

MINNESOTA ALLIANCE FOR NURSING EDUCATION

# Bachelor of Science in Nursing

## Student Guide to Program Completion

2018-2019

04/2/2018



Minnesota Alliance  
for Nursing Education



# Welcome

Introduction to MANE	5
MANE mission, vision, values: MANE Value Statement	6, 7
Curriculum Endorsement by the American Holistic Nurses Credentialing Corporation; Public Health Nurse Registration	8
Dual Admission Process	9, 10
MANE Progression Policy	11-14
Nursing Program Home Campus	15
Financial Aid/FAFSA	16
Degree Audit Reports (DARS)	17, 18
Academic Advising for Dual Admission and Upper Division Elective Courses	19-25
Preparing for Semesters 6-8 and Enrollment in Upper Division Courses	26-32
Intent to Return to MANE	33, 34
Resources when taking University Classes on a Community College Campus	35, 36, 37
Service on MANE Committees and or Completion of Questionnaires	38
Dual Admission Advisors and Support Contact Information	39
Appendix I: Admitted Student Transfer Checklist	40, 41

Dear Student,

Welcome to MANE and congratulations as you embark on your journey in education to attain your Bachelor of Science degree in nursing. The leadership, faculty and staff of MANE are pleased you have chosen our dual admission baccalaureate program in which to begin your nursing career.

The mission of MANE is to increase the numbers of baccalaureate prepared nurses in Minnesota through dual admission between MANE community colleges and universities, thereby decreasing existing access barriers to a baccalaureate education. The education members, practice members and contributing Board of Nursing members of MANE have collaboratively developed a competency and concept-based spiraled program plan and transformative curriculum that are based on The Essentials of Baccalaureate Nursing Education for Professional Practice (AACN, 2008). From the time of the first nursing class you are being prepared for the role of a baccalaureate prepared nurse.

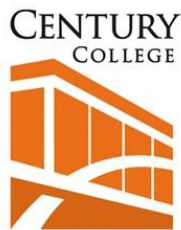
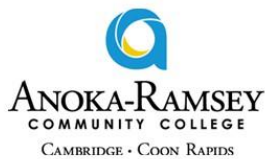
This manual has been prepared for you as a means to answer questions and guide you through the dual admission process with your home community college and the university to attainment of the baccalaureate degree. The content includes essential information concerning dual admission and is designed to work in conjunction with the student handbook and program policies of your home community college and the university.

**Best wishes for success as you enter the program and move towards your goals!**

Regards,

MANE Leadership, Faculty and Staff

# Introduction to MANE



Who we are: MANE's 8 partner institutions

excellence and innovation, partnered up to expand the capacity for baccalaureate prepared nurses in Minnesota. The goal of MANE is to make baccalaureate nursing education available to students across the state, allowing qualified students to graduate with a baccalaureate degree within four years on every partner campus. The collaborative nursing curriculum, developed jointly with practice partners and the Minnesota Board of Nursing, will prepare the nurse of the future to care for Minnesota's increasingly diverse and aging population.

## About MANE

The **Minnesota Alliance for Nursing Education** is an innovative education alliance between a state university and 7 community colleges:

Anoka-Ramsey Community College

Century College

Inver Hills Community College

Normandale Community College

North Hennepin Community College,

Metropolitan State University

Ridgewater Community College

Riverland Community College

The alliance evolved in response to the evidence, and with a commitment to

# Mission, Vision, & Values

## MANE Mission

The mission of the Minnesota Alliance for Nursing Education (**MANE**) is to increase baccalaureate prepared nurses through collaborative, transformative educational strategies.

## MANE Vision

Through increased access to baccalaureate nursing education MANE will prepare professional nurses to promote health and meet the evolving and complex healthcare needs of an increasingly diverse population in Minnesota.

## MANE Core Values Statement

MANE is dedicated to achieving our mission and vision in a manner consistent with our values of:

- Innovation and the Pursuit of Excellence
- Collaboration and Partnership
- Integrity and Accountability
- Mutual Respect and Collegiality
- Diversity and Inclusiveness
- Responsiveness to Local and Global Healthcare Needs

## MANE Philosophy Statement

We believe the purpose of nursing education is to prepare professional nurses in a partnered curriculum to practice successfully in today's complex health care environment, respond to future health care needs, and lead in the broader health care system. A commitment to excellence in professional nursing practice, based on a set of shared core nursing values and innovation, is reflected in the use of integrative review in a spiraled, competency-based curriculum. We believe in a transformative curriculum that moves away from independent silos of education to a combined effort between universities, community colleges, and practice with the goal of increasing numbers of baccalaureate prepared nurses in Minnesota. This shared curriculum fosters a seamless transition from associate to baccalaureate nursing education. We believe baccalaureate nursing education enhances a comprehensive understanding of healthcare policy, research, systems leadership, and community health nursing.

MANE nursing graduates are educated to use the best available evidence in making sound clinical judgments during provision of safe, high quality, holistic nursing care across the lifespan and the health continuum. We believe with the use of informational technology, a nurse is prepared to provide health care in a variety of environments. We believe nurses act as transformational leaders as vital members of a health care team. A strong focus on health promotion supports nursing graduates to best serve diverse individuals, families, and communities locally, nationally, and globally.

We believe adult learners must be actively engaged in the learning process. We value lifelong learning, reflective nursing practice, and insights gained through self-analysis and self-care. Faculty members teaching in the MANE curriculum model professionalism, scholarship, inclusiveness, beneficence, and collegiality. This transformative approach to nursing education encourages deep understanding of key nursing concepts while addressing the changing healthcare environment.

## MANE Value Statement

We bring unique value for nursing students and their urban and rural communities by providing affordable, local access to a dual admission Bachelor of Science in nursing curriculum.

Our offering is a concept-based, dual admission bachelor of science in nursing curriculum which prepares graduates for nursing practice through a transformative educational approach.

We are different because:

- We are an alliance of community college and university nursing programs that collaboratively developed and implemented a dual admission baccalaureate curriculum based on The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008)
- Community college students are admitted through one application to a Bachelor of Science in nursing program where licensure is not required for progression to attainment of the baccalaureate degree.

MANE works because of the commitment to the alliance by leadership and faculty to fulfill the mission and vision of MANE.

# Curriculum Endorsement by the American Holistic Nurses Credentialing Corporation

The 120 credit MANE baccalaureate curriculum has been endorsed by the American Holistic Nurses Credentialing Corporation.

This endorsement is for the full 120 credit baccalaureate curriculum. The benefits of endorsement apply to those students who complete the entire curriculum and graduate with a **baccalaureate** degree. Benefits include:

- Students that graduate after semester 8 as a baccalaureate nurse, successfully pass the NCLEX -RN licensure exam and **take the holistic nursing certification** exam within 2 years of graduation can waive the 1 year practice requirement and the 48 hours of contact in holistic nursing that is usually required to take the exam. This is a cost savings of around \$400 dollars. There is also a reduced cost for taking the exam.
- Certification in holistic nursing enhances the qualifications of an individual when seeking a position. Healthcare organizations that promote holistic nursing seek nurses with holistic education to practice from this philosophical understanding.

## Public Health Nurse Registration

The NURS 459 Population-Based Care (5 theory/2 clinical) course meets the requirements of the Minnesota Board of Nursing for registration post-licensure and post-baccalaureate degree, as a Public Health Nurse (PHN). This course includes 2 credits (90 hours) of community and public health based experiences.

- After completion of the baccalaureate degree and attainment of licensure, you may apply to the Board of Nursing for Registration as a Public Health Nurse.
- You must fill out an application, obtained from the Minnesota Board of Nursing website, and follow the process for verification of learning. There is a fee attached payable to the Minnesota Board of Nursing.
- **Minnesota Administrative Rules. 6316.0100 REGISTRATION AS A PUBLIC HEALTH NURSE.**
- <https://www.revisor.mn.gov/rules/?id=6316>



# Dual Admission Process

Dual admission begins with your MANE acceptance letter from the community college to which you applied. You were required to complete an electronic Dual Admission Form which allowed your student information to be shared with the university. By now you should have also received a dual admission letter from the university. Included in that letter is:

- **Your university student identification number (ID number)**
- **Student Account Login Instructions: Including Star ID (same as at the community college) and University Email ([yourstarid@metrostate.edu](mailto:yourstarid@metrostate.edu))**
- **Information to register for and complete New Student Orientation (NSO) with the University. Your Metropolitan State University e-mail will be activated once NSO is complete.**

You are encouraged to complete the NSO as soon as possible once you have received your Metropolitan State University student ID number. A university registration hold will be in effect until the NSO is completed. Your Metro State e-mail cannot be activated until NSO with the University is complete.

