

## Welcome

We're excited to see you apply for Marymount University online, and look forward to learning more about you as a potential student.



Set aside one hour of time to complete.

## To Be Prepared

Have these items ready:

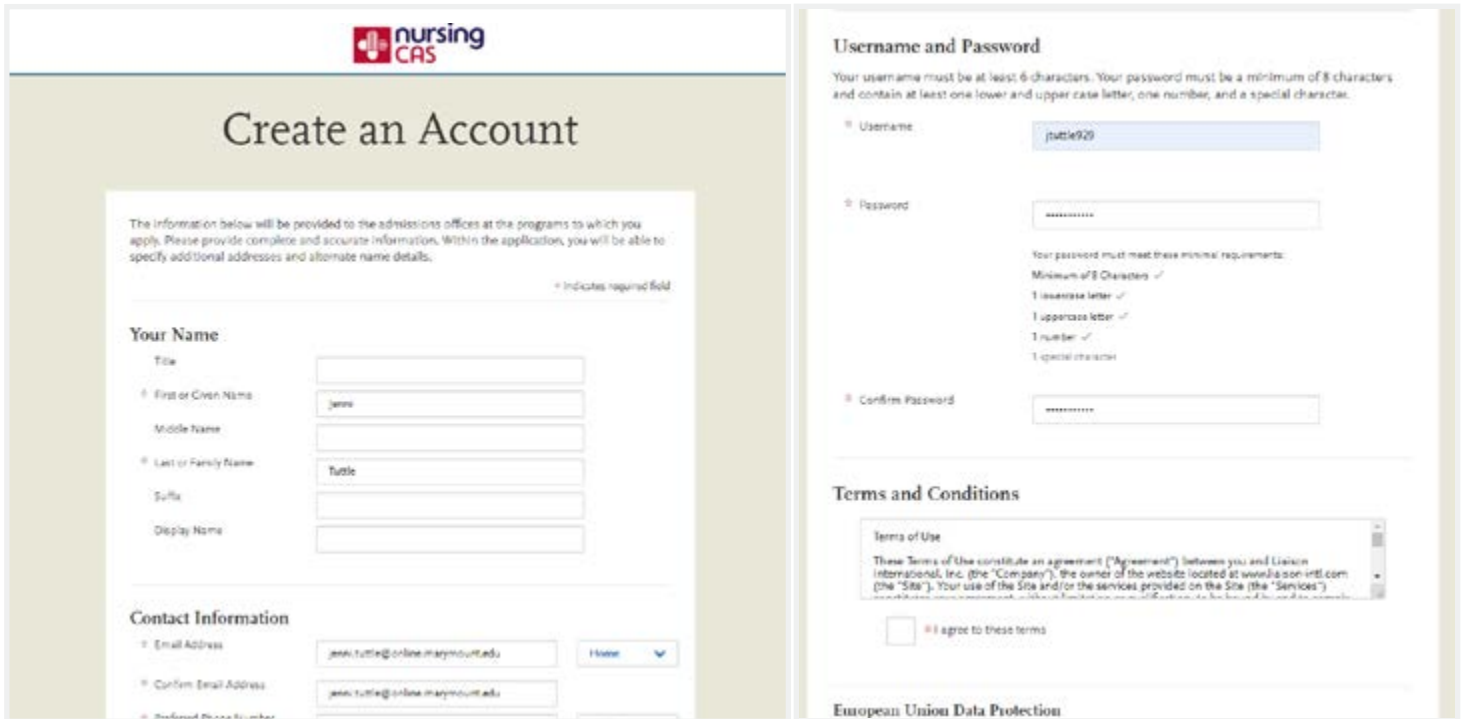
- Names of schools previously attended to order transcripts
- Resume
- Copy of your nursing license
- References



**1**

## Create your account

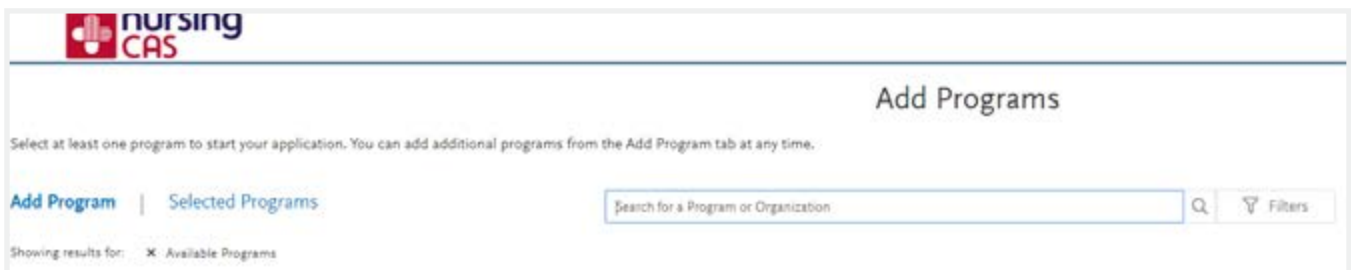
This is the initial page to create your account, with a username and password:



