

February 27, 2023

Dear Student,

**Congratulations!** You have been accepted to Chico State's RN to BSN Program for the 2023-2024 Cohort **beginning June 1, 2023.**

This letter includes crucial information you will need to become fully admitted and begin the program smoothly. Please read it carefully and thoroughly, as many of the usual questions that come up for new students will be answered in this letter. We have highlighted key points of interest that require your response and action. We look forward to meeting with you in person for a **mandatory program orientation on June 1, 2023.** More information is forthcoming.

**To confirm or decline acceptance to the program, you must respond by email to Melissa Cheatham, RN-BSN Program Advisor, at [mcheatham@csuchico.edu](mailto:mcheatham@csuchico.edu), by March 6, 2023.**

### **Next Steps to Complete Admissions**

Upon acceptance to the RN-BSN program, you must **apply to Chico State.** **The Office of Admissions,** specifically Melanie Manes, will email special instructions to you about how to access the RN-BSN program application for summer 2023 start in **Cal State Apply.** You will not be fully admitted to the program until this step has been completed. The Cal State Apply application costs \$70.00 and should not require additional transcripts. Please follow all instructions and deadlines outlined in Melanie Manes's email.

**Please note: The sooner you complete each of the steps above, the sooner your admission can be processed, and you will be eligible to apply for financial aid and scholarships.**

Once admitted to the University, which can take more than a month, you will receive an additional acceptance email from Chico State's **Professional & Continuing Education (RCE)** office who administers the RN-BSN Program. The email will include your Chico State ID number, instructions on setting up your Chico State portal account and email, and how to register and pay course fees. **Summer registration begins April 1, 2023.**

### **Transcripts**

By this point, most applicants to the RN-BSN program have submitted official transcripts as part of the advising process and will not have to resend them. Official transcripts must be submitted for any coursework that was completed after your Transcript Evaluation was completed by the RN\_BSN Advisor and Admissions, including if you graduated with your ADN program in fall 2022 or spring 2023 and your degree had not yet posted to your official transcript yet. Your application cannot be processed/completed until all transcripts and any other information requested by Admissions has been received, so please be responsive to any requests. Your admission to the RN-BSN program is conditional

on you graduating from an ADN program and completing all prerequisites and lower division GE coursework required for transfer and graduation.

## **NCLEX / New ADN Graduates**

If you are still a student in an ADN program or have just graduated, you must pass NCLEX prior to starting nursing courses at Chico State in Fall 2023. This means you can start the program but not progress to the fall semester until the NCLEX has been passed and you have a current RN license. Your admission and continuation in the program are conditional on graduating from an ADN program and passing NCLEX.

**Notify Melissa Cheatham [mcheatham@csuchico.edu](mailto:mcheatham@csuchico.edu) once you have passed the NCLEX. Include your license # and license expiration #.**

## **Work Experience**

Some coursework in the RN-BSN Program draws upon work experience as an RN. Thus, new graduates are encouraged to find employment as an RN; however, **it is not required**. Any student wanting to gain more clinical experience can apply to enroll in the Rural California Nursing Preceptorship (RCNP) program. This Nursing Preceptorship will take place during the Winter session. Information about this Preceptorship, including costs and how to apply, can be found on the [RCNP website](#). Candidates for the Winter RCNP program are selected from the applicants who have applied by the September deadline.

## **Vaccinations**

Per [CSU policy](#), vaccinations and boosters against COVID-19 are required to access campus facilities and participate in in-person learning and activities. For complete details about the student self-certification process or requesting an exemption, please visit [Chico State's Covid 19 Information website](#). Every effort will be made to offer clinical placements to exempt students, however, due to facility guidelines, placements cannot be guaranteed. **Please see attached Covid-19 Release of Liability and return the signed form with your response to confirm acceptance of your spot in the RN-BSN program.**

Information regarding additional requirements for clinical clearance (immunizations, drug screening, training, etc.) will be provided during the spring 2024 semester prior to starting clinical in the final summer semester of the program.

