RN to BSN Track (Online Track)
Information Package

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RN to BSN Track - Information Package

GENERAL INFORMATION:
- Bachelors of Science (BSN) in Nursing
- Approved by Florida Board of Nursing and fully accredited by CCNE, ACEN, & regionally-accredited institutions
- Admissions to RN to BSN Track accepted all semesters (Spring, Summer, and Fall)
- Total of 120 credits:
  - 60 transferable lower division credits
  - 30 credits clinical proficiency evaluation (Excelsior College Challenge Exams which are taken during the track, https://www.excelsior.edu/)
  - 30 credits in RN to BSN curriculum (MUST be taken at FIU)
    - 24 upper division credits (Nursing Courses)
    - 6 upper division elective credits

RN-BSN TRACK ELIGIBILITY:
- Florida Licensed Registered Nurse
- 2.75 Cumulative GPA from an accredited ASN or Diploma Nursing Program
- Minimum 60 transferable lower division college credits (including University Core Curriculum, Nursing Prerequisites, and Foreign Language Requirement)
  - Nursing Prerequisites from a regionally-accredited institution:
    - Sciences (Microbiology, Chemistry (CHM 1033/L or CHM 1045/L or equivalent), Anatomy & Physiology, all with labs)
    - Human Growth & Development
    - Nutrition
  - Associate in Arts (AA) from a Florida state system college or non-nursing Bachelor’s degree in another field from a regionally accredited institution (required with non-regionally accredited ASN that is ACEN accredited) or meet Core Curriculum Requirements

HOW TO APPLY:
Step 1
- Complete Online Information Session and/or meet with RN to BSN Admission Advisor to evaluate completion of, or make plan for completion of (RN to BSN Track eligibility):
  - Florida Licensed Registered Nurse
  - 2.75 Cumulative GPA from an accredited ASN or Diploma Nursing Program
  - Minimum 60 transferable lower division college credits (including University Core Curriculum and Nursing Prerequisites)
  - Associate in Arts (AA) from a Florida state system college or non-nursing Bachelor’s degree in another field from a regionally accredited institution (required with Non-Regionally accredited ASN that is ACEN accredited) or meet Core Curriculum Requirements

Step 2
- Complete the RN to BSN (NWCNHS) Application package
- Submit a copy of current Florida RN license, copy of Photo ID, and ALL unofficial transcripts

Step 3
- Apply online to FIU Undergraduate Admissions
- Send official transcripts to FIU Office of Undergraduate Admissions
  - High School (if language requirement needed)
  - All college coursework (ASN, AA, BA/BS, etc.)
  - Graduates of foreign schools must complete TOEFL exam with 550 or higher

Nicole Wertheim College of Nursing & Health Sciences
11200 S.W. 8th Street, AHC3, 121 • Miami, FL 33199 • Tel: (305) 348-7703 • Fax: (305) 348-7764 • http://cnhs.fiu.edu
Florida International University is an Equal Opportunity/Access Employer and Institution • TDD via FRS 1-800-955-8771 – 04/07/2016
RN to BSN Curriculum
(Courses are ALL ONLINE)

<table>
<thead>
<tr>
<th>Level I:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3821</td>
<td>Professional Nursing Leadership: Concepts &amp; Issues</td>
</tr>
<tr>
<td>NUR 3066C</td>
<td>Health Assessment &amp; Promotion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level II:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3666</td>
<td>Evidence-Based Nursing &amp; Research for GHC&lt;br&gt;(Statistics is a pre-requisite for this course)</td>
</tr>
<tr>
<td>XXX XXXX</td>
<td>Upper Division Elective (3000 or 4000 level)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level III:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 4667</td>
<td>Nursing in Global Health Care Systems&lt;br&gt;(Meets FIU Global Learning curriculum requirement)</td>
</tr>
<tr>
<td>XXX XXXX</td>
<td>Upper Division Elective (3000 or 4000 level)</td>
</tr>
<tr>
<td>NUR XXXX</td>
<td>NURSING Upper Division Elective</td>
</tr>
</tbody>
</table>

Credits by Excelsior College Challenge Exams (30 Credits Equivalency)

*May be taken at any time while enrolled in the RN to BSN Track, but prior to your Final Semester.*

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>NURX-310 Adult Nursing (554)</td>
</tr>
<tr>
<td>4</td>
<td>NURX-315 Maternal and Child Nursing (Baccalaureate) (457)</td>
</tr>
<tr>
<td>3</td>
<td>NURX-320 Psychiatric/Mental Health Nursing (503)</td>
</tr>
</tbody>
</table>

Level IV: Final Semester

Nursing Core Courses, Upper Division Electives, Excelsior College Challenge Exams, Nursing Prerequisites, University Core Curriculum, Foreign Language, and Clinical Clearance are all required prior to Final Semester deadline:

- **March 1<sup>st</sup>** For Summer Final Semester enrollment
- **June 1<sup>st</sup>** For Fall Final Semester enrollment
- **November 1<sup>st</sup>** For Spring Final Semester enrollment

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<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>NUR 4636C Care of Communities: Community Health</td>
</tr>
<tr>
<td>4</td>
<td>NUR 4945L Senior Clinical Practicum</td>
</tr>
</tbody>
</table>

For More Information:

- [http://www.fiuonline.com](http://www.fiuonline.com) (register ONLINE for an information session)
- RN to BSN – FIU Online, (305) 348-3125 (application hotline)
- Cassie Vale, RN to BSN Program Coordinator, [cvale@fiu.edu](mailto:cvale@fiu.edu), (305) 348-4722
- Sheryl-Ann Mullings-Black, RN to BSN Program Coordinator, [shmullin@fiu.edu](mailto:shmullin@fiu.edu), (305) 348-7871
- Elke Rodriguez, RN to BSN Program Assistant (advisor apt.), [eyrodrig@fiu.edu](mailto:eyrodrig@fiu.edu), (305) 348-4806
- Eathleteana West, FIU Online Success Coach, [ewest@fiu.edu](mailto:ewest@fiu.edu), (305) 348-1720
APPLICATION CHECKLIST

