

# **STUDENT SERVICES HANDBOOK**

**UNIVERSITY OF MISSOURI-ST. LOUIS**

**COLLEGE OF NURSING**

**FALL 2008 – SUMMER 2009**

**College of Nursing  
at the University of Missouri-St. Louis**

**Student Services Handbook**

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## **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.

## **Introduction**

Although attending classes, learning, and earning good grades are the most important activities you will engage in at the College of Nursing, there is just a bit more to negotiating University life successfully. Understanding the information and guidelines in this handbook will enhance your life as a student.

This handbook, produced by the *Office of Student Services* at the College of Nursing, will assist you with administrative details, College services, and University life. When you begin your first

clinical (Pre-licensure track) or enter your initial Nursing class (BSN-Completion track or the Graduate Program), you will receive an additional handbook, the *Student Information Guide*, which will offer academic guidance through your curriculum.

We hope you find this handbook helpful.

### ***Office of Student Services***

The *Office of Student Services* is here to serve you.

Student Services Staff can assist you in a variety of ways. Advising, registration, and referrals to University services are offered to nursing students through Student Services. Should you have a problem or a conflict of any kind, please come to the *Office of Student Services*. If the staff at Student Services cannot resolve it, they will refer you to the person who can. Questions about the curriculum, prerequisites, and course requirements should always be directed to an advisor in Student Services.

Student Services is located on the South Campus of the University in the Nursing Administration Building, 1st floor.

### **Office of Student Services Staff**

Warren Gibson, Department Assistant	516-7081	Office 110
Veronica Hayes, Senior Academic Advisor	516-7028	Office 118
Tina Saunders, Senior Academic Advisor	516-6070	Office 112
Susan Schepker, Senior Academic Advisor	516-7084	Office 115
Megan Trang, Admissions Representative	516-6071	Office 113
Christina Vanatta, Academic Advisor	516-7193	Office 116

## **Transcript Evaluation**

### **Pre-licensure & Completion Students**

General education courses taken at another college or university are evaluated for transfer by the appropriate faculty or the Degree Audit Reporting System (DARS). Freshman students who have taken courses while in high school must submit official transcripts from the college or university through which the courses were taken.

Nursing courses taken at another nursing school are evaluated for transfer by the College of Nursing faculty member who teaches the course. It may be necessary to bring in syllabi from the nursing courses for evaluation.

Students can request a degree sheet listing all transfer and/or UM-St. Louis courses applicable to the program from an advisor in Student Services. A DARS report, which is an automated record of degree progress, is available from an advisor or online at [www.umsl.edu/services/dars/](http://www.umsl.edu/services/dars/)

Students dismissed from other nursing programs are not eligible for admission to the College of Nursing at UM-St. Louis. In addition to transcripts, a student applying for transfer must submit a letter stating that he/she resigned from the other program in good standing.

All transferable college level work will be included in computation of the cumulative grade point average (GPA). For courses that have been repeated, both the original and the subsequent grade will be calculated

### **Graduate Students**

A student wishing to transfer courses during the first one-third of the program must submit syllabi and course descriptions for faculty evaluation.

## ***Advising and Registration***

### **New Students**

Students who are attending the College of Nursing – pre-licensure track are required to meet with an advisor through their first academic year. The advisor will review all course requirements and evaluate transcripts, if applicable.

### **International or Permanent Resident Students**

Students with International status are required to take English as a Second Language (ESL) assessment at the University. Based upon the assessment students may be required to complete recommended ESL courses prior to enrolling in Nursing courses.

## **Outreach Students**

After the first semester, students attending classes at outreach sites will receive an email with registration instructions from Veronica Hayes.

## **Current Students**

We hope to make the registration process as easy as possible for you. Shortly before registration time, you will receive two emails; one from the registrar and one from the College of Nursing, both sent to your UMSL email address. The email from the Registrar will include your registration date and time, which are assigned by class standing: graduate students and seniors first, juniors next, etc. Be aware that it is not an appointment. It will be impossible for you to register **officially** until the date and time assigned by the Registrar; however, when the schedule of courses is available online, you may **pre-register** on or after the first date of registration in the *Office of Student Services* by an appointment with an advisor. Depending on your program, you will register in one of the following ways:

## **MSN Program**

### **ON CAMPUS:**

students will register with Veronica Hayes by either email, [hayesv@umsl.edu](mailto:hayesv@umsl.edu) or appointment, 516-6066.

## **MSN Outreach and**

### **RN to BSN Programs:**

students will receive an email from Veronica Hayes. Please respond to the email to register.

## **Prelicensure BSN**

### **Program:**

students will be allowed to pre-register in Nursing anytime on or after the first day of official registration. All nursing courses require a special consent number, so you must register in one of the manners listed below.

### **Please note these special circumstances:**

- **Students who have not sent final transcripts from all schools attended cannot register.**
- **Students registering for any clinical course must make an appointment to see an advisor. Express registration is not available for clinical registration.**

### **To Register with an advisor:**

1. Make an appointment with an advisor (516-6066). You may preregister to hold your space in nursing courses or wait for your assigned date and time.
2. Before your appointment, view the course schedule on the web site at [www.umsl.edu/curriculum/COURSES/](http://www.umsl.edu/curriculum/COURSES/). Print and complete the following course request form.

3. Bring your completed course request form to your advising appointment. If you are preregistering, the advisor will hold your course request form until your assigned date and time, register you, and then you can view and print your schedule on MyView. Your fee statement will be sent to your UMSL email address by the Cashier's office.

#### **To Express Register for preclinical courses only:**

1. View the course schedule on the web site at [www.ums.edu/curriculum/COURSES/](http://www.ums.edu/curriculum/COURSES/) . Print and complete the following course request form.
2. At the bottom of the course request form, check Express Registration, sign, date, and drop off the form in Student Services anytime on or after the beginning of pre-registration.
3. An advisor will approve your schedule, register you for classes, you can view and print your schedule on MyView. Your fee statement will be sent to your UMSL email address by the Cashier's office. **IMPORTANT:** If you request a course section which is closed or a course for which you have not met the prerequisites, an advisor will telephone you. She will **not** automatically substitute another section or course.

### **Senior Level Students**

#### Undergraduate

Seniors must make an appointment to meet with an advisor for an advising audit during the semester prior to graduation to verify that all requirements will be completed by the anticipated graduation date.

**Students will not be permitted to register for their final semester until all transcripts from colleges/universities they have attended, other than UM-St. Louis have been received and all proficiency requirements and/or tests have been passed .** Any video courses taken in the final semester must be completed before the last regular day of classes.

