Agenda

• Welcome and introductions
• Program overview
• Degree requirements
• Registration
• Next steps
Structure of the University

Metro State

- College of Arts & Sciences
- College of Health, Community & Professional Studies
- College of Individualized Studies
- College of Management
- School of Law Enforcement & Criminal Justice
- School of Urban Education
- School of Nursing
Pay close attention to class location when registering and prior to semester start

**Metropolitan State Locations**

**St. Paul**
- Main campus
- Business offices
- Gateway Student Services
- Student support service offices
- Classes

**Minneapolis**
- Co-located w/MCTC
- College of Management
- Limited tutoring and testing available
- Classes

**Midway**
- In St. Paul location
- Some CAS & CHCPS departments
- Some student support services office
- Limited tutoring and testing available
- Classes

**Brooklyn Park**
- Co-located w/HTC
- ‘Law Enforcement & Criminal Justice Education Center”
- School of Law Enforcement and Criminal Justice
Confirming Class Location

1. At www.metrostate.edu, click Register for Classes
2. Search for desired course
3. Confirm Location under Building/Room
Confirming Class Location

1. At [www.metrostate.edu](http://www.metrostate.edu), click **Class Schedule**

2. Search for desired course

3. Confirm location under **Days/Location**
Interim parking on the St. Paul campus

- Effective May 5, the University’s St. Paul campus surface parking lot closes for construction of a parking ramp and student center.

- On-campus parking options will be very limited during this time.

- Visit the “Interactive Parking” webpage on the university homepage under the “Find It Fast” banner for an interim parking map and further details.

http://www.metrostate.edu/msweb/resources/interim_parking/index.html
Metropolitan State Culture

- Multi-campus locations
- Most courses meet once a week (morning, afternoon or evening)
- Courses are offered in various formats: on-campus, online, hybrid
- Many students are transfer, adult and working students
- There are no residence halls or sports teams
- RN-BSN program is not offered entirely online, evenings or weekends
- Academic advising is largely accessed via phone and e-mail
- Student self-actualization and self-advocacy are important
- Appointments are welcome and encouraged!
School of Nursing Advising

Location: St. Johns Hall Room 100
Main Number: 651-793-1375

School of Nursing

Sandi Gerick, Academic Advisor/Advising Center Director
Sandi.Gerick@metrostate.edu
651-793-1379

Deb Dornfeld, Academic Advisor
Debra.Dornfeld@metrostate.edu
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Lynn Iverson-Eyestone, Academic Advisor
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MANE BSN-Nursing

William Ruckel, Academic Advisor
William.Ruckel@metrostate.edu
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Dental Hygiene BSDH

William Ruckel, Academic Advisor
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You may be reassigned to a new advisor upon cohort placement.
Components of Your Degree

**GELS**
*General Education:* 10 Goal areas; 48 credits; Writing, Math, Sciences, Humanities, etc. (to include 8 credits of **Liberal Studies:** 300-500 level GE courses)

**PRE-MAJOR & NURSING MAJOR**
Requirements determined by college

**FREE ELECTIVES**
May be needed to reach graduation requirements
Not typically needed for Nursing students

**MINOR**
Optional. Requirements determined by department.
Not typically needed for Nursing students
Graduation Requirements

Course Requirements = Credit Requirements

- GELS
- Major
- Electives

- Upon completion of course requirements, elective courses MAY be needed to reach credit requirements for graduation
- Exact number of elective courses needed varies for each student

Credit Requirements

- 120 semester credits minimum (transfer + Metro State)
- 48 credits of GELS (General Education/Liberal Studies) (10 goal areas); to include 8 credits of upper division (ie, 300-level or above) General Education classes
- 40 credits upper division (courses numbered 300-500)
- 30 credits completed at Metro State (residency requirement)
- 2.0 GPA to graduate
Nursing Course Progression (RN-BSN)

**GELS**
- 48 credits in 10 goal areas, including
- 8 credits of 300-500 level Liberal Studies courses
- Recommended to complete GELS first, but **NOT** required