1. Apply to Nicole Wertheim College of Nursing & Health Sciences (NWCNHS) – RN to BSN Track
   - Register for RN to BSN Information Session (http://www.fiuonline.com)
   - Complete RN to BSN (NWCNHS) Application package
   - Submit copy of Florida Registered Nurse Licensure and Government-Issued Photo ID
   - Submit unofficial transcripts from all colleges and schools attended

2. Apply to FIU Undergraduate School
   - Complete online FIU application (refer to page 5 “Applying to FIU”)
   - Pay $30 application fee to the university
   - Send official transcripts to Undergraduate Admissions from ALL colleges and schools attended
     (you may need to request High School transcripts for foreign language requirement)
     Florida International University
     Office of Undergraduate Admissions
     P.O. Box 659003
     Miami, FL 33265-9003
   - For instructions on how to submit official transcripts, please visit: http://admissions.fiu.edu/apply/transfer/index.html
   - Submit all application materials before FIU Transfer Admissions Deadline: http://admissions.fiu.edu/apply/transfer/

3. Complete Final Admission Steps
   - E-MAIL the Program Coordinator to finalize your admission process approximately two weeks after online application & official transcripts are sent (include name, panther ID, RN to BSN Track, and semester seeking admission). Application must be deferred to the Nicole Wertheim College of Nursing & Health Sciences (NWCNHS) BEFORE admittance to the RN to BSN Track can be finalized. To check your deferment status, you may contact Undergraduate Admission at (305) 348-2363. Your online application will remain pending until reviewed by the advisor. Failure to notify the advisor will result in admission delay.
   - Once admitted, submit payment of $200 Tuition Prepayment to FIU. For instructions on how to make payment, please visit: http://admissions.fiu.edu/admitted/index.html
   - Once admitted, complete the Online Student Orientation with FIU Online (to release 1st Time Student Hold). For assistance, please contact FIU Online at (305) 348-3125.
   - Schedule and complete advisor appointment with Program Coordinator (to release Advising Hold).
   - For additional assistance, please contact your assigned Success Coach.

4. Registration Steps
   - Review RN to BSN Advisement Form (“Academic Progression Form”) (completed by advisor).
   - Register online on the assigned registration date to ensure classes are available.
   - For Holds – Contact the RN to BSN Program Coordinator.
   - Additional in-program advisement – Contact the RN to BSN Coordinator. You may also contact the RN to BSN Program Assistant for an advisor appointment setup at (305) 348-4806.
RN to BSN Track - Information Package

APPLYING TO FIU

Thank you for your inquiry into the RN-BSN Track at FIU and Nicole Wertheim College of Nursing & Health Sciences (NWCNHS). Below are instructions for applying to FIU. For more information about the RN-BSN Track, please visit: http://www.fiuonline.com.

For first time students

1. Go to (FIU Online – Undergraduate):
   http://www.fiuonline.com/become-a-student/apply-now.php
2. Create an account.
3. Fill out all required demographic information.
   In the Applicant Interest section, please select the following:
   Admit Type: TRANSFER
   *Transfer Credits: 60 OR MORE
   Location: ONLINE ONLY
   *Intended Major: NURSING – RN TO BSN (RN REQUIRED)
4. If you have any questions regarding your application, please contact FIU Admissions, (305) 348-2363.

For returning students

1. Go to (FIU Online – Undergraduate):
   http://www.fiuonline.com/become-a-student/apply-now.php
2. Create an account.
3. Fill out all required demographic information.
   In the Applicant Interest section please select the following:
   Admit Type: READMIT (PAST FIU ENROLLMENT)
   Location: ONLINE ONLY
   *Intended Major: NURSING – RN TO BSN (RN REQUIRED)
4. If you have any questions regarding your application, please contact FIU Admissions, (305) 348-2363.
   **N.B.** If you are not enrolled for three consecutive terms, including summer, your records will become inactive and you must apply for readmission to continue in the RN to BSN Track.

For second degree-seeking students

1. Go to (FIU Online – Undergraduate)
   http://www.fiuonline.com/become-a-student/apply-now.php
2. Create an account.
3. Fill out all required demographic information.
   In the Applicant Interest section please select the following:
   Admit Type: SECOND DEGREE BACHELOR
   Location: ONLINE ONLY
   *Intended Major: NURSING – RN TO BSN (RN REQUIRED)
4. If you have any questions regarding your application, please contact FIU Admissions, (305) 348-2363.

Note: Your application is valid for one year. If you applied within a year, please fill out an Application Update Form.

For login/account issues, contact the DoIT Support Center at (305) 348-2284. Hours: Monday – Friday: 8am – 6pm EST

Payment: You will be asked to pay the application fee of $30.00 online using a major credit card (Master Card, American Express, Discover, or Visa) or you may pay the application fee by using a personal check or money order in US dollars. Please be mindful that no application will be considered until the application fee is paid.

Mail payment and supporting documents to:
Florida International University
Office of Undergraduate Admissions
PO Box 659003
Miami, FL 33265-9003

Panther ID: Once you apply to the University, you will be automatically assigned a Panther ID. For returning students, you will be given your previous Panther ID. You will need your Panther ID to log into your existing account through PantherSoft (my.fiu.edu). If you're not sure what your Panther ID is, visit the Panther ID Lookup (we recommend using Internet Explorer).
1. Applicants to the RN to BSN track must meet minimum admission criteria in place at time of application in order to qualify for admission to the RN to BSN Track. **Conditionally admitted** students have until the end of the first term of enrollment to submit any outstanding materials to the RN to BSN Coordinators. If a student does not submit all outstanding materials by the end of the first term of enrollment, a hold will be placed on the student’s account and the student **will not** be permitted to proceed in the RN to BSN Track.

