

#### **RNBSN Orientation Checklist**

Welcome to the College of Nursing! You have made an important decision to return to school to obtain your Bachelor of Science in Nursing. Please review the following checklist to ensure that you have completed everything you will need to start.

#### □ Required Forms

Email required forms to the College of Nursing by the Acceptance Paperwork Deadline. For deadlines go <u>here</u>. Return forms by email to: <u>hsc-con-admissions@salud.unm.edu</u>.

RNBSN Decision Form

#### UNM New Student Orientation - College Enrichment Program

The RN to BSN program's online orientation link can be accessed through The UNM College Enrichment Program (CEP). Please contact them directly for your link: <u>CEP Contact</u>

#### □ LoboTrax Degree Audit

Please view your LoboTrax Degree Audit. Familiarize yourself with your degree audit and graduation requirements. Reach out to advisement with questions. Go <u>here</u> for directions to the audit.

#### **RNBSN Curriculum and General Education Requirements**

Review the RN to BSN Curriculum and General Education Requirements. Go here and here.

CON BSN Student Handbook Go here to read the BSN handbook.

#### **Advisement Appointment** (Strongly Recommended)

While not required for registration, it is your responsibility to reach out to a CON academic advisor if you do not understand degree requirements and/or university policies and procedures. To schedule, go to <u>LoboAchieve.unm.edu</u>. A tutorial is <u>here</u>.

#### □ RN to BSN Semester Deadline Dates

View the RNBSN Calendar here. For main campus courses, view Semester Deadline Date here.

#### □ Information New Student Orientation Document

View the BSN Student Orientation Packet and select "RN to BSN" here.

#### 🗌 Email

All College of Nursing faculty, staff, and students are required to use Salud email. The creation of Salud email is based on 1. Registration in Nursing courses and 2. Starting date of the courses. Students will receive an email to their UNM email when the Salud email is created. Once that is received, proceed with the following:

- Forward UNM email to Salud
  - o Go to <u>http://lobomail.unm.edu</u>
  - Use your UNM email and password
  - Find the gear on the top right of the page, then select "View All Outlooks Settings" at the very bottom of the menu

- o From the left menu, click on "Mail" under Settings
- o Select "Forwarding" and click "Enable Forwarding" and enter your Salud email
- Then click the "Save" button in the bottom right
- You may now sign out of LoboMail
- o Send a test email to your @unm.edu email to ensure the process worked
- Set up signature line in Salud email
  - From the gear in the upper right, select Options
  - o On the left side under Options, click on Settings
  - The signature option in under "Mail"
  - o Include Name, RN to BSN, and your ID number.

#### □ RN License Requirement

If your RN license was pending at the time of admission email <u>HSC-CON-Advising@salud.unm.edu</u> with your RN license number and state. Recent graduates must obtain their RN license with 14 weeks.

#### □ Professional Documentation, required to take Nursing 410

N410 Foundations of Leading Change and Advancing Health is the final nursing course in your program of study and should be taken the semester that you graduate. It is a combination clinical (2 credit) and didactic (1 credit). The focus of the clinical content is to develop a quality improvement project proposal. To successfully complete a meaningful project proposal, you will collaborate with your current work unit/environment. You will complete 3-4 key informant interviews, and at the end of the course, present your project proposal poster to your manager/director and other key stakeholders. If you are not currently working as a nurse, it is your responsibility to find an appropriate unit/work environment willing to collaborate with you on this project proposal. Please be sure you can meet this requirement before registering for N410. Return UNM's Learning Central Modules to the Program/Clinical Coordinator, Annette Creasman. For training module names and any questions, please e-mail acreasman@salud.unm.edu.

#### □ Academic Support

If you need additional academic support with your UNM main campus courses please utilize the free services at the <u>Center for Academic Program Support</u>. If you need support with your RN to BSN courses, please contact the College of Nursing Office of Academic Success at HSC-CONAcademicSuccess@salud.unm.edu

#### □ Other Resources

<u>Schedule of Classes</u> Answers to common questions: <u>UNM Student Info</u> <u>CON student resources</u>

Registration tutorials: LoboWeb-> Registration and Records-> Registration (Add / Drop), Course Search, Check for Holds; then scroll beneath the "Registration Portal".

#### □ Other Requirements

If you were in progress with courses at the time of admission, send all final official transcripts to UNM Admissions after grades have been posted.

The University of New Mexico Office of Admissions PO Box 4895 Albuquerque, NM 87196-4895 Official electronic transcripts can be sent to: apply@unm.edu



#### **DECISION FORM**

Please indicate below your decision to enroll in the College of Nursing RN to BSN Program.