- **Admitted Student Transfer Checklist (See Appendix I)**

## **Immunization Instructions**

As a community college student you will be exempted from completing parts 1, 3, and 4 of the Metropolitan State University Student Immunization Record form. Note and follow the instructions for number 2 under “Exemptions” on the back side of the form.

- **A Guide to Financial Aid for Dual Admission Pamphlet**

*\*Please retain this letter for your records as it contains your university ID number which is different from your home community college ID number.*

Dual Admission Advisor:

Katherine Murphy

[Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu) 651-793-1313

## Dual admission means:

- You are accepted to a program culminating in a Bachelor of Science in nursing degree.
- You are dually admitted to both your community college (home campus) and Metropolitan State University for the MANE BSN program. You will not be required to complete another application to continue with the university.
  - \*If you decide to delay continuing to upper division MANE courses after completion of semester 5, you are eligible to return to MANE at any time. If you decide to return after 3 years or 9 semesters (including summer session), you will need to reapply to Metropolitan State University (to update your records and re-activate your registration status), but WILL NOT need to reapply to the MANE nursing program.
- You must meet the academic and conduct performance criteria of both institutions, and the MANE program, in order to continue to the baccalaureate degree.
- You are not required to attain licensure before continuing to upper division courses at the university. MANE is not an RN to BSN program.
- You will receive academic advising from both the community college and the university in preparation for registration each semester, and especially when preparing to register for upper division and semester 6 of the program plan.
- You will remain on your home campus (community college) throughout semesters 3-5 lower division courses of the program plan.
- You will enroll with Metropolitan State University for semesters 6-8 upper division courses. Classes in upper division are either hybrid or fully on-line.
- Tuition rates for lower division courses (75 credits) will be at the community college rate per credit and upper division courses (45 credits) at the university rate per credit. Refer to your home campus and the Metropolitan State University websites for current tuition rates.
- Upper division courses are offered through a flexible schedule, which includes summer sessions. To facilitate the flexible part-time option, courses will be offered throughout the Metropolitan area and rural campuses. Courses with a clinical component will be offered at each home campus location in fall and spring semesters. See the program plan and enrollment in upper division section of this manual for further detailed information.
- Upper division general education course may be taken at any time during the program plan (if pre-requisites are met), but must be taken at the university level and be 300-400 level courses. Financial aid may not apply if taken earlier than semester 6 of the program plan.
- You are expected to register for course sections offered at your home campus throughout the complete program plan with the exception of the flexible part-time options in upper division. The registration home campus “cohort code” is removed for online courses. Those courses are open to any MANE student on any campus. Students may request to transfer to a new home campus after completion of semester 5; these requests will be honored on a space available basis.

# MANE Progression Policy

## I: Successful Academic Progress

- I. Students must enroll in and successfully complete (with a minimum letter grade of C) all nursing and general education courses in the sequence identified on the MANE Curriculum Plan in order to progress in the program, with the exception of:
  - a. The 8 credits of upper division liberal studies electives which may be taken at any time during the program.
  - b. Upper division NURS courses may be taken either in a fulltime or in a part-time flexible option plan. Students should meet with the MANE Advisor, Katherine Murphy, for assistance in determining which plan best meets their needs.
2. Progression in the nursing program requires a grade of C or better in all required courses in the MANE curriculum plan.
  - a. A C- is not considered a passing grade.
  - b. A Minimum GPA of 2.0 is required for graduation.
  - c. Nursing courses that combine theory, clinical and/or lab require that all portions must be passed at a minimum of 78% to pass the course. In the event a student does not pass theory or the clinical or lab portion of a course, the final letter grade for the course entered will be reflective of the theory or clinical or lab portion not passed.
  - d. Earned points will be carried out two decimal points. There will be no rounding of points to determine letter grades.

## II. Unsuccessful Academic Progress

### A. Unsuccessful Course completion

- I. If a student fails to obtain a minimum of a C grade in one or more nursing courses in a semester, the student will be allowed one opportunity to repeat the course(s) on a space available basis per college/university nursing program policy.

- a. A withdrawal constitutes an attempt for a course and will count as one failure to complete the course.
  - b. The student must repeat the course(s) within one year (2 semesters, not including summer) of the last day of the semester not successfully completed.
2. If a student fails one or more nursing courses in semester 3 of the program plan, the student is eligible to return to the program on a space available basis. The student must follow the progression policy for the program.

## B. Exit from a MANE Program

- A student may be exited from a MANE Program for academic or code of conduct related issues.
- Exited students will not be eligible to progress in the nursing program.

### I. Academic Exit

- a. Failure to successfully obtain a minimum of a C grade in a nursing course on the second attempt will result in exit from the nursing program.
- b. Failure to obtain a minimum of a C grade in a nursing course in a subsequent semester will result in exit from the nursing program.

### 2. Code of Conduct Exit: Ethical Misconduct and/or Unsafe Behavior

- a. A student may be exited for ethical misconduct and/or unsafe behavior at any time in the program.
- b. A student who is exited due to ethical misconduct and/or unsafe behavior must follow college/university policies related to conduct and due process.
- c. Students are not automatically allowed to retake nursing coursework or be readmitted.
- d. All MANE member programs reserve the right to exit a student for ethical misconduct and/or unsafe behavior at any point in the programs.

## C. Reapplication to a MANE Program

A student who is exited from a MANE program for academic failure and/or failure to meet conduct expectations may reapply to the program and must meet the current published admission criteria and the following criteria:

- I. A student may be readmitted to MANE one time only.
  - a. Reapplication to the program is required, either to the original home campus or another MANE member program.
  - b. If a student reapplies, either to the original home campus or another MANE member program, and is subsequently exited a second time for either academic failure and/or failure to meet conduct expectations, the student is permanently exited from all MANE programs.
  - c. All MANE applications are reviewed across all programs each application period to ensure that a student is only readmitted once.
  - d. All MANE member programs reserve the right to deny admission based on ethical misconduct and/or unsafe behavior
2. All current program admission requirements must be met prior to re-application or re-admittance.
  - a. This includes but is not limited to all CPR, health and immunization requirements, and background study requirements.
  - b. Transcripts from all MANE institutions in which a student was accepted to the nursing program and received grades in nursing courses will be included in the required application documents.
  - c. Students applying for readmission after program exit must retake all nursing courses even if previously successful in these courses, based on college policy.

#### **D. Withdrawal from a MANE nursing program course**

Students may initiate requests for withdrawals from nursing courses according to college/university policy/procedures.

1. Students should be aware of the college/university policy for automatic withdrawal for non-attendance/ participation.
2. Students should be aware of the last day in the semester in which a withdrawal can be initiated.
3. Students who withdraw from a nursing course(s) and wish to be considered for re-entry on a space available basis in a subsequent semester must refer to the program re-entry process.
4. Grades at the time of withdrawal may be taken into consideration for any request for re-entry.
5. A withdrawal constitutes an attempt for a course and will count as one failure to complete the course.
6. Due to the concept-based nature of the curriculum, nursing courses within any given semester must be taken concurrently.

### III. Re-Entry Policy for Students with Altered Progression Not Related to Academic or Code of Conduct Issues.

Students who wish to be considered for re-entry into the nursing program after withdrawal in good academic standing from a nursing course or departure from the nursing program for reasons other than academic or code of conduct must follow these steps:

1. Students may be required to supply documentation addressing why they departed, the individual extenuating circumstances that contributed to the program exit, and an individual learning plan for promoting success. This documentation will be placed in the student's permanent folder.
2. Re-entry is allowed on a space available basis as determined by the nurse administrator. Space available for registering in each subsequent semester will be determined at the end of each semester.
3. Students progressing in the program plan without interruption will be placed in their courses prior to seating being made available for re-entry students. Priority for readmission will be based on the student cumulative GPA of courses required for degree completed to date.
4. Students must re-enter within one year (2 semesters, not including summer) of the last day of the semester not completed or the semester of departure from the program.

