### SEMINOLE STATE/UCF CONCURRENT ASN-BSN PROGRAM ADMISSIONS CHECKLIST

*Please complete both Seminole State and UCF admission requirements simultaneously*

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**Failure to complete the following requirements by the posted deadlines may result in non-acceptance to BOTH Nursing programs.**

**Make sure to verify that you have met all admission requirements including a 3.0 Overall GPA (see Step 2 for other GPA requirements), have all prerequisites completed, and have a 78% composite ATI TEAS score.**

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<thead>
<tr>
<th>SEMINOLE</th>
<th>UCF</th>
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<tr>
<td><strong>STEP 1</strong></td>
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<tr>
<td><strong>General Admission</strong> (start 3 months prior to Nursing application deadline)**</td>
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<td>Attend a Seminole State Concurrent Information Session (Dates and Times: <a href="https://www.seminolestate.edu/nursing/info-sessions">https://www.seminolestate.edu/nursing/info-sessions</a>)</td>
<td>Attend a UCF BSN Information Session (Dates and Times: <a href="https://www.eventbrite.com/o/ucf-college-of-nursing-741845823">https://www.eventbrite.com/o/ucf-college-of-nursing-741845823</a>)</td>
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<td>o Ensure you are a current Seminole State student with an active student account. If you are not, submit a Seminole State application for admissions (paper or online): <a href="https://www.seminolestate.edu/apply-register">https://www.seminolestate.edu/apply-register</a></td>
<td>o New UCF students - Submit an online UCF Application for Admission and pay the $30 UCF application fee (if applicable) <a href="https://www.ucf.edu/admissions/undergraduate/">https://www.ucf.edu/admissions/undergraduate/</a>.</td>
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<td>o If you are still completing the pre-requisite classes needed prior to application select one of the options below:</td>
<td>o Select “Nursing Pending” as your major</td>
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<td>▪ If you have not already completed an AA/GEP or Bachelor’s degree from a regionally accredited institution declare <strong>Associate in Arts</strong> (AA) as your major in pre-nursing.</td>
<td>o For questions regarding this general admission into UCF application, please refer to the link provided <a href="https://www.ucf.edu/admissions/undergraduate/faq/">https://www.ucf.edu/admissions/undergraduate/faq/</a> or call 407-823-3000.</td>
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<tr>
<td>▪ If you have completed all pre-requisite classes OR you have already completed an AA or Bachelor’s degree from a regionally accredited institution OR have met GEP requirements at UCF select the option to go straight into the workforce and declare <strong>Associate in Science in Nursing</strong> (RN-AS).</td>
<td>o Previous UCF students or graduates – Submit a readmission application via your myUCF Student Center</td>
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<tr>
<td>o Once you have completed all pre-requisite classes and are ready to submit your nursing application packet for the program, please ensure your major is <strong>RN-AS</strong> for the term you intend to begin the nursing core classes.</td>
<td>o Select “Nursing Pending” as your major</td>
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<td>o Complete steps to enroll, including residency, orientation, etc: <a href="https://www.seminolestate.edu/future-students/how/">https://www.seminolestate.edu/future-students/how/</a></td>
<td>o <a href="https://registrar.ucf.edu/readmission-application/">https://registrar.ucf.edu/readmission-application/</a></td>
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<td>For questions regarding the admissions process to becoming a Seminole state student, please email <a href="mailto:admissions@seminolestate.edu">admissions@seminolestate.edu</a> or call 407-708-2050</td>
<td>o Current UCF students do not need to reapply unless graduating with a Bachelor’s degree prior to applying</td>
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<td></td>
<td>o All applicants must be admitted, readmitted, or a current UCF student for the appropriate term BEFORE being considered for admission for the BSN.</td>
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<td>Request that all official transcripts, be sent to Seminole State, including AP/CLEP/IB scores and High School, to Seminole State Records Department (100 Weldon Blvd Sanford, FL 32774).</td>
<td>o Request that all official college transcripts from every collegiate institution previously attended be sent to UCF (Undergraduate Admissions for new students or Registrar’s Office for previous or continuing students), as well as any AP, IB, CLEP/AICE scores (or other exams awarding college credit)</td>
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<td>AP and CLEP transcripts must be ordered through College Board: <a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a></td>
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<td>Please note that it may take up to 30 business days to process transcripts, so it is important to submit them as soon as possible.</td>
<td>o If all official and updated transcripts were submitted to UCF as part of your general admission, you do not have to resend as part of your Nursing application</td>
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<tr>
<td>It is recommended that the student verify receipt of all transcripts by contacting Seminole State at 407.708.4722 or visiting the nearest Seminole State campus.</td>
<td>o ALL documentation sent to SSC must also be sent officially to UCF and ALL documentation sent to UCF must also be sent officially to SSC</td>
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<tr>
<td>Submit official ATI TEAS scores to Seminole State (if TEAS taken outside of Seminole State, you must request ATI to send an official score report to Seminole State). <a href="https://www.atitesting.com">www.atitesting.com</a> Paper copies of scores will not be accepted.</td>
<td>o Submit official ATI TEAS scores to UCF (if TEAS taken outside of UCF, you must request ATI to send an official score report to UCF). <a href="https://www.atitesting.com">www.atitesting.com</a> Paper copies of scores will not be accepted. TEAS SCORE REPORTS WILL NOT BE ACCEPTED AFTER THE DEADLINE.</td>
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<tr>
<td>Individual TEAS scores expire two years from the date the exam is taken.</td>
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<td>Apply for financial aid (recommended) and be sure to include Seminole State code 001520 on your FAFSA. <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a></td>
<td><strong>Concurrent nursing students receive financial aid through SSC ONLY while completing their ASN degree. DO NOT accept ANY financial aid from UCF until AFTER completing your ASN at SSC. You may not accept financial aid from two different collegiate institutions at the same time.</strong></td>
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<tr>
<td>For Financial Aid questions please email <a href="mailto:FAHelp@seminolestate.edu">FAHelp@seminolestate.edu</a> from your Livemail email account or visit the nearest Seminole State campus.</td>
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<tr>
<td>Log in to your MySeminoleState account to view your TO DO LIST</td>
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<tr>
<td>Complete all items on your TO DO LIST</td>
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**CRIMINAL BACKGROUND POLICY**

