

BACK TO SCHOOL IN THE RN TO BSN PROGRAM

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In this newsletter you will find:

- How to register
- What class comes first
- Who to call for help
- Other contact information

WELCOME TO THE BSN PROGRAM

Welcome to the RN to BSN Information Newsletter. The Bachelor of Science in Nursing curriculum is for registered nurses and those completing their nursing degree who are adult learners whose time, lifestyles or work schedules make it difficult to complete a traditional course of study in residence on a campus. All but one of the BSN courses, including clinical role performance courses, are offered online through the Internet to deliver the curriculum wherever and whenever the student is ready to learn. The courses must be completed within the semester,



but students have the flexibility of accessing the courses at the time and place most convenient to them for completing assignments by the due dates. Clinical role performance classes will be online but the role performance portion will be arranged by the student one semester prior to the course and the hours com-

pleted at that particular agency in the student's community. We are excited that you have made the decision to return to school and look forward to your participation in our program.

Kathleen Tornow Chai
MSN PhD
Associate Professor
BSN Program
Coordinator

ADMISSION REQUIREMENTS

All nursing students will need the Internet to access materials for their classroom (face-to-face) **and** online classes. In addition, you will need the following:

- 60 or more transferable

college units (70 semester units/105 quarter units maximum accepted from community colleges and 96 units from a four-year institution)

- Current RN licensure in the United States or an RN

interim permit. If you are still in your RN program, transcripts will be needed.

- College GPA of at least 2.0.

Please see REQUIREMENTS Pg. 2

HOW DO I APPLY?

If you meet the requirements, you can apply online by going <http://www.csumentor.edu>

- The nursing major code for CSU Dominguez Hills is #12031.
- The cost to apply is \$55.00. If you are applying after November 1 for Spring semester, or after April 1 for Fall semester, include a \$15 late fee.

Have your sealed official transcripts sent to CSUDH Admissions & Records

Office.

Catalog Info: <http://www.csudh.edu/academicaffairs/StudentInformation/UniversityCatalog.shtml>

School of Nursing: <http://www.csudh.edu/cps/son/>

If you have any questions please call the College of Professional Studies, Student Services Center at (800) 344-5484, Option 1.

Or contact Kathleen Tornow Chai MSN, PhD Coordinator, Undergraduate Nursing Program at 310-243-2005 or kchai@csudh.edu.



GATEWAY TO ONLINE LEARNING THROUGH THE INTERNET

Why Take An Online Course?

- Excellent course design
- clear expectations
- defined course requirements and objectives
- organized schedules
- clear instructions for group projects

- interactive course activities
- technical help
- various instructor-student communications options, discussion forums, multimedia support, and other course strategies enhance the “student



friendliness” and enthusiasm for our online courses. In addition to becoming familiar with subject matter, students also enhance computer skills and navigate the Web.

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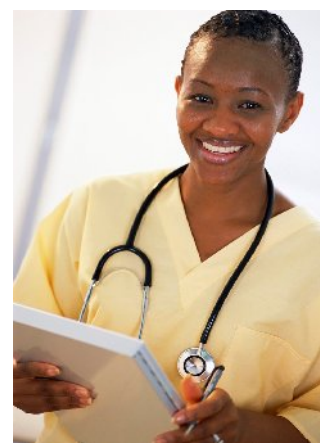
REQUIREMENTS (CONTINUED)

- Completion of basic General Education (G.E.) courses (12 units)
 - ⇒ English Composition (6 units without GE certification)
 - ⇒ **Critical Thinking/Logic** (3 units)
 - ⇒ Oral Communication (3 units)
 - ⇒ GE Math/Quantitative Reasoning (3 units). We cur-

rently have an exemption that allows you to take statistics in your first two semesters.

We recommend that you obtain G.E. certification from a community college prior to admission.

If you have a baccalaureate in a non-nursing area and would like to apply for a second baccalaureate, please contact the BSN Coordinator as requirements and application process are different.



LEARNING ONLINE (CONTINUED)

What Equipment Do You Need?

It seems that in today's technologically focused world, a computer is considered an antique at 5 years. Your two or three-year old computer, with Internet access will serve you well, as long as your software application programs are reasonably current and compatible with the Blackboard system.

Both MacIntosh and PCs are compatible with the Blackboard system.

However, your browser could be problematic.

Before logging in to Blackboard, it is highly recommended that you perform a **browser**

check to see if your computer is properly configured to use the Blackboard Learning System. To avoid the issues with Internet Explorer 8 it is suggested to use **Mozilla Firefox** or change to the "**compatibility mode**" in IE8.

Using Internet Explorer 8 with Blackboard will cause problems for students when attempting to access a number of web sites, including Blackboard. For more specific information go to the CSUDH IT Support site at **<http://www.csudh.edu/actech/bbupdates.htm>**

Other Software Needed:

⇒ PowerPoint, and Excel.

⇒ Adobe Acrobat Reader: This free software is necessary to view portable document format files (pdf) that will be posted throughout the course. This is available at the following URL: **<http://get.adobe.com/reader/>**

⇒ Anti-Virus protection software of your choice (e.g., Norton, McAfee).

