Orientation to Decker School of Nursing Graduate Programs

Spring 2016
Welcome to the beginning of your graduate education at the Decker School of Nursing. We hope that you will find this power point to be informative. Please know that we are here in the Graduate Program office to assist you in navigating through your program.

There are some key people that you should know in the school, and I will begin by introducing you to them.
## Important Contacts in DSON

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<thead>
<tr>
<th>Name</th>
<th>Title and Contact Information</th>
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<tr>
<td>Nicole Rouhana, PhD, CNM, FNP-BC</td>
<td>Director of Graduate Nursing Programs&lt;br&gt;Academic Building B, Room 110B&lt;br&gt;607-777-4684&lt;br&gt;<a href="mailto:nrouhana@binghamton.edu">nrouhana@binghamton.edu</a></td>
</tr>
<tr>
<td>Mary Ann Swain, PhD</td>
<td>Director and Professor, PhD Program&lt;br&gt;Academic Building B, Room 315A&lt;br&gt;607-777-6144&lt;br&gt;<a href="mailto:mswain@binghamton.edu">mswain@binghamton.edu</a></td>
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<tr>
<td>Jennie Orton</td>
<td>Senior Academic Adviser for Graduate Nursing&lt;br&gt;Academic Building B, Room 110A&lt;br&gt;607-777-4614&lt;br&gt;<a href="mailto:jorton@binghamton.edu">jorton@binghamton.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Secretary, Graduate Program Office&lt;br&gt;Academic Building B, Room 110&lt;br&gt;607-777-4712&lt;br&gt;Email: TBA</td>
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<tr>
<td>Becky Christophersen, MS, FNP-BC</td>
<td>Clinical Site Coordinator&lt;br&gt;Academic Building B, Room 116&lt;br&gt;607-777-4845&lt;br&gt;<a href="mailto:christop@binghamton.edu">christop@binghamton.edu</a></td>
</tr>
<tr>
<td>Michele Steinhauser</td>
<td>Health Requirements Coordinator&lt;br&gt;Academic Building B, Room 214&lt;br&gt;607-240-3977&lt;br&gt;E-mail: <a href="mailto:msteinha@binghamton.edu">msteinha@binghamton.edu</a></td>
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<tr>
<td>Pamela Stewart Fahs, PhD, RN</td>
<td>Interim Dean, Professor &amp; Dr. G. Clifford and Florence B.&lt;br&gt;Decker Chair in Rural Nursing&lt;br&gt;Academic Building B, Room 108A&lt;br&gt;607-777-6805&lt;br&gt;<a href="mailto:psfahs@binghamton.edu">psfahs@binghamton.edu</a></td>
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<tr>
<td>Tracie Conklin</td>
<td>Manager of Finance and Operations (Budget/Finance/ Funding)&lt;br&gt;Academic Building B, Room 108B&lt;br&gt;607-777-6808&lt;br&gt;<a href="mailto:tconklin@binghamton.edu">tconklin@binghamton.edu</a></td>
</tr>
<tr>
<td>Decker School of Nursing:</td>
<td><a href="http://dson.binghamton.edu">http://dson.binghamton.edu</a></td>
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<tr>
<td>Graduate School at Binghamton University:</td>
<td><a href="http://gradschool.binghamton.edu">http://gradschool.binghamton.edu</a></td>
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</table>
Nicole Rouhana, PhD, CNM, FNP-BC is the Director of Graduate Nursing Programs at the Decker School of Nursing. Dr. Rouhana is available by appointment to meet with students.

Students may make an appointment to meet with Dr. Rouhana by sending an e-mail to Sarah Yurka (syurka@binghamton.edu). The Graduate Program Office where Dr. Rouhana’s office is located is in Academic Building B, Room 110.

Dr. Rouhana’s area(s) of Scholarly Interest (practice, education, and research) are Midwifery Care of Vulnerable Populations, Rural Health Care, International Health of Women and Children, Post-Menopausal Sexuality, HPV and HPV Vaccine Acceptability.

