Must foreign language be completed as an admission requirement to the major?

Foreign language is **not** required for admission **into** the Regular Prelicensure BSN track; however, students must complete the foreign language requirement before they are able to apply to **graduate** from the University of North Florida (must be completed prior to final semester in the program).

How can I satisfy the foreign language requirement?

The foreign language requirement can be met in one of **three** ways:

1) Two (2) consecutive years of a single foreign language in high school with passing grades in all grading periods;
2) Eight (8) credit hours of a single college-level foreign or America Sign language; or,
3) Receive certification as a bi- or multilingual student (done after admission to UNF is granted via the language department).

What is the Gordon Rule?

The rule requires students to complete 12 semester hours of coursework that demonstrates a substantial amount of college-level writing. No fewer than six (6) of these hours should come from English/Literature coursework. The other hours typically come from courses in the humanities (religion, art, history, music appreciation, philosophy, theater appreciate, additional literature, etc.).

Additionally, students must complete six (6) semester hours of mathematics coursework at the level of College Algebra or higher and only one (1) course may be selected from Elementary Statistics or Symbolic Logic.

All courses must be completed with a grade of “C” or higher. This requirement is considered satisfied if a student transfers to UNF with an AA degree from any Florida public institution or with a baccalaureate degree from any regionally accredited institution.

This statement is to serve only as a brief summary of the UNF Gordon Rule requirement. The full requirement is outlined at [www.unf.edu](http://www.unf.edu) in the current copy of the undergraduate catalog. **Note that those who are attempting to transfer from private or out-of-state institutions may seek a petition process to award GR credit only after courses are completed; courses cannot be approved for GR credit before they are completed.** Applicants from such institutions who are missing Gordon Rule courses may be directed by the School of Nursing to seek official assistance from a UNF academic advisor after reviewed by the program.

Does the Gordon Rule need to be completed to apply?

No; however, all Gordon Rule requirements must be satisfied prior to beginning the program if admission is granted. Any amount of Gordon Rule may be outstanding when the actual application is made as long as the requirements will be met on time.

Are there requirements such as General Education that must be met for admission?

Yes; all prospective students must meet the specific UNF General Education requirements to begin the program.
How can I meet General Education requirements?

General Education requirements can be met in a variety of manners:

1) By course-by-course enrollment in the requirements as outlined in the current version of the undergraduate catalog;
2) With an Associate of Arts (A.A.) degree from any Florida public institution;
3) With a baccalaureate degree from any regionally accredited U.S. institution; or
4) With a baccalaureate degree from a foreign country evaluated by a U.S. agency such as World Education Services (WES) or Josef Silny & Associates (JSA) as equivalent to a completed U.S. baccalaureate degree.

Do General Education requirements need to be completed to apply?

No; however, like the Gordon Rule requirement, all General Education requirements must be satisfied prior to beginning the program if admission is granted. Any amount of General Education may be outstanding when the actual application is made as long as the requirements will be met on time.

I've met the General Education and Gordon Rule requirements as a student at another FL public university. This means I should meet them at UNF, right? If not, what should I do?

No; each of the public universities in Florida has its own requirements for General Education and Gordon Rule. Just because you've met the requirements at another FL public university does not necessarily mean that you've met the UNF requirements. UNF has several very specific requirements and one English requirement that is not offered elsewhere.

If you are planning to transfer to UNF from another FL public institution before you complete a baccalaureate degree there then you should consult with your academic advisor at the home institution about applying for your AA degree. The universities do offer them; however, they only do so when the students request them. The AA is the key to a smooth transfer between universities with respect to General Education and Gordon Rule.

May I apply before I have completed all of the prerequisites for the program?

Yes; however, the program does have a minimum number of prerequisites that must be done by the application deadline for the term sought (see next paragraph) AND all prerequisites must be completed by the start of the program.