2. A minimum cumulative 2.75 GPA in all nursing coursework, ASN. Students who hold an ASN degree from a non-regionally accredited educational institution or a nursing diploma MUST have earned the degree/diploma from an ACEN accredited institution and MUST have obtained an Associate in Arts (AA) from a Florida State System College or a bachelor degree in another field from any regionally accredited educational institution prior to entering FIU’s RN to BSN Track.

3. To remain in good academic standing students must achieve a grade of 'C' or higher in nursing courses. A student who earns less than a 'C' in any nursing course will be required to repeat the course in order to progress in the nursing program. A student may repeat a course one time only. **Students who have failed two nursing courses or have two failures in the same nursing course will be dismissed from the program.** Refer to the Undergraduate (BSN) Student Handbook for grading scale information, located under section Grades and Grading (link below). Also, RN-BSN students are only allowed two “C’s” in nursing courses. **Beginning Fall 2016, students who have earned three or more “C” grades in their nursing courses will be dismissed from the program.**

4. Once admitted, students are to remain continuously enrolled at FIU, taking at least one RN to BSN course per semester. A student who is not enrolled in any coursework for three or more consecutive terms is no longer considered an active FIU student and will be required to apply for re-admission. Students reapplying to the RN to BSN Track must meet the University and RN to BSN Track regulations in effect at the time of re-admission, including RN to BSN Track GPA and ASN or Diploma Nursing Program accreditation requirements.

5. When seeking readmission, a returning RN to BSN student must meet with a NWCNHS academic advisor to determine how their previous coursework will fit within the current RN to BSN curriculum requirements in effect at the time of readmission. RN to BSN coursework completed five (5) or more years previously **may not** be used towards degree completion and/or **may need to be repeated.** Dismissed students must wait 5 years before reapplying and petitioning for readmission.

6. RN-BSN students MUST check their FIU e-mail and dashboard on a regular basis for important university and course information and correspondence. Students also need to regularly check their Panther Degree Audit (PDA) which can be found on their student dashboard as it is the official academic plan for the RN to BSN Track.

7. The Undergraduate (BSN) Student Handbook ([http://cnhs.fiu.edu/nursing/undergrad/bsn-programs/student-policies-procedures/index.html](http://cnhs.fiu.edu/nursing/undergrad/bsn-programs/student-policies-procedures/index.html)) covers the policies and procedures of the RN to BSN Track and has been reviewed.

8. The RN-BSN Track requires extensive time and dedication; therefore, in order to achieve academic success, students are expected to plan accordingly, especially if working full-time in addition to taking classes.
COMMUNICATION:
FIU STUDENT EMAIL, BLACKBOARD, & eADVISOR DASHBOARD

PantherMail
http://panthermail.fiu.edu/
PantherMail is the University’s email system for students, alumni and retirees. This system, powered by Google hardware and software, provides users with a powerful and robust e-mail solution. RN-BSN students MUST check their FIU PantherMail, eAdvisor Dashboard, and Blackboard portal on a regular basis for important university and course information and correspondence.

Your FIU email account is the official form of communication while enrolled in the RN to BSN Track. You should check your account at least daily.
- PantherMail.fiu.edu
- Set up PantherMail on your Apple device
- Set up PantherMail on your Android device
- Set up PantherMail on your Blackberry smartphone

Online Student Orientation
The Online Student Orientation is available to students who have been admitted into the RN to BSN Track. In order to successfully enroll for classes, students are to complete 8 milestones that will prepare them with the tools needed to succeed as online students.
ALL CONTENT will be found at the Website. ALL EVALUATION will take place in Blackboard.

The Online Student Orientation is also available any time to students who wish to revisit the information through the following link: http://online.fiu.edu/
Review:
- View Enrollment Dates
- Register For Classes
- Order Textbooks
- View Panther Degree Audit (PDA)

BlackBoard
https://online.fiu.edu/login/
Blackboard is a learning management system used to deliver effective educational experiences through virtual classrooms. Many tracks, including RN to BSN, offer online courses through this engaging tool. Using cutting-edge equipment and technology, FIU Online provides online education to other colleges and schools within the university. We have incorporated highly interactive e-learning applications to enhance online learning experiences.

BlackBoard Mobile App: http://online.fiu.edu/student/about-blackboard/mobile-learn.php
BlackBoard Tutorials: https://online.fiu.edu/student/about-blackboard/tutorials.php
Support Services: http://lmshelp.fiu.edu/
My eAdvisor Dashboard
http://my.fiu.edu/

My eAdvisor provides undergraduate students and their advisor with immediate feedback through the following tools to assist students and their advisors to keep in contact and be successful throughout their academic careers.

- Interactive Major Map
- Messages
- Advisor Notes
- Appointment Request
- Alerts
- Resources

Undergraduate students can log into my.fiu.edu to access My_eAdvisor on the Student Center.

When Making Appointments through eAdvisor: Please indicate in the “Reason for Visit” section the type of appointment (on-campus or over the telephone) and contact information.

Accessing eAdvisor Tutorial: https://casundergradadvising.fiu.edu/advising-centers/my-eadvisor/

FIU Phonebook Directory
http://phonebook.fiu.edu

Need a way to contact an FIU faculty or staff member? The Division of IT provides a useful tool to search for an employee’s contact information through an online directory. If you need to locate a professor’s contact information, type his/her name in the search bar with Employee Information selected. You can also search for the department information if the professor is not listed on the directory.
Software Resources
https://it.fiu.edu/panthertech/student-software-services/
All currently registered students are eligible for free downloads of Microsoft Office and McAfee Antivirus for Mac and PC. Students can install Microsoft Office on a total of up to 5 personal computers and 10 mobile devices (including tablets and iPads). All currently registered students are eligible for a free subscription of McAfee LiveSafe for Mac and PC. Please note: If this is your first semester at FIU, you must wait until the end of the add/drop period in order to redeem your free downloads. The Division of IT has established license agreements that allow all students to purchase copies of major software applications at discounted prices. For a complete list of available software for purchase, visit panthertech.fiu.edu.