### IV. LPN and/or RN Licensure while in the Program

1. Licensed Practical Nurse (LPN) licensure must remain current and unencumbered if a student is working as an LPN during the program. If LPN licensure becomes encumbered while a student in the program, the student may be ineligible to continue in the program. Licensed Practical Nurse licensure status may be monitored in Minnesota and nationally.
2. Licensure as a Registered Nurse (RN) is an option for the dual admission student who has completed the semester 5 benchmark and attained an Associate Degree in nursing.
  - a. If a student chooses to become licensed as a registered nurse, while advancing to upper division and the baccalaureate degree, the RN licensure must remain unencumbered. Registered nurse licensure status may be monitored in Minnesota and nationally.
  - b. Licensed students are accountable to their RN license even if they are in the student role. The Nurse Practice Act (148.263 Sub. 3) includes an obligation to report violations that are likely to result in disciplinary action. Such violations will be reported to the Minnesota Board of Nursing.

# Nursing Program Home Campus

The nursing program and campus to which a student is admitted is considered a student's home campus. You are expected to remain on your home campus throughout semesters 3-5 of the program plan and for the three clinical courses (NURS 406, 459 and 490) in semesters 6-8. The registration home campus "cohort code" is removed for online courses. Those courses are open to any MANE student on any campus.

Non-clinical courses in semesters 6-8 are offered either full-time or in a flexible part-time plan, which may not be offered on each campus every semester. Information on the flexible part-time options for completing semesters 6-8 NURS courses and upper division general education courses are detailed in page 21 of this manual.

## Benefits of a home campus in semesters 3-5 of the program plan include:

- Dual admission status
- Financial aid implications
- Support of cohorts
- The lower division general education courses of the MANE curriculum vary across programs
- Application and acceptance to the college and program are required. Fees may apply.
- Textbooks, resources, uniforms are different across all campuses and you will be required to purchase what is required.
- Immunizations, CPR and background check information is housed on your campus for use during clinical experiences
- You will need to comply with any program or campus specific requirements.
- Students must meet the minimum number of credits required for degree completion

# Financial Aid/FAFSA

If you are financial aid eligible, your Community College Financial Aid Office (FAO) will handle all of your financial aid needs through the fifth semester of your MANE program. The University Financial Aid Office will begin to process your aid during your fifth semester in preparation for your sixth semester courses with the university.

Complete the Free Application for Federal Student Aid (FAFSA) application on line at [www.fafsa.gov](http://www.fafsa.gov) and include the following **Metropolitan State University's federal code: (010374)** to your FAFSA to release the results to the university Financial Aid Office prior to the sixth semester. (See Admitted Student Transition Checklist (**Appendix V**) and the Guide to Financial Aid for Dual Admission pamphlet for specific information)

## Process to follow:

- a. Read the Guide to Financial Aid for Dual Admission pamphlet included with your dual admission letter to the university.
- b. Metropolitan State University will process financial aid in semester 6 of the MANE Program Plan.
- c. MANE dual admission students should apply for financial aid to Metropolitan State University within the last term (5<sup>th</sup> semester of the MANE Program Plan) at their home community college.

## Transition to enrollment with Metropolitan State University in Spring semester:

- If you are graduating with the AD degree in a fall semester (December) and transitioning to Metropolitan State University in a spring semester (January), you will need to go into your current FAFSA and add the school code for Metropolitan State University (**federal code 010374**).
- You would then need to cancel your Financial Aid with your community college by contacting the financial aid office. You are able to do this before earning the associate degree, and it would not affect financial aid for 5<sup>th</sup> semester at the community college.
- An award will be processed once a student registers with the university.

## Transition to enrollment with Metropolitan State University in Fall semester:

- Students transitioning to Metropolitan State University in fall semester will update the FAFSA for the academic year using the Metro State school code and an award will be processed when the student registers for classes with the university.



# Degree Audit Reports (DARS)

You will have two degree audit reports, one for the community college and one for the university. You may access each DARS report in your e-services on-line by selecting the institution and using the appropriate student ID number for the community college or university.

- The community college will complete a DARS report based on the first 75 credits of the program plan, or 5<sup>th</sup> semester associate degree benchmark.
- The university will complete a DARS report based on the total 120 credit Bachelor of Science in nursing degree.

The university will complete an **initial DARS report within 18 days of your transcripts being sent from the community college** (after you have accepted a seat in the program and completed the electronic Dual Admission Form).

- c. This will include any non-Minnesota State (MinnState) institutions as well as Minnesota State.
- d. If you did not have all transcripts sent to the community college, the university will communicate with you and request that you send the transcripts. The university uses the National Student Clearinghouse to verify prior enrollment of all institutions attended by the applicant. If enrollment is discovered, the university will require an official transcript(s) for the institutions or a letter of non-attendance if no academic record exists.
- e. A hold may be placed on your account at the university if any transcripts are missing.

## Transfer Update Request

Even though you are a dual admission student, to both your community college and Metropolitan State University, the two institutions still require your permission to share and update your academic records. To give your permission for your grades at the community college to be transferred to the university you must complete a Transfer Update Request. After completion of semesters 4 and 5 of the MANE Program Plan, submit a Transfer Update Request. Access the form here, see the Admitted Student Transition Checklist (**Appendix V**), or go to the Metropolitan State University webpage and search Transfer Update Request.

[http://metro-gateway.custhelp.com/app/transfer\\_update](http://metro-gateway.custhelp.com/app/transfer_update)

# MANE Program Plan

Use your Metro State e-mail address: yourstarid@metrostate.edu

Use the drop down box and choose your home community college campus as the “MinnState” institution to be updated”. See example below.

Electronic Transcript / E-transcript allows for [Minnesota State institutions](#) to easily retrieve official transcripts. There is no cost to you--simply complete the form below to request a transfer update.

**Please read before submitting a request:** E-transcripts cannot be accessed from Minnesota State institutions where you have a hold on your academic record. Please log into [Student E-Services](#) and verify that there are no holds on your academic record at the transfer institution(s) before submitting a Transfer Update Request. If a hold exists, please contact the transfer institution directly to resolve the hold and then submit the form below. Your request will not be processed if holds exist. **Transfer update requests should be made AFTER final grades are posted at the transfer institution.**

## Minnesota State Institution

First Name \*

Last Name \*

Email Address \*

Minnesota State Institution Choice 1 \*

Minnesota State Institution Choice 2

This will update your Metropolitan State University DARS report with credits completed at the community college through semester 4. This process will update your registration window and may require a month to complete (although typically happens sooner). Give yourself ample time to have it completed before registering for semester 6.

You will need to do one more Transfer Update Request after semester 5.

# Program Plan & Academic Advising for Dual Admission and Upper Division Elective Courses

**Reminder:** MANE is a baccalaureate curriculum beginning with acceptance into semester 3 and continuing through semester 8 and culminating in a Bachelor of Science in nursing degree. The 6 semester nursing specific curriculum was designed and developed by the MANE Curriculum Committee. The committee is comprised of a minimum of two faculty from each of the MANE programs, representing the community colleges and the university. The curriculum seamlessly continues through each semester and is based on *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). **MANE is NOT an RN to BSN program**, meaning that there are not two separate components of the curriculum and licensure is not required to continue to upper division.

*\*The numbers of theory, lab and clinical hours and types of experiences in the curriculum are faculty driven, developed by the MANE Curriculum Committee, and meet the expectations for preparation of a baccalaureate prepared nurse into practice.*

MANE is a 120 credit Bachelor of Science in nursing curriculum and program. The MANE program Plan meets all graduation requirements for attainment of the Bachelor of Science in nursing degree. A minimum of 75 credits are completed via dual admission and enrollment at the home community college home campus. 45 credits are completed through dual admission and enrollment with Metropolitan State University. See page 20 for the full program plan.

The community college academic or nursing specific advisors will assist you with questions and needs related to the first 75 credits of the program, which are taken through enrollment at the community college. The MANE specific advisor, ([Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) university MANE program advisor or nursing faculty advisor will assist you with questions and needs related to the 45 credits of upper division coursework.

The curriculum may be completed through a full-time option plan or with a flexible option plan in semesters 6-8. As a dual admission student, you will receive information in semesters 3-5 about the flexible option plan in semesters 6-8 and enrollment with the university.

Upper Division general education and nursing courses in semesters 6-8 of the program plan may be taken in sequence or in a part-time option by utilizing summer sessions. See part-time plans for either a fall or spring semester 6 enrollment.