*Minimum prerequisite course count policy*

Effective beginning in Summer 2012, applicants are required to have at least 5 of the 8 prerequisites completed at the time of the application deadline, and of these courses at least 3 must be science prerequisites (i.e. Microbiology, A&P I, A&P II, Additional Science in any combination).

Applicants will still be responsible for successfully completing all deficient prerequisites with a C or better before enrollment in the program.

May I retake prerequisites? If I retake prerequisites, which attempt is considered?

Applicants with multiple low grades (i.e. many C’s or B-’s) are highly encouraged to retake prerequisite courses in order to attempt strengthening this competitive factor. The student should speak with his/her home institution regarding the feasibility of retaking “passing” grades. In some instances, the student might find it necessary to enroll at a school different from his/her home institution in order to retake a course because some schools do not allow students to repeat courses that they technically passed.

Courses repeated through the fall term will be considered for summer admission, while courses repeated through the spring term will be considered for fall admission. We will not consider a repeat until the new grade is officially on file with UNF.

Candidates who submit grades for repeated courses AFTER they have been notified that their nursing audit (review) was completed should immediately contact the Nursing Admissions Office at

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nursingadmissions@unf.edu to report that the repeat is complete and ensure that it pulls into the Degree Evaluation as this will impact competitive ranking for interview consideration. Once a course is “met” on the DE, the program will not be looking for better attempts unless so directed by the applicant.

The School of Nursing, when calculating prerequisite GPAs, will use the best attempt of all credits that transfer to UNF. Usually the 2nd attempt holds the transfer credit, but this should be confirmed with the One Stop Center at 904.620.5555 on a case-by-case basis, if necessary.  *Again, the retake is ONLY considered once it is COMPLETED.*

**Will I be able to take the prerequisite courses at another university, college, or community college?**

Applicants may take the prerequisite courses at *any regionally accredited* institution. “Regionally accredited” does not mean that the institution must be in Florida or even in the Southeast U.S.; rather, each region of the U.S. has an agency that oversees the quality and operation of the institutions in that region. For example, UNF is regionally accredited by SACS, but schools in the mid-Atlantic region have a different overseeing agency.

As noted above, all prerequisites must be completed before the start of the nursing program. Final, official transcripts are necessary to confirm the successful completion of these courses.

**Are spring grades considered for summer &/or fall admission in the same year (i.e. Spring 2016 grades for Summer 2016 or Fall 2016 admission)? If not, why and what is the last set of grades that will affect my consideration?**

With respect to minimum eligibility and competitiveness, spring grades are not considered from the same year as that for which the summer application is made. In other words, those applying for Summer 2016 admission consideration will not have Spring 2016 grades factored into the eligibility or competitive processes. This is because the grades are not available in time for consideration by the School of Nursing. The summer application deadline is always January 15th, and within one month of that deadline interview and denial notices are mailed to candidates. However, candidates who are admitted with courses that are pending in the spring term must provide proof at nursing orientation that all courses were ultimately passed with a C or better in order to maintain their admission.

In a similar vein, spring grades are considered for fall applications, but summer grades are not. The fall application deadline is May 1st, and within one month of that deadline interview and denial notices are mailed to candidates. Therefore, grades received through, and including, the previous spring term are the last set available to affect one’s overall and prerequisite GPAs. Like the summer applicants, fall applicants who had outstanding summer coursework will be required to show proof at nursing orientation that all courses were passed with a C or better in order to maintain their admission.

Candidates selected to interview and later offered a seat in the program are provisionally admitted if still enrolled in coursework during the spring (and summer) term before admission. Candidates are notified of this and must complete all General Education, Gordon Rule, and prerequisite requirements successfully before actually beginning the nursing program. Proof of such will be required at Taking Flight (orientation).