FIU Center of Excellence in Writing
http://writingcenter.fiu.edu/
The Center of Excellence in Writing offers individual consultations for writing, such as brainstorming, drafting, revising or polishing, and:

- Papers, reports, and projects for any course in any department
- Honors theses, master’s theses, dissertations
- Resumes and applications for fellowships and employment
- Proposals
- Group projects
- Personal Statements
- PowerPoint presentations and other non-print projects

Contact: (305) 348-6634 (MMC – South Campus) or (305) 919-4036 (BBC – North Campus)
Make an Appointment: http://writingcenter.fiu.edu/make-an-appointment/
Office Hours: Monday through Thursday from 9:00 AM – 8:00 PM; Friday from 9:00 AM to 5:00 PM
Location: GL 125 (MMC – South Campus) or Glenn Hubert Library 2nd Floor (BBC – North Campus)

Library Guides (LibGuides)
http://libguides.fiu.edu/allnursing
LibGuide is designed as a help center for FIU students, including research resources and tips. All resources are available online (with off-campus access). Explore the guide's pages to access materials through the FIU libraries, use research databases, cite sources, and much more. Students are advised to review the “Get Started” Guide (interactive) to familiarize themselves with research archives and databases.

Contact: (305) 348-2451 (MMC – South Campus) or (305) 919-5718 (BBC – North Campus)
Chat Services: http://libanswers.fiu.edu/
Office Hours: https://library.fiu.edu/about-us/library-hours
Location: Green Library (MMC – South Campus) or Glenn Hubert Library (BBC – North Campus)
Off Campus Access: https://login.ezproxy.fiu.edu/login
Get Started Guide (interactive): http://libguides.fiu.edu/onlinenursing/getstarted
APA Format & Other Citation Tools: http://libguides.fiu.edu/c.php?g=160215&p=4131378
Library Help for Online Nursing Students: http://libguides.fiu.edu/onlinenursing

Career & Talent Development
Career & Talent Development is comprised of highly trained staff dedicated to help students make their career dreams into a reality. They offer assistance in choosing a major, resume writing and critiques, practice interviews, career
transition and assessments, among other services to help current FIU students and alumni with their career development. In addition, Career & Talent Development hosts hundreds of events for students and alumni looking for internships and careers. From writing a resume to job search strategies and interviewing skills, workshops are available on almost all FIU campuses.

**Contact:** (305) 348-2423 (MMC – South Campus) or (305) 919-5770 (BBC – North Campus)
**Office Hours:** Monday through Friday; 8:00 AM – 5:00 PM
**Location:** SASC 305 (MMC – South Campus) or WUC 255 (BBC – North Campus)
**Panther JOBLink:** [https://fiu-csm.symplicity.com/](https://fiu-csm.symplicity.com/)

**University Policies & Procedures**
[http://policies.fiu.edu](http://policies.fiu.edu)

The University Compliance Office is responsible for the design, implementation and maintenance of an Institutional Compliance Program that promotes a culture of ethics and compliance within the University's community. Faculty, staff and students who work on behalf of Florida International University assume responsibility for conducting themselves within the law and in keeping with the ethical standards of the University, the Board of Governors and the State of Florida.

The purpose of this website is to familiarize the University community with the infrastructure that the University has in place or, in some instances, is in the process of developing, to support compliance. It is paramount that each member of the University community understands his or her role in making compliance a part of everyday life at Florida International University. The University's vision as a Top, Urban, Public, Research University demands nothing less.

The website provides information on:
- Compliance Program Initiative
- Ethics & Code of Conduct
- Ethics & Compliance Hotline
- Compliance Directory
- University Regulations
- University Policies and Procedures
- Compliance Tools & Links
- Compliance Education & Training

**Counseling and Psychological Services (CAPS)**
[http://counselingservices.fiu.edu/default.aspx](http://counselingservices.fiu.edu/default.aspx)

Services and programs are offered by the Counseling and Psychological Services (CAPS) staff, consisting of licensed psychologists, licensed clinical social workers, and trainees with expertise in dealing with student concerns and development. Our goal is to provide professional care to each student in a culturally sensitive environment. Students who are currently registered at Florida International University are eligible to utilize these services and participate in the programs. The services offered at CAPS are funded by the student health fee.

**Contact:** (305) 348-2277 (MMC – South Campus) or (305) 919-5305 (BBC – North Campus)
**Office Hours:** Monday through Friday from 8:00 AM – 5:00 PM
**Location:** SHC 270 (MMC – South Campus) or WUC 320 (BBC – North Campus)

Nicole Wertheim College of Nursing & Health Sciences
11200 S.W. 8th Street, AHC3, 121 • Miami, FL 33199 • Tel: (305) 348-7703 • Fax: (305) 348-7764 • [http://cnhs.fiu.edu](http://cnhs.fiu.edu)
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RN to BSN Track - Information Package

**FINAL SEMESTER INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Final Semester Deadlines (clinical placement):</th>
<th>March 1st</th>
<th>For Summer Final Semester</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>June 1st</td>
<td>For Fall Final Semester</td>
</tr>
<tr>
<td></td>
<td>November 1st</td>
<td>For Spring Final Semester</td>
</tr>
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The following are required **PRIOR** to the Final Semester (clinical placement) **deadlines**:

- Submit a [Final Semester Registration Request Form](https://fiu.qualtrics.com/jfe/form/SV_eIPdpMphiWcR3H7) (refer to instructions below).
- Complete all UCC and Nursing Prerequisites, Foreign Language Requirement, Excelsior College Challenge Exams, all other Nursing Core Courses, and Upper Division (UD) Electives. Review [Panther Degree Audit (instructions)](https://fiu.qualtrics.com/jfe/form/SV_7VYGl8QBvlc8Anj) to verify if requirements are satisfied. If inaccurate, complete and submit a [PDA Resolution Form](https://fiu.qualtrics.com/jfe/form/SV_7VYGl8QBvlc8Anj) (refer to instructions below).
- Complete required clinical clearance process through Complio (refer to Clinical Clearance & Screening Requirements section). **NOTE**: This process can take a minimum of 4 – 6 weeks. Full clinical compliance is required by the deadline dates. It is the student’s responsibility to check that all requirements are met. **Highly Recommended**: Download [Clinical Requirements Checklist](https://fiu.qualtrics.com/jfe/form/SV_7VYGl8QBvlc8Anj) AFTER creating a Complio account.
- Submit exam test scores (**OFFICIAL** transcripts) to Program Coordinator (see address below under Excelsior College Examination Content Guide).
  - Alternatively, email all three unofficial test scores and the $12 transcript request fee confirmation to the Program Coordinators. We recommend requesting official transcripts about 24 hours after completing the last exam to ensure all three exams are reflected on the official transcripts. **We do not** recommend purchasing expedited shipping.

