition-driven institutions
• Competitive environment
• An institution needs x# of applicants to meet x# of matriculated students in order to exceed or meet an operating budget
• If budget is not met – then cuts will affect students and staff making it difficult to function and provide a quality educational experience
Role of Enrollment Management

- Well-defined strategies to shape the student body
- Meeting healthcare needs by 2020 through well planned recruitment methods!
- Dependable system for managing applicant data
- Reliable method for managing communication
- Efficient system for managing multiple application reviews
NursingCAS is a Free Tool to Schools

Program Exposure
Operational Efficiency
Applicant Satisfaction
Admissions Committee
Productivity
Forecasting Ability

To meet the matriculated student goal, you must have x# of inquiries, applicants, admits, and enrollees

• Each program has a specific target for admits based on calculated attrition after acceptance

Admissions director and staff are tasked by leadership to meet goals

• Each program also has a specific target for enrollees. Class of 20 with 12% attrition=23 admits

The financial health of an institution is directly tied to recruitment, admissions, and enrollment work

• Budget is calculated on # of anticipated program enrollees.

How NursingCAS Can Help
Rush College of Nursing is a:
- Located in Chicago
- Part of a top medical center
- US News 4th ranked DNP program

Our Goals:
1) Enroll the most qualified and diverse applicants locally and nationally
2) Reach enrollment targets through better forecasting
Benefits to the School

- Increased national exposure – NursingCAS is more than just an application tool, it is a recruitment tool
- A no cost way for “hot prospects” to search and find your program
- Attracts out-of-state applicants to both online and on campus program offerings
- Excellent tool for relationship building, promote recruitment events with the nursingcas.org applicant calendar & newsletter
- Excellent program management capabilities for faculty and admissions staff (i.e., forecasting, extending deadlines, reaching targets)
- Better use of staff for other purposes (e.g., recruitment, expanding social media presence, updating and improving website)
Managing a Paperless Process

• Use NursingCAS WebAdMIT to manage completely paperless admissions process

• File Sharing
  • A variety of data fields are automatically loaded into Datatel Colleague
  • All official transcripts sent to NursingCAS as the official secure repository

• Faculty and staff can interact in real time from anywhere throughout the application process. Thus, applicant data collection and review becomes very streamlined yet the integration of different stakeholders dramatically increases.

• In sum, less paper = less error

• Helps to facilitate a holistic review
Strategies for Managing a Paperless Process

➢ Use of template communications provides real time customer service and information that an applicant will find helpful, i.e., applying for fin. aid

➢ Interviews can be uploaded or done directly within WebAdmit; all applicant file notes and e-mails stored in WebAdmit

➢ Create spreadsheets/scoring rubric for admissions committee and bring up files electronically in meeting. This also allows us to operate in a secure manner with respect to FERPA.
### Program Directory

The NursingCAS Participating Program Directory is a comprehensive resource for prospective students, applicants, admissions, advisors, and nursing school staff to find information about all participating programs.

<table>
<thead>
<tr>
<th>Doctoral Programs</th>
<th>Master's Programs</th>
<th>Bachelor's Programs</th>
<th>2nd Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate/Non-Degree Programs</td>
<td>Associate Programs</td>
<td>LPN/LVN Programs</td>
<td></td>
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</table>

### Search Programs

- **School Name**: University of Houston
- **State**: Select
- **Program Type**: Master’s (MSN, MSN or MSN) - Select
- **Delivery**: Select
- **Track**: Select
- **Keyword Search**: Select

### Event Calendar

This new events calendar will inform prospective students and applicants about any upcoming recruitment fairs, Webinars, or information sessions participating schools may be hosting. Click on the event name to see more details such as location, date, description, registration link, etc.