**What if my school will not have spring grades/degrees posted by the May 1st deadline for the fall admission period?**

If this occurs for any candidates who are attending sites other than UNF (UNF grades are readily available to me the week after finals) then those candidates must submit one Spring Grade Report Form per course via email to nursingadmissions@unf.edu. Confirmation of receipt for email submission will be provided when the email is processed.  *This form should be submitted in the final week of April and no earlier.*

In the event that a candidate encounters issues with grade reporting for the spring term, the candidate must immediately notify the School of Nursing prior to the application deadline so that other arrangements may be made.
Candidates are required to supply transcripts reflecting the actual posted grades AS SOON AS they post. This may be done by emailing an unofficial transcript in .pdf format to the Nursing Admissions Office while ordering an official to be sent directly to One Stop.

**How do I document my enrollment in missing coursework or pending degrees?**

Those who are completing courses &/or degrees through the spring term for summer admission must supply the School of Nursing with a student schedule and written statement detailing the expected degree by the January 15th application deadline.

Those who are completing courses &/or degrees through the summer term for fall admission must supply these materials by the May 1st application deadline.

Note that degrees must be completed before the start of the program; they do not need to be finished by the deadline. We just need to know that they are pending and expected.

This information should be sent to nursingadmissions@unf.edu. The email should include the applicant's full name as it appears in the myWings system, the applicant's assigned UNF ID (N#), and a statement of what is included in the email. Degree plans should indicate what degree is expected, when (specific graduation date not necessary; just say what term), and from where.

**I'm not sure if I'm eligible to apply yet and would like to discuss my potential application with someone. What should I do or who should I contact?**

Ms. Beth A. Dibble, EdD (Cand.), MPS, MSCJ is the UNF School of Nursing's Assistant Director for Admissions (and creator of this document and the related SON information webpages). She is only available at nursingadmissions@unf.edu due to the high volume of applications and contacts received by her office. Please direct any questions regarding program admissions to her via email.

Additionally, once or twice each semester, Ms. Dibble will offer an informational workshop to prospective candidates. The workshop is called, "So You Wanna Be a Nurse?", and details are located at www.unf.edu/brooks/nursing under the right-side menu. All applicants who are able to visit the UNF campus are encouraged to try to attend a session; tours are usually available at the conclusion of the workshop.

Further, the Brooks College of Health Advising Office accepts walk-ins and appointments from 8am to 4pm Monday through Friday. Note that UNF does close for major holidays, a portion of spring break, and for over a week from December into January. Additionally, the advising office may see an increased volume of traffic around the start of registration, the start of the semester, and the end of the semester. They can be reached at 904.620.2812 to check on appointments and to confirm office hours. All foot traffic is directed to this office.

**Note that in order to have transcripts reviewed and advised upon, one must make actual application for the Nursing major and a valid entry semester with the One Stop Center. The application fee must be paid and transcripts supplied to them for in-processing by Enrollment Services. Only after the in-processing is done may anyone accurately advise a candidate regarding missing courses, GPA, etc.**

**How do I apply?**

The answer to this question really depends on your status with respect to UNF. Let me elaborate on several popular scenarios:

1) Candidates who are currently attending another institution will need to make application to UNF using the main undergraduate application that is available online through the School of Nursing webpages under the "Admissions" link on the left; from there, click the name of the track that you seek and the requirements/steps are outlined for you. A $30 UNF application fee will be required if a valid application fee from the last 365 days is not already on file with UNF. These candidates must also supply the program with the supplemental application form and TEAS scores by the deadline.
2) Candidates who are former UNF students, but who are not currently attending UNF, will need to reapply to UNF at the university level using the same directions as those in #1.

3) Candidates who are current UNF students in a major other than Nursing should see an academic advisor in the Brooks College of Health by the application deadline to submit a Change of Major request. This request will serve in place of the university-level application. These candidates do not need to submit an application fee. The supplemental application and TEAS scores are required from these candidates.

