

UNIVERSITY OF NORTHERN COLORADO
School of Nursing

NURSING MAJOR STUDENT
HANDBOOK FOR RN'S

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NURSING MAJOR STUDENT HANDBOOK FOR RNS

The purpose of this handbook is to provide information for the RN-BSN students about the guidelines, policies and procedures of the Nursing Program. You also need to be knowledgeable about the requirements for graduation in the UNC bulletin that you are admitted into.

Success in completing the BSN degree is dependent on the student:

- 1) Discussing progress with your faculty advisor each semester.
- 2) Reading the catalog regarding general education.
- 3) Reading your RN-BSN Handbook

CONTENT:

The handbook is divided into six sections:

- I. Curriculum Design, Nursing Program Philosophy and Objectives.
- II. Policies pertaining to expected professional student performance in the Nursing Program.
- III. Policies for student interaction and influence in the governance system of the School of Nursing.
- IV. Student services provided by the University of Northern Colorado and the School of Nursing.
- V. Guide to program planning and general survival guide for RN's.
- VI. Challenge and Transfer Guide for RN's.

SECTION I CURRICULUM DESIGN
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A. U.N.C. SCHOOL OF NURSING - PHILOSOPHY

Each individual is a holistic, biopsychosocial and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger community and society. The individual is respected as a unique person who may initiate, perform, accomplish and maintain activities with a changing capacity for self-care. All individuals have a right to health care.

Health is a dynamic state on a wellness continuum. Health is the integration and balance of the physical, spiritual, and emotional self resulting in a state of optimal functioning. Health is the responsibility of the individual, family, community and society.

Society and culture are a functional and integrated whole with interdependent parts. The components of society and culture, such as political, economic, religious, kinship, and health systems perform separate functions but mesh to form an operating whole.

Health care is in a constant state of change. Persistent and growing underserved and vulnerable populations exist whom professional nursing can influence. Numerous societal demands require creative interventions, alternative settings and new partnerships and coalitions to maximize health care delivery. Cost-effective utilization of health care resources emphasizes primary and secondary prevention strategies.

Nursing is both an art and a science that promotes, supports and restores optimal health in individuals, families, and communities. It is a professional discipline that is an integral component of the health care delivery system. Nursing is a caring profession that is an integral component of the health care delivery system. Nursing involves the application of the nursing process, collaboration with members of the interdisciplinary team, and initiation and implementation of scientific nursing research. The profession of nursing is practiced in a variety of settings.

The nurse is a caregiver, client advocate, teacher, leader, manager, and researcher. With an awareness of his or her own values and beliefs, the nurse is sensitive to the values and beliefs of others. The nurse is professionally accountable and autonomous for nursing interventions and is responsible for continued professional growth.

Learning is a lifelong process that involves the acquisition of knowledge, skills and attitudes. The educational process of the professional nurse includes the systematic investigation of health utilizing critical thinking, communication, technology and therapeutic nursing interventions. Preparation for leadership, cultural competency and self-direction is an integral component of the educational process. Students move from relative dependence to functioning independently, in preparation for assuming professional responsibility. Faculty facilitate the self-directed learning process.

The educational process is seen as a collaborative relationship between students and faculty. The professional nurse is educated at the baccalaureate level with a background in the arts, sciences, and humanities, as well as the discipline of nursing for entry level into the profession as a generalist. The graduate program in nursing prepares advanced practice nurses who may practice in primary care settings, health care facilities and educational institutions. Graduate study promotes scholarship that is characterized by scientific inquiry, the ability to implement conceptual models into practice and the ability to test research propositions in a clinical setting. Both the undergraduate and graduate programs provide the basis for continued graduate studies.

B. OVERALL PROGRAM OBJECTIVES:

1. Analyze information and ideas and utilize research findings to make competent clinical judgments and appropriate professional decisions.
2. Demonstrate therapeutic interventions (physical and psychosocial) guided by the nursing process and standards of care to maximize self-care capabilities of individuals, families, and communities.
3. Use effective verbal, non-verbal, interpersonal, written, and technological communication skills.
4. Practice nursing in a holistic, culturally competent manner with individuals, families, communities and society.
5. Apply the roles of leader, manager and professional in health care delivery.

C. ADMISSION

Admission Requirements for the RN-BSN Program are as follows:

1. Admission to UNC
2. Graduate of any RN program *
3. 2.5 Grade point average (minimum)
4. Licensure as a registered nurse
5. Letter of reference
6. 1000 hours of work experience in last 3 years (minimum). Discuss with faculty advisor.
7. Student essay

Transfer of credit for a total of 90 semester hours from regionally accredited four-year institutions may be accepted. Up to 64 semester hours of credit earned at a community college may be approved.

- * The Colorado Nursing Articulation Model is a process to facilitate RN students' progress with minimum repetition. Any licensed RN graduate can articulate without testing to validate nursing knowledge from previous programs. Some testing may be required to receive credit for support course knowledge. After completing 12 credits of UNC nursing courses, 38 credits will be awarded for previous nursing studies.

OCCUPATIONAL EXPERIENCE VERIFICATION

APPLICANT: To validate current clinical competence, the following form must be completed.

Full Name (Signature) _____ Present Address _____

Name of Firm _____ Address of Firm _____

TO BE COMPLETED BY THE EMPLOYER:

1. The above named person was employed by us from _____
to _____, a period of _____. This was full-
time/part-time employment. Please give the total hours worked.
Date
2. S/he was employed as a _____.
Job Classification
3. Description of job duties
4. Is s/he considered a skilled, competent, and successful worker in his/her field?
5. Additional comments:

Firm _____

Address _____

Telephone _____

Signed by _____

Title _____

Date _____

E. NURSING PROGRAM OF STUDY FOR 2001-02

REQUIRED SUPPORT COURSES	Credits Completed	GENERAL EDUCATION	Credits Completed
◇1. CHEM 108 Gen & Org Chem (5)	_____	1. Composition a. ENG 122 (3) *◇ b. ENG 123 (3)	SUPPORT
*◇2. ENG 123 College Research Paper (3)	_____		
*3. ZOO 341 Human Anatomy (3)	_____	◇2. STAT (3)	SUPPORT
4. ZOO 350 Human Physiology (4)	_____	3. PE (1)	_____
*5. ZOO 355 Pharm (3)	_____	4. Arts & Letters (6 hrs. minimum) _____ _____ _____	_____
*6. BIO 351 Micro (4)	_____		
◇7. STAT 250 Statistics (3)	_____		
◇8. FND 357 Nutrition (4)	_____	5. Social Sciences (6 hrs. minimum) 5 (not 5E) *◇ PSYCH 230 (4)	SUPPORT
◇9. PSY 230 Human Growth & Dev (4)	_____	6. Science & Math (7 hrs. minimum) * = FND 250 (3) or A/P or General Zoo/Biology = CHEM 108 (5)	SUPPORT
TOTAL	(18)		
REQUIRED NURSING COURSES	Credits Completed	7. Interdisciplinary, Multicultural, & International Studies (6 hrs. minimum) a. _____ & b. _____	
1. NURS 310 Functions of Professional Practice (3)	_____		
2. NURS 328 Health Assessment for RNs (4)	_____	TOTAL	40 Needed 35 Delineated
3. NURS 335 Foundations of Professional Practice II (3)	_____	Challenge Exams may be necessary depending on individual factors.	
4. NURS 410 Foundations of Professional Practice III (3)	_____	RN CHALLENGES - ACT/PEP	Credits Completed
5. NURS 435 Foundations of Professional Practice IV (3)	_____	<u>COLORADO ARTICULATION MODEL: ESCROW CREDIT</u>	_____
6. NURS 453 Community/Population Based Health for RNs (4)	_____	Date Transferred in _____	
7. NURS 454 Community/Population Based Health Practicum for RNs (4)	_____		
8. NURS 464 Professional Roles for RNs (5)	_____		
◇9. Nursing Electives (1-3)	_____		
TOTAL	30-32	TOTAL	

* May take an NLN Exam or CLEP

◇ Courses are "Required Support Courses" but will also meet general education requirements.

F. REQUIRED NURSING COURSES

Nursing is an independent, professional discipline requiring critical inquiry and discriminating judgment to assist individuals and groups maintain health. The nursing courses required for RNS have been chosen to encourage the development of such critical thinking as well as leadership skills. The curriculum also includes courses in general education that are the mark of a good university education.

NURS 310 Foundations of Professional Practice I (3) -

Examines the roles of the professional nurse in multidimensional health care settings. Professionalism, accountability, and theory-based practice explored.

NURS 328 Health Assessment for RNS (4) -

Focuses on healthy individuals, families, and communities with particular emphasis on family and beginning community appraisal.

NURS 335 Foundations of Professional Practice II (3) -

Develops beginning research skills in relationship to the health outcomes throughout the lifespan. Emphasis is on economics, education, and culture in nursing.

NURS 410 Foundations of Professional Practice III (3) -

Emphasizes issues in professional nursing practice as they relate to the changing health care environment. Students will utilize principles of learning, research, team building and collaboration.

NURS 435 Foundations of Professional Practice IV (3) -

Emphasis is on the nurse as a leader/manager in society with respect to current issues and trends.

NURS 453 Community/Population-Based Health for RNS (4) -

A theoretical perspective to illness management and restoration of health applied to individuals, families, and communities.

NURS 454 Community/Population-Based Health Practicum for RNS (4) -

Focuses on therapeutic interventions guided by the nursing process applied to community health nursing and case management of complex health problems in community settings.

NURS 464 Professional Roles for RNS (5) -

A combination of seminar and preceptored practicum that provides socialization into the role set of the professional nurse with an emphasis on leadership and management.

Nursing Elective - 300-400 level

Choose an elective of interest. Examples are: EKG, HIV/Aids, etc.

G. TYPE E SCHOOL NURSE CERTIFICATION

The State of Colorado requires Type E. Certification for a registered nurse to function as a school nurse.

There are no special courses to take to be qualified.

Additional information about the above requirements can be obtained from the Teacher Education and Certification Unit, Colorado Department of Education, 201 E. Colfax Ave., Denver, CO 80203 or from Faye Hummel, faye.hummel@unco.edu.

H. INFORMATION ON SYLLABI AND CLINICAL PRACTICE

1. Nursing Major Course Syllabi

Each nursing syllabus is considered the student-teacher contract for that specific course.

The course objectives are your guide for achieving in the course. Most course syllabi include critical behaviors, each of which must be achieved for you to pass the course.

The faculty will carefully explain the requirements of each course during the first part of the semester. If you have questions or need clarification, please contact the course faculty member early in the semester. Evaluation practices (grading) may vary from course to course. Please be sure you understand the evaluation policy.

2. **Clinical Practice**

Nursing practice is offered in a variety of agencies. These agencies include hospitals, nursing homes, industry, schools, and public health agencies. Clinical nursing experiences are offered in the Denver area, Greeley, Windsor, Brighton, Loveland, Fort Collins, and rural Colorado. Student practicums in the agencies are assigned according to available resources.

I. **GRADUATION REQUIREMENTS**

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. Degree titles are authorization by the Colorado Commission on Higher education, and programs leading to the degrees are administered by the University, the College of Health and Human Services, and the School of Nursing.

The faculty of UNC has established five general requirements that a student must meet to earn a baccalaureate degree:

1. Earn a minimum of 120 semester credit hours
2. Earn a UNC GPA of at least 2.0
3. Complete at least 40 credit hours in courses designated as General Education courses.

These courses are from the Catalog of the academic year in which the student first enrolls. University Catalogs expire after six years.

4. Meet all the requirements for the bachelor's degree in Nursing as listed in the current Catalog when the major is officially declared.
5. Complete 30 hours total from UNC campus.
6. Complete 20 of the last 30 hours for your degree with UNC to meet "residency" requirement.

RN-BSN TO MASTERS AT UNC

1. Students in the RN-BSN program at UNC are allowed to apply to our masters programs at the beginning of their final year of BSN classes. If accepted, a student would be able to start masters classes without holding the BSN for a year.

2. Contact Dr. Judy Richter at 351-2663 or judy.richter@unco.edu for more information about this option. Admission requirements include:
 - ◆ Satisfactory completion of required aptitude test
 - ◆ Minimum GPA of 3.0 in RN-BSN courses
 - ◆ A statement of career goals
 - ◆ A letter of recommendation from an RN-BSN member

SECTION II POLICIES

A. How you participate in evaluation of the program, course, and faculty

As a nursing major you will have the opportunity (usually each semester) to evaluate your nursing courses and faculty. However, if you have specific concerns please relate them to your course faculty member, the course coordinator, or the Assistant Director of the SON.

Each course is part of the total program; courses build upon previous courses. You are requested to evaluate the course(s) in relation to the specific course objective and the total curriculum.

B. Specific policy about grades

In the nursing program, you must earn a minimum of "C" in all required nursing courses. If you earn a "D" or "F" or "U" or "W" (while failing) in a nursing course, you must retake that course when it is available before being allowed to progress to the next semester in the nursing program on a space available basis. Nursing courses may be repeated only once.

C. If you need to "stop out" for a semester(s)

If you need to "stop out" for any reason: (1) discuss with the RN-BSN Coordinator of the School of Nursing and (2) write a letter to the RN-BSN Coordinator of the School of Nursing, indicating those semester(s) you will not be able to enroll and your future plans.