**2**

## Add a program

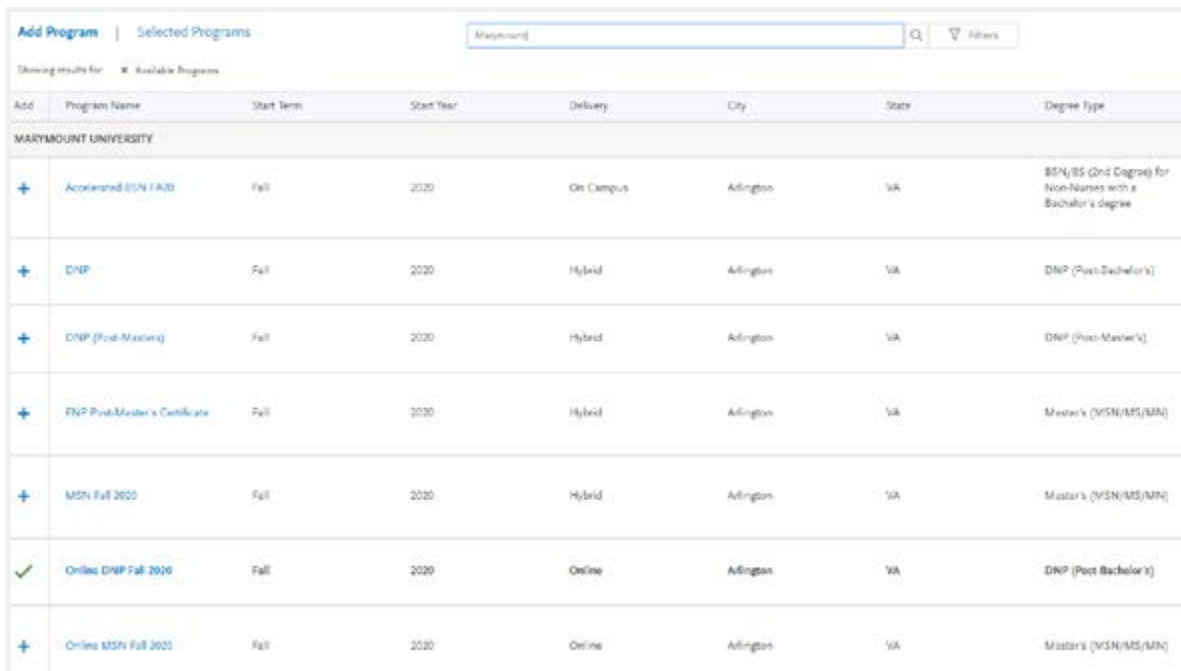
Once you create a profile, click on Add program:



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## Select your program

Type in Marymount at the top and select Online DNP, Online MSN, Online DNP (Post-Master's) or Online FNP Post-Master's Certificate.

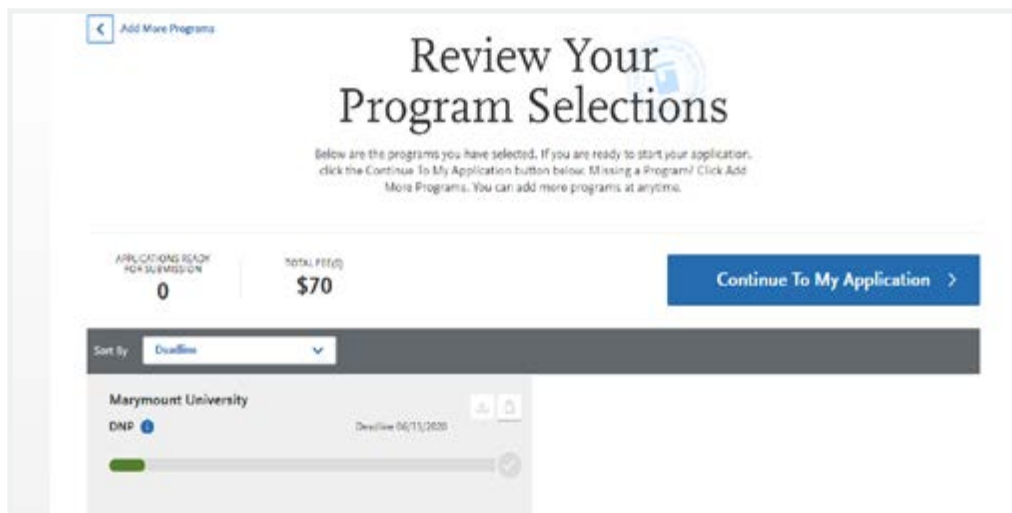


Add	Program Name	Start Term	Start Year	Delivery	City	State	Degree Type
MARYMOUNT UNIVERSITY							
+	Accelerated BSN FA20	Fall	2020	On Campus	Arlington	VA	BSN/BS (2nd Degree) for Non-Nurses with a Bachelor's degree
+	DNP	Fall	2020	Hybrid	Arlington	VA	DNP (Post-Bachelor's)
+	DNP (Post-Master's)	Fall	2020	Hybrid	Arlington	VA	DNP (Post-Master's)
+	FNP Post-Master's Certificate	Fall	2020	Hybrid	Arlington	VA	Master's (MSN/MS/MRN)
+	MSN Fall 2020	Fall	2020	Hybrid	Arlington	VA	Master's (MSN/MS/MRN)
✓	Online DNP Fall 2020	Fall	2020	Online	Arlington	VA	DNP (Post Bachelor's)
+	Online MSN Fall 2020	Fall	2020	Online	Arlington	VA	Master's (MSN/MS/MRN)

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## The application window opens

This is the window that will showcase which application you had selected.



