ORIENTATION TO
DECKER SCHOOL OF NURSING
GRADUATE PROGRAMS

Spring 2017
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

| Graduate Program Faculty and Staff | Nicole Rouhana, PhD, FACNM, FNP-BC  
Director of Graduate Nursing Programs  
Academic Building B, Room 110B  
607-777-4684  
nrouhana@binghamton.edu | Jennie Orton, BS  
Senior Academic Adviser for  
Graduate Nursing Programs  
Academic Building B, Room 110A  
607-777-4614  
jorton@binghamton.edu | Suzanne Williams  
Secretary, Graduate Program Office  
Academic Building B, Room 110  
607-777-4712  
srwillia@binghamton.edu |
|-----------------|-------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------|
| Pamela Stewart Fahs, PhD, RN  
Professor and Interim Director, PhD in Nursing Program  
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psfahs@binghamton.edu | Timothy Leonard, MS, RN, CRNP, FNP-C  
Graduate Clinical Site Coordinator  
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Graduate Clinical Liaison  
Academic Building B, Room 214  
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christop@binghamton.edu |
| Dean's Office Faculty and Staff | Mario Ortiz, RN; PhD; PHCNS-BC, FNP-C; FNAP  
Dean and Professor  
Academic Building B, Room 108A  
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E-mail: mortiz@binghamton.edu | Sarah Yurka  
Assistant to the Dean  
Academic Building B, Room 108  
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Assistant Dean of Administration and Finance  
Academic Building B, Room 108B  
607-777-6808  
tconklin@binghamton.edu |
| Decker School of Nursing:  
http://dson.binghamton.edu | | | |
| Graduate School at Binghamton University:  
http://gradschool.binghamton.edu |
Mario R. Ortiz, RN; PhD; PHCNS-BC, FNP-C; FNAP is Dean and Professor at the Decker School of Nursing at Binghamton University.

Dr. Ortiz is a respected scholar in national and international arenas where he focuses on nursing theory-guided research and practice. His recent scholarly work is focused on universal living experiences, such as human suffering and working. Dr. Ortiz serves on the referee panels for the Journal of Holistic Nursing and the Journal of the Association of Nurses in AIDS Care. He is the contributing editor of the “Leading-Following Perspectives” column in Nursing Science Quarterly.

He has taught graduate and undergraduate courses in nursing theory, community health nursing, family nursing, and nursing leadership and management. Dr. Ortiz is a board certified community/public health nurse specialist and family nurse practitioner, and continues to work with community agencies in this role. He utilizes the Rainbow PRISM model, based in the humanbecoming paradigm, as a guide to practice with persons in the community. Dr. Ortiz has worked in both acute care and community-based settings with experience in various roles as a staff nurse through administration.

Dr. Ortiz earned bachelor degrees in the history of the arts and nursing, a master’s degree in nursing from Valparaiso University, and a Ph.D. in Nursing from Loyola University, Chicago, where he studied with internationally known nurse theorist, Dr. Rosemarie Rizzo Parse.

He is a member of Sigma Theta Tau International and is a Fellow in the Nursing Academy of the National Academies of Practice.
Pamela Stewart Fahs

**Pamela Stewart, PhD, RN**, is Associate Dean, Decker Chair in Rural Nursing, Professor, and Interim Director of PhD Programs at the Decker School of Nursing.

Dr. Fahs was awarded a PhD from the University of Alabama at Birmingham in 1991, her Master of Science degree with the Family Nurse Practitioner and Clinical Nurse Specialist certifications from Binghamton University, Decker School of Nursing in 1985 and her Bachelor of Science in Nursing at the University of Kentucky in 1983.

Her 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.

Dr. Fahs has been published in some of the top journals in her discipline such as Nursing Research, Annual Review of Research and Journal of Nursing Scholarship. She has also had work published in interdisciplinary journals such as Journal of Adolescent Health and most recently the Journal of Rural Health.

Associate Dean Fahs has successfully sought funding from a variety of sources ranging from local and regional non-profit organizations to national professional organizations and the National Institutes of Health (NIH).

