

## VALENCIA/UCF CONCURRENT ASN-BSN PROGRAM ADMISSION CHECKLIST

*Please complete both Valencia 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 (only statistics or AP II/ Human Physiology outstanding), and have a 78 on the composite of TEAS.***

VALENCIA	UCF
<b>STEP 1</b>	
Start 3 months Prior to Nursing Application Deadline	
<p>Attend a Valencia Health Sciences Information Session (strongly encouraged): <a href="http://www.valenciacollege.edu/health">www.valenciacollege.edu/health</a>            Attend a UCF BSN Information Session (strongly encouraged): <a href="https://nursing.ucf.edu/admissions/bachelors-degrees/">https://nursing.ucf.edu/admissions/bachelors-degrees/</a>            Review Valencia College Traditional Track Program Guide: <a href="https://valenciacollege.edu/academics/programs/health-sciences/documents/program-guide-as-traditional-nursing.pdf">https://valenciacollege.edu/academics/programs/health-sciences/documents/program-guide-as-traditional-nursing.pdf</a></p>	
<p><b>D Submit an online Valencia Application for Admission and pay the \$35 Valencia application fee</b> <a href="http://valenciacollege.edu/admissions-records/">http://valenciacollege.edu/admissions-records/</a>. Then, satisfy the requirements for degree-seeking students and be in Active Student Status. <b>Select AS: Nursing R.N. (Articulated)</b> as your major. For questions regarding this general admission application, <a href="mailto:enrollment@valenciacollege.edu">enrollment@valenciacollege.edu</a> or 407-582-1507.</p>	<p><b>D If never a UCF student: Submit an online UCF Application for Admission and pay the \$30 UCF application fee (if applicable)</b> <a href="https://www.admissions.ucf.edu">https://www.admissions.ucf.edu</a>. Select "Nursing Pending" as your major. 407-823-3000</p> <p><b>D If a previous UCF student:</b> Apply for readmission through the Registrar's Office at <a href="http://registrar.ucf.edu/readmission-application">http://registrar.ucf.edu/readmission-application</a></p>
<p><b>D Request that all official college transcripts from all institutions (include High School transcripts or GED score report and official AP/CLEP/IB/ACE scores) are sent to Valencia and posted on your record. All transcripts must be on file before submitting your program application or your application will be denied.</b> (If an address for Valencia does not automatically populate, use Admissions – West Campus, Valencia College, PO Box 3028, Orlando, FL 32802). It may take up to 20 business days to process transcripts, so it is important to submit as soon as possible.</p>	<p><b>D Request that all official college transcripts be sent to UCF, including official AP/CLEP/IB/ACE scores.</b></p>