As a fellow in the American College of Nurse Midwives, she is recognized nationally for 30 years of care to women and families.
Dr. Mary Ann Swain has many years of experience in higher education administration including having served as Binghamton University's Provost and Vice President for Academic Affairs for almost 20 years. Dr. Swain serves as Chair of the Department of Student Affairs Administration and holds a tenured appointment in the Decker School of Nursing as the Director of the Doctoral (PhD in Nursing) Program.

Her research interests focus on health development across the entire life-cycle and the interrelationships among life stressors, healthy development, and illness. In addition, she looks at how to characterize and foster effective leadership in higher education. Dr. Swain possesses degrees from DePauw University (BS) and the University of Michigan where she received her PhD in Psychology.
Jennie Orton is the Senior Academic Adviser to Graduate Nursing Programs. Ms. Orton assists students with program planning, registration issues, general advisement, and can help to explain or facilitate compliance with policies and procedures of the University, the Graduate School, and the Decker School. Students may make an appointment to meet with Ms. Orton via e-mail at jorton@binghamton.edu. Her office is in Academic Building B, Room 110A.
Rebecca Christophersen is the Clinical Site Coordinator for the Decker School. She works to secure student clinical placements for any course that has a clinical component.

All questions regarding clinical placements should be directed to Ms. Christophersen via e-mail at christop@binghamton.edu. Her office is in Academic Building B, Room 116.
Michele Steinhauser is the person who handles collection of and compliance with Decker School Graduate Student health requirements.

Ms. Steinhauser’s office is located in AB 214. She can be reached by e-mail at msteinha@binghamton.edu or via cell phone at 607-240-3977. Please connect with Ms. Steinhauser with any questions related to health requirements.
Pamela Stewart Fahs, PhD, RN, is Interim Dean, Professor, and the Dr. G. Clifford and Florence B. Decker Chair in Rural Nursing at the Decker School of Nursing.

Dr. Stewart Fahs’ area of research is focused on Cardiovascular Disease in Rural Populations. She has built a research trajectory over the years combining her expertise in cardiovascular disease, passion for rural health care, and community-based participatory research. Prof. Stewart Fahs received her Doctorate of Science in Nursing (D.S.N.) at the University of Alabama at Birmingham in 1991 (converted to a PhD by UAB University Trustees). Her Master’s of Science with the Family Nurse Practitioner and Clinical Nurse Specialist certifications are from Binghamton University, Decker School of Nursing in 1985, and her Bachelor of Science in Nursing at the University of Kentucky was completed in 1983.

Dr. Fahs can be reached via e-mail at psfahs@binghamton.edu. Her office is located in Academic Building B, Room 108.
**Tracie Conklin**

Tracie Conklin is the Manager of Finance and Operations at the Decker School of Nursing. Ms. Conklin is the correct person to contact if you have questions about funding, or if you wish to request funding outside of the **application cycle**. Ms. Conklin’s office is located in the Decker School of Nursing Dean’s Office Suite, Academic Building B, Room 108. Students may make an appointment to see Ms. Conklin by e-mail at tconklin@binghamton.edu.
Scott Pionteck is the Decker School of Nursing’s resident Informational Technologies staff member. He is available to assist students with computer issues they may be experiencing. Mr. Pionteck’s office is in Academic Building B, Room 118.
DECKER
SCHOOL OF NURSING
BINGHAMTON UNIVERSITY

GRADUATE NURSING PROGRAM OVERVIEW
Students are **required** to subscribe to the Decker School’s **graduate student listserv(s)**. We recommend that all new students immediately subscribe to the graduate nursing student listserv as part of this orientation so that you do not forget and miss information that we will otherwise be sending to you via listserv. **It only takes a minute** to self-subscribe following the instructions below. **Students are held accountable for information and instructions distributed via listserv(s).** Check your Binghamton University e-mail account at least once a day to be sure you are not missing any important information or a message that requires you to take action.