4) Candidates who are current UNF students AND are listed as pre-nursing (less than 60 hours) do not need to supply a major change or university application. Instead, there is an internal process that helps Enrollment Services and the School of Nursing identify the eligibility of these candidates based on raw data such as projected credit hours and GPA prior to each application period. That is, if a pre-nursing student has a 2.90+ cumulative GPA at the end of the fall term and looks like he/she will have at least 60 credits by the end of the spring term (after spring registration takes place) then the pre-nursing student will be “rolled up” for review regardless of how many prerequisites, Gen Ed, and Gordon Rule are outstanding. This roll-up process only takes place automatically ONE (1) time. If the student isn’t logistically ready for the roll-up term then it is up to the candidate to see an advisor to declare a temporary major and then to declare nursing again by a later deadline. These candidates will be required to supply the supplemental application and TEAS scores like any other candidate. These candidates also receive pre-nursing reminders about twice each fall and spring semester.

What if I am interested in both the Accelerated & Regular Prelicensure BSN tracks? Must I apply to UNF and to the program twice?

Candidates who are interested in both tracks will only need to make one (1) application for the entry term sought with the UNF One Stop and one (1) supplemental application with the School of Nursing. If the candidate is eligible for both tracks then he/she will be considered for both automatically if granted an interview. Admission would then be based on post-interview rank within those groups. If the candidate is not selected to interview, or is interviewed and not admitted or called from the waiting list, then new applications would be required to be considered for subsequent admission periods.

How many candidates are admitted to the Regular Prelicensure BSN track?

The RPL BSN track admits each May and August; each of those cohorts has 36 seats for 72 seats annually.

What kinds of transcripts do I need to supply? Do I need to turn in my HS transcripts or SAT/ACT scores?

Transcripts from every post-secondary institution must be submitted to the One Stop Center. This includes transcripts for studies completed abroad (must be an official foreign college evaluation from an accredited agency), AP scores from the College Board for courses completed via this testing method in high school, IB scores, AICE records, CLEP scores, DANTES records, SMART transcripts for military courses, plus transcripts for transient, concurrent, or dual enrollment work. **We WILL NOT lift information from a transcript if the course was not actually completed with that particular institution.**

Applications with missing transcripts at the time of the application will be automatically cancelled. Please plan accordingly when ordering your past records to be sent to UNF. It is the candidate’s responsibility to ensure that all items arrive on time. If a time crunch ensues, unofficial or opened copies may be temporarily accepted while officials are on the way.
May I send my official transcripts electronically?

New applicants may send official transcripts electronically through third part electronic .pdf records from National Clearinghouse, ScriptSafe, and colleges/universities that have such capabilities (most FL public institutions are able to send e-transcripts using EDI) after submitting the online UNF application. If the third party organization requires an email to which to deliver the electronic transcript then please ONLY supply them with electronicprocessing@unf.edu. This is a non-reply email account. This email account is not to be used by those who are currently enrolled at UNF; again, it’s for new UNF applicants who have just submitted the online application.

The School of Nursing does not accept transcripts from any institutions in any manner; instead, these go to the Enrollment Services team.

This is separate from when the School of Nursing asks candidates to supply Ms. Dibble with .pdf files of unofficial transcripts in certain scenarios.

Will my graduate courses help my overall GPA for admission consideration?

To be considered for Regular Prelicensure admission, one must have at least a 2.90 overall undergraduate GPA. Graduate courses, unfortunately, cannot be used to influence this GPA as they are not accepted for transfer by the university for use toward undergraduate courses. These transcripts are still required to be submitted so that the university can ensure that there were no undergraduate courses covered on those records.

Do I need to apply prior to taking the TEAS at UNF or any other location?

No; you may do the UNF application and the TEAS in the order that you desire as long as all items are on file by the deadline. However, submit the program (supplemental) application and TEAS scores (all attempts) together via email.

Do I need letters of recommendation or personal essays for admission into the nursing program?

No; these items are neither required nor requested. Please do not submit unsolicited items as it will only delay application processing.

