

STUDENT INFORMATION GUIDE

UNIVERSITY OF MISSOURI-ST. LOUIS

COLLEGE OF NURSING

**FLEX
RN TO BSN PROGRAM**

FALL 2008 – SUMMER 2009

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Overview

UNIVERSITY OF MISSOURI-ST. LOUIS

College of Nursing

Introduction

This booklet contains material specific to the College of Nursing, including policies regarding progression and retention. It is provided to supplement the information contained in the *University Bulletin* and the *UM-St. Louis Student Guide and Academic Planner*.

You are encouraged to review these manuals as well as the *Student Services Handbook* (this will be distributed through student mail boxes in Seton Center or through the mail (for outreach students) to obtain important information which is designed to assist you in planning and implementing your program of study. Please feel free to contact the Office of Student Services at (314) 516-6066 for further clarification.

History

The University

The University of Missouri-St. Louis (UM-St. Louis) is one of four campuses that constitute the University of Missouri, ninth largest university in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state.

The College

Nursing was initiated at UM-St. Louis in 1981. The original program was designed to provide an innovative upper division program leading to the baccalaureate degree, specifically designed for registered nurses who had graduated from hospital diploma or community college associate degree nursing programs.

In 1987, the first students were admitted to the Cooperative Master's in Nursing Program. This program was a cooperative endeavor between the St. Louis and Kansas City Schools of Nursing within the University of Missouri System. There are over 250 students presently enrolled. The program offers advanced study in Nursing Care of the Adult, Nursing of Children, and Women's Health. The program also prepares nurses to function as administrators, educators, or clinical specialists and practitioners in family, pediatrics, neonatal and women's health.

A Cooperative PhD in Nursing, was added in 1994 with inter-campus activities offered between the St. Louis, Columbia and Kansas City Schools of Nursing. The emphasis areas

include Health Promotion and Protection, Health Restoration and Support, and Health Care Systems.

The School of Nursing was formally designated a College in 1994 with the addition of a well-established basic undergraduate nursing program to the University. The basic undergraduate program leads to the baccalaureate degree in nursing.

MISSION

The mission of the College of Nursing at the University of Missouri – St. Louis is to shape the future of nursing practice through education, research and service. Through innovative baccalaureate, masters, doctoral and professional programs, we develop nurses who are dedicated to excellence and leadership. We leverage strategic partnerships to generate, translate, disseminate and apply knowledge that will improve health, with an emphasis on our metropolitan region.

CORE VALUES

Diversity

We recognize, celebrate and incorporate the value of the diversity in thought and culture in our environment.

Intellectual Discourse & Rigor

We encourage excellence and continuous improvement along with free and open discussion, dialogue and debate of ideas.

Caring

We offer ourselves through empathy, nurturing and mentoring.

Professionalism

We hold ourselves accountable to the standards of professional performance, practice and ethical behavior.

Mutual Respect and Support

We respect the importance of individual strengths and contributions, and support each other to ensure the success of our mission. We have an abundance mentality that drives us to work together to create the future vision we desire.

Transparency

We maintain open and honest organizational and interpersonal communication.

College Governance

The by-laws of the Faculty Association provide the mechanism for faculty governance of the college. Standing Committees have various functions, but all work to assure that appropriate policies are in place to maintain strong academic programs.

College Committees

- **Executive Committee:** facilitates faculty development and addresses faculty issues and concerns.
- **Appointment, Promotion and Tenure Committee:** addresses matters related to faculty promotion and tenure.
- **Curriculum Committee:** addresses matters related to all aspects of curriculum planning and development.
- **Evaluations and Outcomes Committee:** addresses issues related to total program evaluation.
- **Student Affairs Committee:** addresses student issues related to admission, progression, appeals, events and activities, and awards and scholarships.
- **Deans Advisory Council:** Facilitates communication between students in the multiple nursing programs. Faculty recommends students to participate.

Student Participation

Students who are interested in serving on the Curriculum Committee or the Student Affairs Committee should contact the *Office of Student Services*. Committees meet monthly. Students may address concerns to specific committees by contacting the chair of the committee.

