VALENCIACOLLEGE

School of Health Sciences

RN to BSN Next Steps

Congratulations on your admission!

We are excited to welcome you to Valencia College's Bachelor of Science Nursing program. To ensure a successful transition, please follow these steps:

1. Confirm Admission Information

Check your admission letter for accurate details such as your [name](#), entrance term, [address](#), and major. If any changes are needed for name, address, or telephone, update them through your Atlas account.

2. Submit Final Transcripts & Score Reports

Provide final official transcripts from each institution attended. If you fulfilled the foreign language requirement in high school, submit your final official high school transcript. If you have taken AP, IB, AICE, or CLEP exams, request official score reports to be sent to the [Admissions Office](#). Failure to provide these documents will result in a registration hold.

3. Submit Florida RN License

Complete the [Bachelor's Intake Form](#) to submit your FL RN License. If you have recently graduated and haven't earned your license yet, ensure to submit it before the end of your first term in the program.

4. Create Atlas Account

Register for an [Atlas](#) account, Valencia's online learning community, to access important information on registration, financial aid, and course planning. Your [Atlas email account](#) is the official means of communication with students.

5.   Complete Orientation

The [Online Bachelor's Orientation](#) must be completed to register for classes and start your college experience at Valencia. Allow 24 to 48 hours for the orientation hold to be removed, enabling you to register for classes.

6. Check Florida Residency Status

Confirm your residency status through your [Atlas Account](#). If you didn't submit your Florida Residency documentation during the application, complete the [Florida Residency Form](#). Ensure appropriate tuition fees are assessed after registering for classes.

7. Apply for Financial Assistance

Determine your eligibility and apply for financial aid by filing the 2024-2025 [FAFSA](#). For more information and to meet with a financial aid specialist, visit the [Virtual Financial Aid Office](#).

8. Review Transfer Credit & Generate a Degree Audit

Evaluate transfer credit from regionally accredited colleges and universities through Valencia's Award of Credit evaluation procedures. Appeal for reconsideration of equivalency for non-equivalent coursework if necessary. Use the [Degree Audit](#) to track your progress.

If you have transfer coursework such as **BSC 2085C – Anatomy & Physiology I** or **STA 2014 - Statistics** that are evaluated as "not equivalent to a Valencia course," you may appeal for reconsideration of equivalency through Valencia's **[Non-Equivalent Coursework Form](#)** (NEC Form). You will be required to provide a course description, course outline, and syllabus. Once you have submitted your request, please check the NEC Form (5-7 days) to see if any additional information has been requested. The results of your evaluation request will be emailed to your Valencia email. You can also log in to Atlas and check the status of your request at any time. Click on NEC Form link to access how to submit a case.

9. Register for Classes

Registration is conducted through Atlas and is the process of building your class schedule and enrolling in courses. All BSN courses are offered in a 8-week schedule format, while General Education courses may be offered for varying lengths of time in a term. Please use the [RN to BSN Program Guide](#) as a degree checklist in partnership with your [degree audit](#). Students who have previously earned an AA or Bachelor's degree and completed all BSN Foundation courses can follow the [RN to BSN Sample Plan of Study](#).

10. Pay for Classes

View your [account balance](#) and [accept/decline financial aid awards](#) in Atlas. Consider the [Tuition Installment Plan (TIP)](#) through Nelnet Business Solutions for assistance. Visit the [Virtual Business Office](#) for any balance-related questions.

11. Setup Refund Preference

Consider using BankMobile for refund distribution. [Set up your refund preference](#) to receive financial aid refunds promptly. If no action is taken, a check will be mailed to the address on file 21 days after disbursement.

12. Purchase Textbooks

Order your textbooks online from the [Valencia College Online Bookstore](#). Follow the [step-by-step instructions](#) for finding and purchasing your course materials.

13. Get Student ID (Optional)

Obtain your [Student ID Card](#) from the Security Office on any Campus after registering and paying for your classes. This ID is essential for accessing campus services.

14. Get Parking Decal (Optional)

Apply for a parking permit through Atlas to ensure your vehicle is authorized to park on campus. Parking decals are issued at no cost to students. An [application for a parking permit](#) must be completed online through Atlas and must be submitted to a campus Security Office.

15. Review Student Resources

Valencia provides students with a multitude of resources to help achieve success. Check out the following [list of Student Services](#) to help you succeed.

This includes [Online Tutoring Assistance](#) – The office's goal is to continue supporting your needs and providing the same level of assistance virtually as we offered you through traditional, face-to-face tutoring. Here, you'll find tutoring in math, science, writing and reading, accounting and economics, foreign languages and EAP, computer programming, and more.

Library Resources

One-on-One Research Consultations (one-on-one student help):

Students can schedule one-on-one 30-minute research consultations with **Nardia Cumberbatch**, your West Campus Nursing and Nutrition library liaison. To schedule a meeting with librarian Nardia Cumberbatch via Zoom, please use the steps below.

1. Please visit West Campus library's [bookings page](#)
2. Under Select Service, scroll down and click on *Nursing*
3. Scroll down on the page to select a date and time.
4. Under select Staff (please choose **Nardia Cumberbatch**)
5. Enter your contact information, including a frequently checked email account
6. Click on *Book*
7. Check your email for the confirmation email, which will include the Zoom link and appointment information.

LibGuides (research resources):

The library lists existing [LibGuides](#) such as the [APA Style Guide, 7th edition](#)

LibGuides provide relevant point-of-need resources for students.

16. Complete Canvas 101

Consider completing [Canvas 101](#), an introduction to online learning at Valencia, especially if you are new to online education.

17. Meet with Career Program Advisor

[Schedule an appointment](#) with Ms. Jessica Brown, your Career Program Advisor, for course planning and any questions you may have.

Additional Student Resources:

- Review the [Academic Calendars](#) for important dates and deadlines.

- Need Help Now? Visit or call the [Virtual Answer Center](#) or call Enrollment Services at 407-582-1507 for immediate assistance with various enrollment topics.

We are here to support you every step of the way. If you have any questions or concerns, please don't hesitate to reach out to us. Welcome to Valencia College!