**Nursing Pre-Major**
- STAT 201
- WRIT 331
- PHIL 321
- Goal 6 Humanities/Fine Arts
- 3.0 cumulative GPA in courses above required prior to Nursing admission
- Request cohort placement once registered for final pre-major course(s)

**Nursing Major**
- Sequenced in specific order
- Taken together w/cohort group
- Offered on same day & campus for 5 semesters
- Apply for graduation upon registering for final semester
Nursing Pre-Major Courses

- Appropriate assessment required for registration
- Fulfills Goal 4
- Pre-req may be required

- Pre-reqs: Writing I and II
- Fulfills Liberal Studies

- Typical transfers in w/ADN
- Fulfills Goal 6

- Fulfills Goals 6 & 9
- Fulfills Liberal Studies

3.0 cumulative GPA in these four courses are required for admission
Steps to declare Nursing major

Complete New Student Orientation

Schedule Degree Plan Meeting with your advisor

Recommend completing GELS courses before starting Nursing major course work, however, GELS may be completed at any time prior to graduation

Complete Nursing pre-major courses

Once registered for final Nursing pre-major course(s), request cohort placement
Every semester, SON sends cohort placement e-mail to all pre-major SON students.

Upon registering for final pre-major course(s), respond to cohort placement e-mail.

SON confirms and communicates your cohort placement eligibility.

You register for semester 1 of Nursing cohort sequence.

SON notifies you of cohort orientation completion and registration eligibility.

You accept placement by completing the online Cohort Orientation + quiz.
Nursing Major Course Requirements

Year One

• **Semester 1**: 8 credits
  - NURS 301 Theoretical Foundations
  - NURS 414 Geriatric Nursing
  - NURS 446 Nursing Informatics

• **Semester 2**: 7 credits
  - NURS 335 Nursing Research
  - NURS 410 Applied Pathophysiology

• **Semester 3**: 6 credits
  - NURS 325 Health Assessment
  - NURS 407 Family Health Nursing

Year Two

• **Semester 4**: 5 credits
  - NURS 456 Community Health
  - NURS 456P Community Health Practicum

• **Semester 5**: 6 credits
  - NURS 465 Leadership & Management in Nursing
  - NURS 495 Nursing Capstone Seminar
As SON periodically reviews the curriculum to meet the ever-changing needs of the health care field and CCNE essentials, curriculum changes may occur.

RN-BSN curriculum is currently under revision and we anticipate a new curriculum starting Fall 2015.

Nursing major requirements will be formally determined upon entry into the Nursing program, once students officially declare and are accepted to their Nursing major.
Nursing Cohorts

Cohort model format

Students enter as a cohort group and take their Nursing courses together

5 semesters of Nursing courses are completed as sequenced

Course formats will vary: on-campus, online and hybrid

On-campus courses will meet on the same day and campus location for the 5 semesters as determined by cohort placement

NOTE: Community Health Practicum, in Semester 4, will require scheduling flexibility and is not guaranteed to meet on your designated cohort day.

Nursing cohort availability

Spring 2014 start
Metropolitan State, St. Paul – Tuesdays

Summer 2014 start
Normandale CC – Wednesday evenings
Anoka-Ramsey CC – Mondays

Fall 2014 start
Metropolitan State, St. Paul – Mondays
North Hennepin CC – Tuesday evenings

Spring 2015 start
Metropolitan State, St. Paul – Tuesdays

Summer 2015 start
Normandale CC – Wednesday evenings

Cohort availability subject to change: consult with academic advisor for latest information
Prior to registration eligibility for the 4\textsuperscript{th} semester of the Nursing cohort, students must submit documented proof of:

- Liability insurance
- Health insurance
- CPR certification
- RN licensure verification
- Release of background study information
- Nursing student release form
- Completion of HIPPA certification

\textit{SON will remind students of this course requirement prior to semester 4}
University & SON Policies & Procedures

University-wide policies

http://www.metrostate.edu/msweb/choose/policies/index.cfm

Policies and procedures that apply to students:
• University-wide
• Academic Affairs
• Student Affairs

SON policies

http://www.metrostate.edu/applications/drep/files/RN-BSN_AdmittedStudentPolicies.pdf

• SON specific policies that apply to all RN-BSN students

You are responsible for knowing and following all university and SON policies
Policy available on Metropolitan State website

Student Code of Conduct Policy at Metropolitan State University ensures a safe learning environment for all.