Curriculum

Bachelor of Science in Nursing FLEX RN to BSN

The nursing curriculum is designed to be completed in six consecutive semesters and takes two years to complete. At the completion of the general education and nursing degree requirements, a Bachelor of Science in nursing is conferred.

The College of Nursing at the University of Missouri-St. Louis recognizes Registered Nurses as adult learners. The innovative FLEX program offers flexibility and accessibility in a part-time program. The FLEX program allows students to choose to complete their BSN on-line, on campus, telecommunicated (ITV), or at satellite sites in the St. Louis area.

Students who choose FLEX On-Line experience the convenience of attending classes via the Internet. Course materials, lectures, and assignments are accessible anytime. Books and all student fees are included in the tuition. Students contact the University bookstore to order required texts. The books are mailed directly to their home address. FLEX On-Line students are required to visit the University of Missouri-St. Louis campus **one** time during the course of the program. Students will come to campus the weekend of summer graduation to complete the required testing needed for graduation.

FLEX On-Site, telecommunicated (ITV), or various satellite sites in the St. Louis area are other options available. Students may choose to attend classes at the University of Missouri-St. Louis campus or at a designated satellite site via ITV. Classes are held on the same day each week throughout the two year program. This option may appeal to those who live in the metropolitan St. Louis area. Students attending a satellite site will be required to pay a small distance fee surcharge.

The Bachelor of Science in Nursing requires 120 credit hours. RN/BSN students may transfer general education credit hours from accredited community colleges/universities, college approved correspondence courses, or through College Network. Upon completion of NS 3900 students will be granted 39 nursing credits from their associate degree program.

Curriculum Plan

General Education

The following courses satisfy the General Education requirements of the University as well as those of the College of Nursing. **All prerequisites for these courses must be met prior to enrolling in the course.** These courses may be transferred from other accredited institutions; courses may be taken via the Internet or correspondence.

Communication Skills (two requirements)

1. All students are required to complete a Freshman English Composition course with a grade of C- or better (EN 1100 - Freshman Composition at UM-St. Louis).
2. Students must also complete English: English Composition Junior Level, or its equivalent, Business Writing (EN 3120), with a grade of C- or above.

Mathematical Skills

See page 16 of the Student Services Handbook

The math requirement is dependent on the semester you originally enrolled as a degree-seeking student at the University. This may **not** be the same semester you began your nursing courses. For example: you may have entered the University Fall Semester, 1995 as an undeclared student in the College of Arts & Sciences. In the Fall Semester, 1996 you made a division change and were accepted into Nursing. Your math requirement would be consistent with the requirements for Fall Semester, 1995.

Humanities

9 hours (minimum)

Three courses from the following areas: art history or appreciation; philosophy & logic; theater appreciation; theory and history; literature; music history; literature, theory or appreciation. (Applied Art and Music do not apply.)

Social Sciences

American History/Government (State requirement) (3 credit hours)

Social Science Elective (3 credit hours)

General Psychology (3 credit hours)
 Behavioral Science Elective (3 credit hours)
 Economics (3 credit hours) prerequisite for NS 3808: Management and Leadership in Nursing

Natural Sciences & Mathematics

Anatomy & Physiology I (4 credit hours)
 Anatomy & Physiology II (4 credit hours)
 Microbiology (3 credit hours)
 Chemistry (4 credit hours)
 College Algebra (3 credit hours) (or equivalent)

Statistics Course (3 credit hours) prerequisite for NS 3807 Research in Nursing

Sociological Statistics 3220
 Nursing Statistics 3799 or equivalent

***Please note:** Senior status (90 credit hours) is required for initiation of senior (300 level) courses. In addition, all junior level courses must have been completed with a minimum grade of “C” before senior level nursing courses may be initiated.*

BSN-C Curriculum Schedule

Suggested Nursing Program of Study

FALL I	SPRING I	SUMMER I
NS 3900 – Dimensions of Professional Nursing (3) NS 3817 – Information Systems Utilized in Health Care (3)	NS 3920 – Health Assessment (3) *NS 3799 – Quantitative Analysis in Health Care (statistics) or equivalent or SS3220 (3)	NS 4905 – Values in Professional Nursing (3)
FALL II	SPRING II	SUMMER II
*NS 3807 – Research in Nursing (3) *NS 3808 – Management and Leadership in Nursing (3)	*NS 4901 – Family and Community Nursing (5)	NS 4911 – Synthesis in Nursing (5)

*Indicates a prerequisite course must be completed before registering to take the course.

