The purpose of this handbook is to familiarize the student with the policies of the program and to provide direction to the student throughout his or her course of study.
Approved on Aug 7, 2019 by:

___________________________________________
Dr. Diane Reed, Interim Program Chair

___________________________________________
Dr. Barbara Ake, Dean of the School of Nursing
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Welcome Letter

Dear Nursing Student:

On behalf of the faculty and staff, welcome to Valencia College’s School of Nursing’s RN to BSN Bachelor’s Degree Program, we are pleased you have chosen Valencia College. It is important for you to know that the Valencia faculty and staff are looking forward to helping you achieve success in the RN to BSN Degree Program.

This handbook will provide you with information about the program and will answer your questions, not only as new students, but throughout the program. Periodically throughout the program, via your Atlas e-mail, you will receive information about registration and additional program information. Please check your Atlas e-mail regularly, as Atlas e-mail is the official form of communication from Valencia to you, and you should use Atlas e-mail to communicate with Valencia faculty and staff.

Best wishes for a successful year!

Sincerely,

Barbara L. Ake, RN, BSN, MSA, Ed. D
Dean, School of Nursing

Diane Reed PhD, MSN, MBA, RN
RN to BSN Completion Discipline Chair
School of Nursing

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Valencia College President
   Dr. Sanford Shugart
West Campus President
   Dr. Falecia Williams
Dean of the School of Nursing
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Interim RN to BSN Program Discipline Chair
   Dr. Diane Reed
Coordinator of Clinical Practicum
   Dr. Leann Hudson

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Bachelor’s Admissions/Records Specialist
Matthew Runnals
   mrunnals@valenciacollege.edu
History
A growing/aging population means the demand for nurses is on the rise! To meet the needs of our community/clinical partners for approximately 1,000 additional new nurse graduates per year, Valencia College is now offering an RN to Bachelors of Science in Nursing (BSN) program.

The Bachelor of Science in Nursing (BSN) degree at Valencia College provides an opportunity for AS Degree Nursing graduates to further their potential for career advancement. The curriculum offers advanced courses in the cardiopulmonary system, the healthcare system, and a continued focus on research, leadership, and education. Designed for working professionals, the program is completely online with the exception of completing clinical hours for NUR 3634 Community Health Nursing and NUR 4945C Nursing Capstone.

Program Purpose/Mission Statement

RN to BSN Program Mission
To provide students the opportunity to further their education and increase their potential for career advancement in the nursing field.

Program Goal
Valencia College’s RN to BSN program prepares nurses to meet the ever-changing needs of a diverse community through the promotion of safe, quality patient care.

Program Learning-Outcome and Performance Indicators

Organizational & Systems Leadership, Quality Care, and Patient Safety

- The graduate of the RN to BSN nursing program will promote factors that will create a culture of safety and caring through the application of leadership concepts, skills, and decision making within complex organizational systems.

Scholarship

- The graduate of the RN to BSN nursing program will synthesize evidence in collaboration with other members of the healthcare team to improve patient outcomes through the use of theory and research in daily practice.

Information Management and Technology

- The graduate of the RN to BSN nursing program will demonstrate patient care technology and informatics skills to support safe nursing practice, evaluate data, and apply nursing judgment when making informed nursing decisions that improve patient outcomes.

Policy, Finance, and Regulatory Environments

- The graduate of the RN to BSN nursing program will demonstrate basic knowledge of healthcare policy, finance, and regulatory environments and the effect these factors have on planning and implementing patient care.
Interprofessional Communication and Collaboration

- The graduate of the RN to BSN nursing program will use inter- and intra- professional communication to advocate for high quality patient care through collaborative skills and a unique nursing perspective.

Clinical Prevention and Population Health

- The graduate of the RN to BSN nursing program will demonstrate an understanding of population-focused care by being able to identify health deficits and prioritizing disease prevention and health promotion interventions.

Professionalism/Professional Values

- The graduate of the RN to BSN nursing program will demonstrate professional behaviors and role model inherent values as defined by the ANA Code of Ethics as a foundation of basic nursing theory in practice in the role of the BSN-prepared nurse.

Knowledge Synthesis

- The graduate of the RN to BSN nursing program will synthesize theoretical and empirical knowledge derived from a liberal education, the sciences, and nursing to address the health care needs of individuals, families, groups, communities, and populations across the life span in diverse and global health care systems and environments.
Valencia Student Core Competencies
Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, and Act) that prepare students to succeed in the world community.

In this program, through online discussion, group work, and other learning activities, you will further develop your mastery of these competencies, which are outlined in the College Catalog.

**Think** -- Critical thinking, an essential process for safe, efficient, and skillful clinical practice enables health care professionals to:

- Collect and interpret diverse and multifaceted knowledge in various fluid situations and environments
- Acknowledge an awareness of the limits of one’s knowledge
- Maintain an open-mind in terms of different intervention methods
- Analyze, synthesize, integrate, and evaluate information promptly with accuracy and efficiency in making decisions

**Value**-- Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

- Recognize values as expressed in attitudes, choices, and commitments among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate own and others’ values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

**Communicate**—Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, nonverbal) is essential in the medical fields. In speaking, listening, reading and writing, in verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, health professionals need to:

- Identify own strengths and need for improvement as a communicator
- Employ methods of communication appropriate to audience and purpose
- Evaluate the effectiveness of own and others’ communication

**Act**—Medical professionals must integrate all their technical skills and knowledge in to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

- Apply disciplinary knowledge, skills, and values to the workplace and beyond
- Implement effective problem-solving, decision-making, and goal setting strategies
- Act effectively and appropriately in personal and professional settings
- Assess the effectiveness of personal behavior choices
- Respond appropriately to changing circumstances
Program Admission Criteria, Program Requirements, Courses Offerings, and Curriculum

Program Admission Criteria
The Bachelor of Science in Nursing (BSN) degree at Valencia College provides an opportunity for individuals who hold an Associate of Nursing Degree (AN), Associate Degree in Nursing (ADN), Associate of Science in Nursing (ASN), or Associate of Applied Science in Nursing (AAS) from a regionally accredited institution to further their education and increase their potential for career advancement.