<p><b>D Submit official ATI TEAS scores to Valencia</b>  <b>If ATI TEAS was taken at another institution, students must request scores from the <a href="#">ATI website</a> to be sent to Valencia. Next, students are required to complete the <a href="#">ATI Matching Request form</a>.</b> It is recommended that the student verify receipt of their TEAS score report on their Valencia Atlas account (Check your Atlas account to ensure your official college transcripts were received at Valencia: Courses Tab; Registration; My Degree; Transcripts, Grades, &amp; Holds) prior to the concurrent program application deadline. * <b>ATI TEAS is the only version accepted with a minimum composite score of 65. More information about ATI TEAS can be found on the <a href="#">Assessment Center webpage</a>.</b></p>	<p><input type="checkbox"/> <b>Submit official TEAS scores to UCF</b> (if TEAS taken outside of UCF, you must request ATI to send official score report to UCF). Paper copies of scores will not be accepted. It is recommended that the student verify receipt of their TEAS score report with UCF College of Nursing, <b>prior</b> to the concurrent program application deadline. <b>TEAS SCORE REPORTS WILL NOT BE ACCEPTED AFTER THE DEADLINE.</b>  <b>* TEAS V accepted until December 31, 2017</b></p>
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<p><b>D Apply for financial aid (recommended)</b> and be sure that the <b>Valencia FAFSA School Code 006750</b> is added on your FAFSA.  <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a> Valencia Financial Aid:  <a href="http://valenciacollege.edu/finaid/">http://valenciacollege.edu/finaid/</a> For Financial Aid questions, please visit the nearest Valencia campus <a href="#">Answer Center</a> or email <a href="mailto:FinAidOffice@valenciacollege.edu">FinAidOffice@valenciacollege.edu</a> from your Atlas email account.</p>	<p><b>PLEASE NOTE:</b>  Students are not permitted to accept any federal financial assistance from UCF while co-enrolled.</p>
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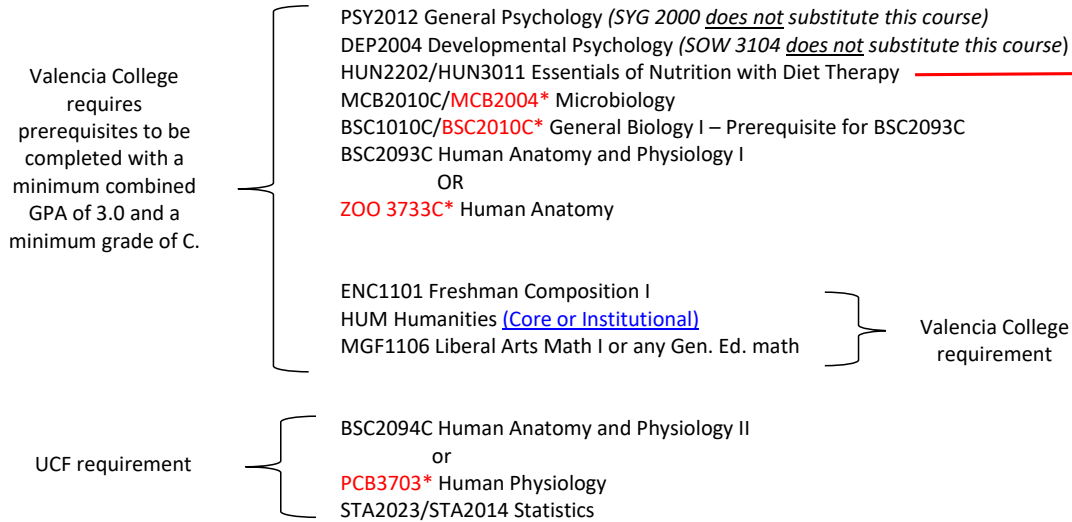
**STEP 2**

<p><b>D</b> Once your transcripts are evaluated by Valencia (<b>it can take up to 20 business days</b>) and your coursework is posted to your Valencia transcript, you will be able to view your transferred courses in your Atlas account. To view your Valencia <b>transcript</b> in Atlas:</p> <ul style="list-style-type: none"> <li>o Log in to your Atlas account <a href="https://atlas.valenciacollege.edu">https://atlas.valenciacollege.edu</a>, Courses tab, Registration, "Transcripts, Grades &amp; Holds," Academic Transcript, For Transcript Level, select Credit in the drop-down menu.</li> <li>o <b>Transfer courses may need to be reviewed by an Advisor for potential course substitution or equivalency. Note: courses taken at other institutions may not be equivalent to Valencia Nursing Program course requirement (listed below in this document). Course substitution or equivalency must be on your Valencia record before submitting your program application or your application will be void.</b></li> </ul>	<p><b>D</b> 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 UCF Degree Audit on MyUCF:</p> <ul style="list-style-type: none"> <li>o Log in to your myUCF account <a href="https://my.ucf.edu">https://my.ucf.edu</a>, Student Self Services tab&gt; "View my Degree Audit"&gt;</li> <li>o For questions regarding your transcripts or degree audit, please contact the UCF College of Nursing at 407-823-2744.</li> <li>o If you have taken any of your <b>Nursing Program Prerequisites</b> out of state or at a private institution, you must submit a petition prior to the application deadline to request a course equivalency or course substitution. <a href="http://www.nursing.ucf.edu/Assets/files/UG-TransferCourse_PetitionInstructions.pdf">http://www.nursing.ucf.edu/Assets/files/UG-TransferCourse_PetitionInstructions.pdf</a></li> <li>o If you have taken <b>General Education</b> courses out of state or at a private institution, submit a transfer evaluation request to Academic Services at <a href="http://www.academicsservices.ucf.edu/transfer-credit/">http://www.academicsservices.ucf.edu/transfer-credit/</a></li> </ul>
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<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Must have a minimum 3.0 overall GPA (all undergraduate credits including all transfer coursework). Please see below for additional GPA requirements.</b></li> <li><input type="checkbox"/> <b>Must be in good academic standing. NOTE: Transfer students with completed coursework at Valencia College also need to have a minimum institutional/Valencia GPA of 2.0 at the time of applying (in addition to the minimum overall college GPA of 3.0).</b></li> <li><input type="checkbox"/> <b>Have completed a Florida Public Institution AA or meet <a href="#">UCF's GEP</a> and foreign language requirement PRIOR to the first day of classes for the program <b>OR</b> Have completed a BS/BA from an accredited institution.</b></li> </ul>
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## UCF/VC Nursing Program Prerequisites

Have completed with grades of C or better in the following courses to be included in official transcripts sent to both UCF and Valencia



Students who have completed HUN1201/HUN2201 or another nutrition course of two or more credits that did not include Diet Therapy may request permission from [HealthScienceApplications@valenciacollege.edu](mailto:HealthScienceApplications@valenciacollege.edu) to complete the one-credit HUN2015 Diet Therapy for Health Professions.

