Dear Student:

The following packet includes detailed information about the onboarding process for the RN-BS program at the University of South Florida’s College of Nursing for the Spring 2020 semester.

It is essential that you read the information below in its entirety. There are several steps required before you are allowed to register for classes, as well as additional information to prepare you for your first semester in the RN-BS program.

Classes begin on January 13th, 2020. Your courses have a mandatory first day check-in online. If you do not log in to your courses and complete any required assignments by those deadlines, you will be dropped from your course(s).

Please note:

1. The RN-BS program is intended to be part-time (6 credits/semester) to ensure the success of our working RN’s. A formal request to go full-time (12 credits/semester Fall or Spring; 9 credits/semester Summer) must be sent to your advisor via e-mail to be approved by the RN-BS Program Director. Please inquire with your advisors for the official process by Friday, November 29th.
   *The Castle Branch requirements (Section 1: Step 3) and additional forms must be completed prior to final approval
2. Consecutive enrollment is expected in the RN-BS program (Summer, Fall and Spring semesters). Students who take more than one consecutive semester may have to re-apply and be readmitted into the program.
3. Experiential Learning hours must be completed in the state of Florida.

If you have any questions after reviewing this information, please contact your RN academic advisor (Maikelyn Lopez) at mlopez21@usf.edu

Appointments: Phone and in-person appointments can be made through USF’s online appointment scheduler-Archivum

We look forward to working with you!

Warm Regards,
USF College of Nursing - RN Academic Advising

Section 1: Prior to Registration

You will not be able to register for courses until these items have been completed and verified. You will receive an email notification that your holds have been removed and at that time you will be cleared to register at your assigned registration time. Please note: this is a manual process which can take up to 48 hours after completing the appropriate steps.

Step 1: Complete Intent to Enroll form in SOAR
To confirm your admission to the College of Nursing, you must complete the Intent to Enroll form via SOAR (https://hsccf.hsc.usf.edu/soar) no later than 5:00 p.m. on Monday, December 2nd. Please note: Once you submit your Intent to Enroll form via SOAR, please allow one week for your major to be changed to Nursing.

- To complete this form, you will first log into your SOAR (College of Nursing) application (https://hsccf.hsc.usf.edu/soar).
- Under the “Welcome” section, you will see a message saying Congratulations on being ACCEPTED.
- Below this message will be a link to the Intent to Enroll form.
- If you would like to enroll in the College of Nursing’s Spring 2020 program, click “I Accept Admission” and press “Submit.”
  - If you have decided NOT to enroll in College of Nursing’s Spring 2020 program, click “I DECLINE Admission” and press “Submit.”
  - On the next page, please indicate your ‘reason for declining’ and click “Submit” at the bottom of the page.
- You will not receive a confirmation email.
- To view your confirmation, find your Spring 2020 ACCEPTED application under the Applications on File section and click on the “Intent to Enroll” button.

If your form is not submitted by 5:00 p.m. on Monday, December 2nd, you will forfeit your seat in the program.

Step 2: Purchase a Background Check, Drug Screening, & Immunization Verification for the College of Nursing & begin uploading your information

All College of Nursing students are required to complete a Background Check, Immunization Verification, and Drug Screening for the College of Nursing via CastleBranch.com. This is not the same as the USF Health Form from USF Student Health Services. The USF Health Form cannot be used in lieu of Castle Branch. The Castle Branch requirements are required for all RN-BS students. Prior Castle Branch account holders other that USF are not acceptable.

The College of Nursing has created a Guide to Castle Branch which can assist you in understanding the required documentation for Castle Branch. The guide can be found HERE.

To remove the Castle Branch hold, you must purchase the package by Tuesday, December 31st. After you’ve purchased the package, all Castle Branch requirements must be completed and approved by March 26th in order to progress to semester two. Please note: If you are a returning USF RN to BS student, please contact your advisor as you may not need to repurchase the package.