NAME:		RN License#:	:UNM ID#					
	(Please Print	)						
Check the a	appropriate line:							
	I WILL accept the position in the College of Nursing and enroll at UNM for my designated term. I will fulfil the academic criteria required to enroll in RN to BSN classes and contact College of Nursing Student Services when I meet those criteria to gain enrollment in NURS 301 and 302. I agree to comply with the requirement and policies set forth below and the online orientation materials:							
	<ul> <li>Return D</li> <li>Complete</li> <li>Enroll in o</li> <li>Read Me documen</li> </ul>	red deadline. necklist. ærm. g (MOU) and other supporting						
I would like to defer my admission to another start date. Please indicate:								
	YEAR:	TERM:	8 WEEK HALF:					
	I WILL <b>NOT</b> be accepting this	e accepting admission into th position I must reapply for ac	he College of Nursing at this time. I understand that by not admission to UNM.					
Your signa and agree t You may w	ture below indicat to abide by the req ant to take a copy	es you have read all docur juirements listed and the p of this form for your recor	ments in the online orientation materials and understand policies contained in the above referenced attachments. ords.					

Signature

Date



#### The University of New Mexico

Consent to Photograph/Video Record

I, the signed below, do hereby give The University of New Mexico and its designates the irrevocable right to use photographs of me, and or my property, my name (or any fictional name), picture, portrait, or photograph in all forms and media and in all manners, including composite or modified representations, for advertising, trade or any other lawful purposes, without further compensation to me, and I waive any right to inspect or approve the finished version(s), including written copy that may be created and appear in connection therewith. All negatives, positives, and digital files, together with the prints shall constitute The University of New Mexico's property, solely and completely. I am of full age. I have read this release and am fully familiar with its contents.

Participant's Name (printed)

Participant's Signature

**Email Address** 

Phone Number

Date

(For minors, age 17 and under, parent or guardian signature is required)

Parent/Guardian Name (printed)

Parent/Guardian Signature

Relationship to Minor



#### **RNBSN Memorandum of Understanding (MOU)**

#### **Tuition & Financial Aid**

- A 1.2% service charge of the total outstanding balance will be assessed on the 10th of each month.
- The drop deadline for a 100% tuition refund can be found on the Office of the Registrars website https://registrar.unm.edu/semester-deadline-dates/index.html
- Payment plans are available online in the Bursar Account Suite https://bursar.unm.edu/.
- To receive Federal student loans, you must be enrolled at least half time (6 credit hours) during Fall and Spring semesters.
- RN to BSN financial aid recipient will not receive aid until the start of the second eight week session, unless they are registered in at least 6 credit hours for the first eight week session.
- RN to BSN tuition rates RN to BSN Track (24 hours) and Upper Division Nursing Electives (6 hours) can be found on our website https://hsc.unm.edu/nursing/admissions/ tuition.html. Any classes outside of these will be charged UNM tuition rates.
- CON Financial Aid Office is available to answer any questions you may have.

#### Academic Responsibilities

- Failure to participate in class by the end of the second week will result in an administrative drop and loss of tuition.
- While in the program, students who do not earn a passing grade for 6 credit hours of upper division nursing courses or do not earn a passing grade on the second attempt of a previously failed course are dis-enrolled from the College of Nursing.
- It is the student's responsibility to be aware of semester deadline dates <u>https://rnbsnonline.unm.edu/programs/rn-to-bsn.aspx#calendar</u>
- It is the student's responsibility to check both their HSC (Salud) and UNM email account.
- Students must complete any outstanding general education requirements and nursing courses, a total of 120 hours, to graduate.
  - UNM General Education Curriculum (25 hours)
  - UNM College of Nursing Required courses (10 hours)
  - RN to BSN Completion Track (24 hours)
  - Upper Division Nursing Electives (6 hours)
  - Lower Electives (55 hours)
  - UNM Residency Requirement 30 credit hours must be completed at UNM
- It is the student's responsibility to apply to graduate.
- A College of Nursing Academic Advisor is available to answer questions regarding degree requirements, registration, and policies & procedures.



# The UNM College of Nursing RN to BSN Online Orientation



Here are a few tips for navigating the orientation:

- Use the arrows in the lower right corner to move to the next page.
- Be sure to have your speakers turned on for audio/video supplemental tools.
- Once all sections are complete, you may take a final test. You must answer a set of questions correctly in order to pass the final test.
- You may leave the orientation at any time. We will remember where you left off.

