

RN to BSN Program Handbook

2017-2018

The RN to BSN Program at CSU Bakersfield is specifically designed for students interested in obtaining a Bachelor of Science in Nursing (BSN) after the completion of an Associate Degree in Nursing (ADN) from an accredited community or private college.

Those interested in applying to the RN to BSN program must hold an active California RN license, or be in the final semester of an ADN program, and must meet all other eligibility requirements outlined in this document.

The Department of Nursing at California State University, Bakersfield accepts applications starting October 1st through February 29th for fall entry. Students admitted to the fall RN-BSN Program may complete the program in as little as fifteen months. Please read the attached document for information regarding this program.

TABLE OF CONTENTS

Section I. Eligibility & Advising	3
A. Program Eligibility	3
B. Program Admission	3
C. Eligibility & Progression Policies	5
D. Selection Process	6
E. Advising	7
Section II. CSUB General Educaiton Requirements	8
A. Community College to CSU Transfer	8
B. Lower-Division General Education	9
C. Upper-Division General Education	10
D. Other Graduation Requirements	10
E. Post-Baccalaureate Degree Requirements	10
Section III. RN to BSN General Program Information.....	10
A. Program Courses	10
B. Course Descriptions	11
C. RN to BSN Program Information.....	13
D. Post-Acceptance Requirements (both programs)	14
Section IV. Clinical Requirements and the Public Health Certification	16
A. Community Health	16
B. Clinical Documentaiton	17
Section V. Services for Distance Educaiton Students	17
A. Advising	17
B. Course Registration	18
C. Support Services and Resources.....	18

Section I: Eligibility & 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 students who might otherwise not be able to attend courses in a traditional classroom setting. The Community Health clinical hours are not online and do require up to 130 clinical hours during the spring semester.

Students will complete the baccalaureate degree in fifteen months. During this time, students are also required to complete all CSU General Education and Graduation Requirements for the degree by the last semester of the program. Please review the policies and requirements in this handbook carefully, as the program policies and procedures are subject to change.

A. Program Eligibility

All applicants are ranked based on a [points system](#). Students may apply if items in the point categories are still in-progress the term prior to admission.

Pre-Application Procedure

1. Eligibility Procedure: Review the [program website](#) (updated regularly) to ensure all prerequisites and eligibility requirements are met:
<https://www.csub.edu/Nursing/Programs/RN-BSN/index.html>.
2. 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 (Areas A-D and American Institutions: US History and Political Science requirement) prior to entering the RN to BSN Program for a timely graduation. Please note that only Area A1-3 and B4 are required for admission to CSUB and the RN to BSN Prerequisite course work is required for admission to the program.
3. 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 either prior to or during the ADN program to prepare to apply to the program and to maintain eligibility.

B. Program Admission

Admission to the RN to BSN Program will be based on (1) completion of the [eligibility requirements](#), (2) [points earned](#), (3) [admission to California State University, Bakersfield](#) for the upcoming fall term, and (4) completion of the [post-acceptance requirements](#) (further details will be provided in the acceptance letter upon admission). Failure to complete these requirements will result in the immediate dismissal from the program.

Eligibility Requirements

No more than three of the following items may be in-progress in the term prior to admission:

1. Prerequisite Completion

Complete the following prerequisites with a “C” or higher:

- i. Anatomy w/lab
- ii. Physiology w/lab
- iii. Microbiology w/lab
- iv. Chemistry (general, integrated, organic, or inorganic) (CSU Transfer Breadth Area B1/3)
With or without lab as it is taught on the campus where the course was taken.
- v. Critical Thinking (CSU Transfer Breadth Area A3)
- vi. Statistics (meets the CSU Transfer Area B4 – must be a Statistics course)
- vii. English (CSU Transfer Breadth Area A2)
- viii. Public Speaking (CSU Transfer Breadth Area A1)

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

2. 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.