If you "stay out" for 2 semesters or more, you will be automatically withdrawn from the nursing major; you must reapply to the School of Nursing if you decide to pursue the nursing major.

If you stop out for one semester or more and then come back, your name will be placed on a waiting list for openings in the nursing courses and your progression in the nursing program will be on a "space available" basis.

D. Readmittance to School of Nursing after dismissal

Students who are dismissed from the School of Nursing by the faculty, and who wish to seek readmission must reapply for admission to the School of Nursing.

PROCEDURE:

1. Write a letter to the Assistant Director of the School of Nursing requesting readmittance into the program.
2. The Assistant Director refers the request of the Student Affairs Committee who will consider the request and supporting data and make the final decision.
3. If the student is readmitted, the student will be placed on space available status and may be readmitted conditionally.

E. Specific policy about critical behaviors for satisfactory achievement in clinical nursing courses

To achieve a satisfactory/passing grade in all clinical nursing courses the student must demonstrate safe nursing care and acceptable professional behavior. Failure to adhere to the following practices may result in a failing grade for the course, School of Nursing probation, and/or suspension from the School of Nursing.

Students will:

1. Refrain from engaging in client care when the student's physical or emotional condition is a threat to clients and/or others.
2. Carry out nursing interventions in a safe manner.
3. Engage in nursing practice in accordance with the student's level of preparation, legal limitations, and agency policy.
4. Communicate with faculty and health team members honestly and accurately including reporting errors of omission or commission to appropriate persons.
5. Maintain confidentiality of client information.
6. Notify faculty or the individual designated in advance if he/she will be absent from any assigned experience.
7. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.
8. Acknowledge and accept responsibility for their own actions.

F. Specific policy about unexcused absences from clinical courses

As a NURSING STUDENT, you will be responsible for the following action(s): Call your clinical Preceptor if you will be absent or late within 12 hours before your scheduled clinical lab. Failure to notify faculty of intended absence may result in "U" (unsatisfactory) or "F" grade for the course.

G. Policy regarding Student Dishonest Acts

Dishonesty violates the professional code of ethics. Students are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

1. taking an exam or writing a paper for another student,
2. copying a few sentences for a paper without using footnotes to credit the source,
3. copying or sharing information from answer sheets and/or care plans without doing the work independently,
4. leading one to believe you have completed a required assignment or activity when indeed you have not,
5. fabricating data,
6. stealing school, agency or client property.

Students will be held accountable for their dishonesty. Students may report observations or knowledge of dishonest acts to the faculty. Such reports are confidential.

H. Policy for Students Demonstrating Addiction to, Habitual use, or Dependency on Alcohol and/or Habit Forming Drugs

The School of Nursing faculty believe they have the right and responsibility to protect the public's health, safety and welfare from addicted and/or drug dependent nursing graduates. Therefore, as a condition of enrollment in the SON clinical program, the student must be drug and/or alcohol free in the clinical setting.

I. **Specific policy about Probation/Termination**

School of Nursing Faculty reserve the right to place on probation or to require withdrawal from nursing courses or the nursing program any students who, fail to satisfy the requirements of scholarship, health status and/or performance.

Nursing majors must earn a minimum grade of "C"/"S" in all required nursing courses for progression in the Nursing program." Students must successfully complete all required semester nursing courses before they can progress into the next semester of the clinical program. A student receiving less than "C" or "S" in a nursing course will fail the course and will be dismissed from the school. The student may request re-admission to the program to repeat the course failed on a space available basis only.

Clinical Nursing Majors:

Students in Semester 1-5 of the nursing program who:

1. Earn a D, F, U (or W when taken with unsuccessful completion) in a required nursing course or
2. Are on University probation (cumulative or semesterly)

If at the end of any subsequent semester, the student:

1. Continues on University probation or _____
2. Earns, a D, F or U in another nursing course or
3. Fails to successfully complete any nursing major course required

The student will be required to withdraw from the nursing program.

J. About the UNC/School of Nursing clinical agreements with our supporting agencies for the clinical practicums (experiences)

For all agencies utilized for clinical practice for students there is in place a formal agreement signed by their chief administrator and the president of this University. Each agreement spells out:

1. the responsibilities of the University through the School of Nursing,
2. responsibilities of the agency,
3. joint responsibilities of the UNC/S.O.N. and the agency, and
4. special provisions.

If you need to review the document, please make an appointment with the Director's secretary.

In general, those sections you need to be knowledgeable about are:

1. Learning experiences for students are selected in cooperation with faculty and agency professional staff.
2. Faculty and students must respect the confidentiality of records and patient/client data imparted during the educational experiences.
3. The student is insured under UNC's workmen's compensation policy when in clinical practicums. If a UNC nursing student is injured while on duty in an agency, he or she should notify their instructor immediately and follow UNC Workmen's Compensation procedures as directed.

4. Students must carry health insurance (no exceptions) and individual malpractice coverage.
5. Students may utilize the library, lounges, conference rooms, and audiovisual equipment in line with educational requirements.
6. Absolutely no monies are to be exchanged between the agency staff, faculty, patients, or students.

In all articles of the formal agreement there is mutual interdependence to maximize benefits for the student learning experiences.

K. Health Hazard Statement

During your nursing education, it is possible that you may be exposed to certain situations or diseases that are potentially harmful to unborn babies. For this reason, we recommend that you notify your clinical instructor if you become pregnant.

L. Bloodborn Pathogens HBV/HIV Policy

In order to reduce the possibility of exposure of Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) of nursing students, faculty and clients, the UNC School of Nursing requires vaccination for HBV, and education on universal precautions and other prevention techniques for HIV. This policy conforms to the requirements of local Colorado state and federal laws and the Centers for Disease Control guidelines for preventing transmission of HIV/HBV. The policy recognizes individual rights, equal opportunity, voluntary testing, and confidentiality of test results and health records. The policy contains procedures for managing those who may have been exposed to HIV/HBV. Unless immuno-suppressed or

pregnant, nursing faculty and students cannot refuse to care for those with HIV, HBV or AIDS. For students and faculty who are HIV positive, reasonable accommodation will be made by the school to allow continuation of the student education or faculty career. The school will annually review this policy for scientific correctness.

PROCEDURE

A. HEPATITIS B VIRUS (HBV)

1. Vaccination-HBV is preventable.

- . Students are required to present documentation showing they have started the series of HBV immunizations prior to any contact with clients unless immuno-suppressed or medically at risk from the vaccine. The student is responsible for the cost of vaccinations. The series must be completed. Faculty are also required to be immunized.
- . Students and faculty who decline vaccination must sign a declination statement. By doing so, the individual acknowledges the potential risk of acquiring and/or transmitting the disease.

