

California State University, Chico

School of Nursing

RN-BSN Program- May 11, 2020

2020 Cohort-Advising Memo

Janet Ellis, RN, MSN, FACHE® is the RN to BSN advisor/coordinator. 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 via email.

Candice Sawyer is the RN-BSN administrative support coordinator. She can be reached by email at csawyer2@csuchico.edu .

Bookmark the CSU, Chico School of Nursing website for copies of your Advising Memos and other important program information: <http://www.csuchico.edu/nurs/> . Scroll down and click on the “RN to BSN (Online)” section; then click the link for “Currently Enrolled RN-BSN Students (Advising Memos)” and be sure to remember that you are the “2020 Cohort”. This is the page you will look to when you can’t find the emailed Advising Memo or forget an orientation date, etc.

I hope you are all looking forward to the orientation session on Monday, June 1st. I am looking forward to seeing you all on that day in the Virtual Meeting Room. I am sorry we are not able to have an on-campus orientation due to the Covid 19 situation. I suggest that you go to the Chico State Home Page: <http://www.csuchico.edu/> ; you will want to Bookmark this webpage as well as the RN to BSN webpage. Explore it a little to familiarize yourself with what is available on the website. Note the Quick Links tab-it gets you to the “Financial Aid & Scholarships” department, “Regional and Continuing Education (RCE)”, and other potentially helpful departments, such as the “Office of Veterans Affairs”.

Be sure that you register for your classes before the orientation day, if you have not already done so. Contact Regional & Continuing Education (RCE) @ <https://rce.csuchico.edu/home> or phone 530-898-6105 if you need assistance. Courses will be available to you approximately 1 week before class begins, as long as you have paid your fees. I caution you, however: **Do not print your syllabus or other materials from your course page until after the orientation** as the instructors are often making changes until orientation day.

In preparation for your orientation day, I have a couple of assignments for you to complete:

1. Add your photo to your Blackboard Learn Profile so faculty and peers can put a face with your name as you move through the program. You want a face shot that is no larger than 2 MB in size. Save it to your computer where you will be able to access it from your Blackboard Learn home page. **IMPORTANT:** If you use a picture from your phone, please make sure it is taken using vertical orientation; otherwise, it will display incorrectly in Blackboard Learn. Follow this link to instructions for adding this profile picture to Blackboard Learn: [instructions for adding a profile picture to Blackboard Learn](#)
2. Upload your most recent resume to your Chico State Google Drive. Instructions are in the section below. It does not matter if your resume is perfect or even current. We will be using it as part of the orientation to demonstrate how you will be uploading documents and how you can use them in Google Drive. Any word document that you have is acceptable.

Instructions for accessing your CSUC Google Drive:

- Go to the Chico State “Home Page” at <http://www.csuchico.edu/>
- Click on the “Email” dropdown menu and choose “Wildcat Mail”
- Log in using your portal ID and password. If you do not have one, call 530-898-4357 (HELP) between the hours of 8:00 AM and 5:00 PM, Monday through Friday. (Note-starting June 1st the HELP desk will be open Monday through Thursday for the rest of the summer.
- From the left navigation panel, select Google Drive Login.
- From the top-left navigation, select New and then choose File Upload. Upload your photo and your resume so that you will be able to access them during the orientation.

Orientation dates for the 2020 RN to BSN Cohort

- Monday June 1, 2020-Virtual
- Friday, August 21, 2020-Possibly on campus
- Friday, January 22, 2021-Virtual
- Tuesday, June 1, 2021-On Campus

Any necessary changes in the dates will be communicated well ahead of time. These dates are posted on the RN to BSN Webpage for reference. Orientations are mandatory. More information will be sent out to you about our orientation on Monday, June 1st. It will start at 9AM. I am still working on the schedule. I do not know how long it will last. Please plan to be available until 4PM that day.

COURSES and BOOKS

NURS 300W RN to BSN Bridge Course

Instructors: Paul Herman, DNP, MSN, RNC

Tracy Weeber, MN, CNS, RNC-OB

Required Textbooks:

American Psychological Association (2020). Concise Guide to APA Style (7th ed.). Washington, DC:

Author (ISBN:978-1-4338-3273-4)

Huston, C.J. (Ed.) (2017). Professional issues in nursing: Challenges and opportunities (5th ed.).

Philadelphia: Wolters Kluwer. (ISBN-13:978-1496398185 ISBN-10:1496398181)

Note: The APA manual is required throughout the program.

The Professional Issues text will also be used in the Spring semester. It is important that you get the 5th edition.

NURS 310 Academic Writing for Nurses

Instructors: Ibe Liebenberg, MA English Department

Keaton Kirkpatric, MA English Department.

No additional books needed.

Books are available in the CSUC bookstore, but most RN to BSN students order books from online sources such as Amazon.

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. Notify your instructor, the RN to BSN Coordinator, and RCE promptly to ensure you have the most options available. 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. All Nursing courses (as opposed to the

two Upper Division GE courses) must be completed in sequence and if you drop one course, you will not be able to move to the next semester until that course is successfully completed.

- **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>

A copy of this Advising Memo will be posted to the RN to BSN section of the Chico State School of Nursing webpage for future reference. It will be posted in the Enrolled RN-BSN Students, 2020 Cohort, section.