**Review Your Program Selections**

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION: **0**      Total Fee(s): **\$70**      [Continue To My Application >](#)

Sort By: **Deadline**

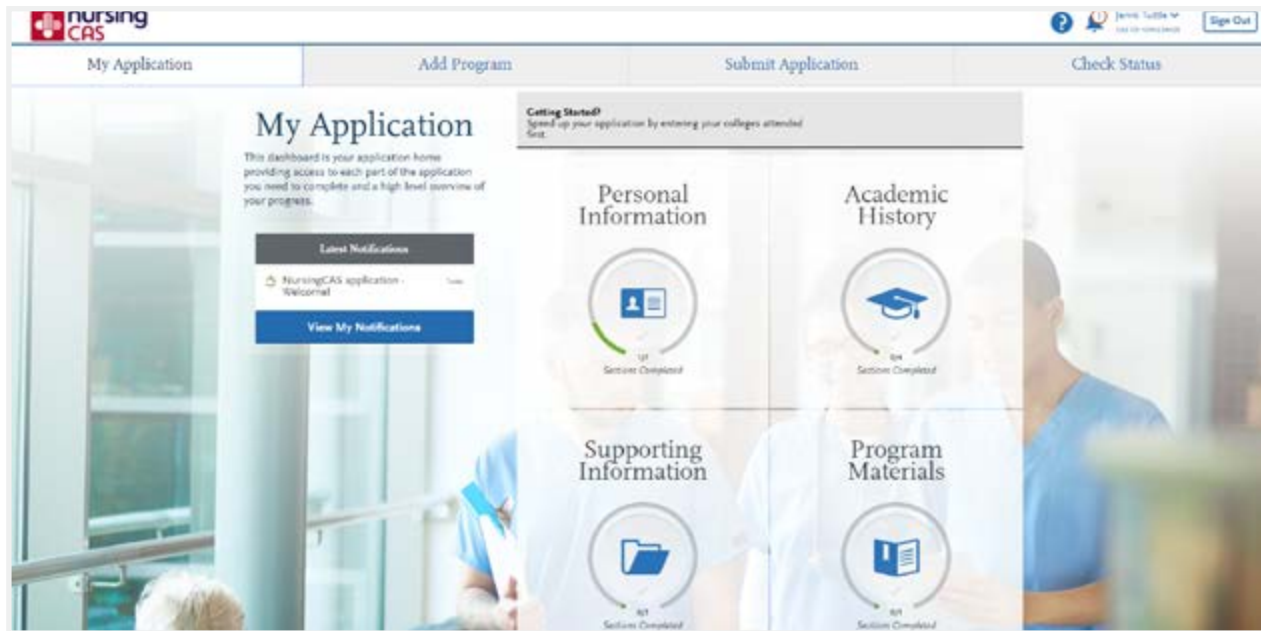
Marymount University  
**DNP**      Deadline: 06/11/2020

Progress bar: 0% complete

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## The main screen tracks your progress

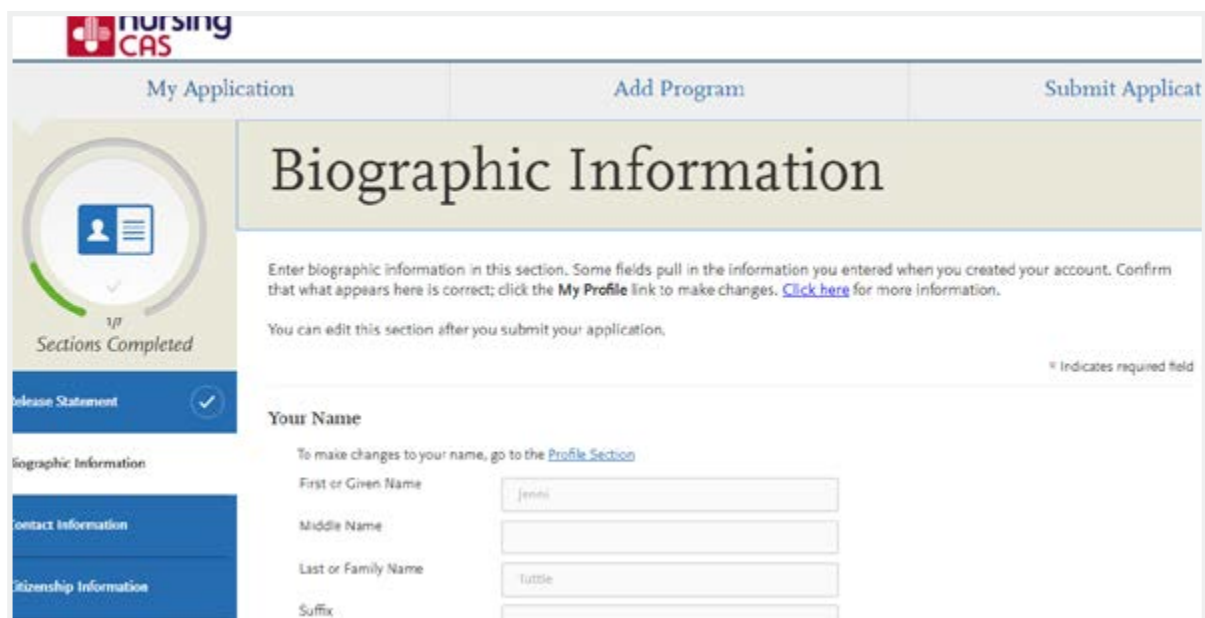
This is the Main Screen for application. This main screen shows progression towards completion of your application.