You are now ready to start the orientation

Remember to scroll to the bottom of each page so you can move to the next page

### Welcome!





Dr. Victoria Yu, RN to BSN Program Director

Dear RN to BSN students,

Welcome to the RN to BSN program.

I am delighted to extend my warmest greetings as you embark on a new and exciting phase of your nursing journey. Congratulations on taking a significant step towards advancing your nursing career and enriching your knowledge in the field.

The RN to BSN program is designed to empower experienced nurses like you with skills, knowledge, and perspectives needed to excel in today's dynamic healthcare environment. Through a blend of engaging coursework, interactive discussions, and reflective discovery, you will gain insights into evidence -based practice, leadership, community health and more. The RN to BSN team of faculty, advisors and technical support will enhance your knowledge, career, and the overall improvement of patient care and outcomes.

The RN to BSN team is excited for you to join our community of learners and we look forward to witnessing your growth and accomplishments over the coming months. Your commitment to furthering your education is truly commendable and we are confident that your journey with us will be rewarding and transformative.

## **Ensuring Your Education Counts**



Students enrolled in the RN to BSN program should remain aware of their home state's current Board of Nursing approval status. Please refer to the provided image to verify that your state recognizes and accepts your degree.



## Academics

### What is Academic Advising at UNM?

The mission of Academic Advisement at the University of New Mexico is to provide student-centered support and services that include collaborative strategies that empowers students to excel in their academic and professional aspirations as well as provide students with the opportunity to acquire knowledge and training that fosters responsibility for their academic success.

## Academics

### The UNM College of Nursing Academic Advising Office

Our hours of operation are Monday-Friday 8:00am-5:00pm. We operate year-round except for federally observed holidays and campus wide breaks. For important semester deadlines and dates, please visit the <u>Registrar's website</u>.

There are several ways that you can contact an advisor from The UNM College of Nursing, including:

Phone: 505-272-4223

Email: <u>HSC-CON-Advising@salud.unm.edu</u>

## Academics

### **UNM Holds**

Upon program entry, there may be holds placed on your student account such as *Advising*, *Admissions*, *Financial Aid/Bursars* and *Orientation*. These holds will affect registration and/or the ability to receive your UNM transcripts. Common reasons for holds include, but are not limited to:

- Nonpayment of library fines, course fees, parking tickets, and residence hall bills
- Disciplinary action taken by the Office of the Dean of Students
- Poor academic performance

## Academics

#### **Hold Status**

Check your hold status on LoboWeb frequently each semester to make sure you have satisfied any hold requirements before it's time to register by following these steps:

- Go to my.unm.edu
- Sign in using your NetID and Password
- Click on the Student Life tab
- You'll see the link to LoboWeb (red button)
- In LoboWeb, go to Registration & Records to view holds.
- You can always review the <u>Office of the Registrar's website</u> to determine what type of hold you have on your academic record.

## Academics

Reports	Description	What it Restricts
AI	Admissions, Incomplete	Registration & Transcripts
AV	Advisement	Registration
ВА	Bursar, Transcript Hold	Transcripts
BC	Bursar, Collections	Registration & Transcripts
BN	Bursar, Disenrollment	Registration
BP	Bursar, Past Due Amount	Registration & Transcripts
BT	Bursar, Title IV Refund	Registration & Transcripts
BU	Bursar	Registration & Transcripts
CR	Civil Rights Holds	Registration & Transcripts
DS	Dean of Students	Registration & Transcripts
EC	Educational Conference	Registration & Transcripts
IX	Title IX	Registration & Transcripts
LI	Library	Registration
OR	Orientation	Registration

**Types of Holds** 

## Academics

### Who do I contact to remove my hold?

- Academic Advising Holds should be addressed by your Academic Advisor
- Orientation Holds should be addressed by the <u>College</u> <u>Enrichment Program (CEP)</u>
- Bursar Holds should be addressed by <u>The UNM Bursar's</u> Office
- Admissions Holds should be addressed with <u>The UNM Main</u> <u>Campus Admissions</u>

Students can verify holds through my.unm.edu

## Academics

### LoboTrax Degree Audit

How can you track your progress towards earning your degree? You can run a report through your MyUNM Portal. This report is called a *LoboTrax Degree Audit*. A list of courses and exam credits will appear at the end of the evaluation, and will indicate which credits will transfer directly from your previous institution for UNM credit.

To access your LoboTrax Degree Audit, please follow these <u>instructions</u>.

## Academics

### How to Register for Courses

In order to register for courses, you will need to have a NetID and password in order to log into LoboWeb. If you have not created a NetID and password, you can create one at <u>netid.unm.edu</u>.