The BSN degree program is a limited-access program and admission to Valencia College does not guarantee acceptance. Students are admitted to the program each term and applications are accepted on an ongoing basis. Applications that are submitted before the priority deadline are more likely to be processed for the upcoming term; however, you may submit an application after the priority deadline.

Designed for working professionals, this is an online program with the exception of two, twenty-hour face-to-face clinical experiences (which can be split up to accommodate your schedule).

Application Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Priority Application Deadline</th>
<th>Classes Begin</th>
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<tr>
<td>Fall 2019</td>
<td>08/09/19</td>
<td>08/26/19</td>
</tr>
<tr>
<td>Spring 2020</td>
<td>12/13/19</td>
<td>01/06/20</td>
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<tr>
<td>Summer 2020</td>
<td>04/17/20</td>
<td>05/04/20</td>
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Admission Requirements
Students must meet the following criteria:

1. Submit official transcripts from all prior colleges and universities with one denoting completion of an Associate Degree in Nursing from a regionally accredited institution
2. Have a minimum overall college GPA of 2.0
3. Must have a clear/active, unrestricted, unencumbered Florida RN License, or be eligible to obtain it prior to completing their first term in the program.
4. Have an address in the state of Florida

Steps for Admission
1. Attend a Nursing Information Session and review and program requirements in the online Valencia catalog: [http://catalog.valenciacollege.edu/degrees/bachelorofscience/bsn/](http://catalog.valenciacollege.edu/degrees/bachelorofscience/bsn/)
2. Complete the Bachelor’s Degree &ATC application for admission to Valencia College and select B.S. Nursing as planned course of study.
3. Submit final official transcripts from high school and all previously attended colleges and universities with one denoting completion of an Associate of Nursing Degree (AN), Associate Degree in Nursing (ADN), Associate of Science in Nursing (ASN), or Associate of Applied Science in Nursing (AAS) from a regionally accredited institution.
4. Receive notification from the Valencia Admissions Office of acceptance to the Bachelor of Science in Nursing Program.
5. Following program admission, complete the online Bachelor’s New Student Orientation.
6. Confer with the Bachelor’s Nursing Advisor if assistance is needed relative to course selection, registration and/or getting started in the program.
Program Requirements
The minimum number of hours to graduate with a BSN from Valencia College is 120 credit hours. The Bachelor of Science in Nursing (BSN) degree program consists of general education courses, associate degree in nursing credit, nursing foundation credit and nursing core curriculum. An overview of the program requirements and course descriptions can be found on the Valencia College Catalog:
http://catalog.valenciacollege.edu/degrees/bachelorofscience/bsn/

With the exception of the community health and capstone clinical practicum, and any general education courses needed, all courses are offered online using the Canvas platform, which can be accessed here:
https://online.valenciacollege.edu/login/canvas

<table>
<thead>
<tr>
<th>Type of Credit Hours</th>
<th>Credit Hours Earned</th>
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<tbody>
<tr>
<td>General Education Program Requirements</td>
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<td>RN to BSN Foundation</td>
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<tr>
<td>Associate Degree in Nursing</td>
<td>39</td>
</tr>
<tr>
<td>RN to BSN Curriculum - BSN Core</td>
<td>30</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>At least 120</strong></td>
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### GENERAL EDUCATION PROGRAM REQUIREMENTS (GEP) (35 Credit Hours)

<table>
<thead>
<tr>
<th>Area</th>
<th>Subject Area</th>
<th>Credits</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communication</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Humanities</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mathematics</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Science</td>
<td>8</td>
<td></td>
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<tr>
<td>5</td>
<td>Social Science</td>
<td>6</td>
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### NURSING FOUNDATION COURSES (16 Credit Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra**</td>
<td>3</td>
<td>Integrated in Mathematics General Education Requirement</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BSC 2093C</td>
<td>Human Anatomy and Physiology I**</td>
<td>4</td>
<td>Integrated in Science General Education Requirement</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Human Anatomy and Physiology II**</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
<td>Integrated in Social Science General Education Requirement</td>
</tr>
<tr>
<td>Science</td>
<td>Biology, Chemistry, or Physics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Any one BSC, CHM, or PHY course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Developmental Psychology**</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HUN 2202</td>
<td>Essentials of Nutrition with Diet Therapy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology**</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NUR 1060C</td>
<td>Health Assessment Across The Lifespan**</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### ASSOCIATE DEGREE IN NURSING CREDITS (39 Credit Hours)

<table>
<thead>
<tr>
<th>Courses</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Courses and credits are articulated from ADN program.</td>
<td>39</td>
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</tbody>
</table>
NURSING CORE COURSES (30 Credit Hours)

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3825</td>
<td>Professions of Role Transformation*+</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3125</td>
<td>Pathophysiology for Nursing Practice*+</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3667</td>
<td>Diversity and Global Trends in Nursing*</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4837</td>
<td>Health Care Policy and Economics In Nursing*++</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3634</td>
<td>Community Health Nursing*+</td>
<td>4</td>
</tr>
<tr>
<td>NUR 3169</td>
<td>Evidence and Research in Nursing Practice*++</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4829</td>
<td>Leadership and Management in Nursing*++</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4945C</td>
<td>Nursing Capstone*+</td>
<td>2</td>
</tr>
<tr>
<td>Nursing Elective</td>
<td>See Nursing Elective List</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Elective</td>
<td>See Nursing Elective List</td>
<td>3</td>
</tr>
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</table>