A student’s progression through the program depends on taking the nursing courses in the required sequence and the number of general education requirements, which need to be met. Courses reflect the typical requirements necessary for the Nursing Major. University requirements must be completed prior to graduation. See the University Bulletin for specifics on mathematics requirements.

Program Outcomes

The graduate of the Undergraduate Nursing Program will:

1. Integrate into practice theories and concepts from nursing, the arts, sciences and humanities to provide comprehensive nursing care in a variety of settings.
2. Integrate critical thinking and problem solving in professional practice.
3. Administer competent, compassionate, holistic care to a diverse population of individuals, families, groups and communities.
4. Apply research from nursing and related disciplines to enhance care and guide professional practice.
5. Utilize interpersonal communication, and educational strategies that enhance the quality of personal and professional relationships.
6. Integrate principles of management and leadership in organizing, coordinating, and directing outcome-based professional practice.
7. Assume responsibility and accountability for decisions and actions based on intra-personal values, ethical and legal obligations, standards of practice, and economics.
8. Participate in professional and community organizations to effect societal change.
9. Exhibit motivation and self-direction in activities that contribute to personal, professional, and intellectual development.

Approved: January 1998

Elective Course Guidelines

Elective course options are available within the College of Nursing and from other academic units. Contact the *Office of Student Services* for courses accepted for elective credit.

Research Statement

Any research conducted as part of the student's formal studies at the University must be reviewed and approved by the College of Nursing. Approval by both the College of Nursing's Director of Research and the University's Institutional Review Board must be obtained prior to initiation of data collection. Specific information may be obtained through the *Office of Student Services*.

Academic Advising Guidelines

Advising and registration procedures are detailed in the *Student Services Handbook*.

Graduation

Requirements

Prior to registration for the final semester, students complete a graduation application in the *Office of Student Services* and make an appointment with an academic advisor for a thorough graduation check. Students are to contact their advisor the semester prior to graduation to ensure all nursing and general education courses have been completed. Students may purchase a university pin from Jostens. Contact the *Office of Student Services* for further information.

All RN to BSN Program students must come to campus to take the Academic Proficiency and

Progress exam prior to graduation. Dates and times are available from the *Student Services Office*. This is a University requirement for all students graduating from UMSL. Students must also complete the NLN exam. This exam will be administered during the student's final semester and in conjunction with NS 4911 Synthesis in Nursing course. Online students are required to come to campus the Saturday prior to graduation to complete both the NLN and Academic Proficiency and Progress exams.

Graduation Under a Specific Catalog

Students are bound by graduation policies and requirements found in the *University Bulletin* or college policies in use at the time of their initial enrollment or readmission to the College of Nursing. Curricular changes may be imposed within the nursing major with the assurance that students will be notified via postal mail of changes.

Policies

AIDS Statement

The College of Nursing supports the University policy regarding individuals diagnosed with HIV infection, AIDS or ARC (outlined in the *University Bulletin*).

Smoking Policy

The University has adopted a Smoke-Free Policy for all buildings. There is no smoking allowed in any University building including classrooms, offices, eating areas or library areas. See the *University Bulletin*.

Substance Abuse Policy

The University is a drug-free institution. See the *University Bulletin* for further information.

Clinical Policies

1. Students must possess a current nursing license.
2. Financial responsibility for health care is the responsibility of the student. Students are responsible for their own medical expenses, including any related injury or illness incurred during required student experiences.
3. Immunizations must be current.

