University of West Florida Dr. D.W. McMillan BSN Nursing Program

Frequently Asked Questions for AECP applicants

**Does UWF have an Army ROTC program on campus?**

* Yes; <https://uwf.edu/cob/departments/military-science-army-rotc/>

**How Many Applications Are Required?**

* UWF Requires 2 separate applications to be admitted to the BSN program:
	+ 1st Application: Apply to UWF online and be accepted to the UWF BSN program in a pending status. While in a pending status, applicants are able to identify and complete any remaining unmet academic requirements, if any. If not yet applied, email militarynurse@uwf.edu for application fee waiver.
	+ 2nd Application: Submit a formal application to the UWF Usha Kundu College of Health Dr. D.W.McMillan BSN nursing by submitting a supplemental application. **Due date is June 15th.** Email militarynurse@uwf.edu for upload instructions for the supplemental application.

**What are the entrance requirements to be considered for acceptance to the limited access portion of the UWF BSN program that contains all of the upper level nursing courses and the AECP seats?**

* Be admitted to the University, have all transcripts on file with the Office of Undergraduate Admissions. Have your official transcripts sent to admissions@uwf.edu as part of your application to the University Dr. D.W. McMillan BSN Nursing Program.
	+ If you completed your Foreign Language requirements in high school, please include an official high school transcripts to UWF Office of Admissions in order to receive credit for the degree language requirement.
* You must have an overall GPA of 3.0 or better. GPA is based on your GPA at the time of the nursing application deadline.
* Nursing prerequisites cannot be older than ten years.
* TEAS exam (seventh edition administered through ATI) The UWF BSN program requires a minimum TEAS composite score of 75%. Tests can be taken up to 3 times within the 12 months preceding the deadline date submission of the supplemental application for each selection cycle.
	+ TEAS exams are now eligible for remote proctoring
* Be selected by the UWF AECP Selection Committee based upon your supplemental application submission.

**What documents are required with the AECP supplemental application?**

1. Core Performance Functions (PDF) – completed and signed
2. Hepatitis B Form (PDF) – completed and signed by a Healthcare Provider.
	* A **lab printout** of the blood test (titer) is required to ensure the applicant has sufficient antibodies. If your last titer was not within one year of the MECP supplemental application submission deadline, then a new blood sample will need to be drawn and tested for HEP B immunity. Include the most recent titer results with your Hepatitis Form B (above). If the result is non reactive, then applicants will need to begin a new series before applying, and must continue the immunization series and titer.
3. Unofficial TEAS Transcript (seventh edition) - If taken at another location, you must contact ATI Testing to have your official scores sent to UWF, there is a fee. If you test at the UWF testing center your scores are automatically sent to the UWF nursing program. INCLUDE A COPY OF YOUR TEAS RESULTS WITH YOUR UWF NECP PACKAGE THAT SHOW THE SCORES FOR EACH TESTED AREA AS WELL AS THE OVERALL SCORE.
	* We DO NOT accept TEAS Version V - Allied Health.
4. Unofficial copies of all transcripts

**Incomplete applications will not be reviewed.**

**Am I guaranteed a seat in the limited access portion of the program if I am admitted to the BSN program in a pending status?**

* No. Each year the Nursing program reserves seats for the military services within the limited access portion of the BSN program.. To apply for one of the reserved seats, you will need to submit the required documents to the UWF MVRC per the guidelines found on the [MVRC Nurse Enlisted Commissioning](https://uwf.edu/academic-affairs/departments/military-veteran-resource-center/militaryveteran-programs/nursing-programs/) Webpage.
* UWF will convene an AECP Selection committee to select the strongest applicants for those seats. Applicants who are not admitted to UWF prior to the deadline for the MVRC to receive AECP packages will not have their packages considered by the UWF AECP Selection Committee.

**When do I receive my letter of acceptance to include in my package to the Army selection Board?**

* Letters of Acceptance will be provided to those applicants selected by the UWF AECP Selection Committee.
* Also in the acceptance package will be a signed Form 2125, acceptance confirmation, and UWF Nursing program tuition and fees.
* Acceptance letters/emails typically are received by the selectees 3 to 4 weeks after the June 15th supplemental application deadline.