Commented [JL1]: Updated and highlighted nutrition

\*Red courses considered acceptable options for Valencia, but online Valencia substitution forms are still needed before submitting the Valencia Nursing application

**Course substitution or equivalency must be on your Valencia record before submitting your program application or your application will be void.**

### STEP 3

Apply between May 1-15 for Fall Program, Apply between Sept. 1-15 for Spring Program

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| <input type="checkbox"/> <b>**Submit the Valencia Nursing application (select Valencia/UCF Concurrent ASN-BSN) and pay the \$15 fee.</b><br>Applications will only be available and accepted during the application window, May 1 <sup>st</sup> thru May 15 <sup>th</sup> for Fall term and September 1 <sup>st</sup> thru September 15 <sup>th</sup> for Spring term. Visit our website for more information on the application: <a href="http://www.valenciacollege.edu/health">www.valenciacollege.edu/health</a> . <b>All admission requirements, including all prerequisites, must be met at the time you apply. Admission decision letters will be sent via Atlas email from <a href="mailto:HealthScienceApplications@valenciacollege.edu">HealthScienceApplications@valenciacollege.edu</a> about 6-8 weeks after the application deadline. In order to be fully accepted into the Valencia/UCF Concurrent ASN-BSN program, you must receive acceptance letters from BOTH Valencia and UCF Nursing programs.</b><br><br><b>**If you would like to be considered for both the Valencia/UCF Concurrent ASN-BSN program and the Valencia Traditional nursing program you must <u>submit two separate Valencia Nursing applications.</u></b> | <input type="checkbox"/> <b>Submit the UCF Nursing application (select Concurrent BSN – Valencia) online at <a href="http://applications.nursing.ucf.edu/">http://applications.nursing.ucf.edu/</a></b><br><input type="checkbox"/> <b><u>Admission decision letters will be sent to e-mails that were provided when requesting a UCF College of Nursing application.</u></b> Decision letters take about 6-8 weeks AFTER the application deadline. |
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### STEP 4

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| <input type="checkbox"/> <b>You must complete the Valencia Transfer Student Orientation</b> if you have never completed Orientation at Valencia. <b>(This orientation is not the same as the mandatory Valencia Nursing Program Orientation).</b> Students are able to sign up for orientation via Atlas. A hold will be placed on your record to prevent course registration and will be removed once you attend the Transfer Student Orientation. <b>(You may complete orientation after being accepted to the program).</b>             | <input type="checkbox"/> <b>You must complete the UCF Transfer Student Orientation</b> if you have never completed Orientation at UCF. If you have received an official acceptance into the Valencia/UCF Concurrent ASN-BSN program, you must register for the UCF Orientation specific to the Valencia West Concurrent Nursing Program <a href="http://orientation.ucf.edu/register">http://orientation.ucf.edu/register</a> . A hold will be placed on your record to prevent course registration |
| <input type="checkbox"/> <b>If you have received an official acceptance email into the Valencia Nursing program via Atlas email (as part of the Valencia/UCF Concurrent ASN-BSN program), you must attend the <u>mandatory Valencia Nursing Program Orientation.</u></b> Please check ATLAS email for Nursing Program Orientation and Compliance requirement, deadlines, and other important information. <b>Course registration instructions will be provided at this orientation. Must be at least 18 years of age at program start.</b> | <input type="checkbox"/> <b>All students accepted to the Valencia/UCF Concurrent ASN-BSN program must attend a UCF College of Nursing Orientation.</b> This will typically be held the same day as the UCF Transfer Student Orientation.  |

Questions about Valencia **general** application: [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)  
Questions about Valencia **Nursing** Application: [HealthScienceApplications@valenciacollege.edu](mailto:HealthScienceApplications@valenciacollege.edu)

Questions about UCF Nursing Admissions: [UCFNurse@ucf.edu](mailto:UCFNurse@ucf.edu)  
407-823-2744

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