“I can't wait to start! Where do I begin?”



I'VE BEEN ACCEPTED!!! NOW WHAT DO I DO?

1. Your **Campus email** address is your username@toromail.csudh.edu.
2. As soon as you receive your letter of **acceptance to the university**, it is important to enroll in classes promptly, as they fill up quickly. You may not attend or register for classes until Admissions and Records formally admits you. *Please pay close attention to the registration and payment deadlines posted in the Schedule of Classes.*
3. Attend **Nursing New Student Orientation**. Invitations will sent to you. Dates of orientation are published on the School of Nursing (SON) website.
4. Visit the **Nursing Web Site**: **<http://www.csudh.edu/cps/son/>**
5. Access the **University Catalog** and current **Schedule of Classes** from the School of Nursing's website: **www.csudh.edu/cps/son** or **<https://my.csudh.edu>**
6. **Obtain a Student I.D. Card** Complete the form and send in with a passport photo to get your student I.D. card for \$5.00 at the time of registration. **<http://www.csudh.edu/cps/son/idcards.htm>**
7. **View online Blackboard Orientation**: **<http://www.csudh.edu/actech/bbstudents.htm>**

WHAT COURSES DO I TAKE?

A total of 120 semester units must be completed through instruction and/or assessment options. In addition to the major, students must complete:

- ◆ General Education requirements and Electives (if needed).
- ◆ Satisfaction of the American Institutions requirement in U.S. History, U.S. Constitution and California State and Local Government.
- ◆ Satisfaction of the Graduation Writing Assessment Requirement (GWAR) by exam (GWE) or course by the time you reach 84 units, **usually within the first year of attending classes**. For information on the GWE, please contact Cristina Prado at 310-243-1050 or cprado@csudh.edu

? *What comes first?*

? *Where do I find out what General Education (GE) courses I need?*

? *What is a challenge exam?*

Students can transfer a maximum of 70 units/105 quarter units from a community college and a maximum of 96 units from a four-year institution. For General Education advisement, contact the University Advisement Center via phone (310-243-3538 or 800-344-5484, x3538) or email (uac@csudh.edu). Put "Nursing" in the subject line.

Once you have been accepted, you will want to enroll in classes. You may also wish to **substitute courses** you have taken for credit and to do that you will need to complete a course substitution petition found on the School of Nursing website under **Forms**. Another option is to enroll in a challenge examination (section 19) in which you will be given the materials needed to study for an exam given at the end of the semester. Once successfully completed, you are credited with

the units for the course and the grade.

BSN CURRICULAR SEQUENCING

It is preferable that courses be taken in a general order, but there is some flexibility to that order. The program can be completed in three semesters or more, depending on how many units you wish to take. **The first class taken is BSN 302**, Concepts of Professional Nursing Practice. After or concurrently with that, the following courses can be taken.

- ✎ BSN 405 Statistics* (3)
- ✎ BSN 346 Pathophysiology* (3)
- ✎ BSN 380 Health Assessment* (3)
- ✎ BSN 381 Health Assessment Skills Lab* (1)
- ✎ BSN 460 Nursing Research Utilization (3)

BSN 381L is a Performance Course and as such, requires clinical performance. The 1 unit Health Assessment Skills Seminar takes place either on campus or at a location identified one weekend during the semester. Attendance is required.

After this initial series of classes, the next section includes:

- ✎ BSN 306 Cultural Diversity in Healthcare (3)
- ✎ BSN 340 Professional Collaboration in Nursing Practice (3)
- ✎ BSN 400 Health promotion and Teaching (3)
- ✎ BSN 408 Gerontological Nursing Practice (3)
- ✎ BSN 410 Community based Nursing 1 (3)
- ✎ BSN 411 Home Health Role Performance (2)

The last section of courses includes:

- ✎ BSN 420 Community Based Nursing 2 (3)
- ✎ BSN 421 Public Health

Role Performance (2)

- ✎ BSN 430 Healthcare Systems, Policy and Finance (3)
- ✎ BSN 307 Health Care Informatics and Technology (3)
- ✎ BSN 450 Principles of Leadership and Management in Nursing (3)
- ✎ BSN 451 Leadership/Management Role Performance (2)

Performance courses (411L, 421L, & 451L) occur in a clinical field setting and involve a clinical preceptor as well as the course instructor. Theory and clinical courses **need to be taken in the same semester**. All performance courses have TBA (to-be-assigned) dates and hours in addition to those listed in the class schedule. Refer to the course syllabus and the BSN Clinical Handbook for more specific information. The BSN Clinical Handbook can be downloaded



at <http://www.csudh.edu/cps/son/bsn/>

Additional GE courses may be required.

Course Section Numbers

Stateside courses end in section numbers ending in 8: 08,18,28, etc. Course section number 19 designates a testing section, not a regular class. Sections ending in 171, 172, and so forth are Extended Education sections and will involve additional tuition.

