



Idaho State University School of Nursing

BS Completion Program

Handbook for Program of Study

Registered Nurse

to

Bachelor of Science Degree

Major in Nursing

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INTRODUCTION

WELCOME! The faculty at the Idaho State University (ISU) ISU School of Nursing is pleased to have you in our baccalaureate nursing program. We are committed to helping you successfully complete the course of study leading to a Bachelor of Science Degree with a major in Nursing. This handbook is prepared to help you become acquainted with policies, procedures and resources at Idaho State University and the ISU School of Nursing. We hope this will facilitate a meaningful educational venture for you. This information is not meant to replace your relationship with your advisor. It is highly recommended that you have frequent visits with your advisor. Once you are accepted by Idaho State University, contact the ISU School of Nursing administrative assistant at 208-282-2185. She will make an appointment for you with a student advisor.

ISU EQUAL OPPORTUNITY STATEMENT



Idaho State University endeavors to achieve equal educational opportunity for minorities, persons with disabilities and women students through recruitment, admissions, curricular and extracurricular programs, advising and retention practices and student aid and employment. Discrimination of any person based on race, religion, sex or disability is illegal. Any person that feels he or she has been a victim of discrimination for any of the previous mentioned reasons should contact the Affirmative Action office located in the Museum Building, Room 420 for filing complaints. The telephone number is 208-282-3964 or 208-282-3973.

I. ADMISSION POLICIES

Admission to the University

All students must first be accepted by Idaho State University, access the online Application for Admission is located at www.isu.edu.

A final, official transcript from each college/university previously attended must be sent directly from the institution to the ISU Admissions Office. Transcripts may be faxed to ISU at (208) 282-4511.

NOTICE TO ALL STUDENTS: ALL REQUIRED ADMISSIONS DOCUMENTS MUST BE RECEIVED PRIOR TO ENROLLMENT.

Students should receive notification from the Admissions Office approximately 2 weeks following receipt of their application to Idaho State University. Students submitting an application for admission to ISU indicate intent to major in a specific academic program.

ACCEPTANCE TO ISU DOES NOT MEAN ACCEPTANCE INTO THE BS COMPLETION PROGRAM AT THE ISU SCHOOL OF NURSING.

Once admitted to the University, you may register for non-nursing courses by logging into 'MyISU' via <http://my.isu.edu> (default PIN = 2 digit month + 2 digit year of your birth) or in person at:

Pocatello	Registration & Records, Museum Bldg. Rm. 319	208-282-2660
Twin Falls	ISU Resident Center, CSI Evergreen B40	208-282-4840
Idaho Falls	1776 Science Center Drive	208-282-7800

You are considered a transfer student if you have taken courses at another university or college, or graduated from an accredited community college or university.

Fulfillment of General Education Goals by Transfer Students

1. Students who transfer to ISU from a U.S. regionally accredited institution with an earned Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts and Science (A.A.S.) degree received in 1995, or later, or baccalaureate degree meet the General Education requirements for ISU. However, there may be additional general education courses that a student may need to meet requirements for the ISU School of Nursing. If a student needs to take additional general education courses, it will be included in the student's individual plan of study.
2. Records from students who do not meet the above criteria will be reviewed to determine fulfillment of ISU general education core courses.

Transfer Credit Evaluation

1. All credits earned or attempted and all grades received in college-level courses from accredited institutions are evaluated for possible transfer credit to Idaho State University. The applicability of these credits to the student's program of study is determined by their major department. A specific transfer grade point average is calculated separately, and a cumulative GPA is figured combining credits and grades from all previous institutions attended with the same from ISU. Transfer credits from non-U.S. colleges/universities are recorded with grades of satisfactory/unsatisfactory.

