

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

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

***\*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.***

| SEMINOLE   | UCF  |
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| <b>STEP 1</b>  |  |
| <b>General Admission - (start 3 months prior to Nursing application deadline)</b>  |  |
| 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> )   |  |
| 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> )   |  |
| <ul style="list-style-type: none"> <li>○ 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):<br/><a href="https://www.seminolestate.edu/apply-register">https://www.seminolestate.edu/apply-register</a></li> <li>○ If you are <u>still completing</u> the pre-requisite classes needed prior to application select one of the options below:               <ul style="list-style-type: none"> <li>▪ If you have <u>not already completed</u> an AA/GEP or Bachelor’s degree from a regionally accredited institution declare <b>Associate in Arts (AA)</b> as your major in pre-nursing.</li> <li>▪ If you have completed all pre-requisite classes OR you <u>have already completed an AA or Bachelor’s degree</u> from a regionally accredited institution OR <u>have met GEP requirements at UCF</u> select the option to go straight into the workforce and declare <b>Associate in Science in Nursing (RN-AS)</b>.</li> </ul> </li> <li>○ 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 <u>RN-AS</u> for the term you intend to begin the nursing core classes.</li> <li>○ Complete steps to enroll , including residency, orientation, etc:<br/><a href="https://www.seminolestate.edu/future-students/how/">https://www.seminolestate.edu/future-students/how/</a><br/>For questions regarding the admissions process to becoming a Seminole state student, please email admissions@seminolestate.edu or call 407-708-2050</li> </ul> | <ul style="list-style-type: none"> <li>○ <b>New UCF students - Submit an online UCF Application for Admission and pay the \$30 UCF application fee (if applicable)</b><br/><a href="https://www.ucf.edu/admissions/undergraduate/">https://www.ucf.edu/admissions/undergraduate/</a> <ul style="list-style-type: none"> <li>○ Select “Nursing Pending” as your major</li> <li>○ 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.</li> </ul> </li> <li>○ <b>Previous UCF students or graduates – Submit a readmission application via your myUCF Student Center</b> <ul style="list-style-type: none"> <li>○ Select “Nursing Pending” as your major</li> </ul> </li> <li>○ <a href="https://registrar.ucf.edu/readmission-application/">https://registrar.ucf.edu/readmission-application/</a></li> <li>○ Current UCF students do not need to reapply unless graduating with a Bachelor’s degree prior to applying</li> <li>○ <b>All applicants must be admitted, readmitted, or a current UCF student for the appropriate term BEFORE being considered for admission for the BSN.</b></li> </ul> |

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| <ul style="list-style-type: none"> <li>○ Request that <b>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).</b></li> <li>○ AP and CLEP transcripts must be ordered through College Board: <a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a></li> <li>○ Please note that it may take up to <b>30 business days</b> to process transcripts, so it is important to submit them as soon as possible.</li> <li>○ <b><u>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.</u></b></li> </ul>   | <ul style="list-style-type: none"> <li>○ <b>Request that all official college transcripts from <u>every collegiate institution previously attended</u> be sent to UCF</b> (Undergraduate Admissions for new students or Registrar’s Office for previous or continuing students), as well as any <b>AP, IB, CLEP/AICE</b> scores (or other exams awarding college credit)</li> <li>○ AP and CLEP transcripts must be ordered through College Board: <a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a></li> <li>○ 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</li> <li>○ <b>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</b></li> </ul> |
| <ul style="list-style-type: none"> <li>○ <b>Submit official ATI TEAS scores to Seminole State</b> (if TEAS taken outside of Seminole State, you must request ATI to send an official score report to Seminole State). <a href="http://www.atitesting.com">www.atitesting.com</a> Paper copies of scores will not be accepted.</li> <li>○ <b>Individual TEAS scores expire two years from the date the exam is taken.</b></li> </ul>  | <ul style="list-style-type: none"> <li>○ <b>Submit official ATI TEAS scores to UCF</b> (if TEAS taken outside of UCF, you must request ATI to send an official score report to UCF). <a href="http://www.atitesting.com">www.atitesting.com</a> Paper copies of scores will not be accepted. <b>TEAS SCORE REPORTS WILL NOT BE ACCEPTED AFTER THE DEADLINE.</b></li> </ul>  |
| <ul style="list-style-type: none"> <li>○ <b>Apply for financial aid (recommended)</b> 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></li> <li>○ Seminole State Financial Aid: <a href="http://www.seminolestate.edu/financial-aid/">http://www.seminolestate.edu/financial-aid/</a>.</li> <li>○ 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.</li> <li>○ Log in to your MySeminoleState account to view your <b>TO DO LIST</b></li> <li>○ Complete <b>all</b> items on your <b>TO DO LIST</b></li> </ul> <p><b>CRIMINAL BACKGROUND POLICY</b><br/> <b>For students with a positive background:</b> 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 <i>prior to submitting a nursing application</i>. 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 <a href="mailto:gaudl@seminolestate.edu">gaudl@seminolestate.edu</a> to initiate</p> | <p><b>**Concurrent nursing students receive financial aid through SSC <u>ONLY</u> while completing their ASN degree. DO NOT accept ANY financial aid from UCF until <u>AFTER</u> completing your ASN at SSC. You may not accept financial aid from two different collegiate institutions at the same time.</b></p>  |

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](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**)

DEP2004 -- Developmental Psychology (SOW3104 does not substitute for this course)  
 ENC1101/1102-- English I or II/Freshman Composition I or II  
 HUN2202/3011 -- Essentials of Nutrition with Diet Therapy (HUN1201, 2201 does not substitute for this course)  
 General Education Humanities -- Any three credit course that satisfies Seminole State's Gen Ed. Humanities requirement  
 STA2023 -- Statistical Methods  
 MAC1105 – College Algebra  
 BSC2010C/1010C – Biology I  
 \* One prerequisite course may be outstanding to apply, but students with all courses completed will be most competitive.

### STEP 3

#### Nursing Applications

Check Deadlines online at <http://www.nursing.ucf.edu/admissions/undergraduate-programs/details/application-deadlines>

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

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| <ul style="list-style-type: none"> <li>• Visit SSC nursing web page for requirements to apply, application acceptance dates and application form at: <a href="https://www.seminolestate.edu/nursing/deadlines">https://www.seminolestate.edu/nursing/deadlines</a></li> <li>• Submit SSC nursing application and copy of unofficial TEAS score in one email with your full name and SSC Student ID # in the subject line to <a href="mailto:nursing@seminolestate.edu">nursing@seminolestate.edu</a></li> <li>• Admission decision letters will be sent via 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 return signed forms to SSC by the designation deadline in offer letter.</li> </ul> | <ul style="list-style-type: none"> <li>○ <b>Complete UCF Nursing Application (select Concurrent BSN – Seminole State)</b> online at <a href="http://applications.nursing.ucf.edu/">http://applications.nursing.ucf.edu/</a></li> <li>○ Save <a href="mailto:UCFNurse@ucf.edu">UCFNurse@ucf.edu</a> as a contact on your e-mail provider since all official communications will be received from this address.</li> <li>○ <b>Admission decision letters will be sent to e-mails that were provided when requesting a UCF College of Nursing application.</b> Decision letters take about 6-8 weeks AFTER the application deadline.</li> </ul> |
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### 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. Must be at least 18 years of age at program start.**

**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/>. A hold will be placed on your record and will be removed once you attend the Orientation. **This hold will prevent course registration.**

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