## **Identification Badge**

Please email a simple headshot of yourself standing straight up against a light, solid background or wall. A smart phone camera will suffice. See example. This photo will be used for your identification badge for your clinical and will be mailed to you in the spring semester. **Photo should be sent to Melissa Cheatham at [mcheatham@csuchico.edu](mailto:mcheatham@csuchico.edu) with your response to your acceptance of admission.**

## **Address & Clinical Placements**

It is your responsibility to update the RN-BSN program if/when you have a change of home address and/or mailing address while enrolled in the RN-BSN program. The work of identifying and securing clinical placements begins in



the spring semester prior to your final summer term when you will begin your clinical hours. We use your address to identify clinical placements in or near your city or county of residency. Additionally, we will mail your clinical badge to the address provided on your application, unless you have notified the program of a change of address.

In addition to notifying the RN-BSN program, you will need to update your address with the University through the Student Center.

**Addresses, phone numbers, privacy restrictions, and more can be updated in the [Portal](#) (Student Center > Profile).**

## **RN-BSN Course Plan**

The accelerated and advanced placement RN-BSN program is 15 months, consisting of two semesters (fall and spring, 16 weeks each), two summer sessions (11 weeks each), and one winter session in January (3 weeks).

The [RN-BSN Course Plan/Major Academic Plan \(MAP\)](#) that outlines the course sequencing for the program is attached at the end of this letter. Courses must be taken sequentially as outlined and passed with a grade C or higher to continue in the program. Please note, if you are a post baccalaureate (you already have a first bachelor's degree) student, the two upper division GE courses are not required.

## **Financial Aid & Scholarships**

Your **Financial Aid Advisor at Chico State is Christopher Trowbridge** (email [ctrowbridge@csuchico.edu](mailto:ctrowbridge@csuchico.edu)). We have included a memo from Financial Aid with updated information about what is available for qualifying RN-BSN students.

There is one scholarship, the **Watling Family Scholarship, that is specifically for an RN-BSN student.** Preference for that scholarship is given to an ESL (English as a second language) student. **The deadline to apply is March 30th.** All other Chico State nursing scholarships are for full time students. Visit the [Wildcat Scholarships website](#) for more information and contact [scholarships@csuchico.edu](mailto:scholarships@csuchico.edu) for other scholarship opportunities.

The [North Valley Health Education Foundation](#) also has scholarship opportunities for Chico State nursing students and nursing students who work for Enloe Medical Center. **The deadline to apply for that scholarship is May 1st.** This deadline may occur before your admission is finalized. However, if you want to apply for a scholarship, the RN-BSN program will gladly provide a letter indicating your acceptance into the program which can be used as one of your recommendation letters. If you are a recent or current ADN student, a recommendation letter from one of your current instructors would be appropriate. If you are employed, a recommendation letter from your supervisor at work would be appropriate.

## **Tuition**

Course fees are paid per class at the time of class registration each term. Course fees are expected to be \$415 per unit and are not expected to increase during the 15-month program. Total tuition, if you take all classes, is approximately \$12,450, plus books, which is expected to be less than \$500. If you are a post baccalaureate student tuition is approximately \$9,960 total for the program.

In addition, because the program is funded as self-support, you do not have to pay on-campus student fees, which is about \$1,000 per semester. Use of the WellCat Health Center or the WREC may be available for an additional fee. Contact Regional & Continuing Education at [rce@csuchico.edu](mailto:rce@csuchico.edu) for information about tuition or student services that you may access for additional fees.

## **University Email Communication Policy**

**At Chico State, e-mail is the essential method for communicating official University business with students.** Additionally, it is campus policy to contact students through the University WildcatMail account. Each student is provided with a campus WildcatMail account through Outlook, with all email addresses now ending in @csuchico.edu (no longer ending in @mail.csuchico.edu).