NURSING ELECTIVES (6 Credit Hours)

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3870</td>
<td>Informatics in Healthcare Nursing**1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3145</td>
<td>Pharmacology**1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3678</td>
<td>Nursing Care of Vulnerable Populations**2</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4286</td>
<td>Gerontological Nursing**2</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4257</td>
<td>Critical Care Nursing**3</td>
<td>3</td>
</tr>
<tr>
<td>HSC 4404</td>
<td>Medical Disaster Management**3</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 120

* This course has a prerequisite or co-requisite; check description in Valencia Catalog.
+ This course must be completed with a grade of C or better.
1 This course is offered at Valencia College.
2 This course is offered at Lake Sumter State College.
3 This course is offered at Seminole State College.

RN-BSN Educational Plan

Below are two course sequence tracks suggested – students can choose between a full-time or part-time educational plan. The full-time plan can be completed in one calendar year (i.e. 3 semesters, including summer), while the part-time plan may be completed in 2 years*.

*Timeframes of plans are based solely on RN to BSN curriculum, and does not include missing general education or nursing foundation courses. Completion of the program may be extended if student needs to complete missing general education and or nursing foundation requirements. Applicants should see Advisor for possible course substitutions.

The RN to BSN advisor will work with students on an individual basis to alter educational plans for extenuating circumstances, but students should be aware that altering plans will result in an extended graduation time based on certain courses only being offered during certain semesters and course sequencing.

Semesters are broken down into 16-week (Fall and Spring) and 12-week (Summer) sessions. The curriculum for each enrollment status option is outlined on the following pages.
RN-BSN Sample Plan of Study

Courses will typically be taken in this order within 3-5 semesters. Each plan of study is individualized in consultation with an advisor.

Note:
**General Education** – Missing general education courses can be taken alongside core BSN courses.
**NUR 1060C** – Health Assessment Across The Lifespan may have been completed as part of your ASN degree, if so please submit [Non-Equivalent Course Work Form](#) to start the substitution process.
**NUR 3825** – Profession of Role Transformation must be taken in first semester.
**NUR 3634** – Community Health Nursing must be taken in a semester prior to NUR 4945C.
**NUR 4945C** – Nursing Capstone must be taken in last semester.

Full-Time Plan Example

<table>
<thead>
<tr>
<th>1st Sem.</th>
<th>Course Title</th>
<th>Total: 9 cr</th>
<th>Prerequisites/Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3825</td>
<td>Professions of Role Transformation</td>
<td>3 credits</td>
<td>Pre: Admission to the BSN program.</td>
</tr>
<tr>
<td>NUR 3125</td>
<td>Pathophysiology for Nursing Practice</td>
<td>3 credits</td>
<td>Pre or Co: NUR 3825</td>
</tr>
<tr>
<td>NUR 3870</td>
<td>Informatics in Healthcare Nursing (elective)</td>
<td>3 credits</td>
<td>Pre or Co: NUR 3825</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Sem.</th>
<th>Course Title</th>
<th>Total: 13 cr</th>
<th>Prerequisites/Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3667</td>
<td>Diversity and Global Trends in Nursing</td>
<td>3 credits</td>
<td>Pre: NUR 3825</td>
</tr>
<tr>
<td>NUR 3169</td>
<td>Evidence and Research in Nursing Practice</td>
<td>3 credits</td>
<td>Pre: STA 2023, NUR 3825, NUR 3125</td>
</tr>
<tr>
<td>NUR 4837</td>
<td>Healthcare Policy and Economics in Nursing</td>
<td>3 credits</td>
<td>Pre: NUR 3825</td>
</tr>
<tr>
<td>NUR 3634</td>
<td>Community Health Nursing</td>
<td>4 credits</td>
<td>Pre or Co: NUR 3825, NUR 3125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Sem.</th>
<th>Course Title</th>
<th>Total: 8 cr</th>
<th>Prerequisites/Corequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3145</td>
<td>Pharmacology (elective)</td>
<td>3 credits</td>
<td>Pre or Co: NUR 3825</td>
</tr>
<tr>
<td>NUR 4829</td>
<td>Leadership and Management in Nursing</td>
<td>3 credits</td>
<td>Pre: NUR 3825</td>
</tr>
<tr>
<td>NUR 4945C</td>
<td>Nursing Capstone</td>
<td>2 credits</td>
<td>Pre: NUR 3825, NUR 3125, NUR 4655/3667, NUR 3634 and NUR 4837</td>
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Graduate with BSN / Total: 30 credits
## Part-Time Plan Example

