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 here. Return forms by email to: hsc-con-admissions@salud.unm.edu.

- RNBSN Decision Form

☐ **UNM New Student Orientation**
Complete the UNM online RN to BSN student orientation. Please note that there is a fee for the RNBSN online orientation. Go here to access the orientation. After completing the orientation, holds are lifted overnight.

☐ **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 here 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 LoboAchieve.unm.edu. A tutorial is here.

☐ **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
  - Go to http://lobomail.unm.edu
  - 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

- From the left menu, click on "Mail" under Settings
- 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
- 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
  - On the left side under Options, click on Settings
  - The signature option in under "Mail"
  - Include Name, RN to BSN, and your ID number.

☐ **RN License Requirement**
If your RN license was pending at the time of admission email HSC-CON-Advising@salud.unm.edu 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 Center for Academic Program Support. 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**
Schedule of Classes
Answers to common questions: UNM Student Info
CON student resources
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