The following are required **AFTER** to the Final Semester (clinical placement) **deadlines**:

- Apply for graduation within PantherSoft (refer to instructions below). Students **must** apply for graduation by the deadline listed in the FIU Academic Calendar.
- Complete the RN to BSN Practicum Request Form (further instructions will be provided via email after the deadline).

**Final Semester Registration Request Form**

**Link**: [https://fiu.qualtrics.com/jfe/form/SV_eIPdpMphiWcR3H7](https://fiu.qualtrics.com/jfe/form/SV_eIPdpMphiWcR3H7)

If you are interested in completing your final semester for the next term, please complete the **Final Semester Registration Request Form** prior to the deadline dates listed above. Your request will be reviewed to verify your eligibility to enroll into your final semester courses. Students will be notified via email of their registration status after the deadline dates. Additionally, students will be manually registered for NUR 4636C – Care of Communities: Community Health and/or NUR 4945L – Senior Clinical Practicum.

**Panther Degree Audit Resolution Form**

**Link**: [https://fiu.qualtrics.com/jfe/form/SV_7VYGl8QBvlc8Anj](https://fiu.qualtrics.com/jfe/form/SV_7VYGl8QBvlc8Anj)

Please complete the **PDA Resolution Form** at the attached link if your Panther Degree Audit (PDA) does not appear to have your course credit posted correctly. **Note**: This process takes time as several departments are involved (minimum expected time of completion: 4 weeks).
Apply For Graduation

Applying for graduation must be completed *SEPARATELY.* You can do so at the beginning of your last semester in the RN to BSN Track AFTER all credits have been posted (including Excelsior College Challenge Exam credits) in order to receive your BSN degree. Graduation application deadlines are available on the [Academic Calendar](https://academics.fiu.edu/). Graduation applications are valid for only ONE academic term. If you are completing the final semester courses separately, submit only one graduation application during the semester in which you will be completing the second course.

**How to Apply for Graduation:**

1. Login to your PantherSoft account ([my.fiu.edu](http://my.fiu.edu))
2. Select: Main Menu → Campus Solutions Self Service → Degree Progress/Graduation → Apply for Graduation
3. Select your Academic Program and planned term for graduation
4. Submit the form

**NOTE:** All students are **required** to apply for graduation at the beginning of their final term at FIU in order for the degree to be awarded. Students who fail to apply for graduation will **NOT** receive their BSN degree. Applying for graduation is *separate* from attending the commencement ceremony.

Please refer to the following website for graduation/commencement information: [https://commencement.fiu.edu/](https://commencement.fiu.edu/)
Practicum Requirements:
NUR 4636C – 30 practicum hours (this course also has an online theory component)
NUR 4945L – 120 practicum hours (this course also has an online theory component)

1. Required prerequisites for registering for NUR 4636C and NUR 4945L are: 1) Successful completion of the three Excelsior examinations, 2) Completion of all FIU Core Curriculum Requirements, 3) Successful completion of all nursing core courses and nursing prerequisites, and 4) one year post-RN licensure nursing experience (PREFERRED). If you do not meet these requirements, you MUST contact your advisor for an appointment.

2. Unless otherwise determined by the faculty member, practicum experiences are the responsibility of the student. Student responsibilities include choosing a preceptor and practicum setting, and completing the required paperwork (see below). Clinical placement requests are not guaranteed. No paid time may be used for clinical hours. Clinical hours must be completed within the term of course enrollment only (hours completed before/after the term of course enrollment will not be approved as clinical hours).

3. Practicum requirements are NOT waived if you move out of the South Florida area, if you reside out of the state of Florida, or if you cannot locate a practicum setting/preceptor. Faculty members and advisors are not responsible for locating practicum experiences for students. Out-of-state students must self-identify to the Program Coordinator.

4. Background checks, health information, proof of RN liability insurance, and signed contracts/agreements MUST be completed before entering the practicum setting. Background check information must be entered into the Complio system (background checks take 4-6 weeks). It is the student’s responsibility to check that all requirements are met. Links to instructions and forms (performance standards and consent/release) can be found on this link under the clinical requirements heading: http://cnhs.fiu.edu/nursing/undergrad/bsn-programs/clinical-education/index.html. If you have questions regarding the clearance paperwork, please contact Complio at 1(800) 200-0853.

5. A signed contract with the setting AND a preceptor agreement MUST be in place before the semester begins with the 1) setting in which you are doing practicum hours; and 2) the preceptor. Information regarding existing contracts for settings in the South Florida area can be obtained from the Clinical Education website, http://cnhs.fiu.edu/nursing/undergrad/bsn-programs/clinical-education/index.html, or the Clinical Education Department (AHC3 134A). Students who wish to create a new contract for clinical placement MUST contact the Clinical Education Program Specialist, Joy Kross, at jkross@fiu.edu or (305) 348-0039. Keep in mind this process may take 6 – 9 months (or longer) and securement of clinical placement is not guaranteed. If the student’s planned final semester term changes, it is the student’s responsibility to notify the Clinical Education Program Specialist immediately.