# MANE Program Plan

Year	Fall Semester	Credits	Total	Spring Semester	Credits	Total
1	<ul style="list-style-type: none"> <li>*Writing I</li> <li>*General Education Science course</li> <li>*General Psychology</li> <li>*General Education – elective</li> </ul> <p>Eligible to apply to MANE after completion of this coursework to a MANE Community College/University</p>	4 4 4 3	15	<ul style="list-style-type: none"> <li>*Anatomy/Physiology I</li> <li>*Microbiology</li> <li>*Developmental Psychology</li> <li>*General Education – Interpersonal or Intercultural Communication</li> </ul> <p>Complete semesters 1 and 2 for full acceptance</p>	4 4 4 3	15
2	<ul style="list-style-type: none"> <li>Traditional: NURS 270/2700 Foundations of Nursing – Health Promotion (4 theory/2 lab/3 clinical)</li> <li>Advanced Standing (LPN): NURS 272/2720 Transition to the Role of the Professional Nurse (3 theory/1 clinical + 5 advanced standing credits)</li> <li>NURS 275/2750 Nutrition and the Role of the Professional Nurse (2 theory)</li> <li>*Anatomy/Physiology II</li> </ul>	9 N  4N  2 N 4	11 N   4	<ul style="list-style-type: none"> <li>NURS 282/2820 Pharmacology and the Role of the Professional Nurse (3 theory)</li> <li>NURS 285/2850 Applied Pathophysiology for Nursing I (2 theory)</li> <li>NURS 280/2800 Chronic &amp; Palliative Care (3 theory/3 clinical/1 lab)</li> <li>*General Education - Sociology/Anthropology</li> </ul>	3 N  2 N 7 N 3	12N   3
3	<ul style="list-style-type: none"> <li>NURS 361/2900/2910 Acute &amp; Complex Care (3 theory/3 clinical/1 lab)</li> <li>NURS 362/2920 Applied Pathophysiology for Nursing II (2 theory)</li> <li>NURS 364/2950 Nursing Leadership I (2 theory/1 clinical)</li> <li>*General Education – Ethics course (may be lower division)</li> </ul> <p><b>5<sup>th</sup> semester BENCHMARK</b> Dual admission MANE Community College students eligible for NCLEX-RN/ licensure upon conferring of Associate Degree</p>	7 N  2 N  3 N 3	12N   3	<ul style="list-style-type: none"> <li>NURS 406 Nursing Care of the Family (3 theory/1 clinical)</li> <li>NURS 416 Epidemiology for Nursing (3 theory)</li> <li>*General Education –Statistics course (may be lower division)</li> <li>*WRIT 331 Writing in your Major</li> <li>School of Nursing (SON) Clinical Advising and Coordination Course (no credits, no tuition, no fees)</li> </ul>	4 N 3 N 4  4	7N   8
4	<ul style="list-style-type: none"> <li>NURS 459 Population-Based Care (5 theory/2 clinical)</li> <li>NURS 464 Nursing Leadership II (4 theory)</li> <li>NURS 446 Nursing Informatics (2 theory)</li> <li>*Upper Division Liberal Studies – (MnTC Goal area and/or Racial Issues Graduation Requirement (RIGR))</li> </ul>	7 N 4 N 2 N 4	13N  4	<ul style="list-style-type: none"> <li>NURS 490 Integrative Seminar &amp; Practicum (4 theory/3 clinical)</li> <li>NURS 485 Global Health Perspectives for Nursing (3 theory)</li> <li>*Upper Division Liberal Studies – elective (Remaining goal areas needed )</li> </ul> <p><b>8<sup>th</sup> Semester BENCHMARK: BSN Conferred</b></p>	7 N  3 N 4	10N  4
<ul style="list-style-type: none"> <li>Credits at 5<sup>th</sup> semester Benchmark (AS Degree at a MANE Community College): 35 nursing; 40 general education = 75 total credits</li> <li>Credits after 5<sup>th</sup> semester Benchmark: 45 credits upper division to include 1) 30 upper division nursing credits 2) 15 general education credits (a minimum of 8 credits must be upper division/300 or 400 level liberal studies coursework)</li> <li><b>Co-requisite courses are highlighted in purple; Upper Division flexible part-time option NURS and general education courses are highlighted in red</b></li> <li>All nursing and required general education courses must be successfully completed (grade of “C” or greater) to progress in MANE.</li> <li>Upper division courses (semesters 6-8) may be taken full time or in a flexible part-time plan; UDLS may be taken at any time</li> <li><b>Total Program Credits:</b> 65 nursing; 55 pre-requisites/general education = 120 total credits</li> </ul>						

# MANE Program Plan

## Part-time Plan for Semesters 6-8 (also see notes at bottom of Full-time Plan)

Developed Fall 2017

**Courses in Bold must be taken as shown.** Courses in *italics* may be flexed per guidelines below. Sample plans of possible timing are in tables below.

- Statistics (STAT 201) – take prior to or concurrent with Epidemiology for Nursing (416); can be taken at community college
- Epidemiology for Nursing (416) – take before Population-Based Care (459) [primarily on-line]
- Nursing Informatics (446) – take after Semester 5, but before Semester 8 [on-line]
- Nursing Leadership II (464) – take after Semester 5, but before Integrative Seminar & Practicum (490) [some on-line sections in summer]
- UDLS electives – 8 credits in two subject areas; any semester, including after Semester 8 (graduation will be delayed until completed); choose courses to meet BSN goal areas & RIGR requirement. *Highly recommended (with sections designated for students in MANE cohorts):* ETHS 304 Environmental Justice and Public Policy (4cr) – meets GEL 10, RIGR, & UDLS; offered every semester; both in-person & on-line; complements nursing profession
- Writing in Your Major (WRIT 331) – pre-requisite of two writing courses; second writing pre-requisite fulfilled by 1) NURS 2950; 2) two writing courses from previous bachelor's; or 3) Ridgewater AD) [on-line; sections designated specifically for MANE cohorts]
- Global Health Perspectives for Nursing (485) – take concurrent with or after Population-Based Care (459)

SAMPLE PLAN 1: Complete Semester 5 in Fall and Start Semester 6 in Spring		Note: Metro summer classes <i>may</i> start during finals week of community colleges			
Note: -- may opt to take WRIT 331 and/or UDLS electives in spring and start Semester 6 following fall		Fall Semester 5		Spring Semester 6 requirement & options	
		Complete Semester 5 courses		Nursing Care of the Family (NURS 406)	
				Epidemiology for Nursing (NURS 416)	
				STAT 201 (prior to or concurrent with 416)	
				WRIT 331	
Summer before Semester 7 options		Fall Semester 7 requirement & options		Spring Semester 8 requirements & options	
Epidemiology for Nursing (NURS 416)	3	Population-Based Care (NURS 459)	7	Global Health Perspectives for Nursing (NURS 485)	3
Nursing Informatics (NURS 446)	2	Nursing Informatics (NURS 446)	2	Integrative Seminar & Practicum (NURS 490)	7
Nursing Leadership II (464)	4	Nursing Leadership II (NURS 464)	4	UDLS elective (including RIGR)	3-4
UDLS elective (including RIGR)	3-4	UDLS elective (including RIGR)	3-4		
WRIT 331	4				
STAT 201 (prior to or concurrent with 416)	4				

SAMPLE PLAN 2: Complete Semester 5 in Spring and Start Semester 6 in Fall		Note: Metro summer classes <i>may</i> start during finals week of community colleges			
Summer before Semester 6 options		Fall Semester 6 requirements & options		Spring Semester 7 requirement & options	
Epidemiology for Nursing (NURS 416)	3	Nursing Care of the Family (NURS 406)	4	Population-Based Care (NURS 459)	7
Nursing Informatics (NURS 446)	2	Epidemiology for Nursing (NURS 416)	3	Nursing Informatics (NURS 446)	2
Nursing Leadership II (NURS 464)	4	STAT 201 (prior to or concurrent with 416)	4	Nursing Leadership II (NURS 464)	4
UDLS elective (if needed and/or RIGR)	3-4	WRIT 331	4	UDLS elective	3-4
WRIT 331	4				
STAT 201 (prior to or concurrent with 416)	4				
Summer before Semester 8 options		Fall Semester 8 requirement & options		Spring Semester options	
Nursing Informatics (NURS 446)	2	Integrative Seminar & Practicum (NURS 490)	7	Complete UDLS electives (including RIGR)	3-4
Nursing Leadership II (NURS 464)	4	Global Health Perspectives (NURS 485)	3		
Global Health Perspectives for Nursing (NURS 485)	3	UDLS elective (including RIGR)	3-4		

# Nursing Course Offerings in Upper Division

**To facilitate part-time flexible options in upper division, nursing courses will be offered throughout the Metro and rural area campuses. It is the intent to keep hybrid course offerings on each campus as much as possible. Offering courses in summer session may necessitate flexibility in schedules during the academic year, based on enrollment numbers on each home campus.**

## When and how to register

When and how can I register?