3. 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 semester prior to admission. If transferring from another RN to BSN Program, a letter of good standing must be included in your application packet.

4. CSU Bakersfield Admission

Applicants must be fully admitted to California State University, Bakersfield or CSU, Bakersfield Extended University campus (please refer to the RN to BSN Application section of CSUApply (included in the CSUApply university admission application – Quadrant 4) for program-specific university admission instructions).

5. Licensure and Certification

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

Recent Graduates (Conditional Admits): If not yet an RN, you will have until December 1st (first term in the program) to complete the RN License requirement. Failure to submit an active, clear RN license by December 1st (first semester) will result in the immediate dismissal in the program. Students may apply for the RN to BSN program while in their 3rd or 4th semester in an AS in Nursing (ADN) program as long as the program will end prior to the start of the RN to BSN Program. Passage of the NCLEX and RN must be complete prior to beginning the Community Health portion of the program. Full acceptance to the program is pending the completion of the RN License and official transcripts showing the completion of the AS in Nursing (ADN).

6. Post-Acceptance Requirements

- i. Students that are accepted to the RN to BSN Program must:

- a. Pass a background check and drug screen and complete all other post-acceptance documentation requirements (see acceptance letter for details).
 - b. Have basic computer knowledge and be able to:
 - i. Have a computer with internet access and a current email address. Email must be private and may not be shared with family or friends. Once admitted to the university, a student email account is used for all further communication.
 - ii. Use the internet to access websites and open documents using Adobe, MS Word, etc.
 - iii. Scan and attach forms to upload to Blackboard or email as required.
 - iv. Download the latest version of computer software (i.e. Java, QuickTime, etc.), depending on the course.
 - c. Have the ability to travel to Bakersfield/Kern County, the Antelope Valley area, or to a local placement for required Community Health clinical hours as assigned.
 - d. Arrange in advance to meet with the Program Advisor for in-person or phone advising within the first semester in the program.
 - e. Register (MyCSUB), self-enroll (Blackboard), pay tuition, and purchase textbooks before the start of the semester,
 - f. Complete all nursing course work as outlined in the education plan.
 - g. Discuss any changes with the Program Advisor.
 - h. Apply for graduation using the [Application for Graduation](#) form by the end of the first semester in the program.
7. Recommended Post-Acceptance Items
- i. Personal Laptop or Personal Computer
 - ii. Strong, reliable internet signal
 - iii. Scanner Suggested Phone App: Tiny Scanner (FREE) or any scanner or printer/scanner combination
 - iv. Have [Microsoft Office](#)
 - v. Have CSUB Student Email app on phone
 - vi. Download [Adobe Acrobat Reader](#)
 - vii. Download and use the following internet browsers:
[FireFox](#) , [Internet Explorer](#) , & [Chrome](#)
 - viii. Use a [Semester Calendar](#) (retrieved from University of California Time Management Resources)

C. Eligibility & Progression Policies

Progression Policy

If you accept a seat in the program and are unable, for whatever reason, to complete the courses in the sequence as outlined on your Nursing (RN to BSN) Outline, you will be ineligible to reenter/reapply to the program without formal approval by the Undergraduate Program Committee (UPC). Please contact the Program Advisor if you may be dropping from the program or if you would like to discuss further options.

Prerequisite, Co-Requisite, and Nursing 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 as any course that would meet a specific nursing requirement.

Withdrawal “W” Policy

Students with more than 8 semester units of Withdrawals “W” on their transcripts will be ineligible for the program. Complete term withdrawals will not affect eligibility.

Eligibility/Previous Student Policy

Previous RN to BSN students that have dropped from the program must submit a letter prior to applying for reentry addressed to the Undergraduate Program Committee (UPC). The letter must be received by the Program Advisor no later than December 31st the year prior to attempted entry. A letter will be sent by email from the Program Advisor 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 included with the application packet.