This policy covers:

- Academic conduct
- Behavioral conduct
**Academic Standing Policy**

Policy available on Metropolitan State website

Requirements to remain in good standing

- 2.00 cumulative Metro State GPA (“local” line on transcript)
- 67% cumulative completion rate (includes ALL Metro State credits and transferred credits)
- “I”, “W”, “F”, “Z” negatively impact completion rate

Failure to complete the standards above:

- 1\textsuperscript{st} semester: Warning
- 2\textsuperscript{nd} semester: Suspension

*Note: Your advisor is an excellent contact if you experience academic issues or difficulty*
University appeal processes exist for students to use in special circumstances to request reconsideration of an official decision.

- The transfer credit appeals process is used to reconsider equivalences; including GELS
- The Financial Aid Appeals process is used to consider reinstatement of revoked FA, due to academic performance
- The Retroactive Drop/Withdrawal Appeals process is used for students to appeal missed deadlines due to extenuating circumstances.
- The Academic Appeals process is used for decisions related to grades, and program and graduation requirements.

Registration Forms:
http://www.metrostate.edu/msweb/pathway/registration/forms.cfm
SON Student Petition

Used to request an exception to any SON requirement, process or procedure.

Provide clear and detailed statement of requested action and attach supporting documentation.
Nursing Student Organization

- Organize student nurses at all Metropolitan State University Campuses.
- Ensure a positive school experience for all nursing students so that they will achieve their highest potential.
- Facilitate programs and meetings that will enhance all nursing students' education.
- Sponsored events
  - APA Scavenger Hunt
  - Pinning Ceremony
  - Social gatherings
- Faculty advisor: Yolanda.Dawson@metrostate.edu

The Nursing Student Organization shall consist of all interested students that have been accepted into the nursing program at Metropolitan State. All members are invited to meetings. Officers are selected at the first meeting of the year by members who attend the meeting.
Important Tools & Resources

- Metro State website: [www.metrostate.edu](http://www.metrostate.edu)
  - E-Services
  - D2L
  - Student Portal
  - Class Schedule & GELS list
  - Academic Calendar
  - Ask Us
  - [Gateway Student Services](http://www.metrostate.edu/msweb/pathway): http://www.metrostate.edu/msweb/pathway
  - [Registrar’s Forms](http://www.metrostate.edu/msweb/pathway/registration/index.html)
  - [Financial Aid Forms](http://www.metrostate.edu/msweb/pathway/aid/index.html)
  - [Library (Nursing research, APA)](http://www.metrostate.edu/msweb/resources/library/index.html)
  - [Policies/Procedures](http://www.metrostate.edu/msweb/explore/catalog/undergrad/academic_info.html)
- Transferology: [www.transferology.com](http://www.transferology.com)
- DARS, transcript and degree plan worksheet
- Academic advisor
Career Steps: Top 12 Things To Do Before Graduation

- Students encouraged to complete Career Development workshop
  - Begin your career transition or entry to the job market while in school
  - Free, no credit, online workshop available in D2L
  - Self-paced and self-guided

- Easy Registration Steps
  - Log in to D2L
  - Click on **Self Registration**
  - Choose the class menu
  - Find “Career Steps: Top 12 Things to do Before Graduation”
  - Click on **Register**
  - Enter your first and last name
  - Click submit, and wait for your registration confirmation
  - Click **Finish**, and start the workshop
Importance of Writing

- **Nursing major is writing intensive**

- **Importance of APA format**
  - You will be responsible for knowing how to cite in APA format
  - Component of your grade for all Nursing assignments/courses

- **Writing resources**
  - APA Scavenger hunt
  - Library online resources
  - Writing Center at the Center for Academic Excellence
1. At www.metrostate.edu, click Resources & Library Services

