

University of North Florida

Brooks College of Health, School of Nursing

Prelicensure BSN Track

Frequently Asked Questions

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

Foreign language is **not** required for admission **into** the 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 consecutive years of one foreign language in high school with passing grades;
- 2) Eight credit hours of one 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 CLAST examination and how is it satisfied?

CLAST stands for the College Level Academic Skills Test, which is designed to determine whether students have mastered basic college-level skills in math, English, reading, and writing. If students successfully pass two (2) college-level English or Literature courses and two (2) college-level Math courses with a 2.5 GPA or higher in both subjects then they will not be required to take the exam. An Associate of Arts (AA) degree from any Florida public institution or a baccalaureate degree from any regionally accredited institution will satisfy the CLAST requirement once the degree is conferred and submitted to UNF via official transcript.

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 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 online at www.unf.edu in the current Undergraduate Catalog.

How do I apply?

To apply one should submit the correct form electronically (if that method is available) or by hardcopy to the One Stop Center. THERE IS NO SEPARATE NURSING APPLICATION AT UNF. The necessary application links and descriptions are provided on the School of Nursing webpages. First-time applicants must pay a \$30 fee to the university. Transcripts should be directed always to the One Stop and never to the School of Nursing. A VALID EMAIL ADDRESS IS REQUIRED ON THE APPLICATION FORM FOR LATER NOTIFICATION PURPOSES.

Do I need to apply prior to taking the TEAS or vice versa?

One must not apply prior to taking the TEAS or take the TEAS in order to submit the actual application. These steps are independent and must simply both be completed by the deadline for the term sought.

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

Yes; however, while applicants *may* apply before all of the prerequisites courses are completed, applicants will be required to complete **all** prerequisites before the *start* of the Nursing program.

Effective for 2008 and all future admissions until further change, applicants will be required to have at least 6 of the 9 prerequisites completed at the time of the application deadline, and of these courses at least 2 must be science prerequisites (i.e. Microbiology, A&P I, A&P II, Chemistry in any combination). Applicants will still be responsible for successfully completing deficient prerequisites with a C or better before enrollment in the nursing curriculum.

Can 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.

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.

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. 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 and/or fall admission in the same year (i.e. spring 2010 grades for Summer 2010 or Fall 2010 admission)? If not, why and what is the last set of grades that will affect my consideration?

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 2010 admission consideration will not have Spring 2010 grades factored into the competitive process. 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.

Spring grades **are** considered for *fall* applications, but summer grades are not. The fall application deadline is now 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.

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, CLAST, and prerequisite requirements successfully before actually beginning the nursing program.

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

Letters of recommendation and essays are **not** required for admission, nor are they desired. Submission of unnecessary documentation will only delay the application processing within the School of Nursing. While we appreciate your efforts, these documents will not influence the admission process in any manner.

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

The School of Nursing may choose to extend **two** (2) early admission letters per fall admission period to active duty military candidate seeking early admission. Nurse Candidate Program individuals are reserved **one** (1) seat per summer admission period.

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 Beth A. Dibble, Nursing Admissions Coordinator, at bdibble@unf.edu.

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

Candidates should confirm the receipt of 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.

Supplemental materials requested from candidates via the online nursing audit should be directed, per the online letter, to the School of Nursing Admissions Coordinator. Receipt of those materials and application status can be confirmed by contacting Beth A. Dibble, Nursing Admissions Coordinator, bdibble@unf.edu. Include your full name and Student ID# when making contacted; because this communication should be

documented, please refrain from phoning about items unless clarification is necessary that cannot be accomplished via email.

How will I know my application status?

All applicants reviewed by the School of Nursing will receive **email** notification that indicates the online audit is ready to be viewed by the applicant. The applicant will then log into the myWings portal at www.unf.edu to review the status letter, degree evaluation, and other applicable forms noted in the online status letter. Upon this notification, it is the applicant's responsibility to ensure that all requested information is received by the University of North Florida. *It generally takes the main admissions processing department 4-6 weeks to handle all received items before the School of Nursing reviews the candidate.*

*Candidates should contact the program **before** the application deadline to verify that an application is being considered if the candidate has not otherwise heard from the School of Nursing.*

It is also **imperative** for applicants to verify that the information listed on the online review forms is accurate and up-to-date. Maintaining up-to-date contact information (address, phone, and email) is also very important to the application process. This information should be updated with the UNF Student One Stop Center at 904.620.5555. Questions regarding the online status letter, degree evaluation, and Transfer Evaluation may be directed to Beth A. Dibble, Nursing Admissions Coordinator, at bdibble@unf.edu. Email is recommend and preferred.

After the application deadline, all applicants will be notified regarding whether they've been invited to interview or denied an offer to interview. Letters are typically mailed one month after the application deadline. Please do not call or email the School of Nursing to ask when these letters will go out *unless* you have not otherwise heard from the School of Nursing regarding your application.

Once the interviews have been conducted, applicants are notified via mail of the School of Nursing's decision within approximately one (1) week. Letters will include offers to enter the program, waitlist notices, and denial notices.

****It is **extremely** important that the applicant provide a current, valid **email** address on the application form. Changes of email (and physical) address must be submitted to the UNF Student One Stop Center in a timely manner to avoid notification delays. The School of Nursing will only attempt to mail notification if email notification fails. *This is to be meant as a last resort of contact.*

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

The interview is a group interview. Each group consists of three interviewers (2 SON faculty members and one nurse from the greater Jacksonville area) and 4-6 candidates. The School of Nursing's Admission, Progression, & Graduation Committee pre-selects five (5) 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 five questions. Questions are changed each semester.

Twice as many candidates as those that will be admitted for the entire term will be offered the opportunity to interview at an assigned time. 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 letter 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/what not to wear. Candidates should use their best judgment and remember that it is an *interview*.

How can I prepare for the interview?

Candidates who are currently enrolled at the University of North Florida are highly encouraged to consult with the Career Services Office and to work with their liaison for the Brooks College of Health to complete a mock interview. The current liaison is Rachel Martin; her office is located on the 4th floor of Bldg 39.

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.

Is there a waitlist if I am not accepted?

Yes; approximately twenty (20) alternates are typically selected and will be contacted should vacancies arise. Alternates are called up in order of total score (highest to lowest) from the waitlist. One's rank on the waitlist **will not** be revealed to the applicant via written or verbal communication by the UNF School of Nursing.

How much does the program cost?

Those admitted to the program can expect to spend roughly \$2000 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 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, Shands Jacksonville, Baptist (downtown), St. Vincent's, Memorial, St. Luke's, Brooks Rehab, Wolfson's, and Specialty.

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.