#### Graduate Students

One year prior to graduation, graduate students must make an appointment to meet with an advisor for an advising audit that will verify that all requirements will be completed by the anticipated graduation date.

### **Degree Requirements**

#### **BSN Pre-licensure**

#### **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.

**Communications**

EN 1100 English Composition (3)

Interpersonal Communications (3)

**Junior Level Writing**

EN 3100 or 3110 (3)

**Managing Information Skills**

Health Profession Chemistry (or its equiv.) (4)

**Valuing Skill**

Economics (3)

**Social and Behavioral Sciences Knowledge**

General Psychology (3)

Human Growth and Behavior (3)

Social Science Elective\* (3)

American History/Government (or its equiv.) – **Missouri State Requirement** (3)

**Humanities & Fine Arts**

Philosophy (3)

Humanities elective\*\* (3)

Humanities elective\*\* (3)

\* 3 credit hours from any of the following areas: Sociology, Psychology, Anthropology, History, Geography, Criminology, Political Science

**\*\*Humanities**

*9 hours (minimum) Philosophy (3 credits) and two designated courses (6 credits) from the following areas: art history or appreciation; literature; music history, theory or appreciation; philosophy & logic; theater history or appreciation. (applied art and music do not meet requirement.)*

**Mathematics & Life/Natural Sciences**

College Algebra (or its equiv.) (3)

General Biology (3)

Anatomy & Physiology I (4)

Anatomy & Physiology II (4)

Microbiology (3)

**Nutrition**

NS 2103 (or its equiv.) (3)

**Statistics**

SOC 3220 or NS 3799 (or its equiv.) (3)

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## Suggested Program of Study: Prelicensure Undergraduate Program

Nursing Major		Clinical Major	
Semester I	Semester III	Semester V	Semester VII
English Comp. I . . . . . 3	Anat & Phys. II . . . . . 4	Nursing 3101 . . . . . 6	Nursing 3206 . . . . . 5
College Algebra . . . . . 3	Human Growth&Dev. 3	Nursing 3106 . . . . . 3	Nursing 3215 . . . . . 4
Biology . . . . . 3	Humanities . . . . . 3	Nursing 3110 . . . . . 3	Nursing 3216 . . . . . 4
Health Prof.Chem. . . . . 4	Microbiology . . . . . 3	Nursing 3111 . . . . . 3	Nursing 3804 . . . . . 3
Nursing 1010 . . . . . 0	Communications . . . . . 3	Jr. Level English . . . . . 3	
<b>Total Hours . . . . . 13</b>	<b>Total Hours . . . . . 16</b>	<b>Total Hours . . . . . 18</b>	<b>Total Hours . . . . . 16</b>
Semester II	Semester IV	Semester VI	Semester VIII
Anat. & Phys. I . . . . . 4	American History . . . . . 3	Nursing 3205 . . . . . 5	Nursing 4300 . . . . . 4
Philosophy . . . . . 3	Humanities . . . . . 3	Nursing 3807 . . . . . 3	Nursing 3808 . . . . . 3
Economics . . . . . 3	Social Sciences . . . . . 3	Nursing 3214 . . . . . 4	Nursing 4310 . . . . . 5
General Psychology . . . . . 3	Statistics . . . . . 3	Nursing 3817 . . . . . 3	Nursing Elective . . . . . 3
Nursing 2103 . . . . . 3			
<b>Total Hours . . . . . 16</b>	<b>Total Hours . . . . . 12</b>	<b>Total Hours . . . . . 15</b>	<b>Total Hours . . . . . 15</b>

**Please Note:** Effective Spring 2006 clinical courses must be completed within 5 semesters from beginning the clinical sequence. Students who have not taken a clinical course for 4 semesters will be required to repeat all clinical courses previously taken.

### Clinical Major Application

Spaces for the clinical nursing major are assigned on a competitive basis for each admission period. Applicants must meet the following criteria:

- Minimum 2.5 cumulative GPA (4.0 scale) GPA calculated on all attempts of all transferable coursework.
- Completion of all prerequisite courses
- \*Minimum 2.5 cumulative GPA in Chemistry, Anatomy and Physiology I and II, and Microbiology *\*first attempt calculated only*
- Required science courses completed within 10 years prior to enrollment

### Application Process for Clinical Major

To be considered for the clinical major, students must file a separate application available through the College's website or the Office of Student Services. Students should complete an application for clinicals during their last semester of enrollment in prerequisite coursework and send the following:

- \* Completed College of Nursing clinical application

Application deadlines: For fall semester clinicals, apply by February 1<sup>st</sup>; for spring semester clinicals, apply by October 1<sup>st</sup>.

### Clinical Experiences

Students provide their own transportation for clinical experiences and do not choose their clinical sites. Although most clinical experiences are scheduled Monday through Friday, there are exceptions. For example, students enrolled in N4310, Senior Synthesis, have day, evening, night, and/or weekend clinical experiences that often include 12 hour shifts.

## BSN Pre-licensure Accelerated Program of Study:

<u>Summer I</u>	<u>Fall</u>
NS 3101 .....6	NS 3111 .....3
Nursing and Health	Pharmacotherapeutics of Nursing Practice
NS 3106.....3	NS 3205 .....5
Health Assessment	Adult Health I
NS 3110.....3	NS 3807 .....3
Pathophysiological Bases of Nursing Practice	Nursing Research
NS 3817.....3	NS 3214 .....4
Introduction to Nursing and Health Informatics	Psychiatric Mental Health Nursing
<b>Total Hours .....15</b>	<b>Total Hours .....15</b>
<u>Spring</u>	<u>Summer II</u>
NS 3206.....5	NS 4300.....4
Adult Health II	Community Health
NS 3215.....4	NS 3808.....3
Nursing of Women & Childbearing Families	Management & Leadership
NS 3216.....4	NS 4310.....5
Child & Family Health Nursing	Senior Synthesis
NS 3804.....3	
Ethical & Legal Dimensions of Nursing Practice	
<b>Total Hours .....16</b>	<b>Total Hours .....12</b>

## RN to BSN FLEX

### 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.

### Communications

ENG 1100 English Composition (3)  
Elective (3)

### Junior level English EN 3100

### Managing Info Skills

Health Professions Chemistry (or its equiv.) (4)

### Valuing Skills

Economics (3) prerequisite for N3808

### Social and Behavioral Sciences Knowledge

General Psychology (3)  
Psychology elective (3)  
Social Science elective (3)  
American History/Government (or its equiv.) – **Missouri State Requirement** (3)

**Humanities and Fine Arts**

Humanities elective\* (3)

Humanities elective\* (3)

Humanities elective\* (3)

*\*Three courses from the following areas: art history or appreciation; literature; music history, theory or appreciation; philosophy & logic; theater history or appreciation. (applied art and music do not meet requirement.)*

**Math & Life/Natural Sciences**College Algebra (3) **Prerequisite for Statistics**

Anatomy and Physiology I (4)

Anatomy and Physiology II (4)

Microbiology (3)

Statistics – **Prerequisite for NS 3807**

SOC 3220 / NS 3799 (or its equiv.) (3)

**\*Please Note:**

Turning in a copy of your RN license at the time of admission results in the granting of 39 additional nursing credits validating current lower division nursing knowledge after successful completion of NS 3900.