1. Purchase your CastleBranch account IMMEDIATELY using your USF email ($155)
2. Go to https://portal.castlebranch.com/UD98
3. Select Place Order -> College of Nursing -> RN to BSN
4. Select Code UF17: I am a new student ordering for the first time
5. Once purchased you will receive instructions from Castle Branch within 48 hours.
6. The urine drug screen must be completed within 72 hours after receiving your instructions.
   1. If the drug screening is not completed within 72 hours of purchase, an additional cost will be required as the drug screen package will need to be repurchased ($38).
7. HIPPA Instructions are below Section 2 - Step 3

Please contact Castle Branch with any questions regarding the uploading of documentation or requirements for your profile.

When completing the waiver for the Florida FDLE Fingerprints, please follow these directions:

- Name of Qualified Entry: University of South Florida
- Check One: Please check “Volunteer”

The USF College of Nursing Student Academic Compliance Officer Mr. Shawn Afflick (safflick@usf.edu) can assist you if the Castle Branch Customer Service cannot resolve an issue.

Please note that this is not a one time process. You, the student, must monitor all requirements and keep them up to date during the time of your enrollment in The College of Nursing. Failure to keep the programmatic and clinical requirements up to date will result in a HOLD on your course registration and/or clinical placement.

Step 3: Complete Mandatory College of Nursing Online Orientation & Quiz

The College of Nursing requires new students to complete a mandatory Online Orientation and quiz. Through this orientation, you will become acquainted with program and college policies.
Please click here to complete the Online Orientation

The Online Orientation satisfies the USF Orientation requirement. You do not have to attend an on campus transfer orientation but you are more than welcome to sign up if you wish.

Step 4: Review personalized program plan in DegreeWorks

Your individual program plan and degree audit (showing outstanding General Education/State Mandated graduation requirements) can be accessed through USF’s online degree audit system, DegreeWorks. You can access DegreeWorks through OASIS (http://oasis.usf.edu/) using your NetID and password. Please note: your program plan will be accessible in DegreeWorks one week after submitting your Intent to Enroll form.

- If you have specific questions regarding your personalized program plan please contact your academic advisor.
  - Maikelyn Lopez at mlopez21@usf.edu

Items to note when reviewing DegreeWorks:

- The Planner tab in DegreeWorks will show a split screen; one screen showing the full degree audit (items in green are complete; items in red are outstanding) and one screen showing your Nursing degree plan for your entire program.
- RN Nursing coursework is intended to be taken in the order listed in your program plan. If you register for a Nursing course outside of your program plan without pre-approval, you may be dropped from that course.
- Statistics (and its pre-requisites) must be taken before Semester 3
- The Capstone, Writing Intensive, Ethical Reasoning and Civic Engagement, and High Impact Practice USF Requirements are built in to your Nursing coursework and will be covered by core Nursing courses.
- The Human and Cultural Diversity USF requirement are built in to your Nursing coursework and will be covered by a nursing elective (NSP 3875)
- A Portfolio requirement is built into your Nursing coursework and will be graded at the end of NUR4634C in your last semester.
- Most USF FKL/General Education requirements that you may need can be taken at any time during your program and are not listed under specific semesters on your degree plan.
- USF Undergraduate Admissions has taken into consideration transfer credit received from your previous institutions. However, DegreeWorks sometimes requires manual application of those credits to the College of Nursing requirements, so please let us know if you see anything missing that you think you have taken.
- If you attended an ASN school that granted credits based on the quarter system - please schedule an appointment with your Advisor as soon as possible to ensure you will meet the final credit requirements (120 credits).
- If you attended an LPN to RN program OR a Diploma Nursing Program - please schedule an appointment with your Advisor as soon as possible to ensure you will meet the final credit requirements.
- Note that your ASN Nursing courses have not been counted for credit - if you are in need of additional credit in DegreeWorks in excess of the 30 credits in nursing and any other outstanding requirements you have, we will count your nursing courses for credit to cover the outstanding value. This will happen in your first semester once you’re enrolled.