Dr. Fahs can be reached via e-mail at psfahs@binghamton.edu. Her office is located in Academic Building B, Room 315A.
Nicole Rouhana, PhD, FACNM, FNP-BC is 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 Graduate Program Secretary Suzanne Williams. Dr. Rouhana’s office 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.
Jennie Orton is Senior Academic Advisor for Graduate Nursing Programs at the Decker School of Nursing. She has worked at Binghamton University and the Decker School since 2001.

Ms. Orton supports graduate nursing students’ academic success from their first contact when inquiring about programs of study to the final semester leading to an advanced nursing degree and graduation.

Ms. Orton manages daily operations in the Graduate Nursing Office while providing individual and unique academic advisement to each student in relation to curricular program progression and in meeting degree requirements. She assists students with course registration as needed while also providing general advisement.

Service on academic curriculum and admissions committees of the Decker School by Ms. Orton helps her to keep faculty and staff informed about the policies and procedures of the University, the Graduate School, and the Decker School. Ms. Orton also facilitates student compliance and understanding of the policies and procedures of the University, the Graduate School, and the Decker School that govern their enrollment to successful degree completion.

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.
Suzanne Williams is the Decker School of Nursing Graduate Program Secretary. She provides administrative support to Director of Graduate Programs Dr. Nicole Rouhana, Interim Director of the PhD Program Dr. Pamela Stewart Fahs, and Senior Academic Adviser for Graduate Nursing Ms. Jennie Orton.

Ms. Williams handles Dr. Rouhana’s calendar and makes appointments on behalf of students that wish to meet with Dr. Rouhana.

Ms. Williams can be contacted by e-mail at srwillia@binghamton.edu or by phone at 607-777-4712.
Tim Leonard, MS, RN, CRNP, FNP-C, is the Decker School of Nursing’s Graduate Clinical Site Coordinator. He is the person you will work with to complete all Decker School Health requirements as well as to secure your clinical placements for any course that has a clinical component.

All questions regarding graduate student health requirements or clinical placements should be directed to Mr. Leonard via e-mail at tleonard@binghamton.edu.

Mr. Leonard’s office is in Academic Building B, Room 116.
Rebecca Christophersen is the Graduate Clinical Liaison for the Decker School. She performs clinical site visits on behalf of the Decker School in settings where our students have been placed for precepted experiences. She also actively maintains and develops clinical contracts with affiliating agencies and/or preceptors with whom our students work to meet their clinical course objectives.

Ms. Christophersen may be contacted via e-mail at christop@binghamton.edu. Her office is in Academic Building B, Room 214.
Tracie Conklin, is the Assistant Dean of Administration and Finance at the Decker School of Nursing. Ms. Conklin oversees all aspects of the Decker School’s financial management and building operations.

Ms. Conklin’s office is located in the Decker School of Nursing Dean’s Suite, Academic Building B, Room 108.

Students may make an appointment to meet with Ms. Conklin by sending her an e-mail request at tconklin@binghamton.edu.
**Sarah Yurka**

Sara Yurka is the Assistant to the Dean. She actively supports Dean Ortiz with special projects and programming.

Ms. Yurka also handles Dean Ortiz’s calendar. Students wishing to make an appointment with the Dean outside of published open office hours should e-mail Ms. Yurka at syurka@binghamton.edu.

Ms. Yurka’s office is located in the Decker School of Nursing Dean’s Suite, Academic Building B, Room 108.
**IMPORTANT**: Right-click on any link that appears on the slides that follow, and then select “open hyperlink” from the drop-down menu that appears to jump to the designated web page.
Students are required to subscribe to the graduate student listserv(s), and expected to regularly check their Binghamton e-mail account for messages. Students are held accountable for information and instructions distributed via listserv(s).

**HOW TO SELF SUBSCRIBE:**

1. Compose an e-mail message from your BU e-mail account addressed to: Listserv@listserv.binghamton.edu.
2. Leave the subject field of the message blank.
3. **ALL** graduate students subscribe to the listserv “GRADNURSE-L” by typing the following text in the body of an e-mail message:
   1. SUBSCRIBE GRADNURSE-L First name Last name (E.g., Subscribe GRADNURSE-L Louise Smith)
4. **Only** PhD students 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.