D. 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:

1. Primary Points: Used to determine applicant ranking.
 - ix. General Education Completion (Maximum of 20 Points)
Applicants will receive 1.43 points for every general education requirement met CSU Transfer Areas: A-D, and Political Science and United States History (also referred to as the American Institutions Requirement).
CSUB Upper-Division Area C and GWAR: Graduate Writing Assessment Requirement are recommended, but not required).
 - x. Grade Point Average (GPA) (Maximum of 16 Points)
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). Each point will be worth one grade point.
 - xi. Prerequisite Completion (Maximum of 16 Points)
Applicants will receive two points for every prerequisite complete by the RN to BSN Application deadline. All prerequisites must be complete by the first day of the program.
 - xii. Bakersfield Service Area (Maximum of 10 Points)

- Ten points earned if CSUB AV student or Kern, Tulare, Kings County resident.
 - xiii. CSUB RN to BSN Education Plan (8 Points)
Applicants with an ADN to CSUB education plan on file with the Program Advisor, Brynn Schock, by November 30 the year prior to the application deadline will receive 8 points in this section.
 - xiv. Personal Statement (Maximum 5 Points)
Provide a statement with the Program Application 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.
 - xv. Educational Institution (5 Points)
Current Student or Former Graduate of Antelope Valley College, Bakersfield College, College of the Sequoias, or Porterville College will receive five points. Applicants that have graduated from, or are in the final semester of, one of the above ADN programs will also be included.
- 2. Secondary Points: Used in the case of a tie for the last seat in the Primary Points.
 - i. Educationally Disadvantaged (3 Points) See application for details regarding this section.
 - ii. Economically Disadvantaged (3 Points) See application for details regarding this section.
- 3. Nursing Experience: Only used if Primary and Secondary Points are tied with another applicant.
- 3. 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:
 - a. Transcripts that substantiate completion of all prerequisite courses and any general education requirements with exception of the Upper-Division Area(s) and GEAR
 - b. Copy of DD Form 214
 - c. A letter of commitment (RSVP form attached to the acceptance letter) to attend the program if accepted

E. 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 Program 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 email or mail to the [Program Advisor](#) for assistance at a distance.

Current RN to BSN Student Advising

Admitted RN to BSN program students should work closely with the Program Advisor to complete all major, general education, and unit requirements needed to graduate. Both the Program Advisor and student maintain Nursing Outlines. Newsletters are provided prior to the registration period for each semester by email 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 first term in the program.

Section II. CSU Bakersfield Graduation Requirements

Students seeking the BSN must satisfy the following requirements to graduate: (1) nursing major course work, (2) university general education, and (3) unit requirements to graduate.

Students must submit the Application for the Baccalaureate Degree to the Office of Admissions and Records along with payment per the instructions in Nursing 3210 at least one year in advance. The University Evaluations Office will evaluate all completed course work to determine if the requirements for general education will be met by the time s/he graduates. California State University, Bakersfield requires that all undergraduate students satisfy the requirements for both the lower-division (CSU Transfer Breadth General Education – completed at a community college) and Upper-Division General Education (completed at CSUB) to graduate. Students are encouraged to communicate with the Program Advisor prior to each semester to ensure timely completion of all general education course work. Students that already have a BA/BS in another discipline, also referred to as post-baccalaureate students, are exempt from taking any general education, non-nursing courses per [Executive Order 1084](#).

A. 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 to transfer to a CSU. All areas are not required to be admitted to the University, however students are encouraged to complete all CSU Transfer Breadth General Education areas and request a general education certification along with official transcripts prior to applying to the RN to BSN Program. Courses may be in-progress the semester prior to entering the program.

Students transferring from multiple community colleges are responsible for sending all transcripts to CSUB immediately following the submission of the admission application. 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 for the specif](#) for a list of specific courses

Please note: A maximum of 70 semester transfer units may be used towards degree completion. All other units must be complete in residence at CSU, Bakersfield as follows: 27 RN to BSN Nursing course units, 3 Upper-Division Area C units, and up to 20 NCLEX Test Credits as determined by the Program Advisor.