B. HUMAN IMMUNODEFICIENCY VIRUS (HIV)

1. Management

- . Prevention is the only method of controlling HIV. No vaccine is available.
- . Inquiry into HIV status will not be a part of student or faculty application processes.
- ! Qualified individuals will not be denied admission to the nursing program or employment as faculty on the basis of HIV status.

2. HIV Testing

- . The HIV antibody testing decision is voluntary for nursing students and faculty. In the event of possible exposure compliance in regard to testing is recommended and may be required by our contracted health care agencies.

3. HIV Status - students and faculty

- . All students and faculty, regardless of HIV status, will adhere to CDC guidelines.
- . Students and faculty who know they are infected are urged to voluntarily inform the Director or Assistant Director at the SON.

STUDENT NURSES HEALTH CLEARANCE PROCESS

I. HEALTH CLEARANCE REQUIREMENTS FOR THE CLINICAL NURSING EXPERIENCE ARE:

- A. A complete physical exam with review of history--completed within last 9 months.
- B. A Rubella screen/titer lab test which indicates immunity to Rubella and gives titer values.
- C. A PPD test for tuberculosis within the last 6 months which was completed and read by an RN or physician. (A TINE test is **NOT** acceptable!) Positive PPDs require follow-up.
- D. Medically documented immunizations as follows: basic DPT or TD series; TD booster within last 10 years; polio series as a child; and 2 MMRs--first MMR after 12 months of age and second MMR after 5 years of age and Hepatitis B series or refusal statement (students from before January, 1957 are exempt from MMR requirement. Others may have titus drawn to prove immunity if desired).
- E. CLEARANCE
All of the above must be documented. Documentation is mailed directly to Jan Martin. A registered nurse at the UNC Student Health Center can also do the health clearance. The process of completing all of the above is time consuming and you are advised to **begin as soon as possible!**

--.. YOUR CLEARANCE **MUST** BE COMPLETED BEFORE REGISTRATION FOR FALL CLINICAL COURSES!

II. OPTIONS TO OBTAIN THE CLEARANCE:

OPTION 1

- A. Make appointments at the Student Health Center (351-2412) for "a comprehensive nursing physical" and clearance. Anticipated costs will be as follows:

1. Physical/History	\$	40.00
2. PPD		3.00
3. Hematocrit		6.50
4. Dipstick Urine Alb/Glu		0.00
5. Rubella Screen (each)		11.00
6. TD (each)		5.00
7. MMR (Price varies depending on eligibility for State vaccine. Price between \$5.00-\$28.00 at current price.)		
8. Hepatitis B vaccine	*	35.00
.....		per shot
9. Hepatitis B Surface AB		22.00
10. Read "General Information" included here.		

* Price subject to change with the market.

OPTION 2

- A. Make an appointment with your private physician off-campus for history/physical, lab studies, and/or immunization updates. **Get copy of forms from School of Nursing Office.**
- B. Send all information to Jan Martin for the review and clearance. Send the signed and dated copies of your history/physical, lab reports and immunization updates.
 1. Clearance administration
 2. See Option I for any missing requirements
 3. Read "General Information" included here.

III. GENERAL INFORMATION:

- A. It can be cheaper and more convenient to follow Option 1 and have all services completed at the Student Health Center.
- B. Students who start early to be cleared are happiest! Remember, summer-time appointments are required to be seen at the Student Health Center. You must be currently enrolled at UNC to get your physical done there.

- C. If you make an appointment off-campus for your history/physical, Use the forms on the next 3 pages. Be sure your physician documents any immunizations given on the immunization form.
- D. Immunization requirements for the clinical clearance are more stringent than the UNC campus requirements, so do not be surprised if you need boosters.
- E. If the initial Rubella screen indicates no immunity, a Rubella vaccine will be administered and six weeks later the Rubella blood test will be repeated--you will be charged each time a Rubella blood test is completed from UNC.
- F. The UNC School of Nursing, the Colorado State Health Department, and the Center for Disease Control highly recommend that you receive Hepatitis B vaccine and the Post vaccine lab test. The Hepatitis B vaccine is a series of three injections given over a six month period. If you decline the vaccine, you will need to sign a "refusal document".
- G. If you have prescription lenses, be sure you have them with you for the eye exam.
- H. A follow-up visit is REQUIRED two or three days after a PPD is given.
- I. ONE MORE TIME--START EARLY!! It is not unusual for problems to surface and the problems must be resolved before you will be cleared.
- J. If a rubeola titer is needed, it will cost \$45.00 at the Student Health Center; a mumps titer will cost \$45.00*.
- K. If hepatitis prevaccination testing is needed, the tests and current costs at the Student Health Center are: Hep-B at \$30.00* and HB surface Ag at \$30.00*. The third shot in the Hepatitis B series can now be administered two months after the second injection.
- L. To use Option 1 at the Student Health Center, **YOU MUST BE REGISTERED AND TAKING CLASSES CURRENTLY.**

* All prices are subject to change without notification.

RN-BSN STUDENTS HEALTH & SAFETY REQUIREMENTS

- A. RN licensure and CPR is required for admission and thereafter.
- B. OSHA test administration will be done at the end of NURS 328 (Health Assessment). Faculty will notify the SON office of students' successful completion of the test.
- C. Documentation of Health/TB and CPR.

The Health/CPR requirements must be met each semester that precedes a semester with a clinical course.. Students failing to submit current, appropriate Health/CPR documentation will be out of compliance with the School's policy. As a result, students will not be allowed to progress in the nursing program (i.e. register for classes). **RN licensure and CPR must remain current for admission and throughout the program.**

Returning RNs	Informed of Policy	Dates for Submitting Documentation
For Fall Session of Year 2	Acceptance letter On-line reminder	Friday of first week of Fall classes
For Spring Semester Year 2	Acceptance letter and on-line reminder	November 30th

*Example: By the first week of fall classes you must have validated that you are health cleared, CPR is and will be up-to-date **through** Fall semester, and you have a current RN license.*

Staff:

* Online students (RN-BSN) medical records are kept in their SON-Student files.

G. Malpractice Insurance

UNIVERSITY OF NORTHERN COLORADO/SON/NF-SO Title of Policy: <u>Malpractice Insurance</u> Sponsoring Committee: <u>Director</u>	 <u>5/4/01</u> Date adopted by NF-SO Date reviewed for Currency & Initial:
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POLICY:

Because of the increasing legal requirement by clinical agencies used by the School of Nursing for individual student malpractice coverage, the SON requires all students in its clinical programs to obtain individual malpractice coverage with limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

PROCEDURE:

1. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.
2. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.
3. Students may be required by clinical agencies to show proof of their individual malpractice coverage. Failure to have required coverage will necessitate withdrawal from the clinical course.

