College of Health, Human Services, and Nursing

New Student Orientation

RN to BSN Program
Baccalaureate Requirements Checklist

I. General Education
II. CSU Statutory
III. Graduation Writing Assessment Requirement (GWAR)
IV. Unit and Residence Requirements
V. Academic Requirements/Grade Point Average (GPA)
VI. Major Requirements
VII. Application for Graduation

Applying for Graduation:

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<tr>
<th>Degree Conferral Term</th>
<th>Regular Deadline</th>
<th>Late Deadline</th>
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<td>Fall Semester</td>
<td>July 1</td>
<td>September 15</td>
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<td>Spring Semester</td>
<td>October 1</td>
<td>Last day of fall semester</td>
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<td>Summer Session</td>
<td>February 1</td>
<td>April 15</td>
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Apply for graduation in your Student Center in My.CSUDH
Accessing Academic Requirements Report

Log-in to student portal using your User ID and Password.
Accessing Academic Requirements Report

Click on Student Center.
On the drop down menu, select Academic Requirements.
Accessing Academic Requirements Report

Remediation (RG 100909)

Undergraduate General Education (RG 200000)

Overall Graduation Requirement (RG 200001)

Overall Graduation Requirements

Undergraduate GWAR

Undergraduate Graduation Writing Assessment Requirement—a passing score of "8" or better on GWE or passing a certifying course (listed below, if needed) is required. Contact University Testing office at 310-243-3909 for information regarding test dates.

Graduation Writing Assessment Requirement

120 units information

For minimum 120 units, a maximum of 70 community college and 24 CSUDH non-matriculated units may be used for this requirement.

Repeat Checking Information

120 unit calculations

In this section, "Taken" accumulates to first course that meets the minimum requirement. Note that Graduate level, TED and remedial courses do not count toward the minimum undergraduate requirements:

- Units: 120.00 required, 120.00 taken, 0.00 needed
Nursing Support Courses
- Units: 6.00 required, 6.00 taken, 0.00 needed
  - BSN 306
  - BSN 346

Integrated Nursing Courses
- Units: 35.00 required, 29.00 taken, 6.00 needed
  - BSN 302
  - BSN 307
  - BSN 340
  - BSN 380
  - BSN 381
  - BSN 400

Nursing Elective & NCLEX

NCLEX Credit
- Units: 6.00 required, 0.00 taken, 6.00 needed
NCLEX Credit - Students may be granted 6 units of NCLEX credit once the RN license is verified. Please contact your advisor for more information.

Major Residence Units
Must earn a minimum of 12 upper division units in Major in Residence (this area may show complete even though coursework is in progress).
University Catalog

• Provides information on:
  – Mission and goals for the major
  – Program description
  – Academic advising
  – Career possibilities
  – Course requirements
On csudh.edu, search university catalog.
Accessing University Catalog

First, click University Calendar.

Access the University Catalog by year student came to the university.
Academic Calendar

• Important dates such as:
  – Add/Drop Deadlines
  – Registration dates
  – Fees/fees due date
  – Final examination dates
  – First & last day of classes
Add/Drop Deadlines

**Weeks 1 through 3:** Between the start of classes and the end of the add/drop period of each semester, a student may add online at MyCSUDH or can file a Change of Program Form [PDF]. To add courses students must request a Late Registration Permission Number from the instructor. The Late Registration Permission Numbers can only be used one time, by one student, and for that specific course only.

**Week 4:** Students may add via a Change of Program Form [PDF] with signatures from the instructor, program chair, and dean.

**Drop (Official Withdrawal from a Course)**

**Weeks 5 through 11:** A student may be eligible to withdraw from a course up to the end of week 11. They must submit a Petition for Exception form [PDF], a Change of Program Form [PDF] and evidence of a serious and compelling reason. An administrative grade of "W" may be assigned. The Change of Program Form must include signatures from the instructor and department chair or dean.

Starting in the Fall 2009 semester, students can now withdraw from only 18 units (typically 4-6 classes) during the course of their studies at CSUDH. After that, any courses not completed will result in a failing grade. This limit applies to course withdrawals during week 4 through 11. Any withdrawals taken before the Fall 2009 term do not count toward the 18-unit limit.

**Weeks 12 through 15:** A student may be eligible to withdraw from a course during weeks 12 to 15. They must submit a Petition for Exception form [PDF], a Change of Program Form [PDF] and evidence of a serious accident or illness. Medical verification is required. An administrative grade of "W" may be assigned. The Change of Program Form must include signatures from the instructor and department chair or dean. Ordinarily, withdrawals in this category involve total withdrawal from the University. Qualified withdrawals during this period will not count against 18-unit limit.
School of Nursing
Add/Drop Procedure

• Obtain permission from instructor to add/drop a class
• Email or Fax the Change of Program Form and/or Petition for Exception (depending on time frame) along with statement and supporting documentation to the Student Services Center
• Make Payment online if needed (for Petition for Exception)
• Student Service Center will obtain signatures from Department Chair and Associate Dean
• Once all signatures have been obtained, the Student Services Center will submit paperwork to Admissions & Records
Accessing Academic Calendar

On csudh.edu, search academic calendar.
Accessing Academic Calendar

- First, click Academic Calendar.
- Access the Academic Calendar by Academic Year.
CSUDH Resources

- **Admissions & Records** [http://www4.csudh.edu/records-registration/index](http://www4.csudh.edu/records-registration/index)
  Location: Welch Hall (WH), Room C-290
- **Career Center** [http://www4.csudh.edu/career-center/](http://www4.csudh.edu/career-center/)
  Location: Welch Hall (WH), Room D-360
- **Financial Aid** [http://www4.csudh.edu/financial-aid/](http://www4.csudh.edu/financial-aid/)
  Location: Welch Hall (WH), Room B-250
- **Student Health & Psychological Services** [http://www4.csudh.edu/shps/](http://www4.csudh.edu/shps/)
  Location: Student Health Center
- **Student disAbility Resource Center** [http://www4.csudh.edu/sdrc/](http://www4.csudh.edu/sdrc/)
  Location Welch Hall (WH) Room D-180
- **Student Service Center** [http://www4.csudh.edu/chhsn/ssc/](http://www4.csudh.edu/chhsn/ssc/)
  Location: Welch Hall (WH), Room C-300
- **Toro Learning Center** [http://www4.csudh.edu/tlc/](http://www4.csudh.edu/tlc/)
  Location: LIB North C-121
- **University Advisement Center** [http://www4.csudh.edu/uac/](http://www4.csudh.edu/uac/)
  Location: Welch Hall (WH), Room A-220
- **University Police** [http://www4.csudh.edu/dhpdl](http://www4.csudh.edu/dhpdl/)
  Location: Welch Hall (WH) Room B-100