The RN to BSN Program at CSU Bakersfield is for students interested in obtaining a Bachelor of Science in Nursing Degree (BSN) after completion of an Associate Degree in Nursing (ADN). Those interested in applying to this program must hold an active California RN license or be in their final semester of an ADN program to apply and must meet all other eligibility requirements outlined in this document.
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Eligibility, Admission, & Advising

The RN to BSN program at California State University, Bakersfield is designed for nurses interested in pursuing the BSN after completion of the Associate of Science degree in Nursing (ADN). This program utilizes the online Blackboard system to provide higher education access to Kern, Tulare, and Antelope Valley students online, however, the program orientation and clinical hours are not online. Students may complete the baccalaureate degree in twelve months. During this time, students are also required to complete all general education requirements for the degree by the last quarter of the program.

Please review the policies and requirements in this handbook carefully, as the program policies and procedures are subject to change.

Program Admission

All applicants will be ranked based on the Primary and Secondary Points system. Students may apply if items in the point categories are still in-progress the spring prior to summer admission.

Pre-Application Procedure

1. Eligibility & Application Procedure:
   Review the General Information and Eligibility tabs on the RN to BSN Program website (updated regularly) to ensure all prerequisites and eligibility requirements are met: http://www.csub.edu/nursing/Programs/RN-BSN/index.html

   Junior College Counseling:
   Visit your junior college counselor or advisor for a copy of the CSU Breadth course list. Complete of the CSU Transfer Breadth General Education requirements (Area A-D, American Institutions requirement, and Foreign Language) prior to entering the RN to BSN Program for a timely graduation.

2. RN to BSN Advising:
   Students interested in the RN to BSN Program should meet with the Program Advisor. Advising should be completed as early as possible as a pre-nursing student or while in the ADN program to prepare to apply to the program and to maintain eligibility.

Application Procedure

1. Apply to CSU, Bakersfield:
   Applications for summer admission will be available beginning in February each year through CSUMentor.edu (http://www.csumentor.edu/AdmissionApp/). If you live in the Lancaster area, please apply for admission to the CSU Bakersfield Antelope Valley campus. If you already have a BA/BS in another discipline you must apply for Graduate Admission to the university using the Graduate Admission Application through CSUMentor.edu.

   Once you have applied to CSU Bakersfield for the summer term you must immediately send an official, general education certified transcript from each college/university attended to the CSU Bakersfield Office of Admissions and Records.

2. Apply to the RN to BSN Program:
   Submit a complete RN to BSN Program application packet during the application submission period. A complete application will consist of all documents listed on the Application Checklist (see the RN to BSN Program Application for a list of requirements). The program Selection Criteria with Primary and Secondary Points ranking information is also provided with the application.

   If you reside in the Antelope Valley area, you may drop off your application to the main office at the CSUBAV campus (please indicate that you are submitting the RN to BSN Program application).
Program Eligibility

Eligibility for the RN to BSN Program will be based on completion of the eligibility requirements. Up to three of the following items may be in-progress in the spring term prior to admission:

Prerequisite Completion:
Complete the following prerequisites with a “C” or higher:
- Anatomy w/lab
- Physiology w/lab
- Microbiology w/lab
- Chemistry (general, integrated, organic, or inorganic) with or without lab as it is taught on the campus where the course was taken.
- Critical Thinking
- Statistics
- English
- Public Speaking

For a list of equivalent prerequisite courses from Bakersfield-area community colleges, please visit the RN to BSN Prerequisite website at: http://www.csub.edu/nursing/_files/Prerequisite%20RN%20to%20BSN.pdf

Grade Point Average (GPA):
Have a grade point average (GPA) of 2.5 or greater in the last 60 semester/90 quarter units of college course work.

Academics:
Must be in good standing at the last college/university attended, have completed an Associate Degree in Nursing (A.D.N.) from an accredited college nursing program or plan to graduate no later than the spring prior to admission. If transferring from another RN to BSN Program, a letter of good standing must be included in your application packet.

CSU Bakersfield Admission:
Applicants must be fully admitted to California State University, Bakersfield for the summer term.

Licensure and Certification:
Have a clear, active California RN license and a current CPR certification from the American Heart Association.

Post-Acceptance Requirements:
Students that are accepted to the RN to BSN Program must:
1. Have a computer with internet access and a current email address (email must be private and must not be shared by family or friends).
2. Pass a background check and drug screen (see acceptance letter for details).
3. Have the ability to travel to Bakersfield for the one-day orientation (Nursing 477: RN-BSN transition) course and required clinical hours as assigned.
4. Make arrangements in advance to meet with the Program Advisor in-person or by phone within the first two terms in the program.
5. Complete all nursing course work as outlined in the education plan.
Program Eligibility and Progression Policies

Prerequisite Course Failure Policy
Students/applicants that have achieved less than a grade of “C” twice in the same required prerequisite course or less than the grade of “C” in three different prerequisites are ineligible to enter the nursing program. The RN to BSN Program holds to a five-year forgiveness policy on prerequisite course failures. A prerequisite is defined as any course that would meet a specific nursing requirement.