**Who owns and maintains the TEAS exam? and what does ATI stand for?**

* ATI
* Test of Essential Academic Skills

**Where can I take the TEAS TEST?**

* The test is administered at UWF at the testing center or proctored remotely through the UWF testing center. If the TEAS exam is taken through any other resource, the results of your test must be sent to UWF to be validated. If your results cannot be validated your application will not be reviewed. Link for information about taking the test can be found at [**Registering for the TEAS V outside UWF**](https://uwf.edu/media/university-of-west-florida/colleges/coh/departments/nursing/documents/pre-bsn/How-to-take-the-ATI-TEAS-at-a-location-other-than-the-UWF-Testing-Center-and-important-information.docx) (PDF) or [**Register for the TEAS Test at UWF**](https://uwf.edu/academic-engagement-and-student-affairs/departments/center-for-academic-success/testing/exams-offered/).

**Is there a fee to take the TEAS test?**

* This can vary depending on where you take the test. If taken at UWF Testing Center in person it is $40 and an additional $5 fee paid directly to ATI. Please confirm using the links above or the testing center.

**If I take the TEAS off-campus and have the results sent to UWF is there a fee for this?**

* Yes, please confirm that cost with ATI Testing who administers the test.

**What version of TEAS is accepted?**

* Seventh edition
* We **DO NOT** accept the TEAS version 6 for Allied Health

**How many times can I take the TEAS?**

* Three times within one year of the deadline to submit your UWF AECP application package.

**How current should my TEAS score(s) be?**

* Only TEAS scores taken within one year of the deadline for the MVRC to receive your UWF AECP package will be considered.

**What does the ATI exam test on?**

* It is a four part assessment with subtests in Reading, Mathematics, Science, and English and Language use. The total testing time is 3 hours and 29 minutes. The appointment length is 4 hours to allow time for check in and instructions.

**How many times a year do you admit students?**

* We accept AECP applications once a year for the Fall Semester of the Academic Year stated in the Army solicitation message. The dates follow the requirements set by the Army each year in their solicitation message for applications. Deadlines for UWF are posted on the [MVRC Nurse Enlisted Commissioning Programs](https://uwf.edu/academic-affairs/departments/military-veteran-resource-center/militaryveteran-programs/nursing-programs/) webpage.

**How many students do you admit for each admissions cycle?**

* The UWF nursing program accepts 50 students for each fall semester, and reserves up to 20% of those seats in support of the military programs.

**Are there other requirements that I need to complete before applying?**

* Yes, completion of all Nursing common prerequisites and general education requirements must be completed with a grade of “C” or better prior to being eligible to advance to the limited access portion of the program
* Because this is an accelerated program, students will complete the limited access portion of the program in 4 consecutive semesters.
* AECP applicants for one of the reserved seats who are enrolled in courses that are scheduled to complete within the Army time requirements and who are selected by the UWF AECP Selection Committee will receive a conditionally accepted letter. A fully accepted letter will be provided once the applicant degree audit shows that all academic requirements are met.

**What are the prerequisites for nursing that are required?**

* The University of West Florida's BSN program prerequisite courses include:

| **Course** | **Credits** |
| --- | --- |
| **BSC 1085+L Anatomy & Physiology I (+Lab)** | **4 credits** |
| **BSC 1086+L Anatomy & Physiology II (+Lab)** | **4 credits** |
| **MCB 1000+L Microbiology (+Lab)** | **4 credits** |
| **STA 2023 Elements of Statistics** | **3 credits** |
| **HSC 2577 Principles of Nutrition** | **3 credits** |
| **DEP 2004 Human Development Across the Lifespan** | **3 credits** |
| **A 4th science course with a course prefix from CHM, BSC, BCH, PCB, PHY** | **3 credits** |
| **A social science course with a course prefix from PSY, SOP, SYG** | **3 credits** |
| **Total** | **27 credits** |

**Note: A prerequisite GPA will not be calculated for application points unless all pre-reqs are completed by application deadline.**

**Core Courses**

| **Course** | **Credits** |
| --- | --- |
| **BSC 1085+L Anatomy & Physiology I (+Lab)** | **4 credits** |
| **BSC 1086+L Anatomy & Physiology II (+Lab)** | **4 credits** |
| **MCB 1000+L Microbiology (+Lab)** | **4 credits** |
| **English Comp I** | **3 credits** |
| **Total** | **15 credits** |

**Note: A core GPA will not be calculated for application points unless all core courses are completed by the deadline to submit your AECP applications to the MVRC**

* You must have a completed grade of “C” or better for the course to be calculated.
* Nursing prerequisites cannot be older than ten years.

