



School of Health Professions Central Application Service

SHP CAS

APPLICATION INSTRUCTIONS

For all programs except Dental Hygiene and PA.

For **Physician Assistant program**, applications are submitted through [CASPA Online](http://www.CASPAonline.org)
URL: <http://www.CASPAonline.org>

For the **Dental Hygiene program**, applications are submitted through [ADEA DHCAS](https://dhcas.liaisoncas.com/applicant-ux/#/login)
URL: <https://dhcas.liaisoncas.com/applicant-ux/#/login>.

PRELIMINARY SHP CAS INFORMATION

1. Note that **YOU MUST USE MOZILLA FIREFOX OR GOOGLE CHROME** to work on the application. You will not have full functionality in any other Web Browser.
2. Color coding in the SHP CAS: blue ribbons of blue buttons are actions buttons. Click on them to enter items, download the transcript request form or save. Once an item is completed, it will be marked by a green check mark. Each quadrant must have a green check mark before it is ready for submission and payment.
3. For detailed information, use the Help Center at the bottom of every page or log in and select the blue question mark at the top of the page to reach customer service.
4. Before you start the application, you will need to gather unofficial copies of your transcripts, any required forms that are included in your program packet, or any other required documents such as certification cards or CPR cards. Check your program admission packet to see if there are any forms required for your program of choice at [SHP URL: http://www.cbcmd.edu/shp](http://www.cbcmd.edu/shp).
5. You do not have to complete the entire application in one sitting. You may save it and return several times if necessary. However, you must complete, pay and submit the application by the deadline for the chosen program.

HOW TO COMPLETE THE SHP CAS APPLICATION

1. Apply for admission to CCBC at [CCBC Admissions URL:](http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student)
<http://www.ccbcmd.edu/get-started/applying-to-ccbc/transfer-student>
2. Review your SHP Program admission packet at [SHP Homepage URL:](http://www.ccbcmd.edu/shp)
<http://www.ccbcmd.edu/shp>.
3. Apply to the SHP program by using the [SHP CAS URL:](https://shp.liaisoncas.com/applicant-ux/#/login)
<https://shp.liaisoncas.com/applicant-ux/#/login>. You can also access the application on your program information page on the CCBC SHP website above.
4. Complete and submit the SHP CAS application for your program by the stated deadline. You will need your CCBC student ID number and SIMON username/password.
5. You can retrieve your SIMON credentials if necessary. Go to [CCBC SIMON URL:](http://ccbchelpdesksupport.ccbcmd.edu/ics/support/default.asp?deptID=8106)
<http://ccbchelpdesksupport.ccbcmd.edu/ics/support/default.asp?deptID=8106>
 - a. For **anesthesia tech., dental hygiene, histotechnology, medical lab tech., mortuary science, occupational therapy asst., radiography, radiation therapy, respiratory therapy, veterinary technology and all nursing programs**, you will be asked to enter all of your courses and grades into the SHP CAS to create an electronic transcript in the Academic History quadrant of the application. **Your electronic transcript must match the official transcript exactly.** You will have an opportunity to identify CLEP and AP courses at the very end of the application. Your application status must show “Verified” for admission consideration.

All forms and other documents must be uploaded to the application. If you do not have a scanner or smart phone, the CCBC main campus libraries have scanners that are available for student use. Do not bring documents to the SHP Admissions Office. You must upload them all to the SHP CAS.
 - b. For the **EMT and massage therapy** programs, you will NOT be asked to enter any courses into the application, but you ARE required to upload unofficial copies of all the transcript into the application. You will be required to submit official copies of all transcripts to the CCBC Registrar/Enrollment Services for evaluation of transfer credits. Your application status must show “Complete” or “Verified” for admission consideration.

