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. Select courses may be offered face to face at a particular partner hospital. Certain elements of a class may be time specific but most courses are asynchronous. The courses must be completed within the semester and assignment dates are prescribed. 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 completed 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.

Cathy Andrade, DNP, MSN, RN
Assistant Professor
Director Pre-Licensure Program
candrade@csudh.edu

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)
- College GPA of at least 2.0.
- Current RN licensure in the United States or transcripts noting you are near the end of the program.
- College GPA of at least 2.5 or higher is required.

Please see REQUIREMENTS Pg. 2
If you meet the requirements, you can apply online by going to https://www2.calstate.edu/apply.

- Important dates for the application process is at: http://www.csudh.edu/admissions/transfer-students/important-dates/index
- 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/university-catalog/

School of Nursing: http://www.csudh.edu/son/
If you have any questions please call the College of Health, Human Services & Nursing, Student Services Center at (800) 344-5484, Option 1. Or contact

If you have a baccalaureate in a non-nursing area and would like to apply for a second baccalaureate, please contact the BSN Coordinator at nratanasiripong@csudh.edu Depending on your baccalaureate GPA, you may be able to enter the MSN Pathway Program.

The SON curriculum is based on the adult learning theory—students are adults capable to learn and seek knowledge by sharing their experiences and discussing the body of knowledge with each other. The instructor’s roles are also quite different from the high school/junior college—the faculty minimally “lecture”, but they facilitate and guide the students to appropriate resources.

Online Learning Nature: The positives of online learning often outweigh the challenges. Online learning is convenient and you can study when you have time. You don’t have to leave home, you can work at your own pace and take the time you need, in most cases. One of the challenging things many students do not realize is online learning—takes the place of all the time spent in a classroom and transfers that time to home. There is more study and time on the computer than in a traditional class. Since there is no face to face discussion, this must be accomplished through written documentation. In addition, having tests at specific times and dates provides challenges to some but it may be needed to avoid cheating. Along with this comes the sense of isolation when working online. It may seem that you are communicating into a black hole. Nothing comes back. This can be disconcerting. As long as you recognize the challenges and opportunities, you will do well! Many of our students would do it no other way.
GATEWAY TO ONLINE LEARNING THROUGH THE INTERNET

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 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. It is recommended that you use Firefox as your primary browser to access to the Blackboard. If Firefox does not work properly, you should try to use different browsers (Google Chrome, Internet Explorer). Make sure you have Microsoft Office options including Excel, PowerPoint, Word and are able to open files in Adobe Acrobat.

Group Work: Our BSN program emphasizes on professional collaboration and sharpens your critical thinking and leadership skills. This is the reason why most courses involve group work. Benefits of group work include increased creativity, decrease the workload, and enhance collaboration/leadership skills. Group work process also requires excellent communication skills. Students may also encounter some challenges (e.g., different technology skills, various work schedules). When a conflict arises, you are encouraged to first discuss with the person. If needed, you may ask for guidance from your instructor. If the issue is not resolved, you may contact the RN-BSN coordinator.

I’VE BEEN ACCEPTED!!!

1. Your Campus email address is your username@toromail.csudh.edu
   *Note: You are expected to use your toromail as the official way to communicate with CSUDH faculty/staff. Faculty/staff will try their best to respond to your emails within two business days. Be aware that there are times when CSUDH may experience IT glitches and your emails may not be delivered as intended. If you do not hear from the faculty/staff in 2-3 business days, please feel free to send a follow-up email. A TIP-- students often set up in the toromail account that all messages from their toromail be automatically forwarded to their personal account. This is very helpful to receive information with-in a timely manner.

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.

   If you are not enrolled in the 1st semester, you will be automatically dropped from the BSN program and you will need to reapply.

3. Attend Nursing New Student Orientation. Invitations will be sent to you via email. Dates of orientation are published on the School of Nursing (SON) website.

4. Visit the Nursing Site: http://www.csudh.edu/son/

5. Access the University Catalog and current Schedule of Classes from the CSUDH Academics website: www.csudh.edu/academics/

6. Obtain a Student I.D. Card Please go to http://www.csudh.edu/Assets/CSUDH-Sites/SON/docs/forms/info-workshops/Picture%20ID-Cards-Revised-2015.pdf If you cannot come on campus in person, you need to contact the office of admissions and records at 310-243-3645 for an arrangement.

7. View online Blackboard Orientation: http://www.csudh.edu/it/services/blackboard/tutorials-students/
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). Log in to your MyCSUDH and click on Academic Requirements to view what you need to complete in order to graduate. All GE requirements must be completed before the last semester.


- 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 GWAR, go to [http://www.csudh.edu/son/info/gwe/](http://www.csudh.edu/son/info/gwe/). Should you have additional questions, please contact Cristina Prado at cprado@csudh.edu.

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 (bsn@csudh.edu). Put “Nursing” in the subject line.

For BSN course advisement email, bsnmajoradvising@csudh.edu.