**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 strongly recommended that students take time out to review the policies and procedures in the Graduate School Manual—especially when they 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. Again, it is strongly recommended that students take time out to review the content and use the Handbook as a resource throughout their tenure as graduate nursing students.

Remember to bookmark these 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 in the DSON Graduate Student Handbook for department specific procedures in re: Academic Honesty. For more information on Academic Honesty at the University level including forms, please see the Provost’s web site.
- Students will be receiving an academic honesty document either electronically or hard copy in their student mail file located in AB 114. It is required that each new student sign and submit a copy of the academic honesty form to the Graduate Program Secretary Suzanne Williams to acknowledge receipt and awareness of the Academic Honesty policies to which students must adhere. Ms. Williams’ email address is: srwillia@binghamton.edu. Her office is located in AB 110.
Computer & Technology Requirements

Graduate Students need to have the appropriate computer software to be successful. Please take some time to review the University’s technology web site for comprehensive information and helpful access links.
Please make sure that you make any changes to your personal data by using the Registrar’s web site. Forms for changes are available online.

Also notify Graduate Program Secretary Suzanne Williams regarding changes to your contact/ personal information so that she may update the DSON database.
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** accepts the Decker School of Nursing’s annual health evaluation form. The Decker School does **not** accept the Health Services form, as it does not meet DSON requirements.

Complete all DSON health requirements, and submit to **Castle Branch Medical Document Manager**; send a copy of the health evaluation form to Decker Student Health Services; and **keep a copy for yourself**.
All graduate nursing students are provided with a student mail file ("mailbox"). Graduate student mail files are housed in the Student Services office suite, AB 114.

Faculty return papers and other important documents to students via the mail file drawer. Staff distribute important information via 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 home page that is 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

- New Graduate Student Checklist
  - [http://www.binghamton.edu/grad-school/admissions/new-graduate-students/index.html](http://www.binghamton.edu/grad-school/admissions/new-graduate-students/index.html)

- Dates and Deadlines for the Semester
  - [http://www2.binghamton.edu/registrar/deadlines.html](http://www2.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)

- The Graduate School Manual

- DSON Graduate Student Handbook
  - [http://www.binghamton.edu/dson/graduate/handbook-1-1.html](http://www.binghamton.edu/dson/graduate/handbook-1-1.html)

- Registrar’s Web Page
  - [http://www2.binghamton.edu/registrar/](http://www2.binghamton.edu/registrar/)

- Schedule of Classes
  - [http://www2.binghamton.edu/registrar/students/course-registration/schedule-of-classes/index.html](http://www2.binghamton.edu/registrar/students/course-registration/schedule-of-classes/index.html)

- How to Register (step-by-step instructions)
  - [http://www2.binghamton.edu/registrar/students/course-registration/how-to-register.html](http://www2.binghamton.edu/registrar/students/course-registration/how-to-register.html)

- Confirmation of Enrollment
  - [http://www2.binghamton.edu/registrar/students/course-registration/confirmation-enrollment.html](http://www2.binghamton.edu/registrar/students/course-registration/confirmation-enrollment.html)

- Student Accounts
  - [http://www2.binghamton.edu/student-accounts/](http://www2.binghamton.edu/student-accounts/)

- Financial Aid
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 for one semester or from the University with plans to resume study in the future—but--reapplication for re-admission is required to return as a graduate student.

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 deadline: Friday, January 27, 2017 until 4:30 p.m.**
  
  **NOTE:** Tuition liability is established by the State University Board of Trustees and is published via the Student Accounts web site. **See:** Spring 2017 **Tuition Adjustment and Refund Schedule.** Tuition refunds diminish beginning the second week of class—**before the add/drop deadline of January 27.**

- The University’s [academic calendar](#) lists all registration and academic-related deadlines. This is a great resource.

- After the add/drop 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 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 (and/or clinical specialization, when appropriate). A student’s assigned faculty academic adviser will be identified prior to the start of spring classes. Students will receive an e-mail notification with their assigned adviser’s contact information.