**HOW TO SELF-SUBSCRIBE TO THE GRADUATE STUDENT LISTSERV:**

1. Compose a new e-mail message using your BU e-mail account and address the message To: Listserv@listserv.binghamton.edu.
2. Leave the subject field of the message *blank*.
3. All graduate nursing students will subscribe to the “gradnurse-L” listserv by typing the following text into the body of the e-mail message:
   1. **SUBSCRIBE GRADNURSE-L First name Last name** (E.g., Subscribe GRADNURSE-L Louise Smith)
4. Only PhD students will additionally subscribe to “phdnurse-L” by typing the following text in the body of an e-mail message:
   1. **SUBSCRIBE PHDNURSE-L First name Last name** (E.g., Subscribe PHDNURSE-L Louise Smith)
5. Last step: Send the message(s).

**Notes:**

If you wish to forward your B-Mail (BU e-mail) account to your personal, preferred e-mail account, you may do so by following directions found online at: [http://www.binghamton.edu/its/email/forwarding.html](http://www.binghamton.edu/its/email/forwarding.html). This way you only need to check one account for electronic messages (the account you prefer).

**Note:** Electronic mailboxes fill to capacity, if left unchecked. This causes message delivery failure—until the mailbox is emptied by deleting old messages. **Missed/rejected messages due to your mailbox being over capacity are not resent.**

**For more information on listservs, please see the BU Computer and Network Usage Policy at:** [http://www.binghamton.edu/its/email/listservs.html](http://www.binghamton.edu/its/email/listservs.html).
As a Graduate Student you are required to adhere to all policies found online in the Graduate School Manual.

- It is imperative for your success that as a student you take time out to review the policies and procedures in the Graduate School Manual—especially when you have policy or procedure questions. The Manual is a necessary resource for graduate students to be referenced throughout graduate nursing education at Binghamton University.

As a Decker School of Nursing student, you are also responsible for the policies specific to the Decker School. DSON’s Graduate Student Handbook is also available on the web.

- It is also imperative that students take time out to review the content and reference the DSON Graduate Student Handbook as a resource throughout graduate nursing education.

Remember to bookmark the handbook web sites in your browser for future reference.
ACADEMIC HONESTY

- Academic Honesty is a critical element of graduate education at Binghamton University and the Decker School of Nursing.
- Students are responsible for maintaining the integrity of and hold individual responsibility for their course assignments. Failure to do so is a violation of the Academic Honesty Policies of both the University and the Decker School of Nursing.
- See the University policies on Academic Integrity and the Student Academic Honesty Code. These links will also allow students to review violation category definitions per the University's Academic Honesty policies.
- See DSON Academic Honesty Policy for department specific procedures re: Academic Honesty. For more information on Academic Honesty at the University level including forms, please see the Provost's web site.
- During the first two weeks of class, new graduate nursing students will be sent an academic honesty document and program plan to print out (hard copy), sign and submit to the Graduate Program Office. Your signature and submission of these documents is required and acknowledges that you have received and are aware of the Academic Honesty policies and curriculum plan to which you must adhere.
Graduate Students need to have the appropriate technology and computer equipment to be successful. Please take some time to review the Decker School’s mandated technology and computer requirements posted to the Decker School’s web site.
MANAGING PERSONAL CONTACT INFORMATION:

- Please make sure that any changes to your personal data get changed through the Registrar’s web site. Forms for changes are available online.
- Also notify Jennie Orton via e-mail of any personal data changes so that she may update the DSON database.
- Identification Card Photos
  - Students may now upload their own photo for their ID cards. Uploading a photo in advance will reduce the wait time for picking up their IDs at the beginning of the semester. Should you receive any inquiries please instruct students to log in to the ID Card Photo Upload page of our website.
REQUIRED HEALTH FORMS

The Decker School of Nursing has more stringent health requirements to which students are held than is required of the general student body of the University. DSON’s health forms and information regarding the requirements are available by clicking here.

Decker Student Health Services (DSHS) accepts the Decker School of Nursing’s (DSON’s) health form. DSON does not accept DSHS forms, as it does not meet DSON requirements.

Complete all DSON health requirements, and submit to Certified Background; send a copy of the health form to Decker Student Health Services; and keep a copy for yourself.
CRIMINAL BACKGROUND CHECK

In order to comply with agency regulations, all students are required to complete a Pennsylvania Criminal Background Check and a Pennsylvania Child Abuse History Clearance. The related forms students are required to complete are found online.