Withdrawal “W” Policy
Students with more than 28 quarter units of Withdrawals “W” on their transcripts will be ineligible for the program. Complete term withdrawals will not affect eligibility.

Progression Policy
If you accept a seat in the program and are unable, for whatever reason, to successfully complete the courses in the sequence in which they are offered, you will be ineligible to reenter/reapply to the program without formal approval and seat availability in the future.

Eligibility/Previous Student Policy
Previous RN to BSN students that have stopped-out must submit a letter prior to applying for reentry. The letter must state the reason why you dropped and how you are making changes that will support future success in the program, if readmitted. The letter will be addressed to the RN to BSN Program Committee and must be sent to the Program Advisor no later than December 31st the year prior to attempted entry. A letter will be emailed once a decision has been made.

RN to BSN Program Transfer Policy
Students transferring from another RN to BSN Program must include a letter of good standing from their current Nursing Program Director. This letter must be included along with the RN-BSN Program Application.

Foreign Credit Policy
Applicants with nursing courses from a foreign university must have a course-by-course evaluation completed by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Applicants with general education courses from a foreign university must have a completed course-by-course evaluation from an approved evaluation service. All evaluations (CGFNS and other approved evaluation services) and original foreign transcripts must be submitted with the application packet.

Selection Process
The RN to BSN Program does not maintain a waiting list from one class to the next. Applications received during the application submission period are ranked using the primary and secondary points listed below. The maximum points an applicant can earn are as follows:

General Education Completion:
Applicant will receive two points for every general education requirement met (CSU Transfer Areas: A-D, Foreign Language, and American Institutions; CSUB Upper-Division Theme 2 and GWAR: Graduate Writing Assessment Requirement are recommended, but not required).

Grade Point Average (GPA):
GPA calculation is based on a maximum of 16 points earned with a 4.0 in the last 60 semester/90quarter units of course work (Minimum GPA: 2.0).
Prerequisite Completion:
Applicants will receive two points for every prerequisite complete by the RN to BSN Application deadline. All prerequisites must be complete by June 2015.

Bakersfield Service Area:
Five points earned if CSUB AV student or Kern, Tulare, Kings County resident.

CSUB RN to BSN Education Plan:
Applicants with an ADN to CSUB education plan on file with the Program Advisor, Brynn Schock, by February 1, 2015 will receive points in this section.

Personal Statement:
Attach a statement describing your reason(s) for pursuing the BSN, how earning this degree will benefit the population you serve, and in what way(s) you have been involved with your community in the last five years. Please limit your statement to 200 words. You can receive a maximum of 5 Primary Points in this section. Your response will be evaluated based on content and writing mechanics.

Educational Institution:
Current Student or Former Graduate of Antelope Valley College, Bakersfield College, College of the Sequoias, or Porterville College. Applicants that have graduated from, or are in the final semester of, one of the above ADN programs by spring 2015 will also receive these 5 points.

Application Processing (FAQ)

I have submitted all required application packet materials to both the University and to the RN to BSN Program. What now?

The University Application (CSUMentor.edu)
One official transcript from each college/university attended must be sent to the CSUB Admissions and Records office immediately following the submission of the csumentor.edu application for admission. Once the csumentor.edu application is submitted, and transcripts are received, the University will process your application for admission. This process can take several weeks, so do not worry if you do not receive a response right away.

If accepted to California State University, Bakersfield:
An acceptance packet will be received from the University that includes your new student identification number and an invitation to attend the CSUB New Student Orientation on-campus. You will NOT need to attend the CSUB New Student Orientation; the Nursing Department will have a RN to BSN Orientation for accepted students. You may check on the evaluation of your transcripts by accessing your records and your University To Do List through MyCSUB using your NET ID (to find your NET ID, please visit https://netid.csub.edu/search/). You may also contact your evaluator through the Admissions and Records Office by calling (661) 654-3036 if you have any questions regarding your transcripts.

The Nursing (RN-BSN Program) Application
An email notification will be sent by email within three business days of receipt of application. Once the application has been evaluated, the Status of Your Application Report will be sent by email to identify any missing items and summarize your points. This may take several weeks. The application will be ranked using the Primary and Secondary Points system. Acceptance and denial letters for admission from the Program Director will be send out promptly once the application
processing phase is complete. If entrance to the program is denied, the letter will describe the nature of the denial. If accepted to the program, the acceptance letter will feature instructions to begin the program.

