

**Texas Woman's University**  
**College of Nursing**  
**BS Application Checklist**

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. Students must have all their TWU admission materials submitted to TWU by midnight of **July 15 for the September 1 CON admission and by midnight of December 1 for the February 1 CON admission**. The latest transcript of courses taken during the semester of application to TWU may be added immediately following that semester. Send any updated transcripts to student records each semester until beginning nursing courses.

**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: Previous course work from first degree will not appear on the TWU transcript.* Only post baccalaureate grades will appear on TWU transcripts of 2nd degree students.

**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/bs\\_forms.asp](http://www.twu.edu/nursing/bs_forms.asp).

**STEP FOUR (First degree students): Complete at least 46 hours of the required lower division prerequisite courses including all 25 hours of the lower division nursing core courses\* by the CON application deadline.**

Any remaining uncompleted prerequisite courses (with the exception of the women's/multicultural requirement) must be finished before beginning nursing courses. We strongly advise women's/multicultural studies be completed before beginning nursing courses.

**STEP FOUR (Second degree students): Complete all 25 hours of nursing core courses\* by CON application deadline.**

Any uncompleted prerequisites (Texas mandated curriculum) must be completed before beginning nursing courses.

\*See the equivalency chart:

[http://www.twu.edu/nursing/programs/bs/download\\_center/downloads.htm](http://www.twu.edu/nursing/programs/bs/download_center/downloads.htm)

- **STEP FIVE: Contact Elsevier Review and Testing to register for the HESI A<sup>2</sup> exam ([http://www.twu.edu/nursing/prometrics\\_exam\\_eligibility.pdf](http://www.twu.edu/nursing/prometrics_exam_eligibility.pdf)).** It is the student's responsibility to register for the correct school. A minimum composite test score of 75 is required to continue in the nursing application process. (Note: As of 2/1/09, we are no longer accepting the NET test).
  
- **STEP SIX: Submit the completed College of Nursing application, \$30.00 processing fee, and syllabi/letters of good standing for previous nursing courses taken by the application deadline date.** If transferring from another Nursing program, please contact BS Coordinator in Dallas or Houston. **The TWU College of Nursing application for admission to Upper Division Nursing is available in the student's Pioneer Portal account in the My Tools section.**
  
- **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 September/October (for Weekend and Spring admission) and February/March (for Fast Track and Fall admission), as we may have questions or concerns about your application. 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. 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 late April.  
Letters of acceptance for Spring will be mailed in mid November.

**CON application deadline dates:**

**February 1<sup>st</sup> for Fall and Fast Track**

**September 1<sup>st</sup> for Spring and 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.