Janet Ellis is the RN advisor. Jan is available for advising preferably by email at jlellis@csuchico.edu or by phone at (530) 898-4151, or in more urgent situations (530)-570-9371. You will receive a faster reply by sending your questions by email.

Stephanie Rorie is the RN-BSN administrative support coordinator. She can be reached from 8:00 a.m. to 5:00 p.m. Monday-Friday at (530) 898-5183, or by email at srorie@csuchico.edu

Bookmark the CSUC School of Nursing website for the most updated announcements http://www.csuchico.edu/nurs/ (Select the link for “Currently Enrolled” RN to BSN Students”.

The schedule for upcoming Spring 2018 classes is described in this memo. You can enroll directly for these classes through RCE via telephone or via computer.

Please pay special attention to the Sections when signing up. One student, who has been notified by me via email, has switched sections to keep the numbers even in each section. If you had Madison and Ottem in the Fall, you are in Section I and should sign up for the Section I of each of your two courses. The rest of you, with that one exception, should sign up for Section II of each course.

If course enrollments are less than 10, a class may be canceled (a required statement). Students who do not follow their advising plan, or who request a course out of sequence will be accommodated only if space is available.

See registration instructions on the RCE website http://rce.csuchico.edu/

**Fees must be paid by prior to classes starting in January for Spring. If you don’t pay fees on time, you are automatically disenrolled from classes.**

**SPRING CLASS SCHEDULE:**

January 19, 2018 on campus orientation is CANCELLED. Please watch the video Jan Ellis placed on your N420W course page.

Spring Courses:

**NURS 422W** (3units) Leadership/Management and Professional Issues in Nursing

Professor Deanna Persaud will likely be teaching both sections. Please sign up by section I or section II, rather than Professor for this course.
Textbook Information:


**NURS 427** (2 units) Professional Values and Ethics in Nursing

Instructors:

Section I- Professor Gayle Kipnis
Section II- Professor Jessie Arnold

Textbook Information:

American Nurses Association (2010). *Nursing’s social policy statement. The essence of the profession* (3rd ed.)


**CLINICAL REQUIREMENTS DOCUMENTATION:**

Now is a good time to start working on your Clinical Requirements Documentation. Please refer to the section labeled “Clinical Requirements, Health Policies and Regulations” section of your RN to BSN Student Guidelines Handbook that was handed out during orientation. I have attached a pdf version of that document for your convenience. We have waited until now to have you start working on these requirements because everything needs to be current through the end of August when you complete your Community Health Practicum and we don’t want you to have to submit information more than once, if possible. Please read the requirements carefully. It is a time consuming process and you cannot begin clinical unless complete.

**WHAT IF YOU CAN’T COMPLETE A COURSE?**
If you are falling behind in a course, notify your instructor as early as possible to ask for assistance. If you need an extension on a deadline, contact your instructor to explain the circumstances and the instructor will determine if an extension will be granted.

- **Dropping a course.** If you decide you cannot meet the course requirements, you may choose to drop a course. You must file a *change of program* form, signed by the instructor. The form is available online. If you meet certain deadlines, partial fee refunds may be available. Drops after the fourth week of classes are only allowed for "serious and compelling" reasons and require approval of the RN to BSN Advisor, SON Director and the Dean of the College of Natural Sciences. The fact that you are failing a course does not constitute a serious and compelling reason to have a late drop. Courses may not be dropped during finals week. If you do not formally drop a course and do not complete course requirements, you will receive an ‘F’ for the course. As all courses are pre-requisites for the following semester, if you drop a course you will not be able to progress in the program.

- **Failing a course.** If you do not formally drop a course and do not complete course requirements, you will receive an ‘F’ for the course. By policy, a student receiving a grade of C- or less in a Nursing course may not progress in the Nursing program. The student may petition the School of Nursing Executive Committee to review the application of the policy in his/her situation, if serious and compelling conditions contributed to a failing grade. Barring exceptional circumstances, students will not be allowed to repeat more than one course in the nursing program. Exceptions may be made by the Nursing Executive Committee on a case by case basis. If you fail only one course, you may apply for a Personal Educational Leave (PEL) and return to the program the following year to re-take the failed course (contingent upon space availability) and permission of the Nursing Executive Committee, continue with completion of the program (contingent upon space availability).

- **Incompletes.** If you have done most of the work for a course, but *serious and compelling* reasons will prevent you from meeting the deadlines for finishing the course requirements, you should explain your circumstances to the instructor and request an ‘incomplete’. You may be asked to provide verification of the circumstances. If the instructor agrees to the incomplete, you will sign a contract specifying the work that needs to be completed, and a date for completion. You will have one year to remove the incomplete, after which time it will become an ‘F’ on your transcript. You may not register for other nursing courses until the incomplete is cleared. Note: Poor grades in the course do not constitute a “serious and compelling reason” for an “incomplete”.