6. Your preceptor MUST be a licensed RN and have at minimum a BSN degree.

7. If you are employed in the same location where you plan to complete your Senior Clinical Practicum hours, you can reach out to the facility’s clinical education department to locate a preceptor. NOTE: Students interested in Jackson Health System or Baptist Hospitals may not contact the facility’s clinical education department directly. Additionally, Students who are not planning on completing clinical hours where they work are not to contact the clinical education department or human resources department of the clinical location they are pursuing.

8. Practicum hours are overseen by the faculty member assigned to the course and may include preparation, projects, seminar, and other assignments as determined by the instructor. Hours can be arranged around your own and your preceptor’s work schedule.

9. Students MUST have the following
   a. A completed Practicum Request Form,
   b. Compliance Status approved for ALL sections of the clinical clearance requirements for the entire duration of the term,
   c. Excelsior College official transcript with all three Challenge Exams submitted to the RN to BSN Department, and
   d. A completed Final Semester Enrollment Request Form submitted the by the following deadline dates:
      Spring Final Semester: November 1st
      Summer Final Semester: March 1st
      Fall Final Semester: June 1st
CLINICAL EDUCATION PERSONNEL

<table>
<thead>
<tr>
<th>Clinical Education Department</th>
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<td>Name:</td>
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INFORMATION ON SENIOR CLINICAL PRACTICUM

Clinical Practicum Hours Appropriate Preceptor:
This RN-BSN Senior Practicum course allows transition from student to graduate role through leadership experiences in selected settings. The course will prepare you to move into leadership roles in the clinical setting, which can fulfill and advance careers for RN’s with a BSN. To maximize your practicum time in this course, it is best to seek a preceptor within your facility. Preceptors who are advanced practice nurses, i.e., clinical nurse specialists and nurse practitioners, who solely are in the role of primary care providers, are not an appropriate preceptors for this course and will not be approved. Such nursing roles are not appropriate for this course because you cannot transition into that role with a BSN degree and because the experience with that preceptor will not meet the objectives of this course. Practicum hours to gain clinical nursing skills in a specialized hospital unit floor, such as Dialysis, ER or ICU will not meet objectives for this course, and practicum requests for these types of experiences will not be approved.

You can complete your clinical hours in the same facility in which you are employed (***except Baptist Health System – please see below) so long as it is NOT in the same unit. You cannot participate in any direct patient care, and your preceptor can not have as part of their position's responsibility any direct patient care assignments. The RN leader you choose to be your preceptor must have their immediate supervisor approve him or her to be your preceptor for 120 clinical hours.

Note: Clinical practicums should be related to your area of expertise and past work history as an RN. Practicum requests in areas other than your area of expertise are not appropriate for this course. The learning curve is too great to work with nurse leaders in these areas if you do not have RN clinical experience related to this practice.

**ALL Preceptors must have a minimum of a BSN/RN degree and certification.

The following practicum experiences are appropriate for this course:
- Quality Assurance
- Risk Management/Legal Risk Consultant
- Infection Control
- Telehealth and/or Informatics
- Healthcare Educator
- Simulation Faculty
- Distance Learning Faculty
- Research Faculty
- Research Leader Healthcare Facility
- Research Clinical Coordinator
- Nurse Managers: Associate and Head Nurses
- Nurse Coordinator
• Case Management and/or Liaisons
• Other similar leadership experiences

**Jackson Health Systems (JHS):** Students who want to complete hours at Jackson Health Systems (JHS) and who work at JHS will be assigned a preceptor by the faculty of the course. JHS pre-schedules student placements per unit, and FIU has no method of changing the units provided. The faculty of this center will place students with nurse leaders in the units available. Students **cannot seek** their own preceptors at JHS. **RECOMMENDED:** Students who are **approved** to enroll for the final semester courses are advised to complete and submit all JHS required paperwork to the assigned Senior Clinical Practicum Faculty **as soon as possible.** Clinical placements at JHS are LIMITED.

***Baptist Hospitals:** If you plan on completing your clinical hours at Baptist Health Systems and you work at Baptist, you **CANNOT** complete your hours in the SAME hospital in which you work; however, you can complete clinical hours at another Baptist facility. Securing clinical placement is not guaranteed and may take up to 30 days for site approval.
INFORMATION ON CARE OF COMMUNITIES

NUR 4636C: Care of Communities: Community Health Course (30 practicum hours)
The purpose of this course is to build upon all professional roles of the nurse, synthesis and evaluation of the nursing process to be utilized in assisting the individual, family and community in primary settings, i.e., public health centers, visiting nurse centers and family welfare centers. The goals of health promotion, health maintenance and rehabilitation and disease prevention are emphasized. The student operationalizes the professional roles of collaborator as a dependent, interdependent and independent practitioner in a changing, multicultural, global society. Teaching strategies include on-line discussions and exams, audio-visual aids, textbook and internet readings, web searches and clinical activities.

Your clinical sites must meet the following criteria:
- Community based
- Health care related
- Must be within your future scope and role of a nurse, utilizing some of the skills and knowledge you have already obtained
- Must be an activity you have not done in the past
- Cannot be work related
- Must serve an underserved population (For example: Poor, Homeless, People without access to healthcare, Illegals, etc.)

A list of previously approved clinical sites can be found with the Clinical Log on the Course Content page and the Assignment Dropbox. You can use multiple sites to complete your hours. Your planned clinical hours must be approved by the faculty prior to the start of the clinical.

