Open Admission (Summer or Fall 2027 start) - Instructions for applying to the BSN program:

Completed applications must be submitted through NursingCAS on or before January 15th, 2027, 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.
  - 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 2027.
  - Use the code *'UNCnursing'* to waive the application fee.

  We recommend you START the process of admission to UNC ASAP 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 BSN Program through NursingCAS. You do not need to reapply to UNC.

TRANSCRIPTS:
You must submit official transcripts to UNC from ALL colleges or universities attended if you have not 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 2026 semester grades (if applicable)
- Include Interim 2026-2027 grades (if applicable)

If you have UNC course credits, you do not need to send a UNC transcript to UNC (however, you must send UNC transcripts to NursingCAS as described in Step 2).

- Order and submit all official transcripts to UNC from all other colleges/universities attended
- All transcripts must come from the institution where the credit was earned
  - Submitting a transcript showing transfer credits from another school does not satisfy the transcript requirements
- If UNC already has these transcripts, you do not need to resend them
  - You can use Degree Works to verify if transcripts have been processed.

Official transcripts are routed to the Office of the Registrar for evaluation upon admission to the University. Transcripts should be sent to transfereval@unco.edu. Questions about transcripts may be directed to transfereval@unco.edu.

STEP 2 – Application to the School of Nursing BSN Program

- Applications for the BSN nursing program must be submitted through NursingCAS.
- You must have a UNC Bear Number for uploading into NursingCAS (example: 801XXXXXX).
- DUE DATE for submission of the completed School of Nursing application and ALL MATERIALS is Friday, January 15th, 2027, at 5pm (MT).
- Please note that if you make any errors in NursingCAS or if transcripts are missing in NursingCAS, your application will be sent back to you. We strongly recommend you SUBMIT your materials to NursingCAS no later than **Sunday, January 10th, 2027,** to ensure time to complete any necessary corrections BEFORE the deadline of Friday, January 15th, 2027. If there are errors, or if your application is still in process after 5pm (MT) on Friday, January 15th, 2027, your application will not be processed.
- You may submit your application at any time before the due date. Before submission, double check:
  - All materials are uploaded,
  - The application is complete
  - Any pre-requisites you are registered for in Spring 2027 are included in the transcripts sent to NursingCAS.
  - **All Fall 2026 (and Interim 2026-2027 if applicable) course grades are completed and present on the transcript sent to NursingCAS.**
- If any item is missing, or if instructions are not followed correctly, your application will not be considered.
- No requests for an application extension will be granted.

A complete School of Nursing application includes the following:

*** We highly recommend ALL BSN program applicants first meet with a pre-nursing advisor to ensure you have all elements of your application complete. 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 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 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 the NursingCAS online portal.
     iv. ALL materials and transcripts must be loaded into NursingCAS. You should SUBMIT your application no later than January 10th, 2027, to allow time to fix any errors by the deadline of January 15th, 2027.
       - You may submit your application before January 10; applications should not be submitted until transcripts with grades from the Fall 2026 (or Interim 2026/2027 if applicable) have been sent.
       - **UNC Students taking classes in Fall 2026 should not order transcripts to be sent to NursingCAS before final grades are posted in My UNC.**

2. Casper Assessment:

- All applicants applying to the BSN program at UNC must complete the Acuity Insights Assessments' Casper exam for the 2026/2027 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 the 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 to sign up for Acuity Insights Assessments for is CSP-10100– U.S. Undergraduate Health Sciences – Nursing - Undergraduate, 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 12, 2026 – 6pm (MST), Thursday, December 3, 2026 – 6pm (MST), or Saturday, January 16, 2027 – 11am (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 matches the email address on your NursingCAS application.

- Important: To account for identity verification and payment processing timelines, 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 – either November 12, 2026 – 6pm (MST), Thursday, December 3, 2026 – 6pm (MST), or Saturday, January 16, 2026 – 11am (MST). Casper submits the scores directly to UNC.. You can submit your NursingCAS application before completing your scheduled CASPER assessment.

- Please direct any inquiries on Acuity Insights Assessments to support@acuityinsights.app. Alternatively, you may use the chat bubble in the bottom right corner of your screen on the 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 SRS from an online or in-person instructor you had in high school, college, or a vocational school. You may also ask for a TA from your college/university attended, or a CNA instructor to complete the survey. If your transcripts show you have not been enrolled in a course in the past 3 years, 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, 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 works for 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 reference to upload a letter.
    - To obtain the recommendations, you must input the contact information (name and email address) into NursingCAS for the 2 people you have asked to complete the recommendations.

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).
        i. Composite minimum score requirement (average of the 4 test categories)
            - Pre-requisite GPA of 2.75 – 2.99, must score 80% or greater
            - Pre-requisite GPA of 3.00 or higher, must score 70% or greater
        ii. There is no subcategory minimum score.
    - The cost for the HESI exam is $53 plus a proctor fee. The proctor fee at Aims Community College is $25.
    - You may only submit one HESI score/transcript during each admission cycle. You may submit HESI scores that were completed within the last 2 years. If you choose to retake the HESI or any section of the HESI, we will only use the most recent scores.
    - You may take the exam twice between November 23rd, 2026, and January 15th, 2027.
    - 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 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

Please contact the UNC Office of Global Engagement at 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 courses must be predicted to finish by Friday, May 7th, 2027, or sooner (with a grade posted by Thursday, May 13th, 2027).

- To verify enrollment in prerequisite courses you are taking during the Spring 2027 semester, official transcripts uploaded into NursingCAS must include these courses (see transcript section).

- Prerequisites for ALL students admitted for Summer or Fall 2027 must be completed by Friday, May 7th, 2027. **No Summer 2027 coursework will be accepted.**

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 2026 semester grades (if applicable)
    iii. Include Interim 2026-2027 grades (if applicable)
    iv. Include current, in-progress courses for Spring 2027 (if applicable)
        - ***No more than 4 of the 10 required prerequisite courses may be in progress at the time of application***. All courses must be predicted to finish by Friday, May 7th, 2027, or sooner (with a grade posted by Thursday, May 13th, 2027). **Transcripts submitted to NursingCAS and UNC must include courses in progress.**

- You must send UNC transcripts to NursingCAS to be considered for application.

- NursingCAS requires you to 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 if you have ANY questions.