#### February 2017

**Chat With a Nursing Student Online**

01/31/2017 8:00pm to 9:00pm  
Central Standard Time

Rush University

Rush University College of Nursing cordially invites you to attend a webinar information session to speak with Emiliann Thomas, a current GEM student, to learn more about the Direct Entry Master’s (MSN) for Non-Nurses program from 7:00-8:00pm Central Standard Time.

https://runchellrecruiter.com/Admissions/Pages/EventDetails.aspx?id=fl55eac5-ecad8-a614-8434-124456b24b4f

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**NursingCAS Applicant Newsletter**

Stay connected and informed.

In an effort to provide better information to you in a more organized format on a regular basis, we are rolling out the NursingCAS Applicant Newsletter, which will be delivered to your email inbox on the 1st and 15th of each month. Look for this informative newsletter to learn about deadline extensions, new programs, programs with available space, upcoming events, and important reminders, when applicable.

- **Open Seats**: Some of the benefits of NursingCAS is to provide notifications to applicants about programs that have available space. Did you know that more than 14,000 students go unfilled annually? Review the listing below to determine if you would like to apply to one of these programs.

- **Deadline Extensions**: Programs often extend their deadlines in order to allow applicants more time to complete the admissions process. Review the list below to see if any programs you are interested in have extended their deadline.

- **New Programs**: New programs are added to NursingCAS frequently so in order to help you discover and learn about new offerings, please review the updated list below.

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**Home**
Applicants can search for programs using several search filters.
Navigating the Application

Centralized sections collect information common to all programs.

Programs can collect custom information and documents in this section.

Real-time notifications and online status check.
Rush University College of Nursing

BSN to DNP: Nurse Anesthesia - Summer 2017

Deadline: 06/06/2016

Documents

The Certified Registered Nurse Anesthetist (CRNA) is prepared to be an expert advanced practice nurse in providing anesthesia care to patients across the lifespan, at all levels of acuity and complexity. The CRNA possesses advanced skills in the provision of anesthesia, development of an anesthetic plan of care, and evaluation of post-operative patient needs.

Click here to visit the Rush DNP Certified Registered Nurse Anesthetist program page.

Upon receipt of your NursingCAS application, you will be asked to complete a brief Rush supplemental application. (Rush supplemental application fee is $35.)

Applicants will be evaluated on the following:
1. All calculated GPAs of 3.0 or higher (on a 4.0 scale).
2. GRE scores are required.
3. Acceptable personal interview(s) with faculty.
4. Substantive answers to personal essay questions (questions included in Program Materials section).
5. Three professional letters of recommendation from faculty and/or work managers. Relationship of recommenders to you must be in a supervisory capacity. Recommenders should be able to evaluate your clinical abilities, critical thinking, and potential for successfully completing graduate school. One letter must come from current supervisor/manager and one academic faculty member may be used as a reference (if the coursework has been completed within the past year). Recommendations from friends, relatives, or co-workers will not be accepted and will cause your application to be delayed or denied.
6. A resume or CV that includes work experience; educational, leadership and professional organization activities; community service; scholarly activities including publications, presentations, research, honors and awards; and nursing license number and state for RNs.

Information for applicants with foreign education:
1. All foreign institutions attended require course-by-course ECE, WES, or CGFNS transcript evaluation.
2. The TOEFL (Test of English as a Foreign Language) is required for applicants who are non-native speakers of English. This requirement may be waived if the applicant has completed a minimum of three years of higher education AND received their baccalaureate degree in the United States.

* If required, GRE and TOEFL scores should be sent directly to Rush University. The school code for Rush is 3262.

Questions

For each program a school posts on NursingCAS applicants will find:

• A program homepage with descriptive and instructional text to guide applicants about admissions requirements, deadlines, start date, delivery, etc.
• Additional program-specific questions
• Requested or required documents
• Reference requirements
• Prerequisite coursework
Documents

Please upload the following documents:

Resume or Curriculum Vitae
Include work experience, educational, leadership and professional organization activities, and scholarly activities including publications, presentations, research, honors and awards.

Test Score Report (if required)
GRE and TOEFL scores less than five years old should be sent directly from ETS to Rush University. If your scores are more than five years old, you may submit a copy of the original score report by uploading the Score Report below.

