

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

What are the entrance requirements to be considered for acceptance to UWF BSN program?

- Be admitted to the university, have all transcripts on file with the Office of Undergraduate Admissions. 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.
- Nursing pre-requisites cannot be older than ten years.
- 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.
- TEAS exam (sixth edition administered through ATI) The UWF BSN program requires a minimum TEAS composite score of 75%. Test can be taken up to 3 times within the 12 months preceding the deadline date for mailing your package to the MVRC for each selection cycle.

Does this guarantee me a seat in the nursing program once admitted to UWF?

- No. Each year the Nursing program reserves seats for the military services. To apply for one of the reserved seats, you will need to mail the required documents to the UWF MVRC per the guidelines found at [MVRC Army Nursing Program](#)
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- 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 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 prior to the deadline set by the Army for packages to be submitted.

Where can I take the TEAS TEST?

- The test is administered at UWF at the testing center or can be taken off campus. If taken off campus 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 [TEAS Test Information](#)
- If you take the TEAS test off campus please follow the link below for more information [Taking TEAS off UWF campus](#).

Is there a fee to take the TEAS test?

- Yes this can vary depending on where you take the test. Please confirm using the links above or the testing center.

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

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

What version of TEAS is accepted?

- Sixth Edition
- We **DO NOT** accept the TEAS version 5 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.

Who owns and maintains the TEAS exam?

- ATI

What does ATI stand for?

- Test of Essential Academic Skills

What does the ATI exam test on?

- It is a four part assessment with subtest 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 same calendar year. 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 Army Nursing Program](#)

webpage.

How many students do you admit for each admissions cycle?

- The UWF nursing program accepts 50 students for each admissions cycle, 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 the Army Selection Board convening date, per the Army guide.
- AECF applicants for one of the reserved seats who are enrolled in courses scheduled to complete within the Army time requirements and who are selected by the UWF AECF 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 pre-requisites for nursing that are required?

- The University of West Florida's BSN program pre-requisite 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
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Note: A pre-requisite 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 course to be calculated.

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 124 hours to graduate.

Is there additional coursework recommended by the selection committee?

- Yes, 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 AECF 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
- Complete 60 hours as a volunteer or paid employment in a healthcare setting. Must be within one year of application deadline.

What qualifies for volunteer hours?

- This is not required but optional and should properly documented. [Sample Volunteer Letter](#)
- Complete 60 hours as a volunteer or paid employment in a healthcare setting. Must be within one year of application deadline.
- Volunteer hours are suggested as a way for students who is wants to be a nurse have some time in the environment as a way to confirm your path as a nurse.
- Some examples below of what qualifies and what does not qualify
 - Qualifies
 - Patient Transporter only
 - Scribe in MedSurg or ER (acute care settings only)
 - Volunteering in a Nursing Home
 - Volunteering in a Hospital and shadowing a RN, MD
 - Does not qualify
 - American Red Cross if handing out water
 - Sitting with a patient in home

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>).*

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

- 100%

Do I need to complete an additional application for the Dr. D.W. McMillan BSN Nursing program?

- Yes! You must be a current UWF student and then include the AECP supplemental application with the other required documents listed on the [MVRC Army Nursing Program](#) website as part of the AECP application package you will mail to the MVRC.

What documents are required with the AECP supplemental application?

1. Core Performance Functions (PDF) – completed and signed
 2. Hepatitis B Form 2016 (PDF) – completed and signed by a Healthcare Provider
 3. A **lab printout** of the blood test (titer) is required to ensure the applicant has enough antibodies. If the applicant is nonreactive they must start the series before applying, and must continue the immunization series and titer. The completed immunization series and titer is required prior to the first semester start if admitted into the program.
 4. ATI Testing Information (sixth 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 AECP PACKAGE THAT SHOW THE SCORES FOR EACH TESTED AREA AS WELL AS THE OVERALL SCORE.**
 - We DO NOT accept TEAS Version V - Allied Health.
 5. Unofficial copies of all transcripts
 6. Volunteer Letter (this is not required) - If you choose to complete a minimum of 60 hours as a volunteer, or work in the healthcare setting in the past year, the letter(s) documenting the hours must be included with your UWF AECP application package. All hours must be completed by the UWF AECP application deadline.
- All items must be included in a singled package and mailed to :
 - UWF Military & Veterans Resource Center
ATTN: Mr. David Hiras
Bldg. 38, Room 147
11000 University Parkway
Pensacola, FL 32514
 - Incomplete applications will not be reviewed. Note: You are required to submit official transcripts to

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.
- Have your official transcripts sent to admissions@uwf.edu as part of your application to the University Dr. D.W. McMillan BSN Nursing Program.

Can I email or fax my UWF AECP package to the UWF MVRC?

- No. Only packages mailed to the UWF MVRC will be accepted

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

- No. Only individuals who have applied to UWF will have their transcripts evaluated officially as part of the admissions process. Unofficial evaluations are opinions of what will transfer, and do not employ the rigorous review applied through the official process. With such an important career decision, you deserve the certainty of knowing exactly the unmet academic requirements, if any.
- Almost half of the UWF AECP applications received each year fail to meet the academic requirements, many because they failed to receive the official evaluation in time to complete unmet requirements.

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

- Yes

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.
- 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 inform those selected of when to expect their acceptance letter, and if their acceptance letter stipulates fully or conditionally accepted.

What happens if my acceptance letter is conditional?

- UWF will only accept applicants who 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.
 - For the AY2019 cycle, applicants had until May 19, 2019 for the Army to receive their fully accepted letters.

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

- 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.

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