ONLINE PROGRAM INFORMATION MEETING (PIM) FOR MINNESOTA ALLIANCE IN NURSING EDUCATION (MANE) BSN METROPOLITAN STATE UNIVERSITY

Created by Nursing Department Academic Advising
Revised May 2018
Who is this PIM designed for?

- This session is designed for pre-MANE students, or students that have not been admitted to a MANE program.
- Students admitted to MANE will have an intensive in person orientation.
- Regardless of your status, this PIM will supply you with useful information and resources to help you be successful in your academic journey.
What will I learn from this online PIM?

• Nursing Department Mission and Goal
• Nursing Department location and contact information
• MANE Program overview
• Current MANE major courses
• Program admission requirements
• Degree Planning with Academic Advisor
• Overall degree requirements (general education and more)
• Registration tips/Importance of student e-mail
• Resources at Metropolitan State University
• Next Steps
Structure of the University

Metro State

College of Liberal Arts
College of Nursing and Health Sciences (CNHS)
College of Individualized Studies
College of Management
College of Community Studies and Public Affairs
School of Urban Education
College of Sciences

Department of Nursing
Metropolitan State Locations

St. Paul
• Main campus
• Business offices
• Gateway Student Services
• Student support service offices
• Classes

Minneapolis
• Co-located w/MCTC
• College of Management
• Limited tutoring and testing available
• Classes

Midway
• In St. Paul location
• Some CLA & CCSPA departments
• Some student support services office
• Limited tutoring and testing available
• Classes

Brooklyn Park
• Co-located w/HTC
• ‘Law Enforcement & Criminal Justice Education Center”
• School of Law Enforcement and Criminal Justice

Pay close attention to class location when registering and prior to semester start
Nursing Department Location

St. Paul Campus
First Floor, St. John’s Hall
700 East 7th Street
St. Paul, MN 55106-5000

Front Desk: 651-793-1375

Metropolitan State Culture

• Multi-campus locations
• Most courses meet once a week (morning, afternoon or evening)
• Courses are offered in various formats: on-campus, online, hybrid
• Many students are transfer, adult and working students
• There are no residence halls or sports teams
• RN-BSN program is not offered entirely online, evenings or weekends
• Academic advising is largely accessed via phone and e-mail
• Student self-actualization and self-advocacy are important
• Appointments are welcome and encouraged!
Department of Nursing Advising

Location: St. Johns Hall Room 100
Main Number: 651-793-1375

Department of Nursing

Sandi Gerick, Academic Advisor/Advising Center Director
Sandi.Gerick@metrostate.edu
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651-793-1426

Katherine Murphy, Academic Advisor & MANE transition specialist
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651-793-1426

E-mail is official means of communication

You may be reassigned to a new advisor upon cohort placement.
The mission of the Department of Nursing is to promote holistic health and healing and eliminate health inequities by facilitating student learning, advancing scholarship and engaging the community.
Nursing Philosophy & Mission

1. DON Mission
2. Holistic approach
3. Public Health certification
4. Nursing Program
Importance of Baccalaureate Level Prepared Nurses

- IOM: Future of Nursing Report (IOM, 2010) states importance of baccalaureate nurses in the workforce

- Access to baccalaureate programs as entry into practice

- 80% baccalaureate prepared nursing workforce by 2020
The Minnesota Alliance for Nursing Education (MANE) is a program for students who are not already Nurses. It prepares students for eligibility to take the exam (NCLEX-RN®) for Minnesota Nursing licensure.

The MANE Bachelor of Science in Nursing (BSN) program is a collaboration between community colleges and Metropolitan State University to provide increased student access to a baccalaureate program and attainment of a BSN degree. The MANE BSN Program will provide four years of full-time study, with the first year being prerequisite/preparatory courses.
# Current MANE Prerequisite Coursework

<table>
<thead>
<tr>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>(must be completed before the application deadline)</td>
<td>(must be completed or in-progress before the application deadline)</td>
</tr>
<tr>
<td>1. WRIT 131 (or equivalent)</td>
<td>1. HBIO 201 Human Anatomy/Physiology I (or equivalent)</td>
</tr>
<tr>
<td>2. PSYC 100 (or equivalent)</td>
<td>2. HBIO 205 Microbiology (or equivalent)</td>
</tr>
<tr>
<td>3. MnTC Goal 3 Science (CHEM 105 recommended for anat/phys prep)</td>
<td>3. PSYC 311 Developmental Psychology (or equivalent)</td>
</tr>
<tr>
<td>4. MN TC Goal Area General Education Elective</td>
<td>4. COM 231 Introduction to Interpersonal Communication (or equivalent)</td>
</tr>
<tr>
<td>5. TEAS Test</td>
<td>Apply for Nursing Program (Metropolitan State University’s deadline is February 1 annually for a fall start)</td>
</tr>
</tbody>
</table>