**Suggested Program of Study: RN to BSN FLEX ON CAMPUS**

<b>FALL I</b>	<b>SPRING I</b>	<b>SUMMER I</b>
NS 3900 3	NS 3920 3	NS 3799 3
NS 3817 3	NS 4905 3	Jr. Level Writing 3
<b>FALL II</b>	<b>SPRING II</b>	<b>SUMMER II</b>
NS 3807 3	NS 4901 5	NS 4911 5
NS 3808 3		

**RN TO BSN ONLINE**

<b>FALL I</b>	<b>SPRING I</b>	<b>SUMMER I</b>
NS 3900 3	NS 3920 3	NS 4905 (12 weeks) 3
NS 3817 3	NS 3799 3	Jr. Level Writing 3
<b>FALL II</b>	<b>SPRING II</b>	<b>SUMMER II</b>
NS 3807 3	NS 4901 5	NS 4911 5
NS 3808 3		

A student's progression through the program varies depending on course availability and the number of general education requirements, which need to be met. Nursing classes for the BSNC track may be offered only once per year.

## Graduate Program - MSN

The following four (4) pages represent suggested plans of study for graduate students pursuing their degrees full or part time. The nurse practitioner programs require 43 credit hours for graduation. The nurse educator program (shown in second matrix) requires 33 credit hours for graduation. *Please note:* Study plans are samples. A student's progression through the program may vary.

### UMSL - COLLEGE OF NURSING Nurse Practitioner (ANP, FNP, PNP, WHNP) Plan of Study

#### *FULL TIME PLAN of STUDY BEGINNING IN FALL (FNP or ANP only)*

YEAR	FALL	SPRING	SUMMER
I	N6106 Policy, Organization and Financing of Health Care (3)	N6144 Health Promotion and Cultural Diversity (3)	N6530 Clinical Diagnostics (3)
	N6111 Nursing Theory (3)	N6509 Role of ANP(2)	N6739, N6741, N6743, or N6746 Diagnosis & Management I (5) <sup>2</sup>
	N6112 Nursing Research (3)	N6520 Pharmacology for ANP(3)	
	N6518 Pathophysiology for ANP (3)	N6524 Health Assessment for ANP (3)	
	<b>Total Credit Hours 12</b>	<b>Total Credit Hours 11</b>	<b>Total Credit Hours 8</b>
II	N6740, 6742, 6744, 6747 Diagnosis & Management II (5) <sup>3</sup>	N6954 Internship I (2)	N6955 Internship II (2)
	N6114 Evidence Based Nursing (3) <sup>1</sup>		
	<b>Total Credit Hours 8</b>	<b>Total Credit Hours 2</b>	<b>Total Credit Hours 2</b>

#### *PART-TIME PLAN of STUDY BEGINNING IN FALL*

YEAR	FALL	SPRING	SUMMER
I	N6111 Nursing Theory (3)	N6144 Health Promotion and Cultural Diversity (3)	N6106 Policy, Organization and Financing of Health Care (3)
	N6112 Nursing Research (3)	N6509 Role of APN (2)	
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 5</b>	<b>Total Credit Hours 3</b>
II	N6114 Evidence Based Nursing (3) <sup>1</sup>	N6520 Pharmacology for ANP (3) or N6529 Pediatric Pharmacology	N6530 Clinical Diagnostics (3)
	N6518 Pathophysiology for ANP (3) or N6519 Pediatric Pathophysiology (3) or N6526 Pediatric Physical Assessment (3)	N6524 Physical Assessment for ANP (3)	N6739, 6741, 6743, or 6746 Diagnosis & Management I (5) <sup>2</sup>
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 8</b>
III	N6740, 6742, 6744, 6747 Diagnosis & Management II (5) (Role specific course number)	N6954 Internship I (2) <sup>4</sup>	N6955 Internship II (2)
	N6114 Evidence Based Nursing (PNPs) <sup>1</sup>		
	<b>Total Credit Hours 5-8</b>	<b>Total Credit Hours 2</b>	<b>Total Credit Hours 2</b>

<sup>1</sup> Prereq is N6112

<sup>2</sup> Prereqs are N6509, N6518 or N6519, N6524 or N6526, N6520 or N6529 and N6530

<sup>3</sup> Prereq is N6739 or N6741 or N6743 or N6746

<sup>4</sup> Prereq is N6740 or N6741 or N6743 or N6747

<sup>5</sup> Prereq is N6954

**FULL TIME PLAN of STUDY BEGINNING IN SPRING (ANP or FNP only)**

YEAR	FALL	SPRING	SUMMER
I		N6111 Nursing Theory (3)	N6106 Policy, Organization and Financing of Health Care (3)
		N6112 Nursing Research (3)	N6114 Evidenced Based Nursing (3) <sup>1</sup>
		N6509 Role of ANP(2)	N6530 Clinical Diagnostics (3)
		N6520 Pharmacology for ANP(3)	
		N6424 Physical Assessment (3)	
	<b>Total Credit Hours</b>	<b>Total Credit Hours 14</b>	<b>Total Credit Hours 9</b>
II	N6140 Health Promotion and Cultural Diversity(3)	N6740, 6742, 6744, 6747 Diagnosis & Management II (5) <sup>3</sup>	N6955 Internship I (2) <sup>4</sup>
	N6518 Pathophysiology (3)		
	N6739, 6741, 6743, 6746 Diagnosis and Management I (5) <sup>2</sup>		
	<b>Total Credit Hours 14</b>	<b>Total Credit Hours 5</b>	<b>Total Credit Hours 3</b>
III	N6954 Internship II (2) <sup>5</sup>		
	<b>Total Credit Hours 2</b>		

