College of Nursing and Health Sciences
Department of Nursing
New Student Orientation

Agenda

• Welcome and introductions
• Program overview
• Degree requirements
• Registration
• 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

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

Minneapolis
- Co-located w/MCTC
- College of Management
- 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.
Confirming Class Location

1. At www.metrostate.edu, click Current Students, then Course information, and then “Register for Classes”

2. Search for desired course

3. Confirm Location under Building / Room
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
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You may be reassigned to a new advisor upon cohort placement.
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
Graduation Requirements

Course Requirements = Credit Requirements

• GELS/RIGR
• Major
• Electives

• Upon completion of course requirements, elective courses MAY be needed to reach credit requirements for graduation
• Exact number of elective courses needed varies for each student

Credit Requirements
• 120 semester credits minimum (transfer + Metro State)
• 48 credits of GELS (General Education/Liberal Studies) (10 goal areas); to include 8 credits of upper division (ie, 300-level or above) General Education classes
• Racial Issues Graduation Requirement
• 40 credits upper division (courses numbered 300-500)
• 30 credits completed at Metro State (residency requirement)
• 2.0 GPA to graduate
Nursing Course Progression (RN-BSN)

**GELS**
- 48 credits in 10 goal areas, including
- 8 credits of 300-500 level Liberal Studies courses
- Recommended to complete GELS first, but **NOT** required
- Racial Issues requirement can overlap

**Nursing Pre-Major**
- STAT 201
- WRIT 331
- PHIL 321
- Goal 6 Humanities/FineArts
- 3.0 cumulative GPA in courses above required prior to Nursing admission
- Request cohort placement once registered for final pre-major course(s)

**Nursing Major**
- Sequenced in specific order
- Taken together w/cohort group
- Offered on same day & campus for 5 semesters
- Apply for graduation upon registering for final semester
Nursing Pre-Major Courses

- Typical transfers in w/ ADN
- Fulfills Goal 6

- Fulfills Goals 6 & 9
- Fulfills Liberal Studies

- Pre-req: Writing I and II
- Fulfills Liberal Studies

- Pre-req maybe required

- Appropriate assessment required for registration
- Fulfills Goal 4

- 3.0 cumulative GPA in these four courses are required for admission
Steps to declare Nursing major

Complete New Student Orientation

Schedule Degree Plan Meeting with your advisor

Recommend completing GELS/RIGR before Nursing courses, but NOT required

Complete Nursing pre-major courses

Once registered for final Nursing pre-major course(s), request cohort placement

We recommend completing GELS courses before starting Nursing major course work, however, GELS may be completed at any time prior to graduation.
Every semester, DON sends cohort placement e-mail to all pre-major DON students.

Upon registering for final pre-major course(s), respond to cohort placement e-mail.

DON confirms and communicates your cohort placement eligibility.

You register for semester 1 of Nursing cohort sequence.

DON notifies you of cohort orientation completion and registration eligibility.
Nursing Major Course Requirements

Year One

• **Semester 1**: 6 credits
  - NURS 301 Theoretical Foundations
  - NURS 302 Introduction to Baccalaureate Nursing
  - NURS 446 Nursing Informatics

• **Semester 2**: 7 credits
  - NURS 335 Introduction to Evidence-Based Practice
  - NURS 407 Family Health Nursing

• **Semester 3**: 6 credits
  - NURS 420 Lifespan Transitions: Aging & Health
  - NURS 307 Integrative Care

Year Two

• **Semester 4**: 6 credits
  - NURS 456 Community Health Nursing
  - NURS 456P Community Health Nursing Practicum

• **Semester 5**: 7 credits
  - NURS 465 Leadership & Management in Nursing
  - HSCI 309 Global Health Issues
Checklist for NURS 456P
Community Health Practicum

Prior to registration eligibility for the 4th semester of the Nursing cohort, students must submit documented proof of:

- Liability insurance
- Health insurance
- CPR certification
- RN licensure verification
- Release of background study information
- Nursing student release form
- Completion of HIPPA certification

DON will remind students of this course requirement prior to semester
University & DON Policies & Procedures

**University-wide policies**

https://www.metrostate.edu/student/course-info/course-info/university-policies-and-procedures

Policies and procedures that apply to students:
- University-wide
- AcademicAffairs
- StudentAffairs

**DON policies**

- SON specific policies that apply to all RN-BSN Students are mailed to students upon admission, and provided again when students start with a cohort group

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
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 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/registrar-office/records-and-registration-forms
DON Student Petition

Used to request an exception to any DON requirement, process or procedure.