Step 5: Determine if you need to complete and return the USF Health Form from Student Health Services (optional depending on schedule)

The USF Health Form from Student Health Services is not the same as the Castle Branch Profile immunization requirements and cannot be used in-lieu of completing the Castle Branch immunization requirements.

- The USF Health Form is required ONLY if you plan on attending on-campus courses for any required FKL, Foreign Language, or State Mandated requirements.
- The hold for the USF health form will always show on your student account unless you complete the above form. If you choose to only take online courses, this hold should never prevent you from registering for your courses.
- If you plan to take on-campus classes, the form must be completed by a licensed ARNP or Physician. Office stamps and/or additional attached documentation will not be accepted in lieu of a Provider’s signature and license number. Immunization records, along with your signed USF Medical History form, can be scanned and submitted electronically on the Student Health Services website - http://www.usf.edu/student-affairs/student-health-services/services/untitled.aspx

Step 6: RSVP for Orientation: RN-BS

Here is your official invitation to the RN to BS Orientation!
We strongly encourage you to take the opportunity to join us at the USF College of Nursing or RN-BS Orientation. Many students find that this event provides them with essential tools for success and is the best place to get questions answered prior to the start of the semester. While not mandatory, it is highly recommended.

- When: Wednesday, December 11th at 8:30am
- Where: USF College of Nursing
- Please click here to RSVP to this event by Friday, November 22nd

Step 7: Review Your Financial Aid Eligibility Requirements
Log into OASIS to view your Financial Aid information. Be sure to note your credit limit (if applicable). If you have any questions regarding your account, please schedule with the USF Health Office of Financial Aid by using Archivum.

Section 2: Prior to the Start of the Semester

Step 1: Register for Classes!
Once you have completed the steps in Section I and received email notification that the holds have been removed from your account, you are able to register for your courses.

If you are seeking tuition reimbursement through your employer be sure to confirm policies and requirements prior to registration!

To register:
- Please review that Planner tab in DegreeWorks to confirm your Semester I Nursing courses
- To find the CRN, use the "Schedule Planner" accessible via OASIS
- Here is a quick guide for registration: Registration Quick Guide

There will be a $100 late fee if you register after Friday, January 10th. For more information please view the fee information HERE

Step 2: Obtain USF Photo ID Card
All new USF students should obtain a USF Photo ID before the start of the Spring 2020 semester.

You will need $10.00 (cash or check), a photo ID, and your USF ID number. You can order online via their website here or visit their office on campus.

- Student Service Building (SVC) Room 1032.
- Hours: Monday - Thursday: 9:00am-6:00pm and Friday: 9:00am-5:00pm
- For more information, call 813-974-2357.

Step 3: Complete HIPAA Certification
RN-BS students are required to complete the HIPAA certification before the first day of classes (January 13th, 2020).

Please note: if you previously completed a HIPPA certification through your employer, this can be used in-lieu of completing the certification below. Please make sure you upload to your Castle Branch Account.
- Access the website https://portal.castlebranch.com/ud98
- Please select UF17hippa:HIPPA eLearning Tracker
- After you have completed HIPAA training, be sure to print a copy of your certificate as this must be uploaded to your Castle Branch Account.
- NOTE: Please disable any pop-up blockers before attempting the modules. In addition, make sure to follow all on-screen instructions when exiting the modules. Incorrectly exiting the modules may result in not receiving full completion credit for your attempt. For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help for further information.

Step 4: Ordering Textbooks
Textbooks for online classes may be purchased by contacting the USF Health Science Center Bookstore.
Instructions on how to identify your course textbooks for the College of Nursing:

- Visit the bookstore website here: https://www.bkstr.com/usfhealthstore/home
- Click the “Books” link
- Enter your course information in the drop-down menu on the right
  - If you do not know certain details of your course (number or section) confirm your registration info in OASIS
- If no textbooks are listed, it may mean your instructor has not added them yet with the bookstore. Contact your instructor for more information.