As part of the NUR 4636C Care of Communities: Community Health course, you are required to complete 30 hours of Community Clinical that must be met to satisfy the course criteria:
- These clinical hours have specific requirements that will be found in the syllabus. It is your responsibility to identify and make arrangements for such clinical hours in a setting that satisfies the clinical criteria found in the syllabus.
- The clinical site must first be approved by the faculty unless the clinical site is on a pre-approved clinical site list posted on the course Blackboard site for that semester.
- You may need to accommodate your work/life schedule and may need to take time off to complete these requirements and that a conflict with your work/life schedule is not a justification to grieve any challenges you may have in meeting this objective.
- Taking initiative in finding a clinical site, being proactive and eloquent in making contact with the appropriate persons at the site, having your clinical hours approved at the site, managing multiple tasks, goals and objectives, being able to adapt appropriately to change, multi-tasking, and effectively managing challenges is part of the expected growth in this course and this activity, and is in particular expected of Bachelor's prepared nurses groomed for leadership positions.
- If modifying your work/life schedule to meet the course requirements is challenging, you should re-consider taking this course in the following term.
EXCELSIOR COLLEGE
EXAMINATION CONTENT GUIDE

1. Go to: https://www.excelsior.edu/
2. Select “Menu” and then “Courses & Exams”
3. Under “UExcel Exams”, select “Browse Exams”.
4. Scroll down to “Nursing” to find the following exams and click on each link to find an exam description, cost of the exam, recommended books, study materials, and a content guide.
   - Adult Nursing (554) – Catalog Number: NURX-310
   - Maternal and Child Nursing (Baccalaureate) (457) – Catalog Number: NURX-315
   - Psychiatric/Mental Health Nursing (503) – Catalog Number: NURX-320

Note: If you are taking the Maternal & Child Nursing Exam, be sure to select the exam at the baccalaureate level. Excelsior College also offers this exam at the associate level. Credits will not be awarded to the associate level exam.

1. Follow the instructions to create an account and log-in under “My Excelsior”.
2. Once you have created an account, you will be able to register to take an exam.

Exam Fee: Fee shown is for the exam only. Other associated expenses such as books and study resources, or travel, lodging, or providing any required documentation or background checks, are additional.

Additional Fee: Effective July 1, 2014 – Pearson VUE will charge a test administration fee when you schedule your appointment to test; additional fees apply for phone transactions (scheduling, rescheduling, and canceling).

Excelsior College offers recommended books and study materials on the exam website. We recommend using an NCLEX review book(s) to study for these exams. Students have also expressed positive feedback on Saunders or Kaplan review books if you wish to purchase additional study materials.

All three exams must be passed with a ‘C’ grade or higher. FIU will transfer in the credits (total of 30) and not the letter grade; student GPA will remain unaffected. FIU awards different credit amounts than what is stated on Excelsior College’s website.

If you have any problems navigating through the website or would like to order a free hard copy of the Examination content guides, please contact Excelsior College at 1 (888) 647-2388. You can also order recommended books and study materials for each individual exam by selecting the Bookstore Link (below Exam Fee overview).

If you are having difficulties in passing the exams and need assistance, please contact the RN to BSN Program Coordinators for NCLEX review possibilities.

Send OFFICIAL Excelsior College Transcripts to:
ATTN: Cassie Vale – Undergraduate Nursing
11200 SW 8th St., AHC-3 Building, Room 122
Miami, FL 33199
CONSENT & RELEASE
AUTHORIZATION FORM

I authorize Florida International University, and clinical facilities and training sites, whether in or outside the State of Florida, to receive criminal background check, drug testing, and health reports on me in conjunction with my status as a student requesting placement in clinical facilities and training sites. It is my responsibility to keep the clinical requirements current for each semester. I should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility. It is possible that participation at a particular facility may necessitate additional screening or that additional screening may be required during the course of the program (this may incur an additional cost at that time).

I further authorize Florida International University to release the criminal background check, drug testing, and health reports to clinical facilities and training sites to which I am assigned for clinical education. I understand that any statements that I have placed in my records commenting on contested information contained in the records listed above will be released along with the records to which they relate.

I understand agencies may refuse me access to clients/patients based on information contained in the reports and that their criteria may differ from the criteria of the Nicole Wertheim College of Nursing and Health Sciences.

I release the Nicole Wertheim College of Nursing and Health Sciences, Florida International University, the Florida International University Board of Trustees, the Board of Governors, the State of Florida, and their trustees, officers, directors, employees and agents from any liability or damage in connection with the release of criminal background check, drug testing and health information.

I understand that I have the right to respond in writing to the information and to pursue an appeal of a negative decision made by the Dean of the Nicole Wertheim College of Nursing and Health Sciences or her/his designee.

As a condition of participating in the Program, I shall abide by the terms of this statement and notify the University of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 48 hours after such conviction.
I, ______________________________, attest to the following (select one of the following):

______ I have not been charged with, or convicted of, a criminal offense nor have I become the subject of any criminal proceedings in any manner whatsoever.

______ I have disclosed in writing to the Program Director or designee any charges or convictions that I have been the subject of, and any instance in which I have been the subject of any criminal proceeding.

Furthermore, I attest that I am a student in good standing at Florida International University.

I understand that I must inform the program director or designee in writing within 48 hours if at any time I am convicted/charged with a criminal offense, have become the subject of any criminal proceedings or if I am no longer considered a student in good standing at Florida International University.

I understand agencies may refuse my access to clients/patients based on information contained in my background screening reports or my status as a student at Florida International University. Agencies criteria for students may differ from the criteria of the Nicole Wertheim College of Nursing and Health Sciences.

I release Florida International University, the Florida International University Board of Trustees, the Board of Governors, the State of Florida, and their trustees, officers, directors, employees and agents from any liability or damage in connection with the release of criminal background check.

If at any time during the course of my participation in a NWCNHS program I am either arrested, charged, or convicted, I must disclose such an event to the Program Director or designee in writing regardless of the nature or the seriousness of the offense for which I am arrested, charged, or convicted no later than 48 hours after such an event. Failure to do so may result in my dismissal from the program.
Clinical Clearance Screening and Requirements

Complio

Highly Recommended: Download Clinical Requirements Checklist AFTER creating a Complio account.
RN to BSN Clinical Clearance Screening and Requirements

Each health care facility has its own requirements which must be met prior to students being allowed to participate in clinical experiences at the facility. These requirements are to protect the students and the patients for whom they will be caring. The health and immunization screening, background screening and drug screening for the Nicole Wertheim College of Nursing and Health Sciences meet the majority of the clinical requirements for facilities in Dade and Broward Counties. Once all the requirements are met, the student will be authorized to participate in clinical experiences. It is possible that participation at a particular facility may necessitate additional screening/requirements or that additional screening/requirements may be necessary during the course of the nursing program (this may incur an additional cost at that time). CDC recommended standards for healthcare workers are followed (www.cdc.gov).