**How long is the Dr. D.W. McMillan BSN Nursing Program?**

* The progression of study is 4 consecutive semesters, NO summer breaks.
* This is an accelerated program.

**How many hours is the program?**

* There is a total of 62 hours
* Semester 1 – Junior semester 1 – 15 credit hours
* Semester 2 – Junior semester 2 – 16 credit hours
* Semester 3 Senior semester 1 – 15 credit hours
* Semester 4 Senior semester 2 – 16 hours

**How many hours do I need to graduate with my BSN in Nursing?**

* The university requires each student to have a minimum 124 hours to graduate.

**Is there additional coursework recommended by the selection committee?**

* Additional consideration is given by the selection committee for any or all of the following optional recommended courses that have been completed and updated in your degree audit no later than the published deadline for the MVRC to receive your application for one of the reserved AECP seats:
	+ HSC 3555 Pathophysiology minimum 3000 level with a grade of C or higher
	+ Complete both PSY 2012 General Psychology and SYG 2000 Introduction to Sociology with grades of C or higher
	+ Complete HSC 2525 Medical Terminology minimum 3000 level with a grade of C or higher

**Is your program accredited?**

* Yes! We are accredited by CCNE\*

*\*The baccalaureate degree program in nursing/master’s degree in nursing at UWF is accredited by the Commission on Collegiate Nursing Education (*[*http://www.ccneaccreditation.org*](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttp-3A__www.ccneaccreditation.org_%26d%3DDwMFAg%26c%3DXxUn7QhXsORgVMq4DYc7nj4l92X9AbNRPscylwKNeYw%26r%3DhVp_xsfs6FR6Luxcw5xebLMn4oAxudEGQVsqn5E1wnQ%26m%3DGwxw32hPW6ATdGjdhLPrKX7GMZKm02CbmLI5u5YbDck%26s%3DfE3FYsZeUbl-xIttjKtbJHEVJbasPEzOZD548Scq3sE%26e%3D&data=02%7C01%7Ccaruthers%40calu.edu%7C59e14c321cea4dd01ff108d5daa9323d%7C62727258691648be8f9920635977badd%7C0%7C0%7C636655342604330430&sdata=cfSkS3IPHAVE6aILuWDTntjDUKV5aMOxCGouSHlKKoY%3D&reserved=0)*).*

**What is the current NCLEX score that reflects the pass rate for first attempt taking the license exam?**

* Email militarynurse@uwf.edu for current NCLEX pass rates.

**Do I submit documents to the Nursing CAS system when applying to the BSN program online?**

* No, **do not** use the Nursing CAS system to apply to the nursing program. This is a different application for non active duty students.

**Can I have my transcripts evaluated unofficially prior to admittance to UWF to be sure my academic requirements are met?**

* UWF has several tools available on the [UWF Transfer Course](https://uwf.edu/admissions/transfer/transferring-credit/) webpage.
	+ The UWF “Course Transfer Checker” allows an applicant to search for the university where they took courses, and then determine the equivalent UWF course that is satisfied
	+ The “Transfer Student Evaluation” allows an applicant to request an unofficial evaluation of unofficial transcripts
* For an official evaluation, the applicant will need to apply to the UWF BSN program and provide official transcripts.

**Do I need to submit a new UWF AECP package this cycle if I applied last cycle, and was selected by UWF but not the Army?**

* Yes, a new supplemental application would need to be submitted.
	+ An updated Hep B and TEAS may also be required. Email militarynurse@uwf.edu for verification.
	+ In addition, students will need to submit a semester change request if their account is still active, or submit a reapplication (online) if their account is no longer active. In each case, select the most distant semester and email militarynurse@uwf.edu so that progress can be monitored.