**PART TIME PLAN OF STUDY BEGINNING IN SPRING**

YEAR	FALL	SPRING	SUMMER
I		N6111 Nursing Theory (3)	N6106 Policy, Organization and Financing of Health Care (3)
		N6112 Nursing Research (3)	N6140 Health Promotion and Cultural Diversity(3)
		<b>Total Credit Hours 6</b>	<b>Total Credit Hours 6</b>
II	N6114 Evidence Based Nursing (3) <sup>1</sup>	N6520 Pharmacology for APN (3) or N6529 Pediatric Pharmacology	N6739, 6741, 6743, or 6746 Diagnosis & Management I (5) <sup>2</sup>
	N6518 Pathophysiology for ANP (3) or N6519 Pediatric Pathophysiology	N6524 Physical Assessment for ANP (3)	N6530 Clinical Diagnostics (3)
	N6526 Pediatric Physical Assessment (3)	N6509 Role of APN (2)	
	<b>Total Credit Hours 6-9</b>	<b>Total Credit Hours 8</b>	<b>Total Credit Hours 8</b>
III	N6740,6742, 6744, 6747 Diagnosis & Management II (5) <sup>3</sup>	N6954 Internship I (2) <sup>4</sup>	N6955 Internship II (2) <sup>5</sup>
	<b>Total Credit Hours 5</b>	<b>Total Credit Hours 2</b>	<b>Total Credit Hours 2</b>

1 Prereq is N6112

2 Prereqs are N6509, N6518 or N6519, N6524 or N6526, N6520 or N6529 and N6530

3 Prereq is N6739 or N6741 or N6743 or N6746

4 Prereq is N6740 or N6741 or N6743 or N6747

5 Prereq is N6954

**SEMESTER OF COURSE OFFERINGS:**

<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
<p><b>N6106</b> Policy, Organization, &amp; Financing in Health Care (3)  <b>N6111</b> Theoretical Foundation (3)  <b>N6112</b> Nursing Research (3)  <b>N6114</b> Evidence Based Nursing<sup>1</sup> <b>N6144</b> Health Promotion and Cultural Diversity (3)  <b>N564N*</b> Neonatal Nursing 1 (3)  <b>N566N*</b> Neonatal Nursing 2 (3)</p>	<p><b>N6111</b> Theoretical Foundations(3)  <b>N6112</b> Nursing Research (3)  <b>N6144</b> Health Promotion and Cultural Diversity (3)  <b>N6509</b> Role of the APN (2)  <b>N547N*</b> Neonatal Assessment  <b>N548N*</b> Neonatal Physiology/ Pathophysiology (3)  <b>N572NI*</b> Preceptorship I (5)  <b>N572NII*</b> Preceptorship II (5)</p>	<p><b>N6106</b> Policy, Organization, &amp; Financing in Health Care (3)  <b>N6114</b> Evidenced Based Nursing (3)<sup>1</sup>  <b>N549N*</b> Neonatal Pharmacology (3)</p>

**UMSL - COLLEGE OF NURSING  
MSN Nurse Educator Role Plan of Study**

**FULL TIME PLAN OF STUDY (Fall Admission)**

YEAR	FALL	SPRING	SUMMER
<b>I</b>	<b>N6106</b> Policy, Organization and Financing of Health Care (3)	<b>N6144</b> Health Promotion and Cultural Diversity (3)	<b>N6114</b> Evidence Based Nursing (3)
	<b>N6111</b> Nursing Theory (3)	<b>N6309</b> Role of the Nurse Educator (3)	<b>EdREM 6707</b> or <b>EDREM6709</b> (3)
	<b>N6112</b> Nursing Research (3)	<b>ED6410</b> Adult Learner (3)	
	<b>Total Credit Hours 9</b>	<b>Total Credit Hours 9</b>	<b>Total Credit Hours 6</b>
<b>II</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
	<b>N6320</b> Program and Curriculum Development (3)	<b>N 6952</b> Synthesis Practicum (3)	
	<b>N6321</b> Instructional Strategies in Nursing (3)		
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>	<b>Program Total 33</b>

**PART TIME PLAN OF STUDY (Fall Admission)**

YEAR	FALL	SPRING	SUMMER
<b>I</b>	<b>N6111</b> Nursing Theory (3)	<b>N6144</b> Health Promotion and Cultural Diversity (3)	<b>N6114</b> Evidence Based Nursing (3) <sup>1</sup>
	<b>N6112</b> Nursing Research (3)	<b>EDREM6707</b> or <b>EDREM6709</b> (3)	
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>
<b>II</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
	<b>N6106</b> Policy, Organization and Financing of Health Care (3)	<b>N6309</b> Role of the Nurse Educator (3)	
	<b>ED6410</b> The Adult Learner (3)		
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>	<b>Total Credit Hours</b>
<b>III</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
	<b>N6320</b> Program and Curriculum Development in Nursing (3) <sup>2</sup>	<b>N6952</b> Synthesis Practicum (3) <sup>3</sup>	
	<b>N6321</b> Instructional Strategies in Nursing (3) <sup>2</sup>		
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>	<b>Educator Option Total 33</b>

<sup>1</sup> Prereq is **N6112**

<sup>2</sup> Prereq is **N6309**

<sup>3</sup> Prereqs are **N6320** and **N6321**

**FULL TIME PLAN OF STUDY (Spring Admission)**

YEAR	FALL	SPRING	SUMMER
<b>I</b>	N6111 Nursing Theory (3)	<b>N6114</b> Evidence Based Nursing (3)	
	<b>N6112</b> Nursing Research (3)	<b>EdREM 6707</b> or <b>EDREM6709</b> (3)	
	N6309 Role of the Nurse Educator (3)		
	<b>Total Credit Hours</b>	<b>Total Credit Hours 9</b>	<b>Total Credit Hours 6</b>
<b>II</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
	<b>N6320</b> Program and Curriculum Development (3)	<b>N6106</b> Policy, Organization and Financing of Health Care (3)	
	<b>N6321</b> Instructional Strategies in Nursing (3)	N6144 <b>Health Promotion and Cultural Diversity (3)</b>	
	<b>ED641</b> Adult Learner (3)	<b>N 6952</b> Synthesis Practicum (3)	
	<b>EDREM 6707</b> or <b>6709</b>		
<b>Total Credit Hours 12</b>	<b>Total Credit Hours 9</b>	<b>Program Total 36</b>	