2. If your transcript indicates that your program has met the Idaho State Board approved core curriculum, you will have met these requirements. Idaho State University also has articulation agreements with numerous schools which may facilitate transfer of credits. Seventy (70) credits may be transferred from Idaho community colleges, sixty-four (64) from community colleges outside the state. If you have completed a baccalaureate degree, your general education goal courses are considered 'satisfied' by the previous degree.
3. Diploma program graduates may have transferable credits if the program was associated with a university or college that offered associate or baccalaureate level credits. If you graduated prior to their offering college credit, you should contact your program and inquire whether the courses you took meet current criteria for credit. If the response is positive, you may receive transfer credit for those courses for which they would now grant college credit.

Academic Advising

1. Registered Nurses who wish to complete a Bachelor's of Science Degree with a major in Nursing will need to contact the ISU School of Nursing to schedule a pre-admission advising appointment with the Academic Advisor at 208-282-2185.
2. Once accepted to the ISU School of Nursing, a faculty advisor will be assigned by the Coordinator of the BS Completion Program

Admission Requirements to the ISU School of Nursing

1. Registered Nurses may apply to the ISU School of Nursing during the academic year by completing an Application for Admission to the ISU School of Nursing for BS Completion.
2. Have a cumulative GPA of 3.0 in following courses required for admission:

BIOL 101	4cr.	Biology w/Lab
BIOL 221	3cr.	Introductory Microbiology
BIOL 221L	1cr.	Introductory Microbiology Lab
BIOL 301	4cr.	Anatomy and Physiology w/Lab
BIOL 302	4cr.	Anatomy and Physiology w/Lab
CHEM 101	3cr.	Introduction to Chemistry
HCA 210	2cr.	Medical Terminology and Communication
PSYC 101	3cr.	General Psychology
PSYC 225	3cr.	Child Development
SOCI 101	3cr.	Introduction to Sociology
3. BIOL 101 will be waived if the student has successfully completed BIOL 301 and BIOL 302 with a "C" grade or better (or equivalent anatomy and physiology courses).
4. HCA 210 will be waived if the student has successfully completed an associate degree nursing program.
5. NTD 340 will be waived if the student has successfully completed an associate degree nursing program.
6. ANTH 100, 237, 238, and/or 239 may substitute for SOCI 101 and must be successfully completed with a "C" grade or better.
7. Chemistry 102, Introduction to Organic and Biochemistry with a lab should be in-progress or completed at the time of admission.

Application Process

Students should contact the Academic Advising Office, 208-282-2185, and make arrangements to receive an application packet.

Copies of the following documents are required, and **must** be submitted as part of the application packet:

- A Non-refundable Application Fee of \$50.00
- BS Completion Application for Admission
- Current Idaho Registered Nursing License
- Transcripts from Associate Degree Program
- Criminal History Evaluation
- Health Certification Requirements
- Current CPR Certification

II. Courses Required for Nursing

Students must complete (or transfer) the following courses to graduate with a baccalaureate degree.

REQUIRED MAJOR COURSES

Required Non-Nursing Courses	Credits
BIOL 101 Biology w/Lab	4 cr.
BIOL 221/221L Introductory Microbiology w/Lab	4 cr.
BIOL 301 Anatomoy and Physiology w/Lab	4 cr.
BIOL 302 Anatomoy and Physiology w/Lab	4 cr.
BIOL 305 Introduction to Pathobiology	3 cr.
CHEM 101 Introduction to General Chemistry	4 cr.
CHEM 102/103 Introduction to Organic and Biochemistry w/Lab	4 cr.
HCA 210 Medical Terminology and Communication	2 cr.
MATH 253 Introduction to Statistics	3 cr.
NTD 340 Therapeutic Nutrition	3 cr.
PHIL 230 Bioethics	3 cr.
PSCI 315 Essentials of Pharmacology	4 cr.
PSYC 101 Introduction to General Psychology	3 cr.
PSYC 225 Child Development (or FCS 302 or FCS 200)	3 cr.
SOCI Introduction to Sociology (or ANTH 100, 237, 238, or 239)	3 cr.
Required Nursing Courses	
NURS 330 Evidence Based Nursing Practice	3 cr.
NURS 405 Socialization into Professional Nursing	1 cr.
NURS 424 Leadership in the Community	2 cr.
NURS 425 Leadership in the Community Practicum	3 cr.