AGENCY OPTIONS	ADDRESS/TELEPHONE/WORLD WIDE WEB/FAX
Professional Buyers Guild, Inc.	5 Airport Road, Lakewood, NJ 08701; 1-800-545-4PBG. Can download application: www.npg.com . Fax application to: 1-732-354-3716
Nurses Service Organization	4870 Street Road, Trevoise, PA 19049; 1-800-274-1500. <i>SNA membership makes you eligible for special rates with NSO – the official NSNA professional liability insurance carrier.</i>
Seabury and Smith (formerly Maginnis & Associates, Inc.)	Professional Insurance Administrators: 332 S. Michigan Avenue, Chicago, IL 60604; 1-800-621-3008 x 105
Your homeowners insurance agency	BEWARE! Some agencies that do not deal with nursing students on a regular basis may charge too much. Comparison shop.

MINDING YOUR Q'S & P'S**or****THE ABC'S OF FIGURING OUT YOUR GPA**

GPA = GRADE POINT AVERAGE

QP = QUALITY POINT (THE UNIT ASSIGNED FOR GRADE CREDIT)

A 1 credit grade of A earns 4 quality points.

A 1 credit grade of B earns 3 quality points.

A 1 credit grade of C earns 2 quality points.

A 1 credit grade of D earns 1 quality point.

A 1 credit grade of F earns 0 quality points.

STUDENTS EARN A GPA AND A**CUMULATIVE GPA****EXAMPLE:**

FALL 1990

COURSE	CREDIT	GRADE	QUALITY POINTS EARNED
ENG. 122	3	A	12
MATH 124	4	B	12
ANT 100	3	C	6
PE 147	1	A	4
PSY 120	4	B	12
TOTALS	15		46

3.07 SEMESTER GPA
15 credits/46 quality points

If, in the following semester you attempted 16 credits and earned 35 quality points, you add the credits from both semesters, add the quality points from both semesters, and divide the quality points by the number of credits attempted for both semesters to determine your cumulative GPA.

In order to raise you GPA you need to earn quality points from course grades above a C.

REMEMBER

- FAILURE TO ACHIEVE A 2.0 IN A GIVEN SEMESTER OR IN YOUR CUMULATIVE GPA WILL RESULT IN YOUR BEING PLACED ON PROBATION.* FURTHER DETAILS ON THIS CAN BE FOUND IN THE SEMESTER BULLETIN UNDER ACADEMIC PROBATION AND SUSPENSION.
 - S/U GRADES ARE NOT COMPUTED INTO THE GPA.
 - A GRADE OF "D" IS PASSING. HOWEVER, IF THE "D" IS EARNED IN A MAJOR COURSE, YOUR MAJOR DEPARTMENT MAY STIPULATE THAT A GRADE OF "C" OR BETTER IS REQUIRED, OR THAT YOU MUST MAINTAIN A "C" AVERAGE IN YOUR MAJOR COURSES. CHECK YOUR MAJOR DEPARTMENT'S REQUIREMENTS.
 - A GRADE OF "I" (INCOMPLETE) IS NOT COMPUTED IN THE GPA. HOWEVER, IF THE INCOMPLETE WORK IS NOT FINISHED IN THE REQUIRED TIME FRAME, THE GRADE OF "I" WILL BECOME AN "F" AND WILL BE COMPUTED INTO THE GPA.
 - IF A COURSE IS REPEATED DUE TO A LOW GRADE IN THE FIRST ATTEMPT, THE TWO GRADES WILL APPEAR ON THE TRANSCRIPT AND BOTH WILL BE COMPUTED INTO THE CUMULATIVE GPA.
 - IF YOU ARE ALREADY ON PROBATION, YOU SHOULD DETERMINE THE NUMBER OF EXTRA QUALITY POINTS WHICH WILL BE REQUIRED TO RAISE YOUR GPA IN THE CURRENT SEMESTER. HOWEVER, IT MAY TAKE MORE THAN ONE SEMESTER TO RAISE YOUR GPA TO A 2.00.
- * THERE ARE SPECIAL REQUIREMENTS FOR FRESHMEN STUDENTS LISTED IN THE SEMESTER BULLETIN.

SECTION III**POLICIES FOR STUDENT(S) INTERACTION(S) AND INFLUENCE IN THE GOVERNANCE SYSTEM OF THE SCHOOL OF NURSING****A. About the governance structure of the School of Nursing**

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was in 1993.

NURSING FACULTY STUDENT ORGANIZATION (NF-SO)

This is a committee of the faculty as a whole, plus student representatives. This group meets a minimum of 3 times per semester for communication of information and for decision making regarding Nursing program policies. Student representatives have full voting privileges at all meetings.

All student RNs have an RN-BSN representative who receive the NF-SO agenda and minutes. Students may contact their representative. All NF-SO meetings are open for students to attend. They are scheduled on Friday afternoons, generally (check with a faculty member or secretarial staff for dates).

The registered nurse students shall annually elect one representative to the Nursing Faculty-Student Organization who shall have full voice and vote in all Nursing Faculty-Student Organization meetings with the exception of declared executive sessions. The RN-BSN representative will receive the NF-SO agenda prior to the meeting so they can attend or e-mail comments or concerns.

CURRICULUM ORGANIZATION

This is a committee of the faculty plus 2 undergraduate and one graduate student representatives. This group meets regularly during each semester as needed for curriculum development, implementation, and evaluation of the undergraduate and graduate programs. Student representatives have full voice and vote in all CO meetings with the exception of declared executive sessions, Minutes and agendas will be circulated to all voting members one week prior to meetings. Meeting dates are scheduled in advance and are usually held on Friday afternoons on campus. RN-BSN students are encouraged to make comments to the Curriculum Organization through their NF-SO representative.

B. Most important, about student participation in the governance of the School of Nursing

Students are elected by their peers to represent them at the Nursing Faculty-Student Organization meetings, Curriculum Organization meetings and their committees.

C. About academic concerns for specific courses or program concerns

Your course faculty encourage you to make appointments with them to discuss your concerns and questions or to receive clarifications about course issues.

If you have concerns or need clarification about a course, contact the course faculty member first. If you are dissatisfied with the results of the meeting with the course faculty member, your next step is to contact the Assistant Director of the School of Nursing. Your academic advisor may also assist you to clarify issues or to help you utilize the system. Please contact your advisor for ways of getting in touch with the appropriate people..

D. What you can expect from your academic advisor

Each nursing student has an academic advisor who is a member of the nursing faculty. Jan Martin, 351-1702, is the advisor for the RN-BSN Outreach Program.