Military – Reserved Seats
On October 16, 2014, CSUB Nursing faculty approved a proposal to reserve two positions in the RN to BSN Program for active or recently honorably discharged military personnel who are committed to attending the nursing program at CSUB. Military personnel or veterans interested in the “reserved seat” program must meet all eligibility requirements and submit appropriate documentation along with the program application.

Military applicants must submit with their nursing application:
(1) Transcripts that substantiate completion of all prerequisite courses and any general education requirements with exception of the upper division Themes and GWAR
(2) Copy of DD Form 214
(3) A letter of commitment (RSVP- see the acceptance notice) to attend the program if accepted

Post-Acceptance Requirements

Background Check & Drug Test
A background check and drug screen will be required upon admission to the program. The background check and drug screen will be purchased at the expense of the student through a service determined by the Department of Nursing. Details regarding this requirement will be accompany the acceptance letter. There is a $127.75 fee for this service. The Nursing Department will only be notified when this requirement is complete.

RN to BSN Orientation (Nursing 477 Special Topics in Nursing: RN to BSN)
Newly admitted students will be given a list of post-acceptance requirements in acceptance letter and will be notified of the mandatory on-campus orientation (please note that this is separate from the CSUB New Student Orientation, in which you are not required to attend). The Program Orientation will provide incoming transfer students the opportunity to meet the nursing faculty, staff, and fellow students. This also serves as an orientation to the online learning environment.

Clinical Requirements
All students must have completed the clinical documentation requirements by the program orientation. Clinical packets including the Clinical Documentation must be submitted at the start of the Nursing 477 Special Topics in Nursing: RN to BSN orientation. Please refer to pages 14 & 15 for a list of requirements.

Advising

Pre-RN to BSN Application Advising
Students interested in the RN to BSN program should meet with the Program Advisor at least one year prior to applying to the program. Students are strongly encouraged to schedule time each semester to meet with the advisor for educational planning and for pre-application advising. Pre-application advising is useful in determining general education and prerequisite completion and to maintain eligibility for the program. If face-to-face advising is not possible, pre-RN to BSN students may submit unofficial transcripts by mail to the Program Advisor for assistance at a distance.
Current RN to BSN Student Advising
Once accepted to the RN to BSN program, students should work closely with their advisor to complete all major, general education, and unit requirements needed to graduate. Education plans are maintained by both the Advisor and student. Newsletters will be sent out prior to the fall, winter, and spring terms by email prior to the registration period with details regarding graduation requirements and important dates. Students should discuss any changes with the Program Advisor and are required to attend a minimum of one in-person or phone advising appointment prior to completing the second term in the program.
CSU Bakersfield General Education Requirements

Students seeking the BSN must satisfy the nursing major course work, university general education, and unit requirements to graduate. Two terms prior to graduation, students will submit the Application for the Baccalaureate Degree form in the Office of Admissions and Records. For example, if the graduation term will be spring, the application must be submitted by the end of the fall term. The University Evaluations Office will evaluate all completed course work to determine if the requirements for general education have been met. California State University, Bakersfield requires that all undergraduate students satisfy the requirements for both the lower-division (CSU Transfer Breadth General Education) and upper-division general education to graduate. Students are encouraged to communicate with the Program Advisor prior to each quarter to ensure timely completion of all general education course work.

Community College to CSU Transfer

CSU Transfer Breadth (Lower-Division) General Education:
Lower-Division General Education (LDGE) requirements may be satisfied with junior college transfer credit. Typically, students who graduate with their AS in Nursing have not met all of the requirements for the areas listed below. All areas are not required to be admitted to the University, however, students are encouraged to complete the CSU Transfer Breadth General Education Course List and request a general education certification along with official transcripts prior to applying to the RN to BSN Program.

Students transferring from multiple community colleges are responsible for sending all transcripts to CSUB at the time the application is submitted. Please visit your community college advisor/counselor for assistance with the completion of the CSU Transfer Breadth Course List. If you are transferring from Antelope Valley College, Bakersfield College, or College of the Sequoias, please review the roadmap section of the RN to BSN Advising website at: http://www.csub.edu/nursing/Programs/RN-BSN/Advising%20RN-BSN/index.html

Please note: A maximum of 105 quarter transfer units may be used towards degree completion. All other units must be complete in residence at CSU, Bakersfield (75 quarter units) through major (RN to BSN) and upper-division (Theme 2 & GWAR) completion.

