SONOMA STATE UNIVERSITY
Department of Nursing

Post-Licensure BSN (TPOST & CPOST) FALL 2014 CHECKLIST

GENERAL INFORMATION

Read all email instructions and the Post-Licensure BSN website carefully before submitting questions to the department. DO NOT contact Nursing Office Staff for academic advising questions – direct only to your Faculty Advisor, Dr. Kindy or Dr. Close.

Starting NOW, ALL Nursing Department communications will be sent to your SSU email account. You are responsible to check this account frequently (for both Department and University communications). The Nursing Department keeps email communication to a minimum so when you receive an email in your @seawolf.sonoma.edu account, IT IS IMPORTANT!

FALL 2014 REGISTRATION

• Please register/enroll sooner than later. You do not pay fees when you register. We have spaces for all of you in nursing major courses but to get into UDGE courses at SSU you need to register as soon as you are permitted.
• Enroll according to your Academic Program Plan Contract you signed when you accepted your admission.
• If you are scheduled to enroll in Nurs 412 for Fall 2014, you can enroll now in Nurs 412 “Lecture” and then choose and enroll in a Nurs 412 laboratory section when they are available (we’ll notify you when available).
• Everyone should be enrolling in NO MORE than 16 units (if, for some reason you are enrolling in more than 16 units, please explain in email to liz.close@sonoma.edu – you must file a formal request for approval over 16 units).

REQUIRED DOCUMENTS

Submit to Certified Background (CB). All items are due by August 1, 2014 - no exceptions (other than indicated below). The one-time fee due to CB is $107.00.

☐ Student Health Evaluation
☐ Influenza Declination Form (the 2014 flu shot will be available on or about October 1, 2014)
☐ Immunizations as listed on the health form
☐ Background Check
☐ CPR card. At minimum, Basic Life Support-Health Care Provider (2-person and infant rescue)
☐ RN License Number and Expiration Date to CB (due date is August 15, 2014*)
☐ Copy of actual RN license to Nursing Department if you were admitted BEFORE you were licensed (due date is August 15, 2014*)

Note that Student Liability (“malpractice”) Insurance is provided by CSU.

* If the CA BRN continues to have system processing problems delaying licensure for new graduates we will make appropriate accommodation ONLY for this circumstance.
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REQUIRED DOCUMENTS

Submit to University

☐ Final Community College Transcript showing ADN award if you were admitted BEFORE you were licensed.
☐ Transcript(s) for any pending/contingency courses
☐ Any and all other items requested by the university

LEARNING MANAGEMENT SYSTEM “MOODLE” & SEAWOLF ID

➢ All communication will be either through Moodle or Seawolf email -- not your personal email account! This is for security purposes and university policy. Check BOTH email accounts frequently.
➢ There are Moodle tutorials available on the main Moodle website. These are accessible without a SSU user ID or Password. You should view these tutorials before your classes begin in the fall.
➢ Click on the following link to find the tutorials: http://www.moodle.org
➢ You can log on for a demo as a student under the Moodle Features Demo. This will prepare you for learning to navigate Moodle.
➢ Your nursing courses are 90% online using Moodle with specific on campus meetings. The Moodle course sites will not be available until few days before the start of the semester. These are for current and registered students only. The course faculty will notify you via your Seawolf email account when the courses are available for your review and use. If you wait until the first week of school to register for courses, you will not receive an email from your faculty notifying you that the course is available online and you will not automatically be “in” the online course until after your registration is processed. Please do not delay registering for courses!
➢ Get to know Moodle!

WHO TO CONTACT IF YOU HAVE QUESTIONS

❖ Please direct program questions by email to liz.close@sonoma.edu
❖ Please direct paperwork questions by email to hellmank@sonoma.edu