Student Academic Policies

Undergraduate Probation Policies

Students will be placed on probation if their cumulative grade point averages at UM-St. Louis fall below 2.5. If you entered the College of Nursing prior to Fall, 1996, you will be placed on probation if your cumulative GPA falls below a 2.0.

Students will be notified by the *Office of Student Services* if:

1. they are placed on probation;
2. they have been removed from probation.

Dismissal from the College of Nursing at UM-St. Louis occurs for the following:

1. Failure to complete a probationary period satisfactorily.
2. Irresponsible, unsafe or unprofessional behavior as determined by the College or University.
3.
 - a. Failure to earn a satisfactory grade (C or above) in a repeated nursing course.
 - b. Failure to earn a satisfactory grade (C-) or above) in a repeated general education course which is a prerequisite to a nursing course.
General education courses which are required for University graduation but are not prerequisites to nursing courses may be satisfactorily completed with a grade of D and do not count toward repeated failures. Examples are American History, Political Science, Humanities (other than Philosophy) or their equivalents.
 - c. Failure of a total of three courses, either nursing or prerequisite general education courses (failure is defined as receiving a grade of D or F).
4. The falsification of any information provided to the College or University on any record.

Progression

N4901, Family and Community Nursing is a prerequisite course for N4911, Synthesis in Nursing. To progress, student must complete N4901 within three years prior to enrolling into N4911. To ensure success, students will need to repeat N4901 if more than three years have lapsed since completing the required course

Problem Resolution/Appeals

Grade Appeal Procedure

On each campus of the University of Missouri it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the University of Missouri-St. Louis campus the Chancellor has delegated responsibility for the overseeing the grade appeal process to the Vice Chancellor for Academic Affairs. The Vice Chancellor is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, that officer is responsible for seeing that the procedures outlined below are appropriately followed. The College of Nursing endorses the grade appeal procedures of University of Missouri-St. Louis and has only changed terminology to reflect the administrative positions and faculty committees of the College of Nursing.

Informal Procedures

At any time after the awarding of a grade, for a course or an assignment in a course, a student may

discuss the grade with her or his instructor and request that the instructor review the grade. If the instructor does review the grade he or she is, of course, free to change the grade or not as is appropriate.

Formal Procedures

The following procedures apply if the above informal procedure does not resolve a dispute concerning a grade to the student's satisfaction and if the process is initiated within thirty working days of the start of the first regular semester (fall or winter) following the semester for which the grade was given, or thirty days after the assignment of the grade (whichever is greater).

1. If the student has not already done so, he or she discusses the contended grade fully with the course instructor⁽¹⁾. The student should prepare for this meeting by taking all relevant written work (test, reports, etc.) with him/her. If the issue is not resolved, and the student wishes to pursue the appeal, she or he should consult the level Director of Undergraduate Program housing the course in question. The Director of Undergraduate Program will discuss the appeal with the course instructor, and will inform the student of the result of this discussion. (That result may be the instructor's agreement to change the grade, her or his refusal to change the grade, or her or his agreement to discuss the case further with the student.) The Director of Undergraduate Program may require that the student put the appeal in written form before the Director of Undergraduate Program discusses it with the instructor.
2. If the matter remains unresolved, the student may, with 10 working days of being notified of the result of the discussion between the Director of Undergraduate Program and the instructor, or within 10 working days of her or his last discussion with the instructor, submit a detailed written statement of the complaint to the Director of Undergraduate Program. The Director of Undergraduate Program will refer it to the Student Affairs Committee composed of at least three faculty members from The College of Nursing. This Committee will investigate the matter, meeting as it may deem necessary with the student, the instructor, and possibly others. Following its inquiries and deliberations, but prior to making its final recommendations, the Student Affairs Committee will submit a copy of its findings to the course instructor. If the course instructor elects to comment on the findings of the Committee, this must be done in writing within 7 working days. After further consideration, but within 30 working days after receiving the student's statement, the Student Affairs Committee will submit its findings with its recommendations and reasons for those recommendations directly to the course instructor, with a copy to the Director of Undergraduate Program.
3. If the Student Affairs Committee recommends that the grade be changed, the Director of Undergraduate Program will ask the instructor to implement the recommendation. If the instructor declines, the Director of Undergraduate Program will change the grade, notifying the instructor and the student of this action. Only the Director of Undergraduate Program, upon the written recommendation of the Student Affairs Committee, will effect a change in grade over the objection of the instructor who assigned the original grade.
4. If the Student Affairs Committee recommends that the grade not be changed, the Director of Undergraduate Program will notify the student of this action. The student may then appeal to the Dean of The College of Nursing who will determine whether the above procedures have been properly observed. If the Dean determines that the procedures have not been appropriately