- c. **CT and MRI** certificate programs do not have any prerequisite courses and are not asked to provide copies of transcripts. However, applicants to these programs will be asked to upload several documents into the application. See the program admissions packets. Your application status must show “Complete” or “Verified” for admission consideration.
6. If you are currently attending a college of registered to take courses, mark them as “in-progress”. When you complete the courses, log back into your SHP CAS account and update the grade for the course. If the course was completed at CCBC, we will pull a new transcript for you. If the course was completed elsewhere, submit a new transcript with the grades of the completed courses to the SHP Admission office. Address follows (see under “TRANSCRIPTS” #4).
7. If your program requires recommendations as part of the admissions process, you will need to enter the person’s name and email address into the application. The request for the recommendation will be emailed to your reference person through the application. There is a space for you to include a short note of thanks and indicate a deadline date to your reference person. **Do NOT send paper copies of the recommendations to the SHP Admissions Office.**
8. The application fee is non-refundable. Before you submit, check that you have selected the:
 - ✓ Correct program and
 - ✓ Correct start term

* You cannot edit the program or start term after you submit the application.
9. Submit all required documents to the SHP CAS by the deadline.
 - ✓ All required documents must be uploaded.
 - ✓ Official transcripts, if required, must be mailed or sent electronically to Watertown, MA.
10. Pay the \$50 non-refundable application fee. When you have completed all four quadrants of the application, your status tab will show that you have one or more programs ready to submit. Click on “Submit Application” at any time and add another program, as long as the application deadline has not passed.

11. If you have applied to more than one program, you do not have to pay for all programs at once. You can go back to “Submit Application” at any time and add another program, as long as the application deadline had not passed.
12. You can track your application materials and transcripts received in your SHP CAS application by selecting the application “Check Status” tab at the top the page. You can monitor your transcript received date(s) there. Additionally, you can monitor submission of your recommendations there as well.

TRANSCRIPTS

1. SHP CAS Transcript Processing Center:
 - a. If required by your program, all official college transcripts, **including CCBC**, MUST be submitted to the SHP CAS before the application deadline but preferably 4-6 weeks prior to the application deadline. It can take up to **4 weeks for any transcript** to be received and verified. Check your SHP CAS account frequently and follow up with the transcript processing center as necessary. It is better to send transcripts early rather than at the application deadline. You will receive an email from the CAS when each transcript is received and posted to your account. You can also check the Status tab to see if transcripts have been received.
 - i. Hard copies (paper copies) must be sent along with the “Transcript Matching Form” for each transcript (found in the second quadrant of your SHP CAS application) to the below address. Expect of 7-10 business days before the transcript is received in Watertown.
 - ii. Electronic transcripts must be requested through the college of university you attended. Be sure to enter your Transcript Request Form Barcode (numbers are different for each school) number in the address line (2) when you order the transcript or in the provided space. This code is found in the second quadrant of your application under the colleges attended tab. If available, attach a copy of the “Transcript Matching Form” for each transcript requested.

Electronic transcripts offer much faster processing. You may find us as “SHP CAS”, “SHP UniCAS” or something similar according to how your school has it listed.



SHP CAS Transcript Processing Center

P.O. Box 9134
Watertown, MA 02471

2. DO NOT –
 - a. Send hardcopies as signature required.
 - b. Change electronic transcripts to “send to self”.
 - c. Change electronic transcripts to “paper copy”.
 - d. Select “wait for grades” if your current semester ends after the application deadline.

3. **CCBC Enrollment Services Center - Baltimore, MD:**
 - a. All official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Service Center. Directions can be found using this [URL: http://www.cbcemd.edu/get-started/applying-to-ccbc/transfer-student](http://www.cbcemd.edu/get-started/applying-to-ccbc/transfer-student).

4. **SHP Admissions Office – Baltimore, MD:**
 - a. If you have CLEP scores, AP scores and/or and International college Transcript evaluation, the official score report or evaluation must be sent directly our office. DO NOT send it to Watertown or to Enrollment services. We will forward the report or evaluation, once we have used it for admission consideration, to the appropriate group.

CCBC School of Health Professions Admission Office

7201 Rossville Blvd.
Administration Building, Suite 100
Baltimore, Maryland 21237

FOLLOWING UP ON YOUR TRANSCRIPTS

All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.

- SHP CAS – Log into your application and select the “Check Status” tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.