**PART TIME PLAN OF STUDY (Spring Admission)**

YEAR	FALL	SPRING	SUMMER
<b>I</b>	<b>N6111</b> Nursing Theory (3)	<b>N6144</b> Health Promotion and Cultural Diversity (3)	<b>N6114</b> Evidence Based Nursing (3) <sup>1</sup>
	<b>N6112</b> Nursing Research (3)	<b>EDREM6707</b> or <b>EDREM 6709</b> (3)	
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>
<b>II</b>	<b>FALL</b>	<b>SPRING</b>	<b>SUMMER</b>
	<b>N6106</b> Policy, Organization and Financing of Health Care (3)	<b>N6309</b> Role of the Nurse Educator (3)	
	<b>ED6410</b> The Adult Learner (3)		
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>	<b>Total Credit Hours 3</b>
<b>III</b>	<b>Fall</b>	<b>SPRING</b>	<b>SUMMER</b>
	<b>N6320</b> Program and Curriculum Development in Nursing (3) <sup>2</sup>	<b>N6952</b> Synthesis Practicum (3) <sup>3</sup>	
	<b>N6321</b> Instructional Strategies in Nursing (3) <sup>2</sup>		
	<b>Total Credit Hours 6</b>	<b>Total Credit Hours 3</b>	<b>Educator Option Total 36</b>

<sup>1</sup> Prereq is **N6112**

<sup>2</sup> Prereq is **N6309**

<sup>3</sup> Prereqs are **N6320** and **N6321**

## Other Advising Issues

### To Add and/or Drop course(s)

#### General Education Courses

It is recommended that students who wish to add or drop a general education course should check with their advisor to verify what effect, if any, this action may have on their progression.

#### Nursing Courses

To drop or add nursing courses students **must** meet with an advisor.

1. Withdrawal from individual courses must be completed by the student following the guidelines outlined in the *University Bulletin*. (Cessation of course attendance alone is NOT considered official withdrawal from course work.) In order to withdraw passing, the withdrawal must occur before the specified dates as outlined in the Schedule of Classes online. It is suggested that students meet with faculty if withdrawing from a course after the specified dates outlined in the Schedule of Classes as faculty have a choice of allowing you to withdraw with an Excused grade (EX), or with a grade of F. The grade you receive will depend on your progress in the course at the time of withdrawal.
2. Students may NOT enter a nursing course after the first week of the term. No credit will be allowed for a course in which the student is not formally registered.
3. See Fee Reassessment section of the Cashier's web page for Refund Policy.

#### Withdrawal from the University

If a student finds it necessary to withdraw from all courses, the student **must** see an advisor to complete the appropriate forms.

#### Grade Modification

When the grade received in an initial attempt in an undergraduate course at UM-St. Louis is a D+, D, D- or F, the grade may be replaced in the calculation of the GPA by the grade received in a second or subsequent attempt of the same course at UM-St. Louis. All grades received in second and subsequent attempts will be included in GPA calculations. A maximum of 15 hours may be dropped from the calculation of the student's GPA. All attempts of a given course will appear on the official transcript with the grade(s) earned. The transcript will have an explanation, which states that the GPA is calculated using all grades earned in a course except the initial attempt when a course has been repeated and grade modified.

**Please note:** Grade modification is **NOT** automatic. After completing the second or subsequent attempt of the course to be modified, students must process the necessary paperwork with an academic advisor.

**\*Please note:** When calculating the GPA for admission to the BSN Clinical Major, all attempts of all courses taken at the University and transferable course taken at other institutions will be calculated in the GPA regardless of grade modification.

### **Independent Study Guidelines**

Independent study is available as an elective means of increasing knowledge within the student's content area. The course number - NS 3873 (Undergraduate level) or N 6875 (Graduate level), is listed in the course schedule with names of available faculty. The following guidelines are to be followed:

1. The student is responsible for identifying and initiating contact with a faculty member in whose content area the student is interested.
2. The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded on a form, which may be obtained from an academic advisor. This form must be completed PRIOR to registering for the course.
3. The faculty member provides guidance as needed throughout the course; the degree of independence will vary with student learning objectives.
4. Credit allocation can vary from one (1) to three (3) credits per semester depending on the nature of the objectives and content requirements. Credit value is calculated as one (1) classroom hour per week = one (1) semester credit. No more than **six** (6) independent study **credits** may be used to meet graduation requirements.

### **Delayed Grades**

Delayed grades may be given when a student's work is of passing quality but is incomplete because of circumstances beyond the student's control. Although delayed grades do not affect a graduate student's grade point average, they are an important factor in evaluating academic progress. Delayed grades must be removed within one academic semester for undergraduate students or two academic semesters for graduate students after the time recorded or they automatically become F grades. In such cases, course instructors may subsequently change F grades to other grades on their progress in a sequential course and indicate that a grade will be assigned at the end of the sequence.

#### ***Please note:***

1. It is the student's responsibility to request the delayed grade. Faculty may choose to deny the request.
2. Incomplete grades in prerequisite courses must be removed before enrollment in course work for which the prerequisite is required.

### **Mathematics Requirement - Undergraduate**

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.

### **Requirement Beginning Fall Semester 1998**

Proficiency in the basic mathematical skills area will be demonstrated by obtaining either:

1. A grade of C- or better in a college-level mathematics course having at least intermediate algebra as a prerequisite, *or*
2. A 26 or above on the Missouri Math Placement Test. The test may be taken, at most, twice.

*Please note:*

**You must take the Placement/Proficiency test and fulfill the math requirement within your first year of enrollment at the University of**

**Missouri-St. Louis.** A sample of the test may be found at

[http://www.umsl.edu/services/css/testing\\_center/index.html](http://www.umsl.edu/services/css/testing_center/index.html). Dates and times of the test are in the current course schedule.

### **UMSL Math Placement Test**

If you score below 16, you need to enroll in Math 0001 or 0002

If you score 16 or above, you may enroll in Math 1020

If you score 22 or above, you may enroll in Math 1030

### **Residency Requirements**

BSN students must be in residence for at least 24 of the last 30 hours of graded credit. (Exclusive of courses graded on Satisfactory/Unsatisfactory basis), except under unusual circumstances to be decided by the Dean.

MSN students must complete the final 2/3 of their curriculum at UM-St. Louis.

### **Taking Courses at Another Institution**

Students are required to meet with an advisor before registering for a course at another College/University while attending UM-St. Louis. The advisor will complete an approval form (see appendix) that lists the course and its UM-St. Louis equivalent.

### **Re-entry Admission - Undergraduate**

1. Students who do not attend UM-St. Louis continuously (i.e. miss one semester) must submit a request to re-enroll form (see appendix) to the Admissions Office. A 2.5 GPA is required for re-admission. If another college/university has been attended during the student's absence from UM-St. Louis, current transcripts must be submitted. (Students who reenroll must meet the admission criteria required at the time of reenrollment.)
2. If a student withdraws from college course work, he/she will enter into the nursing curriculum in effect at the time of re-entry. If there have been curriculum changes during his/her absence, the student will need to consider those changes in plans for graduation.
3. Students must complete all clinical courses within a five year period. A student who

has not taken a clinical course for four semesters must repeat the entire clinical sequence (Semester V through Semester VIII).

