BSN Nursing GPA Calculator Instructions

1. Open Excel worksheet “BSN Nursing Application GPA Calculator Worksheet.” Notice that you may have to click the “Enable Editing” button in the top center of the page.

2. Type your name as it appears in MyNevada, use the tab key or mouse click to the next cell to type your 10-digit NSHE ID and catalog year. If you do not know your catalog year, it is located on the Academics tab in MyNevada.

3. Click on the GRADE cell next to the course and a drop down box will appear. Select the grade that you earned. Credit hours vary depending on the course and where the course was taken. Enter the number of credits reflected in MyNevada.

4. Click on the PREFIX and Number/Repeat cell to type all course information. Use the same process for the date and location.

5. Select the NSHE Location cell and select the Nevada college, if applicable. NSHE credit can only be awarded for completed NSHE courses and count ONCE for the select prerequisite.

6. If you repeated the class, click on the REPEAT GRADE in the shaded columns and select the correct grade. The form will average the first two enrollments. If you replaced the grade or withdrew, enter only the earned grade in the first column.

7. Complete the matrix calculator by entering the value for each point type.

8. Refer to “Class Repeat Policy for the Bachelor of Science in Nursing” located on the BSN Degree web page.

Contact Marsha Holford at mholford@unr.edu if you have questions.