Other
Upload any additional documents you would like considered in your application.

Provide supporting documentation for your application. You may update the information in this section during submission.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.
Questions

Below you will find the essay question(s) for the degree program to which you are applying.

In addition, there is a brief question regarding whether you come from a disadvantaged background. For various federal grants and scholarships that benefit all students, we need to know if you come from one of the categories that can be considered disadvantaged.

Disadvantaged Background
A student from a disadvantaged background refers to a citizen, national, or a lawful permanent resident of the United States or the District of Columbia, the Commonwealths of Puerto Rico or the Mariana Islands, the Virgin Islands, Guam, the American Samoa, the Trust Territory of the Pacific Islands, the Republic of Palau, the Republic of the Marshall Islands and the Federated State of Micronesia who either: 1) Comes from an environment that has inhibited the individual from obtaining the knowledge, skill, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession. 2) Comes from a family with an annual income below a level based on low income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary, HHS, for use in health professions and nursing programs.

Are you from a disadvantaged background?

☐ yes  ☐ no

If you answered yes, please choose as many as apply from 1 – 10 below.

- I graduated from a high school from which a low percentage of seniors receive a high school diploma.
- I graduated from a high school at which many of the enrolled students are eligible for free or reduced price lunches.
- I am from a family that receives public assistance (e.g., Aid to Families with Dependent Children, food stamps, Medicaid, public housing) or I receive public assistance.
- I am from a family that lives in an area that is designated as a Health Professional Shortage Area or a Medically Underserved Area.
- I am a high-school drop-out who received AHS diploma or GED.
- I am from a school district where 50% or less of graduates go to college or where college education is not encouraged.
- I am the first generation in my family to attend college (neither my mother nor my father attended college).
- English is not my primary language.
- I qualified for and received a government subsidy, e.g., a Pell grant, in my previous education.
- Other

Essay Questions

The general purpose of the essay questions is for you to provide information about yourself and your ideas clearly and logically in a grammatically correct format.

Discuss the clinical specialty area you are interested in pursuing. What experiences have influenced your decision?

The goal of the DNP program is to prepare nurse leaders at the highest level of practice to bridge the gaps between evidence and research into practice. Describe experiences that exhibit your leadership skills.

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References

Please submit three letters of recommendation.

One letter must come from a PhD-prepared individual (does not have to be a RN) and all letters must speak to your scholarly and research abilities and potential.

It is important that you choose recommenders who know you well and can evaluate your current or prospective clinical and leadership abilities, critical thinking, and potential for successfully completing graduate school.

Recommendations from friends, relatives, or co-workers will not be accepted and will cause your application to be delayed or denied.

Once you have saved an electronic reference, an email request will automatically be sent to the referer on your behalf. Please advise your referer to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

Reference 1

Add Reference
How do you access applications?
Manage Admissions with NursingCAS

Applicant statuses, school defined admissions statuses, and onscreen activity channels to easily manage admissions cycles.

**Users/Access**
- Local Statuses
- Document Access
- Queries
- Emails
- Tracking

**Calculating GPAs**
- Interviews
- Online Review
- Scoring
- Decisions
- Lists, Reports, Exports
Download & Import Data + Documents

**Interface with Existing Systems**
Create export files and reports with the data elements, applicants, and file format that your school needs to compare applicants or import into internal systems such as Datatel. Bulk export of documents, ability to set-up an API.

**Transfers are completed on:**
- Specified date
- Specified time

**WebAdMIT** → **Transfer of data** → **Student Information Systems** (Banner, PeopleSoft, Datatel, and others)
Run Queries, Custom & Comparative Reports

What types of reports do you need to run?

- Rush used the NursingCAS data and the WebAdMIT software to complete the applicant portion of AACN’s annual survey in less than one hour

Who do you report to?

- Schools run reports for use with internal and external stakeholders (ex. accrediting bodies, grant funders)

What data do you need?