followed, and that their not being followed may have substantively affected the outcome, the case will be returned to the Student Affairs Committee for review by the same, or, if the Dean so determines, by a different committee.

5. If the Dean denies the procedural appeal the student may ask the Vice Chancellor for Academic Affairs, acting as the Chancellor's designee, to conduct a procedural review. The Vice Chancellor is not obligated to conduct such a review and will normally do so only where there is compelling evidence of procedural irregularities. If the Vice Chancellor finds the procedures have not been appropriately followed, and that their not being followed may have substantively affected the outcome, the case will be returned to a lower level for re-review. As the Vice Chancellor is acting as the designee of the Chancellor, there is no appeal beyond this level.

¹. If the instructor is deceased, cannot be located, or is otherwise unable or unwilling to reconsider the grade, the student should consult directly with the level Director of Undergraduate Program of The College of Nursing. The remaining procedures here specified will be followed except that the Director of Undergraduate Program and the Student Affairs Committee will not consult with the instructor if he or she is unavailable.

². Under current campus policy, transcript notation of "DL" automatically becomes an F after one regular semester. These changes, which the Registrar is mandated to make, are not considered grade changes and are consistent with this Grade Appeal Policy. Students may appeal these changes provided the appeal is initiated within 30 working days of the notification of the change.

Grievance Concerning Progression Issues:

1. A petition must be filed with the chair of the Student Affairs Committee at least one week prior to the next scheduled meeting. The grievant may address the Committee at the meeting where the petition is considered and may request the presence of an advocate at this meeting.
2. If dissatisfied with the decision of the Committee, the student may take the matter to the Director of Undergraduate Program. The chair of the Student Affairs Committee will provide the Director with the copy of the grievant's petition. The student is responsible for making an appointment to discuss the grievance with the Director of Undergraduate Program.

Grievance Concerning Discrimination

Any grievance or complaint (informal grievance) that alleges discrimination based on race, color, religion, sex, national origin, age, or disability - especially concerning admission to and retention within the College of Nursing shall be treated according to policy of the board of Curators entitled "Discrimination Grievance Procedure for Students."

Students claiming a grievance under this policy are referred to the Office of the Vice Chancellor for Student Affairs for the specific procedures to be followed in the event of such a grievance.

Student Responsibilities

A faculty member has the authority to remove a student from an academic activity upon observing student behavior representative of irresponsible, unsafe or unprofessional conduct in class, laboratories or clinical practice.

Academic Dishonesty

The nursing faculty believes that each student is responsible for his/her own educational development. Each student is encouraged to meet this expectation by way of individual creative and intellectual endeavors. Any form of academic dishonesty, whereby one student achieves success through the expense and work of another individual, is unacceptable.

Academic dishonesty may be defined as, but not limited to, the following:

1. Obtaining help from another student during an examination.
2. Giving help to another student during an examination.
3. The use of notes, books or any other unauthorized sources of information during an examination.
4. Obtaining, without authorization, an examination or any parts thereof prior to the taking of the examination.
5. Submitting a report, notebook, speech, outline, theme or other problem for credit that has been knowingly obtained or copied in whole or in part from another individual's composition, compilation or other product. This is considered PLAGIARISM. When incorporating ideas or phrasing from any other author in his/her work, the student must acknowledge and document this source. This is done through a citation specifying the source and author of the material using APA format.
6. Submitting or participating in the submission of a report, project, product or examination paper falsely represented as being solely the result of the original efforts of the submitting student(s). This is also considered plagiarism.
7. Altering the record of any grade in any grade book, any office or any other official college record.
8. Any other type of misconduct, offense or manifestation of dishonesty or unfairness in or relating to the academic work.