- CCBC Enrollment Services – Log into your “SIMON” account to determine if your transcripts have been received and to review your transfer of credit.
- Applications missing required transcripts will not be considered for admission.
- If you have already submitted your most recent copies of your non-CCBC transcript(s) to the CCBC Enrollment Services Center, and/or if the credits are posted to your CCBC transcripts, then you do not have to resubmit them to CCBC Enrollment. The CCBC Office of the Registrar reserves the right to require official transcripts for any other institutions attended.

TESTING

If you are applying to **Radiography or one of the Nursing programs**, you must provide your [Official TEAS URL: http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx](http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Health-Professions/School-of-Health-Professions-Admissions-Office/TEAS-Testing.aspx)) pre-admission examination scores to the SHP Admissions Office.

Choose “**CCBC TEAS**” as the site where you want the scores reported when registering for your exam or by logging in to your “ATI Testing” account at [ATI Testing URL: https://www.atitesting.com/Home.aspx](https://www.atitesting.com/Home.aspx). The testing deadline is always 2-weeks prior to the application deadline.

APPLICATION STATUS UPDATES

Your admissions status updates are visible for you if you log back into your account and select the Check Status tab. You will see these statuses:

- A. **In Progress** – Application has been started but may not be finished and has not been paid.
- B. **Received** – application is submitted and paid; documents are missing.
- C. **Complete** – payment is received; all required documents are received. This is the final status for programs that do not require official transcripts be submitted.
- D. **Verified** – final status for all programs requiring official transcripts. All required materials have been received and GPA is calculated. You will



receive an email when your file is verified. If your application is not listed as “Verified,” then it is not ready for admission review.

REPEAT APPLICATION

If you have previously applied to a CCBC program through the SHP CAS in a previous cycle, then you may log back into your account and update existing information using the SAME username and password. You do not have to recreate the entire application. If you wish to move information forward to the new application, select every option to avoid extra data entry. You will be asked to verify your contact information and other sections of the application once the application becomes available to you (check your email for updates).

Please read this important reminder about your transcripts. If you have applied previously and are now updating your application in a new cycle, your application will not be verified unless you follow these directions:

- If you have completed ANY courses that were listed as “in progress” on your prior application, you MUST submit new transcripts to support those new grades.
- If you received grades for ANY courses that were not listed on your prior application, you MUST submit new transcripts to support those new grades.

This includes transcripts from CCBC as well as any other institution you may have attended.

If you do not submit the new transcripts, your file will not be verified and the SHP Admissions Office will not evaluate your application.

- If you have NOT TAKEN or COMPLETED any additional courses since you have submitted the previous application, then you do not have to edit the electronic transcript or submit copies of your transcripts.

Note: Recommendations, essays, and some questions and documents do not carry over to a new cycle and will have to be resubmitted.

ADDITIONAL INFORMATION

1. You should plan to spend approximately 45 minutes to an hour to complete your application. It is not necessary to complete it all at one time. You may start the application, save it, and return later to complete it. **However, you must pay and**

complete the application by the application deadline. You may have a maximum of two weeks after the application deadline to submit any missing transcripts to the transcript processing center in Watertown, MA.

2. Your application is not finished until you have paid the application fee. After you finish entering all of your data in all four quadrants of the application, payment is made by going to “Submit Payment.” Choose the program you wish to submit. Pay the **non-refundable** application fee. Do not wait until transcripts are received to pay and submit your application.
3. After you have submitted your application, there are two areas that you may need to edit. These are the two areas that can be edited after submission:
 - a. Contact information. Update any changes to email or phone numbers promptly.
 - b. You may enter final grades for courses that were listed as “in progress” when you submitted the application. If your application is listed as “verified”, do not send updated transcripts to the “SHP CAS Transcript Processing Center”. The “Transcript Processing Center” does not update transcripts after the application has been verified. You must provide a copy of the transcript to the “CCBC SHP Admissions Office” if you complete courses after you submit your application, and if the course(s) was completed at another institution.
4. **It is strongly recommended that you log back into your application regularly and check the progress of your application. If a problem arises, you will have time to correct it.**

QUESTIONS

What to do About an UNDELIVERED Application

If you do not enter your coursework correctly in your SHP CAS application, after you pay and submit your application, it will be sent back to you and given a status of “Undelivered”. You will receive an email at the same time that will tell you why your application has been undelivered. You must correct and resubmit the application in order for the SHP Admissions Office to have access to it.