Registration windows are based on completed and /or transfer course work.

Please log in to [Student e-Services](#) to see the exact day and time when you can start registering for classes

1. Click on Courses & Registration
2. Click on Registration Window

Click to view a [step-by-step guide to checking your registration window](#) in e-Services.

### Steps to register for classes online:

1. Log in to Student eServices.
2. Select "Courses & Registration"
3. Using "Search for a Course", select a semester and search for the classes you wish to take.
4. Click on the course title to see prerequisites or other information related to the course.
5. Click the "Add button (a + sign on the left hand side). The course is now saved in your Wish List.
6. Repeat until all the courses you wish to register for are in your Wish List.
7. Click "Review My Plan" on the left side of the screen.
8. Review the list of classes in your Wish List; check the ones for which you wish to register and click on "Select Course(s) to proceed to Register".
9. Enter your password when prompted.
10. Click Register.

Based on demand for completely on-line nursing courses, Metropolitan State University uses a wait list process.

## Wait Lists

In the event that a desired class has already run out of available seats in registration, students have the option to be placed on a wait list. The order of the wait list is decided by the timing of the respective requests.

On the wait list page, students will see the course for which they are wait listed and their position on each wait list. This also gives students the opportunity to remove themselves from wait lists in the event they are no longer interested in the course.

**If a seat opens in the course, the person at the top of the list will be offered that seat by University e-mail.** The deadline date and time for registering for the open position is also included. Students are notified by e-mail when his/her wait list changes, including removals and position changes. The existence of a valid e-mail address must be required and verified, and it is highly recommended that students on a wait list check their institutional e-mails regularly.

Students on the wait list should note that:

- Students have 24 hours after the offer has been made to respond and register for the course.
- There is no automatic enrollment from the wait list to the open position.
- Not all courses have a waitlist available, some courses may never offer wait-listing.
- It is possible that there are other registration issues that prevent enrollment in a class, even if there is a seat offering.

For students with questions concerning wait lists, please use the following link:

<https://www.metrostate.edu/student/course-info/course-info/registration-information/wait-list-registration-holds-and-course-cancellations>

## Upper Division General Education & Liberal Studies (GELS) Electives

The MANE advisor (Katherine Murphy, [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) and the university nursing faculty advisor will assist you with questions and needs related to the remaining 45 credits needed to attain the Bachelor of Science in nursing degree when enrolled with the university. 40 credits must be 300-500 level upper division coursework. Included in the program plan are:

- 30 credits upper division nursing
- 10 credits upper division general education, of which 8 credits must be liberal studies (GELS) elective credits. Electives should be chosen
  - a. In a personal area of interest
  - b. To fulfill requirements of a baccalaureate degree in meeting all 10 of the MinnState MnTC goal areas
  - c. To meet the university Racial Issues Graduation Requirement (RIGR)  
<http://www.metrostate.edu/student/course-info/course-info/racial-issues-graduation-requirement>  
<http://www.metrostate.edu/student/course-info/course-info/racial-issues-graduation-requirement/finding-rigr-courses-in-class-schedule>

You may choose to take upper division elective courses in general education and liberal studies at any time during or after the program plan (if pre-requisites are met). Graduation will be delayed until the courses are completed for the degree.

*\*Note that financial aid may not cover tuition for the upper division courses if taken earlier than semester 6 or during summer sessions when enrolled at the community college. For questions related to financial aid, please refer to your home campus financial aid office or contact Metropolitan State university financial aid office at: [financial.aid@metrostate.edu](mailto:financial.aid@metrostate.edu)*

If you are concerned about which elective to take to meet the Upper Division Liberal Studies Courses, MnTC goal areas and/or RIGR requirement, the process to follow is:

- Print a community college or university DARS report from your e-services
- Review the DARS report to determine the MnTC goal areas in which you have met the requirements through completed courses.
- Review the DARS report to determine the MnTC goal areas that show a course or requirement has not yet been met.

*\*Remember that the university DARS report was completed based on your transcripts at the time you were accepted to MANE, and is not updated until after completions of semesters 4 and 5 upon submission of a Transfer Update Request. (See section on Transfer Update Request for details)*



- Meet initially with your community college advisor for immediate questions.
- Meet with a university advisor and/or with the MANE Advisor (Katherine Murphy, [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) for questions and assistance
- Review the course schedule for the semester in which you wish to take an upper division (300/400 level) General Education Liberal Studies (GELS) elective course. Use the **Advanced Search** option for **an upper division liberal studies course that meets the MnTC goal area(s) you have yet to complete.**

The screenshot shows a 'Course Search' form with the following fields and options:

- Course Search** (selected tab), Course Equivalents, Non-Credit/Continuing Ed
- Search** (header)
- \* Required field**
- \*College/University**: Metropolitan State University (dropdown)
- \*Semester**: Spring 2018 (Jan - May) (dropdown)
- Subject**: (dropdown)
- Course Number**: (text input, Example 1100)
- Course ID #**: (text input, Example 004390)
- Display**: ☒ Open + Waitlist Eligible Courses, ☐ Open Courses Only, ☐ All Courses
- Delivery Method**: ☒ All, ☐ In Person, ☐ Completely Online, ☐ Blended/Hybrid, ☐ Mostly Online
- Expand/Collapse for Advanced Search** (dropdown)
- Days**: ☐ Monday, ☐ Tuesday, ☐ Wednesday, ☐ Thursday, ☐ Friday, ☐ Saturday, ☐ Sunday
- Times between**: (dropdown) and (dropdown)
- MN Transfer**: (dropdown)
- Curriculum Goal**: (dropdown)
- Credit Type**: All (dropdown)
- Instructor**: (text input)
- Begins after Date**: (text input, mm/dd/yyyy)
- General/Liberal Ed**: Upper Division Liberal Studies (dropdown, highlighted with a blue arrow)
- # of Credits/Hours**: (text input)
- Keyword Search**: (text input)
- Location**: (dropdown)
- Search >** (button), **Clear** (button)

- Select an elective based on your interest and one that meets a goal area and RIGR requirements you have left to complete for the bachelor's degree
- **For questions regarding upper division courses and selection of electives you are strongly encouraged to contact the university MANE advisor (Katherine Murphy, [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) for assistance**

### Exceptions:

- If you have already attained a bachelor's degree in another field, you do not need to take any further upper division general education courses, liberal studies elective courses or a RIGR required course. You are required to take all upper division nursing (NURS) courses for the baccalaureate degree completion.
- If you have an AA degree (Associate of Arts degree) you will have met all 10 MnTC goal areas. You will still need to take upper division general education and liberal studies courses and meet the RIGR requirement, but have a broader number of courses from which to choose.

# Preparing for Semesters 6-8 and Enrollment in Upper Division Courses

## Academic Advising for Semesters 6-8 of the Curriculum and enrollment with the University





The MANE Advisor (Katherine Murphy, [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) will have scheduled appointment and open office hours on each campus, beginning with semester 3, to assist students with dual admission, program requirements, enrollment questions, and navigation through the curriculum with both the community college and the university. During semester 4 of the program plan, the MANE Advisor will visit the community college campus and supply general/initial information to prepare students to register for semester 6. More detailed information on the process will be given at the beginning of semester 5. Registration for semester 6 will occur during semester 5. Your registration window will depend on the number of credits you have completed. **It is important to submit a Transfer Update Request at the completion of semester 4 to advance your registration window.**

During campus visits in semesters 4 and 5, basic information will be shared about the courses in semesters 6-8 including a general schedule. The upper division nursing courses are rigorous in learning and process, but are different in composition and time spent on campus than previous semesters. Major differences are:

- Time spent on campus will be significantly lessened in the nursing courses; time on-line will increase. Learning activities and course requirements will be rigorous, but different in type and scope.
- The courses do not have lab components which decreases the time spent on campus in lab or practicing psychomotor skills.
- The courses are either theory (lecture) alone or in combination with clinical hours.
- The theory (lecture) components of courses will be delivered either fully on-line or in a hybrid format. Hybrid courses will meet face to face on campus throughout the semester. **Most courses will have fully on-line sections.**
- Hybrid courses will meet face to face either at 1) your home community college campus or 2) another MANE campus based on the semester specific schedule. Dates for meeting on campus, and when applicable site specific clinical dates, will be known at the beginning of each course and noted on the course calendars. Dates for face to face class times will be published in the course schedule when registering for classes and vary each semester dependent on individual courses. The number of times each class meets face to face varies based on the content of the course, course objectives and number of course credits, as well as faculty preference.