**Should I notify the UWF MVRC that I have applied to the UWF Dr. D.W. McMillan BSN Nursing Program?**

* Yes. Because of the critical importance to be officially evaluated and admitted within the UWF and Army timelines, AECP applicants are tracked differently than traditional students. To ensure that your name is included within that expedited group you will need to notify the UWF MVRC by emailing militarynurse@uwf.edu, or calling 850-474-2550.
* Although every effort is made to process new AECP applicants to the University in time to meet the UWF AECP eligibility requirement of being admitted, late applications are at risk of not meeting that requirement, which means their AECP application package will not be considered in the selection process.

**Are the minimum GPA and TEAS scores flexible or waived?**

* No

**If not selected by the UWF AECP selection committee, can I apply as a traditional student and use the acceptance letter for my Army AECP package?**

* No. A fully accepted letter is an accommodation made by the UWF Nursing Department to support active duty military applying for the Army AECP program in order to meet the Army application requirement. Only **conditional** acceptance letters are provided to those accepted through the traditional application process to the UWF Dr. D.W. McMillan BSN Nursing Program.

**How can I review my degree audit (degree plan)?**

* After you have applied to the UWF BSN program, your official transcripts will be reviewed and evaluated by Admissions. When that process is complete, and all other requirements are met, you will receive your acceptance letter to the University. (NOTE: Save this letter to include with your Army package.) Once you are notified of your acceptance, you will be able to log in to your MyUWF account and search for your “degree audit”.

**When can I call my Academic Advisor to review my degree audit (degree plan)?**

* Once you have received your acceptance letter to the University, you will need to log in to your MyUWF account and search for the “Navigate” application. Use your UWF credentials to log in to the Navigate application. Once you have logged in, use the application to schedule a phone interview with your Academic Advisor listed within the Navigate application.
* **Ms. Fiona Mowbray is the Academic Advisor for all NECP/AECP/MECP applicants.** As noted in her email, please schedule an appointment with her as soon as possible. All course transfer and remaining academic requirements to be eligible for acceptance into the accelerated portion of the UWF BSN program that contains the NECP seats should be directed to Ms. Mowbray with cc to militarynurse@uwf.edu. Pay specific attention to the [Florida Civics requirement](https://uwf.edu/cassh/departments/general-education/student-resources/civic-literacy/) during the appointment with Ms. Mowbray.
* Discuss with your Academic Advisor courses that did not transfer that you may have thought would. It may be that a syllabus from the course you took will be needed to confirm similarity of learning objectives as every institution designs their own courses and programs.

**How will the results of the UWF AECP Selection Committee be communicated?**

* Applicants will be notified individually by email if they were selected or not selected.
* The email will also provide those selected with their acceptance letter (full or conditional), and completed Form 2125. Instructions will also be provided on Confirming their admission which reserves their seat in the program with this email.

**What happens if I fail to return the Acceptance Confirmation form prior to the deadline on the form?**

* The Offer of Acceptance will be withdrawn

**What happens if my acceptance letter is conditional?**

* UWF will only accept applicants who are able to successfully complete the remaining unmet course(s) prior to the deadline set by the Army for updating packages with fully accepted letters of acceptance.
	+ Applicants in this situation need to factor in the time:
		- for UWF to receive the official transcripts that reflect the completed course(s)
		- to update the applicant degree audit,
		- to prepare and communicate the fully accepted letter.

**The Army AECP selection is for the Fall Semester, but can I start sooner than the Fall semester?**

* Yes, the Army has been supportive of soldiers beginning their program earlier if academically qualified. As a consequence, a soldier accepted into the program by UWF may be offered a start date in the Spring or Summer semester immediately preceding the Fall Semester set by the Army for the particular cycle.

For any additional questions, email militarynurse@uwf.edu or Schedule a [Google Meet](https://calendar.google.com/calendar/appointments/schedules/AcZssZ319C40vSIEIGd2lVe-yT1PBhmp7OHDmkmCf9oZfTSJu2F8ab3ypv2-luMWgywioKoZPzuKcRzj?gv=true) appointment to meet with Denise on our Military Nurse Program Team or call 850-404-2082 for questions.