

**Texas Woman's University
College of Nursing
BS Application Checklist
Weekend BS Program
Dallas Campus Only**

All items must be completed in the following order:

STEP ONE: Receive official acceptance to Texas Woman's University.

Submit the [Apply Texas](#) online application, application fee, and all official transcripts to student records in Denton. Because it takes approximately 6 weeks for the admission to TWU to be completed, we urge students to apply early – at **least 6 weeks prior** to the College of Nursing application deadline of February 1. Send **any updated transcripts** to student records **each semester** until beginning nursing courses. International students must contact the Office of International Education in Denton.

STEP TWO: Verify correct posting of all transfer courses via Pioneer Portal using your official TWU Colleague ID number.

(Students MUST BE officially admitted to TWU in order to build and access a Pioneer Portal account.) Please allow up to one month for student records processing and posting of your grades. Go to <https://portal.twu.edu/default.asp> to set up Pioneer Portal account. Once set up, view your TWU transcript to verify accuracy. Click on *My Info* on the left side and then click on *Transcript*. If your TWU transcript does not contain all course information from your submitted official transcript(s), call Student Records at 940-898-3076.

Second degree students wishing to use course work from previous BS/BA degree must have approval from the CON prior to application deadline. First degree courses are not evaluated by student records. Contact a nursing admissions coordinator for information.

Only post baccalaureate grades will appear on TWU transcripts of second degree students. If your TWU transcript does not contain all post baccalaureate course information from your submitted official transcript(s), call Student Records at 940-898-3076 to make corrections.

STEP THREE: Verify that your nursing prerequisite GPA is at least a 3.0. Use the appropriate worksheet and instructions at: <http://www.twu.edu/nursing/gpa-calculation-course-equivalencies.asp>

STEP FOUR: Complete all 25 hours of nursing core courses by application deadline (February 1). This includes Chemistry with lab, Micro with Lab, A&P I & II with Labs, Nutrition, Statistics, and Psychology (Development Life Span).

The 12 hours of Texas mandated History and Government curriculum must be completed before beginning nursing courses, if these courses were not completed in first degree. Any prerequisite courses completed in your first degree that you wish to transfer to meet nursing prerequisites **must be approved in advance** by the CON. Course descriptions and/or syllabi will need to be provided to nursing admissions coordinators as soon as you receive your TWU acceptance and ID number. Please allow plenty time for this evaluation. *See the equivalency chart: <http://www.twu.edu/nursing/gpa-calculation-course-equivalencies.asp> for course equivalents for local Texas schools.

STEP FIVE: Contact ATI to register for the TEAS V exam (<http://www.pearsonvue.com/ati/>). It is the student's responsibility to register for the correct test and school. A minimum composite test score of 64% is required to continue in the nursing application process.

STEP SIX: Submit the completed College of Nursing Weekend Program application and \$30.00 processing fee, by the application deadline date (February 1).

□ **STEP SEVEN: Check your TWU email.** All correspondence regarding your Nursing Application will be through your TWU email address. **Please check your TWU email address DAILY during the months of February/March (for Fall Weekend admission), as we may have questions or concerns about your application that only you can answer. Emails to applicant's accounts will be dated, and applicants will be given FIVE (5) working days to respond. If there is no response from the applicant within the FIVE (5) working days, the applicant will be deemed ineligible and will not be considered for admission. There are no exceptions.**

You can access your TWU email through your Pioneer Portal account. DO NOT forward your TWU email to your personal account (yahoo, hotmail, etc.), as emails often get lost through forwarding. Be sure to check your junk and/or spam email folders.

TWU will not be responsible for lost emails.

Please contact the TWU Help Desk at 940-898-3971 if you have any problems with your TWU email account.

Letters of acceptance for **Fall** will be mailed in mid **March** or early **April**.

CON application deadline dates:

February 1st for Weekend

A new College of Nursing application and processing fee must be submitted for each semester you apply. Applications will not carry over from one semester to the next.

For more information please contact:

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