Lower-Division General Education
Area A: Communication in the English Language: 3 Courses Required
Please refer to your community college catalog for a list of approved CSU Breadth Courses
   1: Speaking and Listening*
   2: Writing and Reading*
   3: Writing and Critical Thinking*

Area B: Mathematics, Life and Physical Sciences: 2 Courses Required
   1: Physical Sciences*
   2: Life Sciences (Waived for Nursing Students)
   3: Science Lab*
   4: Mathematics*

Area C: Arts and Humanities: 3 Courses Required
Please refer to your community college catalog for a list of approved CSU Breadth Courses
   1: Art or Performing Art
   2: Foreign Language
   3: History
   4: Literature
   5: Philosophy/Religious Studies

Area D: Social and Behavioral Sciences: 3 Courses Required
1: Cultural Anthropology or Sociology (see number 5 below)
2: Economics (Waived for Nursing Students)
3: Political Science
4: Introduction to Psychology
5: Introduction to Sociology or Cultural Anthropology (see above)

US Constitution/California State and Local Government: 1 Course Required
United States History: 1 Course Required
Foreign Language: 1 Course Required if two years of high school foreign language was not completed.

* This section is satisfied with completion of RN to BSN prerequisites

Upper-Division General Education (CSU Bakersfield Requirements)

Upper-Division General Education (UDGE) courses are 300 or 400-level courses necessary for graduation from CSU Bakersfield. You must take all courses in residence at CSUB. There is no guarantee that the general education courses will be offered online each term. Prior to each quarter students will receive a list of online courses available that satisfy the upper-division requirements from the Program Advisor (RN to BSN Newsletter).

Thematic Course Requirements

Theme 1: Natural Sciences and Technology
    Take: Nursing 492 Advanced Leadership Seminar I (Winter)

Theme 2: Arts and Humanities
    Take: One course from this section; must complete Areas A & C prior to taking this course.

Theme 3: Social and Behavioral Science
    Take: Nursing major waives this course

List of approved CSU Bakersfield General Education courses.

Other Graduation Requirements

GRE: Gender, Race, Ethnicity
    Take: Nursing 441 Community Health Nursing (Fall)

GWAR: Graduate Writing Assessment Requirement
    Take: GWAR Exam in October or one approved course in the winter quarter.

Please Note: If the GWAR is met by exam, one elective unit is required to graduate. This unit must be completed in residence at CSU Bakersfield. The RN to BSN Newsletter will contain a list of all online 1 unit elective courses for the winter and spring terms that will meet this requirement.

The Graduate Writing Assessment Requirement may be satisfied by either taking the GWAR by exam or by completing one upper-division writing course (see below for details). Students who choose to satisfy this requirement by taking the GWAR must sign up, pay the $25.00 testing fee, and come on the scheduled testing day in October (see Testing Center’s website for details). An upper-division course may be taken to satisfy this area. For a list of approved courses please refer to the Testing Center’s website. The following courses are generally offered online (please read course description for mandatory meeting times:
    Communications 304 Tech & Report Writing
    English 305 Modes of Writing

For more information about the GWAR (study tips, grading, schedule, fees, etc.) or the approved courses, please visit the Testing Center.

Elective (optional)
    Take: 1 elective unit (PEAK, GST, or CSUB recommended)
NCLEX Test Credit (24 units)
An additional 24 quarter units of CSU nursing credit may be awarded for demonstration of learning, as operationalized through passing the NCLEX RN examination. Credit earned will be determined on an individual basis and may be granted upon full admission to the California State University, Bakersfield campus and the RN to BSN Program. Additional documents may be required.

Post-Baccalaureate Degree Requirements (BA or BS)
Students already awarded a Baccalaureate degree from a California State University or another university in another major of study will be exempt from completing any of the general education requirements listed above (lower-division and upper-division). Please contact the Graduate Student Center for questions regarding graduate admissions or evaluation inquiries.
RN to BSN Program Information
Program cost, schedule, and course descriptions

Program Cost

Tuition
Tuition fees will be available through MyCSUB once all courses for the term are added. Students are charged a flat, full-time tuition rate each term for enrollment if units exceed 6.1. Students are responsible for paying tuition and purchasing textbooks in a timely manner. Course work will be automatically dropped if tuition is not paid within four days prior to the beginning of class. For an estimate of current fees associated with tuition and other on-campus expenses, please refer to the Cost of Attendance Budgets through the Office of Financial Aid and Scholarships. Tuition and University fees are subject to change. Further payment information may be obtained from the Student Financial Office (located across from the Admissions and Records Office). Please contact Student Financial Services or the Office of Financial Aid and Scholarships for information about tuition assistance.