Admission will be based on these 4 classes and the TEAS Test score; admission is not guaranteed by completion of these classes and may be competitive. A student’s best TEAS score will be used, and students are encouraged to take the TEAS at a MANE program site.
Acceptance to the Program

To be eligible for acceptance to the MANE program, students must meet the following requirements:

• Approved admission to Metropolitan State University
• Submit all official college transcripts.
• Complete all prerequisite courses
• Take the most current version of the TEAS exam
• Earn a minimum GPA of 2.75 based on the first semesters worth of coursework
# Progression

## Metropolitan State University MANE BSN Program Plan

### Fall 2019 Application Cycle

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Fall Semester</th>
<th>Credits</th>
<th>Total</th>
<th>Semester</th>
<th>Spring Semester</th>
<th>Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>WRIT 131 Writing I</td>
<td>3</td>
<td>15</td>
<td>2</td>
<td>HBIO 201 Human Anatomy &amp; Physiology I (with lab)</td>
<td>4</td>
<td>15</td>
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<tr>
<td></td>
<td></td>
<td>PSYC 100 General Psychology</td>
<td>4</td>
<td>19</td>
<td></td>
<td>HBIO 205 Basic Microbiology (with lab)</td>
<td>4</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>MnTC Goal Area 3 Science course (CHEM 105 recommended)</strong></td>
<td>4</td>
<td>23</td>
<td></td>
<td>PSYC 311 Life Span Developmental Psychology</td>
<td>3</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>MnTC Goal Area elective</strong></td>
<td></td>
<td></td>
<td></td>
<td>COMM 231 Introduction to Interpersonal Communication or equivalent</td>
<td>3</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pre-requisite courses must be minimum of 3 credits.</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>3</td>
<td>NURS 270 Foundations of Nursing – Health Promotion (credits: 4 theory/2 lab/3 clinical)</td>
<td>9 N</td>
<td>11 N</td>
<td>4</td>
<td>NURS 280 Chronic &amp; Palliative Care (credits: 3 theory/3 clinical/1 lab)</td>
<td>7 N</td>
<td>12 N</td>
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<tr>
<td></td>
<td></td>
<td>NURS 275 Nutrition and the Role of the Professional Nurse</td>
<td>2 N</td>
<td>13 N</td>
<td></td>
<td>NURS 282 Pharmacology and the Role of the Professional Nurse</td>
<td>3 N</td>
<td>15 N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HBIO 202 Human Anatomy &amp; Physiology II (with lab)</td>
<td>4</td>
<td>17 N</td>
<td></td>
<td>NURS 285 Applied Pathophysiology for Nursing I</td>
<td>2 N</td>
<td>19 N</td>
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<tr>
<td></td>
<td></td>
<td><strong>MnTC Goal Area - Sociology or Anthropology</strong></td>
<td>3</td>
<td>20 N</td>
<td></td>
<td>NURS 311 Writing in your Major or equivalent</td>
<td>3</td>
<td>23 N</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>NURS 361 Acute &amp; Complex Care (credits: 3 theory/3 clinical/2 lab)</td>
<td>7 N</td>
<td>12 N</td>
<td>6</td>
<td>NURS 490 Integrative Seminar &amp; Practicum (credits: 4 theory/3 clinical)</td>
<td>7 N</td>
<td>19 N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 362 Applied Pathophysiology for Nursing II</td>
<td>2 N</td>
<td>14 N</td>
<td></td>
<td>NURS 490 Global Health Perspectives for Nursing</td>
<td>3 N</td>
<td>22 N</td>
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<tr>
<td></td>
<td></td>
<td>NURS 364 Nursing Leadership I (credits: 2 theory/1 clinical)</td>
<td>3 N</td>
<td>17 N</td>
<td></td>
<td><strong>MnTC Goal Area elective UD LS</strong></td>
<td>3</td>
<td>20 N</td>
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<tr>
<td></td>
<td></td>
<td>PHIL 301 Ethical Inquiry OR PHIL 321 Medical ethics</td>
<td>4</td>
<td>21 N</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>NURS 459 Population-Based Care (credits: 5 theory/2 clinical)</td>
<td>7 N</td>
<td>15 N</td>
<td>8</td>
<td>NURS 450 Integrative Seminar &amp; Practicum (credits: 4 theory/3 clinical)</td>
<td>7 N</td>
<td>22 N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 464 Nursing Leadership II</td>
<td>4 N</td>
<td>19 N</td>
<td></td>
<td>NURS 485 Global Health Perspectives for Nursing</td>
<td>3 N</td>
<td>22 N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 448 Nursing Informatics</td>
<td>2 N</td>
<td>21 N</td>
<td></td>
<td><strong>MnTC Goal Area elective UD LS</strong></td>
<td>3</td>
<td>25 N</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>MnTC Goal Area elective UD LS</strong></td>
<td>3</td>
<td>24 N</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Program Credits: 65 nursing; 55 pre-requisites/general education = 120 Total