- When you register for a NURS course in semesters 6-8, it is important that you register for the correct section of each course. As applicable, the section you will register for is dependent on your home community college campus. When searching for the correct course ensure that you look for your community college name and campus as applicable and register for that section. For example if you are an Inver Hills Community College MANE student, register for the section for Inver Hills (see example below.) If you are a Ridgewater College student at the Hutchinson campus, register for the Ridgewater/Hutchinson section.

**NURS 406 - Nursing Care of the Family  
Spring 2017, Section 03**

Add Equivalent Waitlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc	
  	000346	NURS	406	03	Nursing Care of the Family	01/10 - 04/25	T	3:00pm - 7:00pm	4.0	Open	Schoon, Pat	Blended/Hybrid	

**Meeting Details**

Dates	Days	Time	Building/Room	Instructor
1/10/2017 - 4/25/2017	T	3:00pm - 7:00pm	Inver Hills CC S136	Schoon, Pat

**Notes**

- Prerequisite: Admitted to the MANE-BSN program; NURS 361 AND NURS 362 AND NURS 364 OR equivalent. Corequisites: NURS 416. Note: This section is reserved for MANE-BSN students in the Inver Hills Community College cohort. This course combines reduced classroom time with significant online work. Intermediate computer/Internet skills required. For online learning and course access information go to [www.metrostate.edu/col](http://www.metrostate.edu/col) click on Student Resources. Meeting dates: Jan. 10; Feb. 7; March 14,28; April 11. Clinical hours as arranged.

**Location Details**

**Offered through:** Metropolitan State University.  
**Campus:** Metropolitan State University. **Location:** Inver Hills Community College.

## Transition to Semester 6 and Upper Division at Metro State

Orientation to Upper Division will offered either prior to or during the 1<sup>st</sup> 2 weeks of semester 6 courses.

This orientation will give specific information regarding:

- Courses in upper division
- Specifics regarding clinical in NURS 406, 459, 490 and hours.
- Class schedules and delivery format
- Time expectations
- Flexible schedules
- Etc.

## Semester 6-8 NURS specific courses:

**\*School of Nursing Advising and Clinical Coordination Course.** You will be placed into this non-credit, non-fee course by the university when you register for NURS 406 in semester 6.

This non-credit course contains information to assist you in the transition to enrollment in nursing courses at the university and includes clinical requirements and site specific information. Faculty advisors will communicate to students via this course.

**\*Clinical Hours in upper division are calculated the same as in the lower division courses.**

1 credit of clinical = 45 hours. The hours may be divided between meeting with a family (NURS 406, 1 credit), experiences in a community or public health setting (NURS 459, 2 credits), and scheduled hours with a preceptor (NURS 490, 3 credits).

### Semester 6 NURS Courses

\*A registration hold will be in place until New Student Orientation for the University is complete.

NURS 406 Nursing Care of the Family (3 credits theory/1 credit (45 hours) clinical)

NURS 416 Epidemiology for Nursing (3 credits theory)

### Semester 7 NURS Courses

NURS 446 Nursing Informatics (2 credits theory)

NURS 459 Population-Based Care (5 credits theory/2 credits (90 hours) clinical)

NURS 464 Nursing Leadership II (4 credits theory)

### Semester 8 NURS Courses

NURS 485 Global Health Perspectives for Nursing (3 credits theory)

NURS 490 Integrative Seminar & Practicum (4 credits theory/ 3 credits (135 hours) clinical)

\*Clinical hours in semesters 6-8 are dependent on the type of clinical learning attached to each course. Please see below.

**Semester 6: NURS 406 Nursing Care of the Family** includes 1 credit of clinical (45 hours) and is an independent clinical. You will be assisted in choosing a family who is undergoing transition and then meet with the family throughout the semester to accomplish course learning goals.

Information will be given in the course syllabus, but the clinical hours are arranged at the convenience of the family. Not all 45 hours are in direct contact with the family.

**Semester 7: NURS 459 Population-Based Care** includes 2 credits of clinical (90 hours). You will receive a detailed calendar/schedule at the beginning of the course. Clinical hours will occur in a combination of experiences, some independent and some in groups, with the purpose of preparing you, post-graduation with a BSN, and post-licensure as a registered nurse, to be a Public Health Nurse (PHN). Clinical experiences will be varied and will be scheduled based on site specific criteria (ex: a clinic that is only open at specific hours, or a community event held only in the evening, or working with a Licensed School Nurse (LSN) during school hours).

**\*This course meets the Minnesota Board of Nursing requirements for registration post-licensure and post-graduation with a BSN, as a Public Health Nurse.**

**Minnesota Administrative Rules. 6316.0100 REGISTRATION AS A PUBLIC HEALTH NURSE.**

<https://www.revisor.mn.gov/rules/?id=6316>

**Semester 8: NURS 490 Integrative Seminar and Practicum experiences** includes 3 credits of clinical (135 hours) and are structured so that you coordinate your clinical hours with a nurse you are paired with as a preceptor. Clinical hours are arranged with the preceptor. You will need to have flexibility to work within the preceptor's hours. The site for the clinical experience will vary depending on site availability and choice and support towards learning the role of a baccalaureate prepared nurse in practice.

In semester 5, the MANE Advisor (Katherine Murphy, [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) will come to the campus with specific course and registration information for enrolling with the university and registering for semester 6. If you have not already done so, you must do the university nursing student orientation (NSO), to be eligible to register for courses.

## **Pre-Practicum Information and the School of Nursing Advising and Clinical Coordination course**

This non-credit course contains the information to assist you in the transition upper division enrollment in nursing courses at the university, including any clinical course requirements. Your faculty advisor will communicate with you via this course as needed throughout semesters 6-8.

Pre-practicum clinical requirements may be found on the School of Nursing webpage at [http://www.metrostate.edu/msweb/explore/chcps/departments/nursing/pre\\_practicum.html](http://www.metrostate.edu/msweb/explore/chcps/departments/nursing/pre_practicum.html) and within the content of the School of Nursing Advising and Clinical Coordination course.

## Castle Branch Profile (CB)

You should have a CB profile and tracker created automatically in semester 3 if you are a dual admission MANE student at the following schools:

Anoka Ramsey Community College  
North Hennepin Community College  
Century College  
Inver Hills Community College  
Ridgewater College

All of your pre-practicum information will continue to be tracked through your Castle Branch (CB) profile. When you register for a semester 6 course, your tracker will be changed to the Metro State Transition semester and year tracker (ex: Transition spring 2019).

There may be a few additional requirements for you to complete or update based on enrollment with the University. Please check your profile for any additional requirements and ensure that you continue to update any requirements before they outdate. If you do not update your profile you may not be able to continue in a clinical course.

**Keep in mind that some requirements may expire annually.** You will need to update them in a timely manner, but do not renew too early before you begin semester 6 in order to make the most of the year timeframe. For example: Tuberculin testing.

If you are a Dual Admission MANE student at the following schools, then you will need to create a Castle Branch Profile:

Normandale Community College  
Riverland Community College

This service offers the ease of uploading documents at your convenience and 24/7 customer support as well as lifetime access to the Certified Profile that you create. You can add letters of recommendations, a CV, and securely share the information with your potential employers. For more information about CB, please visit their website at <https://www.castlebranch.com/>.

- Directions to create a CB profile will be e-mailed to you while a student enrolled in semester 5 at the community college. You will need to ensure you select the appropriate tracker; follow the directions carefully.
- The university CB specialist, Corey Schmitz (651-793-1381, [Corey.Schmitz@metrostate.edu](mailto:Corey.Schmitz@metrostate.edu)) will be available for support as you create and upload documents to the tracker.
- There will be a one-time \$35 dollar fee to create your Castle Branch (CB) Profile. The fee is payable to Castle Branch.
- Once your profile is created, follow the directions to upload the required pre-practicum

documents. Once documents are uploaded, CB will review the document according to the program criteria and respond within 24-48 hours.