Does the School of Nursing issue early admission letters to ROTC, MECP, AECP/AMEDD, STA-21, NCP, and other military scholarship candidates?

The School of Nursing may choose to extend two (2) early admission letters per each summer and fall admission period to active duty military or ROTC scholarship candidate seeking early admission. No more than one (1) of these letters each term may go to an Accelerated applicant.

In order to be eligible for an early admission letter, these candidates must have completed, or be in progress with, all program prerequisite courses and general education requirements and have a minimum 3.5 grade point average. Further requirements are necessary. For additional information, contact Ms. Dibble at nursingadmissions@unf.edu.

Who should I contact regarding the receipt of my application materials?

Candidates should confirm the receipt of UNF applications, transcripts, and application fees with via the student portal in myWings (go to www.unf.edu to login). The One Stop Center at 904.620.5555 can also be contacted; however, applicants need to first check the online portal.

Candidates may confirm the receipt of RPL BSN supplemental applications, TEAS scores, enrollment proof, degree plans, and grade forms with Ms. Dibble at nursingadmissions@unf.edu.
How will I know my application status?

After an applicant has started the UNF-level application for the RPL BSN program, he/she will begin receiving status notices from the School of Nursing, usually on a Tuesday or Wednesday. These notices will indicate that the candidate can be seen as having applied, but not yet as referred to the department for program review; the notice will also list the possible reasons as to why this is the status. These notices will go out approximately once per week through the deadline. If the candidate is referred to the department for review then this particular status notice will stop. If the candidate doesn’t submit all main application items to UNF by the deadline then he/she will be cancelled. It usually takes 4-6 weeks for full processing to take place. This may be quicker or take longer depending on the time of year and impending application deadlines.

Candidates who are referred to the department for program review will generally be audited within 2-3 business days of such a status change. Once Ms. Dibble has completed the academic file review, the candidate will receive a notice regarding the audit completion. The email will explain how candidates can see their audit in myWings and also details other important resources to review in myWings. This will go out only once.

Periodically throughout the application window, and more often the closer the deadline draws near, Ms. Dibble will also send referred candidates reminder notices. These notices look very similar to the audit notice and serve to remind candidates about supplemental applications, TEAS scores, degree plans, enrollment proof, etc. These are blanket, not specific, messages to all referred candidates at the time it is sent.

After the application deadline, all applicants will be notified regarding whether they’ve been invited to interview or denied an offer to interview. All candidates are now notified of this decision via email. Interviews take place on Fridays; final decisions after interview are sent the following Monday via email.

Will UNF admit me prior to the School of Nursing rendering its decision?

This is a tricky question. If you apply as a freshman or as a sophomore-level transfer then your admission decision is handled by the university and you are considered a pre-nursing student. While you aren’t in the major yet, you will prepare yourself to compete for admission going into your junior year.

For those who are transferring to UNF in a status other than that just described then the answer is no. That is, when you apply to UNF and list one of the nursing programs as your desired major, your application is then only effective for a decision from the School of Nursing. If you are not admitted to UNF for the nursing major then One Stop will permit you to change your intentions to another major if you still wish to enroll at the university.

If you wish to enter UNF prior to the nursing program to take prerequisite courses, you must either do so as a non-degree seeking student or under another major. In either case, it is up to you to change your intentions back to nursing by the 1/15 or 5/1 application deadlines for the RPL BSN track.

What is considered competitive for prerequisite GPA and TEAS scores?

For the Accelerated and Prelicensure BSN cohorts since Summer 2010, the average prereq GPA invited to interview and admitted to the program has ranged from 3.69 to 3.81 on a 4.00 scale. Note that we rank on prerequisite, not overall, GPA, though the overall GPA must meet program minimums.

The average TEAS score for the same cohorts averaged around 335-345 points on a 400-point scale (described further in the TEAS FAQs document on our TEAS page).

What does the interview entail? How many candidates are offered interviews? What kinds of questions are asked? What should/shouldn't I wear?