Cost to Apply to the Program: (estimate: $85.00+)
  University Application Fee: $55.00
  Nursing Application Processing Fee: $30.00
  Transcripts: Two copies total from each college/University attended (pg. 3)

Post-Admission Costs: (estimate: $10,325.75)
  Background Check & Drug Screen: $127.75
  Professional Liability Insurance: $20.00
  Clinical Badge: $5.00 (plus the cost of passport photo —optional—)
  Health Clearance: Varies
  Tuition: $9,048.00 (four quarters based on 2014-2015 tuition cost)
  Books/Clinic Fee: $1,100.00 (four quarter estimate)
  GWAR (Graduate Writing Assessment Requirement): $25.00 testing fee (optional)

Graduation Cost ($119.00)
  Application for Graduation: $40.00
  Public Health Nurse Certificate Expenses
  Transcript Fee: $4.00
  Board of Registered Nursing Fee: $75.00
  Graduation Ceremony (cap/gown/announcements/alumni/etc.): Please visit the Runner Bookstore

Total Estimated for One Year RN to BSN Program: $10,529.75

Post-Baccalaureate Total Estimate for One Year RN to BSN Program: $12,192.75
Post-Baccalaureate students are subject to higher fees.

Program cost estimate is subject to change. See the CSUB Catalog for further details and updates
Program Schedule
Course work in research, community health, and professional leadership are required. This program assists students to prepare for graduate-level Nursing programs. Courses are offered one time per year as scheduled.

**Summer Quarter**  
*June-August (10 units)*
Nursing 477     Special topics in Nursing: RN to BSN (1)
Nursing 357     Foundations of Nursing Research (4)
Nursing 410     Professional Nursing Concepts and Issues (5)

**Fall Quarter**  
*September-November (15 units)*
Nursing 441     Community Health Nursing (5)
Nursing 442     Community Health Practicum (5)
Nursing 415     Principles of Nursing Management (5)
Recommended:  GWAR: Graduation Writing Assessment Requirement (by exam or approved course)

**Winter Quarter**  
*January-March (10-15 units)*
Nursing 492     Advanced Leadership Seminar I (5)
Nursing 345     Pathophysiologic Basis of Illness and Disease (5)
Recommended:  Elective (1-5 units)

**Spring Quarter**  
*April-June (10-15 units)*
Nursing 493     Advanced Leadership Seminar II (5)
Nursing 416     Directed Study in Career Development (5)
Recommended:  Theme 2: Arts & Humanities (one approved course, 5 units)

Course Descriptions

**Nursing 345 Pathophysiologic Basis of Illness and Disease (5)**
Focuses on disease processes in the human and encompasses the study of disordered or altered functions. Defines relationships between human anatomy, physiology, biochemistry, and microbiology. Using a systems assessment approach, provides the basis for treatment of disease states. Acute and chronic alterations will be identified. A framework incorporating genetic, congenital, traumatic, and acquired risk factors across the life-span resulting in pathophysiologic alterations will be discussed. Prerequisite: Admission to the RN to BSN Program. (Winter)

**Nursing 357 Foundations of Nursing Research (4)**
An introduction to planning a research project based upon a simple nursing problem. Includes: definitions of terms, methods for writing problem statements, sample collection procedures, choosing data collection instruments, data analysis, protection of human subjects rights, developing a nursing research proposal. Prerequisites: MATH 140 or PSYC 200, completion of Level II nursing courses or enrollment in RN to BSN program. (Summer)

**Nursing 410 Professional Nursing Concepts and Issues (5)**
This course provides the students with opportunities to explore and critically analyze nursing theories and conceptual models. The relationship between nursing theories and nursing practices will be emphasized. Students will also examine the characteristics of nursing as a profession and the roles of the professional nurse. Current and evolving ethical, legal, political, and economic issues facing the profession of nursing will be discussed and analyzed. Prerequisite: Admission to the RN to BSN Program. (Summer)
Nursing 415 Principles of Nursing Management (5)
This evidence-based curriculum in nursing management examines team building, mentoring, conflict resolution, budgeting, data analysis, quality processes, and other topics related to managing nursing services. The course is offered in association with Sigma Theta Tau International (STTI), the nursing honor society. Upon successful completion, STTI issues a Nurse Manager Certificate.
(Fall)

Nursing 416 Directed Study in Career Development (5)
This course elaborates on the principles of career management and development. Students conduct a detailed personal skill assessment and author a comprehensive career portfolio under faculty supervision.
(Spring)

Nursing 441 Community Health Nursing (5)
Principles, theories, and concepts of community health nursing are utilized to generate an understanding of the roles and functions of community health nurses. Special focus is given to the nursing process and nursing roles needed to promote system stability and maximum functional status of families, groups, aggregates, and community. This course is designed to encourage the critical thinking necessary to perform competently in community health nursing.
Prerequisites: Level III Nursing courses or equivalent for RN to BSN students.
Meets the Gender, Race, Ethnicity Requirement (GRE) at CSU Bakersfield.
(Fall)