4. If a student is deployed into the United States Armed Services while enrolled in clinical courses, spaces will be available in the same clinical courses when the student returns from military duty.

### **Re-entry Admission - Graduate**

Students who do not attend UM-St. Louis for one academic year must submit a request to re-enroll form to the Graduate Admissions Office.

### **Division Change**

Any student, currently enrolled in the College of Nursing, who wishes to change his or her major must submit a *Division Change Form* (see appendix) to the appropriate College or School at UM-St. Louis. Likewise, any student who is a current UM-St. Louis student, but has not been accepted into Nursing and wishes to, must fill out a Division Change Form to be presented to the Office of Student Services at the College of Nursing.

### **Retention Services**

Clinical nursing coursework is a unique academic experience. The College of Nursing wants to provide all students with the tools and support necessary to maintain academic performance expectations and remain in the program. Within the College of Nursing, retention services are provided by the Retention Coordinator. Services include information and guidance for students who are at risk for course failure or who are not achieving their full potential. Students who feel they are having difficulty with the academic challenges of the clinical nursing semesters are encouraged to seek the assistance of the Retention Coordinator as early in the semester as possible. Faculty refer students directly to the Retention Coordinator if they identify a student to be at risk for course failure. In addition to individual student appointments, multiple workshops throughout the semester provide students with information vital to successful academic performance. The Retention Coordinator works closely with the program directors, student services staff, and resources across the campus to provide academic support to all nursing students. Students may contact the Retention Coordinator via e-mail ([taylorjenn@umsl.edu](mailto:taylorjenn@umsl.edu)), telephone (516-6027) or in person, Nursing Administration Building, Office 122.

## **Student Academic Policies**

### **Undergraduate Student Policies**

#### **Academic Alert Course Referral**

The University of Missouri - St. Louis utilizes an electronic Academic Alert system that allows faculty to refer students to academic supports early in the term. When a faculty member recognizes early signs of course failure, he/she can initiate an Academic Alert. Referrals steer students to campus resources and academic supports designed to help them successfully complete the course. An Academic Alert referral is not noted on

campus transcripts; it is a mechanism to support learning and provide students with direct access to campus resources.

1. Every undergraduate nursing course will provide a syllabus that details the specific evaluation criteria and methods. Students in the College of Nursing are expected to meet those criteria to successfully achieve the objectives of the course.
2. To be successful, students must achieve a theory grade of C (76%) or better on exams/tests as well as maintain satisfactory progress in the clinical/laboratory in order to successfully pass the course.
3. An Academic Alert referral will be completed by the course faculty on any student who is *near or below* the criteria of a theory grade of 76%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of a course. An Academic Alert referral is designed to make students who are having academic difficulty aware of the variety of resources available within the College of Nursing and across the campus.
4. An electronic copy of the Academic Alert referral completed by the faculty will be forwarded to the student, the Center for Student Success, and the College of Nursing Retention Coordinator. The student is expected to meet with the faculty member completing the Academic Alert form and the Retention Coordinator for further assistance. In addition, the Director of the BSN program and Academic Advisors will have access to the system and be able to view Academic Alert referrals.

### **Testing**

Many schools of nursing administer one or more standardized examinations to students enrolled in their basic nursing program(s). The faculty of the College of Nursing has implemented a standardized examination plan to test all students enrolled in the pre-licensure track of the BSN Program. This examination plan seeks to achieve the following goals:

1. Assess student progress in achieving a professional nursing knowledge base as measured against a national pool of other baccalaureate-nursing students;
2. Identify those students with a deficient nursing knowledge base and assist them to develop strategies to improve this knowledge base;
3. To identify those students whose nursing knowledge base precludes their continuation in the College's baccalaureate program;
4. To strengthen students' performance on the national nurse licensure examination (NCLEX-RN).

## **Nursing Content Examinations**

Students enrolled in clinical nursing courses will take standardized content area examinations for designated courses. The Director of the BSN Program and the Retention Coordinator, in consultation with faculty teaching in the BSN Program, will determine those courses and standardized tests to be administered. The content areas to be tested will include, but may not be limited to:

- Fundamentals of Nursing
- Adult Health Nursing
- Mental Health Nursing
- Nursing of Women and Childbearing Families
- Pediatric Nursing

No student will be given a course grade until the stipulated examination for that nursing content area has been completed.

### *Rationale:*

Each content area examination is designed to measure the student's knowledge of a specialized area of professional nursing practice. The examination measures each student's knowledge of a content area and compares the student's performance with a national pool of nursing students also completing the examination.

## **Comprehensive Nursing Content Examinations**

Students enrolled in NS 4310: Senior Synthesis will be required to take standardized computer-based exit examinations as stipulated by the Director of the BSN Program and the Retention Coordinator in consultation with faculty teaching in the BSN program. The first comprehensive examination will be completed within the first four weeks of the semester and the second comprehensive examination will be completed in the final two weeks of the semester.

### *Rationale:*

This test assesses the student's comprehensive nursing knowledge of selected nursing practice areas (e.g., adult, children's, women's, and mental health). Detailed score reports are provided for individual as well as group performance.

## **Student Counseling Form**

1. The Student Counseling Form is a warning notice that is issued to alert the student of a situation that may lead to course failure and/or program dismissal.
2. The Student Counseling Form provides a written description of the situation as it relates to course objectives or program policies.

3. The Student Counseling Form will identify remedies to resolve the problem.
4. A date for re-evaluation of the student behavior/situation will be provided.
5. The faculty, Student Services, the Program Director, and the Retention Coordinator will maintain copies of the Student Counseling Form.

### **Probation - Undergraduate**

Students will be placed on probation if their cumulative grade point average falls below 2.5.

The Office of Student Services will notify students:

1. When placed on probation
2. When removed from probation.

While on probation students will **NOT** be allowed to enroll in clinical courses, however, students may continue in **non-clinical** nursing courses. Students are allowed to continue on probation for two (2) semesters excluding summer.

### **Probation - Graduate**

Graduate students will be placed on probation if the transcript GPA based on a minimum of 3 courses (9 hours) falls below 3.0, or if the College of Nursing regards progress as unsatisfactory. The student will be placed on probation for one semester; during which time progress will be formally reviewed by the appropriate departmental committee. After one semester the student will be removed from probation, continued on probation, or dismissed. A student may not continue on probation for more than one calendar year without permission of the Dean of the Graduate School. Probation letters will be sent out by the College, with copies sent to the Graduate School.