- Green checkmarks signify the documents met the nursing program criteria.
- If the item does not have a green checkmark you should go into your profile to determine what may be needed to meet the nursing department criteria.
- CB will send multiple automated messages to you regarding updating requirements prior to the expiration date. Example: CPR or Tuberculin testing.
- Questions may be directed to:

Corey Schmitz, Program Specialist

Phone: 651-793-1381

Email: [Corey.Schmitz@metrostate.edu](mailto:Corey.Schmitz@metrostate.edu)

- **A registration hold may be placed for all nursing courses with a clinical component until all pre-practicum requirements are approved in CB.** The hold must be lifted to register for a clinical course. *\*If pre-practicum requirements are not met by the department deadline each semester, you may not be able to register for or attend nursing courses that semester.*
- **As applicable, once all pre-practicum requirements are uploaded and meet the nursing department requirements you will receive a message that you may register for the clinical course for that semester.**

\*It is important that you review your profile frequently to ensure that you have met requirements and will be able to register for nursing courses. Watch carefully for messages from CB that you may need to update a requirement during or prior to the next semester.

\*If any requirements are due to outdate/expire during a semester:

- You will be able to register for nursing courses and begin the semester, but
- If the requirement is not updated prior to the expiration date you will not be allowed to continue in clinical and must withdraw from all nursing courses that semester.

## NETStudy 2.0 Background Study

Students admitted fall 2018 and after will only need to do ONE NETStudy 2.0 background study. The study will be completed when accepted to MANE at the community college home campus. The study should identify both your community college and Metropolitan State University.

If you were admitted to MANE PRIOR to fall 2018, you will need to complete a second NETStudy 2.0 background study for the university.

Check with Corey Schmitz for questions. ([corey.schmitz@metrostate.edu](mailto:corey.schmitz@metrostate.edu)) 651-793-1381

Information for completing the study for Metropolitan State University:

- Directions to complete the study will be sent to you while enrolled as a student in semester 5.
- If you submitted your social security number with the DHS with your first NETStudy 2.0, then you will not need to submit a photo and fingerprints again.
- You will need to submit another request to DHS using the Metropolitan State University code.
- There will be a fee payable to DHS for the background study. You can find information on the Background Study website at [www.DHS.state.mn.us](http://www.DHS.state.mn.us), select General Public; Office of Inspector General; Background Studies.
- When you have received official notice from DHS upload the document to your CB profile for approval.



# Intent to Return to MANE

MANE is a dual admission program, you will receive an Associate of Science in nursing degree at the completion of the semester 5th benchmark of the program plan. You will be eligible for licensure as a registered nurse after completion of the 5th semester and conferring of the degree. At this time you have the option of preparing for the NCLEX-RN exam and attaining licensure. This is a choice but not a requirement to continue in the program.

- Licensure as a Registered Nurse is not required to register for semester 6 and continue in the program to the baccalaureate degree
- You may choose to defer licensure until attainment of the Bachelor of Science in nursing degree
- During semester 5, prior to registration for semester 6, the MANE Advisor, (Katherine Murphy, [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)) will meet with your cohort at the community college.

**If you do leave the program after successful completion of semester 5, as a MANE student you are eligible to return to MANE at any time.** If you decide to return after 3 years or 9 semesters (including summer session), you will need to reapply to Metropolitan State University (to update your records and re-activate your registration status), but WILL NOT need to reapply to the MANE nursing program.

*\*Licensure is not a requirement to return to MANE.*

If you plan to take a break and return to MANE you will be asked to do the following;

- supply contact information by which the university may contact you prior to your return
- identify the semester and year you intend to return
- update MANE of your intent by contacting the MANE Advisor:

Katherine Murphy at 651-793-1313 or [Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)

- maintain an unencumbered license if you passed the NCLEX-RN exam after semester 5;
- maintain an unencumbered license if you are practicing as a Licensed Practical Nurse

The university will reach out to students that have taken a break from MANE via their Metro State email every semester.

- To remind you to begin or update your CB profile so you are ready to register for NURS courses.
- To ensure that seats are made available in the classes for the semester you intend to

return

- To determine any other needs as applicable.
- To supply you with current registration information and SON updates

If you are not receiving emails from SON during your break, please contact:

[Katherine.murphy@metrostate.edu](mailto:Katherine.murphy@metrostate.edu)

## Mandatory Reporting of Licensure Status while in the MANE Program

The Minnesota Board of Nursing (MBN) requires that all nursing programs report the number of students in a program who have current licensure as a licensed practical nurse or as a registered nurse.

- Even though licensure is not a requirement for the MANE program, students who choose to become licensed or retain current LPN licensure must report their licensure status, including license number, to the university SON by e-mail to Corey Schmitz immediately upon licensure.
- The university verifies that all licenses held by a current student in the program remains unencumbered via a secure process with the MBN.

# RESOURCES WHEN TAKING UNIVERSITY CLASSES ON A COMMUNITY COLLEGE CAMPUS

Specific information will be supplied to you prior to the beginning of semester 6 regarding accessibility of services when a university student on a community college campus. All information will be sent to you via your university e-mail, included in the School of Nursing Advising and Clinical Coordination Course, or included within a specific nursing course in D2L.

## University Photo ID

When enrolled with the university you will receive two photo ID cards. One will be specific for use when functioning in a clinical setting, the other will allow access to library services, printing and IT services while a university student attending a class on a community college campus.

Prior to beginning semester 6 you will be required to upload a photo to your Metro State CB tracker. This photo (detailed instructions and criteria for the photo are given in CB) will be used to create the photo ID's for the university.

The IDs will either be delivered to you by the university faculty teaching your courses in semester 6 during a scheduled face to face class or mailed if a fully on-line course.

## Printing at the Community College when enrolled with the University

Student fees paid to Metropolitan State University are used to compensate community colleges hosting upper division courses for parking and printing fees accrued on those campuses.

Students will NOT be charged individually for parking or printing when attending university classes on the community college campus. At times when printing a message may appear such as:

- Stating the cost of the print charges prior to printing as well as a print account balance.

Non-community college students are preloaded with a printing balance. There is no direct charge to students. Students should bypass this screen and continue printing. Metropolitan State University will pay the community college printing fees.

## Library Services

As a university student you will have full access to the university library services. You will not need to physically go to the library unless you wish to. All services are available on-line and are detailed in the university New Student Orientation (NSO) as well as on the university webpage.

[http:// www.metrostate.edu/student/learning-resources/learning-resources](http://www.metrostate.edu/student/learning-resources/learning-resources)

Literature searches and librarian support should be requested through the university librarians. The university library will be able to send materials/resources to the community college if an intercampus loan is requested.

## Center for Accessibility Resources

Contact Center for Accessibility Resources at 651-793-1549 or at [accessibility.resources@metrostate.edu](mailto:accessibility.resources@metrostate.edu) for information about services for students.

Students should contact the office and initiate the process to receive accommodations. The Center for Accessibility Services will assist with coordinating accommodations when the student is taking a university course on a community college campus.

## ATI COURSE FEES/TEXTBOOKS/UNIFORMS

### Assessment Technologies Institute (ATI) in semesters 6-8 of the Program Plan

- If you choose to defer licensure until after the completion of the 8th semester benchmark and of the baccalaureate degree, you will still be able to have access to all ATI resources needed to assist you for NCLEX-RN preparation.

#### For Students admitted to MANE prior to Fall 2016:

- The MANE program of your corresponding community college and Metropolitan State University negotiated with ATI to spread the total ATI fees over the 6 semesters of the program plan, regardless of when the NCLEX-RN exam is taken and licensure attained.
- Students who are in Semester 7 and semester 8 as of spring 2018 will continue to have ATI fees of \$243.16 attached through graduation of the BSN.

#### For students admitted Fall 2016 and on:

- ATI fees will be fully assessed in semesters 3-5 of the program plan. The fees will be higher per semester to pay for the entire package by the end of the 5th semester benchmark. Refer to your community college ATI package and pricing schedule for the fees.
- Even if licensed, you may continue to use ATI resources in semesters 6-8 of the program to enhance your critical thinking skills.
- If you choose to defer licensure until after the completion of the 8th semester benchmark and attainment of the baccalaureate degree, you will continue to have access to all ATI resources to assist you for NCLEX-RN preparation.

## Textbooks

You will be required to purchase textbooks for upper division nursing courses. Refer to the course in D2L for specific information. You may purchase textbooks via the university bookstore in person or on-line. If purchased on-line books will be delivered to your home address and have a shipping

fee. You may order books on Amazon or other sources as well.