- **MnTC goal area courses with a ** may be science courses that are pre-requisites for Anatomy/Physiology I or Microbiology
- General education courses can be taken earlier, but not later, than the identified semester.
- All nursing courses in each semester must be successfully completed to progress to the next semester.
- Meeting with an advisor or attending an information session is strongly recommended to ensure that the required pre-requisites are met and that the course meets program credit transfer at Metropolitan State University. All MnTC requirements must be met.
- RISER requirement may be met anytime during the program, but before graduation. Visit “Course Info” on the Metro State home page.
- Students with 0-16 credits are required to take Metro 101, and may use it as the 1st semester general education requirement.
Components of Your Degree

**GELS/RIGR**

*General Education*: 10 Goal areas; 48 credits; Writing, Math, Science, Humanities, etc. (to include 8 credits of
*Liberal Studies*: 300-500 level GE courses)
*Racial Issues Graduation Requirement*  
(can overlap with other requirements)

**PRE-MAJOR & NURSING MAJOR**
Requirements determined by college

**FREE ELECTIVES**
May be needed to reach graduation requirements
Not typically needed for Nursing students

**MINOR**
Optional. Requirements determined by department.
Optional for all students
Degree Requirements

Course Requirements

- General Education/Liberal Studies (GELS) courses: must complete a total of 48 credits (8 credits must be upper division liberal studies) and 10 goal areas
- Racial Issues Graduation Requirement (may overlap with GELS)
- Required major courses
- Electives if needed to meet credit requirements

Credit Requirements

- 120 credits minimum for degree
- 40 of the 120 credits must be upper division (300-level or above)
- 30 credits taken at Metropolitan State (residency requirement)
- 2.0 Metropolitan State GPA to graduate
Degree Planning

Once you are admitted to the university and to the program, you will set up an appointment with your academic advisor to complete your official degree plan. You can find your advisors name in your student portal, and on your Metropolitan State pre-MANE admission letter.

Complete degree planning appointment prior to your first semester.

Any Math or English placement tests that are needed must be taken before starting the program. If they are not, a student will not be able to register for their first semester of courses.
Understanding Your Degree Requirements

Admitted students have access to a degree audit report, also known as the DARS Report, showing how transfer and Metropolitan State credits apply to the degree requirements. You can access an interactive DARS report in your student portal.

Be sure to check your DARS report regularly to keep track of your progress toward meeting your degree requirements. Be sure to contact your advisor if you have any questions about your DARS report.
Program Credits – 120 Total (65 nursing, 55 pre-requisite/general education)

- MnTC Goal Areas (General education courses) can be taken earlier, but not later, than the identified semester.
- All nursing courses in each semester must be successfully completed to progress to the next semester.
- Meeting with an advisor or attending an information session is strongly recommended to ensure that the required pre-requisites are met and that the course meets program credit transfer at Metropolitan State University.
- Credits will be transferred to Metropolitan State University upon transcript review.
University Email Account

*Email is the official means of communication*

- Official University correspondence is sent via email
- Activate your email account immediately
- Email faculty & staff *from* University account only
- Check your email frequently
- Email vs. phone MAY be the best communication mode during advising peak times (begin/end of semester, during priority registration, etc.)
You are responsible for knowing and following all university and DON policies.
Code of Student Conduct

Policy available on Metropolitan State website

Student Code of Conduct Policy at Metropolitan State University ensures a safe learning environment for all.

This policy covers:

- Academic conduct
- Behavioral conduct
Registration Tips and tools

• General Education courses may fill early, since they are in high demand. Be proactive about registering when your window opens for these high-demand classes, if you need them.

• Be sure to refer to the notes section of a course description prior to attempting to register. This is where information about prerequisites, course meeting dates, as well as other important details are listed.

• You can access information about the academic calendar, deadlines for registration changes and tuition payment, and much more, on the Gateway Student Services web page: https://www.metrostate.edu/student/student-services-support/student-services/gateway
Academic Standing Policy

Policy available on Metropolitan State website

Requirements to remain in good standing
  • 2.00 cumulative Metro State GPA (“local” line on transcript)
  • 67% cumulative completion rate (includes ALL Metro State credits and transferred credits)
  • “I”, “W”, “F”, “Z” negatively impact completion rate

Failure to complete the standards above:
  • 1st semester: Warning
  • 2nd semester: Suspension

Note: Your advisor is an excellent contact if you experience academic issues or difficulty
University-level Appeals

University appeal processes exist for students to use in special circumstances to request reconsideration of an official decision.