- You can run comparative reports that show your applicant data vs. the entire NursingCAS applicant pool data. And you can pull reports that only show data for your applicant pool.

### Examples:
- Age
- Applications by track
- Applicants who applied to multiple schools
- Citizenship
- Countries of birth
- Coursework
- Degrees awarded
- Degrees expected
- Ethnicity
- Financial aid
- Gender
- GPAs
- Majors
- States of Residence

<table>
<thead>
<tr>
<th>Gender</th>
<th>% of Applicants to NursingCAS</th>
<th>% of Applicants to Your Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>84.44%</td>
<td>89.24%</td>
</tr>
<tr>
<td>Male</td>
<td>15.56%</td>
<td>10.76%</td>
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Holistic Review in Admissions

To do a holistic admissions process involves the comprehensive review of different kinds of information. The collection and presentation of that information is done by NursingCAS in a way that makes it easy for a faculty member to synthesize.

These three elements are easy to review and integrate in NursingCAS due to the way applicant data can be visualized, the various GPA calculations, customized essay, CV review, etc.
Non-Academic Criteria Assessed

• First generation college student
• Experience with disadvantaged populations
• Socioeconomic status
• Origin in a community that is medically underserved
• Origin in a geographic area specifically targeted by school
• Race/ethnicity (if permitted by state law)
• Foreign language ability
• Gender
• Military/veteran status
• Focus on underserved rural or urban communities
• Mission specific focus – research, primary care, global health
Data Points in NursingCAS to Conduct a Holistic Review

- **Demographics**: Review for relevant attributes
- **Academic qualifications**: GPAs, GRE if required, science grades, schools attended, etc.
- **School-Specific Essay questions**: Learn about applicants in a focused way
- **Custom questions**: Discern if applicants come from a disadvantaged or rural background
- **Applicant’s CV**: Note extracurricular activities and community service
- **Recommendations**: Review ratings and comments
- **Interview**: Review interviewer rating and comments
- **School-specific rubric**: Compare applicants via a comprehensive rating
What barriers do you or did you face in adopting NursingCAS?

- Central admissions office opposition
- IT/Technical integration challenges
- Unsure the service would meet our needs
- Peer institutions aren’t on board yet
- Stakeholder buy-in

Audience Poll 2

http://etc.ch/zVbm
How to Partner with NursingCAS

- **Identify stakeholders**
  - Dean or Chair
  - Faculty
  - Admissions Office
  - Registrar’s Office
  - Advisors
  - IT
  - Institutional Research and Planning
  - Legal *

*Although participation in NursingCAS is non-binding, you may want to consult with your legal or contracts department*

- **Prospective Students and Applicants**

- **Leadership approval**
- **Determine program set-up needs**
- **On-boarding**
- **Training**

NursingCAS staff can help with stakeholder engagement.
Onboarding Steps

Step 1: Submit the NursingCAS Enrollment Form

Step 2: Attend 2 Training Webinars on NursingCAS and WebAdMIT

Step 3: Complete Program Set-up on NursingCAS

Step 4: Update your Website to include information about NursingCAS

Step 5: Open Programs on the NursingCAS application

Reminder: NursingCAS is free to schools. Applicants pay a nominal fee to use the service.
Hosted By: TEXAS WOMAN’S UNIVERSITY

What: Workshop to learn about the centralized application service, connect, and share best practices
Location: Dallas, TX
Where: Texas Woman’s University
When: Monday, April 3
Time: 11:00 AM – 3:00 PM.
Location on Campus: Institute of Health Sciences Building

Learn More and Register for this Free Event
mynursingcas.org/event/dallas-learning-networking-day/

NursingCAS Learning and Networking Day
More Information

• Attend an Upcoming Webinar or Event
• Schedule a Call
• Visit the following site for more information:
  • www.mynursingcas.org
  • www.mynursingcas.org/join

American Association of Colleges of Nursing
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Liaison International
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More Information