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

Program:
- RN-BSN
- Dental Hygiene

Student Status:  
- Applicant
- Enrolled
- Advisor (if known):

Name: ________________________________
Address, City, State, Zip: ________________________________
Home Phone: __________________________ Work/Cell Phone: __________________
E-Mail Address: __________________________
Student ID Number (if known): ____________________

ACTION REQUESTED:

RATIONALE:

SUPPORTING DOCUMENTATION (List all attachments):

Signature: ___________________________ Request Date: ____________ 07-2012
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
Library Services – Nursing Research

1. At 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!
**Self Advising Tools – Degree Plan Worksheet**

- Registration tools to assist you
  - **DARS** – available in e-Services
  - **Metro State transcript** – available in e-Services
  - **Degree plan worksheet** – receive from advisor at Degree Plan meeting

- **Demo degree worksheet**
  - Student responsibility for updating
  - Update each semester to track progress
  - Use for registration course selection and graduation planning

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<table>
<thead>
<tr>
<th>General Education GE</th>
<th>Course</th>
<th>Lower</th>
<th>Upper</th>
<th>Lower</th>
<th>Upper</th>
<th>School/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1: Communication</td>
<td>Writing Introductory Writing</td>
<td>Writing Intermediate Writing</td>
<td>Pre-requisite for WRIT 211</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 2: Critical Thinking</td>
<td>Goal met when other Goals are met</td>
<td>NONE</td>
<td>METRO</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Goal 3: Natural Sciences</td>
<td>1 Science Course with Lab from approved GE list</td>
<td>4 credits with lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 4: Mathematical Reasoning</td>
<td>1 College-Level Math course - STAT 201 fulfills this Pre-requisite BU business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 5: History/Social/Behavioral Science</td>
<td>1st course from approved GE list</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Goal 6: Humanities and the Fine Arts</td>
<td>2nd course from different discipline from GE list</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Goal 7: Human Diversity</td>
<td>1 course from approved GE list - PHIL 321 fulfills this</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 8: Global Perspective</td>
<td>1 course from approved GE list - HSCI 308 fulfills this</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 9: Civic and Ethical Responsibility</td>
<td>1 course from approved GE list - PHIL 321 fulfills this</td>
<td></td>
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<tr>
<td>Goal 10: People and the Environment</td>
<td>1 course from approved GE list</td>
<td></td>
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<td></td>
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<tr>
<td>Total General Education credits</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Liberal Studies (LS)</th>
<th>8 credits app</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overlap allowed with Pre-Nursing or GE list</td>
<td></td>
</tr>
<tr>
<td>WRIT 211 Writing Your Major - WRIT 211 pre-requisite</td>
<td></td>
</tr>
<tr>
<td>Total Liberal Studies credits</td>
<td>8 minimum</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing pre-major courses</th>
<th>up to 16 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum &quot;C&quot; grade required in pre-major</td>
<td></td>
</tr>
<tr>
<td>courses are 3.0 cumulative GPA required across pre-major courses</td>
<td></td>
</tr>
<tr>
<td>NURS 301 Theoretical Found for NP Practitioner (3)</td>
<td>&lt;3</td>
</tr>
<tr>
<td>NURS 332 Transition to Baccalaureate (1)</td>
<td>&lt;1</td>
</tr>
<tr>
<td>NURS 446 Introduction to Nursing Informatics (2)</td>
<td>&lt;2</td>
</tr>
<tr>
<td>NURS 333 Intro to Evidence Based Practice (3)</td>
<td>&lt;3</td>
</tr>
<tr>
<td>NURS 407 Family Nursing (4)</td>
<td>&lt;4</td>
</tr>
<tr>
<td>NURS 420 Legal Issues in Nursing (4)</td>
<td>&lt;4</td>
</tr>
<tr>
<td>NURS 307 Intro to Nursing Ethics (2)</td>
<td>&lt;2</td>
</tr>
<tr>
<td>NURS 456 Community Health Nursing (4)</td>
<td>&lt;4</td>
</tr>
<tr>
<td>NURS 456P Community Health Nursing Practicum (2)</td>
<td>&lt;2</td>
</tr>
<tr>
<td>NURS 455 Leadership &amp; Management in Nursing (4)</td>
<td>&lt;4</td>
</tr>
<tr>
<td>HSCI 308 Global Health Issues (3)</td>
<td>&lt;3</td>
</tr>
<tr>
<td>Total Nursing credits</td>
<td>32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer &amp; Electives credits</th>
<th>up to 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select electives as needed to meet 16</td>
<td></td>
</tr>
<tr>
<td>Total Degree requirements for graduation of Bachelor’s Degree students ship</td>
<td></td>
</tr>
</tbody>
</table>

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- 30 credits toward a degree
- 40 credits toward a degree
- 45 credits toward a degree
- 30 credits toward a degree
- 45 credits toward a degree
- 30 credits toward a degree
- 45 credits toward a degree
Suggested Schedule

Writing I, II and/or WRIT 331 -- in this order; one after another; as needed

PHIL 321 -- if not already completed

Any remaining GELS or elective requirements

STAT 201 -- if not already completed; assessment test & pre-req course may be required

Humanities, Fine Art or Literature (Goal 6) -- if not already completed
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.
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

Note: Maximum credit enrollment is 16 credits

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
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
Next Steps

TODAY

✓ Turn in Confidential Information form
✓ Enter student portal to ensure e-mail account access (if haven’t already)
✓ Register for classes (refer to DARS)
✓ Obtain student ID card

AFTERTODAY

☐ Finalize financial aid and tuition payment
☐ Take assessment tests (if required & incomplete)
☐ Contact advisor for Degree Plan Meeting (see your DON admission letter)
☐ Review admitted student program policies (the link is in your DON admission letter)
☐ Request records update for outstanding credits, if necessary
☐ Obtain books and check class locations
☐ Request cohort placement in final semester of Nursing pre-major course(s)
☐ Upon acceptance into Nursing cohort/program, start taking major courses
☐ Complete coursework and apply for graduation!
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.
Questions after today?

Follow-up with your advisor!