To ensure you do not miss important deadlines, you must review your WildcatMail on a regular basis. Official notifications from the University related to enrollment, academic status, fees, holds, and financial aid will be sent to your WildcatMail account. The School of Nursing and the RN-BSN Program's primary contact with students is through their WildcatMail account. We strongly advise you to check your email regularly and frequently, at least three times a week.

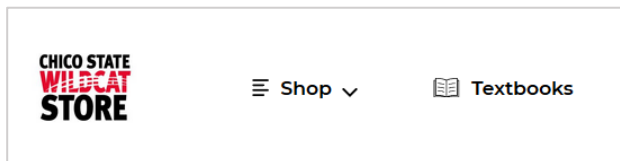
**For more information about accessing your campus email account is forthcoming.**

## **Textbooks**

A list of required textbooks for each current semester is available at the [Chico State Wildcat Store website](#).

Go to the top left menu. Click on "Textbooks." Follow the prompts on the website to get a list of the required textbooks for each course.

Many students prefer to price shop online to find better prices for their textbooks. If you decide not to purchase books through the Wildcat Store, be sure to get the correct edition of the textbook.



## **Canvas**

Canvas is the University's learning management system for course delivery. Faculty use Canvas to deliver the content modules, assignments, grades, activities, discussion boards, groups, tests/quizzes, and a lot of other things for the students to navigate through their course work.

You can learn more about navigating Canvas by visiting the University's help pages here: [Canvas Home](#) and [Canvas Wildcat Computing Support](#).

To log in to Canvas, go to [canvas.csuchico.edu](https://canvas.csuchico.edu) If you have difficulty accessing Canvas, please contact [IT Support Services](#) at 530-898-4357.



## **Microsoft Office**

As a Chico State student, you can **install Office 365 Education for FREE** on up to 5 PCs, Macs, or other mobile devices including Android, iPad®, and select Windows tablets. For more information, visit [Chico State ITSS](#) and [go here to download: http://products.office.com/student/office-in-education](http://products.office.com/student/office-in-education).

## **IT Support Services**

For troubleshooting and additional technical information and resources for your online education, please visit [IT Support Services website](#). Students can contact ITSS directly, live chat, and [submit a service request through their Service Catalog system](#).

## **Technology & Internet Access**

Technology and computer use are a vital component of your education at Chico State. We recommend RN-BSN students own a laptop or desktop computer. All students are required to have a web camera and a microphone headset that is compatible with their computer, as well as know basic computer literacy skills.

All RN-BSN students will need internet access. A broadband/hi-speed connection is required for the best online education experience. If you do not have broadband/hi-speed connection at home, you may want to find a place that has a hi-speed connection in your area, perhaps a public library or your workplace. (Be sure to ask permission from your work supervisor to stay late and use work internet for finishing up assignments and readings!)

**In addition, we strongly recommend you use a computer that is three years old or less. Check your computer to ensure it meets the minimum requirements to be effective in an online program:** <https://support.csuchico.edu/TDClient/KB/ArticleDet?ID=18757>.

## **RN-BSN Student Resources**

- [BSN Student Guidelines](#)
- [Professional & Continuing Education](#) (for registration)
- [RN-BSN Website](#)
- [Scholarships](#)
- [School of Nursing Website](#)
- [Student Organizations](#)
- [University Catalog](#)

## **Advising Memos**

Lastly, the RN-BSN program will email an “Advising Memo” each semester. In April/May memo, it will include information about the mandatory orientation that will be held on Thursday, June 1, 2022, as well as textbook information and more. For your convenience, RN-BSN Advising Memos are posted to the [RN-BSN Current Students website](#) after they are emailed. Be sure to look in the section for “Enrolled Students” in the “Memos and Notices” area. Be careful to read the information for the 2023 Cohort.