Nursing 442 Community Health Nursing Practicum (5)
Concepts and theories of community health nursing are utilized in the application of the systems model. Special emphasis is given to use of the nursing process with families, groups or aggregates. Laboratory Practice. Prerequisite: Level III Nursing courses or equivalent for RN to BSN students. Prerequisite or Co-requisite: NURS 441.
(Fall)

Nursing 477 Special Topics in Nursing: RN to BSN (1)
This required course provides RN to BSN students an opportunity to experience special areas required for the transition into upper-division nursing courses. Topics covered include an orientation to the RN to BSN Completion Program, academic integrity, APA Boost Camp, and Blackboard training.
(Summer)

Nursing 492 Advanced Leadership Seminar I (5)
This course focuses on theoretical principles to provide nurses with the knowledge base to be an effective leader/manager in today’s healthcare environment. Students will identify their own leadership and management style. The concepts of power, strategic planning, advocacy, change, collaboration, and resource management will be discussed. Prerequisite: NURS 357. RN to BSN students only.
(Winter)

Nursing 493 Advanced Leadership Seminar II (5)
This course focuses on the nurse's role as a leader/manager in a healthcare setting. Emphasis is placed on the implementation of leadership principles and how they are used to define the nurse’s management style. Students will complete a culminating project within their own practice setting that demonstrates nursing leadership. Students will identify a nurse leader within their organization to mentor them in completing their culminating project. Prerequisites: NURS 357 and NURS 492. RN to BSN students only.
(Spring)
Clinical Requirements and the Public Health Certificate (PHN)
Each student must maintain accurate, up-to-date documentation to complete the required Community Health clinical hours. Once the BSN is posted on official CSUB records, graduates may apply to the Board of Registered Nursing for a Public Health Certificate (PHN).

Community Health
The RN to BSN program meets the minimum requirements for the PHN certification through the following two nursing courses:

Nursing 441: Community Health Nursing (5)
Nursing 442: Community Health Nursing Practicum (5)

Students must complete clinical hours during the fall quarter (September through November). There will be a two-day clinical orientation the first week of class. Weeks two through ten will require one day of clinical per week (days will be assigned in advance) at a clinical site in Kern County to satisfy the hours required for Community Health (Nursing 442). These hours are mandatory and meet the minimum eligibility requirements to apply for the Public Health Nurse Certificate (PHN).

For more information regarding Community Health please contact Professor Judy Pedro or Professor Jane Yadon.

For PHN application and information, please visit the Board of Registered Nursing (BRN). Once the BSN degree has been posted, all students will receive directions to complete the PHN application process via email.

Clinical Documentation
The Nursing Department must have the following on file for each student prior to beginning the RN to BSN Program. Failure to do so will result in the student missing the first clinical meeting and any subsequent meetings.

Background Check & Drug Screen
The background check and drug screen must be complete by the deadline noted on your acceptance letter to progress beyond the first term in the RN to BSN Program.

Health Clearance
You will complete the RN to BSN Health Clearance through the CSU Bakersfield Student Health Center on the main (Bakersfield) campus or at the CSU Bakersfield Antelope Valley campus. You will not be required to go to the Health Center to complete your vaccinations or required tests; these may be done at your local physician’s office or hospital. In order to complete the Health Clearance, the Student Health Center must receive a completed copy of the Student Health History form and other required documents (please contact the Student Health Center for a list of required paperwork). Once the Health Clearance has been complete, you may email Brynn Schock at bschock@csub.edu to pick it up. If it is complete at the CSUBAV campus, please have your Health Clearance sent by intercampus mail to Brynn Schock in the Nursing Department at the main campus. Please request your own copy.

CPR Certification
Submit a current copy of the American Heart Association CPR Certification. It must be the BLS for Health Care Providers Certification. When an updated card is received, please make a copy and submit it to the Nursing Department for your file. A current copy must be on file at all times with the Department of Nursing.

RN license
A current copy of your RN license must be on file with the Department of Nursing.

Mask Fit Testing
Submit a copy of your most recent Mask Fit testing. You may submit proof of a recent testing completed by your place of employment or you may have a fit test done at any testing center. Fit testing can be performed at: Central Valley Occupational Medical Group Inc.; 4100 Truxtun Ave #200; Bakersfield, CA 93301 (661) 632-1540 or through any doctor or hospital that offers this service. Upon completion, please submit a copy (must be valid for one year) to the Department of Nursing.