B. Lower-Division General Education

To be complete at a community college prior to transferring.

- 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
 - ✓ A1: Speaking and Listening*
 - ✓ A2: Writing and Reading*
 - ✓ A3: Writing and Critical Thinking*

- Area B: Mathematics, Life and Physical Sciences: 2 Courses Required
 - ✓ B1: Physical Sciences*
 - ✓ B2: Life Sciences (Waived for Nursing Students)
 - ✓ B3: Science Lab*
 - ✓ B4: Mathematics*

- Area C: Arts and Humanities: 2 3-unit Courses Required. Please refer to your community college catalog for a list of approved CSU Breadth Courses
 - ✓ C1: Art or Performing Arts
 - ✓ C2: Humanities

- Area D: Social and Behavioral Sciences: 3 Courses Required
 - ✓ D1/10: Cultural Anthropology (D1) or Sociology (D10)
 - ✓ D6: US History
 - ✓ D8: Political Science
 - ✓ D9: Psychology
- Introduction to Psychology US Constitution/California State and Local Government: 1 Course Required
- United States History: 1 Course Required

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

C. Upper-Division General Education (CSU Bakersfield Requirements)

Upper-Division General Education (UDGE) courses are 3000 to 4000-level courses necessary for graduation from CSU Bakersfield. You must take all courses in residence at CSUB. There is no guarantee that general education courses are offered online each term. Students will receive a list

of online and campus courses available that satisfy the upper-division requirements from the Program Advisor prior to each registration period through the RN to BSN Newsletter.

UDGE Course Requirements at CSUB:

Area B: Waived for Nursing Students

Area C: Arts & Humanities

Take one course from this section; must complete Areas A & C prior to taking this course. [List of approved CSU Bakersfield General Education courses.](#)

Area D: Waived for Nursing Students.

D. Other Graduation Requirements

- **SELF, Student Enrichment and Lifelong Fulfillment** (Waived for Nursing Students)
- **Junior Year Diversity** (Met with Nursing 4221)
- **GWAR: Graduate Writing Assessment Requirement**

Take: [GWAR Exam](#) in October or one approved course in the fall semester. 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). Students have the choice to take the exam or a designated GWAR course to meet this requirement. For a list of approved courses please refer to the [CSUB Testing Center](#).

- **Unit Requirements** (120 required for the BSN)
Refer to the CSUB Catalog for resident, transfer, and Upper-Division unit requirements.

NCLEX Test Credit (30 units) - Up to 30 semester 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 and the successful completion of the first semester in the program. Proof of a California active, clear RN license is required.

E. Post-Baccalaureate Degree Requirements (BA/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 (exemption is for both lower-division and upper-division requirements). Higher tuition rates may apply (refer to the [CSUB Fee Schedule](#) for Graduate tuition and student fee information). Please contact the [Graduate Student Center](#) for questions regarding [graduate admissions](#) or evaluation inquiries.

Section III: RN to BSN General Program Information

Course work in research, community health, and professional leadership are required. This program assists students to prepare for graduate-level Nursing programs. Courses offered only as scheduled, depending on the entry period.

to apply bioethics and decision-making to various dilemmas confronting populations across cultures, the lifespan, and the providers who care for them. Both classical and newly evolving dilemmas involving healthcare recipients and/or providers will be the primary focus of discussion.

C. RN to BSN Program Information

Program Start: Late August

Program End: Early December

Program Duration: 15 Months (Four Semesters)

Program Cost

Estimated Cost per Semester - Fall/Spring Semesters: \$3575.00 & Summer Semester: \$2369.00

Students that already have obtained a BA/BS from another institution will refer to the [CSUB Fee Schedule](#) for Graduate tuition and student fee information.

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.