For students with a positive background: We use community health care facilities to meet the clinical component of each nursing course. We have an agreement with those clinical partners that indicates that the applicants must be free of offenses that could potentially disqualify them from working in a healthcare environment. The clinical facilities require any student with a positive background (arrested in Florida or any other state) to be cleared by the hospitals. The process to be cleared by the hospital is a long process and needs to be initiated prior to submitting a nursing application. The approval for clinical attendance at the different facilities is at the discretion of the clinical agencies. You need to contact Dr. Lydia Gaud, Associate Degree Nursing Program Manager, via email gaudl@seminolestate.edu to initiate
the background clearance process. Professor Gaud will notify the results of
the approval process with a signed clinical clearance form. The student will
need to submit a completed and signed Clinical Clearance Form with the
application packet.
Applications submitted by students without a completed and signed pre-
cleared background check form attached will not be processed.

STEP 2
Transcripts, Evaluation of Credit, Prerequisites

- Once your transcripts are evaluated by Seminole State (can take up to
  30 business days) and your coursework is posted to your Seminole
  State transcript, you will be able to view all your transferred courses
  in your Seminole State unofficial transcripts.
- To view your Seminole State unofficial transcript:
  - Log in to your MySeminoleState account
    https://my.seminolestate.edu/ > Academics Tile> View Unofficial
    Transcript. If transfer credit are not satisfying prerequisites as you
    would expect, you may request a re-evaluation of transfer courses
    https://www.seminolestate.edu/registrar/transfer-credit-
    evaluations/re-evaluation-request