Health insurance or Declination Form
Please submit a copy of your medical insurance card. You may submit a Health Insurance Declination form in place of the copy.

Vaccination Forms
Please read and complete the two vaccination forms (Influenza and Pertussis).

Submit the clinical requirements by the due date (see acceptance packet) to:
California State University, Bakersfield
Department of Nursing, ATTN: Brynn Schock
RN-BSN Program Documentation
9001 Stockdale Highway, 29 RNC
Bakersfield, CA 93311

Professional Liability Insurance (PLI)
Do not purchase until after July. It will expire if purchased too early.
Pay at the Cashier’s Office (ADMIN East Bldg.) or online through MyCSUB.
A copy of the receipt must be in your nursing file. This will be due in August.
Services for Distance Education Students
Advising, online registration, and campus resources.

Advising
Students in the RN to BSN program may meet for face-to-face advising or advising at a distance (via phone or email). Distance advising will be offered on a quarterly basis. Face-to-face advising may be scheduled by contacting the Program Advisor.

Program-Specific Services:
The RN to BSN Program offers most courses online through the Blackboard system (please make sure that your computer will support online learning). Nursing instructors typically will schedule virtual office hours and on-campus office hours as needed. Students are encouraged to communicate with their instructors and the Program Advisor on an as needed basis.

Campus Online Services:
California State University, Bakersfield offers many services for distance learning students such as: online journal and article search, online textbook ordering, online academic forms, online registration and access to student records (MyCSUB), class search (MyCSUB), catalog, Financial Aid and Scholarship search and advising by phone (by appointment only), online job search (Runnerlink) and much more! Please see below for more information and links.

CSU Bakersfield Antelope Valley Students:
Students that reside in the Antelope Valley area should apply for admission to the CSUBAV campus to utilize their campus services. These services include, but are not limited to, the following:
Health Services (Health Clearance, Counseling, health services, etc.)
Library
Testing Center (GWAR testing)
Cashier’s Office (pay tuition, student fees, Professional Liability Insurance, etc.)-Main CSUBAV Office
Theme 2: Arts & Humanities (special online sections and/or on-campus offerings)

Course Registration
All RN to BSN Nursing lecture courses are available online through the Blackboard system. You may visit and log in to Blackboard (BB9).
Students are responsible for obtaining course textbooks through the Runner Bookstore.

Register For Nursing Courses
You will be automatically enrolled in the required Nursing courses each term, but will still need to log in to Blackboard to self-enroll in the courses within the system. To get started please read the BB9 Student Starter Guide.

Once courses begin, you will be able to view your course syllabus, materials, and lectures. Some instructors may also contact you prior to the start of the course and provide you with a course syllabus.

Register For General Education Courses
In addition to the required Nursing courses, students must enroll in general education courses. To register in Theme 2, GWAR (Graduate Writing Assessment Requirement), or one unit elective course a student must first login to MyCSUB. Students will then follow the Managing Your Courses tutorial.

Please note: It is important to verify that each course is offered at the campus that you attend (i.e. Main Campus or Antelope Valley) and in the appropriate course format (online or on-campus). Once you find the right course, you will then select the course to add. If you encounter enrollment errors, or make any changes to your education completion plan, please contact the Program Advisor.
### Online Service Directory