Once all holds have been resolved and you are ready to register for classes, you will need to enter LoboWeb, which can be accessed through <u>my.unm.edu</u>

For a step-by-step walkthrough of the course registration process, please consult with the <u>Navigating Registration</u> video. This video will also be available at the bottom of the LoboWeb registration page before entering the registration portal.

RN to BSN Program Breakdown

### **RN to BSN Courses you may need:**

- General Education Credits needed (31 credits in total)
- RN to BSN Core Courses (24 credit hours in total)
- 6 credit hours of upper division electives
- Other courses as needed (likely transferred from your previous college(s))

\*\*Please be advised that students in the RN to BSN program may begin their coursework at different stages based on their transfer credits. It is highly recommended that you meet with your academic advisor prior to starting your courses to clarify the specific credits required for your individual program.\*\*

## University Residency Requirement

### **30 Credit hours of Residency**

First-time and returning UNM students who have not yet met the 30-credit hour residency requirement must collaborate with their Academic Advisor to create a degree plan that fulfills this requirement. Although some individual RN to BSN degree plans may be fewer than 30 credit hours, this university-wide requirement must be completed for graduation. For further details, refer to the <u>Undergraduate Catalog</u>

## Academics

### **UNM Health Sciences Library & Informatics Center**

<u>UNM Health Sciences Library & Informatics Center</u>, also known as HSLIC, is centrally located on UNM's North Campus and is able to provide you with all the resources you may need. Some of these include:

- Study Room Reservations
- Interlibrary Loan
- Ask a Librarian

## Academics

### **Canvas – Online Learning Overview**

The University of New Mexico uses <u>Canvas</u> for its online coursework. If you have never used Canvas before or need a refresher on how to view or access modules for each class, please take the time to view the <u>Canvas @ UNM</u> website for an in-depth review of Canvas.



### Academics

### **Class Preparation**

On average, students should anticipate dedicating **15-20 hours per week** to study. However, the time commitment may vary, with some weeks requiring more or less depending on coursework and assignments.

Online Coursework through Canvas

### **Canvas Assignment Portal**

 Throughout your time in the RN to BSN program you will be asked to complete your online homework assignments through <u>Canvas</u>. The link below is a sandbox link to another university, but is similar to how Canvas through UNM functions. If you are unfamiliar with Canvas or online coursework in general, Please feel free to practice using the Canvas Assignment site using the link below:

<u>Canvas Sandbox Link</u>

## Tuition Payments and Financial Aid

### **Financial Aid Resources**

UNM's College of Nursing houses its own financial aid officers for nursing students. Students admitted to The UNM College of Nursing should send any financial aid related questions directly to the **College of Nursing Financial Aid Office**.

### **Contact The UNM College of Nursing Financial Aid Office**

- Email: <u>HSC-CON-FinancialAid@salud.unm.edu</u>
- Phone: 505-272-0854
- Appointment: Please select "Student Financial Aid" for an appointment through this <u>link</u>

## Tuition Payments and Financial Aid

### **Review Bursar's Bill and Make Payments**

Students are encouraged to review their Bursar Account Suite each semester and make tuition payments accordingly.

If you are unsure of how to access your Bursars Account Suite, please consult with the <u>UNM LoboAchieve (LA) Bursar</u> <u>Orientation</u> video. Please note, you are considered to be a **Main Campus** student, not a Los Alamos student, so this video should be used as a reference tool, not as a guide.

Recommended video time stamp: 2:30-3:40

## Tuition Payments and Financial Aid

### **Tuition – RN to BSN Online**

The RN to BSN curriculum receives a special tuition rate. Any classes outside of the *NURS* courses will be billed at the regular UNM tuition rate.

For an overview of residential and non-residential tuition rates across UNM, please visit The UNM Bursar's Office website and select the appropriate <u>Tuition & Fee Rates</u> sheet.

Students are responsible for their account balance including tuition and any associated fees. To read the Student Financial Responsibility Agreement with the University of New Mexico, please visit the <u>Bursar's Office website</u>.

## Academic Success

### The UNM College of Nursing Academic Success Office

The UNM College of Nursing has a newly established Academic Success office that provides supplemental academic support and programming. They offer 1:1 consultations to help you enhance your test taking strategies, improve study skills, manage your test anxiety, improve your time management, and much more! They also provide you with guidance when collaborating with our faculty, getting involved in a variety of academic settings, and leveraging your academic resources across the university.