**Taking a leave:** If you were admitted to the university and enrolled, then decide to take a semester off, you should notify the RN to BSN Advisor/Coordinator and apply to the university to take a Planned Educational Leave (PEL). However, due to the nature of the program courses are only offered once during the 15 month sequence. This means that if you stop out for a semester, you will not have the opportunity to return until the same time the following year, on a space available basis only. This formal leave process will...
avoid having to reapply to the university when you are ready to return. Forms are available: [http://www.csuchico.edu/sro/documents/educational_leave.pdf](http://www.csuchico.edu/sro/documents/educational_leave.pdf)

**FILING FOR GRADUATION**

Please remember that you must file **one year in advance** for graduation. You must file in order to get an advanced degree audit from evaluations, so you know if you will have all the courses you need to meet degree requirements.

Filing deadline: **You should already have filed for graduation for August 2018.** If you have not, contact the RN-BSN Advisor and follow the instructions below.

You can apply for graduation online. Go to the website, click on Graduate Application. You will be asked to log in; then you will have access to the form: [http://www.csuchico.edu/evaluations/forms/grad_app.shtml](http://www.csuchico.edu/evaluations/forms/grad_app.shtml) There is a graduation application fee of $28. There is a $10 fee for late filing.

**Graduation and Pinning Ceremonies**

Once you complete our program, you are entitled to purchase the CSU, Chico nursing pin if you wish. Please e-mail Stephanie Rorie (srorie@csuchico.edu) in the Nursing office for the information and order form. As an August graduate, you may participate in the Spring semester pinning ceremony with the on-campus students. This is a very nice ceremony for families to attend. The pinning is held on the last Friday of finals week. Please notify Stephanie in the Nursing office by March 1st if you plan to attend. If you plan to participate in the Pinning Ceremony, you will need to attend the rehearsal which is on the Thursday before the pinning. Regardless of whether you choose to participate in the pinning ceremony or not, you may purchase the pin by contacting Stephanie Rorie at the email above by March 1st so she can include you in the order. Please let me know if you plan to participate in the pinning ceremony as well.

**Commencement Ceremony** - Participating in the Commencement ("walking") is separate from the Pinning Ceremony. The Nursing Department is a part of the College of Natural Sciences and graduates with that group. The ceremony is scheduled for Saturday May 19th at 8:30AM at the University Stadium. You will need to register to participate in the commencement ceremony. Registration begins in March, 2018. Review the information on their website for more information: [http://www.csuchico.edu/commencement/index.shtml](http://www.csuchico.edu/commencement/index.shtml)
The website will also have information on how to order the academic cap and gown. Please be sure to let me know if you plan to participate in the Commencement so I can be there to cheer you on!

**Upper Division General Education Exceptions for Nursing Majors**

Nursing majors only have to take two upper division general education (GE) courses, not three. Because you are in a self-support program, the School of Nursing has organized two upper division courses for you. They are built into your Major Academic Plan in
terms of when you take them and what courses you are to take. **If you are a second degree student you will not need these courses.** Some students have taken these courses already, but you will need to ensure that your graduation diversity requirement has been met. The upper division general education courses in your plan are also chosen to meet the university diversity requirement for graduation.

Your first upper division GE was taken in Fall 2017 and was RELS 332. Your second upper division GE course is MCGS 310. Most of you have already enrolled in this course. My December 4, 2017 email to you had the syllabus attached to give you a head start on the coursework if you so desired.

**Fees**
While not expected during your 15 month program, if any increase in fees occurs during these difficult budget times, we will provide you with at least six months notice of the increase. We will work with you to keep you on track, but some budget issues are out of our control.

**Graduation**
Units needed to graduate with a BSN = 120 units total

70 units are transferred to Chico State from your community college courses. Your RN-BSN program is 50 units (this includes the 20 units you will receive in the final semester of your program as credit for passing the NCLEX) = 120 units needed for graduation. Be sure to check your transfer credit evaluation and your degree progress reports (**these reports are not accurate for those with a 2nd Baccalaureate degree**-that is why we have submitted the Major Clearance Forms for those individuals) online through your Student Center on the portal, to make sure you have all requirements needed for degree completion. The application for graduation that you completed in August triggered Evaluations to complete a degree audit for you, so you know exactly what courses are still needed to graduate.
MAJOR ACADEMIC PLAN (MAP) CSUC RN-BSN SELF SUPPORT
SCHOOL OF NURSING
RN to BSN Curriculum-2017 Cohort

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<tr>
<th>Summer Session 1</th>
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<tr>
<td>NURS 300W RN to BSN Bridge Course</td>
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<td>NURS 310 Academic Writing for Nurses</td>
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<td>NURS 342W Nursing Research</td>
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<td>RELS 332 World Religion and Global Issues</td>
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<td>MCGS 310 LGBTQ Issues &amp; Identities</td>
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<th>6 Units</th>
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<td>NURS 422W* Leadership/Management &amp; Professional Issues in Nursing</td>
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<tr>
<td>NURS 427 Professional Values &amp; Ethics in Nursing</td>
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<td>NURS 475W Public Health Nursing Theory</td>
<td>3</td>
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<tr>
<td>NURS 474R** Practicum in Community Health Nursing</td>
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Total Units = 30 + 20 units for passing NCLEX***=50 units

*Writing proficiency (WP) course for the major; Writing Intensive and Capstone designated course to meet General Education requirements.
**Public Health clinical course. Attempts are made to place students in agencies close to where they live, but such placement is not guaranteed.
***NCLEX Credit to be issued in final semester of RN to BSN Program