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## Complete the blue tabs

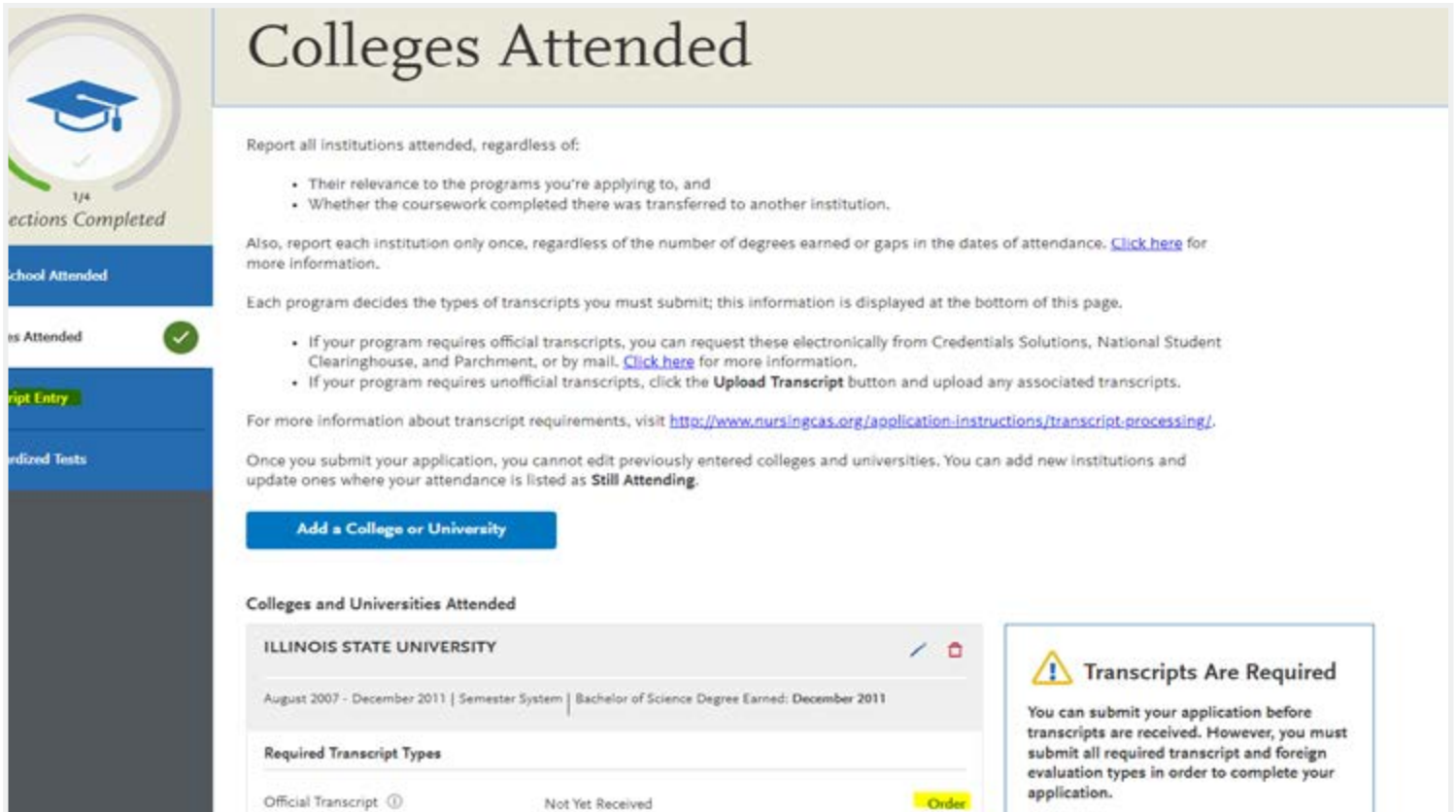
Box One: Personal Information – complete all 7 tabs on the left side in blue.



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## Order your transcripts

Input all universities that you have attended. Once you are in the system, a link (highlighted below) will appear to order transcripts from that specific school.



**Colleges Attended**

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. [Click here](#) for more information.

Each program decides the types of transcripts you must submit; this information is displayed at the bottom of this page.



- If your program requires official transcripts, you can request these electronically from Credentials Solutions, National Student Clearinghouse, and Parchment, or by mail. [Click here](#) for more information.
- If your program requires unofficial transcripts, click the **Upload Transcript** button and upload any associated transcripts.

For more information about transcript requirements, visit <http://www.nursingcas.org/application-instructions/transcript-processing/>.

Once you submit your application, you cannot edit previously entered colleges and universities. You can add new institutions and update ones where your attendance is listed as **Still Attending**.

**Add a College or University**

**Colleges and Universities Attended**

<b>ILLINOIS STATE UNIVERSITY</b>	 
August 2007 - December 2011   Semester System   Bachelor of Science Degree Earned: December 2011	
<b>Required Transcript Types</b>	
Official Transcript ⓘ	Not Yet Received <b>Order</b>