Step 5: Review the Computer Requirements, Writing Expectations and Tips for Academic Success documents

The RN-BS program courses are 100% online (not including the experiential learning hours) and require daily access to the online classroom (Canvas) and email.

All USF College of Nursing students are required to have a laptop/notebook computer with wireless internet connection. Students are also required to have a compatible webcam and microphone; the webcam and microphone should either be built into your notebook or be a portable model. Specific information on requirements can be found here. Students in all nursing courses are expected to meet these requirements to successfully participate in their courses. Failure to meet these technology standards may result in inability to complete course or program requirements. It is the student's responsibility to ensure all requirements are met prior to the start of the semester. The USF Computer Store offers laptop “bundles” and discounted software for registered students. For more information, visit http://www.computerstore.usf.edu.

Additionally, as a Baccalaureate program, the RN-BS program will expect a certain level of scholarly writing. Review the following documents to help prepare for and understand the program's requirements
- Writing Expectations
- Tips for Academic Success

Step 6: Review Canvas Tutorials and Download the App!

The following link will help you to navigate and to better understand CANVAS, USF’s online portal for classes.

- Click here for the tutorials

Canvas has a mobile app for your tablet and phone! Follow the link below for download instructions!

- https://hscweb3.hsc.usf.edu/nursingnews/canvas-has-a-mobile-app/

Section 3: The First Week of Classes and Beyond

Step 1: Mandatory First Day Attendance

Your courses have a mandatory first day check in online on January 13th! If you do not log in to your courses and complete any required assignments by the deadline, you will be dropped from your course(s).

Step 2: Tuition Payment

Tuition is due at the end of the first week of classes (Friday, January 17th at 5pm).

- VISA is not accepted by the Cashier’s Office for tuition payments
- If you are seeking tuition reimbursement though your employer be sure to confirm policies and requirements prior to registration

Step 3: Add/Drop

You have until Friday, January 17th at 5pm of the first week of the semester to make modifications to your schedule (add/drop) with no academic or financial penalty.

Step 4: Keep up with your Academic Advisors
Advisors cannot assist with any difficulties if they are not made aware of the problems. Please communicate any difficulties during the registration process with your advisor(s).

- Check the Canvas RN Academic Advising message board for important deadlines
- Check USF email DAILY and link to your smart phone
- Archivum Appointments: Phone or In-Person appointments can be made through USF’s online appointment scheduler - Archivum

Step 5: Review Experiential Learning information for Semester II

The RN to Bachelor’s curriculum is designed to integrate new practice related knowledge and skills to function in the professional role as a Baccalaureate prepared nurse. Experiential Learning is a required element in three of the core courses. Students in NUR 4828C complete their Experiential Learning hours at their place of employment if the facility approves. It is the expectation that the student would have an opportunity in this situation to gain a broader and deeper perspective of his or her own organization, as well as for the employer to have the opportunity to provide a forum for professional growth within the organization for the employee. Additional hours are incorporated in NUR 4169C and NUR 4634C to meet student learning outcomes in Evidence Based Practice and Population Health through faculty guided experiences.

An appropriate practicum facility allows students to complete the following tasks:

- Organizational cultural assessment
- Patient education project
- Evidence-based practice project
- Assessment of a specific patient population using healthcare issues and community resources

Please keep in mind; it is your responsibility to please notify us if your employment has changed since filling out your SOAR application.

Students who do not have an approved work location for Experiential Learning hours will be placed in the Tampa Bay area on a space available basis.

The College of Nursing is unable to guarantee a specific time/schedule or specific preceptor availability for students requiring placement. The student must be able to complete their hours when the preceptor is available to them. Generally, there are no weekend and evening hours available. These hours are intended to be done outside of your normal work hours.

If you plan to move out of state during your RN to BS program you must contact your advisor ASAP. Experiential Learning hours must be completed in the state of Florida.