**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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## SEMINOLE \| UCF

### STEP 1
General Admission - (start 3 months prior to Nursing application deadline)

<table>
<thead>
<tr>
<th>SEMINOLE</th>
<th>UCF</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>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>
</tr>
<tr>
<td>If you are still completing the pre-requisite classes needed prior to application select one of the options below:</td>
<td>Select “Nursing Pending” as your major</td>
</tr>
<tr>
<td>- If you have not already completed an AA/GEP or Bachelor’s degree from a regionally accredited institution declare Associate in Arts (AA) as your major in pre-nursing.</td>
<td>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>
</tr>
<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 Associate in Science in Nursing (RN-AS).</td>
<td>Previous UCF students or graduates – Submit a readmission application via your myUCF Student Center</td>
</tr>
<tr>
<td>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 RN-AS for the term you intend to begin the nursing core classes.</td>
<td>o Select “Nursing Pending” as your major</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<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>
</tr>
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### Request that all official transcripts be sent to Seminole State

- Request that all official transcripts, including AP/CLEP/IB scores and High School, be sent to Seminole State Records Department (100 Weldon Blvd Sanford, FL 32774).
- AP and CLEP transcripts must be ordered through College Board: [https://www.collegeboard.org/](https://www.collegeboard.org/)
- 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.
- 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.
- AP and CLEP transcripts must be ordered through College Board: [https://www.collegeboard.org/](https://www.collegeboard.org/)
- 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.
- 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.

### Submit official ATI TEAS scores to Seminole State

- 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). [www.atitesting.com](http://www.atitesting.com) Paper copies of scores will not be accepted.
- Individual TEAS scores expire two years from the date the exam is taken.
- Apply for financial aid (recommended) and be sure to include Seminole State code 001520 on your FAFSA. [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)
- For Financial Aid questions please email FAHelp@seminolestate.edu from your Livemail email account or visit the nearest Seminole State campus.
- Log in to your MySeminoleState account to view your TO DO LIST
- Complete all items on your TO DO LIST

### Submit official ATI TEAS scores to UCF

- 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). [www.atitesting.com](http://www.atitesting.com) Paper copies of scores will not be accepted. TEAS SCORE REPORTS WILL NOT BE ACCEPTED AFTER THE DEADLINE.

**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.**

### 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.

ARE YOU REQUESTING CLINICAL ACCOMMODATIONS?
(See Core Performance Standards pg. 9 in the RN Info Packet –
SSC nursing web page)

All requests for clinical accommodations must be submitted to SSC and will
be reviewed in consultation with our clinical partners.
• The request must be filed with the Nursing Program Manager at:
nursingclearance@seminolestate.edu
• The request must include a detailed description of your requested
accommodations.
• After review, the Program Manager will notify the student of the
reasonable accommodations that will be made and that they are
cleared to enroll.
• The clearance form signed by the Program Manager must be
attached to the nursing application.
• Failure to follow this procedure will delay/prevent implementation
of any reasonable accommodations or clinical placement.
• Any requests seeking academic accommodations will be forwarded
to the Disability Support Services office for review and response.

See Steps 2, 3 and 4 below

See Steps 2, 3 and 4 below
**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/](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](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](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/](https://undergrad.ucf.edu/as/services/transfer-credit/)

**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**


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

<table>
<thead>
<tr>
<th>Requirements</th>
<th>UCF Instructions</th>
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<tbody>
<tr>
<td>• 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></td>
<td>o Complete UCF Nursing Application (select Concurrent BSN – Seminole State) online at <a href="http://applications.nursing.ucf.edu/">http://applications.nursing.ucf.edu/</a></td>
</tr>
<tr>
<td>• 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></td>
<td>o 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.</td>
</tr>
<tr>
<td>• Admission decision letters will be sent via email 6 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.</td>
<td>o 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 weeks AFTER the application deadline.</td>
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</table>

**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