Progression Requirements

1. Students are expected to complete their program of study within 24 months of admittance.
2. Students are expected to take at least one course per semester (Fall and Spring). If a student chooses not to take a course during a given semester, he/she must notify his/her advisor in writing, prior to the beginning of the semester.
3. If a student does not complete his/her program of study within 24 months and/or does not take one course per semester, and does not notify his/her advisor, the student will be put on inactive status and will not be allowed to register for any further nursing courses.

NCLEX-RN CREDITS

1. A Registered Nurse who graduates from a two year program is eligible to petition to have 39 credits applied to their transcripts for nursing credits in residence. For further information see: <http://www.nurseleaders.org/Articulation%2520Agreement.pdf>
2. The NCLEX Examination Credits will appear on a student's transcript once: NURS 330, NURS 405, NURS 424 and NURS 425 are successfully completed. NCLEX credits cannot be awarded until the student demonstrates successful completion of the BS Completion program. The credits are usually applied in the final semester of study for each student.
3. The student MUST currently be registered for at least one credit at ISU in order for the NCLEX Examination Credits to be posted.
4. It is the responsibility of the student to pay \$15.00/credit to the Cashier's Office, STOP 8219, Pocatello, ID 83209, 208-282-2900. The Cashier's Office will notify the Registrar's office of payment received and authorize posting of the NCLEX Examination Credits to the student's transcript.

NCLEX-RN challenge credits may be received for the following courses:

NURS 200: Health Assessment	3 credits
NURS 262: Fundamentals of Nursing	3 credits
NURS 263: Fundamentals of Nursing Lab	3 credits
NURS 351: Medical-Surgical Nursing I Practicum	4 credits
NURS 352: Nursing Care of Children	3 credits
NURS 354: Medical-Surgical Nursing I	3 credits
NURS 371: Medical-Surgical Nursing II Practicum	4 credits
NURS 372: Nursing Care of Older Adults	2 credits
NURS 374: Medical-Surgical Nursing II	4 credits
NURS 412: Nursing Care of Childbearing Families & Women	3 credits
NURS 413: Nursing Care of Childbearing Families & Women Practicum	2 credits
NURS 414: Psych-Mental Health Nursing Concepts	3 credits
NURS 415: Psych-Mental Health Nursing Concepts Practicum	2 credits

Total Available Credits for NCLEX-RN Examination 39 credits

III. CHALLENGING COURSES IN OTHER DEPARTMENTS

Students at Idaho State University have the opportunity to earn undergraduate credit for prior learning through a wide variety of means:

- Credit by Challenge Examination
- Correspondence Courses
- Experiential Learning Assessment (ELA)
- Advanced Placement Program (AP)
- Credit for Military Service
- College Level Examination Program (CLEP)

A maximum of 64 credit hours granted through any combination of the means listed above may be counted toward a baccalaureate degree. Credits earned through any of the above means affect total credits toward a particular degree, but generally do not impact the student's GPA. Grades for all said credits, except challenge and correspondence, are recoded as Satisfactory (S). The student is responsible for providing ISU (Admissions Dept.) with an official copy of grades/scores from the appropriate school, testing or reporting agency.

For more information please contact Registration & Records, Museum Bldg. Rm. 319, ISU Box 8196, Pocatello, ID 83209 (208 282-2661)

IV. GRADUATION REQUIREMENTS

All students must meet the following ISU requirements:

- One Hundred and Twenty-eight (128) credits are needed to graduate with a Bachelor of Science Degree in Nursing
 - Up to sixteen (16) credits can be taken by correspondence courses
 - Up to forty-eight (48) credits by examination (see ISU Undergraduate Catalog)
 - Thirty-two (32) credits of the last 50 credits must be taken in residence, either on the main ISU campus or at an ISU extension center
 - **Fifty-eight (58) credits for Idaho transfer students must be taken from a 4 –year university**
 - **If the student is from out-of-state, sixty-four (64) must be taken from a 4-year college or university**
 - Thirty-two (32) residency credits

Students planning to graduate should apply for graduation one semester before all requirements are completed.