### **Dismissal - Undergraduate**

*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. (See Program Requirements and University Student Conduct Code)
3.
  - a) Failure of any three general education courses which serve as prerequisites to nursing courses; 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. Examples are American History, Political Science, Humanities (other than Philosophy) or their equivalents and do not count towards repeated failures.
  - b) Effective, Fall 2003, Failure of two nursing courses. All courses with an “N” prefix are included in this policy. Failure is defined as receiving a grade of “D” or “F” in nursing courses, or general education courses that serve as prerequisites to nursing courses.
  - c) Failure of one nursing and two general education courses (which serve as pre-requisites to nursing courses)

4. a) Failure to earn a satisfactory grade (C or above) in a required nursing course which he/she is repeating.  
b) Failure to earn a satisfactory grade (C- or above) in a general education course, which is a pre-requisite to a nursing course which he/she is repeating.
5. The falsification of any information provided to the College or University on any record.

### **Dismissal - Graduate**

A graduate student can be dismissed from the Graduate School on the recommendation of the College and the concurrence of the Graduate School. A student can be dismissed for failing to maintain a 3.00 GPA and for receiving a C+ or less in two graduate courses or in one graduate course twice. The Graduate School will send out dismissal letters with copies sent to the graduate advisor and the Admissions Office. The Graduate School will send notification to the Registrar's Office.

### **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 overseeing the grade appeal process to the Provost. The Provost 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.

#### **Application of this Policy**

Students are responsible for meeting the standards established for each course they take. Faculty are responsible for establishing the criteria for grades and evaluating students' academic performance.

The grade appeal procedure is to allow only the review of allegedly capricious grading. It is not intended as a review of the instructor's evaluation of the student's academic performance.

#### **Capricious grading is defined as any of the following:**

a) The student's grade was assigned on the basis of factors other than performance on the graded material (e.g. homework, examinations, papers) or performance in the course (e.g. class participation, absences).

b) The student's work was graded with more demanding standards than were applied to equivalent students in the course; (Note: Different grading criteria are expected of graduate students enrolled in 4000-level courses.)

c) The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

### **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.

### **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 spring) 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<sup>(1)</sup>. The student should prepare for this meeting by taking all relevant written work (test, reports, etc.) with her/him. If the issue is not resolved, and the student wishes to pursue the appeal, she or he should consult the level Program Director of the department (BSN, BSN-C, MSN, Ph.D.) housing the course in question. (This will normally be someone below the level of the Dean.) The Program Director 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 Program Director may require that the student put the appeal in written form before the Program Director discusses it with the instructor.
2. If the matter remains unresolved, the student may, within 10 working days of being notified of the result of the discussion between the Program Director 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 Program Director. The Program Director 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 Program Director.
3. If the Student Affairs Committee recommends that the grade be changed, the Program Director will ask the instructor to implement the recommendation. If the instructor declines, the Program Director will change the grade, notifying the instructor and the student of this action. Only the Program Director, 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 Program Director 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.
  - <sup>1</sup>. 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 Program Director of the College of Nursing. The remaining procedures here specified will be followed except that the Program Director and the Student Affairs Committee will not consult with the instructor if she or he is unavailable.
  - <sup>2</sup>. Under current campus policy, transcript notation of "DL" automatically becomes an F after one regular semester. This change, which the Registrar is mandated to make, is not considered grade changes and are consistent with this Grade Appeal Policy. Students may appeal this change provided the appeal is initiated within 30 working days of the notification of the change.

### **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.

### **Grievance Concerning Other Issues** – See University Bulletin

*While the problem resolution procedure is in process, the student may remain enrolled in the program.*

## ***Student Responsibilities***

### **Program Requirements**

The following are program requirements for students. Each student will be expected to meet these requirements or be subject to disciplinary action and may be ineligible for program progression.

1. Professional appearance may be defined as, but is not limited to:
  - a) Maintenance of professional attire and appearance
  - b) Adherence to agency dress-code requirements
  - c) Display of appropriate professional and University identification
  
2. Professional conduct may be defined as, but is not limited to:
  - a) Protection of patient rights and privacy
  - b) Maintenance of patient confidentiality
  - c) Academic Honesty (see Student Responsibility)
  - d) Delivery of safe nursing care
  - e) Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff
  - f) Adherence to policies of clinical agencies and those of individual courses.
  - g) Functioning under the specific direction of faculty
  - h) Courteous and respectful interpersonal interactions
  - i) Prepared, present and punctual

A faculty member has the authority to remove a student from an academic activity if the student's behavior is irresponsible, unsafe or unprofessional.

### **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: [yourssoid@studentmail.umsi.edu](mailto:yourssoid@studentmail.umsi.edu). ...where "yourssoid" is your own SSOID. Default passwords for SSOIDs 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

### **Computer Labs**

Computing facilities at the University of Missouri provide access to powerful computing resources, which are available to students, faculty, and staff for educational, research, and administrative needs. Access to local facilities is provided by the Student Computing Fee.

Six Advanced Technology Classrooms (ATC's) are available in the Computer Center Building. Each room is equipped with a state of the art projection system and a computer at each student desk. Two rooms contain Apple Macintoshes, three rooms are equipped with DOS systems and the remaining room has Sun workstations. One ATC, equipped with Apple Macintoshes, is available on the South Campus. Other computer labs are available throughout the campus:

SSB 103  
Benton Hall 232  
Clark Hall 419  
South Campus Computer Building 200  
Thomas Jefferson Library 234  
SSB 409 (Writing Lab)  
SSB425 (Math Lab)  
SSB 452

Computing Services office telephone number is 516-6000. Questions concerning open student labs and general information should be directed to the Help Desk at 516-6034.

### **Computer Proficiency Requirement**

The College of Nursing requires all students to be computer proficient prior to entering their clinical courses. **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 and 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

*University Student Services*

**Center for Student Success, MSC 225, 516-5300**

- Assessment and counseling for students who are undecided about a major or career
- Information and guidance about University policies and procedures that affect progress towards degree
- Support for students who are at risk or have received grades below their expectations
- Structured programs for students who have been placed on academic probation
- Support to academic units in designing interventions to encourage success in specific majors or degree programs
- Connections to campus support services critical to academic success

**The Writing Lab (409 SSB - 516-5950)**

This lab offers tutorial assistance to students working on papers for their classes. No appointment is necessary, and tutors are prepared to help both undergraduate and graduate students in all the disciplines. Some of the issues covered in the lab include organization, sentence clarity, development, grammar, and usage. The Writing Lab houses 24 Macintosh computers for student use, and tutors provide computer assistance. There is no charge for any Writing Lab service.

