

## **RN Self-Support Advising Memo-April 27, 2021 (2020 Cohort)**

Janet Ellis, RN, MSN, FACHE® is the RN to BSN advisor/coordinator. Jan is available for advising preferably by email at [jlellis@csuchico.edu](mailto:jlellis@csuchico.edu) or by phone at 530.898-4151 (message only at this campus number at this time due to COVID), or in more urgent situations 530-570-9371. You will receive a faster reply by sending your questions via email. Jan will be retiring at the end of this semester. Robbin Guynn ( [rguynn@csuchico.edu](mailto:rguynn@csuchico.edu) ) will be taking over for Jan as the RN-BSN Coordinator at the end of the semester and she will be introduced to you at your orientation on June 1<sup>st</sup>. Remember that you can always go to the RN-BSN section on the School of Nursing website for information, including who to contact.

### **Registration for Summer 2021 classes is currently open**

We are finally ready for you to register in your final two classes **through RCE**: <http://rce.csuchico.edu/> Please be sure to enroll in the sections designated on the attached document labeled “N478 & N477 Section Assignments”.

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

**Financial Aid: If you have applied for Financial Aid/Student Loans and need to pay your fees from your disbursement, then email Dana Massetti in RCE [dmassetti@csuchico.edu](mailto:dmassetti@csuchico.edu) directly since you must be enrolled in your classes prior to receiving the aid. In addition, your account must show that you have enough anticipated aid to cover fees or you will be required to pay in full.**

Here is the link to the Financial Aid guidelines  
(<https://www.csuchico.edu/fa/programs/rce.shtml>)  
see types of aid.

Be sure to check your “To Do Lists” in your student center.

**Sponsored: If you are a sponsored student, you must also respond to confirm you'll be enrolling this term and have the appropriate authorization on file.**

### **SUMMER CLASS SCHEDULE:**

- **NURS477**: Public Health Nursing Theory (3 units)
- **NURS 478**: Practicum in Community Health Nursing (3 units)

### **Required Textbooks:**

You all should have your **APA Manual** that has been required throughout the program. You will need one additional textbook resource that will be used in both NURS 477 & 478. We ask that you purchase this directly through the Wolters Kluwer website because they have given us special pricing:

**Lippincott's CoursePoint+ for Rector and Stanley: Community and Public Health Nursing, 10e with 6-month access for both courses is the only other textbook resource that you will need for your courses. This package contains the Virtual Simulation that you will be using to complete some of your clinical hours and will be available for you to purchase through Blackboard for your N478 course. It will be used in both courses. The cost for the package will be between \$160-170. This special pricing is only available by purchasing it directly through the publisher.**

**Clinical Placements:**

Clinical placements are challenging with the COVID-19 situation we are currently experiencing. We are working hard on the placements and request your patience and flexibility. We are committed to seeing this through so that each of you can complete the program. It is more important than ever that each of you is ready with all of your clinical documentation completed and any extra information, that may be requested of you, so you are ready to jump in when we have opportunities for you to get clinical hours.

**Clinical Requirements Documentation:**

Thank you for submitting your immunizations and other documents needed in order to complete your clinical rotation. We would like you to wait until the 3<sup>rd</sup> or 4<sup>th</sup> week of May to complete your Background Check and your Drug test. We are waiting as long as reasonable prior to the beginning of the semester to have current testing that is within the most recent month prior to starting your clinical. Hopefully, this will prevent you from having to do either of them more than one time. Some clinical sites have additional requirements that will have to be completed. You will be notified if that is the case.

**Photo ID Badges:** You will each need a Chico State Photo ID badge to wear for your clinical experiences. To facilitate this process, we will have you pre-pay for your badge **before May 14, 2021**. The ID badge will be printed and mailed to you. The photo that was taken last summer will be used. You will need to pay \$5.00 for this badge. Here's how:

Go to the Wildcat ID card page: <http://www.csuchico.edu/idcard/index.shtml> ; scroll down to the "Get Funds" tab and load \$5.00 to pay for your photo ID badge.

**Orientation: Tuesday June 1, 2021:**

There will be a mandatory Virtual Orientation on June 1, 2021 that will take most of the day. The schedule with the zoom link will be sent to you once it has been finalized. It will also be posted on the RN-BSN webpage in the 2020 Cohort section.

**WHAT IF YOU CAN'T COMPLETE A COURSE?**

- **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 require approval of the director and the dean and are only granted for

"serious and compelling reasons". 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. Note: Poor grades in the course do not constitute a "serious and compelling reason" for a late drop from a course.

- **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.
- **Taking a leave.** If you were admitted to the university and enrolled, then decide to take a semester off, you should 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 at:  
<https://www.csuchico.edu/sro/assets/documents/educational-leave.pdf>

## **FILING FOR GRADUATION**

Everyone should have already applied for graduation. Most of you did it at your first orientation to the program. If not, follow the link to apply:  
[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 \$68. There is a \$10 fee for late filing. If you filed for graduation but are not graduating during the expected semester, you submit to refile. That fee is \$8.00. I know there are a few of you who will need to do this. If you don't apply for the correct semester, they are not checking to process your 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 (including the 20 units of NCLEX credit that will be issued after you register for your summer courses) units = 120 units needed for graduation. If you have followed the RN-BSN Major Academic Plan below you will have what you need.

**MAJOR ACADEMIC PLAN (MAP) CSUC RN-BSN SELF SUPPORT  
SCHOOL OF NURSING  
RN to BSN Curriculum-2020 Cohort**

<b>Summer Session 1</b>	<b>6 Units</b>
NURS 300 RN to BSN Bridge Course	4
NURS 310 Academic Writing for Nurses	2
<b>Fall Semester</b>	<b>9 Units</b>
NURS 316 Nursing Informatics	3
NURS 342W* Nursing Research	3
RELS 332 World Religion and Global Issues <b>Upper Div.GE; Waived for 2<sup>nd</sup> Bacc. Students</b>	3
<b>Winter Session</b>	<b>3 Units</b>
MCGS 310 LGBTQ Issues & Identities <b>Upper Div.GE; Waived for 2<sup>nd</sup> Bacc. Students</b>	3
<b>Spring Semester</b>	<b>6 Units</b>
NURS 420W* Leadership/Management & Professional Issues in Nursing	4
NURS 427 Professional Values & Ethics in Nursing	2
<b>Summer Session 2</b>	<b>6 Units</b>
NURS 477 Public Health Nursing Theory	3
NURS 478** Practicum in Community Health Nursing	3

**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