### **Contact Academic Success**

Email: <u>HSC-CONAcademicSuccess@salud.unm.edu</u>

## Tutoring Services

### **Center for Academic Program Support**

CAPS is the University of New Mexico's learning center. They offer free academic support for undergraduate students at UNM through peer-tutoring. Their tutors are UNM students who are trained to create comfortable and welcoming spaces for students to learn and thrive. They are passionate about helping students achieve individual academic success at UNM through peer tutoring and interactions. To learn more about CAPS, please visit the <u>CAPS website</u>.

## Information Technologies

### The UNM College of Nursing IT Department

UNM's College of Nursing expert IT team is ready and able to help you with almost any technical issue you may encounter during your online program. Whether it's a computer issue, server access restriction, or email account assistance, our IT Team can help!

Email: CON-IT-Help@salud.unm.edu

Phone: 505-272-8112

PDF Resource (click and download):



Document

Information Technologies – HSC Email

### Setting up your Salud Email

- You will get your HSC/Salud email account <u>after</u> you register for classes at The College of Nursing (CON).
- Students are required to use their HSC e-mail account for all CON purposes (*username@salud.unm.edu*).
- College of Nursing faculty and staff will **not** use students' personal email addresses (e.g. LoboLucy@yahoo.com) for communications in compliance with <u>FERPA</u>.
- Students are responsible for content delivered to this email account.
- You can add this email to your phone. <u>https://hsc.unm.edu/about/cio/technology-support/email.html</u>
- HSC uses Outlook 365 <u>hsclink.health.unm.edu</u>
  - Allows you to get to your email
  - Also allows you to get to Microsoft apps (Word, Powerpoint, OneDrive, etc.)

## RN to BSN Workshop

### YouTube video on RN to BSN: Watch it anywhere, anytime!

Want to learn more about the RN to BSN program before meeting with your Academic Advisor? Watch the RN to BSN Workshop: Tools for Success in an Online Program <u>here</u>.

## Optional Additional Resources

### **Resources for Online Learning**

We know that doing an online program can be intimidating. The link below can help debunk a few myths about online learning and provide additional support and clarity on what to expect in an online program:

**Online Student Readiness Tutorials** 



You have completed the RN to BSN Online Orientation. Please be sure to contact your advisor with any additional questions or concerns. We look forward to working with you soon!

HSC-CON-Advising@salud.unm.edu



#### **RN to BSN COMPLETION OPTION**

GEN ED CURRICULUM	25 Hours	REQUIRED COURSES		10 Hours		
Writing & Speaking	3 Hrs	ENGL 1120	Composition II (Prerequisite to NURS courses)	<u> </u>		
Additional Course from List		NURS 241	Pathophysiology for Nursing Professionals	4 Hrs		
Physical & Natural Sciences	4 Hrs	MATH 1350	Introduction to Statistics	3 Hrs		
Social & Behavioral Sciences	3 Hrs	BSN COMPLE	TION TRACK	24 Hours		
Humanities	3 Hrs	First Term/ First 8-Weeks				
		NURS 301	Professional Communication	1 Hrs		
Second Language	3 Hrs	NURS 302	Advancement of Professional Nursing	2 Hrs		
Art & Design	3 Hrs	These May Be Completed in Any Sequence as Offered				
		Nursing 404	Research and Evidence-Based Practice	3 Hrs		
Student Choice	6 Hrs	Nursing 405	Genetic Literacy Across the Lifespan	3 Hrs		
		Nursing 406	Nursing in the Community	3 Hrs		
		Nursing 407	Care of Vulnerable Populations	3 Hrs		
		Nursing 408	Leadership and Management	3 Hrs		
ELECTIVES	55 Hours	Nursing 409	Health Policy, Economics and Systems	3 Hrs		
		Last Term/ Second 8-Weeks: Canstone Practicum				
		Nursing 410	Foundations of Leading Change and			
		-	Advancing Health	3 Hrs		
				6 Hrs		
		Courses Numbered 300-499		0 11 5		
	<u> </u>	courses Num	bereu 300-433.			
				20		
				30		
			Total Hours	120		

A minimum grade of "C" or better is required on all coursework. Document reflects General Education and Common Numbering updates effective Fall 2019 catalog year. Details found at: <u>https://gened.unm.edu/</u>.

THE PROVISIONS OF THIS DOCUMENT DO NOT CONSTITUTE A CONTRACT BETWEEN THE STUDENT AND THE COLLEGE OF NURSING. THE COLLEGE OF NURSING RESERVES THE RIGHT TO MAKE REASONABLE CHANGES AS NECESSARY. CHECK WITH COLLEGE OF NURSING ADVISEMENT OFFICE FOR UPDATES.

(Revised May 2021)