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>NUR 3825</td>
<td>Professions of Role Transformation</td>
<td>3 credits</td>
<td>Pre: Admission to the BSN program.</td>
</tr>
<tr>
<td>NUR 3125</td>
<td>Pathophysiology for Nursing Practice</td>
<td>3 credits</td>
<td>Pre or Co: NUR 3825</td>
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<table>
<thead>
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<tbody>
<tr>
<td>NUR 3667</td>
<td>Diversity and Global Trends in Nursing</td>
<td>3 credits</td>
<td>Pre: NUR 3825</td>
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<tr>
<td>NUR 3870</td>
<td>Informatics in Healthcare Nursing (elective)</td>
<td>3 credits</td>
<td>Pre or Co: NUR 3825</td>
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<table>
<thead>
<tr>
<th>3rd Sem.</th>
<th>Course Title</th>
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<tr>
<td>NUR 4837</td>
<td>Healthcare Policy and Economics in Nursing</td>
<td>3 credits</td>
<td>Pre: NUR 3825</td>
</tr>
<tr>
<td>NUR 3145</td>
<td>Pharmacology (elective)</td>
<td>3 credits</td>
<td>Pre or Co: NUR 3825</td>
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<table>
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<td>NUR 3169</td>
<td>Evidence and Research in Nursing Practice</td>
<td>3 credits</td>
<td>Pre: STA 2023, NUR 3825, NUR 3125</td>
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<tr>
<td>NUR 3634</td>
<td>Community Health Nursing</td>
<td>4 credits</td>
<td>Pre: NUR 3825, NUR 3125</td>
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<table>
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<tbody>
<tr>
<td>NUR 4829</td>
<td>Leadership and Management in Nursing</td>
<td>3 credits</td>
<td>Pre: NUR 3825</td>
</tr>
<tr>
<td>NUR 4945C</td>
<td>Nursing Capstone</td>
<td>2 credits</td>
<td>Pre: NUR 3825, NUR 3125, NUR 4655/3667, NUR 3634 and NUR 4837</td>
</tr>
</tbody>
</table>

**Graduate with BSN / Total:** 30 credits
Program Policies

Atlas and Student E-mail Accounts
Atlas is Valencia’s online learning community that connects faculty, students and staff to the resources they need to succeed at Valencia. You can obtain very important information regarding registration, financial aid and course planning in your Atlas account. You will also have an Atlas email account, which is Valencia’s official means of communication with students.


As an admitted Valencia student, you will receive an e-mail account through Atlas; this will be the primary and official form of communication from Valencia to you. You should not forward your Atlas e-mail as many Internet service providers filter Atlas e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your Atlas e-mail, on your individual course sites, and throughout Atlas as general information. Atlas allows access to: your student records; register for courses; change your schedule and withdraw from courses; review your account and pay fees; view financial aid information; view your grades; obtain degree audits and unofficial transcripts; request official transcripts; and update your address. In addition, you can develop your career and education plans as well as document your learning outcomes in Atlas.

Valencia will use your Atlas e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses Atlas e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student’s Atlas e-mail address are official notices.

You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail. To avoid missing important communications from Valencia, it is suggested that you set your Web browser to Atlas and check your account every day for official announcements and notifications.

At the time of acceptance to the degree, you are placed in the Atlas Group named “Bachelor of Science in Nursing” that can be used for communication with the other BSN students, as well as staff who are members of the group.

Academic Standards and Progress
To maintain satisfactory academic progress at Valencia, you must achieve a minimum term grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, or C.

The student must earn a grade of “C” or better in all prerequisite and upper division courses to successfully complete the Bachelor of Science Degree in Nursing.

Students in Bachelor’s degree programs at Valencia College are limited to two (2) attempts per course. Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt.

An exception to this rule is the clinical practicum which cannot be repeated. Earning a grade less than C in a practicum course may result in dismissal from the program. Students who withdraw from a practicum course will only be allowed to re-enroll if they were passing the course at the time of withdrawal and had to withdraw due to unforeseen circumstances. Students who earn less than a C in a practicum course will not be eligible for another clinical placement.
Before withdrawing from a course, the student should talk with the professor to discuss course progress and contact the Program Advisor to discuss how a withdrawal will affect career and education plans and/or the status of financial aid.

Program academic courses in which a student receives a grade lower than “C” may be repeated for grade forgiveness. Students enrolled in Valencia’s Bachelor’s degree programs are limited to two course repeats for grade forgiveness.

Students demonstrating unsatisfactory academic progress will be subject to academic action including Academic Warning, Academic Probation and Dismissal from the program. Students have the right to appeal an academic action decision. The appeal process is found in the Valencia College Catalog at the following link http://catalog.valenciacollege.edu/academicpoliciesprocedures/academicgrievanceprocess/

The Grounds for Dismissal are listed below. A student may be dismissed from the program at any time for violation of any of the following:

5. Excessive failures or withdrawals from Program and/or college courses.
6. Insubordination.
7. The conviction for and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
8. Unprofessional or unethical conduct.
9. Cheating in related or professional courses.
10. If a hospital requests a student be removed for violations of hospital or departmental policy or procedure.
11. Falsifying records.
12. Failure of a clinical practicum course.

**Student Dispute and Resolution in the Bachelor of Science in Nursing Program**
This policy has been created to address any concern or complaint regarding an academic instructor, course, clinical site and/or non-academic matters (discrimination, harassment and related misconduct).

**Valencia College-wide Student Dispute and Resolution Policy**
The college has created the following webpage to provide detailed policy, procedures and forms for Student Dispute Resolution https://valenciacollege.edu/students/disputes/. Detailed policies may also be found in the Academic Policies and Procedures section of the Valencia College catalog http://catalog.valenciacollege.edu/academicpoliciesprocedures/.

This includes:

- Final Grade Disputes
- Non-Final Grade and other Academic Disputes
- Student Administrative Complaint Resolution
- Civil Rights Discrimination
- Sexual Harassment / Sexual Assault (Title IX)
- Student Code of Conduct

**Discrimination, Harassment or Related Misconduct Complaint**

*Policy 6Hx28:8-10*

Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Program Chair, Program Coordinator, Dean or Campus President. Students
may also express a concern related to discrimination, harassment, or related misconduct directly to the College’s Title IX Coordinator/Equal Opportunity Officer at 407-582-3421 or via email equalopportunity@valenciacollege.edu. Students can refer to the following webpage for additional information and resources: www.valenciacollege.edu/EO.