#### CSU Bakersfield Campus Resources

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Location</th>
<th>Number</th>
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<tr>
<td>Admissions &amp; Records</td>
<td>4E-SA</td>
<td>654-8036</td>
<td><a href="http://www.csusb.edu/admissions/">http://www.csusb.edu/admissions/</a></td>
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<td>Catalog, CSUB '15-'16</td>
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<td>CECE (Career Center, BAK)</td>
<td>5ECAF</td>
<td>654-5835</td>
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<td>ELDC506</td>
<td>905-5305</td>
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<tr>
<td>Counseling, MFT (Bak)</td>
<td>HE13</td>
<td>654-5366</td>
<td><a href="http://www.csusb.edu/counselingcenter/">http://www.csusb.edu/counselingcenter/</a></td>
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<tr>
<td>Disabilities Office, Students with SSD</td>
<td>SSSA</td>
<td>654-5860</td>
<td><a href="http://www.csusb.edu/UnvServices/SSD/">http://www.csusb.edu/UnvServices/SSD/</a></td>
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<tr>
<td>GWAR (Testing Center)</td>
<td>Bldg260</td>
<td>654-8273</td>
<td><a href="http://www.csusb.edu/testing/tests/test%00description/GWAR/index.html">http://www.csusb.edu/testing/tests/test%00description/GWAR/index.html</a></td>
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<tr>
<td>Library (Walter Stearn) AV</td>
<td>AV</td>
<td>920-4072</td>
<td><a href="http://www.csusb.edu/AV/services/otherLibraries.html">http://www.csusb.edu/AV/services/otherLibraries.html</a></td>
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<td>Modern Languages &amp; Lit (FL)</td>
<td>EDC206</td>
<td>654-2569</td>
<td><a href="http://www.csusb.edu/modlang/">http://www.csusb.edu/modlang/</a></td>
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<tr>
<td>Student Financial Services</td>
<td>ADMIN E</td>
<td>654-3256</td>
<td><a href="http://www.csusb.edu/bsc/fiscal/studentaccount/">http://www.csusb.edu/bsc/fiscal/studentaccount/</a></td>
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<tr>
<td>Student Health Ctr (AV)</td>
<td>HE13</td>
<td>920-5061</td>
<td><a href="http://www.csusb.edu/HealthCenter/studenthealthservices/Services/savclicin/">http://www.csusb.edu/HealthCenter/studenthealthservices/Services/savclicin/</a></td>
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<tr>
<td>Student Health Ctr (Bak)</td>
<td>HE13</td>
<td>920-5294</td>
<td><a href="http://www.csusb.edu/HealthCenter/studenthealthservices/">http://www.csusb.edu/HealthCenter/studenthealthservices/</a></td>
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<tr>
<td>Student Rights &amp; Responsibilities</td>
<td>CAF 44</td>
<td>654-2630</td>
<td><a href="http://www.csusb.edu/otr/index.html">http://www.csusb.edu/otr/index.html</a></td>
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This list is provided for use as a quick reference. Please visit [www.csusb.edu](http://www.csusb.edu) for a comprehensive list of all student resource options.

#### CSU Department of Nursing Directory

<table>
<thead>
<tr>
<th>Contact Name</th>
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<th>Number</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Boschini, Deborah (Chair)</td>
<td>RNC101</td>
<td>654-3110</td>
<td><a href="mailto:dboschini@csusb.edu">dboschini@csusb.edu</a></td>
</tr>
<tr>
<td>Department of Nursing (DON)</td>
<td>RNC100</td>
<td>654-3350</td>
<td><a href="http://www.csusb.edu/nursing/index.html">http://www.csusb.edu/nursing/index.html</a></td>
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<tr>
<td>Gilchrist, Kathleen (Faculty)</td>
<td>SCIA 109</td>
<td>654-3999</td>
<td><a href="mailto:kgilchrist@csusb.edu">kgilchrist@csusb.edu</a></td>
</tr>
<tr>
<td>He, Heidi (Faculty)</td>
<td>RNC129</td>
<td>654-3112</td>
<td><a href="mailto:hhe@csusb.edu">hhe@csusb.edu</a></td>
</tr>
<tr>
<td>Heintz, Phyllis (Faculty, Asst. Chair)</td>
<td>RNC08</td>
<td>654-0695</td>
<td><a href="mailto:phheintz@csusb.edu">phheintz@csusb.edu</a></td>
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<tr>
<td>Kinder, Michelle (Faculty)</td>
<td>SCIA 118</td>
<td>654-3150</td>
<td><a href="mailto:mkinder@csusb.edu">mkinder@csusb.edu</a></td>
</tr>
<tr>
<td>Lara, Linda (Front Office)</td>
<td>RNC100</td>
<td>654-2207</td>
<td><a href="mailto:llara@csusb.edu">llara@csusb.edu</a></td>
</tr>
<tr>
<td>Lillie, Karen (RN-BSN Director)</td>
<td>RNC 100</td>
<td>654-6523</td>
<td><a href="mailto:klillie@csusb.edu">klillie@csusb.edu</a></td>
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<tr>
<td>Pedro, Judy (Faculty, Clinical)</td>
<td>SCIA 116</td>
<td>654-2020</td>
<td><a href="mailto:jpedro@csusb.edu">jpedro@csusb.edu</a></td>
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<tr>
<td>Schock, Brynn (Advance)</td>
<td>RNC131</td>
<td>654-0610</td>
<td><a href="mailto:bschock@csusb.edu">bschock@csusb.edu</a></td>
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<td></td>
<td><a href="http://www.csusb.edu/nursing/Programs/RN-BSN/index.html">http://www.csusb.edu/nursing/Programs/RN-BSN/index.html</a></td>
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<tr>
<td>Yadon, Janie (Faculty, Clinical)</td>
<td>SCIA 115</td>
<td>654-2966</td>
<td><a href="mailto:jyadon2@csusb.edu">jyadon2@csusb.edu</a></td>
</tr>
</tbody>
</table>

BNC (Romberg Nursing Center)

*Campus is closed Friday, Saturday, and Sunday during the summer months (June through Aug)*