To read the complete policy on Criminal Background Check, click here.
STUDENT “MAILBOXES”

All graduate nursing students are provided with a student mail folder housed in the DSON Student Services office suite, AB 114.

Faculty return papers and other important documents to students via student mail folders. Staff distribute important information to the mail files that cannot otherwise be sent via E-mail.

Students should check their DSON mail file at least once per week.
Attending Graduate School often requires that graduate students complete and submit Graduate School forms (E.g., Late Add/Drop Course; Petition for Extension of Incomplete Grade, etc.). Check out the full list of Graduate School forms that are only available online and by visiting the Graduate School web site.

Also check out the New Student Information Home Page located on the Graduate School web site linking you to a wealth of resources. The content on this web page is invaluable when starting your program and throughout your educational journey as a graduate student.

Remember to bookmark these sites in your browser for future reference.
HELPFUL LINKS

- University Bulletin
  - [http://bulletin.binghamton.edu](http://bulletin.binghamton.edu)

- The Graduate School Manual

- DSON Graduate Student Handbook
  - [http://www.binghamton.edu/dson/academics/grad/2015_16_grad_handbook.html](http://www.binghamton.edu/dson/academics/grad/2015_16_grad_handbook.html)

- Student Records (Registrar’s) Web Page
  - [http://registrar.binghamton.edu](http://registrar.binghamton.edu)

- How to Register (step-by-step instructions)
  - [https://www.binghamton.edu/registrar/students/course-registration/how-to-register.html](https://www.binghamton.edu/registrar/students/course-registration/how-to-register.html)

- Schedule of Classes
  - [https://www.binghamton.edu/registrar/students/course-registration/schedule-of-classes/index.html](https://www.binghamton.edu/registrar/students/course-registration/schedule-of-classes/index.html)

- Confirmation of Enrollment
  - [https://www.binghamton.edu/registrar/students/course-registration/confirmation-enrollment.html](https://www.binghamton.edu/registrar/students/course-registration/confirmation-enrollment.html)

- Dates and Deadlines for the Semester
  - [https://www.binghamton.edu/registrar/deadlines.html](https://www.binghamton.edu/registrar/deadlines.html)

- Graduate Student Forms:
  - [http://www.binghamton.edu/grad-school/resources/forms.html](http://www.binghamton.edu/grad-school/resources/forms.html)
FAMILIARIZE YOURSELF WITH CAMPUS RESOURCES

- **Blackboard**: Communicate with fellow students and professors in a virtual classroom related to your courses. Access [Blackboard](http://blackboard.binghamton.edu) (Requires log-in).

- **bMobi**: The bMobi application for iPhone, iPods, iPads, Blackberries, Androids, and other web-enabled cell phones provides course schedules, campus maps, news, videos, directories, information on campus events, images, and more. View instructions and download bMobi at: [http://www.binghamton.edu/mobi/](http://www.binghamton.edu/mobi/).

- **Bookstore**: Buy textbooks and more and the University Bookstore at: [http://binghamton.bncollege.com/](http://binghamton.bncollege.com/).

- **NY-Alert/RAVE**: Receive text messages or e-mails through NY-Alert/RAVE, the University's emergency alert system. Sign up or decline at: [http://www.getrave.com/login/binghamton](http://www.getrave.com/login/binghamton).

- **BUCS**: Turn your student ID card into a debit card that you can use at numerous locations both on and off campus. Learn more at: [http://www.binghamton.edu/student-handbook/vendor-relations.html#bucs](http://www.binghamton.edu/student-handbook/vendor-relations.html#bucs).


- **Career Development Center (CDC)**: The CDC, along with The Graduate School and the Graduate Student Organization (GSO), will present a number of professional development workshops during the semester. Be sure to check your BMail for notifications or visit the CDC's website at: [http://www.binghamton.edu/ccpd/](http://www.binghamton.edu/ccpd/).

- **Center for Civic Engagement**: The Center for Civic Engagement helps student connect with the Greater Binghamton area through community-based research, internship and volunteer opportunities. Learn more at [http://www.binghamton.edu/cce/](http://www.binghamton.edu/cce/).