Nursing Division Academic Dispute Procedure
The following procedures have been created to assist our students with resolving any disputes or concerns within the division:

Any student who feels he/she has a justifiable academic or non-academic dispute regarding a Nursing Course shall follow the above reporting procedure within the division:

1. If the complaint is regarding didactic/online class:
   a. During normal office hours or by appointment, communicate openly with the issue with the Instructor and try to resolve the problem as soon as possible.
   b. After discussion with Instructor - If the issue is still unresolved, contact the Program Coordinator to act as a mediator towards the resolution.
   c. After mediation with the Program Chair – If the issue is still unresolved, make an appointment with the Dean of Nursing.

In the event that the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow Valencia College’s Policy on Student Academic Dispute and Administrative Complaint Resolution (Policy 6Hx28:8-10) https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-10-student-academic-dispute-and-administrative-complaint-resolution.pdf

Nursing Division’s Student Dispute Chain of Command

NOTE: If a student’s dispute is related to an individual in the above chain of command, then it is advised that the student contact the next person in chain of command or express their concern through the Student Dispute Resolution webpage https://valenciacollege.edu/students/disputes/

Please submit a CONCERN-ISSUE REPORT FORM to initiate any process within the School of Nursing.

NOTE: Please be aware that initial communication regarding a student’s performance or academic- standing should be between Nursing Faculty/Administrators, and the individual student. Students are expected to communicate their own concerns and not defer to others to communicate on their behalf. Legal, ethical, and professional protocol limits the information that can be shared by the faculty with anyone other than the student (FERPA Policy http://valenciacollege.edu/ferpa/). In the event the student should require additional individuals to be present or in any other manner, the student must sign release form specifically for the individual with whom the information is to be shared.
**VNSA (Valencia Nursing Student Association)**

The Valencia College administration and faculty support student participation in the governance structure. The Valencia Nursing Student Association (VNSA) in the BSN program elect representatives to provide formal feedback to administration and faculty. VNSA meets monthly to provide further feedback through their faculty advisors. This provides a mechanism to communicate student concerns to faculty members and allows faculty members to respond through dialog and planning. Distance learners are also encouraged to participate in student governance. Technology is available, such as teleconferencing, Skype, and Webcasting that allows those who live in other areas to participate in governance activities.

Current RN to BSN Program representative names/email addresses are located on the administration and faculty page of this handbook.

**Grading Scale**

The Division of Nursing has adopted the following grading scale. See each course syllabus for the applicable standards.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>920 - 1000</td>
</tr>
<tr>
<td>B</td>
<td>850 - 919</td>
</tr>
<tr>
<td>C</td>
<td>770 - 849</td>
</tr>
<tr>
<td>D</td>
<td>700 - 769</td>
</tr>
<tr>
<td>F</td>
<td>Below 699</td>
</tr>
</tbody>
</table>

**Attendance/Tardiness/Withdrawal Policy**

Online: Students are expected to participate in all classes for which they are duly registered. Regular participation in the online environment is a significant factor which promotes success in college.

Participation is defined as completion of all online assignments by deadline posted and interacting with classmates in discussion of theory content.

Students must participate within group discussions by posting substantial responses based on the grading rubric. Simply saying “hello” or “I agree” is not considered a substantial contribution. Students must support their position, begin a new topic or add relevant information to support the discussion content.

Tips for success: Logging on daily helps prevent a backlog of information that can become quickly overwhelming.

According to Valencia policy, students who are not actively participating in an online class must be withdrawn by the instructor at the end of the first week. In order for the professor to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date.

If withdrawn by the instructor, your transcript will reflect a W and this will count as one attempt for this course. If you decide early enough not to complete this course, it is better for you to drop the course yourself prior to the Drop/Refund Deadline to avoid negative consequences; if you decide after the Drop/Refund Deadline not to complete the course, it is better for you to withdraw yourself prior to the Withdrawal Deadline - ‘W” Grade to avoid negative consequences.
During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

**PLEASE NOTE:**

Students in bachelor’s degree and advanced technical certificate programs are limited to two attempts in the same course. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript. Courses that have been deemed equivalent will all count as attempts even if the current course number is not the same as your previous attempt(s). Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the Academic Calendar in the online official catalog.

**Academic Integrity**

Nursing Code of Conduct: The Valencia College Student Code of Conduct ([Policy 6Hx28: 8-03](#)) and Academic Dishonesty ([Policy: 6Hx28:8-11](#)) are well defined by the College. However, the requirements and standards for nursing are higher than the level of college. This is directly related to the responsibility that the Nursing profession requires in the care of patients and their families. Based upon the level of responsibility and ethical practice, the profession of nursing has an established level of professionalism and conduct. This is outlined as a part of the standards of professional practice of the American Nurses Association.

The American Nurses Association defines professionalism as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families, and communities. Professional Nurses demonstrate this professionalism through applying the principles of altruism, excellence, caring, ethics, respect, communication and accountability. The expectation of the beginning nursing student is to practice and apply these principles throughout the program and career.

Professionalism also involves personal accountability in personal actions, behavior and Nursing practice. This includes continuous professional engagement in exemplary practice and lifelong learning. The nurse is responsible for individual Nursing practice and determines the appropriate delegation of tasks that are consistent with the nurse’s obligation to provide optimum patient care.”