2. Click Search by Subject

3. Select Nursing for a list of Nursing library and research resources
Library Services – APA citation

1. At www.metrostate.edu, click Resources & Library Services

2. Click Cite Your Sources

3. Click APA for a reference guide on APA formatting
Preparation for Registration

What you will need

• StarID user name & password
• DARS
• Degree Plan Worksheet

Demonstration

• MnSCU e-services registration
• Class Schedule search
• Student portal for e-mail access
• Use Degree Plan Worksheet and DARS to start searching for courses
Self Advising Tools - DARS

Sample DARS
Self Advising Tools – Degree Plan Worksheet

- Registration tools to assist you
  - **DARS** – available in e-Services
  - **Metro State transcript** – available in e-Services
  - **Degree plan worksheet** – receive from advisor at Degree Plan meeting

- Demo degree worksheet
  - Student responsibility for updating
  - Update each semester to track progress
  - Use for registration course selection and graduation planning
Suggested Schedule

Writing I, II and/or WRIT 331 -- in this order; one after another; as needed

STAT 201 -- if not already completed; assessment test & pre-req course may be required

Any remaining GELS or elective requirements

PHIL 321 -- if not already completed

Humanities, Fine Art or Literature (Goal 6) -- if not already completed
Future Registration

- Spring registration occurs late October-November.
- Summer AND Fall registration occurs late March-April.
- Students are assigned a registration window determined by earned credits.
- Students with more credits are assigned earlier registration windows.
- Register early and on time when your assigned registration window opens.

Registration options for full courses

- Some university departments may use a waitlist tool in e-Services or have their own process for entry into full courses.
- A good time to look for open seats is after the tuition payment deadline.
- Continue to monitor eServices for open seats until the semester begins.
**Registration Issues: Holds/Restrictions**

**Student holds that may prevent registration**
- Placement Assessment test(s)
- Unpaid balance
- Financial aid
- Bad address on file
- Immunization hold
- Probation or Suspension

**Course restrictions that may prevent registration**
- Course is upper division and student has <30 earned credits
- Course is major-restricted
- SOME course sections are restricted for “cohort” students (freshmen, Nursing majors, etc.) – Admission to cohort is required to register for these courses
  - Nursing cohort courses will have a restriction for declared Nursing students

**Note:** Maximum credit enrollment is 16 credits
Tuition Payment

Payment deadline is set before the start of every semester.

Students are dropped from courses for non-payment by deadline.

How do I secure and confirm tuition payment?

- **Red light** in eServices = tuition not secure
- **Green light** in eServices = tuition secured
  - Pay in full
  - FAFSA submitted and processed
  - Set up with Veterans Affairs office
  - Set up payment plan
Next Steps

TODAY

✓ Turn in Confidential Information form
✓ Enter student portal to ensure e-mail account access (if haven’t already)
✓ Register for classes (refer to DARS)
✓ Obtain student ID card

AFTER TODAY

☐ Finalize financial aid and tuition payment
☐ Take assessment tests (if required & incomplete)
☐ **Contact advisor for Degree Plan Meeting** (see your SON admission letter)
☐ Review admitted student program policies (the link is in your SON admission letter)
☐ Request records update for outstanding credits, if necessary
☐ Obtain books and check class locations
☐ Request cohort placement in final semester of Nursing pre-major course(s)
☐ Dental Hygiene students: apply for program admission during admission cycle
☐ Upon acceptance into Nursing cohort/program, start taking major courses
☐ Complete coursework and apply for graduation!
Logging into Accounts

Activate your StarID account at [https://starid.mnscu.edu](https://starid.mnscu.edu)

Your StarID username and password will be required to access:

- **Portal** for university e-mail and useful tools
- **E-mail** (via the portal)
- **Desire2Learn** (D2L) for coursework
- **E-Services** for registration, financial aid and tuition
- **Campus computers and Wi-Fi.**

For technical assistance, visit the Information Technology Services website at [www.metrostat.edu/ITS](http://www.metrostat.edu/ITS) or contact [it.desk@metrostate.edu](mailto:it.desk@metrostate.edu) or 651-793-1240.
Questions after today?

Follow-up with your advisor!