- **Computing Hardware and Software Discounts**: Many vendors offer computer hardware and software at a discount to Binghamton students. View a list of hardware and software at: [http://computing.binghamton.edu/hardware](http://computing.binghamton.edu/hardware).

- **Libraries**: Binghamton University libraries have three locations: Bartle Library, Science Library, and the Downtown Center Library. Learn more, search the library catalog, and access journals and databases at [library.binghamton.edu](http://library.binghamton.edu/).

- **Office of International Students and Scholars Services (ISSS)**: The ISSS office provides resources and advice for international students, including information on visas, housing, and international student organizations. Visit the ISSS website at [http://isss.binghamton.edu/](http://isss.binghamton.edu/).

- **Printing Services**: Students receive a quota each semester to print on-campus using the Pharos laser printing system. View instructions and more information at: [http://ic.binghamton.edu/printing/](http://ic.binghamton.edu/printing/).
Continuous Registration

All graduate students must maintain continuous registration every major semester. Graduate Students who fail to register for at least one credit each fall and spring semester risk being severed from enrollment at the Graduate School—unless—an official Leave of Absence is granted by the Graduate School.

Students may also opt to Withdraw from the University for one semester or to Withdraw entirely from enrollment at the University with plans to resume study in the future noting that application for re-admission is required to return as a graduate student after withdrawal. Note that University Withdrawal process and policy is also address on the Student Record’s web site.

See the Graduate School Manual online to review the Continuous Registration, Leave of Absence, and Withdrawal policies in full.
Course Add/Drop

- Courses may be added to or dropped from the student schedule through the official add/drop-delete deadline: Friday, February 5, 2016.
  **NOTE:** Tuition liability is established by the State University Board of Trustees and is published via the Student Accounts web site. See: Tuition Adjustment and Refund Schedule. Tuition refunds diminish beginning the second week of class—before the drop-delete deadline of February 5.
- The University’s academic calendar lists all registration and academic related deadlines.
- After the add/drop-delete deadline has expired, students must acquire department assistance to adjust their course schedule.
- After the published Withdrawal Deadline, students are required to submit a Late Add/Drop/Withdraw petition to the Graduate School for any schedule adjustments, and a late fee for each transaction processed is assessed by Student Accounts.
- Additionally—Students who drop a course after the add/drop-delete period receive a grade of “W” (Withdrawn) on the transcript. It is not possible to have a withdrawn course grade removed from the transcript after the add/drop deadline has passed.
- The number of credits you are registered to take may affect tuition, billing, financial aid and academic progress.
Course registration generates a tuition bill.

Student Accounts sends semester E-Bill notifications via email to the student’s BU email address. The E-bill notification includes the balance due, the due date, and a link to access the E-bill statement on-line via QuikPAY.

See Student Accounts Billing Procedures & Policies web page for full information.
ACADEMIC ADVISEMENT

- Students are assigned a faculty academic advisor based on their major of study (clinical specialization). Your assigned faculty adviser will be indicated to you in a letter sent via e-mail at the beginning of the semester.
- Each student is expected to meet with their assigned faculty academic advisor at least once per semester. This ensures progress towards award of degree and registration for the appropriate classes takes place each semester.
- It is recommended that students take notes during advisement appointments and/or to acquire a copy of faculty advisement recommendations/notes for reference.
Students are strongly encouraged to take existing classes. Independent Study may be appropriate, but it is not the norm to degree completion.

If a student wishes to study an elective topic other than what is offered, they must seek a DSON faculty member to request Independent Study.

Faculty at their discretion may agree to be instructor of record for an Independent Study and must sign off on a completed Independent Study form prior to student registration. IS forms are available from Jennie Orton by e-mail request. Ms. Orton processes the IS registration. Students cannot self-register for Independent Study.

If CLINICAL HOURS are to be a component of the Independent Study course, Clinical Site Coordinator (CSC) Becky Christophersen needs to be notified by the faculty of record and/or student. All clinical placements are made through the CSC’s office.

A $35 malpractice and liability fee is assessed in addition to tuition and fees for a clinical IS registration. This fee is charged only once when multiple courses carry same on a student schedule in a given semester.

Independent Study is a variable credit course w/registration deadlines set by the Registrar. IS deadlines are posted to the Registrar’s web site.