**⚠ Transcripts Are Required**

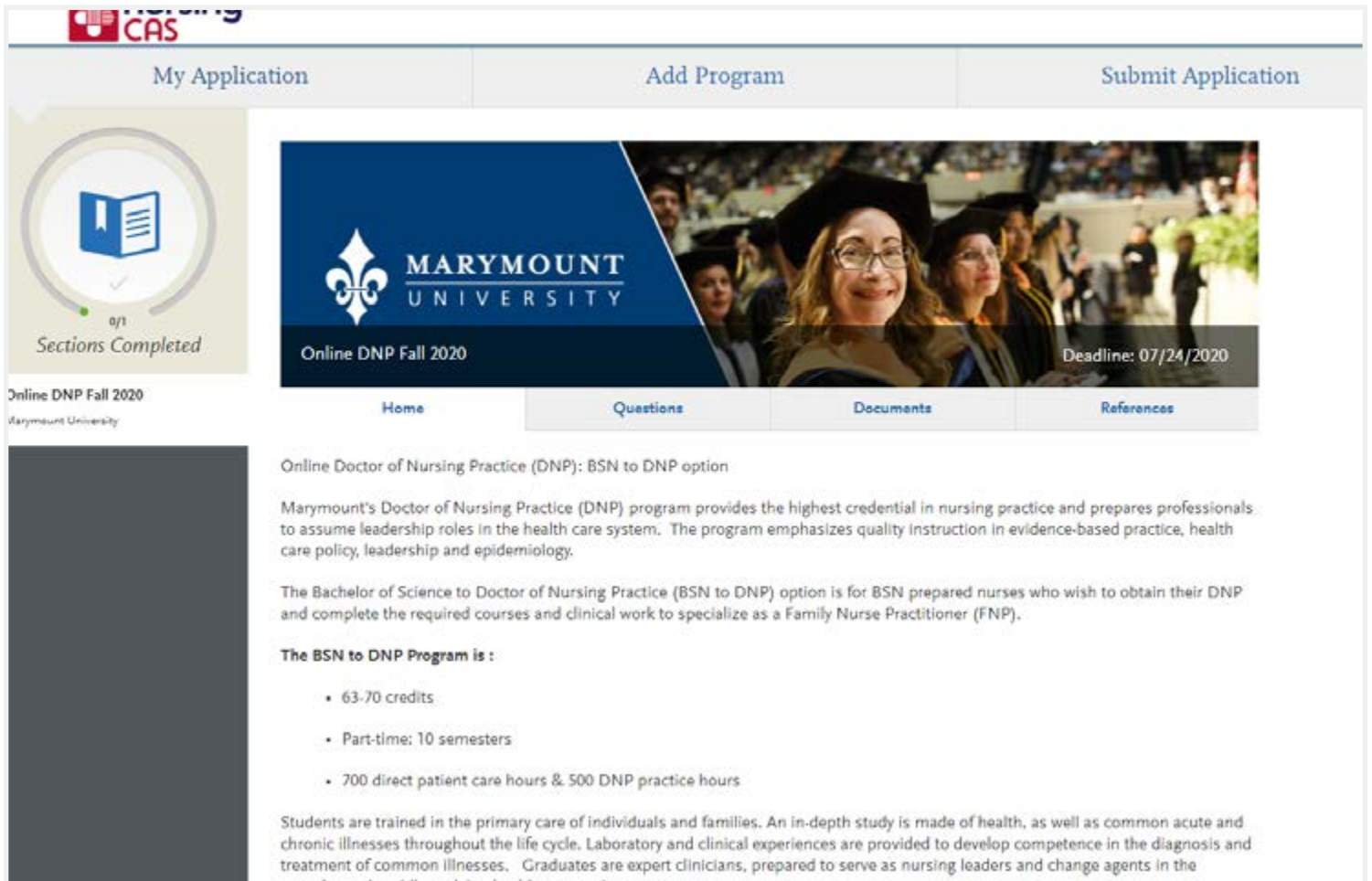
You can submit your application before transcripts are received. However, you must submit all required transcript and foreign evaluation types in order to complete your application.



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## The Program Information Box

Includes what to expect from the Marymount online program.



The screenshot shows the NursingCAS application portal. At the top, there are three main navigation buttons: "My Application", "Add Program", and "Submit Application". On the left side, there is a progress indicator showing "0/1 Sections Completed" with a book icon. The main content area features a banner for "Online DNP Fall 2020" with the Marymount University logo and a photo of graduates. Below the banner are four tabs: "Home", "Questions", "Documents", and "References". The "Home" tab is active, displaying the following text:

Online Doctor of Nursing Practice (DNP): BSN to DNP option

Marymount's Doctor of Nursing Practice (DNP) program provides the highest credential in nursing practice and prepares professionals to assume leadership roles in the health care system. The program emphasizes quality instruction in evidence-based practice, health care policy, leadership and epidemiology.

The Bachelor of Science to Doctor of Nursing Practice (BSN to DNP) option is for BSN prepared nurses who wish to obtain their DNP and complete the required courses and clinical work to specialize as a Family Nurse Practitioner (FNP).

**The BSN to DNP Program is :**

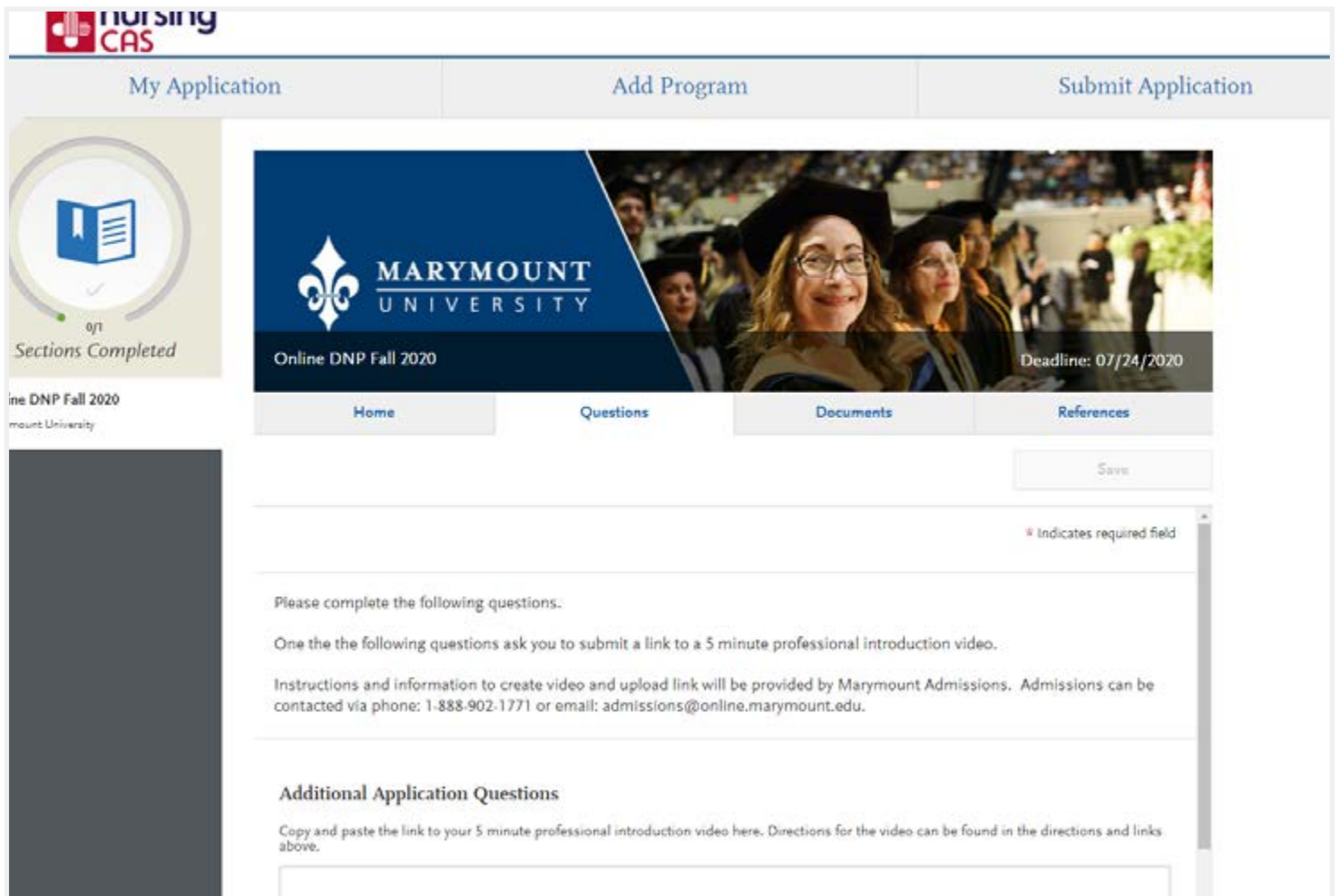
- 63-70 credits
- Part-time: 10 semesters
- 700 direct patient care hours & 500 DNP practice hours