Here are the most common reasons an application would be undelivered:

- Not reporting all colleges or universities that you have attended



- Not listing courses under the proper semesters
- Not listing your coursework properly, using wrong prefixes or course numbers
- Not listing ALL courses, including developmental courses or AP/CLEP courses

Your application must have a status of “Complete” or “Verified”, depending on the program, for us to evaluate your application. If you are not able to make the necessary corrections by yourself or if you do not understand the email that you received about your application, you should contact the application management service.

How to contact the application management service:

- Every page of the application has a blue question mark (?) at the top. If you click on that question mark, you will see a drop-down menu that has links to the email help line and Instructions and FAQs.
- The recommended way to communicate is to send an email.
- However, if you need to speak with a representative, look in the Instructions and FAQs for the “Contact Us” line which contains a phone number for the Watertown, MA office.

What to do after you have made the corrections:

- You must resubmit the application.
- There is no additional payment required.
- After you have made your corrections, go to the “Check Status” tab at the top of the application home page. Click on “Resubmit Programs.”

Help is Available!

- There are comprehensive application instructions found in the “Help Center” in the application.
- There is a drop-down menu under the blue question mark (?) at the top right corner of every page of the application and at the very bottom of each page of the application. Both menus lead to an email to the help desk and the “Help Center”.

- There is a hotline phone number contained in the “Contact Us” section of the “Help Center”.
- You may also contact the CCBC School of Health Professions Admissions Office at 443-840-2810 or email to Shpseat@ccbcmd.edu or fax to 443-840-1588. Include your SHP CAS ID number on any correspondence with the SHP Admissions Office.

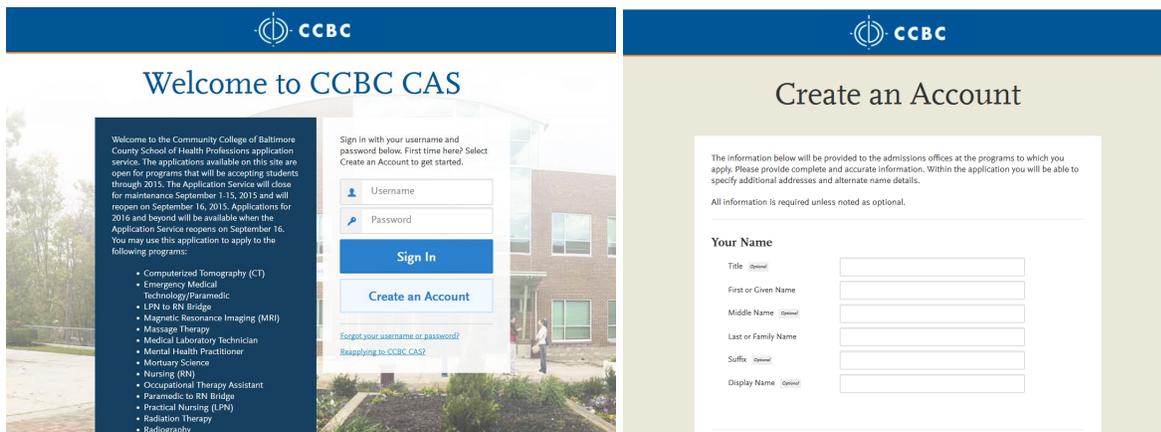
Supplemental Application Information

After you submit your SHP CAS application, you will be directed to submit a free supplemental application for the same program through your SIMON account. Only submit one copy of the supplemental application. You may see this message attached to your SIMON application: **"incomplete, items outstanding."**

The “incomplete” comment will not affect your SHP CAS application in any way. Just be sure your CAS application is completed and paid by your program deadline and ignore the SIMON incomplete message.

WHAT YOU WILL SEE IN THE SHP CAS

SHP CAS LOG IN & CREATE AN ACCOUNT



These two screen shots below are for applicants who have already created an account for a previous application cycle and are returning to edit the previous application.