Estimated Cost to Apply to the Program: \$85.00

University Application Fee: \$55.00

Nursing Application Processing Fee: \$30.00

Transcripts: Two copies total from each college/University attended (pg. 3)

Estimated Post-Admission Costs: \$14,506.75

CastleBranch Account (Background Check, Drug Screen, Form Tracking): \$162.75

Professional Liability Insurance: \$20.00

Clinical Badge: \$5.00

Clinical Lab Fee (one-time fee Spring semester): \$30.00

Clinical Documentation Fees: Varies

Tuition: \$13,094 (three semesters based on 2014-2015 tuition cost)

Books/Clinic Fee: \$1,100.00 (three semester estimate)

GWAR (Graduate Writing Assessment Requirement): \$25.00 fee (optional)

Application for Graduation: \$70.00

Total Estimated for One Year RN to BSN Program: \$14591.75

Post-Graduation Cost (optional): \$154.00

Public Health Nurse Certificate Expenses

Transcript Fee: \$4.00
Board of Registered Nursing Fee: \$150.00
*Program cost estimate is subject to change. See the current [CSUB Catalog](#) for further details/updates.

Application Procedure

Apply to CSU, Bakersfield:

Applications for fall Undergraduate Admission Applications will be available beginning in October each year through CSUApply at: <https://www.csub.edu/admissions/apply/transfer/index.html>. If you live in the Lancaster area, please apply for admission to the CSU Bakersfield Antelope Valley (satellite) campus. If you already have a BA/BS in another discipline, you must apply using the Graduate Admission Application through [CSUApply](#). Once you have applied to CSU Bakersfield for the fall term you must immediately send official, general education certified transcripts from each college/university attended to the [CSU Bakersfield Office of Admissions and Records](#).

Apply to the RN to BSN Program:

The RN to BSN Program application will be available through CSUApply. Once you indicate on the CSUApply application that you are a current RN, or will have your RN within one year, a fourth “quadrant” of the application will be available. This fourth “quadrant” will be the RN to BSN Admission application. Only applications submitted during the application submission period will be accepted for consideration. A complete application will consist of all documents listed on the application.

RN to BSN Application Review:

All complete applications submitted along with the CSUApply application will be reviewed for consideration for the upcoming fall program. The program is impacted, which means that more applications are received than the program can accommodate. The CSUB Department of Nursing will review all applications and process them based on the [Selection Criteria](#). All applicants will be ranked and the top 50 students will be offered a seat in the program.

D. Post-Acceptance Requirements (both programs)

Admission to the CSU, Bakersfield

Applicants must be fully admitted to California State University, Bakersfield to enroll in nursing courses for the fall semester.

If admitted to the university, an acceptance packet will be sent by mail or email with instructions regarding how to proceed.

Please Note: If your acceptance packet states that you will attend a “mandatory CSUB Orientation,” you will not need to attend; the Department of Nursing will offer a separate orientation in the program.

Admission to CSUB is separate from the nursing program admission, as you will receive a separate notification from the Department of Nursing by email regarding the status of your admission (see below).

The University Application (CSUApply) – Fall Admission

One official transcript from each college/university attended must be sent to the CSUB Admissions and Records office immediately following the submission of the CSUApply application for admission. Once the CSU, Bakersfield Admission Application (CSUApply) 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:

1. 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.*
2. You may check on the evaluation of your transcripts by accessing your records and your University To Do List through [MyCSUB](https://netid.csub.edu) using your NET ID (to find your NET ID, please visit <https://netid.csub.edu/search/>).
3. 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 CSUApply) Application

1. An email notification will be sent by email within three business days of receipt of application.
2. Once the application is evaluated, the Status of Your Application Report will be sent by email to identify any missing items and summarize the points earned. This may take several weeks. Applicants will be ranked using the Primary and Secondary Points system.
3. Acceptance and denial letters for admission from the Program Director will be sent 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.