Students are trained in the primary care of individuals and families. An in-depth study is made of health, as well as common acute and chronic illnesses throughout the life cycle. Laboratory and clinical experiences are provided to develop competence in the diagnosis and treatment of common illnesses. Graduates are expert clinicians, prepared to serve as nursing leaders and change agents in the complex and rapidly evolving health care environment.

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## Answer the asterisks

Click Questions tab to answer all questions with asterisks – video link can be attached after application has been submitted.



**nursing CAS**

My Application      Add Program      Submit Application

Sections Completed

Online DNP Fall 2020      Deadline: 07/24/2020

Home      Questions      Documents      References

Save

\* Indicates required field

Please complete the following questions.

One of the following questions ask you to submit a link to a 5 minute professional introduction video.

Instructions and information to create video and upload link will be provided by Marymount Admissions. Admissions can be contacted via phone: 1-888-902-1771 or email: admissions@online.marymount.edu.

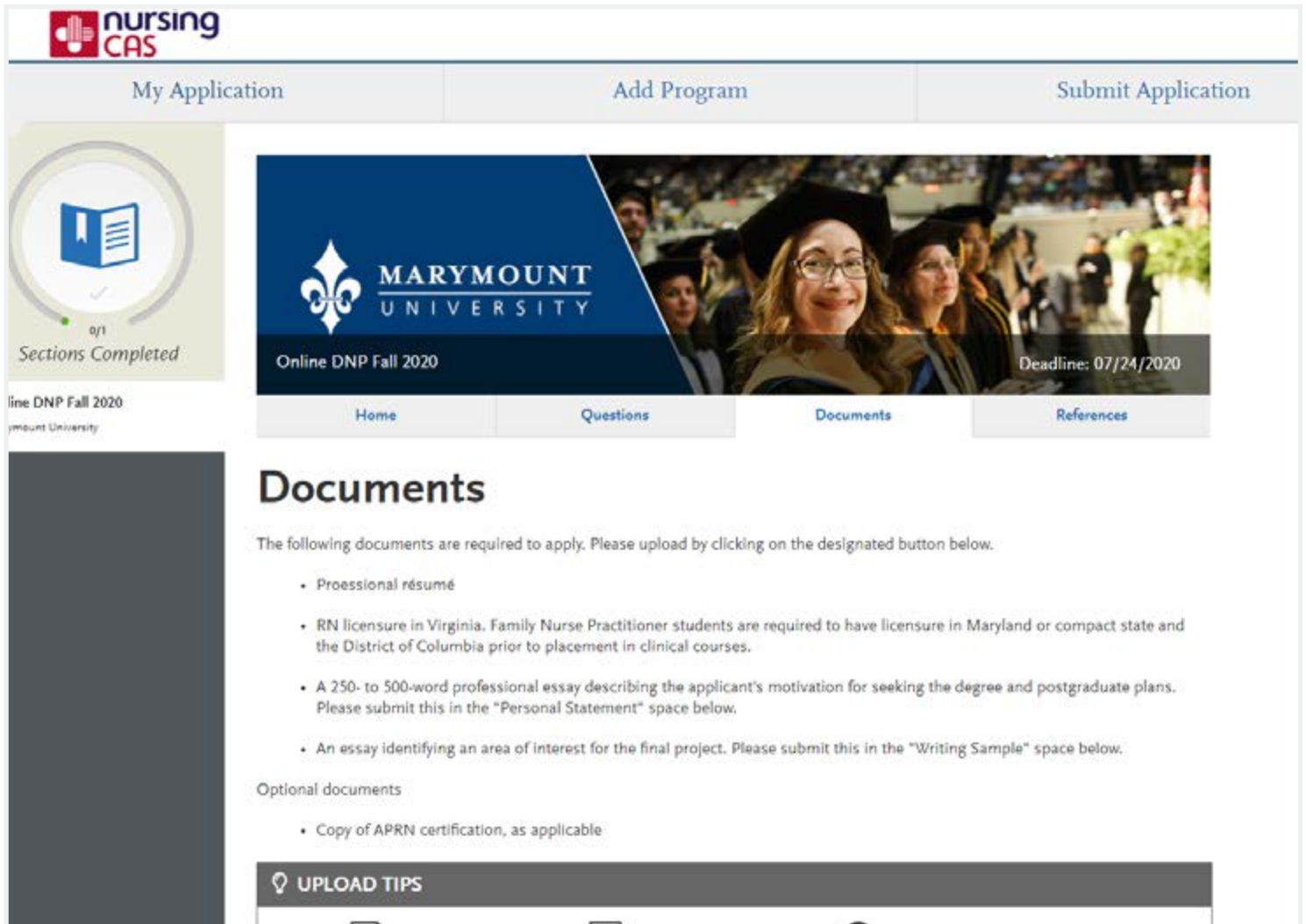
**Additional Application Questions**

Copy and paste the link to your 5 minute professional introduction video here. Directions for the video can be found in the directions and links above.

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## Upload your documents

The next tab to complete is the Documents tab: please Include – CV/Resume and Nursing License. All other documents can be attached after application is submitted.