The interview is a group interview. Each group consists of three (3) interviewers (two SON faculty members and one nurse from the greater Jacksonville area) and roughly five (5) candidates. The School of Nursing’s Undergraduate Admission, Progression, & Graduation Committee pre-selects four (4) non-medical, non-academic interview questions before the day of the interviews and provides these questions to all of the interview panels that morning. Each candidate will have the opportunity to respond to each of the questions. Questions are changed each semester.
The School of Nursing usually invites 160-165 candidates to interview each summer and fall at an assigned time on a pre-selected/advertised date. The interview date is selected 6 to 12 months in advance, so candidates must make arrangements to be available on the given date. RSVPs are absolutely necessary; the invitation notice will include one’s time and directions regarding method of RSVP.

While the SON cannot reveal the exact nature of the interview questions, one might expect to respond to questions regarding goals, past experiences, personality traits, etc as one would expect in a typical job interview.

The SON also cannot direct interviewees as to what to wear. Candidates should use their best judgment and remember that it is a professional interview.

**How can I prepare for the interview?**

Candidates who are currently enrolled at UNF are highly encouraged to consult with the Career Services Office and to work with their liaison for the Brooks College of Health, Rachel Martin, to practice interviewing skills. Upon receiving an invitation to interview, students will have the opportunity to attend a nursing interview workshop and, on a later date, a group mock interview. Sessions fill up quickly so register early to participate. Students may schedule by calling **904.620.2955** or by visiting the Careers Services Office on the 1st floor of Bldg 2, Founder’s Hall.

Those who do not actively attend UNF are encouraged to consult with his or her home institution’s career services office for interview pointers and potential mock interviews. Candidates can also work with family members and friends to “mock” interview.

Recently, the UNF Student Nurses’ Association (SNA) began offering student-led workshops for those invited to interview. Details regarding those workshops are provided shortly after interview invitations are sent. Faculty and staff are not involved with these workshops.

**Is there a waitlist if I am not accepted?**

Yes; approximately fifteen (15) to thirty (30) total alternates are typically selected and will be contacted should vacancies arise through the start of the program.

**How much does the program cost?**

Those admitted to the program can expect to spend roughly $2500 at orientation (books, uniforms, equipment, etc.). Tuition is charged per credit hour and is based on FL residency status. Please visit the Cashier’s Office webpage through [www.unf.edu](http://www.unf.edu) for current tuition rates. Also be sure to plan for personal living and commuting expenses.

**Is there financial aid available?**

Yes; loans and some scholarships are available to students who qualify. Individuals are highly encouraged to contact the UNF One Stop Center directly at 904.620.5555 once they have applied. Scholarships from within the School of Nursing specifically are not available to students until the completion of their first semester.

**Can I have a job while I am a nursing student?**

The School of Nursing does not have a rule against students working while enrolled in the program; however, most students do not work while enrolled in the program. Therefore, if at all possible, we strongly recommend that students do not work full-time and that students who choose to work part-time obtain employment with a flexible schedule.

**What hospitals or health agencies are used for clinical experiences?**

Students are assigned to many of the local hospitals and community agencies, including some nursing homes, throughout the Jacksonville metropolitan area. Clinical sites include, but are not limited to, UFHealth Jacksonville,
Baptist Medical Center (multiple locations), St. Vincent’s (multiple locations), Memorial, Brooks Rehab, Orange Park Medical Center, Wolfson’s, Flagler, and Specialty.

Please note that all students are required to engage in weekend and 12-hour shifts for clinical.

**Will I be allowed to take nursing courses before I am admitted into the program?**

No; only nursing students admitted to the program are allowed to register and take UNF’s nursing courses.

**Do you prepare students for the NCLEX licensing examination?**

Yes; there is testing package purchased at Taking Flight (nursing orientation) that is used every semester, which helps both students and faculty gauge progress in content.