REGISTRATION TIPS

Register for classes via

<https://my.csudh.edu>

To register for classes you will need the following:

- ☺ CSUDH ID number and Password/PIN- an ID number and password/ pin number is needed to access your MyCSUDH account. New admits will be issued a password and ID number in your admissions letter or in your registration appointment email. Click on “Student Center” and then the “add a class” link.
- ☺ Enrollment Appointment- you may view your registration appointment by logging into your MyCSUDH account and going to Student Center. The Student Center provides your registration time and date, “hold” information and a checklist of outstanding items that must be completed for new admits.
- ☺ Holds – Clear any holds listed on the Student Center page under “Hold”.
- ☺ View Classes – You may view the class schedule by going to MyCSUDH and using the “Class Search” option.
- ☺ Register at MyCSUDH as

soon as possible on or after your enrollment appointment date and time. You may not register before your enrollment appointment.

- ☺ **Pay Your Fees-** you may pay online at my.csudh.edu or in person at the Cashiers Office, Welch Hall B270. It is **STRONGLY RECOMMENDED** that payment is made at the time when you enroll in classes to prevent a “washout”. This means your preferred courses will be deleted from your record and you will have to re-register if you wish to take those courses.
- ☺ **LATE REGISTRATION - (first three weeks of each semester) It is not possible to register for classes via MyCSUDH.** The process during this time is:
 1. Download the “Change of Program (Add/Drop)” form from the School of Nursing website.
 2. Fill out the “Change of Program form” completely by indicating which courses you wish to add or drop. Be sure that you include the correct CRN (Course Reference Number), Course Number, Section Number, and Number of Units.
 3. An automatic \$25.00 late

- charge fee will be added to your fees.
- 4. Fax your completed form to the Student Services Center at 310-217-6800. Your form will then be forwarded to the scheduler for processing.
- 5. Verify your registration by checking your MyCSUDH to ensure that your desired courses are posted onto your official record and pay your registration fees.
- 6. **PAYMENT IS DUE 24 HOURS AFTER YOU ARE OFFICIALLY REGISTERED FOR COURSES.** Failure to meet this deadline will cause a “washout” of your courses and you will need to re-register.
- 7. Nursing students cannot enroll in online courses after the start date.
- ☺ Before you start classes, be sure to:
 1. Order your textbooks/ course materials by either calling the CSUDH Bookstore (866-342-5943 or 310-243-3789) or going online at www.csudh.bkstr.com
 2. Complete pre-assignments before first class meeting.

STUDENT FEES

UNIVERSITY APPLICATION FEE (Non-Refundable) \$55.00
STUDENT I.D. CARD (first semester students only) \$5.00
STUDENT REGISTRATION FEES (both in State and National Fees)

Go to: http://www.csudh.edu/admfin/accounting_services_sfs_msrf_0809.shtml

Refer to the Schedule of Classes’ “Fees/Refunds/Fee Waivers” section for payment deadlines. Failure of on-time payment will result in a “washout” of your courses and you will be required to re-register if you still wish to take those courses. Fees can be paid by cash, check, money order, or credit card (VISA, MasterCard or Discover) via phone (310-516-4493). Checks and money orders are

to be made payable to CSU Dominguez Hills. An Installment Payment Plan is also available for students. The form for this plan can be found at the following website: www.csudh.edu/cpssn/forms.htm (Click on Installment Payment Plan). Please note that fees are subject to change without prior notice.





IMPORTANT CONTACT INFORMATION

**Student Services Center/
Student Academic Advice-
ment** Phone: 310-243-2120
or 800-344-5484, option 1#
or ext. 2120)

Fax: 310-217-6800
Website: www.csudh.edu/cps
E-mail:

chhsadvising@csudh.edu
This is the best place to ob-
tain assistance with your ap-
plication, registration, and
meeting program and univer-
sity requirements.

School of Nursing
Phone: 310-243-3596 or 800-
344-5484, ext. 3596 Fax:
310-516-3542 Website:
www.csudh.edu/cps/son

Billing: 310-243-3803

Bookstore: 310-243-3789 or
866-342-5943

Cashiers Office: 310-243-
3812 fax: 310-516-4432

Financial Aid: 310-243-3647
fax: 310-516-4498 or [http://
www.csudh.edu/fin_aid/](http://www.csudh.edu/fin_aid/)

Non California Resident
Register for classes via Ex-
tended Education (877) 464-
4557 or (310) 243-3741
Fax: (310) 516-3971

**California State University,
Dominguez Hills**
Phone: 310-243-3300 or
800-344-5484, ext. 3300
University Website:
www.csudh.edu

MyCSUDH is your one-stop
shop for campus re-
sources. CSU Dominguez
Hills' applicants, students,
faculty, and staff may access
MyCSUDH for admissions,
registration, financial aid,
ToroPay, advising, human
resources, and much more
from anywhere in the world
(24/7), except during mainte-
nance periods.
<https://my.csudh.edu>

**College of Professional Stud-
ies** 800-344-5484
www.csudh.edu/cps



Technology Help Desk: (for
Blackboard assistance)
Phone: 800-344-5484 ext.
1139 E-mail: [bbhelp-
desk@csudh.edu](mailto:bbhelp-
desk@csudh.edu)

Classroom Locations: 310-
243-3597 or 800-344-5484,
option 6# (or ext. 3597)

Admissions & Records Office
310-243-3645