- Once your transcripts are evaluated by UCF and your coursework is posted
to your UCF transcript, you will be able to view your transferred courses in
your MyUCF account. To view your myKnight audit on MyUCF:
  - Log in to your myUCF account https://my.ucf.edu
    Student Self Services tab> “View my Degree Audit”>
  - Please check your myKnight audit in myUCF to determine if these
    prerequisite courses have been accepted at UCF towards your
    Nursing degree
  - For questions regarding your transcripts or degree audit, please
    contact the UCF College of Nursing at 407-823-2744.
  - If you have taken any of your Nursing Program Prerequisites out of
    state or at a private institution, you must submit a petition prior to
    the application deadline to request a course substitution.
    https://nursing.ucf.edu/wp-content/uploads/2019/03/UG-
    TransferCourse_PetitionInstructions.pdf
  *If you have taken General Education courses out of state or at a private
    institution, you must submit a transfer evaluation request to Academic
    Services at https://undergrad.ucf.edu/as/services/transfer-
    credit/
  **Check your overall cumulative GPA on your UCF degree audit once all
    courses are transferred, it must be at least a 3.0 to be eligible for admission.

Admission Requirements

- Must have a minimum 3.0 overall/Cumulative GPA (all undergraduate credits including all transfer coursework).
- Have completed an AA degree at Seminole State or at a Florida Public Institution OR meet UCF’s GEP requirement PRIOR to the first day of classes
  for the program OR Have completed a BS/BA from an accredited institution.
- Completion of UCF’s foreign language requirement (by program start date)
- Earn a minimum score of 78% on the TEAS test
- Have completed with grades of C or better the following courses:
  BSC2093C/ZOO3733C - - Anatomy and Physiology I
  BSC2094C/PCB3703C - - Anatomy and Physiology II
  MCB2010C/2004C/3020C - - Microbiology
  PSY2012 -- General Psychology (SYG2000 does not substitute for this course)
**STEP 3**

**Nursing Applications**


**The application link will be active for one week only for each admissions cycle.**

- Submit the Seminole State Nursing program Paper Application
  - [www.seminolestate.edu/nursing](http://www.seminolestate.edu/nursing) > Application Information > Program Applications > RN Application
- Visit [www.seminolestate.edu/nursing](http://www.seminolestate.edu/nursing) > Application Information > Application Deadlines. Applications will only be accepted during the application window.
- Admission decision letters will be sent via SSC Live Mail email 6-8 weeks after the application deadline. In order to be fully accepted into the Seminole State/UCF Concurrent ASN-BSN program, you must receive acceptance letters from BOTH Seminole State and UCF Nursing programs.
- Complete UCF Nursing Application (select Concurrent BSN – Seminole State) online at [http://applications.nursing.ucf.edu/](http://applications.nursing.ucf.edu/)
- Save UCFNurse@ucf.edu as a contact on your e-mail provider since all official communications will be received from this address.
- Admission decision letters will be sent to e-mails that were provided when requesting a UCF College of Nursing application. Decision letters take about 6-8 weeks AFTER the application deadline.

**STEP 4**

**Acceptance & Orientation**

If you have received an official acceptance letter into the Seminole State Nursing program via email you must attend the mandatory Seminole State Nursing Program Orientation.

Course registration instructions will be provided at this orientation. Please check your SSC Live Mail email daily for information.

If you have received an official acceptance letter into the Seminole State/UCF Concurrent ASN-BSN program you must attend the mandatory SSC/UCF Nursing Orientation, but only those new to UCF will need to register and pay.

If you are a new UCF student, you must register and pay for the UCF Transfer Orientation specific to the Seminole State Concurrent Nursing Program [https://orientation.ucf.edu/transfer/connect/](https://orientation.ucf.edu/transfer/connect/). A hold will be placed on your record and will be removed once you attend the Orientation. This hold will prevent course registration.

**SSC Staff:**
- Susan Kitner
- 407-404-6196
- nursing@seminolestate.edu
- Altamonte Springs

**UCF Staff:**
- Patti Riva
- 407-404-6089
- patricia.riva@ucf.edu
- Altamonte Springs, ALT-426A