The instructor handles situations in which academic dishonesty is suspected. Academic dishonesty may result in immediate dismissal from the College of Nursing.

Statement of Scholarly Work

All formal papers required in the program are to be written in a scholarly manner using the following technical standards.

1. All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling and punctuation.
3. Guidelines as outlined in the 5th edition of the Publication Manual of the American

Psychological Association (APA) are to be used for all formal papers. Students are required to purchase a copy of the manual at the beginning of their enrollment in the BSN program.

Evaluation

Posting Grades

In respect for student privacy, students' grades are not posted in a way that would allow for individual's scores to be identified by others.

Grading Procedure

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Students who are not making satisfactory progress in courses at midterm are encouraged to confer with course faculty and the *Office of Student Services*.

Grading Scale

The College of Nursing has adopted the following grading scale for required nursing courses:

95-100	A	82-84	C+
93-94	A-	76-81	C
91-92	B+	70-75	D
87-90	B	Below 70	F
85-86	B-		

Assessment of Institutional Effectiveness

The University of Missouri - St. Louis has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for themselves. A number of methods are employed in a variety of settings.

General Information

Computer Proficiency Requirement

The College of Nursing requires all students to be computer proficient prior to beginning the nursing program. **STUDENTS MUST INDICATE PROFICIENCY IN THE FOLLOWING SKILLS:**

Required Skills:

- ✓ Logging on to the University's portal (mygateway.umsl.edu)
- ✓ Send, receive, and respond to web-based email on and off campus
- ✓ Attach a document/file to an email message
- ✓ Familiar with using a graphical interface to access programs (use of Icons on the desktop)
- ✓ Start up and switch between multiple programs/windows
- ✓ Copy, move, rename and delete files
- ✓ Create, move, rename and delete folders
- ✓ Able to use a web browser to access the Internet
- ✓ Able to create and organize bookmarks in web browser
- ✓ Be familiar with several different search engines to find information
- ✓ Use the Internet to collect and print information
- ✓ Able to download programs from the Internet to their computer (e.g., readers & plug-ins)
- ✓ Able to save, copy, and incorporate Internet information into a word processing program
- ✓ Create a document using a word processor
- ✓ Able to save, edit, and print a document in a word processing program

Preferred, but not required:

- Able to create, edit, enter formulae for calculations, and create graphs using a spreadsheet
- Able to create PowerPoint presentations (including adding video clips, sounds, and links to other presentations)

The College of Nursing has adopted:

- Windows/PC as its operating system;
- Microsoft Word as its standard for word processing; and
- APA, the latest edition, as the standard manuscript style. (The University bookstore has APA disks available for Word and WordPerfect.)

The University has adopted:

- Netscape as its standard browser; and
- Blackboard as its course management software.

Resources for computer literacy proficiency:

- Computer course
- Computer lab training
- Other

Change of Name, Address or Telephone Number

Any change of address or telephone number should be submitted to the *Office of Student Services* as soon as possible. A change of name requires submitting a notarized form to the University's Registrar.

Communications

Course faculty and the College of Nursing communicate with students in a variety of ways, including the use of bulletin boards, E-mail, student mailboxes, and other means of personal communication. Students are responsible for all communication regarding program information/changes relayed through the campus mail systems.

Computer Technology/Student Laboratories

A number of student computer laboratories are available on campus. See the *University Student Guide and Academic Planner* for further information.

E-Mail/Internet Access/Password

As part of the computing fee, all students are provided with a free e-mail account automatically upon enrollment. No additional registration is necessary. E-mail can be accessed at any computer lab on campus. Student e-mail addresses are in the following format: yourgatewayid@studentmail.umsl.edu, where “*yourgatewayid*” is your own Gateway ID. Default passwords for Gateway Ids have been created using a combination of birth date and social security number*. The format of the new password is yydd9999 where:
yy = year of birth; dd = date of birth; 9999 = last 4 digits of SSN

For access to email accounts at home, students need the dial-up software to connect their computers to the campus computers. Dial-up software for Macs and Windows PCs can be purchased for \$1.00 per diskette from the University Bookstore or the Computer Store.