## UNIFORMS

- The MANE logo patch will continue to be used, along with a university patch as well as a university nursing student photo ID, to identify you as a MANE student on and off campus.
- Many of the clinical experiences in upper division courses do not require scrubs, but require wearing business casual street clothes, a white lab coat, and photo ID identification.
- If scrubs are required for a specific experience (typically not until semester 8 and NURS 490) you will wear the Metropolitan State University uniform. The Metropolitan State University nursing uniform is as follows:
  - Scrubs with graphite gray pants or skirt and royal blue top. (See the Metropolitan State University MANE Student handbook).
  - The MANE logo patch and Metro State Nursing patch are worn on the left shoulder of the top.
  - University nursing student photo ID is to be worn for all clinical experiences. Additional ID may be required by clinical partners.

# Service on MANE Committees and/or Completion of Questionnaires

## Committee Service

MANE is committed to quality improvement and seeks student participation in program evaluation. There are specific MANE committees that are supported by student participation:

- Diversity Committee
- Program Research, Evaluation and Assessment Committee (REA)
- AD HOC committees as determined by need

You may receive information and be asked to volunteer for a committee while a student in the program.

## Completion of Questionnaires

Periodically throughout the program you may be asked to complete a questionnaire related to your experiences in the program or evaluation of MANE processes. We ask that you do complete the questionnaires as they will supply MANE with valuable data for improvement. The questionnaires will be on-line and anonymous. Your answers will not be able to be traced back to you.

# Dual Admission Advisors and Support Contact Information

Community College Advisor  Community College Dean/Director of the Nursing Program	Individual for each campus.	See campus information.	
MANE Nursing Student Advisor  Assistance with dual admission beginning with semester 3 through transition to enrollment in upper division with Metropolitan State University	Katherine Murphy	<a href="mailto:katherine.murphy@metrostate.edu">katherine.murphy@metrostate.edu</a>	651-793-1380 Metropolitan State University St. Paul Campus New Main L219A
Metropolitan State University Advisor  Assistance during enrollment in semesters 6-8 with Metropolitan State University	Will Ruckel	<a href="mailto:William.ruckel@metrostate.edu">William.ruckel@metrostate.edu</a>	651-793-1426 Metropolitan State University St. Paul Campus St. John's Hall (SJH) 100
Castle Branch (CB) Coordinator  Transition Assistance to Metropolitan State University CB Tracker	Corey Schmitz	<a href="mailto:Corey.schmitz@metrostate.edu">Corey.schmitz@metrostate.edu</a>	651-793-1381 Metropolitan State University St. Paul Campus St. John's Hall (SJH) 100
Director of the MANE Center for Nursing Excellence  General MANE information, and assistance with questions and concerns	Faye Uppman	<a href="mailto:Faye.uppman@metrostate.edu">Faye.uppman@metrostate.edu</a>	651-793-1380 Metropolitan State University St. Paul Campus St. John's Hall (SJH) 100
Dean, College of Nursing and Health Sciences (CNHS)	Judith Graziano Interim Dean	<a href="mailto:Judith.graziano@metrostate.edu">Judith.graziano@metrostate.edu</a>	651-793-1368 Metropolitan State University St. Paul Campus St. John's Hall (SJH) 100
Nursing Program Chair, College of Nursing and Health Sciences  Semester schedule and program questions/concerns	Leslie Morrison	<a href="mailto:Leslie.morrison@metrostate.edu">Leslie.morrison@metrostate.edu</a>	651-793-1396 Metropolitan State University St. Paul Campus St. John's Hall (SJH) 100

# Appendix I: Admitted Student Transition Checklist

## MANE Checklist for MANE Semesters 6-8 enrollment with Metropolitan State University

- \_\_\_\_\_ Complete the **on-line New Student Orientation (NSO)** for Metropolitan State University <http://metro-gateway.custhelp.com/ci/documents/detail/2/nso-1>
- \_\_\_\_\_ Check your **Metropolitan State University email** frequently ([starid@metrostate.edu](mailto:starid@metrostate.edu)). Metro NSO must be completed to activate your e-mail. Everything from Metro is sent to your Metro email -- we don't have your community college address.
- \_\_\_\_\_ Read the **MANE Dual Admission Manual** found at <http://manemn.org/students/>.
- \_\_\_\_\_ Complete a **Transfer Update Request** now (total credits will allow earlier registration time) *and* again after semester grades are recorded. *Be sure to enter your Metro email address!* Your permission is needed to share your community college grades with Metro. <http://metro-gateway.custhelp.com/app/transferupdate>
- \_\_\_\_\_ Review your **Metro State DARS report**. [Instructions on reverse side. If you have questions contact Katherine Murphy (contact info below).
- \_\_\_\_\_ \*Work with advisor and Metro DARS report to choose two **Upper Division Liberal Studies (UDLS) elective courses**. **You need two UDLS courses in two different subjects and a RIGR (Racial Issues Graduation Requirement) course – choose a RIGR course that is also a goal area course!** All 10 MnTC Goal areas need to be completed for the 120 cr Bachelor of Science in Nursing (BSN) degree. To choose electives and RIGR, determine what MnTC goal areas you have left to complete and take UDLS elective courses in those areas. *Highly recommended for one of the two courses (with sections designated for MANE cohort students):* **ETHS 304** Environmental Justice and Public Policy (4cr) – meets GEL 10, RIGR, & UDLS; offered every semester; both in-person & on-line; complements nursing profession. For assistance, see Dual Admission Manual and/or contact Katherine Murphy (contact info below).  
\***Not required if have a prior Bachelor's degree.**
- \_\_\_\_\_ Plan semester 6-8 **courses with either full-time or flexible part-time options**. For assistance, contact Katherine Murphy (contact info below).
- \_\_\_\_\_ If you haven't taken **statistics**, you may register for the course through your community college campus or through Metro (STAT 201) because it is a lower division course. Make sure you have met any Accuplacer testing or pre-requisites to take statistics.
- \_\_\_\_\_ **Writing in Your Major (WRIT 331)** is available online and in-person; sections are designated for students in MANE cohorts. Most in-person courses take place at Metro campuses.
  - a. NURS 2950 Nursing Leadership I is the second writing pre-requisite to WRIT 331
  - b. WRIT 331 may be taken any time before NURS 459 Population-Based Care (if pre-requisites met)



\_\_\_\_\_ Check **tuition and fee information** at

[www.metrostate.edu/student/university-info/university-info/financial-management/tuition-and-fees](http://www.metrostate.edu/student/university-info/university-info/financial-management/tuition-and-fees)

NOTE: Fees (including parking and printing) are paid to Metro, but Metro in turn pays fees to community colleges so that you can park and print at community college campus when you are attending Semester 6-8 courses there.

\_\_\_\_\_ Update your **FAFSA** information with Metro code 010374 prior to semester 6. **Check the Dual Admission Manual. If you are planning to attend part-time, you will probably not be eligible for financial aid.**

\_\_\_\_\_ Register for **accommodations** through Metropolitan State Center for Accessibility Resources (if appropriate).

\_\_\_\_\_ Update your **Castle Branch Profile** or if you don't have a profile, create one by contacting Corey Schmitz (contact info below).

\_\_\_\_\_ You will be placed in the next semester's Department of Nursing **Advising and Clinical Coordination Course.**

\_\_\_\_\_ Attend **Semester 6 Orientation** in first or second week of Semester 6. Invitation and announcement will be emailed.

### Contacts at Metropolitan State University MANE

- Advisor: Katherine Murphy, [katherine.murphy@metrostate.edu](mailto:katherine.murphy@metrostate.edu) or 651-793-1313
- Castle Branch: Corey Schmitz, [corey.schmitz@metrostate.edu](mailto:corey.schmitz@metrostate.edu) or 651-793-1381
- General MANE questions: Faye Uppman, [faye.uppman@metrostate.edu](mailto:faye.uppman@metrostate.edu)

### Directions to access Metro State DARS Report

Go to <http://www.metrostate.edu/>

Very bottom of page, click on eServices

Login with starID and password.

Change institution to Metro State.

Follow the prompts on the left menu as noted here:

#### **Student e-services**

Dashboard

Home

Account Management

Courses & Registration

**Grades and Transcripts**

Check Grades

Academic Record

**Interactive Degree Audit**

Report

Transfer Review/Appeal

Financial Aid

Bills and Payment

Student Employment

Contact Us