Therefore, as a student who desires to practice as a professional registered nurse, it is imperative that the student follow an established practice of professional behavior. As previously stated, student nurses who are enrolled in the Valencia College are expected to behave appropriately demonstrating professional behavior, accountability and responsibility for individual actions and behaviors. As such this professional code of conduct has been established as a guideline for acceptable behavior in addition to Valencia’s Student Code of Conduct. Recommendations for behavior are listed:

**Code of Professional Conduct mandates the following expectations:**

- Cooperate and communicate with students, faculty, staff and health team workers in a dignified, professional manner
- Maintain timeliness, courtesy and respect for others at all times
- Respect patient’s autonomy, confidentiality and welfare
- Address clinical concerns with staff, faculty and colleagues in a respectful manner
- Manage disagreements with courtesy
- Maintain clear communication
- Comply with accepted practice standards
- Complete patient records in a timely manner
• Demonstrate honesty and integrity at all times

Examples of Unprofessional and Unacceptable Behavior

• Engaging in physical, visual, verbal, or written communication (including electronic) that demonstrates disrespectful, dishonest or discordant behavior
• Indulging in disorderly conduct or abusive language including profanity, shouting and rudeness
• Misconduct toward or abuse of others including patient’s visitors, employees and colleagues
• Blaming, shaming or publicly criticizing others for unexpected or negative outcomes
• Engaging in dishonest or fraudulent practices in any environment

In the event that a Nursing student demonstrates inappropriate professional conduct, the following actions result:

The student will be immediately removed from the environment and taken to a private location away from classroom/lab/clinical area to discuss the observed inappropriate conduct. In the event that the student is combative (either verbally or physically) security will be summoned.

• A written summary of the behavior which describes the incident will be written by both the student and the observer.
• The Faculty and/or Dean of Nursing meet with student as soon as possible and prior to one week of the occurrence to discuss the written summary of the code of conduct violation
• The discussion and written summary to be placed in the student’s file includes:
  o Review of history of events and actions
  o Identification of unacceptable behavior
  o Documentation of plan to prevent future inappropriate or unprofessional behaviors
  o The student will acknowledge and understand that if there is a repeat offense at any time during the Nursing Program as outlined in the Valencia Student Code of Conduct (Policy 6Hx28: 8-03) sanctions section
• Student is expected to sign the written summary as evidence that they read it; (note: signing the document is not an admission that the behavior stated in the summary occurred as written).
• Students have the option to respond in writing to the written summary at the time it is signed.

Academic work submitted by a student is assumed to be the result of his own thought, research, or self-expression. Further, when a student borrows ideas, wording, or organization from another source, he must acknowledge that in the appropriate manner. When a professor has determined a student has cheated or plagiarized, the student may receive a failing grade for the assignment and/or the course. In addition, the student may be subject by the Dean of Nursing to the disciplinary procedure and disciplinary action as outlined in the policies and guidelines for the college. A student who shares his/her work for the purpose of cheating on class assignments or tests has also violated college policy relative to Academic Integrity, and is subject to the disciplinary procedures and actions as outlined above.

A student may appeal in writing through the office of the Dean of Nursing for the following:

• Issuance of a failing grade
• Disciplinary procedures followed
• Disciplinary action taken
There is an appeals policy that is addressed in the College Catalog regarding the Appeal Process Policy for grade grievance or to issue an administrative complaint (nonacademic issues). This is located in the addendum section of the Valencia College Student Nursing Handbook and can be found on the Valencia College webpage.

**On-line Learning Netiquette**

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when communicating with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. (Adapted from: [http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf](http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf))

**General Guidelines**

When communicating online, you should always:

- Treat others with respect, in all online communication
- Always use your professors’ proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms. unless specifically invited, do not refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive
- Be careful with personal information (both yours and other’s)
- Do not send confidential patient information via e-mail

**Email Netiquette**

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

**Discussion Netiquette**

When posting on the Discussion Board in your online class, you should:

- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don’t repeat someone else’s post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others’ opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
• Do not make personal or insulting remarks
• Be open-minded
• DO NOT USE ALL UPPERCASE IN YOUR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!

Proctored Testing
Should it be necessary to have exams proctored, arrangements will be made in the West Campus Testing Center.

Writing Requirements
College level writing is an increasingly important skill for imaging professionals taking on leadership roles in their organizations. Because of this, outside reading, research and writing will be essential components of your education in this program. To encourage this habit, you will be required to submit written assignments and online discussions according to the module schedule in most of the courses offered. In order to demonstrate your understanding and knowledge of the assigned reading, there may also be assignments or specific questions posted to the discussion board which you will be required to answer.

Some students seem to struggle with composing their own thought processes into well-written, clearly worded essays and resort to relying too much on the wording used in resources written by others. Plagiarism is a very serious and growing problem among college students.

Remember the goal of writing assignments is to enhance learning of the course content. Research shows that students learn more deeply when, after reading new subject matter, they are able to think about the information, and then communicate about it using their own words and ideas. Simply copy/pasting from others’ ideas and words does nothing to increase students’ understanding or learning, and is a complete waste of your time and mine. Therefore, when completing any written assignment in this program, you are expected to express your own ideas and thoughts, using your own words. The use of quotes or close paraphrases must be limited, and only used when absolutely necessary to help convey your message; and when these are used, they must be properly cited using APA format.

Unicheck
All written assignments are subject to submission through plagiarism detection software as deemed necessary by the instructor. If you are unsure of what exactly constitutes plagiarism, it is your responsibility to access appropriate resources and/or contact the college writing center for individualized assistance. The CANVAS platform will utilize Unicheck as their plagiarism detection software.

Clinical Affiliates
If applicable, clinical placement can ONLY be secured at facilities where Valencia College has an active affiliation agreement in effect. The existence of an affiliation agreement does not guarantee that the facility will accept students for placement during any given semester nor for the concentration requested. All effort will be made to place students at their preferred clinical site; however, there are sometimes circumstances beyond our control that prevent this from happening.