**nursing CAS**

My Application      Add Program      Submit Application

Sections Completed

Online DNP Fall 2020      Deadline: 07/24/2020

Home      Questions      **Documents**      References

### Documents

The following documents are required to apply. Please upload by clicking on the designated button below.

- Professional résumé
- RN licensure in Virginia. Family Nurse Practitioner students are required to have licensure in Maryland or compact state and the District of Columbia prior to placement in clinical courses.
- A 250- to 500-word professional essay describing the applicant's motivation for seeking the degree and postgraduate plans. Please submit this in the "Personal Statement" space below.
- An essay identifying an area of interest for the final project. Please submit this in the "Writing Sample" space below.

Optional documents

- Copy of APRN certification, as applicable

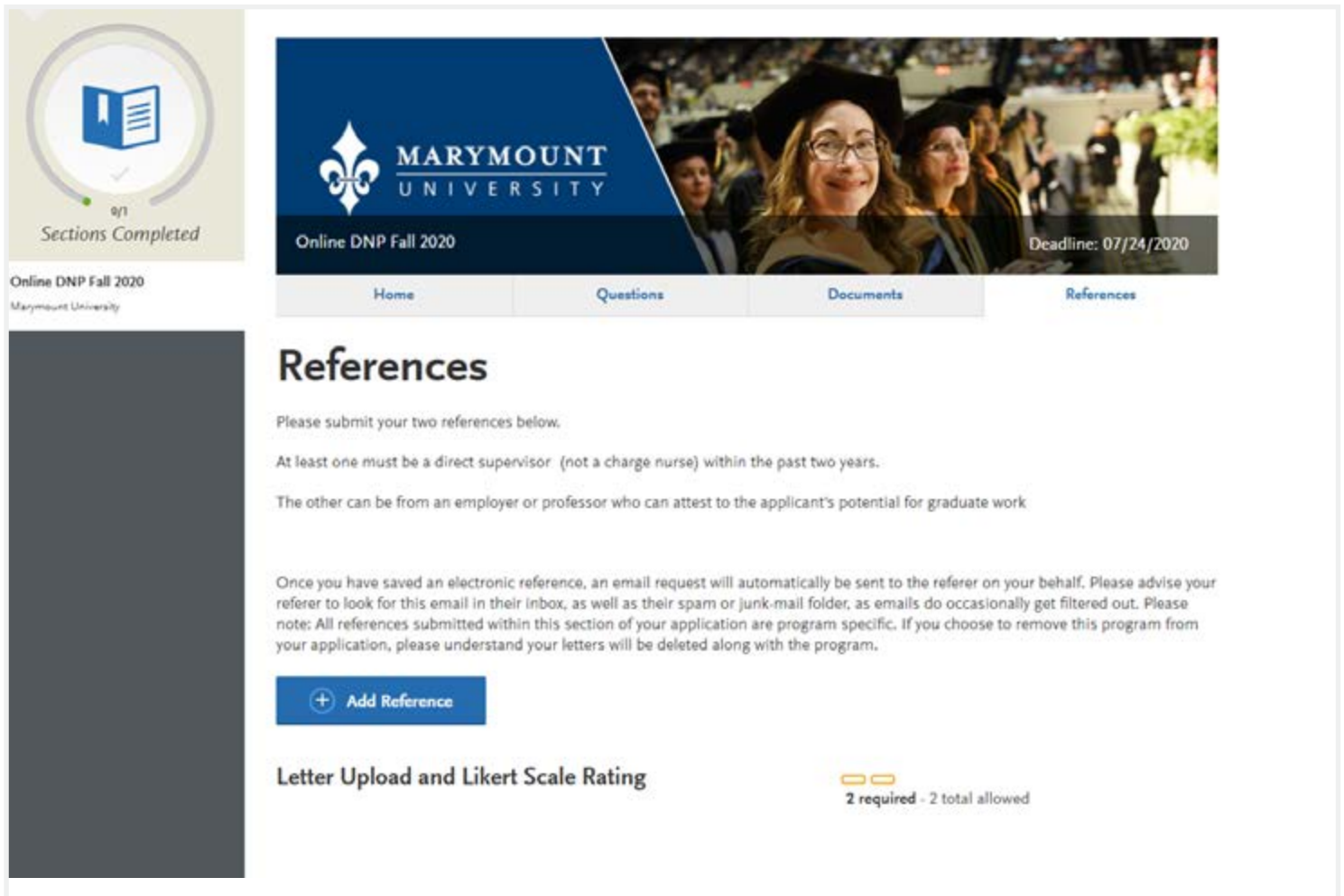
**UPLOAD TIPS**



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## Add your references

The last tab is for references. You must include two reference contacts; Nursing CAS will send the recommendation form directly to the submitted reference, in order for them to complete the form



The screenshot shows the application interface for the Online DNP Fall 2020 program. On the left, a progress indicator shows 'Sections Completed' with a checkmark and the number '9/1'. Below this, the program name 'Online DNP Fall 2020' and 'Marymount University' are listed. The main navigation bar includes 'Home', 'Questions', 'Documents', and 'References', with 'References' being the active tab. The 'References' section contains the following text:

**References**

Please submit your two references below.