Background Check & Drug Test

A background check and drug screen are 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 accompany the acceptance letter. There is a \$162.75 fee for this service. The Nursing Department is notified when this requirement is complete. These items may take up to two months to process. Failure to complete this requirement, along with the other Post-Acceptance and Clinical Documentation Requirements listed in your CastleBranch Student account list, will result in the immediate dismissal from the program. Details will be provided in your acceptance notice.

RN to BSN Orientation (Nursing 3210 RN to BSN Transitions)

Newly admitted students are provided with a list of post-acceptance requirements in acceptance letter and will be notified of the mandatory 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. The orientation is offered through Nursing 3210 RN to BSN Transitions course in the first semester of the program.

IV. Clinical Requirements and the Public Health Certification

Clinical Requirements

All students must complete all clinical documentation requirements by the program orientation. Clinical packets including the Clinical Documentation must be submitted by the deadline. Please refer to page 66 for a list of requirements.

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).

A. Community Health

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

Nursing 4220: Community & Public Health Nursing (Theory)

Nursing 4221: Community & Public Health Nursing (Practicum)

Students must complete 90 clinical hours. These hours are mandatory and meet the minimum eligibility requirements to apply for the Public Health Nurse Certificate (PHN). To meet the course requirements for Nursing 4221, 135 hours are needed; Community Health Nursing faculty will explain how these additional hours will be completed during the orientation period.

For more information regarding Community Health please contact 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.

B. Clinical Documentation

The Nursing Department must have clinical documentation 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. Please follow the instructions on the [Newly Admitted RN to BSN Program website](#) to complete these requirements.

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.

Clinical Documentation Requirements

This requirement can take a few weeks to complete. Forms will first be completed by both the student and physician and then will be uploaded to your CastleBranch account. To begin this process, please:

1. Measles, Mumps & Rubella (MMR)
2. Varicella (Chicken Pox)
3. Hepatitis B
4. Tuberculosis (TB)
5. Tetanus, Diphtheria & Pertussis (TDaP)
6. Influenza (Sept-Dec)
7. Physical Exam & Health History
8. Professional Liability Insurance (through MyCSUB)
9. Professional License (active, clear California RN)
10. American Heart Association CPR Certification
11. Student Information form
12. Photo Release
13. Honor Commitment
14. Essential Functions
15. Handbook (Undergraduate & RN to BSN)
16. Confidentiality Statement
17. Acknowledgement of Reporting Responsibilities (Elder/Dependent Adult & Child Abuse)
18. Mask Fit Testing

Section V: Services for Distance Education Students

A. 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 each semester. 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

B. 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 prior to the start of each term.

- Register for Nursing Courses
Students will enroll in all Nursing courses each term through [MyCSUB](#) then online through Blackboard to self-enroll in the courses within the system. To get started please read the [BB9 Student Starter Guide](#). Students should also review the [Student Guides](#) section of MyCSUB for instructions on how to enroll in courses, pay fees, etc. 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 Thematic and GWAR (Graduate Writing Assessment Requirement) login to MyCSUB 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.

C. Support Services and Resources

[Admissions and Records](#)

[Blackboard \(BB9\)](#)

[Bookstore, Bakersfield](#)

[Bookstore, Antelope Valley](#)

[CSUB Catalog](#)

[Center for Community Engagement & Career Education](#)

[Counseling, MFT \(Bakersfield\)](#)
[Counseling, MFT \(Antelope Valley\)](#)
[Disabilities Office](#)
[Financial Aid & Scholarships](#)
[Graduate Writing Assessment Requirement \(GWAR\)](#)
[Library \(Walter Steirn\), Bakersfield](#)
[Library, Antelope Valley](#)
[Modern Languages & Literatures](#)
[Ombudsperson](#)
[Student Financial Services](#)
[Student Health Center, Bakersfield](#)
[Student Health Center, Antelope Valley](#)
[Student Rights & Responsibilities](#)
[Department Directory](#)
[RN to BSN Advising](#)
[Newly Admitted RN to BSN Student Resources](#)