Requirements that must be completed through the Complio System before a student can attend clinical experiences include the following:

Admission and Admitted Packages
- Criminal Background Check
- 7-Year Employment Verifications
- 10 Panel Paperless Drug Screen

Immunization Compliance Package
- RN to BSN Package

Complio Tracking & Screening!
Complio is an online tracking and screening system selected by your school to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.

Video: Complio Overview

Create your Account
Step 1: Create an account by going to https://fiu.complio.com/. Click Create an Account to get started. Enter your personal information. Be extra careful entering your FIU Email Address, as this is the system’s main mode of communication with you.

Video: Creating an Account

Step 2: Complio will send an email to the address used during account creation. Click on the Activation Link within the message or copy and paste the URL in your web browser.

Place your Order
Step 3: Please note: An Account is not the same as a placing an order or subscribing for tracking your immunizations. Click Get Started to begin placing your order. Select RN to BSN Student, and Fall 2015 then click Load Packages. Select Criminal Background Check.

Video: Subscribe to Complio

Step 4: Other names– Provide any alias/maiden names that you have used and click “Next” to continue.
Electronic Signature
Step 5: Please read the Disclosure and Authorization on the next screen, sign, and click Accept & Proceed to continue.

Video: Signing Forms

Review and Confirmation
Step 6: Carefully review the information you have provided, once the order has been placed you cannot change any information. If any information is incorrect you will be required to re-order at your own expense.

Step 7: Confirmation and Receipt – Once you have confirmed that your information is correct, please select payment of Credit Card or Money Order. You will receive a receipt via email to your email address included with your order.

Drug Screen Registration-
Step 8: Drug Screen Location – Select the drug screen location that is most convenient for you. The current page loads based on the zip code of your current address, you can provide a different zip code to view additional locations. Once you register for a location please use that location, if you have any questions or would like a different location please contact American DataBank for assistance.

Upon completion of your order, you will receive an email with the registration and collection location you have chosen along with detailed instructions on how to complete this portion of your background check. Please note: If you pay for your order by money order you will not receive this information until the payment has been received. Make sure to either print out the electronic drug screen registration form or just write down the registration ID and go to the collection site you selected along with a photo ID to submit a specimen.

Important: DO NOT drink more than 8 oz of fluid in the 2 hours prior to giving a urine sample. An abundance of fluid may result in a “dilute” reading, which constitutes a “flagged” situation. It will keep you from attending clinical and requires immediate re-payment and re-testing. At the facility, if you are not able to produce a urine sample when requested, call American DataBank at 1-800-200-0853 on how to proceed.

You MUST complete your drug screening within 180 days of ordering. If you do not get your drug screening done within 30 days, YOU WILL BE REQUIRED TO ORDER AND PAY FOR A NEW DRUG SCREENING.

Immunization Details & Documents
Step 9: Click Upload Documents and use the Browse button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.

Video: Upload Documents

Step 10: Click Enter Requirement to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the Note for explanation of options.

Video: Entering Data

Step 11: Select a Requirement, complete the required fields and select from the drop-down list of documents you’ve uploaded. Click Submit to save what you’ve entered. You can Update the item at any time before it is approved.
Wait for Approval At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend).

Monitor Your Status We recommend checking Complio regularly. You are not fully compliant until your Overall Compliance Status = Compliant, indicated with a Green Checkmark. Complio will notify you via email when your compliance status changes, if an item is approaching expiration/deadline, or if a new requirement is added.

Questions? American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact us by email complio@americandatabank.com or by calling 1-800-200-0853.

Because of the need for proper sequencing of immunizations and the time it may take, it is recommended that you review your situation now. Find proof of all relevant immunizations you have already received. Students may use FIU University Health Services www.fiu.edu/~health to complete their health and immunization requirements. A health fee is part of the FIU semester fees, the charges are reasonable and the personnel understand the requirements for health professionals and the appropriate sequencing of immunizations. Bring documentation of all titers and immunizations you have had with you to this visit. You can make an appointment to see a primary care provider or receive immunizations at University Park Campus (305) 348-2401 or Biscayne Bay Campus (305) 919-5620. If you use another health care provider and they have questions, please refer them to the Center for Disease Control and Prevention (CDC) regarding recommendations for health care providers.

It is the responsibility of the students to keep the requirements current for each semester. Students should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility.

Your prompt completion and documentation of clinical requirements will prevent a delay in your access to clinical experiences and possible clinical failure.

Students are not cleared for clinical until all requirements ARE COMPLETE.

A web site for FIU Student Health Insurance is https://www.gallagherstudent.com/students/view-brochure.php?idField=1248&KosterWebSID=in2b0f7djjf0o31njoccvregps2 this may be an option for you to consider if you are shopping for health insurance. You must have major medical with hospitalization to cover you if you are injured during clinical.

AMERICANS WITH DISABILITY ACT

In keeping with its mission and goals, and in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College of Nursing and Health Sciences promotes an environment of respect and support for persons with disabilities and will make reasonable accommodations. The definition of an individual with a disability is “any person who has a physical or mental impairment which substantially limits one or more major life activities including walking, seeing, hearing, speaking, breathing, learning, and working; has a record of such impairment; or is regarded as having such impairment.” (FIU Faculty Guide to Accommodating Students with Disabilities). Students with disabilities must contact the Disability Resource Center if they are in need of special accommodations in their academic program. Requests for services must be made prior to the beginning of each semester and current documentation of disability is required to receive services.” (FIU Undergraduate Catalog, FIU Graduate Catalog).