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 on the School of Nursing website under forms [http://www4.csudh.edu/son/forms/](http://www4.csudh.edu/son/forms/).

Another option is to take a challenge examination (BSN 306 & 346) 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.

**NEW 2016 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. Most full-time students (11-15 units/semester) complete the program in four semesters. In addition to the required GE courses, students must complete:

- BSN 302 Concepts of Professional Nursing Practice (First class taken)

After or concurrently with that, the following courses can be taken:

- BSN 306 Cultural Diversity in Healthcare (3)
- BSN 340 Professional Collaboration in Nursing Practice (3)
- BSN 346 Pathophysiology (3)

Then, the following courses can be taken:

- BSN 380 Health Assessment* (3)
- BSN 381 Health Assessment Skills Lab* (1)
- BSN 400 Health promotion and Teaching (3)
- BSN 450 Principles of Leadership and Management in Nursing (3)
- BSN 451 Leadership & Management Performance ** (2)

Students must take BSN 380 prior or concurrently with BSN 381L – a BSN 381 Health Assessment Skills Seminar takes place either on campus or at a designated location. Students must be able to attend 2 days/week (either weekday or one weekend during the semester). Attendance is required.

The next section includes:
- BSN 307 Health Care Informatics and Technology (3)
- BSN 430 Healthcare Systems, Policy and Finance (3)

The last section of courses includes:
- BSN 408 Gerontological Nursing Practice (3)
- BSN 422 Community Based Nursing (3)
- BSN 423 Community Based Nursing Role Performance(2)
- BSN 460 Nursing Research Utilization (3)
- BSN 484 Community Based Nursing in specialities (3)
- BSN 499 Capstone Experience (6)

***Performance courses (423L, BSN 346, BSN 380, & BSN 381L must be taken prior to the clinical courses. 421L, & 451L) occur in a clinical field setting and involve a clinical preceptor as well as the course instructor. Theory and clinical courses must be taken in the same semester unless approved by the BSN coordinator. 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 [PDF] for more specific information.

Students wishing to complete the degree in three semesters may follow the [Plan of Study for Full Time Accelerated Students](http://www.csudh.edu/son/forms/). Part-time students wishing to complete the degree in 3-4 years may follow the [Plan of Study for Part-time Students](http://www.csudh.edu/son/forms/).
REGISTRATION TIPS

After completing the 1st semester, you may "skip" one semester (either Fall or Spring) without any additional documents. If you plan to skip more than one semester, you must seek approval from the SON before you do so. (Note: summer is not considered an "official semester). Register for classes via https://my.csudh.edu

To register for classes you will need the following:

 CSUDH ID # and Password
To access your MyCSUDH account. New admits will be issued a password & 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. Visit http://www.csudh.edu/son/forms/index to view an enrollment tutorial.

 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 “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.

1. Pay Your Fees - you 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.

2. Adding classes can be done via MyCSUDH through the first two weeks of the semester. To add a class the third week, request a Late Registration Permission Number (LRPN) from the instructor. Next, log into MyCSUDH to enter the class number and the LRPN. The LRPN can only be used one time, by one student, and for that specific course only. 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. An automatic $25.00 late charge fee will be added to your fees.

3. Verify your registration by checking your MyCSUDH to ensure that your desired courses are posted onto your official record and pay your registration fees.

4. Dropping. Drops received and processed after the 4th week of a semester will result in “W” grades. You cannot exceed 18 units of “W”s to graduate. You will need to:


2. Pay $10 fee for processing of Petition paid via the Toro Pay Website


4. Write Statement of “serious and compelling reason” with evidence

5. Collect emails from instructors approving your drop.

Please gather all the documents and send them to Cristina Prado via fax at 310-516-3542 or via email. Make sure that ALL documents are included or it will delay the processing. All documents must be received by SON no later than 10:00 AM on the day of the withdrawal

5. PAYMENT MAY BE 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.

 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.bksstr.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

Visit http://www.csudh.edu/admissions/costs/to review the cost of tuition for the academic term in which you are applying for.

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.

10/31/2017
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 resources. 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 maintenance periods.
https://my.csudh.edu

College of Health, Human Services & Nursing 310-243-2046
http://www.csudh.edu/chhsn/

Student Services Center/Student Academic Advisement Phone:
310-243-2120 or 800-344-5484, option 1# (or ext. 2120)
(Fax: 310-217-6800
Website: http://www.csudh.edu/chhsn/ssc/
E-mail: hhsnssc@csudh.edu

This is the best place to obtain assistance with your application, registration, and meeting program and university requirements.

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

Important Contact Information

Technology Help Desk: (for Blackboard assistance)
Phone: 800-344-5484 ext. 1139
E-mail: bbhelpdesk@csudh.edu

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

Admissions & Records Office 310-243-3645

Billing: 310-243-3803

Bookstore: 310-243-3789 or 866-342-5943
http://csudh.bkstr.com

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

Financial Aid: 310-243-3647
fax: 310-516-4498 or http://www.csudh.edu/financial-aid/

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