First is the Welcome Back screen where you can see which parts of the application you will edit. Follow the step-by-step instructions to enter each section of this page and confirm that the information is correct or edit it.

The second screen shot shows what you would see if you entered the profile section of the application and want to edit, for example, biographic information. If you click on the (+) sign, you get a drop-down of your biographic information to edit.

Welcome Back

As a previous applicant to CCBC CAS, you can speed up the application process by copying data from your previous application. Whether you submitted an application or started an application but did not complete the application process, this time saving process applies to you.

Confirm Your Profile Information

Step 1 in the re-applicant process is to confirm your profile information. Make any necessary updates to your Name, Contact Information and Account information.

Decide if You Want to Copy Application Data

Step 2 in the re-applicant process is to decide if you want to copy data from a previous application. You will be able to review all of the application sections and decide what you want to copy. Or, you can start with a blank application to clear out all previous application information.

Choose Your Programs

Once you have updated your profile and decided which application data to copy, you will start your new application. The first step is selecting the programs to which you want to apply.

Review Application Sections

Every section of the application for which you choose to copy application data will initially be marked with the I icon. You will need to visit each of these application sections to

Select Application Data to Copy

Select all of the application sections for which you wish to copy application data. Any data you entered previously will be carried forward.

Colleges Attended and Transcript Entry will not be editable for applicants who were Verified in a previous application. You will be able to edit in progress degrees and coursework, and add new degrees and coursework. If you did not progress far enough in your previous application to be Verified, all information in Colleges Attended and Transcript Entry will be editable. All other sections of the application will be editable.

Personal Information

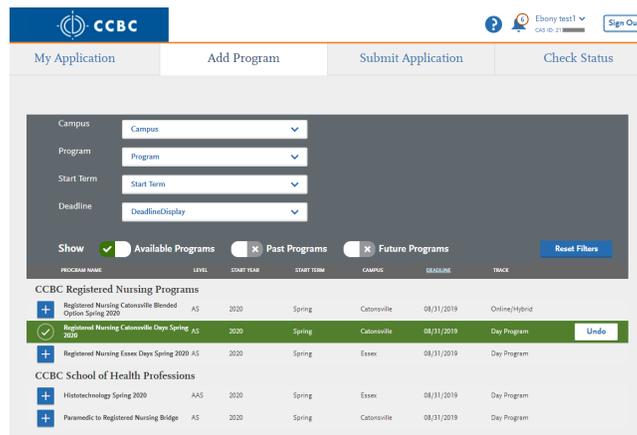
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information

Academic Information

- Colleges Attended
- Transcript Entry

PROGRAM SELECTION

You may not choose programs that are grayed-out. Click on the blue (+) sign to choose a program.



The screenshot shows the 'My Application' page with a navigation bar containing 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. Below the navigation bar, there are filters for 'Campus', 'Program', 'Start Term', and 'Deadline'. There are also checkboxes for 'Show Available Programs', 'Past Programs', and 'Future Programs'. A table of programs is displayed below the filters, with columns for Program Name, Level, Start Year, Start Term, Campus, Deadline, and Track. The table lists several programs, including 'Regional Nursing Catonsville Blended Option Spring 2020', 'Regional Nursing Catonsville Days Spring 2020', 'Regional Nursing Essex Days Spring 2020 AS', 'Histotechnology Spring 2020', and 'Paramedic to Registered Nursing Bkdg'. The 'Regional Nursing Catonsville Days Spring 2020' program is highlighted in green and has a checkmark in the 'Show' column.

DASHBOARD – MY APPLICATION

Below are the four quadrants of the application that you must complete.

Latest Notifications is where you will find your CAS ID number and any important messages regarding your application. Each circle will turn green as you complete that quadrant. This application has two quadrants completed and two that are still in progress.

You can also see the “Submit Application” tab where you would pay for your application.

See the question mark (?) at the top right of the application in the blue stripe. This is where the links to the help line and the FAQs is located.

Remember that any information related to your application will be sent to the email account you listed in your application. If you change your email address, you must go back into your CAS account and edit your contact information.

ALL communication with applicants, including accept letters, is done using the email address in the application. It is extremely important that you enter the correct email into your application.