The DSON Graduate Student Handbook provides a detailed overview of IS.
GRADE OF INCOMPLETE

- A student must request an Incomplete grade option from their instructor.
- Assignment of a grade of Incomplete is solely at the instructor's discretion.
- Requests for consideration of Incompletes will only be considered due to uncontrollable or unforeseen circumstances (E.g., Serious Illness).
- Students have up to six months from the last day of classes in a semester to make up incomplete work—including faculty grade submission to the Registrar.
- A petition for extension of Incomplete can be filed with the Graduate School for consideration. This process *must* be initiated by the student. Forms are online via the Graduate School’s website.
- Incomplete grades change to a grade of No Credit (NC), if a letter grade is never assigned by the faculty member—no matter the reason.
- **Once an Incomplete grade has changed to a grade of NC, the student has no further opportunity to complete the course, and the course will appear on the final transcript as “No Credit” per Graduate School policy.**
- See the [Graduate School Manual](#) to review the full policy.
- Also see the [DSON Graduate Student Handbook](#) to review policy and procedure related to Incompletes.
Decker School Funding Opportunities.

The Application for DSON funding opportunities is available on the DSON website and annually refreshed approx. mid-February. Students print, complete, and submit per instructions on the application.

- **Teaching or Graduate Assistantship:**
  - Provides full tuition and stipend from Graduate School
  - Amounts awarded vary based on program of study
  - Student must be registered FT; cannot have Incomplete grades on transcript
  - There is a 20 hour per week work requirement
  - Student must complete FAFSA to be eligible

- **Traineeship: ALL AWARDS FOR 2015-16 HAVE BEEN DISBURSED**
  - Grant funds from Federal Government
  - Provides variable tuition and stipend
  - Available to full-time graduate students; part-time funding applications are considered for students graduating in spring of the year they are funded
  - Students may not have any Incomplete grades
  - No work requirement
  - Must complete FAFSA to be eligible
  - These funds will only be given to first-time NP students

- **Other funding opportunities can be found and should be pursued:**
  - [The Graduate School](http://www.binghamton.edu/grad-school/cost-aid-funding/financial-support/)
  - Sigma Theta Tau has scholarships
  - Nurses Educational Funds out of NYC also offers substantial graduate funding
  - Do some local searching in your county for funding opportunities
Both full-time and part-time students can apply for scholarship funds.

Most scholarships available have specific criteria which must be met (E.g., Geographical, Need based, County of residence, etc.)

Scholarships range from $500 to $3000 per academic year.

List of scholarships with basic information and criteria is available on Decker School web site.

Students must have completed a FAFSA.

All funding is for one year only.

Funding or scholarships granted in one year are not guaranteed in subsequent years.

Students must request scholarships/funding each year to be eligible.

Requests for scholarships/ funding are accepted in the spring term for the next academic year.

Application links are available on the DSON web site and annually refreshed approx. mid-February. Print, complete, submit per the instructions on the application.
Jose was a staff member who worked in the Research Center at DSON. When she passed away, she left money to fund students who had to use their own money to complete research. If in the course of writing a MS thesis, DNP project, or dissertation for PhD, you incur small expenses such as mailing, mileage, cost of a survey, etc. you can apply for reimbursement for these costs through the Dean’s Office. (Typical awards are around $200 - $300)
All graduate students must verify that the Graduate School has their intended, correct major code(s) of study properly listed in Banner to ensure:

1. The official transcript is correct;
2. The diploma—when printed after graduation—is correct;
3. Certification by New York for NP licensure is not delayed.

All students can view current their major/curriculum of study on the unofficial academic transcript via BU Brain:

1. Log onto BU Brain
2. Click the “Student Tab”
3. Click the “Student Record” link
4. View the transcript
5. Verify that your clinical specialization and functional role—plus any other certificate codes you are pursuing are present and accurate.
6. If the transcript incorrectly lists your major and/or certificate codes—or any are missing—send an e-mail directly to Mike Hathaway (Hathaway@binghamton.edu) of the Graduate School to request changes as necessary. You may contact Jennie Orton with questions at jorton@binghamton.edu.
Classes and Registration


The Schedule of Classes for spring 2016 course offerings is available by logging into BU Brain.

