

## 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, and have a 78 on the composite of TEAS.***

VALENCIA	UCF
<b>STEP 1</b>	
Start 3 months Prior to Nursing Application Deadline	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend a Valencia Health Sciences Information Session (strongly encouraged): <a href="http://www.valenciacollege.edu/health">www.valenciacollege.edu/health</a></li> <li><input type="checkbox"/> Attend a UCF BSN Information Session (strongly encouraged): <a href="https://www.smore.com/app/dashboard">https://www.smore.com/app/dashboard</a></li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit an online Valencia Application for Admission and pay the \$35 Valencia application fee <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.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If never a UCF student: Submit an online UCF Application for Admission and pay the \$30 UCF application fee (if applicable) <a href="https://www.admissions.ucf.edu">https://www.admissions.ucf.edu</a>. Select “Nursing Pending” as your major. 407-823-3000</li> <li><input type="checkbox"/> If a previous UCF student: Apply for readmission through the Registrar’s Office at <a href="http://registrar.ucf.edu/readmission-application">http://registrar.ucf.edu/readmission-application</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request that <b>all official college transcripts be sent to Valencia, including official AP/CLEP/IB scores</b> and High School transcript (If an address for Valencia does not automatically populate, use Admissions – West Campus, Valencia College, PO Box 3028, Orlando, FL 32802). <b>It may take up to 20 business days to process transcripts, so it is important to submit them as soon as possible.</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request that <b>all official college transcripts be sent to UCF, including official AP/CLEP/IB/ACE scores.</b></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit official TEAS scores to Valencia (if TEAS taken outside of Valencia, you must request ATI to send an official score report to Valencia). <b>Paper copies of scores will not be accepted.</b> It is recommended that the student verify receipt of their TEAS score report on their Valencia Atlas account (<b>Login to Atlas, Courses, Registration, Transcripts, View Test Scores</b>) prior to the concurrent program application deadline. <b>* TEAS V accepted until September 15, 2017</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit official TEAS scores to UCF (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></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for financial aid (recommended) and be sure that the Valencia FAFSA School Code 006750 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.</li> </ul>	<p><b>PLEASE NOTE:</b> Students are not permitted to accept any federal financial assistance from UCF while co-enrolled.</p>

## STEP 2

- Once your transcripts are evaluated by Valencia (**can take up to 20 business days**) 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 **transcript** in Atlas:
  - Log in to your Atlas account <https://atlas.valenciacollege.edu> , Courses tab, Registration, “Transcripts, Grades & Holds,” Academic Transcript, For Transcript Level, select Credit in the drop-down menu. If you have course numbers that do not match the below list, you may request a **Health Sciences Advising Transfer Course Review form** via email: [HealthScienceApplications@valenciacollege.edu](mailto:HealthScienceApplications@valenciacollege.edu) to request possible course substitutions.
  - **If you need help viewing your academic transcript, please visit the nearest Valencia Atlas Lab or call 407-582-5444.**

- 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:
  - Log in to your myUCF account <https://my.ucf.edu> , Student Self Services tab> “View my Degree Audit”>
  - 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 equivalency or course substitution. [http://www.nursing.ucf.edu/Assets/files/UG-TransferCourse\\_PetitionInstructions.pdf](http://www.nursing.ucf.edu/Assets/files/UG-TransferCourse_PetitionInstructions.pdf)
  - If you have taken **General Education** courses out of state or at a private institution, submit a transfer evaluation request to Academic Services at <http://www.academicsservices.ucf.edu/transfer-credit/>

- **Must have a minimum 3.0 overall GPA (all undergraduate credits including all transfer coursework).** Please see below for additional GPA requirements.
- **Have completed a Florida Public Institution AA or meet [UCF's GEP](#) and foreign language requirement PRIOR to the first day of classes for the program OR Have completed a BS/BA from an accredited institution.**

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

**Must be a combined 3.0 GPA or higher (A&P I, II, and Microbiology)**

{	BSC 2093C/ZOO 3733C	Anatomy and Physiology I
	BSC 2094C/PCB 3703C	Anatomy and Physiology II
	MCB 2010C/2004C/3020C	Microbiology

**Must be a combined 3.0 GPA or higher (PSY2012, DEP2004, ENC1101, HUN2202, and Humanities)**

{	PSY 1012/2012	General Psychology ( <b>SYG2000 does not substitute for this course</b> )
	DEP 2004	Developmental Psychology ( <b>SOW3104 does not substitute for this course</b> )
	ENC 1101	Freshman Composition I
	HUN 2202/3011	Essentials of Nutrition with Diet Therapy ( <b>Students who have completed a college Nutrition course of two or more credits that did not include Diet Therapy may request permission from <a href="mailto:HealthScienceApplications@valenciacollege.edu">HealthScienceApplications@valenciacollege.edu</a> to complete the one-credit HUN2015 Diet Therapy for Health Care Professionals, which may be in progress at the time of program application, but must be completed with a minimum grade of C (or minimum grade needed to maintain 3.0 general education prerequisite GPA) by the program start date. If taken, HUN 2015 and the initial Nutrition course will combine to substitute for HUN 2202 unless the student has already attempted the required HUN2202 course. Therefore, if a student has HUN2202 on his/her record, then HUN2015 with the initial nutrition course is not an option to meet program entry requirements</b> )
	Humanities	Any three-credit course that satisfies Valencia’s Gen Ed Humanities Requirement ( <b>Core or Institutional</b> )

CHM1032 or other approved Life Science\*  
\*\*STA 2014 or STA 2023

\*Can be a BSC, BCH, PHY, CHM, or PCB course from a **FLORIDA PUBLIC INSTITUTION**  
\*\* **This requirement is specific to UCF (must be completed by the start of the program).**

### STEP 3

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

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| <p><input type="checkbox"/> <b>**Submit the Valencia Nursing application (select Valencia/UCF Concurrent ASN-BSN) and pay the \$15 fee</b> by following the application instructions found on our website: <a href="http://www.valenciacollege.edu/health">www.valenciacollege.edu/health</a>, “Apps and Deadlines.” Applications will only be available and accepted during the application window indicated on the website. <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></p> <p><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 submit two separate Valencia Nursing applications.</b></p> | <p><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></p> <p><input type="checkbox"/> <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.</p> |
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### STEP 4

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| <p><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></p> <p><input type="checkbox"/> <b>If you have received an official acceptance letter into the Valencia Nursing program via Atlas email (as part of the Valencia/UCF Concurrent ASN-BSN program), you must attend the mandatory Valencia Nursing Program Orientation.</b> Please check ATLAS email for Nursing Program Orientation and Compliance dates, deadlines, and important information. <b>Course registration instructions will be provided at this orientation.</b></p> | <p><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 and will be removed once you attend the Orientation.</p> <p><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.</p> |
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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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