**We look forward to supporting you in your academic pursuit of a BSN degree! Please reach out if you have any questions.**

Warm regards,

**Robbin Guynn, RN, BSN, MSN, CMSRN**

**RN-BSN Program Coordinator**

Lecturer, School of Nursing

California State University, Chico

530-898-4151

[rguynn@csuchico.edu](mailto:rguynn@csuchico.edu)

**Melissa Cheatham, M.Ed.**

**RN-BSN Program Advisor**

School of Nursing

California State University, Chico

530-898-4638

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**Attachments:**

- 2023-2024 Course Plan
- Admissions Acceptance Check List
- Covid 19 Release of Liability
- Financial Aid letter
- Important Program Dates – 2023-2024 Cohort
- Orientation Save the Date Flyer

**Important Dates – RN-BSN Program – 2023-2024 Cohort**

<b>Summer Registration</b>	Starts April 1, 2023, through the first day of class	<a href="#">Register through PCE</a>
<b>RN-BSN Program Orientation</b>	June 1, 2023	Attendance is Mandatory – in person, on campus at Chico State More Details TBA
<b>Summer Session</b>	June 1-August 15, 2023	<a href="#">2023-2024 Academic Calendar</a>
<b>Fall Registration</b>	Starts July 1, 2023, through the first day of class	<a href="#">Register through PCE</a>
<b>Apply NOW for Summer 2024 Graduation (Must Apply 1 Year in Advance to avoid late fee)</b>	August 15, 2023 is the on-time deadline for the Application for students graduating Summer 2024	<a href="#">Graduation Advising &amp; Application</a>
<b>Fall Semester</b>	August 21-December 15, 2023	<a href="#">2023-2024 Academic Calendar</a>
<b>Winter Registration</b>	Starts November 1, 2023, through the first day of class	<a href="#">Register through PCE</a>
<b>Spring Registration</b>	Starts November 1, 2023, through the first day of class	<a href="#">Register through PCE</a>
<b>Winter Session</b>	January 2-January 19, 2024	<a href="#">2023-2024 Academic Calendar</a>
<b>Clinical Introduction Meeting – Attendance Mandatory – on Zoom</b>	January/February – More details TBA	
<b>Spring Semester</b>	January 22-May 17, 2024	<a href="#">2023-2024 Academic Calendar</a>
<b>Sign Up for Commencement (walk in commencement ceremony in May 2024)</b>	February 2024 – Details TBA	<a href="#">Commencement Information</a>
<b>Summer Registration</b>	April 1, 2024, through the first day of class	<a href="#">Register through PCE</a>
<b>Clinical Orientation</b>	June 1, 2024 – More details TBA	Attendance is Mandatory – in person, on campus at Chico State
<b>Final Summer Session</b>	June 1-August 14, 2024	<a href="#">2023-2024 Academic Calendar</a>

## RN-BSN Admissions Acceptance Checklist

- Fully read your acceptance letter and follow all instructions.
- Email Melissa Cheatham, RN-BSN Program Advisor, at [mcheatham@csuchico.edu](mailto:mcheatham@csuchico.edu), by March 6, 2023 to confirm or decline acceptance to the program. Your confirmation of acceptance to the program should include
  - Signed Covid-19 Release of Liability
  - Badge photo
- Apply to Cal State Apply only after receiving special instructions from Melanie Manes, Office of Admissions at Chico State.
- Notify Melissa Cheatham [mcheatham@csuchico.edu](mailto:mcheatham@csuchico.edu) once you have passed the NCLEX. Include your license # and license expiration #. If you already included your exam and license information on your application, you do not need to resend.
- If applicable, update your address, phone numbers, privacy restrictions, and more in the Student [Portal](#) (Student Center > Profile).
- If applicable, submit updated and final sealed official transcripts or other documentation regarding prerequisite coursework and ADN graduation once final spring '23 grades and degree have posted.
- If applicable, submit transcripts as requested by the RN-BSN program and/or the Office of Admissions.