Your academic advisor is a critical contact person within the faculty of the School of Nursing. She is available to help you with problems you may encounter, or has information to give for referral to other sources of help for student problems and/or situations which you may encounter while attending UNC.

You must contact your advisor if you anticipate the need to drop a course or change your course plan. You should contact your advisor before registration every semester. She will give you your PAC (Personal Access Code) number necessary for registration.

E. About the SON Academic Appeals procedures and responsibilities

The purpose of the procedures outlined below is to provide the student with easily implemented means for appealing any academic decision which he/she considers unwarranted or capricious. Before utilizing these procedures, or between any of the appeals steps outline below, the student may and is encouraged to seek advice from his/her academic advisor.

It is further recommended that attempt at mediation between student and instructor be pursued.

STEP 1:

- 1A: A conference with the instructor involved for the purpose of trying to resolve the problem.
- 1B: If no resolution is reached in Step 1A, the student should request a conference with the instructor's course coordinator. (If the instructor involved is the course coordinator, the student would then schedule Step II conference with the Assistant Director.)
- 1C: If the problem remains unresolved, the student may petition by filing the grievance with the Assistant Director. A faculty committee will hear input from both student and faculty involved. Both parties must submit written data to the committee. The committee may make recommendations to a faculty member but does not have the authority to change a grade.

STEPS 2 & 3:

If the student does not believe the above has resolved the problem, the student shall request a conference with the Director and then with the Dean of CHHS as outlined in the University Academic Appeals Procedures Step 2 and 3.

STEP 4:

If the student is not satisfied with the results of the Step 3, the student may appeal the case to the University Academic Appeals Board, filing a written request for a hearing through the office of the Vice-President for Academic Affairs. Such a request shall identify the instructor or the department involved and shall describe in specific detail the grounds for the complaint. The student must request this hearing before the end of the academic semester following that in which the problem originated, or before the end of the following Fall semester if the problem originated in the Spring semester. (Refer to the University Academic Appeals process in the University Bulletin and Rights and Responsibilities of Students statement available from the Vice President for Student Affairs.)

SECTION IV**STUDENT SERVICES PROVIDED BY UNC AND SON****A. About your student file**

All student files are located in the nursing offices. You may need to have access to your file occasionally; please check with the secretarial staff for the procedure to utilize your file.

RELEASE OF INFORMATION REQUIREMENTS:

Often students request a reference for employment and/or data about their academic progress for loans, scholarships, insurance, etc. A signed release of information must be in your student file before we can comply with any request.

B. About referencing services

The faculty of the School of Nursing are responsible for encouraging graduates to maintain a professional resume and basic reference data. The University Placement Center's purpose is to provide the basic referencing services for UNC graduates. Graduates may enroll with the UNC Career Services Center if they desire referencing services. Individual references may be provided by faculty upon request.

C. Graduate Check

The informal graduation check must be initiated by the student at the Registrar's Office in Carter Hall, 351-1850. It may be initiated without charge after the student has completed 90 semester hours. The School of Nursing recommends that it be initiated as soon as all grades from your first year of classes are available on transcript. It certainly should be initiated early in the summer semester of your final year.

<p style="text-align: center;">SECTION V GENERAL INFORMATION FOR RN'S</p>

A. GUIDE TO PROGRAM PLANNING

1. Courses can be taken:
 - a. by enrolling in a class at UNC
 - b. enrolling in a class at a junior college or another university (see RN Transfer Guide for examples).
 - c. correspondence (Colorado Consortium for Independent Study or other)
 - d. challenge exam - get specific information from your advisor and see Section VI.
2. There is a limit on the number of hours you can receive via challenge, correspondence and transfer. Check the Catalog that you are under to make sure that you follow the regulations.
3. 20 of the last 30 semester hours must be taken at UNC and you must have at least 30 hours from UNC to obtain a UNC degree.
4. General Education requirements may change depending on the catalog you are admitted under. Know which catalog you are under and the general education requirements for that year. (See guide to completing GE requirements)
5. A.A. A.D. (Only graduates of Associate of Arts programs have automatically met the General Education liberal arts requirements for Categories 4 to 7.)

B. MISCELLANEOUS

1. Health

Health benefits are available to all students should you desire them.
2. Physical

Prior to taking clinical courses, all nursing students must have nursing clearance. Medical waivers are possible in some situations. See specific guidelines on health clearance.
3. Re-entry Student Center

This is an organization for nontraditional students returning to college. They sponsor social activities, support groups and other services. Phone # 351-2943, 1905 10th Avenue, Greeley.

4. Tuition
Tuition costs vary slightly each year. Tuition for a semester can be deferred or paid in installments. Contact the Registrar's Office for information.
5. On-Line Technology Fees and Other
Technology fees are charged in addition to tuition for all on-line courses. They are payable at the beginning of each semester and cover costs such as equipment, supplies, faculty travel for supervision, computer software, duplication of course materials, etc. This fee (approximately \$40) is per credit hour.
6. General Fees
On-line students are exempt from on-campus fees (e.g. technology, recreation, UC tax.) This is a substantial savings but is offset by the on-line technology fee.
7. Conferences
It is often to your benefit to attend recommended conferences outside of class time. In the event you have this opportunity, you are responsible for the registration fee. The faculty will always make alternative arrangements for students unable to attend a conference.
8. Library
Michener Library is available for your use. You need only identify yourself with a student ID card. This also entitles you to borrow books from a number of other universities through intra-library loan service. Additional information about using the library as an off-campus student is distributed in orientation.
9. Books
Textbooks may be purchased at either the UNC Bookstore or private bookstores. The UNC Bookstore usually orders enough books for all the students registered for the course. Books can be purchased by calling 1-800-351-2136 or through the web link in the courses.
10. Communication
It is very important to contact your advisor regularly and thoroughly read your RN newsletters that are mailed to your home. Please be sure the SON office has your current address while you are in the program.
11. Graduate School
The UNC SON offers 2 graduate programs in nursing. A Nursing Education emphasis with a focus in chronic illness in all ages plus a family nurse practitioner emphasis is also available. See your advisor for more information or call Dr. Judy Richter at 970-351-2663.

SECTION VI COMPLETION OF CREDIT
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Students must earn credit through transfer, challenge examination, or enrolling and completing course requirements in four general areas:

- (1) General Education courses;
- (2) Required support courses (courses offered by other departments required of all nursing majors), many of these courses also meet General Education requirements;
- (3) Nursing courses;
- (4) Electives (nursing or general education) required to complete the necessary 120 hours for graduation.