**Supplemental Instruction**

Student assistants (SI Leaders) conduct study groups for specific courses. Course content and study skills are reviewed several times a week at scheduled sessions. Students participate on a voluntary basis without charge for the service.

**Mathematics Lab (425 SSB - 516-5190)**

This lab offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills. In addition, the lab offers on-site use of videotaped lessons that accompany some mathematics courses, computer packages covering certain topics, and mathematics textbooks and worksheets on several basic topics. **Students or prospective students who are preparing to take the Mathematics**

**Placement Test may come to the lab for help.** Review materials for this test are available on general reserve in the Thomas Jefferson Library.

### **Counseling Services**

Counseling Services offers professional counseling regarding personal, social, and educational concerns. Services include individual and couples counseling, a range of psycho-educational workshops as well as group counseling.

Counseling Services houses the Helping Hand African American student-mentoring program and the Horizons undergraduate peer educators. Counseling Services also provides training and supervision for graduate student interns. For information about participating in any of these programs, call 516-5711.

The Counseling Services receptionist will arrange an appointment with a counselor. There are some evening appointments available. In an emergency, however, students can be seen almost immediately. For more information, call 516-5711 or visit Counseling Services office at 126 MSC. Visit their web site: <http://www.umsl.edu/services/counser>

### **Scholarships and Financial Aid**

Information is detailed on the financial aid web site at [www.umsl.edu/services/finaid](http://www.umsl.edu/services/finaid). Additional scholarship opportunities are posted on the nursing website at [www.umsl.edu/~nursing](http://www.umsl.edu/~nursing).

You must re-apply for most scholarships and Traineeships each year. See the *Office of Student Services* or the nursing website for applications, information and deadlines for scholarships. You must also reapply for need based Financial Aid each year.

Additional scholarship or loan information will be posted on the bulletin board in the Student Lounge in Seton Center.

### **Libraries**

The University Libraries support the educational objectives of the University and meet the teaching, research, and informational needs of the campus community. Housed in two locations - the Thomas Jefferson Library (North Campus 516-5290), the Ward E. The Library which houses both the Education and the Health Sciences Libraries (on South Campus 516-5576) - the libraries' collections consist of more than 845,000 volumes, 2,900 periodical subscriptions, one million U.S. Government documents, and over one million items in microform. Effective March 3, 1997, the St. Louis Mercantile Library became part of the UM-St. Louis Libraries.

Materials from all University of Missouri libraries can be identified through MERLIN, the online catalog. Interlibrary Loan provides fast delivery of materials from other libraries across the country. Many automated databases are available, in both online and CD-ROM formats.

The libraries are open more than 85 hours per week during regular sessions. Specific hours for various library services are posted in all libraries.

*Please visit the UMSL bulletin website at [www.umsl.edu/bulletin](http://www.umsl.edu/bulletin) for additional information on University Student Services.*

## ***Miscellaneous Student Information***

### **Student Representatives on the College of Nursing Committees**

The College of Nursing at the University of Missouri-St. Louis requests student representatives on the following committees:

#### Student Affairs

The Student Affairs Committee functions as a recommending body to the Dean's Office of the College of Nursing by reviewing policies and procedures related to pre- and post-licensure nursing students, by making recommendations regarding student problems to the Associate Dean and by implementing policies and procedures related to progression, dismissal and graduation, by recommending students and alumni for awards and scholarships, and by reviewing and recommending revisions to policies in the Nursing Student Handbook.

#### Curriculum

The Curriculum Committee reviews nursing curricula to ensure compliance with the University general education requirements, the minimum standards of the Missouri State Board of Nursing, national accreditation criteria for baccalaureate and master's degree programs. The Committee also develops/reviews course evaluation tools and recommends appropriate revisions in curricula, including program philosophy and conceptual framework.

#### Nursing Alumni Association

The Nursing Alumni Association offers graduates opportunities to support and provide input to the College of Nursing and to be part of a growing network of professional nurses.

**See the *Office of Student Services* for more information or to volunteer to serve on a committee.**

#### The College of Nursing Student Nurses' Association (CNSNA)

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 basic baccalaureate program, the opportunity to connect with the nursing profession prior to licensure.

#### 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 students 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.

#### Sigma Theta Tau

The College of Nursing was granted chapter status (Nu Chi) of Sigma Theta Tau in Spring 1994. 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. Information regarding eligibility is distributed each Spring.

### **Health Insurance**

All students need health insurance coverage and are financially responsible for any injuries. (needle sticks, falls, illnesses, etc.)

### **Immunizations**

Please review the individual policies in your program specific “*Student Information Guide*”.

### **Web Site**

There is additional information regarding course schedules and course descriptions, as well as faculty and administration on the College of Nursing at UM-St. Louis Home Page. The address is: <http://www.umsl.edu/~nursing>

### **Graduation**

Prior to registration for your final semester, fill out a graduation application (see appendix) in the Office of Student Services. You must then make an appointment with your advisor for a thorough graduation check when signing up for your final semester classes. Early in that semester, review the graduation list outside the advisors’ offices for your name.

### **BSN Pre-licensure track:**

A meeting will be held early in your final semester to give you information regarding the applications for the NCLEX RN exam and licensure by exam in Missouri. If you are seeking licensure by exam in a state other than Missouri, you should indicate that at this meeting.

### **RN-BSN Track:**

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.

### **MSN Program:**

M-1 form should be completed approximately 2/3 through the program. The form is available online: <http://www.umsl.edu/divisions/graduate/formsregs/mastforms.html>

### **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 College of Nursing student who has more than 45 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.

## ***Important Phone Numbers***

**College of Nursing (main) .....516-6066**

Dean, Dr. Juliann Sebastian .....516-6066

Director BSN Program-Dr. Sandy Lindquist .....516-7177

Director of Graduate Studies and Research – Dr. Roberta Lee .....516-6076

Coordinator of RN-BSN Program – Cynthia Billman, MSN, RN .....516-6074

Coordinator of MSN Program – Dr. Dawn Garzon .....516-7094

### **University Numbers**

Bookstore .....516-5763

Campus Police .....516-5155

Career Services .....516-5111

Cashiers Office.....516-5151

Counseling Center.....516-5711

Financial Aid.....516-5526

University Health Services .....516-5671

### **Libraries**

Ward E. The Library .....516-5576

Thomas Jefferson Library .....516-5290

Recreational Sports - Intramural .....516-5326

Student Activities (University Center).....516-5291

Thomas Jefferson Library Hours .....516-5290

Veteran Affairs.....516-5679

Women’s Center .....516-5380

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