Valencia College utilizes Castle Branch to document and verify each student’s eligibility to be placed in a clinical practicum. Specific instructions will be provided after the student has filed his or her intent to enroll in the Practicum course. Prior to beginning the clinical practicum course, students must provide the following documentation:

• Current criminal background check and fingerprinting
• Drug screening
• Physical exam form
• Record with up-to-date immunization data
• Current BLS certification

Specific instructions and estimated costs can be found at http://valenciacollege.edu/west/health/compliance.cfm

Demonstration of clinical compliance before and during clinical placement is a requirement of our clinical education sites. If a student is arrested after he/she has been accepted into the practicum course, he/she must notify program officials within 24 hours. Any arrest, regardless of guilt or innocence, must be reported. Failure to notify the programs officials will result in program dismissal due to unprofessional/unethical conduct. An arrest may affect the student’s eligibility to attend clinical practicum and may delay program completion.

**Clinical Uniform**

Students will wear the black polo shirt with the Valencia College School of Nursing RN to BSN Program Nursing Student patch purchased through the West Campus Bookstore. Black scrub pants or black professional pants are acceptable. White or black closed toe comfortable shoes are recommended. If students choose to wear a lab coat, it should be hip-length and have the RN to BSN Program Nursing Student patch located on the upper left sleeve. Students are to wear their Valencia Student Identification Badges at all times.

**Substance Abuse Policy**

A student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals or any other type of material, or as a result of any mental or physical condition, shall be required to submit to mental or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be the responsibility of the student. Failure to submit to such an examination may result in dismissal from the program.

**Confidentiality and Use of Electronic Devices Policy**

**Privacy Rights of Students**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides for a category of student information termed “directory information” which is available to all persons upon request unless the student places a “confidential hold” on his/her records. Student Consent to Release Education Records form: https://valenciacollege.edu/admissions/admissions-records/documents/StudentConsenttoReleaseEducationRecords.pdf
Although bachelor’s students in online programs generally do not need the same Student Services as students in on-campus associate degrees, all of the same services are available to bachelor’s students. They are found in the Valencia Catalog at valenciacollege.edu/students.

**Tutoring for Students**
Valencia College School of Nursing has a part-time nursing faculty tutor, Marjorie Hider, available to work with students one-to-one. Appointments can be scheduled at 407-582-1596.

Valencia students get free, on-demand instruction and support from expert tutors across a wide variety of subjects with Smarthinking online tutoring. From beginner to advanced, help is available in math, reading, writing, science, business, computers and technology, nursing, allied health, and career coaching. To learn how to access Smarthinking please review following website: valenciacollege.edu/students/learning-support/smarthinking-online-tutoring.php.

**Academic Support Resources**
Valencia offers a broad range of services to support student learning. The following link provides information and access to many of these. valenciacollege.edu/learning-support/

**BayCare Student Assistance Services**
Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**Students with Disabilities**
Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building, Room 102. You can contact them at 407-582-1523.

**Finances**
Registration fees must be paid by the Fee Payment Deadline provided in the [Important Dates and Deadlines Calendar](https://valenciacollege.edu/important-dates-deadlines/) in the online official catalog. To pay your registration fees, you may: use your authorized financial aid; pay online through your Atlas account with an approved credit card or by ACH transmittal; pay by cash, check, credit card or money order in any campus Business Office; or mail a check or money order to Valencia College, P.O. Box 4913, Orlando, FL 32802.

It is your responsibility to pay any remaining balance after all financial aid, scholarships, and third party funding have been applied to your account. To check your balance due:

- Log into Atlas
- Select Student tab
- Go to My Account channel
• Click My Account Balance link

• Click on Valencia College Statement and Schedule in “Your Account” box located in the upper left hand corner for detailed information about charges and payments

If you add a course or change your course registration after you have paid for your courses, it is your responsibility to be sure your account balance is zero. Even if your new registration totals the same number of credit hours as your previous registration, the fees associated with the course(s) may be different, resulting in an outstanding balance.

All charges must be paid by the Fee Payment Deadline or you risk being deleted from all of your courses.

Students dropped for non-payment will need to attempt registration again with the Late Registration Fee of $50. Students who initially register after the fee payment deadline also will be assessed the Late Registration Fee of $50.

Financial Aid
Financial aid is available to students who have been offered admission, determined eligible, filed the Free Application for Federal Student Aid (FAFSA), classified as degree seeking, have enrolled in at least one Valencia class for the term they have been admitted, and met all other eligibility requirements. For more information about financial assistance, visit Financial Aid Services. The Financial Aid Office can be reached at FinAidOffice@valenciacollege.edu. **Note:** In some cases, the U.S. Department of Education will select your FAFSA for verification. If you fail to complete the FAFSA verification process, you could be ineligible for aid. Students will be notified of required documentation through their Atlas e-mail account or by letter. Students selected for verification may experience longer processing times, so apply for financial aid as soon as possible.

Tuition Installment Plan
Valencia also offers a Tuition Installment Plan (TIP) that is explained at www.mycollegepaymentplan.com/valencia. The fee and deadlines for signing up for TIP are provided at that site. You may find the Business Office site to be helpful as well: http://valenciacollege.edu/businessoffice/.

Academic Advising
The program advisor provides academic advising for RN-BSN students. Contact the advisor with any questions about course selection, registration, degree requirements, and/or progression toward degree. Although e-mail is preferred, you may call them as well. Of course, you can contact them for an appointment if you would like. Because there are only a few bachelor’s degrees at Valencia, the bachelor’s policies and procedures apply to a relatively-small number of Valencia students so it often is best to ask your questions of the bachelor’s program advisor to obtain the answers that apply to bachelor’s students.