A. **CREDIT BY CHALLENGE** - See Guide to Challenge Exams

There are several mechanisms for receiving credit by challenge. A detailed description of how challenges are performed is given in a separate form titled, "Guide to Challenge Exams for R.N.s". Different forms of challenge will require different fees from students depending on the exam company and how they are scored. Fees vary from \$58.00 to \$60.00. This fee continues to be less than that of actually enrolling in the course. Required nursing courses may be taken no more than two times to receive credit in the School of Nursing.

Specific Types of Challenge Exams:

There are four different types of challenge exams used by UNC and accepted by the School of Nursing. Procedures are listed to aid the student in filling out the applications properly, insuring appropriate payment, and assisting in methods of preparation necessary to receive full credit toward courses in the School of Nursing.

CLEP--COLLEGE-LEVEL EXAMINATION PROGRAM

Application, Fees and Test Results:

CLEP exams are administered through the Career Center, University Center. Because of the manner in which the CLEP exams are administered and the manner in which credit is awarded, it is recommended that the student contact the Career Center, 351-2127, for an appointment to receive advising prior to registration for any of the exams. CLEP exams are given by appointment and scores are available within 3-9 weeks. Appointments should be made at least one week prior to testing.

Registration forms are available in the Testing Center and must be filled in and returned to the Testing Center as described in the College Level Examination Program Examination Program handout (Available at the University Center). The standard fee for each CLEP exam is \$58.00 per test. CLEP exams are 90 minutes in length. Test results will be mailed to the student and the University Testing Center within 3 to 9 weeks.

Preparation:

CLEP exams are designed to measure knowledge which has been gained from sources other than classroom experience. General knowledge alone usually does not prepare the student to pass one of the special subject exams. Students are encouraged to study for exams prior to testing. It is recommended that syllabi of the courses being challenged be reviewed for content and special outside reading lists. Faculty may be contacted for assistance but the student must remember that faculty are in no way responsible for or even knowledgeable about specific tests which a national testing company has developed. The Testing Center has study guides which can be checked out of their library.

Students who fail to pass the exam may retake the CLEP no less than 6 months after the initial exam to be able to earn credit for a course. There are no restrictions on the number of times a CLEP may be taken when the proper waiting period is maintained.

ACT-PEP -- AMERICAN COLLEGE TESTING - PROFICIENCY EXAMINATION PROGRAM

ACT-PEP tests to verify nursing knowledge are not required.

NLN--NATIONAL LEAGUE OF NURSINGApplication, Fees and Test Results:

Call or visit Career Services (970-351-2790) to order a test and make an appointment to take it; the approximate \$60 fee must be pre-paid for them to send the order. Once ordered, it takes about 3 weeks to arrive, you have a week window to take it, and scores are returned to the School of Nursing and then to you in about 3 weeks. Ninety minutes is usually required to complete the exam. Students may retake the NLN exams only once. With continued unsatisfactory scores, the student must enroll in the course for credit.

Preparation:

Students are strongly encouraged to study for exams prior to testing. Course syllabi should be reviewed for content. Required texts for specific courses will also be helpful.

UNC FACULTY PREPARED EXAMSApplication, Fees and Test Results:

One course is offered which requires students to take a faculty prepared exam to receive credit should the student wish to challenge this course, N328 (Physical Assessment). Application for challenge is made by first enrolling in the class for credit through the normal registration process. By doing so the student will appear on the class roll. It will then be the responsibility of the student to contact the faculty teaching this course before the semester of enrollment to inform her of plans to take the challenge exams. Fees are determined by the course load for which the student has enrolled. It will be necessary to pay all University fees to complete this challenge. Faculty will grade the exam and inform the student of the results within a two week period.

N328 (Physical Assessment) Challenge Exam involves two parts. Part I requires passing the N328 Mid-term and Final theory exams at a 70% or greater level. Part II involves demonstrating a complete history and physical examination on a human volunteer while being observed and graded by a School of Nursing faculty member. The demonstration history and physical exam must be passed at a 70% level.

Preparation:

Course syllabi should be reviewed for course outline, objectives and requirements. The tests are designed to measure the degree to which the student has met the course objectives. Faculty may be contacted to determine areas of content on which the student should focus. Required texts for each course will aid the student greatly in understanding and fulfilling course objectives. The UNC Bookstore has resources that may be helpful in the Reference-Health Section. Ask your advisor for additional suggestions.

B. PREPARATION FOR CHALLENGES

It is believed that RN's may possess much of the knowledge of the required support courses and can receive college credit for this knowledge by successfully completing an appropriate exam.

Generally, to prepare for an exam, about six hours of "quality" time is necessary. The student should thoroughly review the pertinent material. Notes do not have to be taken, only if there is something that may be particularly relevant (e.g. for the NLN Pharmacology exam - insulin needs to be carefully reviewed).

Books to review are available at Michener Library or the UNC Bookstore or some private bookstores. For Pharmacology, many students find that the □Pocket Guide or drug handbook (like ones kept on med carts) are sufficient. A similar type of handbook may work for Nutrition tests. Check out a Microbiology text from the library for that test; this also works for Pharmacology and Nutrition.

Students have completed the exams may be able to share with you how they prepared for the exam. Also, some students have found that being in a study group (1 hour a week) also was helpful.

It is important to remember that 99% of the RN students pass the exams on the first try if they have prepared with about six hours of study. Students may retake all of the exams at least once. Try not to over stress yourself in preparing for an exam!

GUIDE TO CHALLENGE EXAMS FOR RNS

This document is to aid the returning student in discovering when, where and how different courses might be challenged for credit. If credit has not already been earned, it is possible to challenge out of a total of 102 hours of general education, required support courses and nursing courses, if the student feels qualified. A list of available challenge exams and the course work they fulfill follows.

COURSE AND CATEGORY	TYPE AND TITLE OF EXAM	CREDITS	PASSING SCORE
GENERAL EDUCATION			
Basic Composition 1 or College Comp ENG 122 1a ENG 123 1b	CLEP - English Comp, ENG 122 (1a) CLEP English Comp with Essay ENG 122 (1a) and/or ENG 123 (1b)	3 3	50 50
Arts & Letters	CLEP – Humanities (4d)	3	50
Social Science PSCI 100 5d SOC 100 5f ECON 103 5b ECON 105 5b PSY 230 5e	CLEP - American Government CLEP - Intro to Sociology CLEP - Principles of Macroeconomics CLEP - Principles of Microeconomics CLEP - Human Growth & Development	3 3 3 3 4	50 50 50 50 50
Science & Mathematics FND 250 6b	NLN - Normal Nutrition	3	50
REQUIRED SUPPORT COURSES			
ZOO 341 - Human Anatomy or* ZOO 350 - Human Physiology	NLN - Anatomy & Physiology, form 76-1212	3 or 4	50
ZOO 350 - Medical Pharmacology	NLN - Pharmacology in Clinical, Nursing form 87-3417	3	70
FND 357 - Nutrition in Health & Illness	NLN - Normal Nutrition, form 45-1312 and NLN - Diet Therapy & Applied Nutrition, form 24-3317	4	50
BIO 351 – Microbiology	NLN - Microbiology, form 77-1713	4	50
* NLN - Anatomy and Physiology may be used to challenge either Zoo 341 or Zoo 350 but not both.			