- The transfer credit appeals process is used to reconsider equivalences; including GELS
- The Financial Aid Appeals process is used to consider reinstatement of revoked FA, due to academic performance
- The Retroactive Drop/Withdrawal Appeals process is used for students to appeal missed deadlines due to extenuating circumstances.
- The Academic Appeals process is used for decisions related to grades, and program and graduation requirements.

Registration Forms:  [https://www.metrostate.edu/student/course-info/course-info/registrars-office/records-and-registration-forms](https://www.metrostate.edu/student/course-info/course-info/registrars-office/records-and-registration-forms)
Used to request an exception to any **DON** requirement, process or procedure.

Provide clear and detailed statement of requested action and attach supporting documentation.
Nursing Student Organization

- Organize student nurses at all Metropolitan State University Campuses.
- Ensure a positive school experience for all nursing students so that they will achieve their highest potential.
- Facilitate programs and meetings that will enhance all nursing students' education.
- Sponsored events
  - APA Scavenger Hunt
  - Pinning Ceremony
  - Social gatherings
- Faculty advisor: Karen Gutierrez

The Nursing Student Organization shall consist of all interested students that have been accepted into the nursing program at Metropolitan State. All members are invited to meetings. Officers are selected at the first meeting of the year by members who attend the meeting.
Career Steps: Top 12 Things To Do Before Graduation

- Students encouraged to complete Career Development workshop
  - Begin your career transition or entry to the job market while in school
  - Free, no credit, online workshop available in D2L
  - Self-paced and self-guided

- Easy Registration Steps
  - Log in to D2L
  - Click on **Self Registration**
  - Choose the class menu
  - Find “Career Steps: Top 12 Things to do Before Graduation”
  - Click on **Register**
  - Enter your first and last name
  - Click submit, and wait for your registration confirmation
  - Click **Finish**, and start the workshop
Importance of Writing

- Nursing major is writing intensive
- Importance of APA format
  - You will be responsible for knowing how to cite in APA format
  - Component of your grade for all Nursing assignments/courses
- Writing resources
  - APA Scavenger hunt
  - Library online resources
  - Writing Center at the Center for Academic Excellence
1. At [www.metrostate.edu](http://www.metrostate.edu), click *Library and Information Services* *(bottom of home page)*

2. Click *Research Guides*

3. Select *Nursing* for a list of Nursing library and research resources
Library Services – APA citation

1. At www.metrostate.edu, click *Library and Information Services* (bottom of home page)

2. Click on “Cite your sources”

3. Check out the APA resources!
Registration

Future Registration

- Spring registration occurs late October-November.
- Summer AND Fall registration occurs late March-April.
- Students are assigned a registration window determined by earned credits.
- Students with more credits are assigned earlier registration windows.
- Register early and on time when your assigned registration window opens.

Registration options for full courses

- Some university departments may use a waitlist tool in e-Services or have their own process for entry into full courses.
- A good time to look for open seats is after the tuition payment deadline.
- Continue to monitor eServices for open seats until the semester begins.
Logging into Accounts

Activate your StarID account at https://starid.minnstate.edu/

Your StarID username and password will be required to access:

- Portal for university e-mail and useful tools
- E-mail (via the portal)
- Desire2Learn (D2L) for coursework
- E-Services for registration, financial aid and tuition
- Campus computers and Wi-Fi.

For technical assistance, visit the Information Technology Services website at https://www.metrostate.edu/student/university-info/university-info/it-services or contact it.desk@metrostate.edu or 651-793-1240.
Tuition Payment

Payment deadline is set before the start of every semester. Students are dropped from courses for non-payment by deadline.

How do I secure and confirm tuition payment?

- **Red light** in eServices = tuition not secure
- **Green light** in eServices = tuition secured
  - Pay in full
  - FAFSA submitted and processed
  - Set up with Veterans Affairs office
  - Set up payment plan
Registration Issues: Holds/Restrictions

Student holds that may prevent registration
• Placement Assessment test(s)
• Unpaid balance
• Financial aid
• Bad address on file
• Immunization hold
• Probation or Suspension

Course restrictions that may prevent registration
• Course is upper division and student has <30 earned credits
• Course is major-restricted
• SOME course sections are restricted for “cohort” students (freshmen, Nursing majors, etc.) – Admission to cohort is required to register for these courses
  • Nursing cohort courses will have a restriction for declared Nursing students

Note: Maximum credit enrollment is 16 credits
Next Steps Checklist

- Check each step as you progress toward the dental hygiene major and degree!
- Take Assessments if needed (and not already completed)
- Set up Student Portal access and email address
- Obtain Student ID Card
- Register for classes and purchase books
- **Register for and attend a degree planning appointment with your advisor (see your admission letter)**
- Complete coursework and apply for graduation!

Welcome - we look forward to working with you to attain your bachelor’s degree!
Questions after today?

Follow-up with your advisor!