At least one must be a direct supervisor (not a charge nurse) within the past two years.

The other can be from an employer or professor who can attest to the applicant's potential for graduate work.

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.

[+ Add Reference](#)

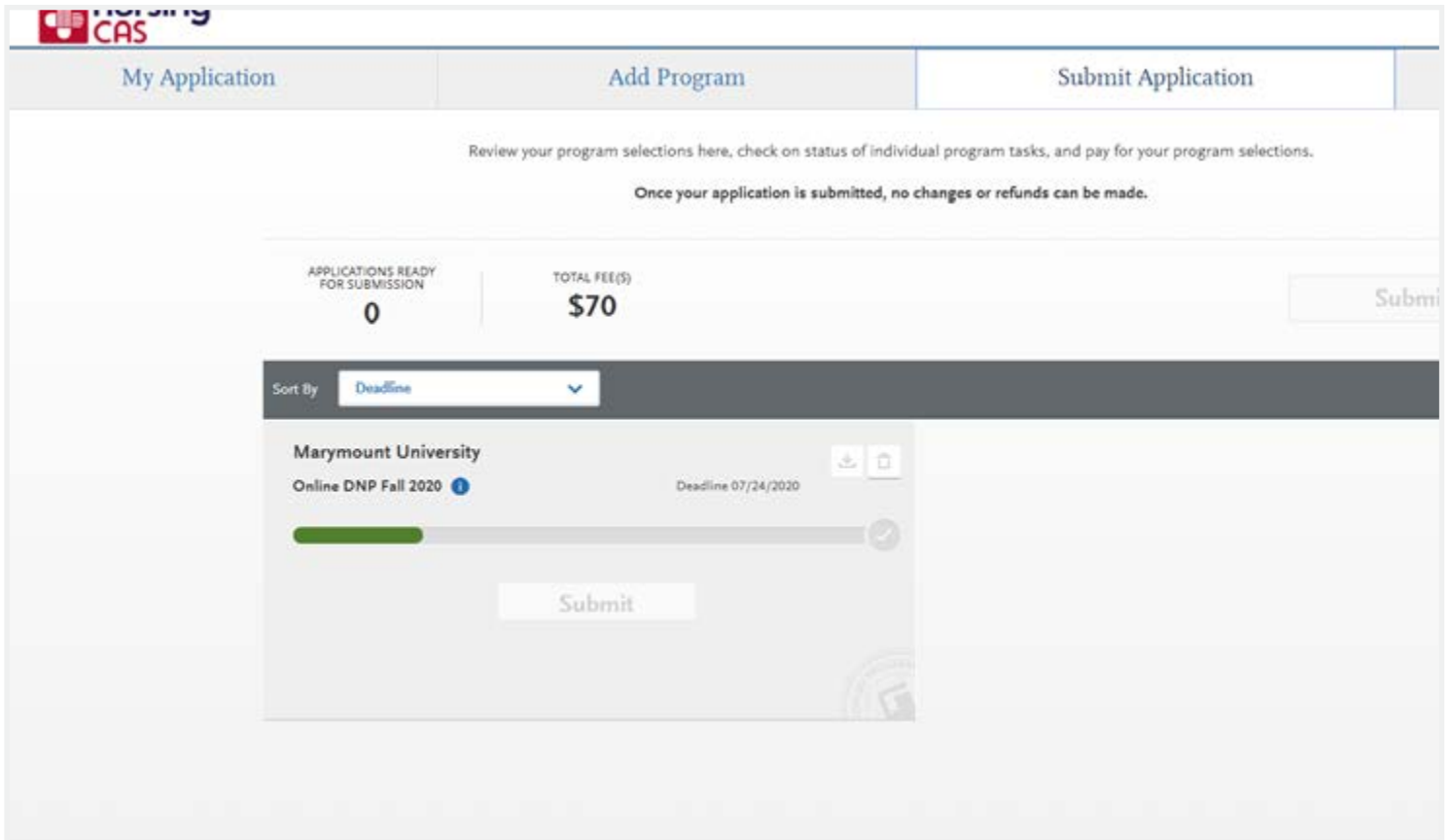
**Letter Upload and Likert Scale Rating**

 **2 required - 2 total allowed**

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## Submit your application

Once those steps are completed; Click the third tab on the top to submit application. The application can be submitted while waiting for transcripts and references to come back in.



The screenshot shows the NursingCAS application submission interface. At the top, there are three tabs: "My Application", "Add Program", and "Submit Application". Below the tabs, there is a message: "Review your program selections here, check on status of individual program tasks, and pay for your program selections. Once your application is submitted, no changes or refunds can be made." Below this message, there are two statistics: "APPLICATIONS READY FOR SUBMISSION" with a value of "0" and "TOTAL FEE (\$)" with a value of "\$70". To the right of these statistics is a "Submit" button. Below the statistics, there is a "Sort By" dropdown menu set to "Deadline". Below the dropdown, there is a card for "Marymount University" with the program "Online DNP Fall 2020" and a deadline of "07/24/2020". The card shows a progress bar that is mostly green, indicating that the application is nearly complete. Below the progress bar is a "Submit" button.