C. CREDIT BY TRANSFER

Transfer credit for courses taken at an accredited junior college, college, or university may be granted upon an official evaluation of the applicant's valid transcript from such an institution of higher learning. This evaluation is done by both the UNC Office of Admissions (General Education requirements) and by the School of Nursing. (Required support and Nursing courses). Your advisor can assist you in obtaining information about transferring credits.

The following policies apply to transfer credit evaluation of nursing or required support courses:

1. Upper division credit cannot be granted to lower division courses. That is, courses with 100-200 course numbers will not receive transfer equivalency for 300-400 level courses, even though the course title may be similar. R.N.'s are provided the opportunity to demonstrate achievement of 300-400 level nursing course objectives through challenge examinations.
2. In order to earn credit for any courses in the basic sciences which include a laboratory, evidence must be provided that the course completed at another institution included a laboratory. For example, to transfer credit for CHEM 108 "Fundamentals of General and Organic Chemistry" the equivalent course must have included a laboratory.

D. COMPLETING GENERAL EDUCATION FOR RN-BSN PROGRAM - see chart on page 6: Nursing Program of Study

SECTION VII TIPS FROM RN STUDENTS
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STUDENT SERVICES

Information that may be helpful to you:

		LOCATION	PHONE #
Financial Aid Office	Student Financial Resources	Carter 1005	351-2502
Center for Human Enrichment	Provides academic advising, tutoring	Michener L75	351-1905
Student Health Center	Provides variety of medical nursing services	Cassidy Hall	351-2412
University Counseling Center	Aids students dealing with personal problems and can help them assess professional and personal goals. Also provides biofeedback training and test anxiety management problems. Confidential and free.	Cassidy Hall	351-2496
Career Services <i>Linda Morehead</i>	Provides information on challenge exams.	University Center	351-2790
Center for Adult Student Services	Provides information, advising and hospitality to undergraduate students 25 and over.	University Center	351-2941
Registrars Office	Provides tuition classification, registration, maintenance of academic records, transcripts, performs graduation check.	Carter Hall	351-2231
Extended Studies	Provides information on independent study courses. Manages online courses	Candelaria 1281	351-2944 or 1-800-776-2434
Michener Library, Circulation Desk		Michener	351-2671
Career Services	Provides CLEP, MAT, NLN testing and career counseling services	University Center	351-2127
School of Nursing		Gunter 3080	351-2293
Carol Roehrs	RN-BSN Coordinator, On Campus	Gunter 3160	351-1699
Jan Martin	RN-BSN Coordinator, Outreach	Gunter 3260	351-1702

IMPORTANT THINGS TO KNOW ABOUT INDEPENDENT STUDY OR INTERNET COURSES

Keep track of your credit hours. You need 120 semester hours to graduate. Use the enclosed RN Program Plan as a record. Be sure to include the NLN challenge exam credits you earn.

The advantages of taking independent study courses:

1. You do not have to drive to the University.
2. You can work at your convenience.
3. You can begin courses at anytime, no set registration.
4. You have a year in which to finish the course.
5. You won't need a babysitter as often.
6. You can eat and attend class at the same time.

The disadvantages of taking independence study courses:

1. You must be self disciplined!
2. You must pay for courses before you start.
3. Difficult courses are just as difficult; make reasonable choices.
4. You can eat and attend class at the same time.

Remember:

1. Be sure to finish the packet in time to receive the credit when you need it.
2. Plan, set goals, don't let yourself get behind.

Internet Courses:

1. There is a wide variety of Internet courses available to meet your needs for prerequisite and General Education courses.
2. Make sure they will transfer for the needed course.
3. Take these before you begin nursing courses or during the first fall semester so you will meet the "20 of last 30 credits on campus" rule.

STRESS REDUCTION TECHNIQUES FOR RETURNING RNS

Stress is a physiological event that is psychologically triggered. Physical clues to stress are: pain, sweaty palms, muscle tightness, headaches, depression, anger, insomnia, anxiety and many more.

1. Start by identifying the source of your stress.
 - a. Identify outward sources of stress such as noise, lighting, economics, work deadlines, excessive paperwork, situational changes, fears, or whatever.
 - b. Identify internal sources of stress like depression, self-doubt, aging, self esteem.

2. Use these strategies for coping:

Have a positive attitude, feel good about yourself!

Ask for help. (You might call a fellow student.)

Learn to say no! (Put off volunteering for a while. Repeat after me, "No, no, no!")

Know your own pace.

Pay attention to physical clues. Awareness of clues precede a choice. (How are you going to react?)

Have fun once a week. Think of fun things you like to do.

Use these excuses when you're too tired to think:

1. I have a brain tumor.
2. I'm pregnant (although you've had a hysterectomy).
3. I miss my mind.
4. I'm too old to change.
5. I'm stuck in my ways.
6. I have CRS syndrome. ("can't remember _____.")

Be assertive, express yourself!

Learn to let go without guilt.

Relax! Stress is cumulative, learn how to let yourself relax completely between stressful situations.

Stress management is a learned skill; learn to use deep breathing, muscle stretching, and progressive muscle relaxation. Clear your mind - close your eyes, focus on a single word or phrase, or use music, or visualization, or both!

Read your RN handbook thoroughly...it helps!

THE REWARDS OF ACCEPTING A SCHOLARSHIP

For the record, I didn't fill out the Financial Aid Form from UNC Office of Student Financial Resources at the beginning of the semester. It just seemed like another chore to me. I already had plenty of chores at home and at school. Besides that, our household income was too high to possibly get a scholarship. At least, that's what I thought. Wrong!

Some scholarships are not based on need alone. Take the Friends of Nursing Scholarship for example. Although the question of how you might otherwise finance your education does arise, the organization seems equally interested in advancing nursing through the support of education. They are genuinely concerned with where you are going, and how to you plan to get there.

Well, I filled out Financial Aid Form and the scholarship application at the insistence of my advisor. Imagine my surprise (and joy) when I found out I was a scholarship recipient. I felt like all my hard work and sacrifice had somehow been rewarded. I knew I could make it through another semester, with the financial burden of tuition lightened. It felt great to be supported by my profession.

No, opportunities don't just happen! It takes some effort. It is required that you complete the Financial Aid Form. The Financial Aid Form must be completed to receive a scholarship. Don't put it off. You may be missing a great opportunity.

A Happy RN Student