Faculty Offices and Mailboxes

Nursing faculty offices and mailboxes are located in the College of Nursing Administrative Building. The building is open Monday - Friday 8:00 am - 5:00 pm. Students are urged to make arrangements to submit papers directly to the instructor as much as possible. A receiving box for faculty is located in the *Office of Student Services* (South Campus, Nursing Administration Building, first floor). Non-nursing faculty offices are located on the North Campus. Students are urged to identify location of faculty offices for all courses in which enrolled.

Identification Card

A student identification card is required to use University services including library checkout privileges. This card is obtained in the Office of Admissions located on the first floor of Woods Hall Administration Building. Evidence of current enrollment (fee card) is required.

Library

The University has three library centers--Thomas Jefferson, located on the main campus and the Ward E. Barnes Library on the South Campus, which houses the Education and Health Sciences Libraries. While students may have the need to use resources from any of the three centers, the Health Sciences Library will be most frequently utilized. Information regarding each library may be found in the *UM-St. Louis Student Handbook*.

Parking

Student parking is allowed only in designated areas. Illegally parked cars will be ticketed and may

be towed at the owner's expense. Grades and transcripts will be held until tickets are paid.

Student Organizations

Alumni Association

The Alumni Association offers graduates opportunity to support and provide input to the College of Nursing and to be part of a growing network of professional nurses. All alumni are eligible upon graduation.

Sigma Theta Tau

The Nu Chi Chapter of Sigma Theta Tau was officially established in April 1984. Membership is offered by invitation to those students graduating in the upper third of their class and to those recognized as outstanding community nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession.

Student Nurses Association (SNA)

The College of Nursing is a constituent of the National Student Nurses' Association. The purpose of this organization is to provide nursing students in the baccalaureate programs the opportunity to connect with the nursing profession.

Black Student Nurses Association (BSNA)

The College of Nursing is also a constituent of the Black Student Nurses Association. The purpose of this organization is to provide black nursing student in the basic baccalaureate program the opportunity to serve as a support group for African-American students, collaborate with other African-American groups to compile archives relevant to African-American Nurses and to promote participation in interdisciplinary activities.

Miscellaneous Student Information

Latin Honors

To graduate with Latin honors, students must have attended the University of Missouri-St. Louis for at least **56 graded hours** and must meet the following qualifications: cum laude 3.2 to 3.49 grade point average; magna cum laude 3.5 to 3.79 grade point average; summa cum laude 3.8 to 4.0 grade point average. If a student has the necessary GPA at UM-St. Louis to qualify for Latin honors but has fewer than 56 graded hours at UM-St. Louis, all credit hours and the associated grades earned within the UM system (UM-Columbia, Rolla or Kansas City) will be included when the total credit hours earned in the UM system are at least 80 graded hours. In determining one's eligibility for Latin honors, all graded hours will be considered, including the original grade in each grade-modified course. No Latin honor higher than that which is consistent with the UM-St. Louis grade point average will be awarded.

The University Latin Honors policy specifies only courses taken within the University system qualify

for Latin Honors. Courses taken at one of the University's Residential Centers (e.g., St. Charles Community College, University of Rolla, or Portageville) can apply toward Latin Honors. Please refer to the University Bulletin. The University Latin Honors policy excludes coursework taken at another institution. Transfer credits from a previous college or university cannot count toward Latin Honors.

Dean's Honors

A Nursing student who has more than 45 hours but fewer than 56 hours and a cumulative 3.2 grade point at UM-St. Louis is awarded Dean's Honors. Dean's Honor recipients are listed in the Commencement Program for the University.

Scholarships

A number of scholarships are available for nursing students. Please contact the *Office of Student Services* or the *Student Financial Aid Office* (278 Millennium Student Center) for further information.