- Apply online <http://www.isu.edu/areg/grad.shtml>
- Select "Graduation Application - Undergrad" from the Records and Registration Menu.

V. UNIFORMS

Uniforms are not required for the BS Completion students. ISU student name tags are required when students are at clinical sites. Name tags are obtained from the Bengal Card Service Centers located:

- In Pocatello, in the Public Safety Building # 27, 208-282-2515.
- In Idaho Falls, in the Bennion Student Union Building, 208-282-7800.

VI. LEGALITIES/LIABILITY

The RN student must be licensed in Idaho. Faculty members are present as resource persons and guides to facilitate your learning. Students are to abide by the rules set forth in the *ISU School of Nursing Undergraduate Handbook*. It covers preparation, practice and interpersonal relationships, in legal and ethical realms, and delineates both accountability and responsibility. Liability insurance is mandatory and is to be paid at the time of registration.

VII. EXPENSES

Tuition costs are noted in the ISU Class Schedule and on the Web. Textbooks are expensive, and the amount varies according a specific course and to the number of credits taken each semester. Used books can be purchased. Transportation is essential for community experiences but these may be set up through a cooperative arrangement. Financial Aid Office, located on the 2nd floor of the Museum Bldg. (Bldg. 12) provides information on all types of loans and grants. The Scholarship Office is also located in the same area. This information is also available in Idaho Falls and Twin Falls.

VIII. RESOURCES

Resource Centers on the ISU Campus in Pocatello:

- 1) Registrar – Museum Bldg. Rm. 319 Phone 208-282-2661
- 2) Financial Aid – Museum Bldg Rm. 337 Phone 208-282-2756
- 3) Scholarships - Museum Bldg Rm. 337 Phone 208-282-3315
- 4) Admissions – Museum Bldg Rm. 319 Phone 208-282-2475

Resource Center on the ISU Campus in Idaho Falls:

- 1) Student Services – Bennion Student Union, 2nd floor Phone 282-7800
- 2) Financial Aid – Bennion Student Union, 2nd floor Phone 282-7704
- 3) Admissions Counseling – Bennion Student Union, 2nd floor Phone 282-7800
- 4) Library -- Tingey Administration Building Phone 282-7096

Resource Center in Twin Falls

ISU Resident Center, Evergreen Building, B40, CSI Campus, 208-736-2101

MyISU PORTAL

The MyISU (<http://my.isu.edu>)

Student portal provides web access to vital records information such as:

- Academic WEB Registration
- Class Schedules
- Address Change Requests
- Computer Account Information
- GPA, Major, Assigned Advisor
- Financial information such as fees
- Unofficial Transcripts
- Add/Drop Cards

IX. Add/Drop/Withdraw

You can add/drop/withdraw via Academic Web Registration at MyISU, or in person at the Registration and Records office.

During the first 10 class days of each fall and spring semester (this is called the Registration Period); students may drop and add classes freely. No grades are recorded to reflect their presence in any classes dropped during this period.

After the Registration Period, students may withdraw either from a class or from the University.

There are *different deadlines* for withdrawals; Check the Academic Calendar in the Class Schedule.

There are also *different procedures* to follow before and after the withdrawal deadlines. See Graduate\Undergraduate Catalog for detailed information.

X. Bookstore

The ISU Bookstore, lower level of the Student Union Building (SUB), carries all books and materials for all classes. The bookstore is open weekdays, 8:00 am to 5:00 pm; Saturdays, 10:00 am to 2:00 pm; and during summer, weekdays, 7:30 am to 4:00 pm.

In Twin Falls, students may purchase books through the CSI Bookstore.

In Idaho Falls, students may purchase books from the University Place Bookstore.

The ISU Bookstore can be accessed online <http://www.bkstr.com/Home/10001-10137-1?demoKey=d>.

XI. ISU Commuter Bus Service

Bus service is available to and from Idaho Falls, Blackfoot, Soda Springs, Twin Falls, and Burley. For more information call 282-2967.