Newly admitted students who are deposit paid will have access to register for classes through BU Brain beginning Monday, January 18th. Registration will remain open through Friday, February 5th (the add/drop-delete deadline) for all students.
Students will use BU BRAIN Self Service to:

- Register for classes
- View grades
- View unofficial academic transcripts
- Request official transcripts
- Print class schedules
- View student accounts
- View holds
- View and update personal information
- View and accept financial aid awards, and more.

http://bubrain.binghamton.edu/
If you have specific questions about course registration after you have completed the DSON online Orientation (this Power Point presentation), please e-mail Jennie Orton.

“How to Register” using BU Brain (step-by-step) instructions are also available online via the Registrar’s web site.

Each semester after you have successfully registered for courses, periodically check BU Brain for your bill to be paid.

Students are required to Confirm Enrollment as part of paying their bill. A link to confirm course enrollment will appear under the “Home” tab in BU Brain only after the semester bill is issued. If you skip Enrollment Confirmation, you will be subsequently de-registered (dropped) from all courses in that particular semester by the University Registrar.
Newly admitted Doctoral Program students (i.e., PhD and DNP programs) should contact the Graduate program office directly to determine course scheduling requirements. Please e-mail Jennie Orton for further information so that she can assess your needs, make referrals as appropriate for academic advisement and enable you to select the appropriate courses for a spring admission program start.
Classes to Register for...

- **Post MS Certificate students** should contact Jennie Orton in the Graduate Program office to determine what courses are appropriate in a spring semester—if they have questions—and based on previous MS coursework completed.

- **All Master’s degree students** may register for the following courses in the spring 2016 semester. Note that course selections are limited to the following based on course prerequisites in place:

  - **NURS 600** Advanced Quantitative Analysis (**3 credits**)—Lecture only /required
    - Dis (01) – CRN 14642 (This course meets on Wednesdays from 12:00 p.m. – 3:00 p.m.)

  - **NURS 532** Healthcare Delivery Systems (**3 credits**)—Lecture only /required
    - Dis (01) CRN 14615 (This course meets on Wednesdays from 8:30 a.m. – 11:30 a.m.)