- Each student is expected to meet with their assigned faculty academic advisor at least once per semester. This ensures registration for the appropriate classes takes place each semester and that a student makes appropriate progress towards award of degree.

- It is recommended that students take notes during advisement appointments and/or to acquire a copy of faculty advisement recommendations/notes for reference.
**INDEPENDENT STUDY**

- 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) Timothy Leonard (tleonard@binghamton.edu) 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.
  • Unless the student completes the coursework (which includes the instructor submitting a final letter grade within six months), the Incomplete changes to a grade of No Credit (NC).

  **Once an Incomplete has changed to a 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.**

• Under extreme circumstances, a petition for extension of Incomplete can be filed by the student with the Graduate School for consideration. This process must be initiated by the student. Forms are online via the Graduate School’s web site.
  • See the [Graduate School Manual](#) to review the full policy.
Decker School Funding Opportunities.

The Application is available annually on the DSON web site.

- **Teaching or Graduate Assistantship:**
  - Provides tuition and stipend from the Decker School of Nursing
  - Amounts awarded vary based on program of study
  - Student must be registered FT; cannot have Incomplete grades on transcript
  - There is a weekly work requirement in exchange for assistantship awards
  - Student must complete FAFSA to be eligible

- **Traineeship:** *ALL AWARDS FOR 2016-17 HAVE BEEN DISBURSED*
  - Grant funds from Federal Government
  - Provides variable tuition and stipend
  - Available to full-time, enrolled graduate students
  - 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 web site.
  - 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
Jose Reichel Fund

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](mailto:Hathaway@binghamton.edu)) of the Graduate School to request changes as necessary. You may contact Jennie Orton with questions at [jorton@binghamton.edu](mailto:jorton@binghamton.edu).
CLASSES AND REGISTRATION

Spring 2017 classes begin on Tuesday, January 17, 2017. The last day of classes is Tuesday, May 9.

On Thursday, May 4, a Monday class schedule will run per the University’s academic calendar.

The Schedule of Classes for spring 2017 course offerings is available by logging into BU Brain (access requires UserID and Password).

Newly admitted students will have access to register for classes through BU Brain beginning on January 9, 2017 (this date is subject to change). Registration will remain open thereafter through the official add/drop deadline: Friday, January 27, 2017 until 4:30 p.m.

Note: Students who drop a course in the second week of classes will incur reduced tuition refunds. See the Student Accounts Tuition and Refund Adjustment Schedule for spring 2017.

Lastly—all students will be required to sign and return a copy of their academic program plan of study to be housing in the Graduate Program Office. Students will receive a copy of this document from the Graduate Program Secretary Suzanne Williams with further instructions.
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 reviewing the information available via the links contained in this slide and any registration slides that follow, please e-mail Jennie Orton.

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

Each semester after you have successfully registered for courses, periodically check BU Brain for a 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.

Binghamton University Student Accounts posts an e-bill schedule for each academic semester that is a useful reference.
Classes to Register for...

- 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.
• **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 2017 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 2017 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.
## Spring 2017 Nursing Electives

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Distance Learning (ONLINE) Course Acronyms:

Current ONLINE Instructional Methods are:

- **OA - On-line Asynchronous** (direct instruction occurs under time delay; instruction is recorded/storage and accessed later)
- **OS - On-line Synchronous** (direct instruction occurs in real time without (time) delay)
- **OC - On-line Combined** (direct instruction combines both Synchronous and Asynchronous types)
- **OH - On-line Hybrid** (direct instruction is delivered both on-line and in a classroom)
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 TRANSITIONS TO “MY COURSES” IN SPRING 2017

Nursing School professors will begin administrating their courses using the teaching/learning application, myCourses in spring 2017—a cloud-based application versus Blackboard. Course syllabi, assignments, interactive discussion boards, etc., are all incorporated for the student via this application. Faculty use myCourses 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 myCourses 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 Blackboard, and Jennie Orton will send a notice through the graduate listserv as she is available and informed to do so.
THANK YOU FOR CHOOSING THE DECKER SCHOOL OF NURSING!

We hope you will enjoy your brief time with us. Please feel free to contact us anytime to touch base or to ask questions. Remember, we are here for you!