Degree Audit
Your degree audit identifies the course requirements for your program and indicates which of these courses you have completed, including the foreign language and General Education requirements; the audit excludes all courses not counted in the program.

It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to your degree. If you are considering changing your program, you may run a “what if” analysis” degree audit for any degree or technical certificate to help you determine the courses you would need to complete the program.

To run your degree audit, follow these steps:
1. Log onto Atlas
2. Click Students tab at top
3. Scroll down to Path to Graduation
4. Select #2 My Academic Progress (Degree Audit)
5. Select Term: Select current or next term
6. Next screen should show your degree
7. Click Generate New Degree Audit
8. Select Term: Select term you began the BS degree
9. Click your major
10. Click Generate Request

Please review the audit closely and if you have questions, contact the RN to BSN Program advisor.

**Graduation**

Valencia graduates students at the end of each Fall, Spring and Summer Full Terms and holds an annual commencement ceremony at the end of Spring Term. Graduates from the preceding Summer and Fall Terms can participate in the Spring Term graduation ceremony.

Early each term there is a graduation application deadline for students who plan to graduate at the end of that term. To graduate, you must submit a successful graduation application by the specific deadline listed in the Important Dates and Deadlines Calendar in the online Valencia Catalog: valenciacollege.edu/calendar/.

To apply:

1. Sign in to Atlas
2. Click the Students Tab at the top
3. Scroll down to Path to Graduation
4. Click on the Graduation Application
5. Complete and submit the Graduation Application

Valencia encourages you to participate in the graduation ceremony for you to be recognized and for you to represent your program. Participation in the graduation ceremony and the reception held for BS graduates gives you a chance to meet students and faculty with whom you may have worked throughout your program but whom you may never have met.

**Licensure Status**

Your professional certification must remain current throughout your enrollment in the RN to BSN Program. Any changes in licensure or certification status must be documented by submitting a copy of your current license. If at any time you become uncertified for any reason, or if you are obligated to surrender certification in any jurisdiction for disciplinary reasons, you must inform us of your change of status. It is your responsibility to report this to the Program Chair, Dr. Debby Fahey.

**Change of Name/Address**

Any change in name, local address, permanent address (if different from the local address), or telephone number should be reported to the Student Records Office promptly.
Transient Student Process

Each consortium institution will offer two (2) electives and students from any of the other consortium institutions may take these electives, or other courses, as transient students:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Prefix and Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminole State College</td>
<td>NUR 4886</td>
<td>Critical Care Nursing</td>
</tr>
<tr>
<td></td>
<td>HSC 4404</td>
<td>Medical Disaster Management</td>
</tr>
<tr>
<td>Lake Sumter State College</td>
<td>NUR 3678</td>
<td>Nursing Care of Vulnerable Populations</td>
</tr>
<tr>
<td></td>
<td>NUR 4286</td>
<td>Gerontological Nursing</td>
</tr>
</tbody>
</table>

**Financial Aid:** If the student is using financial aid, the student will need to pay out of pocket at the transient college and then receive reimbursement when financial aid is distributed at home institution. The student must indicate they plan to use financial aid when completing the transient student application.

**Note:** The student should start the transient student process approximately 8 weeks prior to the start of the semester in which they plan to take the course. The student should review the transient college’s website information on transient admission requirements.

**Difficulties:** If the student has difficulty with the process, such as receiving an error message or being unable to enroll once given final approval, they should contact the Advisor or RN to BSN Program Manager at their home institution for assistance. The Advisor or Program Manager may reach out to their counterpart at the transient institution to facilitate the student’s enrollment.

**Canvas:** The student will have a separate Canvas account at each enrolled institution.

**Eligibility to be a Transient Student**
1. Be an active, degree seeking student at home institution
2. Be in good academic standing
3. Have completed at least 1 credit hour at home institution
4. Prove that all course prerequisites have been met (In progress course prerequisites do not count)
5. Have no holds on the student record
6. Students may not be transient during the term of graduation

**Transient Student Application Process**

**Information needed**
- Atlas username and password
- Name of institution where the elective will be offered (i.e. Seminole State College)
- Course prefix, number and title (i.e. NUR 4886 - Critical Care Nursing)
- Term and year when you want to take the course (i.e. Spring)
  - Check the college’s website to ensure the desired course is being offered for semester
- Social Security Number (If you do not have a Social Security Number, please enter nine zeros.)

**Submit Transient Student Application**
1. Visit [www.floridaschines.org](http://www.floridaschines.org)
2. Select: *Get Started and Take a Course at another school*
3. Select: *Apply or Check Application Status Now*
4. Select: *Valencia College* as your college
5. Enter your Student ID and Password (Atlas username and password)
6. Select: Submit
7. Select: Campus and Program
8. Complete the transient application – be sure the course information is accurate
9. Click to sign (Electronic signature)
10. Click Send

**Approvals**
The application will be sent electronically to Valencia College. After Valencia College approves the application, it will be sent electronically to the institution where you want to take the course. During this process, you will receive updates on the status via email from the institutions. While Florida Virtual Campus doesn't control the application process, you can check the status of your application at any time by logging into the Transient Student Admission Application. It can take up to 10 days, on average, for the institutions to process an application.

If your application is accepted, you will receive an email notification from the transient institution that may include special information about next steps, including information about an admissions application fee, if any. Your home institution and the institution where you will take the approved course will work together to confirm enrollment, release financial aid, and obtain your grades at the end of the course. If your application is denied, please contact the person who denied the application for more information. Contact information is included in the email you receive.

**After Completing Course**
It is the student’s responsibility to request, from the Transient Institution, an official copy of their transcript to be sent to Valencia College’s Admission and Records Office after completion of the term.