  - **Elective Course Credit** *(see chart on next slide for spring 2016 nursing electives that are available)*
    - Register for one or more graduate level Elective courses based on degree requirements and/or need to be full-time. **Full-time credit for a MS in Nursing student is 12 or more credits.** Family and Adult-Gero MS students are required to take six (6) credits of graduate level elective credit to meet degree requirements. Community Health and Family Psychiatric Mental Health MS students need only three (3) credits of graduate level elective credit to meet degree requirements.
    - Nursing elective courses can be counted to fulfill required credits of elective coursework in the MS degree track. Review the next slide to see available spring nursing electives, but be sure to go online to review the Schedule of Classes for the most recent information (as a rule of thumb) for course meeting patterns (days/times). Some students will consider taking a post MS DNP course to fulfill the graduate level elective requirement(s) of the MS degree. DNP curriculum classes are available to MS students for that purpose—if the DNP course being offered does not have a prerequisite. Post graduate DNP courses when taken as a traditional MS student to count as elective credit are limited to a maximum of two courses completed during the entire MS progression. Taking a post MS DNP course not only fulfills elective credit requirements of the MS degree but also completes a post MS DNP course requirement, and is recommended if you are considering the DNP program for post graduate study.
    - Lastly, note that elective course requirements can be taken from any discipline on campus as long as they are at the graduate level. Most students choose to take a nursing elective or other course to enhance their nursing studies or area of interest.
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<thead>
<tr>
<th>COURSE</th>
<th>CRN</th>
<th>Faculty</th>
<th>Sec</th>
<th>Day</th>
<th>Beg Date</th>
<th>End Date</th>
<th>Begin Time</th>
<th>End Time</th>
<th>Restrictions</th>
<th>Room</th>
<th>Max Enroll</th>
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<tr>
<td>N. 547 Community Disaster Preparedness</td>
<td>21851</td>
<td>Terriquez-Kasey</td>
<td>1</td>
<td>DI</td>
<td>1/25/2016</td>
<td>5/11/2016</td>
<td>DI LEARN</td>
<td>DI LEARN</td>
<td>GN</td>
<td>DI Learn</td>
<td>20</td>
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<tr>
<td>N. 549 Response to Chemical and Radiation Incidents</td>
<td>21863</td>
<td>Terriquez-Kasey</td>
<td>1</td>
<td>DI</td>
<td>1/25/2016</td>
<td>5/11/2016</td>
<td>DI LEARN</td>
<td>DI LEARN</td>
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<td>DI LEARN</td>
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<td>N. 567, Therapeutic Interventions with Families and Groups This is not an elective course.</td>
<td>27011</td>
<td>Muscari</td>
<td>A-0</td>
<td>DI</td>
<td>1/25/2016</td>
<td>5/11/2016</td>
<td>DI LEARN</td>
<td>DI LEARN</td>
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<tr>
<td>N.568 (X), Human Nutrition and Metabolism</td>
<td>27833</td>
<td>Lee</td>
<td>A50</td>
<td>OFCAMP</td>
<td>1/25/2016</td>
<td>5/11/2016</td>
<td>OFCAMP</td>
<td>OFCAMP</td>
<td>GD (any grad major)</td>
<td>OFCAMP</td>
<td>40</td>
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<tr>
<td>N. 581F Forensics Health of Offender</td>
<td>23520</td>
<td>Muscari</td>
<td>1</td>
<td>DI</td>
<td>1/25/2016</td>
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<td>DI LEARN</td>
<td>DI LEARN</td>
<td>GD--open to any major</td>
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<td>N.585 Correctional Health</td>
<td>20059</td>
<td>Muscari</td>
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<td>1/25/2016</td>
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<td>DI LEARN</td>
<td>DI LEARN</td>
<td>GD; XLIST NJ w/ NURS 455</td>
<td>DI LEARN</td>
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<tr>
<td>N.588 Explore Sex/Gndr/Hltth Transdis COURSE CANCELED!</td>
<td>28840</td>
<td>Daly</td>
<td>1</td>
<td>OA</td>
<td>1/25/2016</td>
<td>5/11/2016</td>
<td>DI LEARN</td>
<td>DI LEARN</td>
<td>GD; XLIST NURS 455</td>
<td>DI LEARN</td>
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<tr>
<td>N.615, Information Systems and Technology in Healthcare—This is a post graduate DNP course*</td>
<td>28841</td>
<td>Seibold-Simpson</td>
<td>T</td>
<td>1/25/2016</td>
<td>5/11/2016</td>
<td>11:40 AM</td>
<td>2:40 PM</td>
<td>-</td>
<td>FA 242</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

*Note: MS students are restricted to taking no more than two post graduate DNP courses
Non-Degree Student Registration

Non-degree (non-matriculated) students will find they are not able to self-register for courses due to system restrictions in place. Contact Jennie Orton via e-mail for registration assistance after getting the required instructor permission. Instructor assignments are listed on all courses found via the Schedule of Classes, accessible via BU Brain.
BLACKBOARD

Nursing School professors administer their courses using the teaching/learning application, Blackboard (log in requires BU User ID and PODs password). Course syllabi, assignments, interactive discussion boards, etc., are all incorporated for the student via this application. Faculty use Blackboard as a primary means of communication in re: class objectives and requirements for the majority of courses offered in the Decker School, regardless of the lecture being campus-based or online.

There is information available on the Blackboard site to help you sign in the first time.
SNOW OR INCLEMENT WEATHER

The University Emergency number is 607-777-SNOW. Campus emergency information is updated via this phone service to announce events like University closings, etc.

Individual faculty may “postpone/ reschedule” classes due to poor weather conditions. Faculty post this information on courses in Blackboard. Jennie Orton will send a notice through the graduate nursing student listserv(s) as she is available and informed to do so.
THANK YOU FOR CHOOSING THE DECKER SCHOOL OF NURSING!

We hope you will enjoy your educational endeavors at the Decker School of Nursing. Please feel free to contact us to touch base or to ask questions about your program of study. We are here to help you.